

Community Center Meeting
June 10, 2009

Present: Dave Mount, Mary Ann Sironen, Stephen Dahl,
Also Present: Tim Strom, Susan Rose, Michelle Lampela, Clerk Ann K. Cox

Stephen Dahl called the meeting to order at 6:35, two contract proposals were offered; Township O & M and Limited.

- Under the O&M Proposal: when the boilers are on there will be someone on site for two to four hours per day.

Under the "Scope of Services" in the O & M Proposal HVAC system; "To oversee the installation, and complete maintenance of the total HVAC systems, as well as monitoring the systems routine operation, to assure that proper preventive maintenance is being performed according to manufacturer's recommendations and established schedules. Also responsible to recommend and implement corrective actions/solutions for system problems directly or through subcontract management.

We perform the majority of the HVAC/boiler maintenance utilizing in-house staff; however, as necessary, we supplement our on site staff without outside contracting, for services such as corrective maintenance, this would not be covered by the limited contract".

- Temperature control: JCI would be responsible for preventative maintenance
- Fire Alarm/safety system: possibly one more thing we could do.

Dave Mount: when there are repairs needed outside the scope of the contract?

Stephen Dahl: they will get someone.

Michelle Lampela: will they get a JCI person? Could we get charged for both JCI person and the repair person?

Stephen Dahl: for propane in the portables it is Como not JCI.

Dave Mount: are there rates for the work outside the base contract?

Stephen Dahl: they will do 5 -2 hour HVAC visits per year.

Michelle Lampela: if there is an issue with an alarm is going off, we make a phone call to JCI and tell them what it is, they say we are sending out a JCI guy or someone to work on the system. So do we have the right to have a say in who they send out?

Stephen Dahl: Basically the Township is the only one who has a contract right now. If the Community Center has a problem the Township should call.

Michelle Lampela: in our vision we aren't planning on eliminating the custodial position, we are simply going to manage the position ourselves.

Stephen Dahl: The sprinkler system is not in the JCI contract.

Stephen Dahl: the job description you formulate for your custodian is going to be very important.

Dave Mount: the Town currently pays approximately \$6000.00 per month to JCI. It is sort of pre planned repair. What are we getting rid of to drop the price?

Stephen Dahl: someone here all day.

Michelle Lampela: in reality, painting, carpentry has been taken out of the contract, technically what is he supposed to do?

Dave Mount: in terms of what the Town is paying for? What my understanding is, there are things they would have covered under the contract, now we are going to have to cover them. What are those things?

- Sub contract management (Matrix) Daily checks: electrical distribution and plumbing maintenance services.

Dave Mount: that doesn't sound like half the bill? It is a big reduction, I am trying to understand what got pulled out.

Susan Rose: There is a change in repair labor and repair materials.

Stephen Dahl: We do not have a matrix for the O&M proposal.

Stephen Dahl: they will be maintaining the water softener but we have to purchase the materials.

- The card system belongs to the Community Center.

Ann Cox: could we request a matrix before the contract is signed? Stephen Dahl will look into it.

Dave Mount: another thing that has changed is the subcontract management, it is an add-on but not added into the monthly fee.

Stephen Dahl: basically looking beyond HVAC we are looking at daily maintenance. Someone will be here Mon – Friday for 2 to 4 hours per day while the boilers are on meeting state requirements. This contract is better than Stack Brothers offered.

Dave Mount: so does the division of responsibilities follow the lease?

Stephen Dahl: we have the snowplowing and lawn mowing.

Tim Strom: The Township should put the money for lawn mowing and snowplowing aside and let the school tend to it as they know when the lawn needs mowing and snow needs to be removed.

Stephen Dahl: A second mower will be needed.

Michelle Lampela: If they are taking the time to repair the lawnmower, there won't be a great deal of tractor riding.

Stephen Dahl: That is why the suggestion for a second mower.

Mary Ann Sironen made a motion to authorize Stephen Dahl and Wendy Meierhoff to enter into the contract provided the matrix meets Wendy and Stephen's approval. JCI/Township O&M proposal dated 6/8/2009. Dave Mount seconded. Motion passed.

Tax issue: Tim Strom sent an e-mail regarding this issue. Mr. Kerry Welsh, assistant St. Louis County tax assessor discussed the possibility of the Town having to pay property taxes on the Community Center property. The Assessors position is the property is taxable; Mr. Welsh does not believe this is good policy and suggested the Township talk to our legislative representative. Mr. Welsh would like to visit the building in July to discuss the building, grounds, and architectural drawings (if possible) and determine a proper assessment for the property. Michelle Lampela provided a letter the school received discussing the Statute used to decide the taxability of the Community Center property. Tim will review the letter and e-mail the township with his thoughts.

- Someone needs to contact Mr. Welsh and work with him to assess the property.

- We need to ask someone skilled in taxation for advice.

Dave Mount: Is this a tax law issue instead of a bookkeeping issue? MAT (Minnesota Association of Townships) might have someone.

Michelle Lampela: potentially there could have been a tax liability on the property and we didn't know it? We have never had to report that to any type of government at all.

Susan Rose: I know someone who might be willing to look into the issue.

Stephen Dahl: I will be the contact person for Mr. Welsh.

Dave Mount: grounds projects? Do we have any issues to deal with?

Dave Mount: the Town has as one of its planned expenses, someone to oversee the Township portion of the landscaping. We are trying to get more out of both projects by working them together, so it is obvious for Dan Schutte to play the same role for the Town as he does for the School. It would be ideal for the Town to purchase or contribute towards Dan's time (\$4000.00), if we contribute towards his hours to the School the Town won't have to worry about insurance. The second point is, the funds were originally planned to come from the Schools Capital Improvement Fund however it is outside the scope of what can be spent from those particular funds, which means the School should save money. Two items removed from the plan were the removal of the basketball court and the ground work that will underlay the playground. Capital Improvement Funds will be approximately \$11,000.00 or \$12,000.00. Michelle will need an invoice for approximately \$3000.00 worth of playground equipment.

The school was going to let the contracts including the work funded by the Musser grant and because Dan and Ray are working out the request for bids to cover the entire work. We will need to check with Wendy, she was more in touch with the financial end of the projects.

Mary Ann Sironen: who signs the bids for the school now?

Michelle Lampela: The Facilities Board or Building and Grounds Committee reviewed and made the recommendation to the School Board, the School Board signed.

In terms of compensating the school for:

- An agreement of what the contractors are going to do, what you are going to pay them.
- There is possibly a services contract through the Minnesota Association of Townships we can use. Or at least a suggestion of how to write one.
- The amount will be for \$4000.00; Dave Mount will come up with a proposed agreement.
- Talk to Wendy Meierhoff and see if she has a plan.
- Perhaps have Dan Schutte create a matrix showing the pots of funding, and the elements of work which need to be completed.

Meeting closed at 8:15 p.m.