

Family Resource Center - Meeting Notice

Governing Body: Governance Board

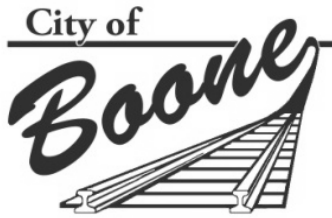
Date of Meeting: May 11, 2026

Time of Meeting: 4:30 P.M.

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

Note for Board Members Only: If you are unable to attend the meeting in person and would prefer to call in, please contact Ondrea Elmquist at 515-709-2151 to join the meeting.

1. Call Meeting to Order
2. Approval of Previous Board Meeting Minutes (Action)
3. Financial Reports
 - A. Bills Paid
 - B. Revenue and Expense Reports
4. Tenant Program Updates
 - A. Head Start
 - B. Child Care Junction
 - C. Adult Day Services
5. Other Business
 - A. Review of Fiscal Year 2027 Lease Agreements.
 - a. Approve Head Start Agreement.
 - b. Discuss Child Care Junction Lease Contract.
6. Adjournment (Action)



Family Resource Center - Meeting Notice

Governing Body: Governance Board

Date of Meeting: April 13, 2026

Time of Meeting: 4:30 P.M.

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

Note for Board Members Only: If you are unable to attend the meeting in person and would prefer to call in, please contact Ondrea Elmquist at 515-709-2151 to join the meeting.

1. Call Meeting to Order

Present: Jim Turbes, Andrea Hoffman, and Mike MacDougall.

Absent: Lisa Addy and Cathy Wetzeler.

Others present: Heather Bruce and Kim Majors.

2. Approval of Previous Board Meeting Minutes (Action)

Hoffman moved to approve the minutes from February 9, 2026, meeting; seconded by MacDougall. Ayes: all those in attendance. Nays: none.

3. Financial Reports

A. Bills Paid

MacDougall moved to approve the bills paid report; seconded by Hoffman. Ayes: all those in attendance. Nays: none.

B. Revenue and Expense Reports

The Committee reviewed the March Revenue and Expense Report.

4. Tenant Program Updates

A. Head Start - *No Report.*

B. Child Care Junction

Bruce raised concerns regarding ant treatment services provided by Orkin, noting that Child Care Junction is dissatisfied and questioning whether alternative providers could be considered. She also inquired about Child Care Junction's use of the Adult Day Space and asked when they are expected to vacate.

C. Adult Day Services - *No Report.*

5. Other Business

The Board discussed the RAGBRAI Committee's request regarding the use of the Adult Day Services space during the event. Concerns were raised about safety for children and families, as well as parking and traffic impacts.

6. Adjournment (Action)

With no further business to come before the committee, MacDougall moved to adjourn the meeting at 5:05 p.m.; seconded by Hoffman. Ayes: all those in attendance. Nays: none.

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	03182026	UTILITIES - FAMILY RESO	3,308.49	3,308.49	04/07/2026	7308996371
Total 45:				3,308.49	3,308.49		
184	BOEHM INSURANCE AG	4034	LIABILITY INSURANCE	9,165.02	9,165.02	04/21/2026	7308996408
Total 184:				9,165.02	9,165.02		
479	CITY OF BOONE	03032026	WATER/SEWER - FRC	547.38	547.38	04/07/2026	7308996371
Total 479:				547.38	547.38		
1848	WALTERS SANITARY SER	63K08943	WASTE REMOVAL MARC	175.54	175.54	04/07/2026	7308996371
Total 1848:				175.54	175.54		
2090	SPRING GREEN LAWN C	502311	LAWN CARE-FRC	234.40	234.40	04/21/2026	7308996499
Total 2090:				234.40	234.40		
2433	ORKIN LLC	293430707	PEST CONTROL MARCH	150.54	150.54	04/07/2026	7308996499
		291886155	PEST CONTROL FEB - FR	150.54	150.54	04/07/2026	7308996499
Total 2433:				301.08	301.08		
3344	D & J COMPLETE TREE S	03162026	MARCH SNOW REMOVAL	380.00	380.00	04/07/2026	7308996499
Total 3344:				380.00	380.00		
4040	BOMGAARS	85907664	EXTERIOR INSECT CONT	33.97	33.97	04/21/2026	7308996599
Total 4040:				33.97	33.97		
Grand Totals:				14,145.88	14,145.88		

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

Budget Year Remaining: 16%

OPERATION ACCOUNTS

Account	Description	Budget	PTD Expended	YTD Expended	Unexpended Balance	Percent Unexpended
		7/1/2025	4/1/2026	4/30/2026		
			Through			
			4/30/2026			
Revenue						
730-899-4310	FRC/ADULT DAYCARE-RENT	28,974.73	2,414.56	24,145.60	4,829.13	17%
730-899-4311	FRC/HEADSTART-RENT	8,552.97	712.75	7,127.50	1,425.47	17%
730-899-4312	FRC/BUILDING BLOCKS-RENT	-	-	-	-	-
730-899-4313	FRC/CHILD CARE-RENT	56,472.31	4,706.03	47,060.30	9,412.01	17%
730-899-4550	REFUND	-	-	-	-	-
730-899-4705	LOCAL GRANTS	-	-	-	-	-
730-899-4720	INSURANCE SETTLEMENT	-	-	-	-	-
730-899-4830	TRF IN SUBSIDY/DEPRECIATION	-	-	-	-	-
Total		94,000.01	7,833.34	78,333.40	15,666.61	17%

Expenditures

Account	Description	Budget	PTD Expended	YTD Expended	Unexpended Balance	Percent Unexpended
730-899-6371	UTILITIES/FAMILY RESOURCE	41,000.00	4,031.41	43,341.36	(2,341.36)	-6%
730-899-6373	TELEPHONE-FAMILY RESOURCE	-	-	-	-	-
730-899-6399	FRC-REPAIRS	10,000.00	-	2,707.70	7,292.30	73%
730-899-6408	LIABILITY INSURANCE	9,500.00	9,165.02	9,165.02	334.98	4%
730-899-6409	FRC- JANITORIAL SERVICES	3,000.00	-	665.00	2,335.00	78%
730-899-6499	SERVICES	12,000.00	915.48	15,132.76	(3,132.76)	-26%
730-899-6505	FRC GRANT EXPENSES	-	-	-	-	-
730-899-6599	SUPPLIES	1,000.00	33.97	390.41	609.59	61%
730-899-6910	TRF OUT	12,500.00	-	-	12,500.00	100%
730-910-6910	TRANSFER OUT	-	-	-	-	-
Total		89,000.00	14,145.88	71,402.25	17,597.75	20%

Local Option Sales Tax

Account	Description	Budget	PTD Expended	YTD Expended	Unexpended Balance	Percent Unexpended
121-899-6599	FRC BUILDING IMPROVEMENTS	5,000.00	-	4,812.76	187.24	4%
Total		5,000.00	-	4,812.76	187.24	4%

Projects- Expense

Account	Description	Budget	PTD Expended	YTD Expended	Unexpended Balance	Percent Unexpended
361-750-6799	FRC LOCAL GRANT EXPENSE	-	-	-	-	-
Total		-	-	-	-	-

Projects- Revenue

Account	Description	Budget	PTD Expended	YTD Expended	Unexpended Balance	Percent Unexpended
361-750-4705	FRC LOCAL GRANT	-	-	2,000.00	(2,000.00)	-
Total		-	-	2,000.00	(2,000.00)	-

Lease of Space in Family Resource Center From The City of Boone, Iowa

This Agreement made and entered into this 1st day of July 2026, by and between the City of Boone, Iowa, a municipal corporation, located at 923-8th St., Boone, Iowa 50036 hereinafter called "City" and Drake University Head Start, hereinafter called "Tenant", hereby agree to the following regarding the space located at 1111 S. Linn Street:

1. Area to be Leased:

Head Start consisting of 1656 square feet (or 9.1% of facility – 1248 square feet classroom area, and 408 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 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 according to Addendum #1 and the payment will be due on the 15th of each month. The complete calculation for the rent is indicated on Addendum #1 and is 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, stairs, 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.

6. Use.

TENANT will use premises for the following primary purposes:

To provide preschool programming for 34 children ages 3-5, as set forth by Drake University Head Start. Although the availability of Federal funds restricts the term of this Agreement to one year, it is the intent of Drake to continue this relationship on an ongoing basis, provided Drake continues to receive Federal Early Head Start/Head Start funds and both parties continue to meet expectations set forth in this Agreement.

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. Use of outdoor grounds beyond the fenced area is at the discretion of the CITY.

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 Director or Program Coordinator to the City Administrator at the addresses 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, 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

Title

Date

Addendum #1

**Family Resource Center FY2027
Rent**

		Total Sq Ft 18200	Allocated Insurance on Structure 7%	Utilities 42%	Custodial Services 3%	Maintenance and Building 49%	Total Rent 100%	Monthly Rent	Cost per Sq Ft	Annual	
Child Care Junction	60.1%	10934	\$3,905.00	\$24,030.77	\$1,802.31	\$28,085.98	\$57,824.04	\$4,818.67	\$0.44	\$57,824.04	
Head Start	9.1%	1656	\$591.43	\$3,639.56	\$272.57	\$4,253.74	\$8,757.69	\$729.81	\$0.44	\$8,757.69	
Total	100.0%	18200	\$6,500.00	\$40,000.00	\$3,000.00	\$46,750.00	\$96,250.00	\$8,020.83		\$96,250.00	
Total Expenditures							\$96,250.00				
Depreciation (see Depreciation Schedule)							\$0.00	2027	ca enter FY here		
Boona City Government Subsidy							\$96,250.00				
Total Rent Required							\$96,250.00				

Change in rent (Fiscal Year)	Previous	Proposed	% Change	
Child Care Junction	4,706.03	4,818.67	2.39%	\$112.64
Head Start	712.75	729.81	2.39%	\$17.06

Rental Calculations - Breakout of Expenditures*	
Allocated Insurance on Structure	7%
Utilities	42%
Custodial Services	3%
Maintenance and Building	49%
Sum	

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

Lease of Space in Family Resource Center From The City of Boone, Iowa

This Agreement made and entered into this 1st day of July 2026, 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

Tenant

Chair

Signature

Date

Title

Date

Attest

Title

Date

Lease Negotiation – Tenant Position

Objective

Establish a fair, predictable, and operationally sound agreement that supports long-term stability, cost control, and clear accountability for both parties.

We're not trying to change the partnership; we're trying to put structure around it so both sides have clarity, predictability, and fewer operational issues over time

Top Negotiation Priorities (Non-Negotiables)

1. Cost Control & Transparency

Current Issue: Open-ended, estimated cost structure

Position:

- Add annual cap on total cost increases (recommended: 3–5%)
- Define clear cost allocation methodology (utilities, maintenance, shared expenses)
- Include audit rights on all allocated costs

Goal: Predictable and verifiable cost structure

2. Rent Structure Clarity

Current Issue: Rent tied to estimated addendum

Position:

- Convert to base rent + defined pass-through categories
- Lock in base rent for term
- Require advance notice (60–90 days) for any changes

Goal: Eliminate surprise increases

3. Service Level Expectations (SLA)

Current Issue: No measurable service standards

Position:

- Define response times:
 - Critical (HVAC, safety): 24 hours
 - Standard repairs: 3–5 days
- Add escalation path + accountability

Goal: Reliable operations, not “best effort”

4. Termination & License Protection

Current Issue: Immediate termination risk

Position:

- Add 30–60 day cure period for licensing issues
- Clarify termination rights are mutual and reasonable

Goal: Business continuity protection

5. Use Flexibility

Current Issue: City has broad denial rights

Position:

- Allow related program expansion (enrichment, etc.)
- Require City denial to be reasonable and documented

Goal: Enable revenue growth and adaptability

Secondary Improvements (Should-Haves)

6. Maintenance Clarity

- Define repair vs. replacement responsibility clearly
- Especially for:
 - Playground
 - Shared structures

7. Credit & Billing Process Alignment

- Define:
 - Billing timing
 - Payment expectations
 - Dispute resolution timeline

Goal: Avoid AR issues and cleanup situations

8. Renewal Structure

- Include:
 - Defined renewal terms or escalation bands
 - Not full reset each year