

**CENTRAL SCHOOL COMMISSION  
THURSDAY, MAY 19, 2011  
CONFERENCE ROOM 2B, CITY HALL  
GRAND RAPIDS, MINNESOTA  
AT 9:00 A.M.**

**CALL TO ORDER:**

Pursuant to due notice and call thereof, a regular meeting of the Central School Commission was held Thursday, May 19, 2011 at 9:00 a.m., at Grand Rapids City Hall, Conference Room 2B, City Hall, Grand Rapids, Minnesota.

**CALL OF ROLL:**

On a Call of Roll, the following members were present: Commission Chair Denny Brown, Commissioners: Jean Halverson, Dale LaRoque, Linda VanArkel and Jeff Wartchow. Absent: Trudy Hasbargen.

Staff present: Finance Director Shirley Miller and Facilities Maintenance Manager Ron Edminster.

Others present: Building Manager, Tom Schmoll.

The meeting was called to order at 9:00 a.m.

**APPROVAL OF MINUTES:        April 21, 2011 regular meeting**

**MOTION BY COMMISSIONER WARTCHOW, SECOND BY COMMISSIONER VAN ARKEL TO APPROVE THE MINUTES OF APRIL 21, 2011 REGULAR MEETING AS PRESENTED. The following voted in favor thereof: Wartchow, VanArkel, Brown, Halverson and LaRoque. Opposed: None, motion carried.**

**APPROVE PAYMENT OF BILLS:**

**MOTION BY COMMISSIONER HALVERSON, SECOND BY COMMISSIONER VAN ARKEL TO APPROVE THE PAYMENT OF CLAIMS DUE ON OR BEFORE 05/19/11 IN THE AMOUNT OF \$27,343.22 AS PRESENTED:**

AmeriPride Linen	\$ 114.48	Deer River Hired Hands	16.00
Evans Electric Inc.	22,000.00	Filthy Clean	1,385.16
MN Energy Resources	1,645.22	Occupational Dev't. Ctr.	138.94*
Paul Bunyan Telephone	74.92	PUC	1,384.78
Qwest	45.88	SIM Supply Inc.	246.62
Waste Management	291.22		

*\*Please note the Occupational Development Center amount contains \$69.47 previously approved and paid in April meeting. It was listed in this bill list in error.*

During the discussion period, the following came under question:

- Evans Electric – for the total project of lights; approving the final invoice and will wait until all the work is complete to make payment.
- Occupational Development Center is on twice. One is for March which was previously approved; note (\*) above for explanation.
- Telephone – there is no cost savings in bundling both Qwest and Paul Bunyan.
- AmeriPride – contract has been negotiated and will have a 25 percent reduction.

**The following voted in favor thereof: Halverson, VanArkel, Brown, LaRoque and Wartchow. Opposed: None, motion carried.**

### **BUILDING MAINTENANCE REPORT:**

Building Maintenance Manager Edminster reported on the following:

- Turned the air on in Old Central School; one chiller needs to be recharged but everything is working.
- Evans Electric stated some of the lights were lost in shipping and should be here this week. Finance had to do the purchase order to meet the June, 2011 deadline.
- North door is physically warped and not closing properly. Maintenance is working on a solution.
- Public Works is in charge of the music on the Old Central School grounds.
- Looking at applying for a grant with the Minnesota Historical Society to do work on the foundation. The pre-application is due in July 1, 2011 for a 50/50 matching grant which will need prior approval from the City Council. Building Maintenance Manager Edminster is getting a cost estimate.

After discussion, the following motion was made:

**MOTION BY COMMISSIONER HALVERSON, SECOND BY COMMISSIONER WARTCHOW TO REQUEST CITY COUNCIL AUTHORIZE THE CENTRAL SCHOOL COMMISSION TO SUBMIT A GRANT WITH THE MINNESOTA HISTORICAL SOCIETY FOR WORK ON THE EXTERIOR FOUNDATION OF THE OLD CENTRAL SCHOOL. The following voted in favor thereof: Halverson, Wartchow, Brown, LaRoque and VanArkel. Opposed: None, motion carried.**

### **OLD BUSINESS:**

#### **City Task Force Update:**

The Task Force will be meeting May 25, 2011 at 2:00 p.m. They will then tour the Old Central School with the Associate State Architect, Linda Pate at 3:00 p.m. Chair Brown, as a part of the City Task Force, invited the Central School Commission to join the tour at 3:00 p.m. A notice of potential quorum will be posted.

#### **Replacement Member-at-Large:**

Commission Chair Brown stated he contacted one person who declined. The Commission is still short one member.

**Update on key duplication:**

Manager Schmoll stated there is no master key for the rooms or the building and all locks would have to be replaced in order to create a master key. Tenants are still finding problems with the public in the building after hours or doors left open and feel the outside doors should be rekeyed. Manager Schmoll estimates rekeying all outside doors and having new keys made at a minimum of \$300.00. After discussion the following motion was made:

**MOTION BY COMMISSIONER VAN ARKEL, SECOND BY COMMISSIONER WARTCHOW TO AUTHORIZE THE BUILDING MANAGER TO REKEY THE OUTSIDE DOOR LOCKS AND HAVE KEYS MADE FOR THE TENANTS AND MAINTENANCE PERSONNEL FOR A COST NOT TO EXCEED \$500.00. The following voted in favor thereof: VanArkel, Wartchow, Brown, Halverson and LaRoque.**

**Billboard update:**

Commissioner VanArkel stated the billboard will be up Tuesday, May 24, 2011.

**NEW BUSINESS:**

**MINNESOTA HISTORICAL SOCIETY GRANT:**

In discussing the new grant, Finance Director Miller stated the grant will not cover painting or maintenance expenses. In addition to the exterior foundation work as previously discussed, Commission Chair Brown indicated the flooring needs tile work.

**Christmas lights on Central School grounds:**

Commissioner VanArkel stated Public Works Director affirmed they would not bill the Old Central School for the light display in the park. She stated she has people who volunteered to wrap the lights around the trees for free. In addition, Commissioner VanArkel will solicit businesses in town for the cost of 25,000 plus lights. Either Public Works or Park and Recreation confirmed they will store the lights.

**Quotes for painting stairway:**

Manager Schmoll received two quotes for painting the stairway. One from Mangseth Painting for a total bid of \$8,300 and Hassel Painting for a total bid of \$11,900.

It was the Commissioners consensus to wait until the June meeting to determine the course of action to take in regard to painting for two reasons:

1. Commission Chair Brown will call the State to determine if the painting could be covered under the grant because of repairs to walls and safety of stairs, and
2. The findings from the Associate State Architect, Linda Pate would be in.

**MANAGEMENT REPORT:**

Building Manager Schmoll distributed the May 2011 Manager's Report and briefly reviewed it. The tenants are requesting no soliciting and no dog signs to be placed on the entry doors. He will purchase them and apply to the doors.

Please refer to Building Manager Schmoll's report for further details.

The next regularly scheduled meeting will be June 16, 2011 at 9:00 a.m. unless otherwise noted. A notice of possible quorum will also be posted for May 25, 2011.

There being no further business, the following motion was made to adjourn:

**MOTION BY COMMISSIONER WARTCHOW, SECOND BY COMMISSIONER HALVERSON, TO ADJOURN THE MEETING AT 9:58 A.M. The following voted in favor thereof: Wartchow, Halverson, Brown, LaRoque and VanArkel. Opposed: None, motion carried.**

Respectfully submitted,

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Dawn Schaefer, Recorder