

Finance Committee Agenda/Note

May 13, 2019

Building B, Room 101

4:30 p.m.

In attendance: John G, Mona H, Tom Johnston, Noah L, and Ken LaCrosse

- 1. Select a roofing contractor** - Three vendor quotes were reviewed. Two vendors had quotes for only replacing the current asphalt shingles. Committee decided to go with the vendor that offered higher quality shingles, included ice guarding the entire roof, and outstanding customer service. Berwald Roofing also has been here to fix our flat roof in Building B with timely and great service. They also removed ice dams for us this winter on short notice.
- 2. Select a copier contractor** - 5 contractors submitted bids for a 36 month contract. While three of the vendors were all close to each other in price (Metro Sales Inc, Cannon, and Loffler) Metro Sales had the lowest monthly lease rate and is rated as having the best response time. They also have offer an direct incentive to conserve on the number of copies produced. Metro Sales Inc. was selected for copiers in Buildings A,B, and D. Building C's copier is still under contract for an additional year.
- 3. HVAC in Building B update** - XCEL - Grant has been submitted for \$10,000 rebate. We will proceed with the work with Trane, starting June 11th, so the work can be completed while school is out of session.
- 4. Update on summer projects** - Start roof replacement to be completed before July. Duck work to be completed after roof. Requested quotes on flooring in room 18A. Installing security cameras in gym, parking lot and building D, to be installed after July 1st. Hallways to be painted in building A after duck work. Hallways to be painted in building B, floors one, two and three only. Parking lot speed bumps and patching quote to be completed by May 14th. Expanding side walk in annex by building A.
- 5. Financial statements/supporting documents** - reviewed.
- 6. Excess PD disbursement** - Approximately \$20,000 under budget. \$5,000 set aside for outstanding request. \$15,000 set aside for staff to submit request, over and above the allotted amount. Request to be submitted to Mona Hayashi before May 31st, to be approved by the finance committee on June 12th.
- 7. Next meeting - note date changed to June 12th (Wednesday) at 4:00 p.m. at Carmine's in Woodbury**