

The finance committee met in the District Office conference room on July 18, 2024 at 5:00 p.m. with the following present: Mike Domin, Barb Neprud and Laura Lee. Jamie Skjeveland and Bill Tollefson were also present.

2024-2025 Milk, Bread and Trash Collection Bids – The committee reviewed the milk, bread and trash collection bids that were received and opened at 2:00 p.m. on Thursday, July 18, 2024. Each category had one bidder, who was the vendor that had awarded the bid the prior year. The recommendation is to award the milk bid to Cass-Clay Creamery/Kemps at the escalation bid rate. If there are no escalation changes, the estimated total cost will be \$90,082 based on anticipated volume included in the bid specification, or plus 5% in cost over the prior year. The recommendation is to award the bread bid to Pan-O-Gold Baking Company. Based on anticipated volume included in the bid specification, the total anticipated annual cost is \$16,565, or plus 8% over the prior year. The recommendation is to award the trash collection bid to Garrison Disposal/Nisswa Sanitation. The cost is up \$30 per month, or plus 1% during the school year and plus 3.6% during the summer months.

Long-Term Facilities Maintenance Plan – The committee reviewed the Long-Term Facilities Maintenance (LTFM) ten-year plan. The Minnesota Department of Education (MDE) requires this plan to be completed each year and approved by the School Board, prior to authorizing the revenue to be included on the upcoming levy. Revenue is primarily levy, but may include equalized state aid. The plan includes maintenance items, as well as health and safety items, and lays out potential projects that will be undertaken each year for the next ten years. That plan is not binding, only serving as a framework for potential future projects. The application is due at MDE by July 31, 2024. Two of the larger projects that may take place in the summer of 2025 include replacing ceiling tile and grid in the kindergarten classrooms and select locations at the high school and repair or replacement of the football stadium press box.

2024-2025 Budget Scorecard – The committee received the first budget scorecard for the 2024-2025 budget period. The scorecard is a means of tracking changes to the budget that will be incorporated into the revised budget in any given year, and serves as a way to track changes and the likely impact on the General Fund Unreserved Fund Balance estimate projected for the end of the fiscal period. This scorecard includes a reflection of an anticipation that there may be a need for up to six additional paraprofessional positions needed at CRES, adjustments that might be considered and the cost impact of those as the negotiation of the expired AFSCME Master Agreement continues, and to provide insight into the financial impact of the referendum project manager discussion that is the next item included on the agenda. The projection currently reflects likely expenditure increases of just over \$219,000, with the estimated June 30, 2025 General Fund Unreserved Fund Balance ending at just over \$1,250,000.

Project Manager for Operating Referendum – The committee spent the rest of the meeting discussing the concept of contracting with a project manager (communications consultant) to create factual information materials and messaging for the upcoming operating referendum election campaign. Several months ago, the Board's initial position was that there would be no such opportunity provided for this operating referendum. As plans continue to develop regarding the election and groups within the community start working on election campaign ideas, there are mixed messages that have been received by the School Board, ranging from support to not spend anything on a communication consultant to a desire to have a project manager to develop an information and communication strategy. The committee determined that it makes the most sense to engage with a project manager to create the best possible plan to inform the community. Expectations of what the project manager would do and a process for reaching out to potential project managers and learning more about their experience and approach was discussed. An action item to authorize contracting with a project manager will be on the July regular School Board meeting agenda.

The meeting adjourned at 6:42 p.m.

Respectfully prepared and submitted by William Tollefson