

# REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, November 20, 2018

Conference Room 3 & 4

202 12<sup>th</sup> St. NE, Staples, MN 56479

Chair Wilson called the Regular Board meeting to order at 6:15p.m. with the following members present: Barb Neprud, Mark Gerbi, Scott Veronen, Ryan Thomas, Sharon Thiel, Sara Nagel, Greg Zylka and Mike Wilson. Brian Stavenger, Eide Bailly, was present through teleconference. Also present were Jon Radermacher, City of Little Falls, Chris Lindholm, Pequot Lakes Schools, and Stephen Jones, Little Falls Schools Ex-Officios; Chad Coquette, Susan Nanik, Marcus Miller, Travis Bautz, Jamie Loken, Paul Drange, Mike Carlson, Jeremy Schwartz, Dean Greising, Josh Meech, Dane Johnson and Danielle Wadsworth, Sourcewell staff.

Ms. Nagel moved, seconded by Ms. Thiel to accept the agenda as presented. Motion carried.

Mr. Zylka moved, seconded by Mr. Veronen to accept the minutes of the Regular Board Meeting held on October 16, 2018. Motion carried.

Mr. Zylka moved, seconded by Ms. Nagel to accept the Auditors Report FY 2017-2018 as presented by Brian Stavenger, Eide Bailly. Motion carried.

Mr. Carlson presented the monthly Financial Reports.

Ms. Neprud moved, seconded by Ms. Nagel to approve the check register and Treasurer's Report of Cash, Revenues, and Expenditures and to pay all vendor disbursements #97798 to #98171. Motion carried.

Ms. Neprud moved, seconded by Ms. Thiel to approve all Wire Transfers #071 to #091. Motion carried.

Ms. Neprud moved, seconded by Mr. Gerbi to approve all Wire Transfers-Employee Expense reimbursements #302 to #350. Motion carried.

Ms. Thiel moved, seconded by Ms. Neprud to accept the Consent Agenda as follows:

- Updated Membership Agreements Members added October 1-31, 2018
- Permission to solicit the following categories:
  - Pre-Engineered Buildings with Related Materials, Site Preparation, Installation and Ancillary Services
  - Unified Communications with Related Products and Services

Motion carried.

Mr. Johnson gave a day in the life of a Sourcewell employee presentation on his role as a Finance Business Analyst.

Dr. Coquette and members of the Senior Leadership Team presented a mid-year report.

Ms. Nagel moved, seconded by Mr. Veronen to approve revised Sourcewell Rebate Policy. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to close the meeting pursuant to Minnesota Statutes § 13D.05 Subd. 3 (c) for the purpose of developing an offer for the purchase of real estate. Motion carried.

Mr. Thomas moved, seconded by Ms. Thiel to re-open the Regular Meeting. Motion carried.

Ms. Neprud moved, seconded by Ms. Nagel to approve the agreement to purchase real property. Motion carried.

Mr. Gerbi moved, seconded by Ms. Nagel to approve hiring the following:

- a. Katrina Wood, Administrative Specialist III, effective November 5, 2018
- b. Kelly Patton, Collaborative Service Worker- Early Childhood, effective November 19, 2018
- c. Chris Klein, IT Support Specialist II, effective November 19, 2018
- d. Michelle Motter, IT Business Systems Analyst III, effective November 19, 2018
- e. Audriana Wallin, Collaborative Service Worker, effective November 19, 2018
- f. Jenny Holmes, Public Relations & Communications Specialist, effective November 19, 2018
- g. Emily Swarthout, HR Specialist-Talent Acquisition, effective November 26, 2018
- h. Kayla Voelker, Regional Licensing Specialist, effective December 3, 2018
- i. Alaina Bundy, Finance and Business Analyst III, effective December 17, 2018
- j. Jason Rausch, Finance and Business Analyst III, effective December 17, 2018
- k. Sara Peterson, Regional Licensing Specialist, effective December 19, 2018

Motion carried.

Ms. Thiel moved, seconded by Ms. Neprud to accept the resignation of Torey Broback, Membership Development Administrator, effective October 18, 2018. Motion carried.

Mr. Thomas moved, seconded by Mr. Gerbi to approve the following job descriptions and opening positions:

- a. Technology Mobile Consultant
- b. Technology Mobile Consultant Lead

Motion carried.

Ms. Thiel moved, seconded by Ms. Nagel to approve opening the following positions:

- a. Regional Transition Specialist
- b. Membership Development Administrator

Motion carried.

Ms. Nanik gave the staffing update.

Dr. Coauette gave an update on National Cooperative Procurement Partners, and Minnesota Service Cooperatives.

Ms. Nagel moved, seconded by Mr. Thomas to adjourn the meeting at 8:15 p.m. Motion carried.

**APPENDIX A**

**SOURCEWELL PROCUREMENT DEPARTMENT  
BOARD ITEMS - NOVEMBER 2018**

<b>CONSENT AGENDA ITEMS</b>	<b>Requesting Board permission to Solicit the following categories:</b>
	Pre-Engineered Buildings with Related Materials, Site Preparation, Installation and Ancillary Services
	Unified Communications with Related Products and Services
<b>Requesting Board permission to Re-Solicit the following categories:</b>	

<b>NEW CONTRACT</b>		
72 Hour LLC, dba National Auto Fleet Group	091218-NAF	"Class 4 & 5 Chassis with Related Equipment, Accessories and Service"
Pasco Brokerage, Inc.	091918-PAS	"Commercial Kitchen Equipment with Related Supplies and Service"
Stafford-Smith Inc.	091918-STF	"Commercial Kitchen Equipment with Related Supplies and Service"
Tri-Mark Strategic	091918-TMK	"Commercial Kitchen Equipment with Related Supplies and Service"
Bonnell Industries Inc.	080818-BNL	"Snow and Ice Handling Equipment, Supplies and Accessories"
Buyers Products Co.	080818-BPC	"Snow and Ice Handling Equipment, Supplies and Accessories"
Cives Corporation dba Viking Cives Group	080818-VCM	"Snow and Ice Handling Equipment, Supplies and Accessories"
Douglas Dynamics, LLC	080818-DDY	"Snow and Ice Handling Equipment, Supplies and Accessories"
Epoke North America Inc.	080818-EPK	"Snow and Ice Handling Equipment, Supplies and Accessories"
Everest Equipment Co.	080818-EEQ	"Snow and Ice Handling Equipment, Supplies and Accessories"
Evolution Edges	080818-EVE	"Snow and Ice Handling Equipment, Supplies and Accessories"
Fair Mfg. Inc.	080818-FAM	"Snow and Ice Handling Equipment, Supplies and Accessories"
Henderson Prod. Inc.	080818-HPI	"Snow and Ice Handling Equipment, Supplies and Accessories"
Henke Manufacturing	080818-HEN	"Snow and Ice Handling Equipment, Supplies and Accessories"
Horst Welding	080818-HOR	"Snow and Ice Handling Equipment, Supplies and Accessories"
J&J Truck Bodies	080818-JJT	"Snow and Ice Handling Equipment, Supplies and Accessories"
J.A. Larue Inc.	080818-JAL	"Snow and Ice Handling Equipment, Supplies and Accessories"
Kueper North America	080818-KUE	"Snow and Ice Handling Equipment, Supplies and Accessories"
Little Falls Machine, Inc.	080818-LFM	"Snow and Ice Handling Equipment, Supplies and Accessories"
R.P.M. Tech Inc.	080818-RPM	"Snow and Ice Handling Equipment, Supplies and Accessories"
Swenson Spreader LLC	080818-SWS	"Snow and Ice Handling Equipment, Supplies and Accessories"
Wausau Equipment Company	080818-WAS	"Snow and Ice Handling Equipment, Supplies and Accessories"
<b>NEW eziQC CONTRACTS</b>		
<b>CONTRACT EXTENSIONS</b>		
<b>5th YEAR RENEWALS</b>		
The Heil Co.	112014-THC	"Mobile Refuse Collection Vehicles with Related Equipment, Accessories and Services"
McNeilus Truck and Manufacturing	112014-MCN	"Mobile Refuse Collection Vehicles with Related Equipment, Accessories and Services"
Ironhawk Industrial Distribution	080114-IHI	"Snow and Ice Handling Equipment with Related Accessories, Services and Supplies"
Stertil-Koni USA	061015-SKI	"Fleet-Related Maintenance Equipment, Supplies, Services and Inventory Management Solutions"
Vehicle Service Group/Rotary Lift	061015-RRL	"Fleet-Related Maintenance Equipment, Supplies, Services and Inventory Management Solutions"
CNH Industrial America	021815-CNH	"Agricultural Tractors with Related Equipment and Accessories"
Kubota Tractor Corp.	021815-KBA	"Agricultural Tractors with Related Equipment and Accessories"
<b>eziQC RENEWALS</b>		
Stronghold Engineering, Inc.	CA-RC01E-102015-SEI	
LDCo., Inc.	CA-SD04GCB-090616-LDC	
Diversified Maintenance Systems, Inc.	CA-SD05GCB-090616-DIV	
CDCI, Inc.	VA01AFGC-103117-CDC	
FHP Tectonics Corp.	VA01BFGC-103117-FTC	
Brown & Root	VA02AFGC-103117-BRI	
The Matthews Group	VA02BFGC-103117-TMG	
Madigan Construction, Inc.	VA03AFGC-103117-MCI	
HITT Contracting, Inc.	VA03BFGC-103117-HCI	