

Family Resource Center - Meeting Notice

Governing Body: Governance Board

Date of Meeting: August 12, 2024

Time of Meeting: 4:30 P.M.

Place of Meeting: Family Resource Center (Adult Day Space)

For Board Members Only: If you are unable to attend the meeting and prefer to call in, please call Bill Skare at 515-298-3965 to join the meeting.

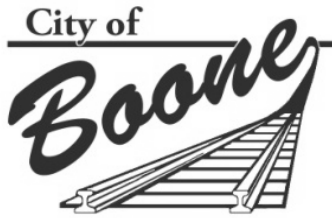
- 1. Old Business**
 - A. Review and Approve Previous Board Meeting Minutes (**Action**)

- 2. New Business**
 - A. Bills Paid
 - B. Revenue and Expense Report
 - C. Approval of Fiscal Year 2025 Lease Agreement.
 1. Child Care Junction Agreement.

- 3. Tenant Program Updates**
 - A. Head Start-
 - B. Child Care Junction-
 - C. Adult Day Services-

- 4. Other Business**
 - A. Discuss South Roof and Carpet for Child Care Junction.

- 5. Adjourn (Action)**



Family Resource Center - Meeting Notice

Governing Body: Governance Board

Date of Meeting: July 8, 2024

Time of Meeting: 4:30 P.M.

Place of Meeting: Family Resource Center (Adult Day Space)

Present: Jim Turbes, Cathy Wetzeler, Mike MacDougall, and Julianna Starling

Absent: Lacey Dreeszen

Others: Deb Pestotnik, Jennifer Clubine, Sue Abel, Brittany Johnson, Michelle Duncan, and Kim Majors

1. Old Business

A. Review and Approve Previous Board Meeting Minutes (**Action**)

MacDougall moved; Wetzeler seconded to approve the minutes from the June 10, 2024, meeting. Ayes: all in attendance.

2. New Business

A. Bills Paid

Wetzeler moved; MacDougall seconded to approve the bills paid report for June 2024. Ayes: all in attendance. Turbes stated he thought they would be receiving an invoice from Orkin for power spraying completed on June 16, 2024.

B. Revenue and Expense Report

The Board reviewed the Revenue and Expense Report for June 2024.

3. Tenant Program Updates

A. Head Start-

Abel passed around Head Start application handouts; staff is returning August 7, 2024 to complete home visits and set up classrooms.

B. Child Care Junction-

Johnson stated that Child Care Junction will be looking for five (5) full-time staff this fall, and they are currently at full capacity for the summer program. The carpet is bubbling off the concrete and advised that Slight would talk to Skare about it.

Johnson stated she will turn in the signed Child Care Junction Lease Agreement this week.

C. Adult Day Services-

Clubine announced they have a new full-time client paid for by the V.A. Pestotnik advised they are planning a 20th anniversary open house.

4. Other Business

5. Adjourn (**Action**)

Wetzeler moved to adjourn the meeting; seconded by Starling. Ayes: all in attendance.

Report Criteria:

Detail report type printed

Invoice Detail.GL account (6 Characters) = "7308996371"-"7309106910","1218996599"

Vendor Number	Name	Invoice Number	Description	Invoice Amount	Check Amount	Check Issue Date	GL Account
45	ALLIANT ENERGY	070124F	UTILITIES-FRC	2,170.37	2,170.37	07/01/2024	7308996371
Total 45:				2,170.37	2,170.37		
479	CITY OF BOONE	070124	WATER-FRC	641.61	641.61	07/01/2024	7308996371
Total 479:				641.61	641.61		
1848	WALTERS SANITARY SER	46K13429	WASTE REMOVAL-FRC	175.54	175.54	07/15/2024	7308996371
Total 1848:				175.54	175.54		
2433	ORKIN LLC	263104584	PEST CONTROL-FRC	110.99	110.99	07/15/2024	7308996499
Total 2433:				110.99	110.99		
2706	BOONE ACE HARDWARE	80010-2	REPAIR WATER VALVE F	13.78	13.78	07/01/2024	7308996399
Total 2706:				13.78	13.78		
3650	INFOBUNKER LLC	INV-1048-67	LINE OF SIGHT INTERNE	3.00	3.00	07/15/2024	7308996371
Total 3650:				3.00	3.00		
4040	BOMGAARS	85688911	LANDSCAPING ITEM FRC	39.99	39.99	07/01/2024	7308996599
Total 4040:				39.99	39.99		
4278	K & R LAWN CARE INC	59850	LAWN CARE FRC	475.00	475.00	07/15/2024	7308996499
Total 4278:				475.00	475.00		
Grand Totals:				3,630.28	3,630.28		

**CITY OF BOONE - FAMILY RESOURCE CENTER
MONTHLY BUDGET REPORT**

Budget Year Remaining: 92%

OPERATION ACCOUNTS

Account	Description	Budget	PTD Expended	YTD Expended	Unexpended Balance	Percent Unexpended
		7/1/2024	7/1/2024	7/31/2024		
Revenue						
			Through			
			7/31/2024			
730-899-4310	FRC/ADULT DAYCARE-RENT	27,740.00	2,311.81	2,311.81	25,428.19	92%
730-899-4311	FRC/HEADSTART-RENT	8,190.00	682.42	682.42	7,507.58	92%
730-899-4313	FRC/CHILD CARE-RENT	54,070.00	4,505.77	4,505.77	49,564.23	92%
730-899-4550	REFUND	-	-	-	-	
730-899-4705	LOCAL GRANTS	-	-	-	-	
730-899-4720	INSURANCE SETTLEMENT	-	-	-	-	
730-899-4830	TRF IN SUBSIDY/DEPRECIATION	-	-	-	-	
Total		90,000.00	7,500.00	7,500.00	82,500.00	92%

Expenditures

Account	Description	Budget	PTD Expended	YTD Expended	Unexpended Balance	Percent Unexpended
730-899-6371	UTILITIES/FAMILY RESOURCE	40,000.00	2,990.52	2,990.52	37,009.48	93%
730-899-6399	FRC-REPAIRS	10,000.00	13.78	13.78	9,986.22	100%
730-899-6408	LIABILITY INSURANCE	9,000.00	-	-	9,000.00	100%
730-899-6409	FRC- JANITORIAL SERVICES	3,000.00	-	-	3,000.00	100%
730-899-6499	SERVICES	10,000.00	585.99	585.99	9,414.01	94%
730-899-6505	FRC GRANT EXPENSES	-	-	-	-	
730-899-6599	SUPPLIES	1,000.00	39.99	39.99	960.01	96%
730-899-6910	TRF OUT	12,000.00	-	-	12,000.00	100%
730-910-6910	TRANSFER OUT	-	-	-	-	
Total		85,000.00	3,630.28	3,630.28	81,369.72	96%

Local Option Sales Tax

Account	Description	Budget	PTD Expended	YTD Expended	Unexpended Balance	Percent Unexpended
121-899-6599	FRC BUILDING IMPROVEMENTS	5,000.00	-	-	5,000.00	100%

Projects

Account	Description	Budget	PTD Expended	YTD Expended	Unexpended Balance	Percent Unexpended
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Lease of Space in Family Resource Center From The City of Boone, Iowa

This Agreement made and entered into this 1st day of July 2024, by and between the City of Boone, Iowa, a municipal corporation, located at 923-8th St., Boone, Iowa 50036 hereinafter called “City” and “Child Care Junction”, hereinafter called “Tenant”, hereby agree to the following:

1. Area to be Leased:

Child Care Services consisting of 10,934 square feet (or 60.1% of facility – 6982 square feet classroom area, and 2310 square feet common area).

The parties agree that TENANT shall also have access to and the non-exclusive right to use, as reasonably necessary, the restrooms, hallways, stairs, all adjoining sidewalks, roads, and means of ingress and egress to and from the CITY’S buildings and grounds and ramp needed to provide access, including handicapped access, to the TENANT’S leased area.

2. Rental Term:

The primary term of this Agreement shall be for a period of one (1) year. It may be renewed yearly, unless sooner terminated or extended as provided in this Agreement, at which time the terms of the lease will be reviewed for further revisions. If either party considers termination of this Agreement to be in its best interest, it may terminate this agreement by giving the other party advanced written notice not less than one hundred twenty (120) days prior to the designated termination date. Yearly notice of the renewal option shall be given by the Family Resource Center Governance Board at least sixty (60) days prior to the renewal date.



2.a. Default Clause

The CITY and TENANT agree that if the TENANT is to lose its license to provide services within the Family Resource Center, the contract shall be considered null and void.

3. Rent.

The TENANT shall pay rent in an amount as indicated on the addendum attached hereto and made a part of this lease.

4. Snow Removal Services

Snow removal services will be provided via contract services and paid based on TENANT area leased. Snow removal includes the outside sidewalks and parking area used by TENANT.

5. Utilities and Maintenance.

The CITY will provide electricity, heat, air conditioning, garbage pickup, lawn care, telephone, internet, water, and sewer, , the cost of which will be assessed to the TENANT based on the area leased. TENANT may contract custodial services to cover the leased area from an outside source at TENANT's own expense. These services will be provided in as timely a fashion as possible.

The CITY will provide an environment free of toxins, such as cigarette smoke, lead, pesticides, herbicides, and other air pollutants as well as soil and water contaminants. The CITY will ensure that no one, other than the applicator, is present during the spraying of pesticides or herbicides and will ensure that no one will return to the affected area until it is safe to do so.

The CITY will maintain the premises and all structural and mechanical aspects of the buildings to satisfy all applicable City Code requirements. Structural and mechanical includes all components of the HVAC system, water heaters, sprinkler system, permanent structural components of building construction, countertops, permanently

attached cabinets, parking lot pavement, sidewalks, flag poles, primary entrance sign, parking lot lighting, fencing, playground structure, both sheds, windows, bathroom fixtures, and lighting fixtures.

The City will also maintain, but not replace, the shade structure, playground structure, and gazebo.

6. Use.

TENANT will use premises for the following primary purpose:

To provide child care services for families with children ages 6 weeks to 12 years.

TENANT may choose to use respective lease area for other purposes that are not in conflict with the general purpose of the building or in conflict with other tenants. The CITY reserves the right to deny any use of the building other than the primary purpose noted above. The CITY reserves the right to deny use of the grounds beyond the fenced area for use other than the primary purpose.

7. Communication.

The CITY and TENANT will communicate immediately any concerns that impact the TENANT'S leased area or may impact the continuation of this agreement. All communication shall be directed through the TENANT'S designee to the City Administrator at the address stated on the signature page.

8. Indemnification and Insurance.

TENANT will hold harmless the CITY from all expenses, costs, harm and damages of whatever kind, which might arise directly or indirectly from any act or omission on the part of the TENANT'S employees, patrons, clients, agents, or designees which are not under the control of the CITY. The CITY will hold harmless the TENANT from all expenses, costs, harm and damages of whatever kind, which might arise directly or indirectly from any act or omission on the part of the CITY'S agents or designees, which are not under the control of TENANT.

The CITY will procure and maintain Commercial General Liability insurance in amounts not less than \$1,000,000 each occurrence, \$2,000,000 annual aggregate. Coverage to include Bodily Injury, Personal Injury, Property Damage, and Contractual Liability. The CITY shall furnish a certificate evidencing such coverage and TENANT will be added as additional insured with regard to operations of the insured.

TENANT shall be responsible for maintaining its own liability insurance on its own personal property and equipment and worker compensation for their employees.

TENANT shall furnish a certificate of insurance evidencing such coverage to the CITY.

9. Alterations.

TENANT shall not make any alterations to the premises involving structural changes without securing the CITY'S written consent, which approval shall not be withheld unreasonably.

10. Property and Equipment.

TENANT shall furnish and have exclusive use of all equipment and property in the leased area. Any property or equipment, which is damaged or destroyed through neglect or lack of care by one of the parties, shall be replaced by that party at its expense.

Property and equipment shall be repaired and maintained by TENANT as needed.

Property and Equipment shall be known as all kitchen appliances, washers, dryers, computer equipment, desks, window treatments, cubbies, non-permanently affixed cabinets, any appliances or equipment not permanently attached to the structure, and all furniture.

11. Audits and Reports

A copy of the CITY'S audit will be made available to the TENANT upon request. Any reports relating to the leased area will also be made available to TENANT upon request.

12. Mechanics' Lien.

Neither TENANT, nor anyone claiming by, through or under the TENANT, shall have the right to file any mechanic's lien against the premises.

13. Termination and Notices.

All notices shall be given to the parties hereto at the addresses designated unless either party notifies the other, in writing, of a different address. Without prejudice to any other method of notifying a party in writing or making a demand or other communication, such notice shall be considered given under the terms of this Agreement when it is deposited in the U.S. Mail, registered or certified, properly addressed, return receipt requested, and postage prepaid.

14. Provisions Binding.

Each and every covenant and agreement herein contained shall extend to and be binding upon the respective successor, heirs, administrators, executors and assigns of the parties hereto.

15. Applicable Law.

This agreement shall be governed by the laws of the State of Iowa.

Governance Board

Chair

Date

Attest

Title

Date

Tenant

Signature
Quinn Ericksonberg

Title
CCT Board Chair

Date
7/9/24

Addendum #1

Family Resource Center FY2025

Rent

		Total Sq. Ft. 18200	Allocated Insurance on Structure 7%	Utilities 44%	Custodial Services 3%	Maintenance and Building 45%	Total Rent 100%	Monthly Rent	Cost per Sq Ft.	Annual
Beckwith Family Adult Day Services	30.8%	5610	\$2,003.57	\$12,329.67	\$924.73	\$12,483.79	\$27,741.76	\$2,311.81	\$0.41	\$27,741.76
Child Care Junction	60.1%	10934	\$3,905.00	\$24,030.77	\$1,802.31	\$24,331.15	\$54,069.23	\$4,505.77	\$0.41	\$54,069.23
Head Start	9.1%	1656	\$591.43	\$3,639.56	\$272.97	\$3,685.05	\$8,189.01	\$682.42	\$0.41	\$8,189.01
Total	100.0%	18200	\$6,500.00	\$40,000.00	\$3,000.00	\$40,500.00	\$90,000.00	\$7,500.00		\$90,000.00

Total Expenditures \$85,000.00

Depreciation (see Depreciation Schedule) \$5,000.00 2025 <= enter FY here

Boone City Government Subsidy

Total Rent Required \$90,000.00

Change in rent (Fiscal Year)	Previous	Proposed	% Change	
Beckwith Family Adult Day Services	2,286.13	\$2,311.81	1.12%	\$25.69
Child Care Junction	4,455.71	4,505.77	1.12%	\$50.06
Head Start	674.84	682.42	1.12%	\$7.58

Rental Calculations - Breakout of Expenditures*		
Allocated Insurance on Structure	\$6,500.00	7%
Utilities	\$40,000.00	44%
Custodial Services	\$3,000.00	3%
Maintenance and Building	\$40,500.00	45%
Sum	\$90,000.00	

*These numbers are general estimates and not reflective of the exact budgeted amount