



TITLE: SPECIAL BOARD
MEETING MINUTES

DATE: FEBRUARY 21, 2023

1. ATTENDANCE:

Chairman Stuart Christian called the February 21, 2023, meeting to order at 8:35 AM at the District Office. Other managers attending were Clayton Bartz, Craig Engelstad, and Shawn Brekke. Managers absent included Don Andringa who attended remotely as an interested party, not as a voting board manager, as he was unable to attend and was on the road. Staff members present included April Swenby – Administrator. Others in attendance included Richard Meier, YHR Partners. It was noted that the original meeting date set was February 10 for this order of business, but was rescheduled for February 21, 2023 to allow additional time for contractors.

2. APPROVAL OF THE AGENDA:

A **Motion** was made by Manager Englestad to approve the agenda, **Seconded** by Manager Bartz. **The Motion was carried.**

3. BUILDING PROJECT DISCUSSIONS:

Before the meeting began, at 8:00 AM, Richard Meier opened the bids for the building project which included one bidder, who was present at the opening, (Baratto Brothers Construction of Cross Lake, MN). The base bid was \$1,277,395. Alternate 1 was \$64,100, Alternate 2 was \$104,650, Alternate 5 was \$72,375 and Alternate 6 was \$17,650.

The square foot price was substantially high and exceeded the managers budget for the project.

Swenby presented the plans to the board for review to answer questions regarding the plans. Swenby stated that the existing plans were discussed by a prior board and the district now has three new managers since the plan's original approval. At the time these plans were created, the board asked the architect to draft plans that would incorporate additional offices so that the district would have an opportunity to share space with likeminded entities in the future and receive an income for office rental.

The managers questioned the necessity of another access to the existing basement. Meier agreed that a second access to the basement may cut some costs and decrease the complexity of the project. The upper level mechanical room was discussed and it was questioned if perhaps it might save costs placing that on a main level, in place of where the basement access would be. Manager Engelstad suggested that separating the proposed addition from the neighboring building to the south is wasted square foot space and it invites snow to pile up between the two buildings. The architect stated that keeping the two buildings separated would be his recommendation for fire safety, tying in the roofs, and for the protection of the integrity of the foundation of the aged building to the south. Swenby noted for consideration that if the buildings were joined, the neighboring building would have a window that would be covered up.

The managers highlighted that the main purpose of the addition is for accessibility and to be ADA compliant, and a secondary focus would be to provide the building with another source of heat as currently the district runs only on electric baseboard with no secondary source of heat.

A **Motion** by Engelstad to reject the submitted bid and authorize YHR to revisit the plans to seek alternatives for a more affordable project, **Seconded** by Brekke. **The Motion was carried.**

YHR will revisit the plans and visit with the contractor to determine areas to cut costs. Meier would also like to visit with local contractors to determine why there was not a local interest in the project and ask what can be done to encourage local interest.

4. **ADJOURNMENT:**

The next regular meeting will be held Thursday, March 2, 2023, at 8 AM. As there was no further business to come before the board, a **Motion** was made by Manager Bartz to adjourn the meeting at 9:31 AM, **Seconded** by Manager Engelstad. **The Motion was carried.**

April Swenby, Administrator

Shawn Brekke, Secretary