

Central Services Board

Meeting Minutes

Conference Call

November 9, 2021, 9:30 a.m.

0.0 Call to Order

President Struecker called the meeting to order at 9:30 a.m.

0.1 Roll Call

Lionel Foster	Ph	Dale Struecker	Ph
Barry Anderson	Ex		
Ex Officio:	Beth Will, Board President		Ph
Staff:	Shelly Sindt, CEO		Ph
	Jodi Presswood, CFO		Ph
	Amy Simpson, Executive Assistant		Ph

0.2 Items to be added to the Agenda by Board Members and Staff

No new items were added to the agenda.

0.3 Adopt Agenda

President Struecker called for a motion to adopt the meeting agenda as written. It was moved by Lionel Foster and seconded by Dale Struecker that the meeting agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Adopt Board Meeting minutes from September 17, 2021

President Struecker called for approval of the September 17, 2021, meeting minutes. It was moved by Dale Struecker and seconded by Lionel Foster that the September 17, 2021, meeting minutes be adopted.

Aye: all (the motion was declared carried.)

1.2 Discussion and approval of bids for projects on the Fort Dodge Building

President Struecker asked that the carpet bids be discussed first. CFO Presswood stated there are two bids for carpeting, Cynde's Custom Carpets, and Flooring America. Cynde's Custom Carpet is significantly cheaper than Flooring America. Flooring America quote had a higher-priced carpet quoted. CEO Sindt stated that there are significant things that need to be fixed right now versus replacing the carpet and that she would like to prioritize the bids for needs to be fixed now.

CEO Sindt stated that the lean-to needs to be removed and the outside of the building repaired and landscaped to prevent flooding around the emergency exit. The recessed lighting in the soffits does not currently work. Employees coming to work and leaving work in the dark are expressing concerns.

CEO Sindt suggested motion lights be installed at the corners of the building. CFO Presswood stated that it would be \$200 a light to get fixed. CEO Sindt suggested asking RoJohn's to give a bid to fix the can lights and to install motion sensor lighting. President Struecker stated that the Board could approve the \$27,036.45 bid right now and get another bid to fix the lighting. CFO Presswood wanted to know if the Board approved of the fixing of the back of the building with painting and plywood versus siding the building. President Struecker agreed that the siding is not needed now and can be added later as it is on the backside of the building. Vice President Foster suggested that cameras can be used also. The bids for the carpet replacement will be tabled for a later time.

It was moved by Lionel Foster and seconded by Dale Struecker to approve the RoJohn bid of \$27,036.45 now and get a new bid for the fixing of the can lighting and installation of motion sensors on the outside of the building.

Aye: all (the motion was declared carried.)

1.3 Discussion and approval of window treatments and parking lot striping of the Spencer office

CEO Sindt stated that the blinds in the Spencer office need to be replaced. Most of the blinds do not work. Menards can cut the blinds to size since the Spencer windows are not a standard size. The restriping of the parking is needed as the paint has become faded. There will be bids for the replacement blinds and striping of the parking lot at the next meeting.

1.4 Review and discussion of Financial statement – CFO, Jodi Presswood

CFO Presswood stated that the financials are in good shape and there is money to cover the repair costs of the Fort Dodge building. There was an issue with getting monthly invoicing for rent payment established with tenant CICS. It is been rectified and 4 months of back rent has been received. It was moved by Dale Struecker and seconded by Lionel Foster to approve the financial report as presented.

Aye: all (the motion was declared carried.)

2.0 Upcoming Dates

2.1 Next Central Services meeting - January or February 2022

3.0 Adjournment

3.1 Adjournment

There being no further business before the Central Services Board, it was moved by Lionel Foster and seconded by Dale Struecker that the meeting be adjourned at 10:00 a.m.

Aye: all (the motion was declared carried.)