



League of Women Voters of Minnesota Records

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Minnesota Women's Building

Physical Asset Evaluation and Physical Expansion Initial Feasibility Analysis

Prepared for:

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Introduction

The Minnesota Women's Building General Partnership wants to explore two alternative and parallel courses of action for their building. The first course of action is to evaluate in detail the physical condition of the building in this, its tenth anniversary year after its initial rehabilitation into the Minnesota Women's Building. This evaluation is detailed below in the section entitled "Physical Asset Evaluation".

Simultaneously, the Partnership also wishes to explore the feasibility of adding additional space above the existing building. The intent is to maximize the space on the site only as limited by zoning and building laws, architectural considerations, and economic feasibility. The Gavzy Group is pleased to serve as the owner's representative in investigating the feasibility of this project and we present the results of the preliminary feasibility analysis that looks only at zoning/building code and structural feasibility in the section entitled "Physical Expansion Initial Feasibility Analysis" below.

The intent has been to carry out these two efforts simultaneously but in such a way as to minimize any overlap or waste of time, effort, or money. Additionally, the intent has been to proceed with each project incrementally, so that if information obtained during either of the projects indicates that either of the projects should cease, a minimum of time and cost would have been expended.

Physical Asset Evaluation

Introduction

All of the physical components of the property have been evaluated as part of the Physical Asset Evaluation. William Gavzy of The Gavzy Group has evaluated some of these areas. Other areas have needed outside experts.

General Construction elements were evaluated by Bob Scherman, an experienced general contractor and owner of Scherman Building Company. This work was performed free of charge.

Dave MacDonald, a licensed Structural Engineer and partner in the firm of Mattson/MacDonald, Inc. performed the structural evaluation of the building. This work was performed for a professional fee of \$430.00. See Appendix 1 for a copy of their written report.

The Mechanical and Electrical evaluation of the building was performed by the licensed mechanical/electrical engineering firm of Ericksen Ellison and Associates, Inc. This work was performed for a professional fee of \$1,750.00. See Appendix 2 for a copy of their written report.

Russ Carlson of Schindler Elevator Corporation performed the evaluation of the building's elevator. Schindler has provided maintenance and service of the building's elevator since it's installation. This evaluation was provided free of charge. See Appendices 3 and 4 for the written evaluation materials provided by Schindler.

All of the physical components and systems of the property that could result in the need for costly future repair or replacement will be evaluated. The major areas to be covered will include the following construction areas present on the property as organized according to the Construction Specifications Institute (CSI) Masterformat system that is universally used in architectural specifications:

Existing Conditions

General Construction

General Description of the Building

The building consists of a lower level, ground floor, second floor and mezzanine loft. The lower level contains meeting rooms, work room, kitchenette, unisex toilet room, elevator equipment room, and mechanical equipment room. The ground floor contains a front lobby, unisex toilet room, and tenant spaces for the Minnesota Women's Consortium, Chrysalis East, and the incubator space for smaller tenants. The second floor contains a unisex toilet room, tenant spaces for the Children's Defense Fund, and the League of Women Voters of Minnesota. A stairway connects the League space with a mezzanine loft above. The high ceiling adjacent to the loft contains skylights and ceiling fans. A roof hatch accessible from the loft gives access to the roof. The entire building is protected by a fire sprinkler system. An elevator serves the lower level through the second floor. The windows are double-hung, insulating glass with interior shading. Most windows have a southern or western exposure since another building borders this building on the north.

Sitework

The sidewalk along the eastern side of the building has a spalled surface. The sidewalks along the southern and western edge of the site are in good condition. The rear parking lot is 702 square feet in area and is in need of a seal coating. The boulevard lawn is heavily weeded.

Concrete

The lower level concrete floor slab is in good condition. The lightweight (Gypcrete) covering over the ground floor and second floor wooden floors is severely deteriorated, as has been obvious for some time.

Metals

The only architectural metal in the building is the gate at the eastern stairwell. This gate is in sound condition.

Wood & Plastic

As confirmed by the structural consultant below, the lumber throughout the building is in sound condition. Likewise, the exterior wood trim is in sound condition. Also, the plastic laminate that is on various countertops and work surfaces in the building is in good condition. Finally, the wood handrails located in the front and rear stairwells are secure and in good condition.

Thermal & Moisture Protection

The waterproofing and dampproofing in the foundation walls throughout the building is probably deficient given the large amount of efflorescence and mortar loss pointed out by the structural consultant as summarized below. However, absent the extremely expensive solution of excavating the ground around all of the building's foundation walls, there is not practical way to install additional waterproofing. The vapor retarders in the exterior above-grade walls of the building appear to be doing an adequate job since there is no evidence of any water damage in the walls that is not related to the roof.

One of the largest defects in the structure is the inadequate insulation in the roof. Both the southern gable roof and the northern flat roof have little insulation; the result is that much of the heat from the building flows out through the roof. This is obviously a waste of energy. More importantly, this leads to melting of any snow on the roof which then refreezes as ice dams and icicles as the

moisture reaches the edge of the roof. This results in both a danger to the public (with the possibility of icicles plunging to the public sidewalk and also damage to the building as snow melt dams up behind the ice dams and infiltrates into the eaves, soffits, and second floor ceiling. Compounding this problem is the lack of a metal drip edge along the edge of the roof. The fascias and soffits along the exterior eastern, southern, and western edge of the roof are presently in poor condition due to the history of ice damming.

The shingle roofing on the southern gable roof probably has less than ten years useful life left. In addition, the membrane roof covering the flat northern roof also will probably reach the end of its useful life within the next ten years.

The three skylights in the southern roof are in sound condition. They only need to be re-varnished. Finally, in the area of Thermal & Moisture Protection, all of the sealants, caulking and seals throughout the building are presently in fair condition, but will need to be redone at some point during the next ten years.

Doors & Windows

The building contains two metal doors, one at the front entry, one at the rear entry. Both of these doors are in sound condition with properly functioning hardware. They are both in need of painting and the front door needs a new door sweep. All of the interior doors are wooden with wood frames. They are also all in sound condition, though most need some paint touch-up or re-varnishing. The lower level conference room contains a folding door that is in sound condition with no work needed.

The building contains 37 double-hung wood windows and one round window. The exterior surface of the windows is in need of painting and the interior sills also need to be refinished. All the finish hardware throughout the building is in good condition. The weather-stripping is in fair condition at present but will eventually need to be replaced. Finally, the glass throughout the building is in sound condition.

Finishes

The gypsum board wall finishes are in good condition almost everywhere in the building. However, it will be necessary to provide a regular access panel and to repair the northern walls in the mezzanine loft. The ceramic tile in the three toilet rooms is in good condition. The acoustical ceiling grid throughout the building is in good condition though some of the ceiling tiles are damaged and should be replaced. The ten-year-old carpeting throughout the building has just about reached the end of its useful life. Likewise, the interior painting should also be redone on all of the painted walls and ceilings in all of the offices, hallways, and toilet rooms. Finally, the vinyl wall covering in the ground floor and second floors halls is in good condition but is dirty.

Specialties

The toilet compartments in all of the toilet rooms are in sound condition and not expected to need any work over the next ten years. The louvers and vents throughout the building are also in good condition though they are currently dirty. There are at present no wall and corner guards protecting the wall corners in the interior of the building though none appear to be necessary. The signage and graphics, storage shelving, and toilet and bath accessories in the building are all currently adequate and in good condition.

Equipment

The cabinets that are in the toilet rooms, offices, lounges and workrooms are in generally acceptable condition though all of the faces on the lower units are in need of refinishing. Also, the upper door of the cabinet in the ground floor office is loose. The conference room equipment is all in acceptable condition and expected to remain so for at least the next ten years. All of the

residential appliances are acceptable. However, the refrigerator in the lower level kitchenette will probably need to be replaced sometime in the next 10 years.

Furnishings

The only furnishings owned by the building are the blinds on the exterior windows and skylights and the built-in furniture in the ground floor lobby. All the blinds are in good condition with no work expected to be needed. The built-in furniture should last another ten years without the need for major repairs or replacement.

Structural

The structural system of the building appears to be dimensional lumber joists and rafters supported on stud bearing walls and a central line of structural steel beams and pipe columns. The exterior walls are constructed with brick veneer over wood studs. The building foundation walls are composed of rubble limestone.

The majority of the building structure is covered with finish materials. The structural consultant did not remove or alter finish materials to verify the underlying structure. The condition of the finish materials is considered to be an indication of the performance of the underlying structural elements. Any crushing, settlement, rotation, damage or deterioration of the structural member will, in most cases, affect the finish material.

In general the building is in good structural condition. There is no evidence of severe settlement or deflection of the framing members. In spite of some minor cracking of interior gypsum board and exterior brick veneer, it is the opinion of the structural consultant that the roof, floor and wall framing elements are performing in an acceptable manner. The items observed by the structural consultant, were, in his opinion, very minor and should be considered maintenance items that should be addressed or monitored as part of the building's regular maintenance plan. These minor items are:

Building Exterior

The roof soffits exhibit peeling paint and appear to have open joints. This is probably the result of water leakage caused by the annual ice dams that form on the roof in cold weather.

There are cold joint cracks in the exterior brick veneer. Two cracks occur at the southwest corner of the building at what appears to be an original corner pier. Another crack occurs on the western façade where the building abuts the adjacent building to the north.

Building Interior

Numerous hairline cracks exist in the gypsum board finish material. Cracks occur at the ceiling vault line in the mezzanine space, over the door to Room 216 (the room in the southeast corner of the Children's Defense Fund space), and at the main entry door vestibule adjacent to the stairs. None of these cracks appear to be the result of any structural deficiency. These cracks are most likely the result of normal building temperature and humidity changes.

A stain that appears to be the result of water penetration exists over window E41 in Room 217 (the middle room along the eastern side of the Children's Defense Fund space). This may be related to the ice damming condition on the roof immediately above the window.

Building Foundation

The building foundation walls and footings appear to be performing properly. The structural consultant did not notice any settlement of the floors, or rotation, deflection, or cracking of the

perimeter walls that would be considered evidence of foundation failure. The exposed portions of the limestone foundation walls exhibit loss of mortar and considerable efflorescence. The degree of mortar loss is not at this time of a major concern. Efflorescence (the white powder on the face of the limestone) is a result of water vapor penetration through the stone. This typically occurs at walls that retain exterior soil. Moisture penetrating the stone carries free lime and other water-soluble salts as it passes through the stone and when it evaporates on the interior surface it leaves the minerals as a deposit on the stone face.

Mechanical & Electrical

Heating, Ventilating & Air Conditioning

A York 10-ton rooftop gas heating/DX cooling unit serves the ground and second floor spaces. A thermostat in each space controls a zone volume damper, which varies the amount of air delivered to the space. The system includes a bypass damper to divert supply air to the return when zone thermostats are satisfied. Air is supplied through ceiling diffusers.

An electric heat/DX cooling fan coil unit concealed in a counter supplies the loft area. The unit is coupled with a 2-ton roof mounted condensing unit. Air is supplied through ceiling diffusers.

Two York electric heat/DX cooling fan coil units, located in the lower level mechanical room, serve the lower level spaces. A 1000-CFM unit serves the south side and a 1400-CFM unit serves the north conference room. Units are coupled to a 2 1/2-ton and 3-ton condensing unit located on the roof. Both units are connected to an outdoor air duct from an intake on the roof. Supply ducts are located in soffits along exterior walls and serve sidewall registers.

Thermostats for the ground and second floor are Carrier digital types. Lower level thermostats are Honeywell analog types. It does not appear that the Year 2000 will cause any problems with the controls.

Individual room exhaust fans are provided in each toilet room.

Front and rear entries have electric cabinet unit heaters near the doors.

The lower level electrical room and elevator equipment room are not ventilated.

Many of the return grilles are dirty, which could be from high velocity or dirty filters in units.

Existing tenants consistently complain of it being too warm in the Summer. The southeast corner office on the ground floor is cited as being cold in the Winter.

Lighting

The lower level, ground floor and second floor lighting system consists mostly of recessed 2' x 4' fluorescent lay-in, 2-lamp and 4-lamp fixtures, with incandescent fixtures used for accent lighting and where dimming is required. The mezzanine loft lighting system consists of 4' fluorescent wraparound 2-lamp surface-mounted fixtures. There are also incandescent track fixtures utilized in the mezzanine loft that overlook the second floor. All fluorescent fixtures utilize 40-watt, T12 lamps and energy-saving magnetic ballasts. Emergency egress lighting and exit lights generally conform to code requirements, although there are a few areas that may require some additional fixtures. The lighting system is in very good condition, is well maintained and appears to have a considerable amount of life left.

Power Distribution

The building is served by a 120/240-volt, 3-phase, 4-wire overhead service drop fed from pole-mounted transformers at the northeast side of the building. The electric service is located on the lower level. The service consists of a current transformer cabinet with utility meters and a 400-amp, 120/240-volt, 3-phase, 4-wire distribution panel with a 400-amp main circuit breaker. The service is a high leg 120-240-volt service so care should be taken whenever work is performed on the distribution system. The elevator, HVAC equipment, and branch circuit panels are then served from the distribution panel. There is one 100-amp branch circuit panelboard located on the lower level, one on the ground floor, and one on the second floor, for a total of three. Branch circuit panelboards serve lighting, receptacles, and miscellaneous loads. The power distribution system is a light commercial grade of equipment. There is enough capacity and space within the equipment to support the proposed HVAC upgrade. All equipment is in good condition and appears to be well maintained.

Telephone System

The building's main telephone system is located in the lower level adjacent to the electrical service. Telephone equipment for each tenant is located here. Telephone cabling is then distributed to the appropriate locations in the building. The telephone system is in good condition and appears to be adequately distributed throughout the building for the intended use.

Data Network System

There is a data network system within the building. The installation appears to meet current Category 5 wiring standards. Adequate amounts of outlets are located throughout the building. The data network system is in good condition and appears to be adequately distributed throughout the building.

Fire Alarm System

There is no manual or automatic fire alarm system within the building. There is however, monitoring of the fire sprinkler system through the security system.

Security System

There is a security system within the building. The system consists of door and window contacts, motion detectors, control panel, horns, and an auto dialer for communicating with a central station. The security system is in good condition and appears to adequately protect the building.

Plumbing

A 30-gallon 4500-watt electric hot water heater located in the lower level mechanical room provides domestic hot water. There does not appear to be a hot water circulating pump. The sprinkler header and gas meter are also in this room.

The lower level toilet room has two water closets, one of which appears to meet handicapped requirements. However, the vanity type lavatory in this room does not comply with handicapped requirements. Toilet rooms on the ground and second floor clearly do not comply with handicapped requirements.

The building does not have a drinking fountain or water cooler.

Elevator

The elevator is in good operation and should last at least another ten years with continuation of the existing maintenance program. There are two out-dated features in the elevator that are not consistent with current industry practice or code.

The first feature involves the safety mechanism to prevent the elevator door from closing on a person. At present, the elevator contains a door safety edge and a light ray on the elevator door. This was a state-of-the art safety mechanism ten years ago when the elevator was first installed. Today, the more high-tech safety feature is a door detector. Neither code nor the property's insurance carrier requires this new feature. This feature would cost \$1,950 to install.

The second out-dated feature in the elevator is the dial telephone. Present-day code would require a hands-free, self-dialing ADA telephone for new elevators being installed. Since this is an existing elevator, this feature is also not required by either code or the property's insurance carrier. It would cost \$865 to install this feature.

While it would be nice to make these changes, they are not required and do not appear to be worth the expense.

Finally, Schindler has assured us that the elevator does not contain any computer controls that would be adversely affected by the Year 2000 since the elevator does not use or store dates for any function. See Appendix 4 for Schindler's written statement concerning the "Y2K Bug".

Scope & Cost of Projected Work

The following list of needed repairs and desired improvements includes all of the recommendations of the professional consultants. The Gavzy Group has not eliminated any of these recommended improvements even though many are not expected to be required due to obsolescence but are merely desirable additions to the property. An example would be the addition of a water cooler. This is not required by code, and will not be an anticipated replacement for an obsolescent existing part of the building (since there is at present no water cooler). However, the mechanical/electrical consultant recommended it as a desirable addition. It will be up to the Minnesota Women's Building General Partnership to determine which of these non-required improvements should be budgeted for, since ultimately, funds will need to be raised for their construction.

Because this evaluation is based on a 10-year time span, Year 1 stands for 1999 - the first year in a 10-year period that ends in the year 2008. Year 2 is the year 2000, etc.

General Construction

Concrete Walks

The private concrete sidewalk along the eastern side of the building should be repaired in Year 3. This repair will cost approximately \$1,700 in 1998 dollars.

Parking Lot

The rear private parking lot will need to be seal coated in about two years. This work should cost about \$1,400 in present-day dollars.

Landscaping

All of the boulevard lawn will need to be sodded in Year 1 due to the heavy infestation of weeds. This work is estimated to cost \$400 in 1998 dollars.

Foundation Wall Cleaning

While the foundation walls should be eventually tuckpointed under the schedule proposed below, in the interim, the walls should at least be cleaned. We suggest doing this in Year 2. The 1998 cost to do this is approximately \$900.

Gypcrete

Unless it is decided to go ahead with physically expanding the building, the problem Gypcrete should be replaced immediately. There are already firm bids to do this work. The cost will be about \$10,440.

Brick Mortar Joints

The expansion joint in the brick at the southwest corner of the building will eventually have to be tuckpointed. We project this to be necessary in Year 5. The estimated cost for this work in 1998 dollars is \$480.

Roof Insulation/Roof Shingles

Unless a physical expansion of the building results in the raising of the southern gable roof, the lack of insulation in this roof will continue to be a problem in causing loss of heat and damage from the resulting ice damming. Therefore, the entire gable roof should be rebuilt with additional insulation and new shingles. Because of the large expense, we would suggest doing this when it comes time to replace the shingles at the end of their useful life. We project this to be in Year 10 of the next 10-year period. The estimated cost to do this work in 1998 dollars would be \$55,000.

Membrane Roofing

Though not affected by the possibility of physical expansion, the northern flat roof will also reach the end of its useful life during the next ten years. We project the replacement of the membrane roofing in this area to be necessary in Year 8. The 1998 cost to do this work would be about \$20,000.

Flashing

To prevent further damage to the soffits and fascias, it would be desirable to eventually add an exterior drip edge along the east and west edge of the roof. This improvement would cost about \$3,000 in 1998 dollars and should be done sooner rather than later, say in Year 3 unless it is part of the physical expansion work. This would also help minimize some of the damage from the ice damming during the interim period until the entire roof can be rebuilt.

Fascias & Soffits

The fascias and soffits along the entire eastern southern and western edge of the building have some areas that need to be secured and some members should be replaced. Then the entire area should be repainted. This work will not be needed if the physical expansion is implemented. If, not, this work should be done shortly after the drip edge is added (see the flashing paragraph above). We project that this work would thus be performed in Year 3. In 1998 dollars the estimated cost for this work is \$3,000.

Skylights

Obviously, if the entire southern roof is removed as part of the possible physical expansion, the skylights will also be removed or relocated. However, if a third floor is not added to the southern half of the building, the skylights will need to be re-varnished. This work could occur in Year 3 along with the Flashing and Fascias & Soffits work. The cost for the skylight work should be about \$550 in 1998 dollars.

Sealants, Caulking & Seals

All of the buildings caulking and sealants will need to be redone sometime during the next ten years. Our projection is that this work will be needed in Year 10. The estimated cost for this work is \$2,000 in present-day dollars.

Metal Doors & Frames

The needed repairs to the front and rear metal entry doors (repainting and a new door sweep at the front door) should be done immediately (i.e., in Year 1). It is estimated that this work would cost \$500 in 1998 dollars.

Wood Doors & Frames

All of the interior doors will need some touch-up or re-varnishing. We project this work to be needed in Year 4. In 1998 dollars this work is estimated to cost \$4,000.

Wood Windows

The exterior of all of the wood windows will need to be painted in approximately four years. At the same time the interior sills should be sanded and re-varnished. In present day dollars this work should cost about \$5,700.

Weatherstripping & Thresholds

New weatherstripping will eventually be needed throughout the building, probably in Year 2. This work is estimated to cost \$200 in 1998 dollars.

Gypsum Board

If the physical expansion is not implemented with the addition of a third floor above the southern half of the building, it will be necessary to add an access panel and do some repairs to the northern wall in the mezzanine loft. Therefore, we project this work to occur once a final decision not to proceed with the physical expansion has been made, in Year 3. The present-day cost to do this work would be approximately \$450.

Acoustical Ceilings

A few of the existing acoustical ceiling tiles are damaged and for aesthetic reasons should be replaced. Furthermore, it is likely that eventually additional tiles will become damaged. We would therefore project that in Year 5 several of the tiles will be replaced. This work would cost \$350 in 1998 dollars.

Carpet

All of the carpet in the building is showing its age and should be replaced as soon as the Gypcrete is replaced, projected to occur in Year 1 at a cost of \$12,000 in present-day dollars.

Painting

All of the painted ceilings and walls in the building's halls, offices and toilet rooms will certainly need a new coat of paint by Year 5. This cost in 1998 dollars is estimated to be \$12,000.

Wall Coverings

The cost to clean the wall coverings in the ground floor and second floor hallways is estimated at \$800 in 1998 dollars. This work will probably be needed by Year 2.

Louvers & Vents

The cost to clean the building's louvers and vents is only about \$200 in 1998 dollars. This work is needed right away.

Residential Appliances

The cost to replace the existing refrigerator in the lower level kitchenette is about \$500 in 1998 dollars. We project that this replacement will be necessary by Year 5.

Kitchen & Bath Cabinets

All of the faces of the lower cabinets will need to be re-varnished by Year 7. At the same time any doors that are not aligned properly can be adjusted. This work is estimated to cost \$4,500 in present-day dollars.

Structural

Steps should be taken to prevent the ice dams that regularly occur. This improvement was discussed in more detail under the General Construction section above. The following structural-related work would need to occur over the next ten years:

Foundation Wall Tuckpointing

Even though the mortar loss in the foundation walls is not a structural issue, it is an aesthetic one, and the structural consultant has recommended that all of the interior surfaces of the foundation walls eventually be tuckpointed. He suggested the following schedule. The presently exposed interior surface of the perimeter foundation walls (i.e., the walls that are retaining earth) should be tuckpointed within the next two to three years. This would cost approximately \$6,000 in 1998 dollars. Over the next ten years as other renovations or improvements are made to the lower level the gypsum board finishing on the rest of the perimeter foundation walls may be temporarily

removed; if that happens the remaining interior surface of the exterior perimeter foundation wall should be tuckpointed. This would cost about \$8,000 in present dollars. Finally, the interior foundation walls that are not retaining earth should also be tuckpointed over the next ten years. This would cost approximately \$5,000 in 1998 dollars.

Brick Crack Caulking

The cold joint cracks in the exterior brick veneer should eventually be cut wider and caulked. This is scheduled for Year 5 of the 10-Year Schedule and is estimated to cost \$500 in 1998 dollars.

Mechanical & Electrical

Handicapped Toilets

The lower level unisex bathroom does not meet handicapped or unisex bathroom requirements. The mechanical/electrical consultant feels that the lower level toilet room should be modified to comply with handicapped and unisex requirements. The estimated cost for this work in 1998 dollars is \$4,700. We would propose this work be done immediately in Year 1.

Lavatories

The lavatory in the second floor unisex bathroom is cracked. It would cost \$700 in present dollars to replace this lavatory. We would propose this work be done immediately in Year 1.

Water Coolers

The building does not have a water cooler or drinking fountain. The mechanical/electrical consultant has recommended that a water cooler be added on the ground floor. This would cost \$3,000 in 1998 dollars.

Zone Volume Dampers/Heating

The existing zone volume damper system is reportedly difficult to balance and is likely the cause of tenant complaints. The zone dampers lack a source of heat to provide accurate space heating control, and lack a means of controlling minimum air for ventilation. The mechanical/electrical consultant recommends that the existing zone volume dampers be replaced with variable air volume units with associated duct coils. This Variable Air Volume (VAV) system will provide accurate zone control for heating and cooling and provide minimum air flow for ventilation. The existing ductwork system would be modified as required to accommodate the VAV units. The estimated cost for this work in 1998 dollars is \$14,300.

A portion of the building is presently heated by electricity. The gas-fired roof-top unit provides two-stage heating to the rest of the building. Because this roof-top unit provides just two-stage heating, there are large swings in the air temperature. Furthermore, the entire ground and second floor constitutes one heating zone from this one heating source. Therefore, all of the spaces within this zone are forced to get heating at the same time, even if interior areas of the building (with heat from lots of lights and bodies) don't need heat. The result is marginal temperature control in many parts of the building. The mechanical/electrical consultant has recommended the addition of a cast iron gas boiler including a flue, pump, and accessories. This would include a hot water heating piping loop to serve the VAV heating coils. With all of the building heat coming from a gas source, there would be substantial savings on energy costs, and there would be a controllable heat source at the individual zone VAV units. The estimated cost for this work in 1998 dollars is \$27,100.

The work on zone volume dampers and heating would have to occur at the same time for a total estimated cost of \$41,400 in present dollars. Because this work is not critical but will lead to some operating cost savings, we propose that this work be done as soon as the funds can be raised. We project this to be in Year 2.

Air Handling System

The existing air handling units are installed in three separate locations. Three of the four units incorporate electric resistance heating. These units are not provided with economizer capabilities or the ability to provide required ventilation air. The mechanical/electrical consultant recommends the removal of the four existing air handling units and their replacement with a single roof-top VAV unit. This unit would serve all spaces, including the lower level and mezzanine loft. The unit would be equipped with an economizer cycle to provide "free" cooling when outdoor temperatures permit. The unit would be sized to accommodate the present recommended outdoor air ventilation rates. While this upgrade represents a major expenditure, this improvement, along with the proposed improvements to the zone volume dampers and heating system will greatly enhance the comfort level of the tenants by controlling space temperatures and providing proper ventilation air. In addition, this upgrade (along with the zone volume dampers and heating system upgrade) will conserve energy, centralize building controls, and simplify equipment maintenance. The estimated cost for this work in 1998 dollars is \$30,200 and this work should be done approximately (but not exactly) as the zone volume dampers/heating work described above.

Toilet Exhaust System

The existing residential-type exhaust fans are noisy, and because of long runs of exhaust ductwork, are not exhausting the recommended quantity of air. The mechanical/electrical consultant has recommended the removal of the three existing toilet room exhaust fans and their replacement with fans sized for the proper exhaust air quantity. The estimated cost for this work in 1998 dollars is \$3,800. We would propose this work be done immediately in Year 1.

Temperature Controls

The existing temperature controls are positioned at several locations throughout the building. The mechanical/electrical consultant has recommended that a centralized temperature control panel be installed with all necessary time clocks, selector switches, indicator lights, etc. The estimated cost for this work in 1998 dollars is \$10,600.

Fluorescent Energy Saving Lamps

The mechanical/electrical consultant has recommended that the 4' fluorescent fixtures should be relamped with 34-watt energy saving. The estimated cost for this work in present dollars is \$600. We would propose this work be done immediately in Year 1.

Fluorescent Retrofit Kits

The mechanical/electrical consultant has recommended that the non-dimming incandescent fixtures should be retrofitted with appropriate fluorescent retrofit kits to save energy and maintenance costs. The estimated cost for this work in present dollars is \$1,200. We would propose this work be done immediately in Year 1.

Emergency Lighting

Since the battery powered emergency egress lights and exit signs will approach the end of their life within the next ten years, we should budget to replace them all when more than 10% of the fixtures require component or battery replacement. The estimated cost for this work in present dollars is \$1,300.

Elevator

We are not recommending any improvements to the elevator.

10-Year Replacement Reserve Analysis

The table on the following page summarizes the financial effect of all of the projected repairs and proposed improvements. Specifically, this table calculates how the anticipated needed repairs and proposed improvements will affect the replacement reserve account, and how much additional funding will be required to allow for this program.

As mentioned before, some of these expenses will be absolutely necessary to maintain the building as a safe and legally compliant office building. Many of these expenses are for proposed improvements to the building that are not absolutely required but are very desirable to address either existing deficiencies or problems with the building or to add desirable features. While all of the recommendations of our professional consultants have been included here, it will be up to the Minnesota Women's Building General Partnership to decide which of the proposed improvements are worthwhile. One other word should be added concerning the difference between required repairs and desired improvements. Required repairs will usually be needed at specific times that can not be accurately predicted. Thus, in the following table, we have tried to project when these repairs will be needed. In some cases, it may make sense to make the repair at the projected time, rather than to wait for the last minute failure of a component. The scheduling of the proposed improvements, on the other hand, is somewhat more flexible. Thus, proposed improvements need not be scheduled when they are needed, but based on other considerations, such as availability of funding, etc.

The 10-Year Replacement Reserve Analysis assumes the following concerning the future ten years. Expenses will inflate at an annual compounded rate of 2%. Interest earned on any replacement reserve account balances will be at an annual compounded rate of 3%.

The projected expenses are organized under the headings of General Construction, Structural, and Mechanical/Electrical (with information partially supplied by the general construction, structural, and mechanical/electrical consultants respectively). Within each of these areas, the projected expenses are organized according to the 4-digit numbering system of the Construction Specifications Institute (the CSI No.). This is the system that is used for most architectural/engineering specifications for buildings.

Those projected expenses that are shaded are those that would probably not be needed (or would be part of the expansion) if the building was physically expanded pursuant to the Physical Expansion Initial Feasibility Analysis below.

The bottom line from the following table is that at the end of the next ten years, the replacement reserve account would be in the hole to the tune of about \$216,000 if all of the proposed work was completed according to the projected schedule.

CSI No	Item	1999 Cost	Proj 1999 Spending	2000 Cost	Proj 2000 Spending	2001 Cost	Proj 2001 Spending	2002 Cost	Proj 2002 Spending	2003 Cost	Proj 2003 Spending	2004 Cost	Proj 2004 Spending	2005 Cost	Proj 2005 Spending	2006 Cost	Proj 2006 Spending	2007 Cost	Proj 2007 Spending	2008 Cost	Proj 2008 Spending
General Construction																					
02510	Concrete Walks	\$1,700	\$0	\$1,734	\$0	\$1,769	\$1,769	\$1,804	\$0	\$1,840	\$0	\$1,877	\$0	\$1,914	\$0	\$1,953	\$0	\$1,992	\$0	\$2,032	\$0
02510	Parking Lot	\$1,400	\$0	\$1,428	\$1,428	\$1,457	\$0	\$1,486	\$0	\$1,515	\$0	\$1,546	\$0	\$1,577	\$0	\$1,608	\$0	\$1,640	\$0	\$1,673	\$0
02900	Landscaping	\$400	\$400	\$408	\$0	\$416	\$0	\$424	\$0	\$433	\$0	\$442	\$0	\$450	\$0	\$459	\$0	\$469	\$0	\$478	\$0
03010	Foundation Wall Cleaning	\$900	\$0	\$918	\$918	\$936	\$0	\$955	\$0	\$974	\$0	\$994	\$0	\$1,014	\$0	\$1,034	\$0	\$1,054	\$0	\$1,076	\$0
03650	Gypcrete	\$10,440	\$10,440	\$10,649	\$0	\$10,862	\$0	\$11,079	\$0	\$11,301	\$0	\$11,527	\$0	\$11,757	\$0	\$11,992	\$0	\$12,232	\$0	\$12,477	\$0
04150	Brick Mortar Joints	\$480	\$0	\$490	\$0	\$499	\$0	\$509	\$0	\$520	\$520	\$530	\$0	\$541	\$0	\$551	\$0	\$562	\$0	\$574	\$0
07200	Roof Insulation	\$20,000	\$0	\$20,400	\$0	\$20,808	\$0	\$21,224	\$0	\$21,649	\$0	\$22,082	\$0	\$22,523	\$0	\$22,974	\$0	\$23,433	\$0	\$23,902	\$23,902
07310	Roof Shingles	\$35,999	\$0	\$36,719	\$0	\$37,453	\$0	\$38,202	\$0	\$38,966	\$0	\$39,746	\$0	\$40,541	\$0	\$41,352	\$0	\$42,179	\$0	\$43,022	\$43,022
07500	Membrane Roofing	\$20,000	\$0	\$20,400	\$0	\$20,808	\$0	\$21,224	\$0	\$21,649	\$0	\$22,082	\$0	\$22,523	\$0	\$22,974	\$22,974	\$23,433	\$0	\$23,902	\$0
07650	Flashing	\$3,000	\$0	\$3,060	\$0	\$3,121	\$3,121	\$3,184	\$0	\$3,247	\$0	\$3,312	\$0	\$3,378	\$0	\$3,446	\$0	\$3,515	\$0	\$3,585	\$0
07715	Fascias & Soffits	\$3,500	\$0	\$3,570	\$0	\$3,641	\$3,641	\$3,714	\$0	\$3,789	\$0	\$3,864	\$0	\$3,942	\$0	\$4,020	\$0	\$4,101	\$0	\$4,183	\$0
07810	Skylights	\$550	\$0	\$561	\$0	\$572	\$572	\$584	\$0	\$595	\$0	\$607	\$0	\$619	\$0	\$632	\$0	\$644	\$0	\$657	\$0
09685	Sealants, Caulking & Seals	\$2,000	\$0	\$2,040	\$0	\$2,081	\$0	\$2,122	\$0	\$2,165	\$0	\$2,208	\$0	\$2,252	\$0	\$2,297	\$0	\$2,343	\$0	\$2,390	\$2,390
08100	Metal Doors & Frames	\$500	\$500	\$510	\$0	\$520	\$0	\$531	\$0	\$541	\$0	\$552	\$0	\$563	\$0	\$574	\$0	\$586	\$0	\$598	\$0
08200	Wood Doors & Frames	\$4,000	\$0	\$4,080	\$0	\$4,162	\$0	\$4,245	\$4,245	\$4,330	\$0	\$4,416	\$0	\$4,505	\$0	\$4,595	\$0	\$4,687	\$0	\$4,780	\$0
08610	Wood Windows	\$5,700	\$0	\$5,814	\$0	\$5,930	\$0	\$6,049	\$6,049	\$6,170	\$0	\$6,293	\$0	\$6,419	\$0	\$6,548	\$0	\$6,678	\$0	\$6,812	\$0
08730	Weatherstripping & Thresholds	\$200	\$0	\$204	\$204	\$208	\$0	\$212	\$0	\$216	\$0	\$221	\$0	\$225	\$0	\$230	\$0	\$234	\$0	\$239	\$0
09250	Gypsum Board	\$450	\$0	\$459	\$0	\$468	\$468	\$478	\$0	\$487	\$0	\$497	\$0	\$507	\$0	\$517	\$0	\$527	\$0	\$538	\$0
09510	Acoustical Ceilings	\$350	\$0	\$357	\$0	\$364	\$0	\$371	\$0	\$379	\$379	\$386	\$0	\$394	\$0	\$402	\$0	\$410	\$0	\$418	\$0
09685	Carpet	\$12,000	\$12,000	\$12,240	\$0	\$12,485	\$0	\$12,734	\$0	\$12,989	\$0	\$13,249	\$0	\$13,514	\$0	\$13,784	\$0	\$14,060	\$0	\$14,341	\$0
09900	Painting	\$12,000	\$0	\$12,240	\$0	\$12,485	\$0	\$12,734	\$0	\$12,989	\$12,989	\$13,249	\$0	\$13,514	\$0	\$13,784	\$0	\$14,060	\$0	\$14,341	\$0
09950	Wall Coverings	\$800	\$0	\$816	\$816	\$832	\$0	\$849	\$0	\$866	\$0	\$883	\$0	\$901	\$0	\$919	\$0	\$937	\$0	\$956	\$0
10200	Louvers & Vents	\$200	\$200	\$204	\$0	\$208	\$0	\$212	\$0	\$216	\$0	\$221	\$0	\$225	\$0	\$230	\$0	\$234	\$0	\$239	\$0
11452	Residential Appliances	\$500	\$0	\$510	\$0	\$520	\$0	\$531	\$0	\$541	\$541	\$552	\$0	\$563	\$0	\$574	\$0	\$586	\$0	\$598	\$0
11455	Kitchen & Bath Cabinets	\$4,500	\$0	\$4,590	\$0	\$4,682	\$0	\$4,775	\$0	\$4,871	\$0	\$4,968	\$0	\$5,068	\$5,068	\$5,169	\$0	\$5,272	\$0	\$5,378	\$0
Structural																					
03010	Foundation Wall Tuckpointing	\$18,000	\$0	\$18,360	\$6,114	\$18,727	\$0	\$19,102	\$0	\$19,484	\$0	\$19,873	\$6,651	\$20,271	\$0	\$20,676	\$0	\$21,090	\$7,023	\$21,512	\$0
07920	Brick Crack Caulking	\$500	\$0	\$510	\$0	\$520	\$0	\$531	\$0	\$541	\$541	\$552	\$0	\$563	\$0	\$574	\$0	\$586	\$0	\$598	\$0
Mechanical & Electrical																					
10815	Handicapped Toilets	\$4,700	\$4,700	\$4,794	\$0	\$4,890	\$0	\$4,988	\$0	\$5,087	\$0	\$5,189	\$0	\$5,293	\$0	\$5,399	\$0	\$5,507	\$0	\$5,617	\$0
15440	Lavatories	\$700	\$700	\$714	\$0	\$728	\$0	\$743	\$0	\$758	\$0	\$773	\$0	\$788	\$0	\$804	\$0	\$820	\$0	\$837	\$0
15455	Water Coolers	\$3,000	\$0	\$3,060	\$3,060	\$3,121	\$0	\$3,184	\$0	\$3,247	\$0	\$3,312	\$0	\$3,378	\$0	\$3,446	\$0	\$3,515	\$0	\$3,585	\$0
15562	Zone Volume Dampers/Heating	\$41,400	\$0	\$42,228	\$42,228	\$43,073	\$0	\$43,934	\$0	\$44,813	\$0	\$45,709	\$0	\$46,623	\$0	\$47,556	\$0	\$48,507	\$0	\$49,477	\$0
15860	Air Handling System	\$30,200	\$0	\$30,804	\$30,804	\$31,420	\$0	\$32,048	\$0	\$32,689	\$0	\$33,343	\$0	\$34,010	\$0	\$34,690	\$0	\$35,384	\$0	\$36,092	\$0
15870	Toilet Exhaust System	\$3,800	\$3,800	\$3,876	\$0	\$3,954	\$0	\$4,033	\$0	\$4,113	\$0	\$4,196	\$0	\$4,279	\$0	\$4,365	\$0	\$4,452	\$0	\$4,541	\$0
15950	Temperature Controls	\$10,600	\$0	\$10,812	\$0	\$11,028	\$11,028	\$11,249	\$0	\$11,474	\$0	\$11,703	\$0	\$11,937	\$0	\$12,176	\$0	\$12,420	\$0	\$12,668	\$0
16511	Fluorescent Energy Saving Lamps	\$600	\$600	\$612	\$0	\$624	\$0	\$637	\$0	\$649	\$0	\$662	\$0	\$676	\$0	\$689	\$0	\$703	\$0	\$717	\$0
16511	Fluorescent Retrofit Kits	\$1,200	\$1,200	\$1,224	\$0	\$1,248	\$0	\$1,273	\$0	\$1,299	\$0	\$1,325	\$0	\$1,351	\$0	\$1,378	\$0	\$1,406	\$0	\$1,434	\$0
16535	Emergency Lighting	\$1,300	\$0	\$1,326	\$0	\$1,353	\$0	\$1,380	\$0	\$1,407	\$0	\$1,435	\$0	\$1,464	\$1,464	\$1,493	\$0	\$1,523	\$0	\$1,554	\$0
Reserve Funding																					
Beginning Balance		\$31,200		\$2,122		(\$80,169)		(\$97,775)		(\$105,055)		(\$117,119)		(\$120,716)		(\$124,028)		(\$144,093)		(\$148,037)	
Annual Additions Into Reserves		\$5,400		\$5,616		\$5,841		\$6,074		\$6,317		\$6,570		\$6,833		\$7,106		\$7,390		\$7,686	
Annual Reserve Expenses		\$34,540		\$85,572		\$20,599		\$10,294		\$14,970		\$6,651		\$6,532		\$22,974		\$7,023		\$69,314	
Annual Reserve Fund Interest Earned		\$62		(\$2,335)		(\$2,848)		(\$3,060)		(\$3,411)		(\$3,516)		(\$3,612)		(\$4,197)		(\$4,312)		(\$6,290)	
Ending Balance		\$2,122		(\$80,169)		(\$97,775)		(\$105,055)		(\$117,119)		(\$120,716)		(\$124,028)		(\$144,093)		(\$148,037)		(\$215,955)	

Physical Expansion Initial Feasibility Analysis

Introduction

The feasibility of physically expanding the Minnesota Women's Building must be approached incrementally; that is to say, in a series of small incremental steps to assess whether the project is feasible. Thus, if a determination of unfeasibility is eventually made, a minimum amount of effort and cost will have been expended. Each additional incremental step in this process is generally increasingly more complex, time-consuming and expensive. Progression from one step to the next requires explicit approval from the Minnesota Women's Building General Partnership.

The following is the preliminary scope of work for these incremental steps. In general, the first five steps relate to feasibility, the remainder of the steps relate to coordination of the implementation of the project and owner representation of the Partnership. Owner representation includes selecting, contracting with, and coordinating the work of all necessary professionals such as architects, engineers, testing and surveying consultants, attorneys, title insurance companies, and marketing firms.

1. Zoning/Building Code Feasibility Analysis

The first step in determining feasibility is to look at the St. Paul Zoning Ordinance and City and State Building Code to see how much additional space could be added to the building "as of right"; how much additional space could be added under a special permit and how difficult such a special permit would be to obtain; and whether there are any other zoning or building code restrictions that would be significant.

2. Structural Feasibility Analysis

Once zoning and building code feasibility is established a structural engineering consultant is hired to preliminarily assess the structural feasibility of adding space above the existing building and the extent of any architectural or financial restrictions the existing structure would impose on a physical expansion of the building.

3. Disruption to Existing Tenants Feasibility Analysis

Next we would explore methods to minimize the disruption to existing occupants of the building and determine if the expected disruptions arising from an expansion would be acceptable to the tenants.

4. Architectural Programming Coordination

The actual preparation of the architectural program (including such things as the amount of space to be added, the desired characteristics of the additional space, etc.) would be done by an architectural consultant. However, The Gavzy Group would serve as the coordinator of this work. The program will have to address not just the desired characteristics of the additional space, but also issues related to the existing space such as: changes to accommodate the addition, the location of the communal photocopier; new telecommunications technology relating to telephones and computers; redesign of the existing Chrysalis space; inadequate existing storage space; etc. Coordination with the existing telecommunications consultant, Diane Gibson, will be required.

5. Financial Feasibility Analysis

Once a program is developed a definite financial feasibility analysis can be performed. This would entail developing a detailed project schedule and project budget. This would then indicate the extent of funding that would need to be raised.

6. Schematic Design Coordination

An architect would need to be selected and contracted with to prepare a schematic design from the approved architectural program. The ultimate design may involve not just additional space but also changes to existing space on all the levels of the building.

7. Design Development Coordination

Once the schematic design is approved by the Partnership, we would coordinate the work of the Architect in completing the design development drawings. This will allow a more accurate fine-tuning of the project budget. The work product of this step could include presentation materials needed for the next step.

8. Fund-Raising Assistance

The Partnership would be responsible for raising needed funds for the project. However, The Gavzy Group would be available to provide assistance such as providing information, seeing that the Architect provides necessary presentation materials such as architectural renderings or models, and for participating in fund-raising meetings or presentations.

9. Legal Coordination

Besides hiring and coordinating the work of necessary attorneys, we would also coordinate the governmental review process, which might include obtaining zoning variances or special permits.

10. Construction Documentation Coordination

We would then coordinate the work of the Architect in completing the working drawings and specifications. We would also prepare the construction contract and any other contract documents not prepared by the Architect.

11. Construction Contracting Coordination

We would select and contract with the construction contractor(s) either through negotiation or bidding.

12. Construction Coordination

During the Construction Phase The Gavzy Group would:

- Represent the Partnership in all dealings with the contractor(s) and the architect, e.g., concerning change orders, pay requests, etc.
- Coordinate the architect/engineer's administration of the construction contract.
- Periodically visit the site at intervals appropriate to the stage of construction to become familiar with the progress of the work and protect the interests of the Partnership.
- Monitor the progress of the contractor(s).
- Maintain records of payments on account of the construction contracts; control all costs to keep the project within budget.
- Coordinate the provision of funds by the lender and the disbursement of funds by the title company.
- Participate with the contractor(s) and architect in the Substantial Completion Inspection and Final Completion Inspection.
- Coordinate with any lending institutions.
- Select and contract with a marketing firm if necessary to market any space not yet committed.

13. Move-in Coordination

If necessary, The Gavzy Group could also assist the partners within the Partnership and for the equipment to be owned by the Partnership in planning for, and moving into the newly expanded space.

The Minnesota Women's Building Partnership has directed us to complete the first two steps above: the Zoning/Building Code Feasibility Analysis, and the Structural Feasibility Analysis. We have completed this work and the following is a summary of our findings.

It has been assumed that any physical expansion of the building would be vertical rather than horizontal. This is for at least two reasons. First, there is relatively little site area that is not now covered by building, and so any addition out into the rear yard would tend to be uneconomic and negligible. Second, and most importantly, one major reason to explore adding on to the building is to help solve the problem of an inadequately insulated and constructed roof, as identified in the Physical Asset Evaluation. Thus, a vertical physical expansion would allow for demolition of the existing roof and construction of a more adequate roof. A horizontal expansion into the rear yard would not afford this improvement and so the roof would have to eventually be replaced at great expense anyway.

Zoning/Building Code Feasibility Analysis

Height Limitations

The building is within the Capital Area Architectural & Planning Board District. As such, the normal Saint Paul Zoning Ordinance does not apply, and in most cases a more liberal approach to height, setback, and floor area limitations is the rule. The height limitation for the site of the building is the height of the State Capital Building. This is clearly no practical limitation at all and would allow the addition of many extra floors.

Floor Area Limitations

At present, zoning limits the site's floor area (the so-called FAR) to 2.0. This means that the total floor area of the building cannot exceed 2.0 times the site area. This would preclude the addition of any floor area to the building without issuance of a zoning variance since the existing FAR is already close to 2.0. However, the zoning within the Capital Area Architectural & Planning Board District is presently being revised and is expected to shortly be without any floor area limitations.

Parking Requirements

The final potential zoning limitation is that relating to off-street parking. Zoning requires that a building provide adequate off-street parking, either on its own site or elsewhere. The existing small parking lot in the rear yard does not even provide the legally required parking for the existing building. The renovation of the existing building ten years ago required the execution of an agreement between the Partnership and a nearby site to provide the required off-street parking. Thus, any addition of floor area to the existing building will require a zoning variance regarding off-street parking, as well as an agreement with some nearby land owner to provide additional designated parking for the building. While certainly possible, this will probably prove costly and/or timely.

Snow Drifting

While one would normally expect that it would be zoning height limitations, floor area limitations, or parking requirements that would control the legal feasibility of adding on to a building, in our case it turns out that snow drifting is the controlling factor. The Minnesota State Building Code regulates how strong a building must be to handle expected snow loads. Given Minnesota's winters this certainly makes sense. Before passage of these provisions it was not uncommon for roofs to collapse after heavy snow storms. The State Building Code also makes provisions for variations in the snow loads. And as we know from experience, high winds often lead to high snow drifts, particularly on roofs. Some of the most severe snow drifting can form on the lower roof of two adjacent buildings, and the State Building Code regulates this. Thus, in our situation, if we were to add a third floor to the entire Minnesota Women's Building, the building just to the north (which would then have a much lower roof, would be expected to suffer from massive snow drifting. This building just to the north of the Minnesota Women's Building is a very old building that probably does not have a legally adequate roof structure even without additional snow drifting. Building officials, in enforcing the State Building Code, would thus require the Minnesota Women's Building to upgrade the roof structure of this adjacent building. Besides being extremely expensive if this could be accomplished, given the uncooperative history of this neighbor, it is unlikely that such improvement to the neighbor's structure could even be arranged.

Thus, it is not feasible to add any height to the northern height of the Minnesota Women's Building. Furthermore, any additional height to the southern half of the building (though further removed from the adjacent building) would be practically limited to one additional floor to preclude additional snow drifting on the neighbor to the north.

Structural Feasibility Analysis

Because of the findings of the Zoning/Building Code Feasibility Analysis, a full-scale structural Feasibility analysis was not needed. However, in the course of the Physical Asset Evaluation, the structural consultant did address the major structural issues dealing with adding on to the building.

The building should be able to absorb some additional floors. However, because of its age and the uncertainty relating to the hidden condition of the building's structural system, particularly the foundations, the structural consultant thought it unlikely that the building could support more than one additional floor. This reinforced the findings of the Zoning/Building Code Feasibility Analysis that one additional floor is the practical limit of vertical expansion.

The structural consultant also emphasized the serious limitation to expansion caused by the snow drifting problem described above in the Zoning/Building Code Feasibility Analysis section. This certainly reinforced the conclusion that vertical expansion is practically infeasible above the northern half of the building.

Conclusion

The only potentially feasible physical expansion of the building would be the addition of a third floor above the southern half of the building. This addition would be relatively small (only about 1,440 square feet of additional floor area). Yet the cost to construct this would be great for the many reasons:

- The expansion would cause much disruption to the on-going operations of the building. For example, all of the occupants of the mezzanine loft would need to be relocated for the duration of the construction period.
- There would be large up-front and organizational expenses involved, as large if not larger than for a normal but much bigger project. For example, zoning will require much red tape in solving the problem of required additional off-street parking.
- Actual construction costs will be enormous on a per square foot basis, particularly since the entire mezzanine loft will need to be demolished and rebuilt above the new third floor. All of the expense relating to the demolition and construction of the mezzanine loft will not yield one additional square foot of floor area.

So even though the physical expansion of the building is legally and structurally feasible, for all these reasons we cannot recommend spending any more funds analyzing whether the physical expansion is feasible from an occupancy, architectural or financial perspective. It seems very likely that the answer would be no.

Appendix I: Structural Report



MATTSON/MACDONALD INC.
STRUCTURAL ENGINEERS

1516 W. LAKE STREET
MINNEAPOLIS, MINNESOTA 55408

(612) 827-7825

October 21, 1998

Bill Gavzy
The Gavzy Group
2801 Wayzata Boulevard
Minneapolis MN 55405-2130

Re: Condition Review
Minnesota Women's Building
550 Rice Street, St Paul

Dear Bill:

As you requested, I have performed a "walk-thru" observation of the above referenced building. The purpose of my review was to assess the current condition of the structural system and to indicate any observed deficiencies, damage or deterioration. It is my understanding that this information will be used in determining a maintenance plan and budgeting for repairs.

Building Description

The building is approximately 60' x 50' in plan dimension. It has a basement level, first floor, second floor and a mezzanine that occupies only the south half of the building. The structural system appears to be dimension lumber joists and rafters supported on stud bearing walls and a line of structural steel beams and pipe columns. The exterior walls are constructed with brick veneer over wood studs. The building foundation walls are rubble limestone. You provided me with a set of drawings prepared in 1987 indicating the extent of remodeling undertaken at that time. Modifications to the existing structure were reviewed at that time by a registered professional engineer. I have not performed calculations to verify that design.

Observations

The majority of the building structure was covered by finish materials. I did not remove or alter finish materials to verify the underlying structure. The condition of the finish materials was considered to be an indication of the performance of the underlying structural elements. Any crushing, settlement, rotation, damage or deterioration of the structural member will, in most cases, affect the finish material.

Building Condition

In general, I found the building to be in very good condition. I did not note any evidence of severe settlement or deflection of the framing members. In spite of some minor cracking of interior sheetrock and exterior brick veneer, it was my opinion that the roof, floor and wall framing elements were performing in an acceptable manner. The items that I did observe were, in my opinion, very minor and can be considered maintenance items that should be addressed or monitored as a part of a regular maintenance plan. These items are as follows:

Building Exterior

The roof soffits exhibit peeling paint and appear to have open joints. This may be the result of water leakage or ice dams. The roofing condition should be reviewed and steps taken to assure proper watertight protection and steps should be taken to prevent ice dams if these are evident in the winter months.

There are cold joint cracks in the exterior brick veneer. Two cracks occur at the southwest corner of the building at what appears to be an original corner pier. Another crack occurs at the west elevation where the building abuts the adjacent building to the north. These cracks should be eventually cut wider and caulked.

Building Interior

Numerous hairline cracks were noted in the sheetrock finish materials. Cracks occurred at the ceiling vault lines in the mezzanine space, over the door to room 216 (room number indicated on the 1987 architectural plan) and at the main entry door vestibule adjacent to the stair. None of these cracks appear to be the result of a structural deficiency. It is most likely the result of normal building temperature and moisture changes. These should be periodically monitored for any major changes in their condition or severity.

A stain that appears to be water penetration was observed over window E41 in room 217. This may be related to the condition of the roofing immediately above the window. Refer to the notes above concerning this condition.

Building Foundations

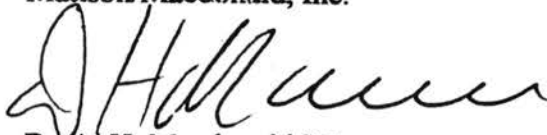
The building foundation walls and footings appear to be performing properly. I did not note any settlement of the floors, rotation, deflection or cracking of the perimeter walls that would be considered evidence of foundation failure. The exposed portions of the limestone foundation walls exhibit loss of mortar and considerable efflorescence. The degree of mortar loss is not at this time of a major concern, however, it would be prudent to anticipate tuckpointing of the stone joints. I would recommend pointing the exposed walls within the next two to three years. The remainder of the walls can be pointed as the space use allows. I would recommend that the interior perimeter walls retaining earth be exposed and tuckpointed within the next ten years. Interior limestone walls will need spot

repair and tuckpointing at isolated areas and should be addressed within the next ten years. Efflorescence (the white powder on the face of the limestone) is a result of water vapor penetration through the stone. This typically occurs at the walls retaining exterior soil. Moisture penetrating the stone carries free lime and other salts as it passes through the stone and when it evaporates on the interior surface it leaves the minerals as a deposit on the stone face. To eliminate the efflorescence completely would require the installation of high grade waterproofing material on the exterior face of the foundations. Since the efflorescence in itself is not a serious problem, but more of an aesthetic nuisance, I would not recommend a repair as costly as this. I would recommend that the exposed walls be cleaned periodically and if any major change is noted in the amount of efflorescence, the exterior drainage away from the building should be investigated for any change that is causing water to pond or run against the foundation.

The opinions and recommendations given above are based on a cursory "walk-thru" observation of the building. No attempt was made to perform an exhaustive inspection of all building elements and members. The majority of the building structure was covered with finish materials preventing direct observation of the members. The scope of this report is limited by these factors.

If you have any questions or comments concerning the above, please do not hesitate to contact me.

Sincerely,
Mattson/Macdonald, Inc.



David H. Macdonald PE

Appendix 2: Mechanical & Electrical Report

**MINNESOTA WOMEN'S BUILDING
MECHANICAL AND ELECTRICAL
SYSTEMS**

SURVEY / ASSESSMENTS / RECOMMENDATIONS

**EEA Project No 4527
September 30, 1998**

ERICKSEN ELLISON and Associates Inc.

CONSULTING ENGINEERS • 2635 University Avenue West • Suite 200 • Saint Paul MN 55114-1231
TEL: 651 • 641 • 0311 FAX: 651 • 641 • 0029 E-MAIL: mail@eeaengineers.com
Minnesota Women's Building Physical Asset Evaluation and Physical Expansion Initial Feasibility Analysis



**MINNESOTA WOMEN'S BUILDING
MECHANICAL AND ELECTRICAL SYSTEMS
SURVEY/ASSESSMENTS/RECOMMENDATIONS
EEA Project No 4527
September 30, 1998**

General

1. The building consists of a lower level, ground floor, second floor, and loft.
2. The lower level contains meeting rooms, work room, kitchenette, unisex toilet room, elevator equipment room, and mechanical equipment room.
3. The ground floor contains a front lobby, unisex toilet room, and tenant spaces for the Minnesota Women's Consortium, Chrysalis East and space with several groups including N.O.W.
4. The second floor contains a unisex toilet room, tenant spaces for Child Defense Fund, and the League of Minnesota Voters. A stair connects the League of Minnesota Voters space with a loft above. The high ceiling adjacent to the loft contains skylights and ceiling fans. A roof hatch accessible from the loft gives access to the roof.
5. The entire building is protected by a fire sprinkler system.
6. An elevator serves the lower level through the second floor.
7. The windows are double hung, double panes, clear glass in good condition, with interior shading. Most windows have a south or west exposure, as another building borders this building on the north.

Existing Mechanical Systems

1. Heating, ventilating and air conditioning:
2. A York 10-ton roof top gas heating/DX cooling unit serves the ground and second floor spaces. A thermostat in each space controls a zone volume damper, which varies the amount of air delivered to the space. The system includes a bypass damper to divert supply air to the return when zone thermostats are satisfied. Air is supplied through ceiling diffusers. Not all rooms had return grilles.
3. An electric heat/DX cooling fan coil unit concealed in a counter supplies the loft area. The unit is coupled with a 2-ton roof mounted condensing unit. Air is supplied through ceiling diffusers.
4. Two (2) York, electric heat/DX cooling fan coil units, located in the lower level mechanical room, serve the lower level spaces. A 1000 CFM unit serves the south side and a 1400 CFM unit serves the north conference room. Units are coupled to a 2½-ton and 3-ton condensing unit located on the roof. Both units are connected to an outdoor air duct from an intake on the roof. Supply ducts are located in soffits along exterior walls and serve sidewall register.

5. Thermostats for the ground and second floor are carrier digital types. Lower level thermostats are analog Honeywell. It does not appear that the year 2000 will cause any problem with the controls.
6. Individual room exhaust fans are provided in each toilet room.
7. Front and rear entries have electric cabinet unit heaters near doors.
8. Lower level electrical room or elevator equipment rooms are not ventilated.
9. Many of the return grilles were dirty, which could be from high velocity or dirty filters in units.
10. Complaints by tenants were too warm in summer. The southeast corner office on ground floor was cited as cold in the winter.

Plumbing

1. A 30 gallon 4500 watt electric hot water heater located in the basement mechanical room provides domestic hot water. There did not appear to be a hot water circulating pump. The sprinkler header and gas meter are also in this room.
2. The lower level toilet room has two (2) water closets, one, which appears to meet handicapped requirements. However, the vanity type lav would not comply. Toilet rooms on ground and second level would not comply with handicapped requirements.
3. The building does not have a drinking fountain or water cooler.

Mechanical Assessment and Recommendations

1. Air Handling systems
 - A. Assessment: the existing air handling units are installed in three (3) separate locations. Three of the four units incorporate electric resistance heating. These units are not provided with economizer capabilities or the ability to provide required ventilation air.
 - B. Recommendation: Remove the four (4) existing air handlers and replace with a single rooftop Variable Air Volume (VAV) unit. This unit would serve all spaces, including the lower level and loft. The unit would be equipped with an economizer cycle to provide "free" cooling as outdoor temperatures permit. The unit would be sized to accommodate the present recommended outdoor air ventilation rates.
2. Zone Volume Dampers
 - A. Assessment: The existing zone volume damper system is reported to have been difficult to balance and is likely the cause of tenant complaints. The zone dampers lack a source of heat to provide accurate space heating control, and lack a means of controlling minimum air for ventilation.

- B. Recommendation: The existing zone volume damper would be replaced with variable air volume units with associated duct coils. The VAV system will provide accurate zone control for heating and cooling and provide minimum air flow for ventilation. The existing ductwork system will be modified as required to accommodate the VAV units.
3. Heating
- A. Assessment: A portion of the building is presently heated by electricity. The gas-fired rooftop unit provides two (2) stage heating, resulting in "swings" of air temperature. The temperature swings, coupled with a single heat source from the unit, results in marginal temperature control in the spaces.
 - B. Recommendation: Add a cast iron gas boiler including flue, pump, and accessories. Provide a hot water heating piping loop to serve the VAV heating coils. All building heat to a gas source, which will save on energy costs, and provide a controllable heat source at the individual zone VAV units.
4. Toilet Exhaust System
- A. Assessment: The existing individual residential-type exhaust fans are noisy, and because of long runs of exhaust ductwork, are not exhausting the recommended quantity of air.
 - B. Recommendation: Remove the three (3) existing toilet room exhaust fans and replace with a new fan sized for the proper exhaust air quantity.
5. Plumbing System
- A. Assessment: The building does not have a water cooler or drinking fountain. The lavatory in the second floor unisex bathroom is cracked. The lower level unisex bathroom does not meet handicapped or unisex bathroom requirements.
 - B. Recommendations: Add a water cooler on the main level. Replace the lavatory in the second floor toilet room. Modify the lower level toilet room to comply with handicapped and unisex requirements.
6. Controls
- A. Assessment: The existing controls are positioned at several locations throughout the building.
 - B. Recommendation: Provide a centralized temperature control panel with necessary time clocks, selector switches, indicator lights, etc.

Existing Electrical Systems

1. Lighting system.
- a. The lower level, main level, and second floor consists mostly of recessed 2'x4' fluorescent lay-in, 2-lamp and 4-lamp fixtures with incandescent fixtures used for 'accent' lighting and where dimming is required. The loft consists of 4' fluorescent wraparound 2-

lamp fixtures, surface mounted and incandescent track fixtures utilized in the loft area overlooking the second floor. All fluorescent fixtures utilize 40W, T12 lamps and energy saving magnetic ballasts.

- b. Emergency egress lighting and exit lights generally conform to code requirements. Although there are a few areas that may require some additional fixtures.
2. Power Distribution System. The building is served by a 120/240 Volt, 3 phase, 4 wire overhead service drop fed from pole mounted transformers at the northeast side of the building. The electric service is located on the lower level. The service consists of a current transformer cabinet with utility meters and a 400A, 120/240 Volt, 3 phase, 4 wire distribution panel with a 400A main circuit breaker. This service is a high leg 120/240 Volt service so care should be taken whenever work is performed on the distribution system. The elevator, HVAC equipment, and branch circuit panels are then served from the distribution panel. There is one (1) 100A branch circuit panelboard located on the lower level, one (1) on the main level, and one (1) on the second level (three (3) total). Branch circuit panelboards serve lighting, receptacles, and miscellaneous loads.
3. Telephone System. The building main telephone system is located in the lower level adjacent to the electrical service. Telephone equipment for each tenant is located here. Telephone cabling is then distributed to the appropriate locations in the building.
4. Data Network System. There is a data network system within the building. The installation appears to meet current Category 5 wiring standards. Adequate amounts of outlets are located throughout the building.
5. Fire Alarm System. There is not a manual or automatic fire alarm system within the building. There is however, monitoring of the fire sprinkler system through the security system.
6. Security System. There is a security system within the building. The system consists of door and window contacts, motion sensors, control panel, horns, and an auto dialer for communicating with a central station.

Electrical Assessment and Recommendations

1. Lighting System
 - a. Assessment: The lighting system is in very good conditions, well maintained and appears to have a considerable amount of life left.
 - b. Recommendation: Re-lamp 4' fluorescent fixtures with 34W energy saving lamps, and retrofit non-dimmed incandescent fixtures with appropriate fluorescent retrofit kits to save energy and maintenance costs.
 - c. Emergency egress lights and exit signs (battery powered) will approach the end of life within the next ten (10) years and should be replaced when more than 10% of fixtures require component or battery replacement.
2. Power Distribution system. The power distribution system is a light/commercial grade of equipment. There is enough capacity and space within the equipment to support the proposed HVAC upgrade. All equipment is in good condition and appears to be well maintained.

3. Telephone System. The telephone system is in good condition and appears to be adequately distributed throughout the building for the intended use.
4. Data Network System. The data network system is in good conditions and appears to be adequately distributed throughout the building.
5. Security System. The security system is in good condition and appears to adequately protect the building.

Estimate of Probable Costs

General conditions, permits	\$ 1,000
Demolition	3,000
New boiler, flue, and accessories	12,000
Hot water heating piping/insulation	8,000
New 20 ton rooftop VAV unit	18,000
Ductwork modifications	5,000
New VAV units	6,000
New toilet exhaust system	2,000
Temperature control system	10,000
General construction/cutting and patching	8,000
Electrical wiring	6,000
Re-lamping/retrofit of light fixtures	1,500
Replace exit and egress lighting units	1,000
Water cooler	3,000
Plumbing modifications for handicapped	3,000
A/E Fees	<u>10,000</u>
Total	<u>\$97,500</u>

Summary – 10 Year Upgrade Program

The upgrade work could be accomplished in four (4) stages, in order of preference: Heating/cooling system replacement; electrical upgrades; plumbing upgrades; toilet exhaust system upgrade. The replacement of the existing cooling/heating system represents the major portion of the estimated building upgrade costs. However, this upgrade will greatly enhance the comfort level of the tenants by controlling space temperatures and providing proper ventilation air. In addition, the upgrade will conserve energy, centralize building controls, and simplify equipment maintenance.

Appendix 3: Elevator Report

Schindler Elevator Corporation

875 Blue Gentian Road
Eagan, MN 55121-1593

Phone: (651) 406-5300
FAX: (651) 406-5321

Sept. 8, 1998

The Gavzy Group
2801 Wayzata Blvd.
Minneapolis, MN 55405-2130

Attn: Bill Gavzy:

Dear Mr. Gavzy,


I have surveyed the elevator at the Minnesota Women Bldg. in St. Paul. Overall the elevator is in good operation and should last you for many years. I do notice a couple of items that has changed in our industry.

First of all you have a door safety edge and a light ray on the elevator door. We suggest you think about changing these to a door detector. This will give you less moving parts and will give you more of a safety feature. I am including a brochure for your information. Price to furnish and install this would be \$1,950.00.

Second I notice you have a dial telephone in the elevator. Today's code calls for a hands free, self dialing ADA telephone. I am including a brochure for this also. The price to furnish and install this would be \$865.00.

If there are any questions on anything please give me a call. Sincerely,

SCHINDLER ELEVATOR CORPORATION


Russ Carlson
Sales Representative
(612) 406-5312

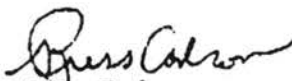
Schindler

ISO
9001
CERTIFIED

Appendix 4: Elevator Year 2000 Letter

Schindler Elevator Corporation10952 Bren Road East
Minnetonka, MN 55343-4413Telephone: (612) 939-5300
Fax: (612) 939-5321**Schindler****ELEVATORS COMPUTERS AND THE YEAR 2000:**

Checking with our engineering department just to verify that there will not be any problems of the elevators when the year 2000 shows up. There is nothing in our elevators systems that any dates will effect. We have a programming tool that we use for troubleshooting but that will not be effected by dates either. If you have any other questions on this please give me a call. Sincerely,

SCHINDLER ELEVATOR CORPORATIONRuss Carlson
Sales Representative
(612) 939-5312ISO
9001
CERTIFIED

Schindler Elevators and Year 2000

The "Year 2000 Problem" is getting a lot of attention these days, especially regarding computers and building systems. Some of the information can better be classified as mis-information because it has caused some businesses needless concern and effort. There has even been some speculation that elevator and escalator functions would be affected by the Year 2000 problem. The information below will help clarify the situation with Schindler elevators and escalators. In short, our equipment will not be affected by the Year 2000 problem.

Schindler elevators and escalators, and those previously manufactured by Westinghouse, fall into several groups based on their control technology. The first group includes equipment manufactured before the 1970s. These generally have electro-mechanical systems that utilize relays to control motors and power equipment. In concept, this equipment is not much different from the components that go into a washing machine or automobile of that vintage, but on a bigger scale. Date information is not utilized and the components cannot differentiate one year from the next.

The second group includes solid state elevators manufactured in the '70s. This group represented a step up in technology and typically included a combination of solid state components and electro-mechanical equipment. The solid state components were sometimes configured to operate like a small computer, which would utilize a decision making process to assign elevators to certain floors in an effort to improve elevator service. These systems use internal timing clocks to operate the software programs, but none of the components or systems utilize any date information.

The third group of elevator and escalator systems includes those manufactured since the early 1980s. These are primarily higher technology systems consisting of microprocessors and a few electro-mechanical devices. The microprocessors are utilized because of their high-speed computing capability, low power requirements and design flexibility. They control most aspects of door operation, ride quality, and assignment of elevators to the appropriate floors. The microprocessor allows these functions to operate more efficiently and reliably than the older type control systems. The microprocessors use various timing clocks to control software operations, but none of these functions or components utilize date or calendar information. Thus, they are totally unaffected by the Year 2000 issue.

Some customers have asked us to test their elevator or escalator equipment for Year 2000 compliance. However, as described above, none of the systems use or store dates for any function, and they operate totally independent of the date. So there is really nothing to test, because the dates just aren't there.

At midnight on New Year's Eve 1999, you can enjoy the party, knowing that your Schindler or Westinghouse elevators will continue to operate unaffected by the move to the new millennium.

Schindler O

Bremer Fdtn
Star Grant?
for St Paul

BUILDING MANAGEMENT MEETING

November 14, 2000 4 PM

Steve Plotz

1. Call meeting to order *Sede, Del, Lorraine, Betty, Sally, JD*
Bredemus
2. Approval of minutes of the July 10, 2000 meeting
3. Financial report - Gavzy
4. 2001 Budget - Gavzy — *Gavzy*
Suggests inc'ing reserves for
Budget for 2002
5. Discussion on Building Improvements - Steve Plotz
Heating — *System not adequate for # of rooms*
Icicles *engineers' analysis correct*
Painting schedule *(\$100,000)*
6. New Business
2 proposals:
1) add 3 ton Hvac on roof
for 1st + 2nd fl.
add thermostats
for zoning (\$18,500)
(25,000 total)
7. Set next meeting date

cleaning schedule

2) modif. approach
remove all thermostats
add zones, thermostats
heat coils in existing
duct work
7000 elbs
\$48,000 total

*7 neither plan deals w/
lack of air movement*

- *Storm ?*
- *Windows*
- *HVAC - \$100,000*
- *Roof \$55,000*
w/ add'l insulation
- *Gutters*
- *Flows*

Minnesota Women's Building 2001 Budget

11-Oct-00

DETAIL

Operating Income		5% increase	
Office Rents	Minnesota Womens Consortium \$1,194.41	\$1,254.13	\$15,050
	League of Women Voters \$1,601.39	\$1,681.46	\$20,178
	Chrysalis \$740.11	\$777.12	\$9,325
	Ntnl Abortion Rights Organization \$1,336.75.mo.	\$1,336.75	\$16,041
	Total Office Rents		\$60,593

Draw from Reserves \$0

Total Operating Income \$60,593

OPERATING EXPENSES

Administrative Expenses		
Office Supplies	\$5/mo.	\$60
Postage	\$10/mo.	\$120
Photocopying	\$15/mo.	\$180
Audit	1999 - \$2100 + 5%	\$2,205
Management Fee	\$475/mo. + 5% = \$499/mo.	\$5,988
Telephone	\$65/mo. - elevator	\$780
Misc. Administrative		\$100
Total Administrative Expenses		\$9,433

Operating Expenses		
Janitorial Materials	\$75/mo. + mats @ \$45/mo.	\$1,440
Janitorial Contracts	\$985/mo. @ 6 mos + \$1004 @ 6 mos. + \$600 carpet + \$150 windows +	\$12,978
Grounds Contracts	\$140/mo. x 5	\$700
Snow Removal	\$110/mo. x 5 mos, salt \$150 + 7.52% of Capital Pkng Lot \$1800	\$2,500
Exterminating	Mice	\$150
Trash Removal	\$165/mo. + \$10/mo. recycling	\$2,100
Total Operating Expenses		\$19,868

Maintenance Expenses		
Fire & Security Contracts	\$1000 monitor + \$500 rep + \$160 sprinkler	\$1,660
Fire & Security Supplies	Keys, extinguishers, etc.	\$100
Repairs Materials	\$45/mo. - based on last 20 months + 10%	\$594
Repairs Contracts	\$475/mo. - based on last 20 months + 15%	\$6,555
Elevator Contracts	\$135/mo. + \$100 repairs + \$35 inspection fee + 5%	\$1,843
Maintenance Mileage	\$10/mo. average	\$120
Misc. Maintenance		\$0
Total Maintenance Expenses		\$10,872

Utility Expenses		
Electricity	450 KW @ \$8.20 + 130,000 KWH @ \$.032 + 15% tax	\$9,028
Water & Sewer	235 units @ \$4.01/unit	\$942
Gas & Oil Heating Fuel	1250 CCF @ \$.77 + 30%	\$1,251
Total Utility Expenses		\$11,222

Minnesota Women's Building 2001 Budget

11-Oct-00

DETAIL

Taxes & Insurance		
Property Insurance	6/1/00-6/15/01 - \$1,871 + 10%	\$2,058
Property Taxes	2000 Actual \$1,461 + 5%	\$1,534
Total Taxes & Insurance		\$3,592

Financial Expenses		
Bank Service Charge	\$5/month	\$60
Total Financial Expenses		\$60

Reserves	\$500/mo.	\$6,000
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Capital Expenses		\$0
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TOTAL OPERATING EXPENSES		\$61,047
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NET OPERATING INCOME/LOSS		(\$453)
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CONFERENCE INCOME

Conference Room Rents	Based on last 9 months	\$400
User Fees	Two semi-annual payments from building funds	\$1,500
Total Conference Income		\$1,900

CONFERENCE EXPENSES

Management Services		\$50
Coordination Services		\$0
Set-up Expenses	Based on last 8 months	\$550
Supplies		\$50
Total Conference Expenses		\$650

NET CONFERENCE INCOME (LOSS)		\$1,250
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TOTAL BUILDING INCOME (LOSS)		\$797
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Income Statement (Accrual)
Minnesota Women's Building - (o06-01)
Oct 00

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Prepared For:
Minnesota Womens Bldg Gen Pt
c/o The Gavzy Group, LLC
5101 Olson Memorial Hwy, #5000
Minneapolis, MN 55422

Prepared By:
The Gavzy Group, LLC
5101 Olson Memorial Highway
Suite #5000
Minneapolis, MN 55422

	Month to Date	%	Year to Date	%
INCOME				
RENT INCOME				
Rent Income	4,809.01	100.00	48,090.10	97.49
Total Rent Income	4,809.01	100.00	48,090.10	97.49
CONFERENCE ROOM INCOME				
Conference Room Rents	0.00	0.00	267.50	0.54
Conf Room User Fees	0.00	0.00	750.00	1.52
Total Conf Room Income	0.00	0.00	1,017.50	2.06
MISCELLANEOUS INCOME				
Other Misc Income	0.00	0.00	219.51	0.45
Total Misc Income	0.00	0.00	219.51	0.45
TOTAL INCOME	4,809.01	100.00	49,327.11	100.00
EXPENSES				
ADMINISTRATIVE EXPENSES				
Postage	6.38	0.13	61.04	0.12
Photocopying	4.60	0.10	97.40	0.20
Management Fee	475.00	9.88	4,750.00	9.63
Telephone/Communications	61.52	1.28	598.05	1.21
Bad Debts	0.00	0.00	22.50	0.05
Mileage Reimbursement	0.00	0.00	0.93	0.00
Total Admin Expenses	547.50	11.38	5,529.92	11.21
OPERATING EXPENSES				
Janitorial Materials	170.30	3.54	1,155.53	2.34
Janitorial Contracts	1,968.80	40.94	9,941.46	20.15
Grounds Contracts	117.70	2.45	1,294.70	2.62
Parking Lots	0.00	0.00	620.68	1.26
Snow Removal	0.00	0.00	2,165.97	4.39
Exterminating	0.00	0.00	133.75	0.27
Trash Removal	0.00	0.00	1,692.07	3.43
Total Operating Expenses	2,256.80	46.93	17,004.16	34.47
MAINTENANCE EXPENSES				
Fire & Security Contract	0.00	0.00	291.18	0.59
Fire & Security Supplies	0.00	0.00	20.80	0.04
Repairs Materials	150.15	3.12	528.88	1.07
Repairs Contracts	491.13	10.21	4,362.65	8.84
Elevator Contracts	137.71	2.86	1,204.59	2.44
Maintenance Mileage	27.90	0.58	111.10	0.23
Total Maintenance Exp	806.89	16.78	6,519.20	13.22
UTILITY EXPENSES				

Income Statement (Accrual)
Minnesota Women's Building - (o06-01)
Oct 00

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	Month to Date	%	Year to Date	%
Electricity	1,376.40	28.62	7,120.10	14.43
Water & Sewer	0.00	0.00	472.34	0.96
Gas & Oil Heating Fuel	40.71	0.85	494.67	1.00
Total Utility Expenses	1,417.11	29.47	8,087.11	16.39
TAXES & INSURANCE				
Property Taxes	121.72	2.53	1,217.30	2.47
Property Insurance	155.92	3.24	1,571.97	3.19
Total Taxes & Insurance	277.64	5.77	2,789.27	5.65
FINANCIAL EXPENSES				
Bank Service Charges	0.00	0.00	2.07	0.00
Total Financial Expenses	0.00	0.00	2.07	0.00
RESERVES				
Replacement Reserves	500.00	10.40	5,000.00	10.14
Total Reserves	500.00	10.40	5,000.00	10.14
CAPITAL EXPENDITURES				
Capital Expenditures	0.00	0.00	528.00	1.07
Total Captl Expenditures	0.00	0.00	528.00	1.07
CONFERENCE ROOM EXPENSES				
Conf Room Set-up Fees	0.00	0.00	357.25	0.72
Total Conf Room Expenses	0.00	0.00	357.25	0.72
COPIER EXPENSES				
Copier Mgmt Services	0.00	0.00	82.50	0.17
Total Copier Expenses	0.00	0.00	82.50	0.17
TOTAL EXPENSES	5,805.94	120.73	45,899.48	93.05
NET INCOME	-996.93	-20.73	3,427.63	6.95

Balance Sheet (Accrual)
Minnesota Women's Building - (o06-01)
Oct 00

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Prepared For:
Minnesota Womens Bldg Gen Pt
c/o The Gavzy Group, LLC
5101 Olson Memorial Hwy, #5000
Minneapolis, MN 55422

Prepared By:
The Gavzy Group, LLC
5101 Olson Memorial Highway
Suite #5000
Minneapolis, MN 55422

ASSETS

Cash

Cash In Bank	5,464.16
Cash in Reserves	47,126.73
Cash in Ins Reserve	<u>762.19</u>
Total Cash	53,353.08

Accounts Receivable	154.24
Pre-Paid Insurance	<u>298.77</u>
TOTAL ASSETS	53,806.09

LIABILITIES & CAPITAL

Liabilities

Prepaid Rent	375.59
--------------	--------

TAX LIABILITIES

Real Estate Taxes	<u>-108.92</u>
Total Tax Liabilities	<u>-108.92</u>
Total Liabilities	266.67

Capital

Owner Deposit	5,000.00
Retained Earnings	4,612.69
Replacement Reserves	<u>43,926.73</u>
Total Equity	53,539.42

TOTAL LIAB & CAPITAL	<u>53,806.09</u>
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Budget Comparison Cash Flow (Accrual)
Minnesota Women's Building - (o06-01)
Oct 00

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Prepared For:

Minnesota Womens Bldg Gen Pt
c/o The Gavzy Group, LLC
5101 Olson Memorial Hwy, #5000
Minneapolis, MN 55422

Prepared By:

The Gavzy Group, LLC
5101 Olson Memorial Highway
Suite #5000
Minneapolis, MN 55422

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
INCOME									
RENT INCOME									
Rent Income	4,809.01	4,809.00	0.01	0.00	48,090.10	48,090.00	0.10	0.00	57,708.00
Total Rent Income	4,809.01	4,809.00	0.01	0.00	48,090.10	48,090.00	0.10	0.00	57,708.00
CONFERENCE ROOM INCOME									
Conference Room Rents	0.00	33.33	-33.33	-100.0	267.50	333.30	-65.80	-19.74	400.00
Conf Room User Fees	0.00	125.00	-125.00	-100.0	750.00	1,250.00	-500.00	-40.00	1,500.00
Total Conf Room Income	0.00	158.33	-158.33	-100.0	1,017.50	1,583.30	-565.80	-35.74	1,900.00
MISCELLANEOUS INCOME									
Other Misc Income	0.00	0.00	0.00	0	219.51	0.00	219.51	0	0.00
Total Misc Income	0.00	0.00	0.00	0	219.51	0.00	219.51	0	0.00
TOTAL INCOME	4,809.01	4,967.33	-158.32	-3.19	49,327.11	49,673.30	-346.19	-0.70	59,608.00
EXPENSES									
ADMINISTRATIVE EXPENSES									
Office Expenses	0.00	5.00	5.00	100.00	0.00	50.00	50.00	100.00	60.00
Postage	6.38	10.00	3.62	36.20	61.04	100.00	38.96	38.96	120.00
Photocopying	4.60	20.00	15.40	77.00	97.40	200.00	102.60	51.30	240.00
Management Fee	475.00	475.00	0.00	0.00	4,750.00	4,750.00	0.00	0.00	5,700.00
Audit/Compilation	0.00	183.75	183.75	100.00	0.00	1,837.50	1,837.50	100.00	2,205.00
Telephone/Communications	61.52	65.00	3.48	5.35	598.05	650.00	51.95	7.99	780.00
Bad Debts	0.00	0.00	0.00	0	22.50	0.00	-22.50	0	0.00
Mileage Reimbursement	0.00	0.00	0.00	0	0.93	0.00	-0.93	0	0.00
Misc Admin Costs	0.00	8.33	8.33	100.00	0.00	83.30	83.30	100.00	100.00
Total Admin Expenses	547.50	767.08	219.58	28.63	5,529.92	7,670.80	2,140.88	27.91	9,205.00
OPERATING EXPENSES									
Janitorial Materials	170.30	118.00	-52.30	-44.32	1,155.53	1,180.00	24.47	2.07	1,416.00
Janitorial Contracts	1,968.80	1,012.50	-956.30	-94.45	9,941.46	10,125.00	183.54	1.81	12,150.00
Grounds Contracts	117.70	58.33	-59.37	-101.7	1,294.70	583.30	-711.40	-121.9	700.00
Parking Lots	0.00	0.00	0.00	0	620.68	0.00	-620.68	0	0.00
Snow Removal	0.00	154.17	154.17	100.00	2,165.97	1,541.70	-624.27	-40.49	1,850.00
Exterminating	0.00	0.00	0.00	0	133.75	0.00	-133.75	0	0.00
Trash Removal	0.00	160.00	160.00	100.00	1,692.07	1,600.00	-92.07	-5.75	1,920.00
Total Operating Expenses	2,256.80	1,503.00	-753.80	-50.15	17,004.16	15,030.00	-1,974.16	-13.13	18,036.00
MAINTENANCE EXPENSES									
Fire & Security Contract	0.00	138.33	138.33	100.00	291.18	1,383.30	1,092.12	78.95	1,660.00
Fire & Security Supplies	0.00	8.33	8.33	100.00	20.80	83.30	62.50	75.03	100.00
Repairs Materials	150.15	52.50	-97.65	-186.0	528.88	525.00	-3.88	-0.74	630.00
Repairs Contracts	491.13	498.75	7.62	1.53	4,362.65	4,987.50	624.85	12.53	5,985.00
Elevator Contracts	137.71	153.58	15.87	10.33	1,204.59	1,535.80	331.21	21.57	1,843.00
Maintenance Mileage	27.90	10.00	-17.90	-179.0	111.10	100.00	-11.10	-11.10	120.00
Total Maintenance Exp	806.89	861.49	54.60	6.34	6,519.20	8,614.90	2,095.70	24.33	10,338.00
UTILITY EXPENSES									
Electricity	1,376.40	752.33	-624.07	-82.95	7,120.10	7,523.30	403.20	5.36	9,028.00
Water & Sewer	0.00	81.83	81.83	100.00	472.34	818.30	345.96	42.28	982.00
Gas & Oil Heating Fuel	40.71	80.25	39.54	49.27	494.67	802.50	307.83	38.36	963.00
Total Utility Expenses	1,417.11	914.41	-502.70	-54.98	8,087.11	9,144.10	1,056.99	11.56	10,973.00
TAXES & INSURANCE									
Property Taxes	121.72	135.00	13.28	9.84	1,217.30	1,350.00	132.70	9.83	1,620.00
Property Insurance	155.92	138.58	-17.34	-12.51	1,571.97	1,385.80	-186.17	-13.43	1,663.00
Total Taxes & Insurance	277.64	273.58	-4.06	-1.48	2,789.27	2,735.80	-53.47	-1.95	3,283.00

Budget Comparison Cash Flow (Accrual)
Minnesota Women's Building - (o06-01)
Oct 00

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11:07 AM

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
FINANCIAL EXPENSES									
Bank Service Charges	0.00	10.00	10.00	100.00	2.07	100.00	97.93	97.93	120.00
Total Financial Expenses	0.00	10.00	10.00	100.00	2.07	100.00	97.93	97.93	120.00
RESERVES									
Replacement Reserves	500.00	500.00	0.00	0.00	5,000.00	5,000.00	0.00	0.00	6,000.00
Total Reserves	500.00	500.00	0.00	0.00	5,000.00	5,000.00	0.00	0.00	6,000.00
CAPITAL EXPENDITURES									
Capital Expenditures	0.00	83.33	83.33	100.00	528.00	833.30	305.30	36.64	1,000.00
Total Captl Expenditures	0.00	83.33	83.33	100.00	528.00	833.30	305.30	36.64	1,000.00
CONFERENCE ROOM EXPENSES									
Conf Room Mgmt Services	0.00	4.17	4.17	100.00	0.00	41.70	41.70	100.00	50.00
Conf Room Set-up Fees	0.00	10.00	10.00	100.00	357.25	100.00	-257.25	-257.2	120.00
Conf Room Supplies	0.00	4.17	4.17	100.00	0.00	41.70	41.70	100.00	50.00
Total Conf Room Expenses	0.00	18.34	18.34	100.00	357.25	183.40	-173.85	-94.79	220.00
COPIER EXPENSES									
Copier Mgmt Services	0.00	0.00	0.00	0	82.50	0.00	-82.50	0	0.00
Total Copier Expenses	0.00	0.00	0.00	0	82.50	0.00	-82.50	0	0.00
TOTAL EXPENSES	5,805.94	4,931.23	-874.71	-17.74	45,899.48	49,312.30	3,412.82	6.92	59,175.00
NET INCOME	-996.93	36.10	-1,033.03	-2,861.	3,427.63	361.00	3,066.63	849.48	433.00
CASH FLOW	-996.93	36.10	-1,033.03	-2,861.	3,427.63	361.00	3,066.63	849.48	433.00
Beginning Cash	5,607.73								
Ending Balance	5,464.16								

**Minutes of the Minnesota Women's Building
Partnership/Management Committee Meeting
4:00 p.m., July 10, 2000
MWB**

Present: Dede Wolfson, Lorraine Hart, Betty Bredemus, Minnesota Women's Consortium; Deb Wilkens-Costello, Chrysalis; Judy Duffy, Sally Sawyer, League of Women Voters of Minnesota Education Fund; Catherine Gavzy, Toni Pham, The Gavzy Group.

Chair, Dede Wolfson, called the meeting to order at 4:05 p.m.

Wilkens-Costello stated that she would like to hear promptly from The Gavzy Group when information/action is requested.

The Minutes of the 5/22/2000 meeting were approved as corrected (sp. Wilkens-Costello).

Discussion on HVAC Bids: Our policy is to have three bids: Rouse is in, we are waiting for New Mech, Gavzy is working on a third bid. We need all three by mid-August in order to proceed in September/October.

Updates

- *Painting schedule: Chrysalis needs freshening paint; Toni will follow up
- *Window/shade cleaning: \$1,000 to \$1,200 for 37 windows, four skylights
Blinds are done by the janitorial service. Since we can't clean the carpets because of their fragile condition, we can use that money toward window cleaning.

Motion: to proceed with window/shade cleaning, not to exceed \$1,000.

Mover: Wilkens-Costello Second: Duffy Carried

*Parking lot trees: trees were cut down, we now need black-top and striping; blacktop will happen Thursday, 7/13, up to the fence and will include the triangle.

*Tree trimming in large lot: ask Gavzy to look into it.

*Toni Pham will be day-to-day contact from The Gavzy Group.

Financials for 6/30/00

Income is below budget to date due primarily to lack of conference room rents/user fees.

Expenses are under budget for the month and to date. There is a positive cash flow of \$4,700. In general, we are in good shape with \$41,000 in operating reserves and \$10,000 in the bank.

Discussion of a Capital Campaign

Kresge Foundation will provide matching funds for capital improvements if we have a plan in place. Sawyer has a sample capital campaign from the LWV of

New Jersey for the rehabilitation of their building—copies will be sent with the minutes of this meeting. We have ½ of our work done, because we had Gavzy do an audit of our building and have suggestions for a renovation plan.

Audit Letter

The letter of engagement from Lafayette & Fairchild for the MWB audit was reviewed and signed.

New Business

The Committee discussed the need to hear back from Gavzy on questions. We should contact Toni Pham directly.

Painting Schedule

MWC has never been painted. We need to develop a schedule to follow HVAC work. Gavzy will get quotes office by office so we can decide at the next meeting.

Motion: that Gavzy present assessment/bids of building interior spaces and the need for painting.

Mover: Wilkens-Costello Second: Duffy Carried

Partners need to set priorities. We will meet only if we have bids for HVAC and for painting.

The next meeting was set for Monday, August 14th at 4:00 p.m.

ROUSE

Mechanical

February 7, 2000

Gavzy Group
Attn: Catherine Gavzy
2801 Wayzata Boulevard
Minneapolis, MN 55405

Phone 612 374-9040
Fax 612 374-5338

Re: Minnesota Woman's Building 550 Rice St., St. Paul temperature problems

Dear Catherine,

I have analyzed the existing HVAC system. The basement has a separate electric heating/cooling system that is currently working adequately, I have not considered this portion. The first and second floors are served by a 10 ton gas heating electric cooling package rooftop unit. The rooftop unit is controlled by a Carrier variable temperature variable volume (VVT) computerized damper system with six "active" thermostats. The thermostats are basically located within the spaces. The distribution and the thermostats have been improperly "laid out" based on individual tenants rather than by exposure (I.E. south, north, east, west perimeter(s) and finally "interior" areas). I feel that the improper zoning has contributed to most of the temperature control problems.

The rooftop unit tonnage is marginal, therefore I have proposed one additional unit to serve the north perimeter first and second floor. The addition of this rooftop unit will allow heating of the north perimeter and simultaneous cooling of other exposure(s) as the need arises. In addition to this rooftop unit I have proposed revamping of the distribution on the existing 10 ton rooftop. This revamping will allow a zone control for each exposure (first and second floor) and two zone controls for the interior area(s) of each floor.

The mezzanine level is served by an independent cooling unit located in the attic space. I have not calculated any changes to this system.

Following is a proposal for your consideration.

Provide and install:

- one 3 ton package gas heat, electric cool roof mounted unit to serve north perimeter first and second floor
- sheet metal supply distribution
- central return air duct
- one two-zone control system
- two thermostats
- necessary supply diffusers and distribution
- one 10" Carrier VVT damper and thermostat, supply diffusers and distribution to serve second floor east
- one 12" round Carrier VVT damper and thermostat, supply diffusers and distribution to serve second floor west

Post Office Box 899 Minneapolis MN 55440-0899
office 612 593-5300 fax 612 593-2850

February 7, 2000

Gavzy Group, Page

Re: Minnesota Woman's Building 550 Rice St., St. Paul temperature problems

- reuse existing 14" round VVT damper and thermostat to serve second floor south
- one 10" round Carrier VVT damper and thermostat, supply diffusers and distribution to serve second floor interior (south)
- reuse existing Carrier VVT to serve second floor interior (north)
- reuse existing Carrier VVT damper and thermostat, supply diffusers and distribution to serve first floor east
- reuse existing Carrier VVT damper and thermostat, distribution to serve first floor west
- reuse existing Carrier VVT to serve first floor south
- one 10" round Carrier VVT damper and thermostat, supply diffusers and distribution to serve first floor interior north
- reuse existing Carrier VVT damper and thermostat, distribution to serve first floor interior (north)

Price

\$18,250.00

Exclusions

Wiring

Roofing

Proposal does not include smoke/fire dampers to protect existing rated walls.

Price includes labor, material, taxes, permit and one year labor.

Thank you for the opportunity to bid this project.

Sincerely,

by

James T. Rouse

James T. Rouse (Jim, Jr.)

JTR/dag

Upon acceptance please sign and return to us.

Accepted by _____ Date _____

Toni Pham - owner at
Gavzy

BUILDING MANAGEMENT MEETING

July 10, 2000 4 PM

1. Call meeting to order

2. Approval of minutes of the May 22, 2000 meeting

3. Financial report -Gavzy

4. Discussion on HVAC Bids

Rouse

New Mech

Third bid

New Mech need decision by mid-Aug.

5. Update on

a. painting schedule

b. window & shade cleaning \$1000

c. parking lot schedule - tree down - blacktop (600⁰⁰)
on 7/13

d. tree trimming in large lot - ?

e. building manager

Toni Pham

6. Brief discussion of a capital campaign

a. matching Kresge Grant

b. LWV info

Reit - new Mgmt Company

8. New Business

Letter from Lafayette + Fairchild for audit.

9. Set next meeting date

Mon, Aug. 14
4pm

Paint Schedule

for Aug. meeting. - Del W.C.

**Minutes of the Minnesota Women's Building Partnership and Management Meeting
Monday, May 22, 2000**

Present: Dede Wolfson, Chair; Lorraine Hart, Minnesota Women's Consortium; Judy Duffy, Sally Sawyer, LWVMNEF; Deb Wilkins-Costello, Chrysalis.

The Minutes of the April 4, 2000 meeting were approved by general consent.

Financial Report for the Period Ending April 30, 2000 showed a positive cash flow to date. Committee requested that the delinquent rent accounts be updated to remove items no longer current.

Housekeeping Items: the Committee requested information from the Gavzy Group re dates for spring cleaning items such as carpet cleaning or alternatives, care of the side lawn, removal of trees from parking lot and the painting schedule.

HVAC System: the Committee agreed that before proceeding with a new system, we should have three bids presented to us (see minutes of the 8/19/99 meeting requiring three bids on major projects). Rouse Mechanical has presented one bid; New Mech is the second bid, to be received. The Gavzy Group will be asked to get a third bid.

MOTION: to proceed with work done on the HVAC system in September/October of 2000, after reviewing three bids.

Mover: Sawyer Second: Wilkins-Costello Carried

Other Capital Improvements needed include replacement of flooring and carpeting and improvements to the roof and insulation, both requiring major expenditures. Sawyer reported that the Kresge Foundation, which contributed \$75,000 to the MWB initially, is a possibility. The LWVMNEF's Development Director, Andrea Lex, talked with a program officer of the Foundation. The building would qualify for Kresge money but we would have to have a plan in place and funds from Kresge would be on a matching basis.

Insurance and the WARM Exhibit: Chair Dede Wolfson reported that our insurance company said the MWB needs an agreement with WARM that the MWB is not liable for any loss resulting from a WARM exhibit in the building.

The next meeting was set for Monday, July 10, 2000 at 4:00 p.m. at the MWB.

Income Statement (Accrual)
Minnesota Women's Building - (o06-01)
Jun 00

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07/10/2000
03:50 PM

Prepared For:
Minnesota Womens Bldg Gen Pt
c/o The Gavzy Group, LLC
2801 Wayzata Boulevard #202
Minneapolis, MN 55405

Prepared By:
The Gavzy Group, LLC
5101 Olson Memorial Highway
Suite #5000
Minneapolis, MN 55422

	Month to Date	%	Year to Date	%
INCOME				
RENT INCOME				
Rent Income	4,809.01	100.00	28,854.06	98.34
Total Rent Income	4,809.01	100.00	28,854.06	98.34
CONFERENCE ROOM INCOME				
Conference Room Rents	0.00	0.00	267.50	0.91
Total Conf Room Income	0.00	0.00	267.50	0.91
MISCELLANEOUS INCOME				
Other Misc Income	0.00	0.00	219.51	0.75
Total Misc Income	0.00	0.00	219.51	0.75
TOTAL INCOME	4,809.01	100.00	29,341.07	100.00
EXPENSES				
ADMINISTRATIVE EXPENSES				
Postage	3.63	0.08	38.71	0.13
Photocopying	7.00	0.15	63.20	0.22
Management Fee	475.00	9.88	2,850.00	9.71
Telephone/Communications	59.75	1.24	358.22	1.22
Bad Debts	0.00	0.00	22.50	0.08
Mileage Reimbursement	0.00	0.00	0.93	0.00
Total Admin Expenses	545.38	11.34	3,333.56	11.36
OPERATING EXPENSES				
Janitorial Materials	44.14	0.92	562.27	1.92
Janitorial Contracts	0.00	0.00	4,341.71	14.80
Grounds Contracts	117.70	2.45	235.40	0.80
Snow Removal	0.00	0.00	320.00	1.09
Exterminating	0.00	0.00	133.75	0.46
Trash Removal	173.93	3.62	1,016.35	3.46
Total Operating Expenses	335.77	6.98	6,609.48	22.53
MAINTENANCE EXPENSES				
Fire & Security Contract	0.00	0.00	291.18	0.99
Fire & Security Supplies	0.00	0.00	20.80	0.07
Repairs Materials	120.47	2.51	308.75	1.05
Repairs Contracts	454.76	9.46	2,678.57	9.13
Elevator Contracts	133.36	2.77	800.16	2.73
Maintenance Mileage	12.71	0.26	56.54	0.19
Total Maintenance Exp	721.30	15.00	4,156.00	14.16
UTILITY EXPENSES				
Electricity	754.19	15.68	4,164.34	14.19
Water & Sewer	0.00	0.00	316.20	1.08

Income Statement (Accrual)
Minnesota Women's Building - (o06-01)
Jun 00

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	<u>Month to Date</u>	<u>%</u>	<u>Year to Date</u>	<u>%</u>
Gas & Oil Heating Fuel	17.85	0.37	418.79	1.43
Total Utility Expenses	772.04	16.05	4,899.33	16.70
TAXES & INSURANCE				
Property Taxes	121.72	2.53	730.42	2.49
Property Insurance	151.59	3.15	909.43	3.10
Total Taxes & Insurance	273.31	5.68	1,639.85	5.59
FINANCIAL EXPENSES				
Bank Service Charges	0.00	0.00	2.07	0.01
Total Financial Expenses	0.00	0.00	2.07	0.01
RESERVES				
Replacement Reserves	500.00	10.40	3,000.00	10.22
Total Reserves	500.00	10.40	3,000.00	10.22
CAPITAL EXPENDITURES				
Capital Expenditures	0.00	0.00	528.00	1.80
Total Captl Expenditures	0.00	0.00	528.00	1.80
CONFERENCE ROOM EXPENSES				
Conf Room Set-up Fees	75.75	1.58	357.25	1.22
Total Conf Room Expenses	75.75	1.58	357.25	1.22
COPIER EXPENSES				
Copier Mgmt Services	0.00	0.00	82.50	0.28
Total Copier Expenses	0.00	0.00	82.50	0.28
TOTAL EXPENSES	3,223.55	67.03	24,608.04	83.87
NET INCOME	1,585.46	32.97	4,733.03	16.13

Balance Sheet (Accrual)
Minnesota Women's Building - (o06-01)
Jun 00

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03:50 PM

Prepared For:
Minnesota Womens Bldg Gen Pt
c/o The Gavzy Group, LLC
2801 Wayzata Boulevard #202
Minneapolis, MN 55405

Prepared By:
The Gavzy Group, LLC
5101 Olson Memorial Highway
Suite #5000
Minneapolis, MN 55422

ASSETS

Cash

Cash In Bank
Cash in Reserves
Cash in Tax Reserve
Cash in Ins Reserve

10,028.33

41,508.53

243.44

151.59

Total Cash

51,931.89

Accounts Receivable

84.24

Pre-Paid Insurance

909.37

TOTAL ASSETS

52,925.50

LIABILITIES & CAPITAL

Liabilities

Prepaid Rent

364.31

TAX LIABILITIES

Real Estate Taxes

134.57

Total Tax Liabilities

134.57

Total Liabilities

498.88

Capital

Owner Deposit

5,000.00

Retained Earnings

5,918.09

Replacement Reserves

41,508.53

Total Equity

52,426.62

TOTAL LIAB & CAPITAL

52,925.50

*Keep 5,000 in bank
(41,508.53 - 36,508.53)*

Budget Comparison Cash Flow (Accrual)
Minnesota Women's Building - (o06-01)
Jun 00

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07/10/2000
03:50 PM

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Minneapolis, MN 55422

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
INCOME									
RENT INCOME									
Rent Income	4,809.01	4,809.00	0.01	0.00	28,854.06	28,854.00	0.06	0.00	57,708.00
Total Rent Income	4,809.01	4,809.00	0.01	0.00	28,854.06	28,854.00	0.06	0.00	57,708.00
CONFERENCE ROOM INCOME									
Conference Room Rents	0.00	33.33	-33.33	-100.0	267.50	199.98	67.52	33.76	400.00
Conf Room User Fees	0.00	125.00	-125.00	-100.0	0.00	750.00	-750.00	-100.0	1,500.00
Total Conf Room Income	0.00	158.33	-158.33	-100.0	267.50	949.98	-682.48	-71.84	1,900.00
MISCELLANEOUS INCOME									
Other Misc Income	0.00	0.00	0.00	0	219.51	0.00	219.51	0	0.00
Total Misc Income	0.00	0.00	0.00	0	219.51	0.00	219.51	0	0.00
TOTAL INCOME	4,809.01	4,967.33	-158.32	-3.19	29,341.07	29,803.98	-462.91	-1.55	59,608.00
EXPENSES									
ADMINISTRATIVE EXPENSES									
Office Expenses	0.00	5.00	5.00	100.00	0.00	30.00	30.00	100.00	60.00
Postage	3.63	10.00	6.37	63.70	38.71	60.00	21.29	35.48	120.00
Photocopying	7.00	20.00	13.00	65.00	63.20	120.00	56.80	47.33	240.00
Management Fee	475.00	475.00	0.00	0.00	2,850.00	2,850.00	0.00	0.00	5,700.00
Audit/Compilation	0.00	183.75	183.75	100.00	0.00	1,102.50	1,102.50	100.00	2,205.00
Telephone/Communications	59.75	65.00	5.25	8.08	358.22	390.00	31.78	8.15	780.00
Bad Debts	0.00	0.00	0.00	0	22.50	0.00	-22.50	0	0.00
Mileage Reimbursement	0.00	0.00	0.00	0	0.93	0.00	-0.93	0	0.00
Misc Admin Costs	0.00	8.33	8.33	100.00	0.00	49.98	49.98	100.00	100.00
Total Admin Expenses	545.38	767.08	221.70	28.90	3,333.56	4,602.48	1,268.92	27.57	9,205.00
OPERATING EXPENSES									
Janitorial Materials	44.14	118.00	73.86	62.59	562.27	708.00	145.73	20.58	1,416.00
Janitorial Contracts	0.00	1,012.50	1,012.50	100.00	4,341.71	6,075.00	1,733.29	28.53	12,150.00
Grounds Contracts	117.70	58.33	-59.37	-101.7	235.40	349.98	114.58	32.74	700.00
Snow Removal	0.00	154.17	154.17	100.00	320.00	925.02	605.02	65.41	1,850.00
Exterminating	0.00	0.00	0.00	0	133.75	0.00	-133.75	0	0.00
Trash Removal	173.93	160.00	-13.93	-8.71	1,016.35	960.00	-56.35	-5.87	1,920.00
Total Operating Expenses	335.77	1,503.00	1,167.23	77.66	6,609.48	9,018.00	2,408.52	26.71	18,036.00
MAINTENANCE EXPENSES									
Fire & Security Contract	0.00	138.33	138.33	100.00	291.18	829.98	538.80	64.92	1,660.00
Fire & Security Supplies	0.00	8.33	8.33	100.00	20.80	49.98	29.18	58.38	100.00
Repairs Materials	120.47	52.50	-67.97	-129.4	308.75	315.00	6.25	1.98	630.00
Repairs Contracts	454.76	498.75	43.99	8.82	2,678.57	2,992.50	313.93	10.49	5,985.00
Elevator Contracts	133.36	153.58	20.22	13.17	800.16	921.48	121.32	13.17	1,843.00
Maintenance Mileage	12.71	10.00	-2.71	-27.10	56.54	60.00	3.46	5.77	120.00
Total Maintenance Exp	721.30	861.49	140.19	16.27	4,156.00	5,168.94	1,012.94	19.60	10,338.00
UTILITY EXPENSES									
Electricity	754.19	752.33	-1.86	-0.25	4,164.34	4,513.98	349.64	7.75	9,028.00
Water & Sewer	0.00	81.83	81.83	100.00	316.20	490.98	174.78	35.60	982.00
Gas & Oil Heating Fuel	17.85	80.25	62.40	77.76	418.79	481.50	62.71	13.02	963.00
Total Utility Expenses	772.04	914.41	142.37	15.57	4,899.33	5,486.46	587.13	10.70	10,973.00
TAXES & INSURANCE									
Property Taxes	121.72	135.00	13.28	9.84	730.42	810.00	79.58	9.82	1,620.00
Property Insurance	151.59	138.58	-13.01	-9.39	909.43	831.48	-77.95	-9.37	1,663.00
Total Taxes & Insurance	273.31	273.58	0.27	0.10	1,639.85	1,641.48	1.63	0.10	3,283.00

Budget Comparison Cash Flow (Accrual)
Minnesota Women's Building - (o06-01)
Jun 00

Page 2
07/10/2000
03:50 PM

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
FINANCIAL EXPENSES									
Bank Service Charges	0.00	10.00	10.00	100.00	2.07	60.00	57.93	96.55	120.00
Total Financial Expenses	0.00	10.00	10.00	100.00	2.07	60.00	57.93	96.55	120.00
RESERVES									
Replacement Reserves	500.00	500.00	0.00	0.00	3,000.00	3,000.00	0.00	0.00	6,000.00
Total Reserves	500.00	500.00	0.00	0.00	3,000.00	3,000.00	0.00	0.00	6,000.00
CAPITAL EXPENDITURES									
Capital Expenditures	0.00	83.33	83.33	100.00	528.00	499.98	-28.02	-5.60	1,000.00
Total Captl Expenditures	0.00	83.33	83.33	100.00	528.00	499.98	-28.02	-5.60	1,000.00
CONFERENCE ROOM EXPENSES									
Conf Room Mgmt Services	0.00	4.17	4.17	100.00	0.00	25.02	25.02	100.00	50.00
Conf Room Set-up Fees	75.75	10.00	-65.75	-657.5	357.25	60.00	-297.25	-495.4	120.00
Conf Room Supplies	0.00	4.17	4.17	100.00	0.00	25.02	25.02	100.00	50.00
Total Conf Room Expenses	75.75	18.34	-57.41	-313.0	357.25	110.04	-247.21	-224.6	220.00
COPIER EXPENSES									
Copier Mgmt Services	0.00	0.00	0.00	0	82.50	0.00	-82.50	0	0.00
Total Copier Expenses	0.00	0.00	0.00	0	82.50	0.00	-82.50	0	0.00
TOTAL EXPENSES	3,223.55	4,931.23	1,707.68	34.63	24,608.04	29,587.38	4,979.34	16.83	59,175.00
NET INCOME	1,585.46	36.10	1,549.36	4,291.	4,733.03	216.60	4,516.43	2,085.	433.00
CASH FLOW	1,585.46	36.10	1,549.36	4,291.	4,733.03	216.60	4,516.43	2,085.	433.00
Beginning Cash	8,508.16								
Ending Balance	10,028.33								

Dele, SS, Kreske, Del C., JD

BUILDING MANAGEMENT MEETING
May 22, 4 PM

1. Call meeting to order
2. Approval of minutes of the April 4, 2000 meeting
3. Financial report -Gavzy - *expenses below budget*
4. Decision on HVAC - *need 3 bids; SS move to get bids; DC and motion carried.*
5. Update on back parking lot - *take down trees, expand lot behind bldg trim trees in other parking lot.*
6. Update on lot Tree Trimming *take down dead trees.*
7. Update on Kreske Foundation - *\$50,000 needed
get guidelines - we do qualify + will match \$ in a Cap. campaign*
8. Old Business
 - Spring cleaning
 - hinge maintenance & locks
 - exit light
 - Insurance for WARM display - *only need an agreement, don't need ins.*
9. Set next meeting date

July 10 - 4pm

Judy Duffy

BUILDING MANAGEMENT MEETING
April 4, 4 PM

1. Call meeting to order
2. Approval of minutes of the February 8, 2000 meeting
3. Financial report -Gavzy
delinquent charges for room set-up
4. Further discussion on HVAC
moving thermostat to first floor
5. Bob Sherman to discuss flooring
6. Rebecca Thayer
Tree Trimming in parking lot
Alarm System
7. Energy Audit Rebate- Dede
8. Other Business
cleaning service improved
Spring cleaning
8. Set next meeting date

**Minutes of the Minnesota Women's Building
Partnership/Management Committee Meeting
February 8, 2000
MWB**

Present: Dede Wolfson, Chair, Lorraine Hart, MWC; Judy Duffy, Sally Sawyer, LWVMNEF; Catherine Gavzy, The Gavzy Group

The meeting was called to order by Chair, Dede Wolfson.

The Minutes of 12/7/99 were approved.

The Financial Report of 1/31/00 showed: new rents in place; reflected the last copier bill (copier is now with the Minnesota Women's Consortium); financial status is good.

Major cleaning projects included in contracts: Catherine explained that the building did not pay for scheduled cleaning that was delayed due to anticipated construction. Such items as vents, windows, blinds will be done after winter is over.

The carpet may be too damaged to clean. We need to address the condition of the floor and carpet. **Committee decided to have contractor Bob Sherman discuss the carpet issue with us.**

Another issue is getting the trees by the parking lot trimmed or removed as the birds are a problem for the cars parked under the overhanging branches. Dede will contact the management company for the parking lot.

Heating Assessment Report: Catherine reported that another contractor looked at the HVAC system and found that there is not enough heating/cooling capacity on the roof and that perimeter areas are not adequately covered. He estimated that adding units is the only way to improve our current system. Cost estimate is \$18,000, compared to 14,000 in the 1998 proposal. (Additionally our current HVAC contractor may not understand this system.) This contractor (Rouse) does another of her buildings and she is impressed with him. Timing for the work may be late September. We would need to know how much down time there would be. We should get preventive maintenance and service call bids.

Energy Audit: Dede reported that the results of the energy audit of our building suggested that if we converted to gas from electric we would save money. Committee decided that the initial investment of conversion--\$27,000—would not be worth the savings.

Rice Street Façade Grant Program: will give grants of up to \$5,000. Perhaps we could ask for funds to install awnings or flower boxes on the second floor or paint vents on the roofline.

Incubator Door Repair: the door cuts into the rug but can be readjusted by tightening the hinges, which will solve the problem.

A new cleaning person has been hired. We should report any problems to The Gavzy Group immediately.

The next meeting will be held Tuesday, April 4, 2000 at 4:00 p.m. Bob Sherman will be on the agenda to discuss replacing the flooring and carpeting.

DRAFT

**Minnesota Women's Building Management Committee Meeting
Tuesday, April 4, 2000**

Present: Dede Wolfson, Chair, Betty Bredemus, Minnesota Women's Consortium; Anne Breckbill, Chrysalis; Sally Sawyer, League of Women Voters of Minnesota Education Fund; Catherine Gavzy, The Gavzy Group

The meeting was called to order at 4:08 p.m. by Dede Wolfson.

The Minutes of 2/8/2000 were approved as printed.

Financial Reports

Partnership funds: Bredemus reported on the status of the MWB General Partnership funds (separate from the MWB budget managed by The Gavzy Group). She closed a checking account with a balance of \$143.74. The fee to maintain this account is \$12.00 per month. Bredemus stated that for the few occasions when she needs to write checks, she can go to the bank and have the bank write the checks from the savings account. (Checks need to be written for Partner conference room subsidy, for example.)

The savings account now contains \$7,878.18.

The MWB holds a Certificate of Deposit valued at \$32,839 as of 12/31/2000.

Minnesota Women's Building Financial Report: The Financial Report for the period ending February 29, 2000 was mailed by the Gavzy Group on March 8th to all of the partners. It shows an operating reserve of \$39,281.82, escrowed for major repairs and replacement. Year to date net income is \$1,867.07. The Committee reviewed the delinquent rent accounts and asked that Gavzy check on the age of the LOTT and Judy Melanson bills, remove the Otis Campaign from the list, Annie Lee's name from the LOTT account and Celeste's name from the LWV account. Over all the Building's operating budget looks good.

Thermostat/HVAC

Catherine Gavzy explained that moving the thermostat to the first floor would probably not improve the heating and cooling in the building. There are numerous thermostats in the building which send information into the main thermostat, so moving it won't help the situation. If we are concerned about thermostats being tinkered with we could put covers on them. Committee was reminded of the report/bid from Rouse Mechanical dated 2/7/2000 in which he said, "I feel that the improper zoning has contributed to most of the temperature control problems."

Carpeting/flooring

Gavzy reported that Bob Sherman could not be at the meeting and that he has discarded the information about the MWB since we didn't go ahead with the project. The bid was approximately \$25,000 for a gypcrete skim-coat and the carpeting (\$12,000 to \$13,000 for carpet alone) plus moving costs of several thousand dollars.

The Committee discussed the fact that the MWB has three big ticket items to consider: the HVAC (\$18,000), the flooring/carpeting (\$32,000?) and the roof with insulation (\$100,000). To do HVAC and the flooring/carpeting would come close to depleting our reserves. To do all would probably require a capital campaign, amounting to \$200,000 to be on the safe side.

(The roof was new in 1988 when the building was refurbished. The life of the roof should be 25 years. The problem is that there was little or no insulation under the roof so that we've had severe problems with ice damming and icicles. The cost to do this would approach \$100,000.)

The Committee discussed which would be the priority item.

1. The roof can be coped with by taking less costly measures, such as installing window boxes. Gavzy will check on costs and methods of installation. Probable costs would be no more than a few thousand dollars.
2. Carpeting/flooring is mostly an aesthetic issue although it will need to be addressed eventually. It is too damaged to be cleaned and companies will not come out just to clean limited portions of a building. We could look into seeing if carpeting could be donated. Scheduling for the work will be a challenge for each organization and could not be undertaken until next spring, considering the needs of the organizations.
3. The HVAC system is the cheapest of the three and heating and cooling is an issue of comfort for those working in the building. There is a possibility of getting the work donated by a company. Anne Breckbill asked that we get a bid comparable to the one submitted by Rouse Mechanical, indicating how much the materials would be and how much the labor would be. Sawyer will follow up on this. Gavzy wondered if the company could give us the materials at cost as well and whether the company will need mechanical drawings to do the project. Gavzy will call Rouse to see how disruptive this work would be and how long it would take.

There was some discussion of a capital campaign for the building. Kresge Foundation gave \$75,000 to the original capital campaign. Sawyer will ask the LWV Director of Development to research Kresge for its guidelines and to see if they still give to capital campaigns. Wolfson pointed out that all three partners are very busy raising operating funds for their own organizations. Chrysalis is in the midst of its own capital campaign for a new building in Minneapolis.

Trees/parking lots

Gavzy will have tree removal people assess the cost of removing trees from behind our building. They attract birds which make a mess of parked cars. The large parking lot trees may have been trimmed to adequately take care of the problem.

Alarm system

Catherine Gavzy will make sure Lorraine Hart of the Consortium knows the security system code.

Energy Audit Rebate

The Environmental Energy Resource Center conducted an energy audit of the MWB. Our contact believes that the building is being overcharged for electricity and that we should be in another bracket, as we have used more electricity than was originally estimated. Thus we may qualify for a lower rate and be entitled to a rebate. The agency would be entitled to half of the refund, with the MWB getting the other half. The only hang-up may be that the partnership does not have its own 501(c)(3) status. Committee suggested that we check on the impact of the proposed new HVAC system on our utility bills.

The cleaning service has improved greatly since a new person was retained.

Spring cleaning should include washing of windows, blinds and sills/casements. Vents will not be cleaned until we know if we're replacing the HVAC system.

Bredemus made some suggestions for other maintenance that should be done annually: make manual adjustments to door closers; oil squeaky hinges, treat locks with graphite and replace flickering exit light by front door.

WARM request

The Women's Art Registry has expressed an interest in displaying artwork in the large conference room. We would need to check on insurance against losses. If events were held, we would need to make sure they took responsibility for clean-up and for removing alcohol from premises following such events.

The Committee set its next meeting for Wednesday, May 10th at 4:00 p.m.

ROUSE

Mechanical

February 7, 2000

Gavzy Group
Attn: Catherine Gavzy
2801 Wayzata Boulevard
Minneapolis, MN 55405

Phone 612 374-9040
Fax 612 374-5338

Re: Minnesota Woman's Building 550 Rice St., St. Paul temperature problems

Dear Catherine,

I have analyzed the existing HVAC system. The basement has a separate electric heating/cooling system that is currently working adequately, I have not considered this portion. The first and second floors are served by a 10 ton gas heating electric cooling package rooftop unit. The rooftop unit is controlled by a Carrier variable temperature variable volume (VVT) computerized damper system with six "active" thermostats. The thermostats are basically located within the spaces. The distribution and the thermostats have been improperly "laid out" based on individual tenants rather than by exposure (I.E. south, north, east, west perimeter(s) and finally "interior" areas). I feel that the improper zoning has contributed to most of the temperature control problems.

The rooftop unit tonnage is marginal, therefore I have proposed one additional unit to serve the north perimeter first and second floor. The addition of this rooftop unit will allow heating of the north perimeter and simultaneous cooling of other exposure(s) as the need arises. In addition to this rooftop unit I have proposed revamping of the distribution on the existing 10 ton rooftop. This revamping will allow a zone control for each exposure (first and second floor) and two zone controls for the interior area(s) of each floor.

The mezzanine level is served by an independent cooling unit located in the attic space. I have not calculated any changes to this system.

Following is a proposal for your consideration.

Provide and install:

- one 3 ton package gas heat, electric cool roof mounted unit to serve north perimeter first and second floor
- sheet metal supply distribution
- central return air duct
- one two-zone control system
- two thermostats
- necessary supply diffusers and distribution
- one 10" Carrier VVT damper and thermostat, supply diffusers and distribution to serve second floor east
- one 12" round Carrier VVT damper and thermostat, supply diffusers and distribution to serve second floor west

Post Office Box 899 Minneapolis MN 55440-0899
office 612 593-5300 fax 612 593-2850

February 7, 2000

Gavzy Group, Page

Re: Minnesota Woman's Building 550 Rice St., St. Paul temperature problems

- reuse existing 14" round VVT damper and thermostat to serve second floor south
- one 10" round Carrier VVT damper and thermostat, supply diffusers and distribution to serve second floor interior (south)
- reuse existing Carrier VVT to serve second floor interior (north)
- reuse existing Carrier VVT damper and thermostat, supply diffusers and distribution to serve first floor east
- reuse existing Carrier VVT damper and thermostat, distribution to serve first floor west
- reuse existing Carrier VVT to serve first floor south
- one 10" round Carrier VVT damper and thermostat, supply diffusers and distribution to serve first floor interior north
- reuse existing Carrier VVT damper and thermostat, distribution to serve first floor interior (north)

Price

\$18,250.00

Exclusions

Wiring

Roofing

Proposal does not include smoke/fire dampers to protect existing rated walls.

Price includes labor, material, taxes, permit and one year labor.

Thank you for the opportunity to bid this project.

Sincerely,

by

James T. Rouse (Jim, Jr.)

JTR/dag

Upon acceptance please sign and return to us.

Accepted by _____ Date _____



FRANA AND SONS INC.
GENERAL CONTRACTORS

7490 MARKET PLACE DRIVE • EDEN PRAIRIE, MINNESOTA 55344 (612) 941-0282

November 12, 1987

Brighton Development Corporation
408 Butler North
510 First Avenue North
Minneapolis, Minnesota 55403

Attn: Peggy Lucas

Re: Minnesota Women's Building
550 Rice Street
St. Paul, Minnesota

Dear Peggy:

We propose to furnish the necessary labor and materials to remodel the above referenced project for the sum of: \$400,000.00 (Four hundred thousand dollars and no cents). This price is predicated on the plans from Mulfinger and Susanka Architects dated October 27, 1987 and as follows:

1. General conditions including the Building Permit, SAC and WAC charges, Builders Risk Insurance, and the City of St. Paul's charge to install a 4" water line for the sprinkling of the building.
2. All necessary demolition including the entire existing roof.
3. Bituminous parking using a 6" limestone base and a 2" bituminous surface.
4. A landscaping allowance of \$1,000.00 is included.
5. Necessary concrete work including a new basement floor.
6. Miscellaneous masonry work and minor tuckpointing.
7. Gypcrete floor on first and second floors to a depth of 1" only.
8. Metals and structural steel.
9. Necessary rough carpentry.
10. Millwork except all door casing and wood base to be the narrow type Princeton trim.

11. Necessary insulation, but only a R-19 batt insulation in the loft roof.
12. All new 235 asphalt shingle roof with necessary flashing.
13. A 4 ply asphalt and gravel flat roof with R-16 rigid insulation and the necessary flashing.
14. Necessary caulking.
15. One hollow metal door and frame in the rear of the building.
16. Metal drywall type door frames at the stairwells for a one hour rating.
17. All other door frames to be wood non-rated.
18. All doors to corridors to be flush solid core doors with a soft wood edge.
19. All interior type office doors to be a flush hollow core door.
20. Necessary finish hardware.
21. Necessary drywall and taping.
22. Ceramic tile in restrooms and a quarry tile floor in the vestibule using an allowance of \$2.50 for ceramic floor tile, \$1.25 for ceramic wall tile and \$2.00 for quarry floor tile.
23. Acoustical tile ceilings (2 x 2 reveal edge tile).
24. Direct glue down carpet based on a \$10.00 per square yard cost.
25. Painting (all interior walls to be white flat latex and sprayed not rolled or brushed).
26. One elevator using a basic standard cab.
27. Plumbing including a 30 gallon water heater, and using a sink, not a vanity as shown.
28. Complete sprinkling (basement and second floor have no sprinkling heads above the ceiling, the ground floor does have sprinkling heads above the ceiling).
29. Designed heating and air conditioning system.
30. Designed electrical system, but phone rough-in to above ceiling only.

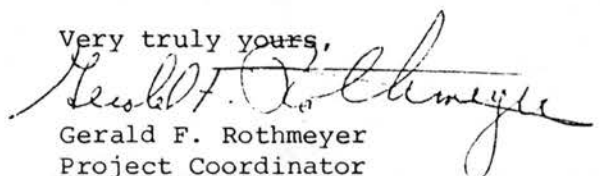
We do not include the following:

1. Any underpinning (we are assuming that the foundation walls will be deep enough).
2. Any signage.
3. Performance Bond.
4. Any new City sidewalks.
5. The accordian type door at the kitchenette area.
6. The heavy curtain in the small conference room.
7. The round window in the loft.
8. All plastic laminate counters, vanities and desks, etc...
9. The cabinets in the mail room.
10. The stove and refrigerator.
11. The four skylights.
12. Any phones on phone system or the actual wiring.
13. Tooothing in the brick at the new window openings (saw cut only).

The following are optional costs:

- | | | |
|--|-----|----------|
| 1. A circular window in the loft. | ADD | 1,000.00 |
| 2. To use a intermediate Princeton base and casing. | ADD | 1,700.00 |
| 3. To use a heavy Princeton base and casing. | ADD | 3,500.00 |
| 4. Include four Velux skylights. | ADD | 1,200.00 |
| 5. If hardwood edged door is used. | ADD | 600.00 |
| 6. If the accordian door at the kitchenette is to be included. | ADD | 1,000.00 |
| 7. If all doors are to be solid core. | ADD | 1,000.00 |
| 8. If the cabinets are to be included in the mail room. | ADD | 800.00 |

Very truly yours,


Gerald F. Rothmeyer
Project Coordinator

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A107

Abbreviated Form of Agreement Between Owner and Contractor

For CONSTRUCTION PROJECTS OF LIMITED SCOPE where
the Basis of Payment is a STIPULATED SUM

1978 EDITION

*THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES; CONSULTATION WITH
AN ATTORNEY IS ENCOURAGED WITH RESPECT TO ITS COMPLETION OR MODIFICATION*

This document includes abbreviated General Conditions and should not be used with other General Conditions.
It has been approved and endorsed by The Associated General Contractors of America.

AGREEMENT

made as of the First day of December in the year of Nineteen
Hundred and Eighty-Seven

BETWEEN the Owner: League of Women Voters - MN Women's Consortium - Chrysalis, a Center
Education Fund of MN. 316 W. University Ave. for Women
106 Como Avenue St. Paul, MN 55103 2104 Stevens Ave. So.
St. Paul, MN 55103 Minneapolis, MN 55404

and the Contractor: Frana and Sons, Inc.
7490 Market Place Drive
Eden Prairie, MN 55344

the Project: Minnesota Women's Building
550 Rice Street
St. Paul, MN

the Architect: Mulfinger and Susanka Architects
1501 University Ave. S.E. - Suite 308
Minneapolis, MN 55414

The Owner and the Contractor agree as set forth below.

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Reproduction of the material herein or substantial quotation of its provisions without permission of the AIA violates the copyright laws of the United States
and will be subject to legal prosecution.

ARTICLE 1
THE WORK

- 1.1 The Contractor shall perform all the Work required by the Contract Documents for
(Here insert the caption descriptive of the Work as used on other Contract Documents.)

Remodel the existing building into new office space.

ARTICLE 2
TIME OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

- 2.1 The Work to be performed under this Contract shall be commenced upon notice to proceed from the Owner, and proof of their financing.
and, subject to authorized adjustments, Substantial Completion shall be achieved not later than five (5) months
(Here insert any special provisions for liquidated damages relating to failure to complete on time.) construction time with exterior work completion as spring weather permits.

No liquidated damages.

ARTICLE 3
CONTRACT SUM

- 3.1 The Owner shall pay the Contractor in current funds for the performance of the Work, subject to additions and deductions by Change Order as provided in the Contract Documents, the Contract Sum of \$400,000.00
(Four hundred thousand dollars and no cents)

- 3.2 The Contract Sum is determined as follows:

(State here the base bid or other lump sum amount, accepted alternates, and unit prices, as applicable.)

As per Frana and Sons, Inc. proposal letter dated November 12, 1987 which is to be an attachment to this contract.

ARTICLE 4
PROGRESS PAYMENTS

- 4.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided in the Contract Documents for the period ending the _____ day of the month as follows:

(Here insert payment procedures and provision for retainage, if any.)

Progress billings will be submitted to the Owner following the first day (1st) of each month. Progress payments will be made no later than the fifteenth day (15th) of the same month. The retainage will be 10% until 50% completed; there after, if the work is satisfactory, the remaining partial payments will be made in full. The retainage is to be reduced to 2½% upon substantial completion, and the rest paid within thirty (30) days of final completion.

- 4.2 Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate entered below, or in the absence thereof, at the legal rate prevailing at the place of the Project.
2% over prime rate as determined by National City Bank of Minneapolis.

(Usury laws and requirements under the Federal Truth in Lending Act, similar state and local consumer credit laws and other regulations at the Owner's and Contractor's principal places of business, the location of the Project and elsewhere may affect the validity of this provision. Specific legal advice should be obtained with respect to deletion, modification, or other requirements such as written disclosure or waivers.)

ARTICLE 5
FINAL PAYMENT

- 5.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be paid by the Owner to the Contractor when the Work has been completed, the Contract fully performed, and a final Certificate for Payment has been issued by the Architect.

ARTICLE 6
ENUMERATION OF CONTRACT DOCUMENTS

- 6.1 The Contract Documents, which constitute the entire agreement between the Owner and the Contractor, are listed in Article 7 and, except for Modifications issued after execution of this Agreement, are enumerated as follows:

(List below the Agreement, the Conditions of the Contract, [General, Supplementary, and other Conditions], the Drawings, the Specifications, and any Addenda and accepted alternates, showing page or sheet numbers in all cases and dates where applicable.)

Architectural Plan Sheets A1 thru A7
Structural Plan Sheets S1 thru S4
Attached Proposal dated November 12, 1987

GENERAL CONDITIONS

ARTICLE 7 CONTRACT DOCUMENTS

7.1 The Contract Documents consist of this Agreement with General Conditions, Supplementary and other Conditions, the Drawings, the Specifications, all Addenda issued prior to the execution of this Agreement, and all Modifications issued by the Architect after execution of the Contract such as Change Orders, written interpretations and written orders for minor changes in the Work. The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work. The Contract Documents are complementary, and what is required by any one shall be as binding as if required by all. Work not covered in the Contract Documents will not be required unless it is consistent therewith and reasonably inferable therefrom as being necessary to produce the intended results.

7.2 Nothing contained in the Contract Documents shall create any contractual relationship between the Owner or the Architect and any Subcontractor or Sub-subcontractor.

7.3 By executing the Contract, the Contractor represents that he has visited the site and familiarized himself with the local conditions under which the Work is to be performed.

7.4 The Work comprises the completed construction required by the Contract Documents and includes all labor necessary to produce such construction, and all materials and equipment incorporated or to be incorporated in such construction.

ARTICLE 8 ARCHITECT

8.1 The Architect will provide administration of the Contract and will be the Owner's representative during construction and until final payment is due.

8.2 The Architect shall at all times have access to the Work wherever it is in preparation and progress.

8.3 The Architect will visit the site at intervals appropriate to the stage of construction to familiarize himself generally with the progress and quality of the Work and to determine in general if the Work is proceeding in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of his on-site observations as an architect, he will keep the Owner informed of the progress of the Work, and will endeavor to guard the Owner against defects and deficiencies in the Work of the Contractor. The Architect will not have control or charge of and will not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, and he will not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents.

8.4 Based on the Architect's observations and an evalua-

tion of the Contractor's Applications for Payment, the Architect will determine the amounts owing to the Contractor and will issue Certificates for Payment in accordance with Article 15.

8.5 The Architect will be the interpreter of the requirements of the Contract Documents. He will make decisions on all claims, disputes or other matters in question between the Contractor and the Owner, but he will not be liable for the results of any interpretation or decision rendered in good faith. The Architect's decisions in matters relating to artistic effect will be final if consistent with the intent of the Contract Documents. All other decisions of the Architect, except those which have been waived by the making or acceptance of final payment, shall be subject to arbitration upon the written demand of either party.

8.6 The Architect will have authority to reject Work which does not conform to the Contract Documents.

8.7 The Architect will review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for conformance with the design concept of the Work and with the information given in the Contract Documents.

ARTICLE 9 OWNER

9.1 The Owner shall furnish all surveys and a legal description of the site.

9.2 Except as provided in Paragraph 10.5, the Owner shall secure and pay for necessary approvals, easements, assessments and charges required for the construction, use or occupancy of permanent structures or permanent changes in existing facilities.

9.3 The Owner shall forward all instructions to the Contractor through the Architect.

9.4 If the Contractor fails to correct defective Work or persistently fails to carry out the Work in accordance with the Contract Documents, the Owner, by a written order, may order the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, this right of the Owner to stop the Work shall not give rise to any duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity.

ARTICLE 10 CONTRACTOR

10.1 The Contractor shall supervise and direct the Work, using his best skill and attention and he shall be solely responsible for all construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract.

10.2 Unless otherwise specifically provided in the Contract Documents, the Contractor shall provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for the proper

execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

10.3 The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ on the Work any unfit person or anyone not skilled in the task assigned to him.

10.4 The Contractor warrants to the Owner and the Architect that all materials and equipment incorporated in the Work will be new unless otherwise specified, and that all Work will be of good quality, free from faults and defects and in conformance with the Contract Documents. All Work not conforming to these requirements may be considered defective.

10.5 Unless otherwise provided in the Contract Documents, the Contractor shall pay all sales, consumer, use and other similar taxes which are legally enacted at the time bids are received, and shall secure and pay for the building permit and for all other permits and governmental fees, licenses and inspections necessary for the proper execution and completion of the Work.

10.6 The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the Work, and shall promptly notify the Architect if the Drawings and Specifications are at variance therewith.

10.7 The Contractor shall be responsible to the Owner for the acts and omissions of his employees, Subcontractors and their agents and employees, and other persons performing any of the Work under a contract with the Contractor.

10.8 The Contractor shall review, approve and submit all Shop Drawings, Product Data and Samples required by the Contract Documents. The Work shall be in accordance with approved submittals.

10.9 The Contractor at all times shall keep the premises free from accumulation of waste materials or rubbish caused by his operations. At the completion of the Work he shall remove all his waste materials and rubbish from and about the Project as well as his tools, construction equipment, machinery and surplus materials.

10.10 The Contractor shall pay all royalties and license fees. He shall defend all suits or claims for infringement of any patent rights and shall save the Owner harmless from loss on account thereof.

10.11 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner and the Architect and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or

obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph 10.11. In any and all claims against the Owner or the Architect or any of their agents or employees by any employee of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Paragraph 10.11 shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts. The obligations of the Contractor under this Paragraph 10.11 shall not extend to the liability of the Architect, his agents or employees, arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs or specifications, or (2) the giving of or the failure to give directions or instructions by the Architect, his agents or employees provided such giving or failure to give is the primary cause of the injury or damage.

ARTICLE 11

SUBCONTRACTS

11.1 A Subcontractor is a person or entity who has a direct contract with the Contractor to perform any of the Work at the site.

11.2 Unless otherwise required by the Contract Documents or in the Bidding Documents, the Contractor, as soon as practicable after the award of the Contract, shall furnish to the Architect in writing the names of Subcontractors for each of the principal portions of the Work. The Contractor shall not employ any Subcontractor to whom the Architect or the Owner may have a reasonable objection. The Contractor shall not be required to contract with anyone to whom he has a reasonable objection. Contracts between the Contractor and the Subcontractors shall (1) require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by the terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities which the Contractor, by these Documents, assumes toward the Owner and the Architect, and (2) allow to the Subcontractor the benefit of all rights, remedies and redress afforded to the Contractor by these Contract Documents.

ARTICLE 12

WORK BY OWNER OR BY SEPARATE CONTRACTORS

12.1 The Owner reserves the right to perform work related to the Project with his own forces, and to award separate contracts in connection with other portions of the Project or other work on the site under these or similar Conditions of the Contract. If the Contractor claims that delay or additional cost is involved because of such action by the Owner, he shall make such claim as provided elsewhere in the Contract Documents.

12.2 The Contractor shall afford the Owner and separate contractors reasonable opportunity for the introduction and storage of their materials and equipment and the execution of their work, and shall connect and coordinate his Work with theirs as required by the Contract Documents.

12.3 Any costs caused by defective or ill-timed work shall be borne by the party responsible therefor.

ARTICLE 13

MISCELLANEOUS PROVISIONS

13.1 The Contract shall be governed by the law of the place where the Project is located.

13.2 All claims or disputes between the Contractor and the Owner arising out of, or relating to, the Contract Documents or the breach thereof shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining unless the parties mutually agree otherwise. Notice of the demand for arbitration shall be filed in writing with the other party to the Owner-Contractor Agreement and with the American Arbitration Association and shall be made within a reasonable time after the dispute has arisen. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Except by written consent of the person or entity sought to be joined, no arbitration arising out of or relating to the Contract Documents shall include, by consolidation, joinder or in any other manner, any person or entity not a party to the agreement under which such arbitration arises, unless it is shown at the time the demand for arbitration is filed that (1) such person or entity is substantially involved in a common question of fact or law, (2) the presence of such person or entity is required if complete relief is to be accorded in the arbitration, (3) the interest or responsibility of such person or entity in the matter is not insubstantial, and (4) such person or entity is not the Architect or any of his employees or consultants. The agreement herein among the parties to the Agreement and any other written agreement to arbitrate referred to herein shall be specifically enforceable under the prevailing arbitration law.

ARTICLE 14

TIME

14.1 All time limits stated in the Contract Documents are of the essence of the Contract. The Contractor shall expedite the Work and achieve Substantial Completion within the Contract Time.

14.2 The Date of Substantial Completion of the Work is the date certified by the Architect when construction is sufficiently complete so that the Owner can occupy or utilize the Work for the use for which it is intended.

14.3 If the Contractor is delayed at any time in the progress of the Work by changes ordered in the Work, by labor disputes, fire, unusual delay in transportation, adverse weather conditions not reasonably anticipatable, unavoidable casualties, or any causes beyond the Contractor's control, or by any other cause which the Architect determines may justify the delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Architect may determine.

ARTICLE 15

PAYMENTS AND COMPLETION

15.1 Payments shall be made as provided in Article 4 and Article 5 of this Agreement.

15.2 Payments may be withheld on account of (1) defective work not remedied, (2) claims filed, (3) failure of the Contractor to make payments properly to Subcontractors or for labor, materials, or equipment, (4) damage to the Owner or another contractor, or (5) persistent failure to carry out the Work in accordance with the Contract Documents.

15.3 When the Architect agrees that the Work is substantially complete, he will issue a Certificate of Substantial Completion.

15.4 Final payment shall not be due until the Contractor has delivered to the Owner a complete release of all liens arising out of this Contract or receipts in full covering all labor, materials and equipment for which a lien could be filed, or a bond satisfactory to the Owner indemnifying him against any lien. If any lien remains unsatisfied after all payments are made, the Contractor shall refund to the Owner all moneys the latter may be compelled to pay in discharging such lien, including all costs and reasonable attorneys' fees.

15.5 The making of final payments shall constitute a waiver of all claims by the Owner except those arising from (1) unsettled liens, (2) faulty or defective Work appearing after Substantial Completion, (3) failure of the Work to comply with the requirements of the Contract Documents, or (4) terms of any special warranties required by the Contract Documents. The acceptance of final payment shall constitute a waiver of all claims by the Contractor except those previously made in writing and identified by the Contractor as unsettled at the time of the final Application for Payment.

ARTICLE 16

PROTECTION OF PERSONS AND PROPERTY

16.1 The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work. He shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to (1) all employees on the Work and other persons who may be affected thereby, (2) all the Work and all materials and equipment to be incorporated therein, and (3) other property at the site or adjacent thereto. He shall give all notices and comply with all applicable laws, ordinances, rules, regulations and orders of any public authority bearing on the safety of persons and property and their protection from damage, injury or loss. The Contractor shall promptly remedy all damage or loss to any property caused in whole or in part by the Contractor, any Subcontractor, any Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable, except damage or loss attributable to the acts or omissions of the Owner or Architect or anyone directly or indirectly employed by either of them or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to his obligations under Paragraph 10.11.

ARTICLE 17

INSURANCE

17.1 Contractor's liability insurance shall be purchased

and maintained by the Contractor to protect him from claims under workers' or workmen's compensation acts and other employee benefit acts, claims for damages because of bodily injury, including death, and from claims for damages, other than to the Work itself, to property which may arise out of or result from the Contractor's operations under this Contract, whether such operations be by himself or by any Subcontractor or anyone directly or indirectly employed by any of them. This insurance shall be written for not less than any limits of liability specified in the Contract Documents, or required by law, whichever is the greater, and shall include contractual liability insurance applicable to the Contractor's obligations under Paragraph 10.11. Certificates of such insurance shall be filed with the Owner prior to the commencement of the Work.

17.2 The Owner shall be responsible for purchasing and maintaining his own liability insurance and, at his option, may maintain such insurance as will protect him against claims which may arise from operations under the Contract.

17.3 Unless otherwise provided, the Owner shall purchase and maintain property insurance upon the entire Work at the site to the full insurable value thereof. This insurance shall include the interests of the Owner, the Contractor, Subcontractors and Sub-subcontractors in the Work and shall insure against the perils of fire and extended coverage and shall include "all risk" insurance for physical loss or damage including, without duplication of coverage, theft, vandalism, and malicious mischief.

17.4 Any loss insured under Paragraph 17.3 is to be adjusted with the Owner and made payable to the Owner as trustee for the insureds, as their interests may appear, subject to the requirements of any mortgagee clause.

17.5 The Owner shall file a copy of all policies with the Contractor before an exposure to loss may occur.

17.6 The Owner and Contractor waive all rights against each other for damages caused by fire or other perils to the extent covered by insurance obtained pursuant to this Article or any other property insurance applicable to the Work, except such rights as they may have to the proceeds of such insurance held by the Owner as trustee. The Contractor shall require similar waivers in favor of the Owner and the Contractor by Subcontractors and Sub-subcontractors.

ARTICLE 18

CHANGES IN THE WORK

18.1 The Owner, without invalidating the Contract, may order Changes in the Work consisting of additions, deletions, or modifications, the Contract Sum and the Contract Time being adjusted accordingly. All such changes in the Work shall be authorized by written Change Order signed by the Owner and the Architect.

18.2 The Contract Sum and the Contract Time may be changed only by Change Order.

18.3 The cost or credit to the Owner from a change in the Work shall be determined by mutual agreement.

ARTICLE 19

CORRECTION OF WORK

19.1 The Contractor shall promptly correct any Work rejected by the Architect as defective or as failing to conform to the Contract Documents whether observed before or after Substantial Completion and whether or not fabricated, installed or completed, and shall correct any Work found to be defective or nonconforming within a period of one year from the Date of Substantial Completion of the Contract or within such longer period of time as may be prescribed by law or by the terms of any applicable special warranty required by the Contract Documents. The provisions of this Article 19 apply to Work done by Subcontractors as well as to Work done by direct employees of the Contractor.

ARTICLE 20

TERMINATION OF THE CONTRACT

20.1 If the Architect fails to issue a Certificate for Payment for a period of thirty days through no fault of the Contractor, or if the Owner fails to make payment thereon for a period of thirty days, the Contractor may, upon seven additional days' written notice to the Owner and the Architect, terminate the Contract and recover from the Owner payment for all Work executed and for any proven loss sustained upon any materials, equipment, tools, and construction equipment and machinery, including reasonable profit and damages applicable to the Project.

20.2 If the Contractor defaults or persistently fails or neglects to carry out the Work in accordance with the Contract Documents or fails to perform any provision of the Contract, the Owner, after seven days' written notice to the Contractor and without prejudice to any other remedy he may have, may make good such deficiencies and may deduct the cost thereof including compensation for the Architect's additional services made necessary thereby, from the payment then or thereafter due the Contractor or, at his option, and upon certification by the Architect that sufficient cause exists to justify such action, may terminate the Contract and take possession of the site and of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor and may finish the Work by whatever method he may deem expedient, and if the unpaid balance of the Contract Sum exceeds the expense of finishing the Work, such excess shall be paid to the Contractor, but if such expense exceeds such unpaid balance, the Contractor shall pay the difference to the Owner.

ARTICLE 21
OTHER CONDITIONS OR PROVISIONS

This Agreement entered into as of the day and year first written above.

OWNER

CONTRACTOR

LEAGUE OF WOMEN VOTERS EDUCATION FUND OF MN.

MINNESOTA WOMEN'S CONSORTIUM AND
CHRYSLIS, A CENTER FOR WOMEN

FRANA AND SONS, INC.

Jean Leginbotham
Gloria Jean Phipps
Patricia Ann Chrysalis

Paul A. Williams
Project Coordinator

July Duffy

**Minnesota Women's Building Management Committee Meeting
Tuesday, April 4, 2000**

Present: Dede Wolfson, Chair, Betty Bredemus, Minnesota Women's Consortium; Anne Breckbill, Chrysalis; Sally Sawyer, League of Women Voters of Minnesota Education Fund; Catherine Gavzy, The Gavzy Group

The meeting was called to order at 4:08 p.m. by Dede Wolfson.

The Minutes of 2/8/2000 were approved as printed.

Financial Reports

Partnership funds: Bredemus reported on the status of the MWB General Partnership funds (separate from the MWB budget managed by The Gavzy Group). She closed a checking account with a balance of \$143.74. The fee to maintain this account is \$12.00 per month. Bredemus stated that for the few occasions when she needs to write checks, she can go to the bank and have the bank write the checks from the savings account. (Checks need to be written for Partner conference room subsidy, for example.)

The savings account now contains \$7,878.18.

The MWB holds a Certificate of Deposit valued at \$32,839 as of 12/31/2000.

Minnesota Women's Building Financial Report: The Financial Report for the period ending February 29, 2000 was mailed by the Gavzy Group on March 8th to all of the partners. It shows an operating reserve of \$39,281.82, escrowed for major repairs and replacement. Year to date net income is \$1,867.07. The Committee reviewed the delinquent rent accounts and asked that Gavzy check on the age of the LOTT and Judy Melanson bills, remove the Otis Campaign from the list, Annie Lee's name from the LOTT account and Celeste's name from the LWV account. Over all the Building's operating budget looks good.

Thermostat/HVAC

Catherine Gavzy explained that moving the thermostat to the first floor would probably not improve the heating and cooling in the building. There are numerous thermostats in the building which send information into the main thermostat, so moving it won't help the situation. If we are concerned about thermostats being tinkered with we could put covers on them. Committee was reminded of the report/bid from Rouse Mechanical dated 2/7/2000 in which he said, "I feel that the improper zoning has contributed to most of the temperature control problems."

Carpeting/flooring

Gavzy reported that Bob Sherman could not be at the meeting and that he has discarded the information about the MWB since we didn't go ahead with the project. The bid was approximately \$25,000 for a gypcrete skim-coat and the carpeting (\$12,000 to \$13,000 for carpet alone) plus moving costs of several thousand dollars.

The Committee discussed the fact that the MWB has three big ticket items to consider: the HVAC (\$18,000), the flooring/carpeting (\$32,000?) and the roof with insulation (\$100,000). To do HVAC and the flooring/carpeting would come close to depleting our reserves. To do all would probably require a capital campaign, amounting to \$200,000 to be on the safe side.

(The roof was new in 1988 when the building was refurbished. The life of the roof should be 25 years. The problem is that there was little or no insulation under the roof so that we've had severe problems with ice damming and icicles. The cost to do this would approach \$100,000.)

The Committee discussed which would be the priority item.

1. The roof can be coped with by taking less costly measures, such as installing window boxes. Gavzy will check on costs and methods of installation. Probable costs would be no more than a few thousand dollars.
2. Carpeting/flooring is mostly an aesthetic issue although it will need to be addressed eventually. It is too damaged to be cleaned and companies will not come out just to clean limited portions of a building. We could look into seeing if carpeting could be donated. Scheduling for the work will be a challenge for each organization and could not be undertaken until next spring, considering the needs of the organizations.
3. The HVAC system is the cheapest of the three and heating and cooling is an issue of comfort for those working in the building. There is a possibility of getting the work donated by a company. Anne Breckbill asked that we get a bid comparable to the one submitted by Rouse Mechanical, indicating how much the materials would be and how much the labor would be. Sawyer will follow up on this. Gavzy wondered if the company could give us the materials at cost as well and whether the company will need mechanical drawings to do the project. Gavzy will call Rouse to see how disruptive this work would be and how long it would take.

There was some discussion of a capital campaign for the building. Kresge Foundation gave \$75,000 to the original capital campaign. Sawyer will ask the LWV Director of Development to research Kresge for its guidelines and to see if they still give to capital campaigns. Wolfson pointed out that all three partners are very busy raising operating funds for their own organizations. Chrysalis is in the midst of its own capital campaign for a new building in Minneapolis.

Trees/parking lots

Gavzy will have tree removal people assess the cost of removing trees from behind our building. They attract birds which make a mess of parked cars. The large parking lot trees may have been trimmed to adequately take care of the problem.

Alarm system

Catherine Gavzy will make sure Lorraine Hart of the Consortium knows the security system code.

Energy Audit Rebate

The Environmental Energy Resource Center conducted an energy audit of the MWB. Our contact believes that the building is being overcharged for electricity and that we should be in another bracket, as we have used more electricity than was originally estimated. Thus we may qualify for a lower rate and be entitled to a rebate. The agency would be entitled to half of the refund, with the MWB getting the other half. The only hang-up may be that the partnership does not have its own 501(c)(3) status. Committee suggested that we check on the impact of the proposed new HVAC system on our utility bills.

The cleaning service has improved greatly since a new person was retained.

Spring cleaning should include washing of windows, blinds and sills/casements. Vents will not be cleaned until we know if we're replacing the HVAC system.

Bredemus made some suggestions for other maintenance that should be done annually: make manual adjustments to door closers; oil squeaky hinges, treat locks with graphite and replace flickering exit light by front door.

WARM request

The Women's Art Registry has expressed an interest in displaying artwork in the large conference room. We would need to check on insurance against losses. If events were held, we would need to make sure they took responsibility for clean-up and for removing alcohol from premises following such events.

The Committee set its next meeting for Wednesday, May 10th at 4:00 p.m.

ROUSE

Mechanical

February 7, 2000

Gavzy Group
Attn: Catherine Gavzy
2801 Wayzata Boulevard
Minneapolis, MN 55405

Phone 612 374-9040

Fax 612 374-5338

Re: Minnesota Woman's Building 550 Rice St., St. Paul temperature problems

Dear Catherine,

I have analyzed the existing HVAC system. The basement has a separate electric heating/cooling system that is currently working adequately, I have not considered this portion. The first and second floors are served by a 10 ton gas heating electric cooling package rooftop unit. The rooftop unit is controlled by a Carrier variable temperature variable volume (VVT) computerized damper system with six "active" thermostats. The thermostats are basically located within the spaces. The distribution and the thermostats have been improperly "laid out" based on individual tenants rather than by exposure (I.E. south, north, east, west perimeter(s) and finally "interior" areas). I feel that the improper zoning has contributed to most of the temperature control problems.

The rooftop unit tonnage is marginal, therefore I have proposed one additional unit to serve the north perimeter first and second floor. The addition of this rooftop unit will allow heating of the north perimeter and simultaneous cooling of other exposure(s) as the need arises. In addition to this rooftop unit I have proposed revamping of the distribution on the existing 10 ton rooftop. This revamping will allow a zone control for each exposure (first and second floor) and two zone controls for the interior area(s) of each floor.

The mezzanine level is served by an independent cooling unit located in the attic space. I have not calculated any changes to this system.

Following is a proposal for your consideration.

Provide and install:

- one 3 ton package gas heat, electric cool roof mounted unit to serve north perimeter first and second floor
- sheet metal supply distribution
- central return air duct
- one two-zone control system
- two thermostats
- necessary supply diffusers and distribution
- one 10" Carrier VVT damper and thermostat, supply diffusers and distribution to serve second floor east
- one 12" round Carrier VVT damper and thermostat, supply diffusers and distribution to serve second floor west

Post Office Box 899 Minneapolis MN 55440-0899
office 612 593-5300 fax 612 593-2850

February 7, 2000

Gavzy Group, Page

Re: Minnesota Woman's Building 550 Rice St., St. Paul temperature problems

- reuse existing 14" round VVT damper and thermostat to serve second floor south
- one 10" round Carrier VVT damper and thermostat, supply diffusers and distribution to serve second floor interior (south)
- reuse existing Carrier VVT to serve second floor interior (north)
- reuse existing Carrier VVT damper and thermostat, supply diffusers and distribution to serve first floor east
- reuse existing Carrier VVT damper and thermostat, distribution to serve first floor west
- reuse existing Carrier VVT to serve first floor south
- one 10" round Carrier VVT damper and thermostat, supply diffusers and distribution to serve first floor interior north
- reuse existing Carrier VVT damper and thermostat, distribution to serve first floor interior (north)

Price

\$18,250.00

Exclusions

Wiring

Roofing

Proposal does not include smoke/fire dampers to protect existing rated walls.

Price includes labor, material, taxes, permit and one year labor.

Thank you for the opportunity to bid this project.

Sincerely,

by

James T. Rouse (Jim, Jr.)

JTR/dag

Upon acceptance please sign and return to us.

Accepted by

Date

2/8/2000

Dede, Lorraine, Catherine Gavzy
Sally, JD

BUILDING MANAGEMENT MEETING
February 8 4 PM

1. Call meeting to order
2. Approval of minutes of the December 7 1999 meeting
3. Financial report - Gavzy
4. Questions about major cleaning projects listed as included in contracts.

5. Heating assessment report - Gavzy

6. Energy Audit - Dede

7. Other Business

- Rice St. Facade Grant Program - window hopes
- Door repair in incubator

8. Set next meeting date

Spring Cleaning
1999 bid @ 14,000
2000 " 18,000 (Rouse)
Contract for maintenance
& service calls?

Income Statement (Accrual)
Minnesota Women's Building - (o06-01)
Jan 00

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Prepared For:
Minnesota Womens Bldg Gen Pt
c/o The Gavzy Group, LLC
2801 Wayzata Boulevard #202
Minneapolis, MN 55405

Prepared By:
The Gavzy Group, LLC
2801 Wayzata Boulevard, #202
Minneapolis, MN 55405

	Month to Date	%	Year to Date	%
INCOME				
RENT INCOME				
Rent Income	4,809.01	95.63	4,809.01	95.63
Total Rent Income	4,809.01	95.63	4,809.01	95.63
MISCELLANEOUS INCOME				
Other Misc Income	219.51	4.37	219.51	4.37
Total Misc Income	219.51	4.37	219.51	4.37
TOTAL INCOME	5,028.52	100.00	5,028.52	100.00
EXPENSES				
ADMINISTRATIVE EXPENSES				
Postage	10.78	0.21	10.78	0.21
Photocopying	21.20	0.42	21.20	0.42
Management Fee	475.00	9.45	475.00	9.45
Telephone/Communications	58.84	1.17	58.84	1.17
Mileage Reimbursement	0.93	0.02	0.93	0.02
Total Admin Expenses	566.75	11.27	566.75	11.27
OPERATING EXPENSES				
Janitorial Materials	-9.48	-0.19	-9.48	-0.19
Janitorial Contracts	877.40	17.45	877.40	17.45
Trash Removal	159.02	3.16	159.02	3.16
Total Operating Expenses	1,026.94	20.42	1,026.94	20.42
MAINTENANCE EXPENSES				
Fire & Security Contract	81.18	1.61	81.18	1.61
Repairs Materials	37.60	0.75	37.60	0.75
Repairs Contracts	210.25	4.18	210.25	4.18
Elevator Contracts	133.36	2.65	133.36	2.65
Maintenance Mileage	7.73	0.15	7.73	0.15
Total Maintenance Exp	470.12	9.35	470.12	9.35
TAXES & INSURANCE				
Property Taxes	135.00	2.68	135.00	2.68
Property Insurance	126.00	2.51	126.00	2.51
Total Taxes & Insurance	261.00	5.19	261.00	5.19
FINANCIAL EXPENSES				
Bank Service Charges	2.07	0.04	2.07	0.04
Total Financial Expenses	2.07	0.04	2.07	0.04
RESERVES				
Replacement Reserves	500.00	9.94	500.00	9.94
Total Reserves	500.00	9.94	500.00	9.94

Income Statement (Accrual)
Minnesota Women's Building - (o06-01)
Jan 00

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	<u>Month to Date</u>	<u>%</u>	<u>Year to Date</u>	<u>%</u>
CAPITAL EXPENDITURES				
Capital Expenditures	<u>528.00</u>	<u>10.50</u>	<u>528.00</u>	<u>10.50</u>
Total Captl Expenditures	528.00	10.50	528.00	10.50
CONFERENCE ROOM EXPENSES				
Conf Room Set-up Fees	<u>86.50</u>	<u>1.72</u>	<u>86.50</u>	<u>1.72</u>
Total Conf Room Expenses	86.50	1.72	86.50	1.72
COPIER EXPENSES				
Copier Mgmt Services	<u>82.50</u>	<u>1.64</u>	<u>82.50</u>	<u>1.64</u>
Total Copier Expenses	82.50	1.64	82.50	1.64
TOTAL EXPENSES	<u>3,523.88</u>	<u>70.08</u>	<u>3,523.88</u>	<u>70.08</u>
NET INCOME	<u>1,504.64</u>	<u>29.92</u>	<u>1,504.64</u>	<u>29.92</u>

Balance Sheet (Accrual)
Minnesota Women's Building - (o06-01)
Jan 00

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Prepared For:
Minnesota Womens Bldg Gen Pt
c/o The Gavzy Group, LLC
2801 Wayzata Boulevard #202
Minneapolis, MN 55405

Prepared By:
The Gavzy Group, LLC
2801 Wayzata Boulevard, #202
Minneapolis, MN 55405

ASSETS

Cash

Cash In Bank

5,743.16

Cash in Reserves

38,712.16

Cash in Tax Reserve

385.80

Cash in Ins Reserve

1,008.00

Total Cash

45,849.12

Accounts Receivable

1,160.66

TOTAL ASSETS

47,009.78

LIABILITIES & CAPITAL

Liabilities

Prepaid Rent

212.40

TAX LIABILITIES

Real Estate Taxes

269.52

Total Tax Liabilities

269.52

Property Ins Escrow

126.00

Total Liabilities

607.92

Capital

Owner Deposit

5,000.00

Retained Earnings

2,689.70

Replacement Reserves

38,712.16

Total Equity

46,401.86

TOTAL LIAB & CAPITAL

47,009.78

\$50/mo

Budget Comparison Cash Flow (Accrual)
Minnesota Women's Building - (o06-01)
Jan 00

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Minneapolis, MN 55405

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
INCOME									
RENT INCOME									
Rent Income	4,809.01	4,809.00	0.01	0.00	4,809.01	4,809.00	0.01	0.00	57,708.00
Total Rent Income	4,809.01	4,809.00	0.01	0.00	4,809.01	4,809.00	0.01	0.00	57,708.00
CONFERENCE ROOM INCOME									
Conference Room Rents	0.00	33.33	-33.33	-100.0	0.00	33.33	-33.33	-100.0	400.00
Conf Room User Fees	0.00	125.00	-125.00	-100.0	0.00	125.00	-125.00	-100.0	1,500.00
Total Conf Room Income	0.00	158.33	-158.33	-100.0	0.00	158.33	-158.33	-100.0	1,900.00
MISCELLANEOUS INCOME									
Other Misc Income	219.51	0.00	219.51	0	219.51	0.00	219.51	0	0.00
Total Misc Income	219.51	0.00	219.51	0	219.51	0.00	219.51	0	0.00
TOTAL INCOME	5,028.52	4,967.33	61.19	1.23	5,028.52	4,967.33	61.19	1.23	59,608.00
EXPENSES									
ADMINISTRATIVE EXPENSES									
Office Expenses	0.00	5.00	5.00	100.00	0.00	5.00	5.00	100.00	60.00
Postage	10.78	10.00	-0.78	-7.80	10.78	10.00	-0.78	-7.80	120.00
Photocopying	21.20	20.00	-1.20	-6.00	21.20	20.00	-1.20	-6.00	240.00
Management Fee	475.00	475.00	0.00	0.00	475.00	475.00	0.00	0.00	5,700.00
Audit/Compilation	0.00	183.75	183.75	100.00	0.00	183.75	183.75	100.00	2,205.00
Telephone/Communications	58.84	65.00	6.16	9.48	58.84	65.00	6.16	9.48	780.00
Mileage Reimbursement	0.93	0.00	-0.93	0	0.93	0.00	-0.93	0	0.00
Misc Admin Costs	0.00	8.33	8.33	100.00	0.00	8.33	8.33	100.00	100.00
Total Admin Expenses	566.75	767.08	200.33	26.12	566.75	767.08	200.33	26.12	9,205.00
OPERATING EXPENSES									
Janitorial Materials	-9.48	118.00	127.48	108.03	-9.48	118.00	127.48	108.03	1,416.00
Janitorial Contracts	877.40	1,012.50	135.10	13.34	877.40	1,012.50	135.10	13.34	12,150.00
Grounds Contracts	0.00	58.33	58.33	100.00	0.00	58.33	58.33	100.00	700.00
Snow Removal	0.00	154.17	154.17	100.00	0.00	154.17	154.17	100.00	1,850.00
Trash Removal	159.02	160.00	0.98	0.61	159.02	160.00	0.98	0.61	1,920.00
Total Operating Expenses	1,026.94	1,503.00	476.06	31.67	1,026.94	1,503.00	476.06	31.67	18,036.00
MAINTENANCE EXPENSES									
Fire & Security Contract	81.18	138.33	57.15	41.31	81.18	138.33	57.15	41.31	1,660.00
Fire & Security Supplies	0.00	8.33	8.33	100.00	0.00	8.33	8.33	100.00	100.00
Repairs Materials	37.60	52.50	14.90	28.38	37.60	52.50	14.90	28.38	630.00
Repairs Contracts	210.25	498.75	288.50	57.84	210.25	498.75	288.50	57.84	5,985.00
Elevator Contracts	133.36	153.58	20.22	13.17	133.36	153.58	20.22	13.17	1,843.00
Maintenance Mileage	7.73	10.00	2.27	22.70	7.73	10.00	2.27	22.70	120.00
Total Maintenance Exp	470.12	861.49	391.37	45.43	470.12	861.49	391.37	45.43	10,338.00
UTILITY EXPENSES									
Electricity	0.00	752.33	752.33	100.00	0.00	752.33	752.33	100.00	9,028.00
Water & Sewer	0.00	81.83	81.83	100.00	0.00	81.83	81.83	100.00	982.00
Gas & Oil Heating Fuel	0.00	80.25	80.25	100.00	0.00	80.25	80.25	100.00	963.00
Total Utility Expenses	0.00	914.41	914.41	100.00	0.00	914.41	914.41	100.00	10,973.00
TAXES & INSURANCE									
Property Taxes	135.00	135.00	0.00	0.00	135.00	135.00	0.00	0.00	1,620.00
Property Insurance	126.00	138.58	12.58	9.08	126.00	138.58	12.58	9.08	1,663.00
Total Taxes & Insurance	261.00	273.58	12.58	4.60	261.00	273.58	12.58	4.60	3,283.00
FINANCIAL EXPENSES									
Bank Service Charges	2.07	10.00	7.93	79.30	2.07	10.00	7.93	79.30	120.00

Budget Comparison Cash Flow (Accrual)
Minnesota Women's Building - (o06-01)
Jan 00

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	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
Total Financial Expenses	2.07	10.00	7.93	79.30	2.07	10.00	7.93	79.30	120.00
RESERVES									
Replacement Reserves	500.00	500.00	0.00	0.00	500.00	500.00	0.00	0.00	6,000.00
Total Reserves	500.00	500.00	0.00	0.00	500.00	500.00	0.00	0.00	6,000.00
CAPITAL EXPENDITURES									
Capital Expenditures	528.00	83.33	-444.67	-533.6	528.00	83.33	-444.67	-533.6	1,000.00
Total Captl Expenditures	528.00	83.33	-444.67	-533.6	528.00	83.33	-444.67	-533.6	1,000.00
CONFERENCE ROOM EXPENSES									
Conf Room Mgmt Services	0.00	4.17	4.17	100.00	0.00	4.17	4.17	100.00	50.00
Conf Room Set-up Fees	86.50	10.00	-76.50	-765.0	86.50	10.00	-76.50	-765.0	120.00
Conf Room Supplies	0.00	4.17	4.17	100.00	0.00	4.17	4.17	100.00	50.00
Total Conf Room Expenses	86.50	18.34	-68.16	-371.6	86.50	18.34	-68.16	-371.6	220.00
COPIER EXPENSES									
Copier Mgmt Services	82.50	0.00	-82.50	0	82.50	0.00	-82.50	0	0.00
Total Copier Expenses	82.50	0.00	-82.50	0	82.50	0.00	-82.50	0	0.00
TOTAL EXPENSES	3,523.88	4,931.23	1,407.35	28.54	3,523.88	4,931.23	1,407.35	28.54	59,175.00
NET INCOME	1,504.64	36.10	1,468.54	4,067.	1,504.64	36.10	1,468.54	4,067.	433.00
CASH FLOW	1,504.64	36.10	1,468.54	4,067.	1,504.64	36.10	1,468.54	4,067.	433.00
Beginning Cash	3,430.28								
Ending Balance	5,743.16								

**Minutes of the Minnesota Women's Building General Partnership/Management
Committee Meeting
December 7, 1999**

4:00 p.m.

Minnesota Women's Building

Present: Wolfson, Hart, Bredemus, Reid, (Minnesota Women's Consortium); Duffy, Sawyer (League of Women Voters of Minnesota Education Fund); Wilkens-Costello (Chrysalis)

Dede Wolfson, Chair, called the meeting to order.

Minutes of the 10/12/99 meeting were approved.

Budget for 2000

The committee reviewed the proposed budget. This budget is based on a 7% increase in rents. The copier business, in past years a profit center for the MWB, has been removed from the proposed budget. Discussion centered around the janitorial and maintenance contracts. Numerous concerns were expressed about the quality of the cleaning services to date; according to the proposed budget the contracts would include funds for washing windows, blinds, walls, cleaning rugs. Concerns were expressed about the slowness of repairs—especially replacing lights, response time for plugged toilets, and heating/cooling problems. There were questions about what the lawn service provides debris pick-up? Leaf raking behind the parking lot? How often does the recycling service pick up? We would like assurances that cleaning services contracted for are carried out and that a breakdown of repair/service contracts is provided to the committee. (Judy Duffy reported that New Mech has looked at this system. It is one that they work with all the time and should not need to be replaced. They are preparing a report.)

Motion: to approve the proposed budget for 2000, conditional upon Gavzy Group providing a satisfactory report about janitorial and repair contracts at the next meeting of the MWB Committee.

Mover: Reid

Second: Duffy

Carried

Icicles

Committee discussed concerns about formation of icicles and the hazards to pedestrians. Many options for dealing with this solution have been explored, including heating coils and roof steaming. We had discussed the idea of barricades, which are costly. A suggestion was made to place sandbags the width of the overhang to force pedestrians to walk away from the building and to absorb the icicles as they melted (we'd probably need a variance). We had decided to ask building maintenance to remove icicles on a daily basis when necessary—is this reflected in the budget? If not, how much would it cost and would the service be reliable? The new awning will protect the front door.

Problems with heating/cooling/roof

Duffy asked if these problems would be helped by getting storm windows? How much would they cost? Perhaps putting storm windows on a few select windows (south/southeast/southwest exposures) would help. Wilkens-Costello suggested 3M insulating kits for most exposed windows.

Energy Audit

Reid suggested that the St. Paul Energy Consortium might do an energy audit on the MWB perhaps at no cost since we are a non-profit. Wolfson will look into this.

Next Meeting: Tuesday, February 8th, 2000, 4:00 p.m.

BUILDING MANAGEMENT MEETING
December 7, 1999
4 PM

1. Call meeting to order
2. Approval of minutes of the October 12, 1999 meeting

3. Financial report -Gavzy

4. Approval of proposed 2000 budget.

Conditional approval pending

5. Other Business

Update on awning

Barricades around building for ice protection.

6. Set next meeting date

*Need Breakdown - structural repairs
Cost for ice removal
need for energy audit/windows are drafty*

**Minnesota Women's Building General Partnership/Management Committee
Meeting
Thursday, December 10, 1998**

Present: Hart, Wolfson, Minnesota Women's Consortium; Sawyer, LWVMNEF; Deb Wilkens-Costello, Julie Kunkel, Chrysalis; Catherine & Bill Gavzy, the Gavzy Group.

Agenda for the meeting was approved.

Minutes of July 1, 1998 meeting were approved.

Financial Statements for period ending November 30, 1998 were reviewed by Catherine Gavzy. She pointed out that income from conference room rentals to outside groups has declined fairly drastically since 1996, when it was \$1,700. It was \$400 in 1997 and will probably be \$400 in 1998. Obviously we are not billing adequately for set-ups and perhaps are not charging when we should be. Sawyer proposed that she and Kerri, who is doing the scheduling on behalf of the League, meet with Catherine to review conference room usage for the past year.

While partner contributions cover expenses attributable to the conference rooms we are not realizing the profit we have budgeted for from the conference room rentals. LWVMNEF has not billed the \$50 per month fee for the scheduler. Copier income may increase because MWC copier is no more. After nine years the management Company for the parking lot has discovered that our easement agreement says the MWC will pay a % of maintenance costs so we were billed \$1,200. (This was triggered by our complaints about management, plowing, shoveling. Gavzy will also look into marking parking spaces, if our joint easement deed and agreement permits it.) Our property taxes have also risen, probably reflecting the Children's Defense Fund move into larger space(they are not 501c3 but 501c4 so their space is subject to property taxes). Gavzy recommends increasing amount to reserves by \$50 per month.

Gavzy said that if we can't increase revenues we will need to raise the rents by a minimum of 2.5% or perhaps as much as 4.5%. The latter would be a problem for Chrysalis since their budget is already adopted. We will meet again in January after we have more information to relook at the proposed budget.

Motion: to approve the rent increase of 2.5% for 1999.

Mover: Sawyer

Second: Wilkens-Costello

Carried

Bill Gavzy reported that in our building check, our security system and HVAC do not have y2k problems.

Parking Lot: Sawyer reported that our attorney Kareen Ecklund, called regarding our parking lot and easement agreement. She said that the redemption period is now past and

Prudential (having foreclosed on the property) now owns it and is trying to sell it. They need us to sign an estoppel agreement in order to proceed with the sale. Sawyer gave copies to other partners and said that she would have letter done on letterhead and would send to Prudential attorney, Mary Senkus. There was general agreement. Copies of the letter of agreement will be sent to each partner.

Building Expansion: Bill Gavzy reviewed with the committee the findings relevant to building expansion—the greatest obstacle would be building code requirements concerning snow impact on neighboring buildings—we would have to pay to upgrade next door roof, which would be prohibitive. Also the disruption of going up a story and a half over the loft would be extreme for the amount of square footage we'd gain.

Motion: that we not proceed with physical expansion phase.

Mover: Sawyer

Second: Wilkens-Costello

Carried

Bill Gavzy then reviewed the evaluation of the building's physical assets. Some things need to be done, Some things may need to be done but not right away; some things are improvements to the Building but not necessary.

Two issues of importance are the problems of ice damming on the roof and the HVAC system. The ice damming is due to a lack of adequate insulation in the roof and causes melting and then refreezing and backing up of ice, thus damaging the roof. It also causes melting on the edge of the roof: icicles form, then melt and fall with potential injury to passersby. The heating and ventilating system is an ongoing problem; it was designed for a residence not for a building of this type. It will be expensive to redesign and will require two major tasks be undertaken at the same time: the Zone Volume Dampers/Heating and the Air Handling System, running over \$70,000. There is one other related measure—replacing temperature controls—which could be done for \$11,000 and could be done first, possibly improving the situation to the extent that the more expensive systems would not need to be done.

Gavzy also said that gypcrete and carpet absolutely must be done as well as the painting in 2003 and the roof membrane and shingles in 2008.

The evaluation found that the elevator is up to current standards (could use a better phone); the toilets should meet handicapped accessible standards and the toilet exhaust system should be replaced. Gavzy suggested that he identify those items that are optional rather than necessary. We need to spend more time on the detail.

Hart and Sawyer reported that the power supply box for the phone system burned out, leaving those tenants, including LWV and the MWC without phones for hours. A new supply box was installed at a cost of \$850 plus.

NARAL has is seeking space in our building, but CDF has another year at least on its lease. Dede commented that CDF should be told ASAP that we do not intend to expand the building.

The next meeting of the committee was set for 4:00 p.m., Wednesday, January 27th.

Minnesota Women's Building 1999 Budget

12/10/98

DETAIL

Operating Income**Office Rents**

Minnesota Womens Consortium \$1,116.27/mo.	\$13,395
League of Women Voters \$1,496.63/mo.	\$17,960
Chrysalis \$691.69/mo.	\$8,300
Childrens Defense Fund \$1,225.00/mo.	\$14,700
Total Office Rents	\$54,355

Draw from Reserves**\$0****Total Operating Income****\$54,355****OPERATING EXPENSES****Administrative Expenses**

Office Supplies	\$10/mo.	\$120
Postage	\$10/mo.	\$120
Photocopying	\$20/mo.	\$240
Audit	1998 - \$1800 + 5%	\$1,890
Management Fee	\$475/mo.	\$5,700
Telephone	\$65/mo. - elevator	\$780
Misc. Administrative		\$125
Total Administrative Expenses		\$8,975

Operating Expenses

Janitorial Materials	\$75/mo. + mats @ \$43/mo.	\$1,416
Janitorial Contracts	\$925/mo. + \$600 carpet + \$150 windows + \$300 walls	\$12,150
Grounds Contracts	\$140/mo. x 5	\$700
Snow Removal	\$110/mo. x 5 mos, salt \$150 + 7.52% of Capital Pkng Lot \$1200	\$1,900
Trash Removal	\$135/mo. + \$10/mo. recycling	\$1,740
Total Operating Expenses		\$17,906

Maintenance Expenses

Fire & Security Contracts	\$1000 monitor + \$500 rep + \$160 sprinkler	\$1,635
Fire & Security Supplies	Keys, extinguishers, etc.	\$100
Repairs Materials	\$50/mo. - based on last 9 months	\$600
Repairs Contracts	\$470/mo. - based on last 9 months	\$5,640
Elevator Contracts	\$135/mo. + \$100 repairs + \$35 inspection fee	\$1,755
Maintenance Mileage	\$15/mo. average	\$180
Misc. Maintenance		\$0
Total Maintenance Expenses		\$9,910

Utility Expenses

Electricity	450 KW @ \$8.00+130,000KWH @ \$.031 + 15% tax	\$8,775
Water & Sewer	240 units @ \$4.02/unit	\$965
Gas & Oil Heating Fuel	1250 CCF @ \$.6467	\$808
Total Utility Expenses		\$10,548

Taxes & Insurance

Property Insurance	6/1/-98-6/15/99 - \$1,331.00 + 10%	\$1,463
Property Taxes	1998 - \$1,273 Proposed	\$1,273
Total Taxes & Insurance		\$2,736

Minnesota Women's Building 1999 Budget

12/10/98

DETAIL

Financial Expenses

Bank Service Charge	\$5/month	\$60
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Total Financial Expenses		\$60
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Reserves	\$500/mo.	\$6,000
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Capital Expenses		\$0
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TOTAL OPERATING EXPENSES		\$56,135
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NET OPERATING INCOME/LOSS		(\$1,780)
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CONFERENCE INCOME

Conference Room Rents	Approx \$50/mo. rent + set up chgs @ \$45/set up @ 2x's/mo.	\$1,680
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User Fees	Two semi-annual payments from building funds	\$1,500
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Total Conference Income		\$3,180
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CONFERENCE EXPENSES

Management Services		\$50
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Coordination Services		\$0
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Set-up Expenses	\$50/mo.	\$600
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Supplies		\$50
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Total Conference Expenses		\$700
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NET CONFERENCE INCOME (LOSS)		\$2,480
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COPIER INCOME

Copier Fees	Approx. 62,000 copies @ \$.07 (6 mos. 1998)	\$4,340
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COPIER EXPENSES

Copier Rental Expense	\$220/mo. rental + \$855 service	\$3,495
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Copier Supplies	\$100/mo. average	\$1,200
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Copier Management Services	\$20/mo. average	\$240
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Total Copier Expenses		\$4,935
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NET COPIER INCOME(LOSS)		(\$595)
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NET COPIER/CONF. INCOME(LOSS)		\$1,885
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TOTAL BUILDING INCOME(LOSS)		\$105
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**BUILDING MANAGEMENT MEETING
DECEMBER 10, 1998
AGENDA**

APPROVAL OF AGENDA

APPROVAL OF JULY 1, 1998 MINUTES

FINANCIAL REPORT - CATHERINE

BUILDING EVALUATION REPORT - GAVZY GROUP

1999 BUDGET - CATHERINE

PARKING LOT - SALLY

PHONE SYSTEM - SALLY & LORRAINE

LETTER FROM MNNARAL - DEDE

OTHER BUSINESS

Minnesota Women's Building 2000 Budget 1070

12-Oct-99

DETAIL

Operating Income

Office Rents	Minnesota Womens Consortium \$1,116.27/mo. + 10% inc	\$1,227.90	\$14,735
	League of Women Voters \$1,496.63/mo. + 10% inc.	\$1,646.29	\$19,756
	Chrysalis \$691.69/mo. + 10% inc.	\$760.86	\$9,130
	Ntnl Abortion Rights Organization \$1,273.10.mo.		\$15,277
	Total Office Rents		\$58,898

Draw from Reserves \$0

Total Operating Income \$58,898

OPERATING EXPENSES

Administrative Expenses

Office Supplies	\$5/mo.	\$60
Postage	\$10/mo.	\$120
Photocopying	\$20/mo.	\$240
Audit	1999 - \$2100 + 5%	\$2,205
Management Fee	\$475/mo.	\$5,700
Telephone	\$65/mo. - elevator	\$780
Misc. Administrative		\$100
Total Administrative Expenses		\$9,205

Operating Expenses

Janitorial Materials	\$75/mo. + mats @ \$43/mo.	\$1,416
Janitorial Contracts	\$925/mo. + \$600 carpet + \$150 windows + \$300 walls	\$12,150
Grounds Contracts	\$140/mo. x 5	\$700
Snow Removal	\$100/mo. x 5 mos, salt \$150 + 7.52% of Capital Pkng Lot \$1200	\$1,850
Trash Removal	\$150/mo. + \$10/mo. recycling	\$1,920
Total Operating Expenses		\$18,036

Maintenance Expenses

Fire & Security Contracts	\$1000 monitor + \$500 rep + \$160 sprinkler	\$1,660
Fire & Security Supplies	Keys, extinguishers, etc.	\$100
Repairs Materials	\$50/mo. - based on last 21 months + 5%	\$630
Repairs Contracts	\$475/mo. - based on last 21 months + 5%	\$5,985
Elevator Contracts	\$135/mo. + \$100 repairs + \$35 inspection fee + 5%	\$1,843
Maintenance Mileage	\$10/mo. average	\$120
Misc. Maintenance		\$0
Total Maintenance Expenses		\$10,338

Utility Expenses

Electricity	450 KW @ \$8.20+130,000KWH @ \$.032 + 15% tax	\$9,028
Water & Sewer	240 units @ \$4.09/unit	\$982
Gas & Oil Heating Fuel	1250 CCF @ \$.77	\$963
Total Utility Expenses		\$10,972

Minnesota Women's Building 2000 Budget

12-Oct-99

DETAIL

Taxes & Insurance		
Property Insurance	6/1/99-6/15/00 - \$1,512.00 + 10%	\$1,663
Property Taxes	1999 Actual \$1,543 + 5%	\$1,620
Total Taxes & Insurance		\$3,283
Financial Expenses		
Bank Service Charge	\$10/month	\$120
Total Financial Expenses		\$120
Reserves	\$600/mo.	\$7,200
Capital Expenses	Awning	\$1,000
TOTAL OPERATING EXPENSES		\$60,154
NET OPERATING INCOME/LOSS		(\$1,256)
CONFERENCE INCOME		
Conference Room Rents	Based on last 9 months	\$400
User Fees	Two semi-annual payments from building funds	\$1,500
Total Conference Income		\$1,900
CONFERENCE EXPENSES		
Management Services		\$50
Coordination Services		\$0
Set-up Expenses	Based on last 9 months	\$120
Supplies		\$50
Total Conference Expenses		\$220
NET CONFERENCE INCOME (LOSS)		\$1,680
COPIER INCOME		
Copier Fees	Approx. 55,000 copies @ \$.07 (6 mos. 1999)	\$3,850
COPIER EXPENSES		
Copier Rental Expense	\$220/mo. rental + \$855 service	\$3,495
Copier Supplies	\$50/mo. average	\$600
Copier Management Services	\$20/mo. average	\$240
Total Copier Expenses		\$4,335
NET COPIER INCOME(LOSS)		(\$485)
NET COPIER/CONF. INCOME (LOSS)		\$1,195
TOTAL BUILDING INCOME (LOSS)		(\$61)

Minnesota Women's Building 2000 Budget 7%

12-Oct-99

DETAIL

Operating Income

Office Rents

Minnesota Womens Consortium \$1,116.27/mo. + 7% inc.	\$1,194.41	\$14,333
League of Women Voters \$1,496.63/mo. + 7% inc.	\$1,601.39	\$19,217
Chrysalis \$691.69/mo. + 7% inc.	\$740.11	\$8,881
Ntnl Abortion Rights Organization \$1,273.10/mo.		\$15,277
Total Office Rents		\$57,708

Draw from Reserves

\$0

Total Operating Income

\$57,708

OPERATING EXPENSES

Administrative Expenses

Office Supplies	\$5/mo.	\$60
Postage	\$10/mo.	\$120
Photocopying	\$20/mo.	\$240
Audit	1999 - \$2100 + 5%	\$2,205
Management Fee	\$475/mo.	\$5,700
Telephone	\$65/mo. - elevator	\$780
Misc. Administrative		\$100
Total Administrative Expenses		\$9,205

Operating Expenses

Janitorial Materials	\$75/mo. + mats @ \$43/mo.	\$1,416
Janitorial Contracts	\$925/mo. + \$600 carpet + \$150 windows + \$300 walls	\$12,150
Grounds Contracts	\$140/mo. x 5	\$700
Snow Removal	\$100/mo. x 5 mos, salt \$150 + 7.52% of Capital Pkng Lot \$1200	\$1,850
Trash Removal	\$150/mo. + \$10/mo. recycling	\$1,920
Total Operating Expenses		\$18,036

Maintenance Expenses

Fire & Security Contracts	\$1000 monitor + \$500 rep + \$160 sprinkler	\$1,660
Fire & Security Supplies	Keys, extinguishers, etc.	\$100
Repairs Materials	\$50/mo. - based on last 21 months + 5%	\$630
Repairs Contracts	\$475/mo. - based on last 21 months + 5%	\$5,985
Elevator Contracts	\$135/mo. + \$100 repairs + \$35 inspection fee + 5%	\$1,843
Maintenance Mileage	\$10/mo. average	\$120
Misc. Maintenance		\$0
Total Maintenance Expenses		\$10,338

Utility Expenses

Electricity	450 KW @ \$8.20 + 130,000 KWH @ \$.032 + 15% tax	\$9,028
Water & Sewer	240 units @ \$4.09/unit	\$982
Gas & Oil Heating Fuel	1250 CCF @ \$.77	\$963
Total Utility Expenses		\$10,972

Minnesota Women's Building 2000 Budget

12-Oct-99

DETAIL

Taxes & Insurance		
Property Insurance	6/1/99-6/15/00 - \$1,512.00 + 10%	\$1,663
Property Taxes	1999 Actual \$1,543 + 5%	\$1,620
Total Taxes & Insurance		\$3,283
Financial Expenses		
Bank Service Charge	\$10/month	\$120
Total Financial Expenses		\$120
Reserves	\$500/mo.	\$6,000
Capital Expenses	Awning	\$1,000
TOTAL OPERATING EXPENSES		\$58,954
NET OPERATING INCOME/LOSS		(\$1,246)
CONFERENCE INCOME		
Conference Room Rents	Based on last 9 months	\$400
User Fees	Two semi-annual payments from building funds	\$1,500
Total Conference Income		\$1,900
CONFERENCE EXPENSES		
Management Services		\$50
Coordination Services		\$0
Set-up Expenses	Based on last 9 months	\$120
Supplies		\$50
Total Conference Expenses		\$220
NET CONFERENCE INCOME (LOSS)		\$1,680
COPIER INCOME		
Copier Fees	Approx. 55,000 copies @ \$.07 (6 mos. 1999)	\$3,850
COPIER EXPENSES		
Copier Rental Expense	\$220/mo. rental + \$855 service	\$3,495
Copier Supplies	\$50/mo. average	\$600
Copier Management Services	\$20/mo. average	\$240
Total Copier Expenses		\$4,335
NET COPIER INCOME(LOSS)		(\$485)
NET COPIER/CONF. INCOME (LOSS)		\$1,195
TOTAL BUILDING INCOME (LOSS)		(\$51)

■ CONSULTING ENGINEERS



**ERICKSEN ELLISON
and Associates Inc.**

2635 UNIVERSITY AVE W. SUITE 200
ST. PAUL, MN 55114-1231

Bruce K. Johnson, PE
Principal

Mechanical Engineer

TEL 651•632•2300
DIRECT 651•632•2305
FAX 651•632•2397

EMAIL bjohnson@eeaengineers.com

Judy Duffy

RECEIVED SEP 2 1999

BUILDING MANAGEMENT MEETING
October 12, 1999
4 PM

1. Call meeting to order
2. Approval of minutes of the August 18, 1999 meeting
3. Financial report -Gavzy CDF delinquent - NARAL subleasing
4. Discussion of proposed 2000 budget. *another rent increase?, 7% or 10%
other incomes down (copier/^{cond} room rental)*
5. Discussion of cleaning services
6. Discussion of new lease with MNNARAL
7. Other Business
 - Western Bank - Prime West - transferring to Raymond James Financial

**Minnesota Women's Building General Partnership/Management Committee
Minutes of the August 18, 1999 Meeting**

Present: Deb Wilkens-Costello, Chrysalis; Judy Duffy, Sally Sawyer, League of Women Voters of Minnesota Education Fund; Lorraine Hart, Dede Wolfson, Minnesota Women's Consortium.

Policy on contracts and Services

The Committee discussed the need to review at least three competitive bids for each contract and service agreement over \$3,000 undertaken for the building. There was general agreement that this is a good business practice. The MWB General Partnership Committee adopted the following policy:

Services and contracts over \$3,000 for the Minnesota Women's Building will require a minimum of three competitive bids to be reviewed by the Building Management Committee.

Under this policy, the Building Manager will secure competitive bids for all contracts including maintenance, cleaning and HVAC system to present to the MWB Committee. It will be the responsibility of the MWB General Partnership Management Committee to secure competitive bids for building management services.

The Committee reviewed the types of contracts that would be affected by this policy, including its building management agreement with The Gavzy Group. The Committee discussed current dissatisfaction with the cleaning service, which will be conveyed to The Gavzy Group. The Committee would like to know the cost of current cleaning service and other maintenance services.

Budget for 2000

The MWB Partnership Management Committee would like to review the proposed budget for 2000 in October, 1999. Chrysalis sets its budget in October and must plan for budget increases.

The next meeting is scheduled for October 12, 1999 at 4:00 p.m. at the Minnesota Women's Building. The major agenda item will be the budget for 2000.

Minnesota Women's Building General Partnership/Management Committee
Minutes of the August 18, 1999 Meeting

Present: Deb Wilkins-Costello, Chrysalis; Judy Duffy, Sally Sawyer, League of Women Voters of Minnesota Education Fund; Lorraine Hart, Dede Wolfson, MN Women's Consortium.

Policy on Contracts and Services

The Committee discussed the need to review at least three competitive bids for each contract and service agreement over \$3,000 undertaken for the building. There was general agreement that this is a good business practice. The MWB General Partnership Committee adopted the following policy:

X { All services and contracts over \$3,000 for the Minnesota Women's Building will require a minimum of three competitive bids to be reviewed by the Building Management Committee on an annual basis.

Under this policy, the Building Manager will secure competitive bids for such contracts as maintenance, cleaning and the HVAC system to present to the MWB Committee. It will be the responsibility of the MWB General Partnership Management Committee to secure competitive bids for building management services.

The Committee reviewed the types of contracts that would be affected by this policy, including its building management agreement with The Gavzy Group. The Committee discussed current dissatisfaction with the cleaning service, which we will convey to The Gavzy Group. The Committee would like to know the cost of current cleaning service and other maintenance services.

Budget for 2000

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SCHERMAN BUILDING CO., INC.

2453 Buffalo St. White Bear Lake, Mn. 55110

General Contractor / Commercial / Residential

Tele. 426-2511 / Fax 426-7156

6/23/99

The Gavzy Group
2801 Wayzata Blvd.
Mpls., Mn. 55405

Attn: Catherine Gavzy

Re: Women's Consortium
550 Rice St
St. Paul, Mn.
Carpet Removal, Replacement and Underlayment Repair

Dear Catherine:

This is in regards to proposal request for work @ above location. The scope of work and cost would be as follows.

Remove and dispose of carpet at first, second and loft area floors, east and west stairways.

Provide a skim coat of Level-Right gypsum underlayment at floor areas.

Repair areas where underlayment is damaged.

Provide new 26 oz. olefin level loop carpet with unitary backing.

Work anticipated to be performed between 7/30/99 to 8/7/99.

The cost for the work would be \$23,048

Alternate for Moving \$6,385

Move office furniture, files, file cabinets, and other furnishings.

Rolling bins, boxes, labels provided for tenants to load.

Pre-move meeting for coordination, instruction and scheduling provided.

Computer and communication equipment disconnections, reconnections and moving not included.

These are estimated moving charges by moving company. Hourly rates would apply.

If moving times are more or less the estimate amount would be adjusted accordingly.

If you have any questions regarding the above please call.

Sincerely,


Robert Scherman



The GAVZY Group

June 23, 1999

To: Minnesota Women's Building Partners

From: Catherine Gavzy

RE: Construction Schedule

I have just spoken with Bob Sherman from Sherman Construction Company the gypcrete schedule is planned as follows.

Friday	July 30 th afternoon	Begin to remove 2nd floor furniture starting w/ League
Saturday	July 31 st	Complete 2 nd floor furniture removal
Sunday	August 1	Remove 2 nd floor carpet
Monday	August 2	Replace gypcrete
Tuesday	August 3	Relay carpet
Wednesday	August 4	Replace furniture on 2 nd floor & remove furniture on 1st
Thursday	August 5	Pull carpet on 1 st floor and stairs
Friday	August 6	Replace gypcrete
Saturday	August 7	Replay carpet
Sunday	August 8	Replace furniture on 1 st floor

According to Bob Sherman the second floor offices could move back in on Wednesday it might be somewhat nosy and you would have to use the back stairs. Similarly the first floor could use their offices until Wednesday using only the back door. Of course the basement will be full of furniture and not useable.

Moving boxes will be delivered in the next few weeks so you can back up anything not inside files or drawers. We will move computers late Friday morning July 30th, your staff will need to be on hand to disconnect computers and direct our maintenance staff.

Bob expects to get me a firm price later today, he feels it will be very close to the estimate in the capital improvement schedule. As soon as I have a firm price I will send it on to you.

Please give me a call if you have questions, issues & concerns.

SCHERMAN BUILDING CO., INC.

2453 Buffalo St. White Bear Lake, Mn. 55110
General Contractor / Commercial / Residential
Tele. 426-2511 / Fax 426-7156

6/23/99

The Gavzy Group
2801 Wayzata Blvd.
Mpls., Mn. 55405

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Re: Women's Consortium
550 Rice St.
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- Repair areas where underlayment is damaged.
- Provide new 26 oz. olefin level loop carpet with unitary backing.
- Work anticipated to be performed between 7/30/99 to 8/7/99.
- The cost for the work would be **\$23,048**


*5/20/minutes "remove + replace"
for 22,000*

Alternate for Moving**\$6,385**

Move office furniture, files, file cabinets, and other furnishings.
Rolling bins, boxes, labels provided for tenants to load.
Pre-move meeting for coordination, instruction and scheduling provided.
Computer and communication equipment disconnections, reconnections and moving not included.
These are estimated moving charges by moving company. Hourly rates would apply.
If moving times are more or less the estimate amount would be adjusted accordingly.

If you have any questions regarding the above please call.

Sincerely,


Robert Scherman

6/30/99

Give up 1" should be stronger
The formwork
Contract

- NEI Contract

exclusions to
protect owner

- Check w/ City
for specs on
elec drawings

- Sycamore - 1" marginal
but is good, should last 15-20 yrs

as a remodel 2" not space



"Oh, hey! I just love these things! ... Crunchy on the outside and a chewy center!"

The Far Side®

June



- take pictures
- keep some
- mat'ls
- Call Contractor
- + find out who
- did it

Monday 28

AVR - 30-40 yrs old

6/30/99 Women's Building

Deb Eken - Deb Wilkins - Costello

Dede - Lorraine ~~Heart~~ - SS - Connie Hondl

They Skim Coat + not total replacement?
are there any guarantees?

Judy DUFFY

next mtg 7/21; 4:00pm.

Minnesota Women's Building Partnership/Management Committee Meeting
5/20/99

Present: Dede Wolfson, Chair, Lorraine Hart, Karen Reed, Betty Bredemus, Minnesota Women's Consortium; Deb Wilkins-Costello, Chrysalis; Sally Sawyer, League of Women Voters of Minnesota Education Fund

Review of Physical Assessment Proposals

The following issues and questions were developed at the 5/5 meeting and submitted to Catherine Gavzy in preparation for the 5/20/99 meeting.

1. **HVAC:** Committee will seek a pro bono evaluation of the HVAC system for purposes of comparison. (One committee member has a contact with another firm.)

5/20: the group will wait for this evaluation before making a decision re the HVAC system.

2. **Sub-flooring/carpeting:** Is there a better product for sub-flooring than gypcrete? What do other buildings use? Does everyone have problems like this after ten years? Please review bids for carpet and gypcrete and the time frames for the actual work for us at the next meeting. Are weekends more expensive? Can we schedule over this summer?

5/20: Gavzy reported that plywood gets squeaky over time; gypcrete is less costly & cushions. Gypcrete is now better made with mesh in it. In 1988 it had a ten to fifteen year life expectancy. We have no idea of how well it was installed then and we'll never know.

Weekends are more expensive (time and a half) and it may be harder to get a contractor/workers this summer because of outdoor work. However, this summer would be best for the League (a non-election year). Chrysalis would need as little down time as possible, so two weekends with a work week in between would be best for them; they would also need two spaces for therapy while work is done in their space. The work will be noisy and disruptive. The steps are:

1. Everything removed from surfaces; we must remove computers and reinstall ourselves or pay for having it done.
2. Furniture will be moved out of space.
3. Carpet will be pulled up.
- *4. Gypcrete will be broken up and removed.
- *5. The gypcrete will be poured and will dry for 16 hours.
6. Carpet will be laid.
7. Furniture moved back in
8. Four days from start to finish per space.

Chrysalis would want as much done as possible on the weekend and would need dates in advance for therapy schedules.

The estimated costs are \$10,444 for gypcrete and \$12,000 for carpet. Were several bids obtained? Deb Wilkins-Costello stated that for comfort we need three bids. Gavzy commented that we may have trouble getting three bids because there are lots of jobs because of the economy. We may then need to look at winter/spring of 2000 which would be hard for Consortium and LWV. It would be cheaper during that time of year and indoor work is sought after. However, the group would prefer that we have it done this summer. Gavzy will look into the matter of bids and let Dede know what the situation is. If we decide to proceed, we have to pick the carpet quickly—Dede and either Sally or Judy are authorized to choose it. We want a comparable industrial carpet.

3. **Sidewalk planters:** Will we need a variance from the city for this change? Costs? What about upkeep—plantings and mess from garbage and cigarette stubs?

5/20: #s 3,4,5,6 are one discussion. Zoning does not require a variance for planters, but it's possible that the Capitol Area Planning Board may have to approve them. The least expensive option would be to take out concrete and put in dirt at grade level with a piperail fence--\$4,000 and replace the grassy area to the curb with concrete--\$7,000.

4. **Concrete work;** Will we need a variance to eliminate the grass boulevard? Review bids at the meeting.

5/20: see #3 above.

5. **Awning for front door:** We'd like an awning or some kind of roof for the front door mainly to address the icicle problem. Dede will call NEAR to see if some money might be available to underwrite cost. How much will this cost?

5/20: an awning on the front door will cost \$1,000. Gavzy will check on variance issue. NEAR has no funds available as it did for the back door awning.

6. **Roof:** Is it a reasonable alternative to have maintenance keep icicles in check, rather than go to the expense of replacing roof before 2008? Have we tried heating coils for the roof?

5/20: Heating coils have been tried and don't work. The cost of new insulation & shingles would be \$66,000. We are eleven years into a twenty year life for the roof. Should we undertake this expense now or try to maintain it by policing the roof? We could calculate the impact on the budget of paying for a maintenance person to police the icicle problem over the winter at \$30 per visit or we could consider recruiting an icicle volunteer..

In the discussion over the icicle accident this winter, Gavzy mentioned that our insurance is up at the end of June. She will get bids from other insurers.

7. **Thermal/moisture problem:** does this need to be addressed immediately and why?

5/20: SS notes indicate a discussion re mold in the lower level area—this can be cleaned. Other decisions, if any, not noted.

8. **Portable heaters:** Is this a violation of city fire code? Is this a problem for building insurance policy? Who would be liable if a fire—CDF's insurance company? MWB's insurance? (Note: MWB was asked to pay for CDF's portable heaters. If we do, and assuming that there are no problems with the use of them, it was suggested that the building collect them and issue to tenants on an as-needed basis.)

5/20: The St. Paul Fire Department has said that portable heaters are okay if they are on own circuit and if they are of a commercial, not domestic grade. The insurance agent said that if their inspector sees them during an inspection, it is grounds for immediate cancellation of policy. If there were a fire attributed to a space heater, they would pay. The Committee decided that we should not pay for the CDF heaters since they are illegal and should not be allowed in the building because of jeopardy to our insurance coverage. Gavzy will write a letter to CDF and to all tenants explaining that portable heaters are not in compliance with the fire code and that we are advised that portable heaters are grounds for cancellation of our insurance policy. (There was a general discussion of various methods of roach control —cats, iguanas and geckos.)

The Committee reviewed our reserve account, which as of the end of April, 1999 showed \$33,700. The carpeting/flooring replacement will significantly deplete those reserves.

Catherine Gavzy reported on the use of the conference rooms. Her report shows that Chrysalis used the conference rooms for 17% of the time; LWVMN used them for 35% of the time and MWC with incubator for 47% of the time. The partners have been assessed a flat amount drawn from partnership funds to cover partner usage.

Gavzy further pointed out that the average rent per square foot for this building is \$8.00 while the market rate for this kind of building would be \$18.00 per square foot.

1. Do we want to increase rent per square foot?
2. Should we increase conference room rent to partners on a percentage basis?

No decision was made at this time.

The next meeting was set for 4:00 p.m., Wednesday, July 21st.

Minnesota Women's Building Partnership/Management Committee Meeting
5/5/99

Present: Dede Wolfson, Chair, Lorraine Hart, Karen Reed, Minnesota Women's Consortium: Deb Wilkins-Costello, Chrysalis; Judy Duffy, Sally Sawyer, League of Women Voters of Minnesota Education Fund

Review of Physical Assessment Proposals

The following items are information and questions for the Gavzy Group which Chair Dede Wolfson will forward to Catherine Gavzy before the next meeting Thursday, May 20th at Noon at the Minnesota Women's Building.

1. **HVAC:** Committee will seek a pro bono evaluation of the HVAC system for purposes of comparison. (One committee member has a contact with another firm.)
2. **Sub-flooring/carpeting:** Is there a better product for sub-flooring than gypcrete? What do other buildings use? Does everyone have problems like this after ten years? Please review bids for carpet and gypcrete and the time frames for the actual work for us at the next meeting. Are weekends more expensive? Can we schedule over this summer?
3. **Sidewalk planters:** Will we need a variance from the city for this change? Costs? What about upkeep—plantings and mess from garbage and cigarette stubs?
4. **Concrete work;** Will we need a variance to eliminate the grass boulevard? Review bids at the meeting.
5. **Awning for front door:** We'd like an awning or some kind of roof for the front door mainly to address the icicle problem. Dede will call NEAR to see if some money might be available to underwrite cost. How much will this cost?
6. **Roof:** Is it a reasonable alternative to have maintenance keep icicles in check, rather than go to the expense of replacing roof before 2008? Have we tried heating coils for the roof?
7. **Thermal/moisture problem:** does this need to be addressed immediately and why?
8. **Portable heaters:** Is this a violation of city fire code? Is this a problem for building insurance policy? Who would be liable if a fire—CDF's insurance company? MWB's insurance? (Note: MWB was asked to pay for CDF's portable heaters. If we do, and assuming that there are no problems with the use of them, it was suggested that the building collect them and issue to tenants on an as-needed basis.)

The GAVZY Group

June 3, 1999

Dear Minnesota Women's Building Tenants:

Summer is here and with it comes new challenges in regulating our heating and cooling system. The building is a balanced programmed HVAC (heating ventilating and cooling) system. This means if one area of the building is being heated or cooled from a means other than the building system the system tries to accommodate and rebalance itself. In other words, if windows are opened in one part of the building the temperature sensors will read that the building is cooler and will provide less cooling to the entire building. As a result other parts of the building will be receiving less air-conditioning than they need. While spring breezes are wonderful the building was not designed to have the windows opened. The windows are operable only for emergencies.

The same is true for heat. If some offices use space heaters the building system reads that the temperature is warmer and as a result other parts of the building do not get enough heat. Please be considerate of the other tenants in the building.

While we are on the topic of space heaters, even though winter seems a long way off, I would like to remind everyone that space heaters cannot be used in the building under any circumstances. There are several reasons for this.

1. Space heaters may make the room that they are in feel warmer but they adversely effect the rest of the building.
2. The Fire Marshall informed us that space heaters used in a commercial building must be a commercial grade and must be a certain distance from walls furniture etc. Non-commercial space heaters placed too close to walls, furniture, etc are a fire code violation. The space heaters I've seen in the building are for residential use and placement under desks is definitely too close to furniture.
3. Our insurance agent told me that if an inspector from the insurance company were to see any space heaters when they came around to do random inspections our policy would be canceled.

Given the above very serious consequences to using space heaters we must require that all space heaters be removed from the building as soon as possible. Please let me know if a particular area of your office is not warm enough and we will try to solve the problem.

Please feel free to call me if you have any questions.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Catherine Gavzy', with a stylized flourish at the end.

Catherine Gavzy

Director of Property Management

Judy

BUILDING MANAGEMENT MEETING
May 5, 1999
4 PM committee discussion
5 PM discussion with building manager

1. Call meeting to order
2. Approval of minutes of the February 3, 1999 meeting
3. Discussion of repair proposals
4. Financial report -Gavzy
5. Discussion of cement flower pots - Gavzy
6. Report on liability of portable heaters - Gavzy
7. Other Business

Minutes of the MWB Partnership/Management Committee
February 3, 1999

Present: Karen Reed, Betty Bredemus, Dede Wolfson (MWC); Judy Duffy, Sally Sawyer(LWVMNEF); Bruce K. Johnson, PE, Erickson, Ellison & Associates, Inc.; Catherine Gavzy, the Gavzy Group

HVAC system: Bruce K. Johnson of Erickson, Ellison & Associates, Inc., reviewed our current system and described his proposals for a new system. The old system includes a unit on the roof, one in the loft and two in the basement. This system, an area heating system, requires balancing and probably is more suitable for larger spaces. The possibility of using different temperature controls will not help since this variable air system can do only one thing at a time. His proposal for a new system would involve putting a boiler in the basement and coils in the ceilings. The total cost for carrying out the whole plan is \$70,000. It would serve the entire building. Going to preparation of bid documents would cost 10% of construction (\$7,000 to \$10,000) and a 10 - 20% contingency fund for a total expenditure of \$110,000.

If bid documents are done in June, 1999, then construction could take place in Fall of 1999. Some concern was expressed about the other problems we need to attend to: roof & insulation and new gypcrete and carpeting. Would it make sense to do all at one time? Would we need to close the building and relocate for several months?

Minutes of 12/10/98 Meeting: Approval of Minutes were moved(Bredemus)seconded(Reed) and approved.

Financial Statements for the Period Ending 12/31/98

Bredemus requested that Sawyer confirm tax extension for the MWB General Partnership with Lafayette & Fairchild.

Catherine Gavzy pointed out we just about broke even for the year, without cost of additional services for the building analysis. Conference room income is down significantly, and as it is a profit center for the building, we need to generate at least \$1,000 net in order for the Budget to work. The Gavzy Group has done a breakdown of use. We have a few choices—we could increase tenant rents; we could increase partner contributions to building; we could charge tenants who are heavy users. We will analyze further. We would like to be able to provide space for small organizations—it is part of the building's mission.

Roof: We have had an incident with icicles forming on the roof; an individual was struck and suffered what could have been a serious injury. The Committee discussed various options. We could extend the sidewalk to the curb with a barrier to keep pedestrians from getting hit. The Gavzy Group has been careful to check the building daily for icicles. However, there are serious problems. Should we redo the roof (after eleven years)? Cost would be \$75,000. Carpet & floor (which does need redoing) would be

\$30,000. The HVAC would probably be \$110,000. These items total \$225,000 plus a contingency fund, plus money for temporary relocation and cleaning amounts to \$275,000. Added to this is the problem of getting a contractor to actually take on a remodeling job of this size.

Parking Lot: Committee approved paying a legal bill in connection with the parking lot. Gavzy pointed out that now that the Management Company for the lot knows about us we can complain about the stairs when they have not been shoveled.

Space Heaters: CDF has bought space heaters for the days when the heating system isn't functioning properly. There are several concerns: increase in use of electricity, potential fire code violation and problem with building insurance company. Gavzy will inquire of the Insurance Company and Fire Department; if either says it's not allowable, she will write a letter to all tenants.

Next Meeting was set for ~~Tuesday, March 27~~^{Wed. MAY 5} at ~~2:30~~⁴ p.m.

The agenda will include discussion of a fundraising plan.

Respectfully Submitted by,

Sally Sawyer, Secretary

Bruce Johnson, Mech Engr.

BUILDING MANAGEMENT MEETING FEBRUARY 3, 1999

1. Call meeting to order
2. Approval of minutes of the December 10, 1998 meeting
3. Financial report *ask for extension on tax returns (SS)*
Budget revision? *under budget your expenses / w/ contrib up front, make even.*
4. Discussion of remedy for roof problem
5. Discussion of sidewalk ice build-up
6. Report on temperature controls for each office
7. Discussion of portable heaters
8. Problem with stairs leading from parking lot
9. Other Business

Heating System: 4 air handling units; 1 on roof - ~~2~~ 3 in basement; 1 on loft
Recom. 1 unit for whole Bldg on roof - w/ a boiler - VAV w/ Coils
for perimeter spaces
\$70,000 + temp controls, \$12,000 (estimates)
Preparing plans, etc \$8-10,000

\$82,600 + 20% + 10,000 Engr Consultant/plans
(Contingency)

+ Roof/Insulation/Gypcrete/Carpet \$250-275,000

**Minnesota Women's Building General Partnership/Management Committee
Meeting
Thursday, December 10, 1998**

Present: Hart, Wolfson, Minnesota Women's Consortium; Sawyer, LWVMNEF; Deb Wilkens-Costello, Julie Kunkel, Chrysalis; Catherine & Bill Gavzy, the Gavzy Group.

Agenda for the meeting was approved.

Minutes of July 1, 1998 meeting were approved.

Financial Statements for period ending November 30, 1998 were reviewed by Catherine Gavzy. She pointed out that income from conference room rentals to outside groups has declined fairly drastically since 1996, when it was \$1,700. It was \$400 in 1997 and will probably be \$400 in 1998. Obviously we are not billing adequately for set-ups and perhaps are not charging when we should be. Sawyer proposed that she and Kerri, who is doing the scheduling on behalf of the League, meet with Catherine to review conference room usage for the past year.

While partner contributions cover expenses attributable to the conference rooms we are not realizing the profit we have budgeted for from the conference room rentals. LWVMNEF has not billed the \$50 per month fee for the scheduler. Copier income may increase because MWC copier is no more. After nine years the management Company for the parking lot has discovered that our easement agreement says the MWC will pay a % of maintenance costs so we were billed \$1,200. (This was triggered by our complaints about management, plowing, shoveling. Gavzy will also look into marking parking spaces, if our joint easement deed and agreement permits it.) Our property taxes have also risen, probably reflecting the Children's Defense Fund move into larger space(they are not 501c3 but 501c4 so their space is subject to property taxes). Gavzy recommends increasing amount to reserves by \$50 per month.

Gavzy said that if we can't increase revenues we will need to raise the rents by a minimum of 2.5% or perhaps as much as 4.5%. The latter would be a problem for Chrysalis since their budget is already adopted. We will meet again in January after we have more information to relook at the proposed budget.

Motion: to approve the rent increase of 2.5% for 1999.

Mover: Sawyer

Second: Wilkens-Costello

Carried

Bill Gavzy reported that in our building check, our security system and HVAC do not have y2k problems.

Parking Lot: Sawyer reported that our attorney Kareen Ecklund, called regarding our parking lot and easement agreement. She said that the redemption period is now past and

Prudential (having foreclosed on the property) now owns it and is trying to sell it. They need us to sign an estoppel agreement in order to proceed with the sale. Sawyer gave copies to other partners and said that she would have letter done on letterhead and would send to Prudential attorney, Mary Senkus. There was general agreement. Copies of the letter of agreement will be sent to each partner.

Building Expansion: Bill Gavzy reviewed with the committee the findings relevant to building expansion—the greatest obstacle would be building code requirements concerning snow impact on neighboring buildings—we would have to pay to upgrade next door roof, which would be prohibitive. Also the disruption of going up a story and a half over the loft would be extreme for the amount of square footage we'd gain.

Motion: that we not proceed with physical expansion phase.

Mover: Sawyer

Second: Wilkens-Costello

Carried

Bill Gavzy then reviewed the evaluation of the building's physical assets. Some things need to be done, Some things may need to be done but not right away; some things are improvements to the Building but not necessary.

Two issues of importance are the problems of ice damming on the roof and the HVAC system. The ice damming is due to a lack of adequate insulation in the roof and causes melting and then refreezing and backing up of ice, thus damaging the roof. It also causes melting on the edge of the roof: icicles form, then melt and fall with potential injury to passersby. The heating and ventilating system is an ongoing problem; it was designed for a residence not for a building of this type. It will be expensive to redesign and will require two major tasks be undertaken at the same time: the Zone Volume Dampers/Heating and the Air Handling System, running over \$70,000. There is one other related measure—replacing temperature controls—which could be done for \$11,000 and could be done first, possibly improving the situation to the extent that the more expensive systems would not need to be done.

Gavzy also said that gypcrete and carpet absolutely must be done as well as the painting in 2003 and the roof membrane and shingles in 2008.

The evaluation found that the elevator is up to current standards (could use a better phone); the toilets should meet handicapped accessible standards and the toilet exhaust system should be replaced. Gavzy suggested that he identify those items that are optional rather than necessary. We need to spend more time on the detail.

Hart and Sawyer reported that the power supply box for the phone system burned out, leaving those tenants, including LWV and the MWC without phones for hours. A new supply box was installed at a cost of \$850 plus.

NARAL has is seeking space in our building, but CDF has another year at least on its lease. Dede commented that CDF should be told ASAP that we do not intend to expand the building.

The next meeting of the committee was set for 4:00 p.m., Wednesday, January 27th.

INCOME STATEMENT - consolidated (*o06)
December, 1998

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12/31/98
2:33 PM

PREPARED FOR :

PREPARED BY :

The Gavzy Group, LLC
2801 Wayzata Boulevard, #202
Minneapolis, MN 55405

	Month to Date	%	Year to Date	%
INCOME				
RENT INCOME				
Rent Income	4,425.00	44.99	53,100.00	83.78
Total Rent Income	4,425.00	44.99	53,100.00	83.78
CONFERENCE ROOM INCOME				
Conference Room Rents	150.00	1.53	360.00	.57
Conf Room User Fees	750.00	7.63	1,500.00	2.37
Total Conf Room Income	900.00	9.15	1,860.00	2.93
Copier Income	1,604.96	16.32	3,763.97	5.94
MISCELLANEOUS INCOME				
Draws from Reserves	2,905.18	29.54	4,655.18	7.34
Total Misc Income	2,905.18	29.54	4,655.18	7.34
TOTAL INCOME	9,835.14	100.00	63,379.15	100.00
EXPENSES				
ADMINISTRATIVE EXPENSES				
Office Expenses	0.00	0.00	106.82	.17
Postage	4.48	.05	93.81	.15
Photocopying	34.35	.35	270.00	.43
Management Fee	450.00	4.58	5,325.00	8.40
Prop Mgmt Addl Services	2,905.18	29.54	7,787.48	12.29
Audit/Compilation	0.00	0.00	1,800.00	2.84
Telephone/Communications	61.75	.63	744.78	1.18
Mileage Reimbursement	0.00	0.00	17.88	.03
Permits & Fees	0.00	0.00	110.00	.17
Misc Admin Costs	0.00	0.00	430.00	.68
Total Admin Expenses	3,455.76	35.14	16,685.77	26.33
OPERATING EXPENSES				
Janitorial Materials	40.40	.41	1,239.25	1.96

	Month to Date	%	Year to Date	%
Janitorial Contracts	877.40	8.92	10,742.08	16.95
Grounds Contracts	0.00	0.00	580.80	.92
Snow Removal	220.00	2.24	1,860.05	2.93
Exterminating	0.00	0.00	353.10	.56
Trash Removal	150.59	1.53	1,744.30	2.75
Total Operating Expenses	1,288.39	13.10	16,519.58	26.06
MAINTENANCE EXPENSES				
Fire & Security Contract	0.00	0.00	2,055.50	3.24
Fire & Security Supplies	0.00	0.00	71.69	.11
Repairs Materials	0.00	0.00	517.67	.82
Repairs Contracts	860.76	8.75	5,302.54	8.37
Elevator Contracts	130.00	1.32	2,608.31	4.12
Maintenance Mileage	14.63	.15	146.20	.23
Total Maintenance Exp	1,005.39	10.22	10,701.91	16.89
UTILITY EXPENSES				
Electricity	498.01	5.06	8,212.54	12.96
Water & Sewer	0.00	0.00	828.08	1.31
Gas & Oil Heating Fuel	237.99	2.42	749.64	1.18
Total Utility Expenses	736.00	7.48	9,790.26	15.45
TAXES & INSURANCE				
Property Taxes	93.07	.95	1,116.86	1.76
Property Insurance	110.95	1.13	1,331.00	2.10
Total Taxes & Insurance	204.02	2.07	2,447.86	3.86
FINANCIAL EXPENSES				
Bank Service Charges	12.31	.13	60.58	.10
Total Financial Expenses	12.31	.13	60.58	.10
RESERVES				
Replacement Reserves	450.00	4.58	5,400.00	8.52
Total Reserves	450.00	4.58	5,400.00	8.52
CONFERENCE ROOM EXPENSES				
Conf Room Set-up Fees	0.00	0.00	289.50	.46
Total Conf Room Expenses	0.00	0.00	289.50	.46
COPIER EXPENSES				
Copier Rental	219.51	2.23	3,336.12	5.26
Copier Supplies	133.80	1.36	1,007.90	1.59
Copier Mgmt Services	0.00	0.00	55.00	.09

	Month to Date	%	Year to Date	%
	-----	-----	-----	-----
Total Copier Expenses	353.31	3.59	4,399.02	6.94
	-----		-----	
TOTAL EXPENSES	7,505.18	76.31	66,294.48	104.60
	-----		-----	
NET INCOME	2,329.96	23.69	-2,915.33	-4.60
BEGINNING BALANCE	804.38			
ENDING BALANCE	1,895.69			

BALANCE SHEET - consolidated (*o06)
December, 1998

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12/31/98
2:33 PM

PREPARED FOR :

PREPARED BY :

The Gavzy Group, LLC
2801 Wayzata Boulevard, #202
Minneapolis, MN 55405

ASSETS

Cash

Cash In Bank	1,895.69
Cash in Reserves	33,356.04
Cash in Tax Reserve	186.14
Cash in Ins Reserve	665.46

Total Cash 36,103.33

Accounts Receivable	2,466.36
Pre-Paid Insurance	0.00

TOTAL ASSETS 38,569.69

LIABILITIES & CAPITAL

Liabilities

Prepaid Rent	1,401.67
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TAX LIABILITIES

Real Estate Taxes	134.52
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Total Tax Liabilities 134.52

Total Liabilities 1,536.19

Capital

Owner Deposit	5,000.00
Retained Earnings	-1,322.54
Replacement Reserves	33,356.04

Total Equity 37,033.50

TOTAL LIAB & CAPITAL 38,569.69

BUDGET COMPARISON - consolidated (*o06)
December, 1998

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12/31/98
2:33 PM

PREPARED FOR :

PREPARED BY :

The Gavzy Group, LLC
2801 Wayzata Boulevard, #202
Minneapolis, MN 55405

	MTD Actual	MTD Budget	MTD \$Var.	%	YTD Actual	YTD Budget	YTD \$Var.	%	Annual
INCOME									
RENT INCOME									
Rent Income	4,425	4,425	0	0.00	53,100	53,100	0	0.00	53,100
Total Rent Income	4,425	4,425	0	0.00	53,100	53,100	0	0.00	53,100
CONFERENCE ROOM INCOME									
Conference Room Rents	150	140	10	7.14	360	1,680	-1,320	-78.57	1,680
Conf Room User Fees	750	750	0	0.00	1,500	1,500	0	0.00	1,500
Total Conf Room Income	900	890	10	1.12	1,860	3,180	-1,320	-41.51	3,180
Copyier Income	1,605	404	1,201	297.02	3,764	4,851	-1,087	-22.41	4,851
MISCELLANEOUS INCOME									
Draws from Reserves	2,905	0	2,905		4,655	0	4,655		0
Total Misc Income	2,905	0	2,905		4,655	0	4,655		0
TOTAL INCOME	9,835	5,719	4,116	71.97	63,379	61,131	2,248	3.68	61,131
EXPENSES									
ADMINISTRATIVE EXPENSES									
Office Expenses	0	8	8	100.00	107	96	-11	-11.27	96
Postage	4	10	6	55.20	94	120	26	21.82	120
Photocopying	34	20	-14	-71.75	270	240	-30	-12.50	240
Management Fee	450	450	0	0.00	5,325	5,325	0	0.00	5,325
Prop Mgmt Addl Services	2,905	0	-2,905		7,787	0	-7,787		0
Audit/Compilation	0	158	158	100.00	1,800	1,890	90	4.76	1,890
Telephone/Communications	62	62	0	.40	745	744	-1	-.10	744
Mileage Reimbursement	0	0	0		18	0	-18		0
Permits & Fees	0	0	0		110	0	-110		0
Misc Admin Costs	0	0	0		430	0	-430		0
Total Admin Expenses	3,456	708	-2,748	-388.45	16,686	8,415	-8,271	-98.29	8,415
OPERATING EXPENSES									
Janitorial Materials	40	115	75	64.87	1,239	1,380	141	10.20	1,380

	MTD Actual	MTD Budget	MTD \$Var.	%	YTD Actual	YTD Budget	YTD \$Var.	%	Annual
Janitorial Contracts	877	1,013	135	13.34	10,742	12,150	1,408	11.59	12,150
Grounds Contracts	0	0	0		581	700	119	17.03	700
Snow Removal	220	205	-15	-7.32	1,860	1,025	-835	-81.47	1,025
Exterminating	0	0	0		353	0	-353		0
Trash Removal	151	145	-6	-3.86	1,744	1,740	-4	-.25	1,740
Total Operating Expenses	1,288	1,478	189	12.80	16,520	16,995	475	2.80	16,995
MAINTENANCE EXPENSES									
Fire & Security Contract	0	136	136	100.00	2,056	1,635	-421	-25.72	1,635
Fire & Security Supplies	0	8	8	100.00	72	100	28	28.31	100
Repairs Materials	0	75	75	100.00	518	900	382	42.48	900
Repairs Contracts	861	380	-481	-126.52	5,303	4,560	-743	-16.28	4,560
Elevator Contracts	130	231	101	43.78	2,608	2,775	167	6.01	2,775
Maintenance Mileage	15	16	1	8.56	146	192	46	23.85	192
Total Maintenance Exp	1,005	847	-159	-18.72	10,702	10,162	-540	-5.31	10,162
UTILITY EXPENSES									
Electricity	498	731	233	31.90	8,213	8,775	562	6.41	8,775
Water & Sewer	0	87	87	100.00	828	1,039	211	20.30	1,039
Gas & Oil Heating Fuel	238	78	-160	-204.46	750	938	188	20.08	938
Total Utility Expenses	736	896	160	17.86	9,790	10,752	962	8.94	10,752
TAXES & INSURANCE									
Property Taxes	93	103	10	9.86	1,117	1,239	122	9.86	1,239
Property Insurance	111	116	5	4.70	1,331	1,397	66	4.72	1,397
Total Taxes & Insurance	204	220	16	7.12	2,448	2,636	188	7.14	2,636
FINANCIAL EXPENSES									
Bank Service Charges	12	10	-2	-23.10	61	120	59	49.52	120
Total Financial Expenses	12	10	-2	-23.10	61	120	59	49.52	120
RESERVES									
Replacement Reserves	450	450	0	0.00	5,400	5,400	0	0.00	5,400
Total Reserves	450	450	0	0.00	5,400	5,400	0	0.00	5,400
CONFERENCE ROOM EXPENSES									
Conf Room Coordination	0	50	50	100.00	0	600	600	100.00	600
Conf Room Mgmt Services	0	4	4	100.00	0	50	50	100.00	50
Conf Room Set-up Fees	0	100	100	100.00	290	1,200	911	75.88	1,200
Conf Room Supplies	0	4	4	100.00	0	50	50	100.00	50
Total Conf Room Expenses	0	158	158	100.00	290	1,900	1,611	84.76	1,900
COPIER EXPENSES									
Copier Rental	220	291	72	24.63	3,336	3,495	159	4.55	3,495

Minnesota Women's Building 1999 Budget

12/10/98

DETAIL

Operating Income

Office Rents	Minnesota Womens Consortium \$1,116.27/mo.	\$13,395
	League of Women Voters \$1,496.63/mo.	\$17,960
	Chrysalis \$691.69/mo.	\$8,300
	Childrens Defense Fund \$1,225.00/mo.	\$14,700
	Total Office Rents	\$54,355

Draw from Reserves **\$0**

Total Operating Income **\$54,355**

OPERATING EXPENSES**Administrative Expenses**

Office Supplies	\$10/mo.	\$120
Postage	\$10/mo.	\$120
Photocopying	\$20/mo.	\$240
Audit	1998 - \$1800 + 5%	\$1,890
Management Fee	\$475/mo.	\$5,700
Telephone	\$65/mo. - elevator	\$780
Misc. Administrative		\$125
Total Administrative Expenses		\$8,975

Operating Expenses

Janitorial Materials	\$75/mo. + mats @ \$43/mo.	\$1,416
Janitorial Contracts	\$925/mo. + \$600 carpet + \$150 windows + \$300 walls	\$12,150
Grounds Contracts	\$140/mo. x 5	\$700
Snow Removal	\$110/mo. x 5 mos, salt \$150 + 7.52% of Capital Pkng Lot \$1200	\$1,900
Trash Removal	\$135/mo. + \$10/mo. recycling	\$1,740
Total Operating Expenses		\$17,906

Maintenance Expenses

Fire & Security Contracts	\$1000 monitor + \$500 rep + \$160 sprinkler	\$1,635
Fire & Security Supplies	Keys, extinguishers, etc.	\$100
Repairs Materials	\$50/mo. - based on last 9 months	\$600
Repairs Contracts	\$470/mo. - based on last 9 months	\$5,640
Elevator Contracts	\$135/mo. + \$100 repairs + \$35 inspection fee	\$1,755
Maintenance Mileage	\$15/mo. average	\$180
Misc. Maintenance		\$0
Total Maintenance Expenses		\$9,910

Utility Expenses

Electricity	450 KW @ \$8.00 + 130,000KWH @ \$.031 + 15% tax	\$8,775
Water & Sewer	240 units @ \$4.02/unit	\$965
Gas & Oil Heating Fuel	1250 CCF @ \$.6467	\$808
Total Utility Expenses		\$10,548

Taxes & Insurance

Property Insurance	6/1/-98-6/15/99 - \$1,331.00 + 10%	\$1,463
Property Taxes	1998 - \$1,273 Proposed	\$1,273
Total Taxes & Insurance		\$2,736

Minnesota Women's Building 1999 Budget

12/10/98

DETAIL

Financial Expenses		
Bank Service Charge	\$5/month	\$60
Total Financial Expenses		\$60
Reserves	\$500/mo.	\$6,000
Capital Expenses		\$0
TOTAL OPERATING EXPENSES		\$56,135
NET OPERATING INCOME/LOSS		(\$1,780)
CONFERENCE INCOME		
Conference Room Rents	Approx \$50/mo. rent + set up chgs @ \$45/set up @ 2x's/mo.	\$1,680
User Fees	Two semi-annual payments from building funds	\$1,500
Total Conference Income		\$3,180
CONFERENCE EXPENSES		
Management Services		\$50
Coordination Services		\$0
Set-up Expenses	\$50/mo.	\$600
Supplies		\$50
Total Conference Expenses		\$700
NET CONFERENCE INCOME (LOSS)		\$2,480
COPIER INCOME		
Copier Fees	Approx. 62,000 copies @ \$.07 (6 mos. 1998)	\$4,340
COPIER EXPENSES		
Copier Rental Expense	\$220/mo. rental + \$855 service	\$3,495
Copier Supplies	\$100/mo. average	\$1,200
Copier Management Services	\$20/mo. average	\$240
Total Copier Expenses		\$4,935
NET COPIER INCOME(LOSS)		(\$595)
NET COPIER/CONF. INCOME(LOSS)		\$1,885
TOTAL BUILDING INCOME(LOSS)		\$105

Minnesota Women's Building Conference Room Schedule 1998

Month	Date	Organization	Hours	Room
February	6th	?	1.5	Small
January	5th	Action	3	Large
January	12th	Action	2	Large
			6.5	
June	23rd	CDP	2	Small
			2	
April	1st	Children's Defense Fund	3	Small
May	30th	Children's Defense Fund	3	Small
June	16th	Children's Defense Fund	1.5	Large
June	17th	Children's Defense Fund	5	Large
			12.5	
September	10th	Children's Defense Fund	9:00-11	
September	25th	Children's Defense Fund	9-10:30	
			12.5	
January	21st	Chrysalis	1	Small
January	31st	Chrysalis	5	Large
January	31st	Chrysalis	5	Small
February	11th	Chrysalis	1	Small
February	28th	Chrysalis	5	Large
February	28th	Chrysalis	5	Small
February	28th	Chrysalis	4	Mail
March	5th	Chrysalis	3	Large
April	11th	Chrysalis	5	Large
April	11th	Chrysalis	5	Small
April	16th	Chrysalis	2.5	Large
April	28th	Chrysalis	2.5	Small
April	9th	Chrysalis	1.5	Large
May	21st	Chrysalis	1.5	Large
May	23rd	Chrysalis	5	Large
May	23rd	Chrysalis	5	Small
May	27th	Chrysalis	3	Large
May	30th	Chrysalis	4	Large
June	20th	Chrysalis	5	Large
June	20th	Chrysalis	5	Small
June	27th	Chrysalis	3	Large
August	19th	Chrysalis	1.5	Small
August	29th	Chrysalis	5	Large
August	29th	Chrysalis	5	Small
September	19th	Chrysalis	3	
September	26th	Chrysalis	5	
September	26th	Chrysalis	5	
			101.5	
January	15th	Citizens for a Safer MN	2	Large

February		18th		Citizens for safer MN		2		Large
March		10th		Citizens for safer MN		2.5		Large
March		17th		Citizens for safer MN		2		Small
May		21st		Citizens for safer MN		1.5		Large
						10		
February		26th		CMAL		3		Small
March		26th		CMAL		2.5		Small
April		21st		CMAL		1.5		Large
April		23rd		CMAL		3		Small
April		7th		CMAL		1.5		Large
May		7th		CMAL		1.5		Large
January		12th		CMAL Housing		3		Large
January		6th		CMAL Housing		2		Large
June		4th		CMAL Housing		1.5		Large
June		25th		CMAL Housing		1.5		Small
June		25th		CMAL Housing		2		Small
August		13th		CMAL Housing		1.5		Small
September		16th		CMAL Housing		1.5		
						26		
January		21st		Consortium		2		Large
January		3rd		Consortium		9.5		All Rooms
January		7th		Consortium		1.5		Large
February		4th		Consortium		2		Large
March		4th		Consortium		4.5		Large
April		1st		Consortium		4.5		Large
April		1st		Consortium		4.5		Large
June		4th		Consortium		1		Small
						29.5		
June		18th		CSM		2		Small
						2		
March		6th		Global Network		1.5		Small
						1.5		
April		30th		GWN		2.5		Small
May		14th		GWN		2		Small
May		7th		GWN		2		Small
July		22nd		GWN		1.5		Small
						8		
September		13,14,15th		League of Women Voters		36		
January		12th		League of Women Voters		2		Small
January		14th		League of Women Voters		4		Large
January		21st		League of Women Voters		2		Small
January		28th		League of Women Voters		3		Small
January		6th		League of Women Voters		2		Small
January		7th		League of Women Voters		2.5		Large
January		7th		League of Women Voters		1		Large
February		11th		League of Women Voters		4		Large
February		2nd		League of Women Voters		0.5		Large

February	3rd	League of Women Voters	2	Small
February	4th	League of Women Voters	2.5	Small
February	18th	League of Women Voters	2.5	Small
February	20th	League of Women Voters	1.5	Small
February	25th	League of Women Voters	3	Large
February	25th	League of Women Voters	2.5	Small
March	11th	League of Women Voters	4	Large
March	12th	League of Women Voters	2.5	Small
March	2nd	League of Women Voters	3	Large
March	25th	League of Women Voters	2	Small
March	27th	League of Women Voters	1.5	Small
April	15th	League of Women Voters	3	Small
April	6th	League of Women Voters	3	Large
May	15th	League of Women Voters	1.5	Small
May	20th	League of Women Voters	3	Large
May	4th	League of Women Voters	3	Large
May	6th	League of Women Voters	2	Large
May	6th	League of Women Voters	2.5	Small
June	10th	League of Women Voters	3	Large
June	19th	League of Women Voters	2	Small
July	15th	League of Women Voters	1.5	Small
August	12th	League of Women Voters	7	Small
August	28th	League of Women Voters	8	Small
September	2nd	League of Women Voters	2.5	
September	3rd	League of Women Voters	3	
September	3rd	League of Women Voters	2.5	
September	9th	League of Women Voters	4	
			138.5	
March	26th	LOTT	1.5	Small
April	16th	LOTT	1.5	Mail
June	17th	LOTT	1.5	Small
July	15th	LOTT	1.5	Small
August	19th	LOTT	1.5	Mail
			7.5	
March	4th	M. Public Resource	4	Small
April	28th	Mem. Res.	3	Small
April	7th	Mem. Res.	2	Small
June	9th	Mem. Res.	2	Small
August	4th	Mem. Res.	2.5	Small
			9.5	
March	26th	MN DFL	2.25	Large
January	10th	Mn Now	6.5	Small
January	21st	Mn Now	5.5	Mail
February	22nd	Mn Now	6.5	Small
March	13th	Mn Now	5.5	Large
March	14th	Mn Now	11.5	Large

Shenandoah
LWV

LWV

March		14th		Mn Now		11.5		Small
March		14th		Mn Now		11.5		Mail
March		14th		Mn Now		11.5		Copier
April		1st		Mn Now		2.5		Small
April		25th		Mn Now		?		Small
May		17th		Mn Now		3		Small
May		27th		Mn Now		2.5		Mail
May		6th		Mn Now		1.5		Small
June		1st		Mn Now		1.5		Mail
June		3rd		Mn Now		1.5		Small
June		13th		Mn Now		4		Small
June		23rd		Mn Now		2		Small
June		24th		Mn Now		1.5		Small
June		29th		Mn Now		2		Small
July		1st		Mn Now		1.5		Small
July		28th		Mn Now		2		Small
August		3rd		Mn Now		2		Mail
September		19th		Mn Now		2.5		
September		2nd		Mn. Now		1.5		
September		4th		Mn. Now		1.5		
						32 X		
January		12th		MWC		1		Small
January		14th		MWC		0.5		Large
January		17th		MWC		3		Large
January		21st		MWC		2		Mail
January		7th		MWC		2		Large
February		4th		MWC		2		Large
February		7th		MWC		1.5		Large
February		11th		MWC		1.5		Large
February		18th		MWC		2		Large
February		20th		MWC		4		Large
February		21st		MWC		3		Large
March		11th		MWC		2.5		Large
March		12th		MWC		1.5		Large
March		4th		MWC		1		Small
March		7th		MWC		3		Large
March		21st		MWC		4		Large
March		21st		MWC		3		Small
April		13th		MWC		1.5		Large
April		15th		MWC		5		Large
April		18th		MWC		3		Large
April		20th		MWC		1.5		Large
April		22nd		MWC		1		Large
April		24th		MWC		1.5		Large
April		4th		MWC		3		Large
April		8th		MWC		1.5		Large
May		11th		MWC		1.6		Large
May		12th		MWC		4		Small
May		13th		MWC		1.5		Large
May		16th		MWC		3		Large
May		18th		MWC		1.5		Large
May		1st		MWC		1		Large
May		28th		MWC		2		Large

May	2nd	MWC	3	Large
May	4th	MWC	2	Small
May	4th	MWC	1.5	Small
May	6th	MWC	1.5	Large
June	1st	MWC	1.5	Large
June	2nd	MWC	1.5	Large
June	10th	MWC	1.5	Large
June	15th	MWC	1.5	Large
June	22nd	MWC	1.5	Large
June	29th	MWC	2	Large
June	5th	MWC	1.5	Large
July	20th	MWC	1.5	Large
July	24th	MWC	1.5	Large
July	27th	MWC	1	Large
July	6th	MWC	1.5	Large
August	10th	MWC	4.5	Large
August	12th	MWC	2	Large
August	12th	MWC	1.5	Large
August	17th	MWC	1.5	Large
August	31st	MWC	1.5	Large
August	3rd	MWC	1.5	Large
September	21st	MWC	1.5	
			108.6	
April	22nd	MWEC	1.5	Small
January	24th	MWPC	4.5	Large
March	9th	MWPC	2.5	Small
April	6th	MWPC	2.5	Small
June	1st	MWPC	1.5	Large
June	1st	MWPC	1.5	Small
June	24th	MWPC	2.5	Small
July	21st	MWPC	1.5	Small
July	6th	MWPC	1.5	Small
July	29th	MWPC	1	Small
August	3rd	MWPC	1.5	Small
			22	
May	21st	NAPA WF	2	Mail
June	4th	NAPA WF	3	Small
June	18th	NAPA WF	3	Large
July	16th	NAPA WF	2	Large
September	17th	NAPAWF	2	
			12	
June	18th	Older Women's League	1.5	Small
July	16th	Older Women's League	1.5	Small
March	19th	Older Womens league	3	Large
			6	
May	21st	OWL	2.5	Small
April	10th	RWJ	2	Large

January		28th		S.S.		1.5	Small
March		6th		Sing Heavenly Muse		1	Large
March		6th		Sing Heavenly Muse		2	Large
						3	
January		12th		U of M		2.5	Large
January		26th		U of M		2.5	Large
January		5th		U of M		2.5	Large
February		2nd		U of M		2.5	Large
February		9th		U of M		2.5	Large
February		16th		U of M		2.5	Large
February		23rd		U of M		2.5	Large
March		16th		U of M		2.5	Large
March		2nd		U of M		2.5	Large
March		9th		U of M		2.5	Large
						25	
January		29th		Vision 2000		3.5	Small
February		26th		Vision 2000		3.5	Large
March		9th		Vision 2000		4	Small
April		22nd		Vision 2000		2.5	Small
						13.5	
March		19th		WCDC		1	Small
April		16th		WCDC		1	Small
May		21st		WCDC		1	Small
May		6th		WCDC		1.5	Small
						4.5	
January		13th		WIT		2	Small
January		22nd		WIT		2	Small
January		28th		WIT		2	Small
January		29th		WIT		2.5	Large
January		7th		WIT		3	Mail
February		17th		WIT		2.5	Large
February		27th		WIT		2	Large
March		17th		WIT		2.5	Large
March		9th		WIT		2.5	Mail
March		22nd		WIT		4	Small
March		27th		WIT		1.5	Large
April		24th		WIT		2	Large
April		24th		WIT		1.5	Small
May		14th		WIT		2.5	Small
May		18th		WIT		3	Small
May		19th		WIT		2.5	Small
May		1st		WIT		2	Small
May		29th		WIT		1.5	Large
June		2nd		WIT		4	Small
June		16th		WIT		2.5	Small

Now

Inc

LWV

Inc

Inc

<i>June</i>		26th		WIT		1.5		Large
<i>July</i>		20th		WIT		1		Small
<i>July</i>		21st		WIT		1.5		Small
<i>July</i>		31st		WIT		2		Large
<i>August</i>		10th		WIT		1.5		Small
<i>August</i>		18th		WIT		1.5		Small
<i>August</i>		28th		WIT		1.5		Large

58.5

7/1/98 - Mr Women's Bldg - Linda Loomis -
Deb Wilkins Julie Kunkel (Chrysalis), SS, D. Dalgren
Susan Rani, PE Rani Engineering ^{heraine} (MWC)

Parking lot

NEAR (North East Area ~~Revitalization~~)

David Black

Need #'s - Costs - what abt adjacent
businesses.

Dede W. new Chair

Fire Inspection done - occupancy permit
renewed.

Send thank you to K. Conley - MWC to do so.

Signed agreement for bldg assessment.

? 's abt Ch. Dev. Fund remaining in bldg.

Chrysalis' own Capital Campaign beginning
Oct. 1 - Conflict w/ MWC?

Linda Loomis - Hitting

Secy of State has \$100,000 to Coord; asked L&V
Bldg would be pd to use space

Rental space: 3,000 / 3,000

9/11 - 9/15 (5 days) F, 8-5 ^{Ex. Sat, Sun (2-5?)} 9-10 PM (Mon) ^{Am (Tue)} 7-8 PM

10/30 - 11/3 (")

20 phone lines - Computers w/ precinct
\$10 p.p. - per 3 hr shift

Minutes of the MWB Partnership/Management Committee Meeting of April 21, 1998

Present: ✓ ^{ew} Deb Wilkins-Costello, Chrysalis; Dede Wolfson, Kathleen Corley, Betty Bredemus, Lorraine Hart, MWC; Sally Sawyer, LWVMNEF; Catherine and Bill Gavzy, the Gavzy Group.

Minutes of the 2/28/98 Meeting were approved.

Review of proposal for the Physical Asset Evaluation: this piece would take \$8,000, ✓ to be drawn from the Operating Reserves. \$4,000 would go to Gavzy for items listed for which he has expertise and \$4,000 would go for outside expertise for concrete, masonry, thermal & moisture protection, mechanical and electrical systems. Gavzy will make every effort to get some of this expertise donated or at a lower rate—these figures should be maximum. (Operating reserves stand at about \$33,000.)

For the Physical Expansion evaluation it was agreed that Gavzy would do first two steps, which would go hand in hand with the physical asset evaluation. \$3,500 to cover these steps would be drawn from the Partnership reserves. (Partnership reserves stand at about \$40,000.) Catherine Gavzy made the point that if expansion up is not feasible, we could stay with same envelope and rearrange/redesign existing space, which might meet the needs of the Children's Defense Fund.

Kathleen Corley pointed out that we will get a new, updated schedule of repairs and that this will be valuable information for a possible Capital Campaign.

It was decided that each of the MWB Partners needed to approve this plan with expenditures. Dede Wolfson, Deb Wilkins-Costello and Sally Sawyer agreed to meet and draft the wording of the proposal to take to each Board of Directors so that each Board would be privy to the same information.

Motion: to move forward with the Physical Asset Evaluation and Steps 1 & 2 of the Physical Expansion Study, the Physical Asset Evaluation not to exceed \$8,000 and the Physical Expansion Feasibility Study not to exceed \$3,500.

Mover: Wolfson Second: Sawyer Carried

Motion: prior resolution will be funded in part from operating replacement reserves for Physical Asset Evaluation and the Expansion Feasibility Study Steps 1 & 2 of \$3,500 from partnership reserves.

Mover: Corley Second: Wolfson Carried

The next meeting was scheduled for after Partner Board Meetings so all would have a chance to meet and approve the proposal. (June 16th at 4:00 p.m., changed later to July 1 at 4:00 p.m.).

(over)

Resignation: Kathleen Corley announced that she will be stepping down as Chair of the Committee at the June meeting and as a representative of the Consortium on Committee. We will need to find a new Committee Chair.

New Business: the Fire Inspector has some issues with the sprinkler system and cords—next agenda?

El Bravo, the Mexican Restaurant, has applied for a liquor license.

The meeting was adjourned.

Respectfully submitted by,

Sally Sawyer

Duffy

CONSULTING AGREEMENT

IN CONSIDERATION of the covenants herein contained, MINNESOTA WOMEN'S BUILDING GENERAL PARTNERSHIP (herein called "OWNER") and THE GAVZY GROUP, LLC (herein called "AGENT"), agree as follows concerning the property (hereinafter called the "Premises") known as the Minnesota Women's Building, 550 Rice Street, St. Paul, Minnesota:

1. **Scope of Work: Physical Asset Evaluation**

The AGENT agrees to perform the following scope of services for the Physical Asset Evaluation of the Premises:

Evaluation Means

All of the physical components of the premises will be evaluated as part of the Physical Asset Evaluation. Some of these areas will be able to be adequately evaluated by William Gavzy or other staff of The Gavzy Group. Other areas will need outside experts. When possible, outside evaluations will be from contractors willing to provide free service in exchange for the opportunity to bid on any required construction work. In some areas it may be necessary to hire outside professional consultants, such as a structural engineer, where neither in-house expertise, nor an outside free contractor is appropriate.

Areas to be Covered

All of the physical components and systems of the premises that could result in the need for costly future repair or replacement will be evaluated. The major areas to be covered will include all of the major construction areas present on the premises as organized according to the Construction Specifications Institute (CSI) Masterformat system that is universally used in architectural specifications: Sitework; Concrete; Masonry; Metals; Wood & Plastics; Thermal & Moisture Protection; Doors & Windows; Finishes; Specialties; Equipment; Furnishings; Conveying Systems; Mechanical; and Electrical.

The end result of the Physical Asset Evaluation would be the following:

Narrative Description of Existing Condition

Each of the areas identified above would have a detailed narrative description of their present condition, their expected useful life, any other relevant information and the source of the evaluation and information.

Proposed Scope of Necessary Improvements

Those items that will need to be replaced or repaired over the next 10 years will be identified with a detailed description of the reason for replacement or repair and a detailed description of the scope of such replacement or repair.

Estimated Costs of Necessary Improvement

Those items that are expected to be replaced or repaired during the coming 10 years will have a cost estimate for such replacement or repair in both current dollars as well as projected future dollars.

10-Year Replacement Reserve Analysis

Finally, all of this information will be summarized in a detailed spreadsheet that will calculate the amount and timing of dollars needed to fund the needed repairs and replacements over the next 10 years.

2. Scope of Work: Physical Expansion Initial Feasibility Analysis

The AGENT agrees to perform the following scope of services for the Physical Expansion Initial Feasibility Analysis:

The feasibility of physically expanding the premises would be approached incrementally; that is to say, a series of small incremental steps will be taken to assess whether the project is feasible. Thus, if a determination of unfeasibility is eventually made a minimum amount of effort and cost would have been expended. Each additional incremental step in this process would generally be increasingly more complex, time-consuming and expensive. Progression from one step to the next would require explicit approval from the Owner.

This Agreement includes only the first two of many potential steps of this feasibility analysis.

Zoning/Building Code Feasibility Analysis

The first step in determining feasibility is to look at the St. Paul Zoning Ordinance and City and State Building Code to see how much additional space could be added to the building "as of right"; how much additional space could be added under a special permit and how difficult such a special permit would be to obtain; and whether there are any other zoning or building code restrictions that would be significant.

Structural Feasibility Analysis

Once zoning and building code feasibility is established the AGENT shall hire a structural engineering consultant to preliminarily assess the structural feasibility of adding space above the existing building and the extent of any architectural or financial restrictions the existing structure would impose on a physical expansion of the building.

3. Coordination Between Two Scopes of Work

Coordination between these two projects - the Physical Asset Evaluation and the Physical Expansion Initial Feasibility Analysis - is absolutely critical. The Physical Asset Evaluation will undoubtedly discover physical issues that can be resolved as part of a potential physical expansion, e.g., deteriorating Gypcrete flooring not remedied within the next few months, or inadequately insulated roof areas that may simply be removed as part of the expansion. Thus the scope of work of the expansion may depend a great deal on the results of the Physical Asset Evaluation.

Likewise, the Physical Asset Evaluation will depend on both the existence and the scope of the Physical Expansion. Therefore, the 10-Year Replacement Analysis that is a major result of the Physical Asset Evaluation that is part of this Agreement will assume that there will be no physical expansion. If a Physical Expansion is eventually deemed feasible and desirable in work beyond the scope of this Agreement, then an additional 10-Year Replacement Analysis will be necessary.

4. Schedule

The work in this Agreement can be started by the AGENT as soon as this Agreement is executed by all of the owners of the Minnesota Women's Building General Partnership but no sooner than July 1, 1998. *REPORT from the Garzy Group will be made by Nov. 1, 1998.*

5. Compensation

Since this work shall be carried out as an additional service to the property management the AGENT is already providing to the OWNER the compensation for the scope of services outlined within this Agreement would be at the rates set within our Property Management Agreement for Additional Services. The Management Agreement states that:

For Additional Services including.....other services as directed by the Management Committee, a rate of ninety dollars (\$90.00) per hour for principals of the AGENT and fifty-five (\$55.00) per hour for property management employees of the AGENT shall be charged.

Any further work beyond the scope of work in this Agreement requested by the OWNER would be considered **Additional Services** under this Agreement and would be compensated at the same rate as above with the exception that the Maximum-Not-to-Exceed limits outlined below would not apply. Any meetings with the OWNER other than one final meeting to present the results of the work, shall be considered Additional Services/

Reimbursable Expenses are in addition to the compensation for basic services and include all actual out-of-pocket expenses of the AGENT in the interest of the project. Reimbursable Expenses shall be billed at cost with no mark-up and include, but are not limited to, the following: the cost of necessary consultants and contractors to the AGENT, transportation (automobile mileage at \$.325/mile); long distance communications, photocopying (at \$.15/page); postage; and photographic and ozalid reproductions.

Total Compensation (including compensation for all Basic Services and for all Reimbursable Expenses including outside consultants and contractors to the AGENT) are subject to the following Maximum-Not-to-Exceed limit: \$11,500.00.

This Agreement entered into as of the dates indicated.

OWNER

AGENT

MINNESOTA WOMEN'S BUILDING
GENERAL PARTNERSHIP

THE GAVZY GROUP, LLC

By Minnesota Women's Consortium
General Partner

By William B. Gavzy, President

By Lede Wolfson / Lorraine Hart

By William B Gavzy

Its co-coordinators

Date 5/4/98

Date 7/1/98

By League of Women Voters of Minnesota Education Fund, Inc.
General Partner

By Judy C. Dupper

Its President

Date 7/1/98

By Chrysalis, A Center for Women
General Partner

By Deb Dutton-Costello

Its Executive Director

Date 7-1-98

Minnesota Women's Building Meeting Notice
Wednesday, July 1, 1998
4:00 to 5:00 p.m.
MWB Small Conference Room

Agenda

- 1. Approval of Minutes (will be available at meeting)**
- 2. Financial Statements for the period ending May 31, 1998**
- 3. Thank you to Kathleen Corley/Selection of new Chairperson for MWB Partnership/Management Committee**
- 4. Gavzy proposals for Physical Asset Evaluation, Expansion feasibility**
Note: all three Partner Boards of Directors approved; come prepared to sign the agreement with Gavzy Group on behalf of your organization
(see enclosed)
- 5. Parking Lot proposal/Sawyer**
- 6. Election Hotline Proposal/Sawyer**



THE LEAGUE OF WOMEN VOTERS

MINNESOTA EDUCATION FUND

550 RICE STREET ST. PAUL, MN 55103 PHONE (612) 224-5445

Duffy

PRESIDENT

Judy Duffy

ADVISORY BOARD

Ralph Burnet
Chairman & CEO
Burnet Financial Group

Ned Crosby
Chair
Jefferson Center

Isabel Gomez
Judge
Hennepin County District Court

Honorable Joan Anderson Growe
Secretary of State

Joan A. Grzywinski
President/District Manager
St. Paul and South Metro Minneapolis
Norwest Bank Minnesota, N.A.

Roger L. Hale
President & CEO
TENNANT

Jean L. Harris, M.D.
Mayor
Eden Prairie

Josie R. Johnson
Senior Fellow
College of Education
University of Minnesota

Steven D. Ladwig
Vice President AS/400 Development
Senior State Executive
IBM Corporation

Sheila Leatherman
Executive Vice President
United HealthCare

Peggy Lucas
Partner
Brighton Development Corp.

Laura McCarten
Director of Community Services
Northern States Power Company

Vivian Jenkins Nelsen
President and CEO
International Institute for
Interracial Interactions:
INTER-RACE

James A. Roberts
Vice President, Corporate Relations
Minnesota Power

G. Edward Schuh
Professor
Hubert H. Humphrey
Institute of Public Affairs
University of Minnesota

Laura Waterman Wittstock
President
MIGIZI Communications, Inc.

Mark G. Yudof
President
University of Minnesota

February 12, 1998

Ms. Cynthia Carlson, Real Estate Manager
Department of Planning and Economic Development
City of Saint Paul
25 West 4th Street
1300 City Hall Annex
Saint Paul, Minnesota 55102

RE: Minnesota Women's Building General Partnership
550 Rice Street, Saint Paul, Ramsey County
Your File No: H00503

Dear Ms. Carlson:

On behalf of the Minnesota Women's Building General Partnership and its partners I thank you for your prompt, courteous and very helpful assistance over the last three months as the Partnership initiated the process of extending the Maturity Date of the Promissory Note from the Partnership to the Housing and Redevelopment Authority of the City of Saint Paul (HRA).

As you directed, and according to the provisions in Paragraph 4.3 of the Note, we are formally requesting that the HRA extend the Maturity Date of the Promissory Note, in the amount of \$40,000.00 and executed on January 28, 1988 by the Partnership, for a second ten year period.

For the record, the Minnesota Women's Building General Partnership continues to be comprised of its original partners: the League of Women Voters of Minnesota Education Fund, the Minnesota Women's Consortium and Chrysallis, A Center for Women. The Partnership also continues to own the building at 550 Rice Street, and to use it in the manner identified and anticipated at the time of the execution of the Note. In addition, the Partnership has managed and maintained the building, and otherwise met its obligations under the Note.

As you requested, I am enclosing a copy of the audit for the Partnership's fiscal year ending December 31, 1996, internal financials for the period ending December 31, 1997, and a Certificate of Insurance issued for your benefit by our insurer. Catherine Gavzy of The Gavzy Group, our property manager, has asked our insurer to automatically send you a certificate at the time the building insurance is renewed. We have also asked Catherine to send you a copy of the 1997 fiscal year audit and subsequent years audits as they become available.

Thank you again for your assistance. I understand it will take approximately one week for you to complete the extension request procedure. Please let either myself or Kathleen Corley, the member of the Partnership's Management Committee with whom you have been communicating, know if there is anything further you need from us to take our request forward to the Housing and Redevelopment Authority.

Sincerely,

Judy Duffy, President
League of Women Voters of Minnesota Education Fund

Enclosures: 3

cc: C. Gavzy w/o enclosures (612-374-9040)
K. Corley w/o enclosures (612-222-0293)

1/30/98

Chrysalis

A CENTER FOR WOMEN

2650 Nicollet Avenue South

Minneapolis, MN 55408

(612) 871-0118

Fax (612) 870-2403

TTY (612) 871-3652

Women's Building
Owner's Meeting
June 25, 1996

3:30-5:30 p.m.

RECEIVED JUN 21 1996

Agenda

Here are a few things that we may wish to discuss at the meeting..Please bring any other items with you.

Business

- Minutes
- Financials

Looking ahead

- Management of Building
- How is it going?
- What are our expectations?

Satisfaction measures
1.
2.
3.

Tenant Mix

- Expansion/contraction?

Chrysalis clients feel unsafe at night

Building Handbook

- Approve or revise?

Improve signs

Additional Building

Review of Building Ownership

- Does the original intent still hold true?

Enclosures:

- Minutes
- Management Agreement
- Building Handbook *(at mtg)*

INFP

FYT

The Gavzy Group, LLC
2801 Wayzata Boulevard
Minneapolis, Minnesota 55405-2130

RECEIVED JUN 12 1996

June 5, 1996

Ms. Sally Sawyer
League of Women Voters
550 Rice Street
St. Paul, Minnesota 55103

Dear Sally:

Enclosed are the financial statements for the Minnesota Women's Building for the month of May, 1996. The income and expenses are typical for the month. Income is under budget as a result of the copier fees which will not be billed out until June. Expenses over all are under budget. Year to date cash flow exceeds projections.

We are presently seeking bids for painting the trim on the exterior.

If you have any questions please give me a call.

Sincerely,

Catherine Gavzy

Catherine Gavzy
Director of Property Management

Enclosures

cc: Heidi Vardeman, Minnesota Women's Consortium
Deb Wilkens-Costello, Chrysalis
Kathleen Corley

INCOME STATEMENT - consolidated (*o06)
May, 1996

C:\DPM\ (2.102)
05/31/96
1:02 PM

PREPARED FOR :

PREPARED BY :

Gavzy-Gavzy-Owens, LLC

2801 Wayzata Boulevard, #202
Minneapolis, MN 55405

	Month to Date	%	Year to Date	%
INCOME				
RENT INCOME				
Rent Income	4,253.00	79.87	21,265.00	94.04
Total Rent Income	4,253.00	79.87	21,265.00	94.04
CONFERENCE ROOM INCOME				
Conference Room Rents	272.00	5.11	547.00	2.42
Conf Room User Fees	800.00	15.02	800.00	3.54
Total Conf Room Income	1,072.00	20.13	1,347.00	5.96
TOTAL INCOME	5,325.00	100.00	22,612.00	100.00
EXPENSES				
ADMINISTRATIVE EXPENSES				
Office Expenses	0.00	0.00	22.64	.10
Postage	9.52	.18	38.08	.17
Photocopying	18.90	.35	76.60	.34
Management Fee	425.00	7.98	2,125.00	9.40
Telephone/Communications	57.90	1.09	289.50	1.28
Total Admin Expenses	511.32	9.60	2,551.82	11.29
OPERATING EXPENSES				
Janitorial Materials	357.58	6.72	668.10	2.95
Janitorial Contracts	852.40	16.01	4,423.64	19.56
Snow Removal	0.00	0.00	813.45	3.60
Trash Removal	133.65	2.51	668.25	2.96
Total Operating Expenses	1,343.63	25.23	6,573.44	29.07
MAINTENANCE EXPENSES				
Fire & Security Contract	119.00	2.23	216.00	.96
Repairs Materials	0.00	0.00	6.60	.03
Repairs Contracts	140.90	2.65	1,255.59	5.55

	Month to Date	%	Year to Date	%
Elevator Contracts	201.33	3.78	1,006.65	4.45
Maintenance Mileage	.62	.01	42.51	.19
Total Maintenance Exp	461.85	8.67	2,527.35	11.18
UTILITY EXPENSES				
Electricity	621.28	11.67	3,624.35	16.03
Water & Sewer	0.00	0.00	505.18	2.23
Gas & Oil Heating Fuel	69.93	1.31	844.04	3.73
Total Utility Expenses	691.21	12.98	4,973.57	22.00
TAXES & INSURANCE				
Property Taxes	96.75	1.82	483.75	2.14
Total Taxes & Insurance	96.75	1.82	483.75	2.14
FINANCIAL EXPENSES				
Bank Service Charges	8.95	.17	42.25	.19
Total Financial Expenses	8.95	.17	42.25	.19
RESERVES				
Replacement Reserves	350.00	6.57	1,750.00	7.74
Total Reserves	350.00	6.57	1,750.00	7.74
CONFERENCE ROOM EXPENSES				
Conf Room Coordination	50.00	.94	240.00	1.06
Conf Room Mgmt Services	0.00	0.00	5.50	.02
Conf Room Set-up Fees	51.25	.96	409.38	1.81
Total Conf Room Expenses	101.25	1.90	654.88	2.90
COPIER EXPENSES				
Copier Rental	219.51	4.12	1,097.91	4.86
Copier Supplies	119.00	2.23	569.90	2.52
Copier Mgmt Services	0.00	0.00	154.00	.68
Total Copier Expenses	338.51	6.36	1,821.81	8.06
TOTAL EXPENSES	3,903.47	73.30	21,378.87	94.55
NET INCOME	1,421.53	26.70	1,233.13	5.45
BEGINNING BALANCE	582.56			
ENDING BALANCE	943.09			

BALANCE SHEET - consolidated (*o06)
May, 1996

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05/31/96
1:02 PM

PREPARED FOR :

PREPARED BY :

Gavzy-Gavzy-Owens, LLC

2801 Wayzata Boulevard, #202
Minneapolis, MN 55405

ASSETS

Cash

Cash In Bank	943.09
Cash in Reserves	23,263.44
Cash in Tax Reserve	96.76
Cash in Ins Reserve	1,265.00

Total Cash	25,568.29
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Accounts Receivable	3,314.91
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TOTAL ASSETS	28,883.20
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LIABILITIES & CAPITAL

Liabilities

Prepaid Rent	284.50
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TAX LIABILITIES

Real Estate Taxes	37.78
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Total Tax Liabilities	37.78
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Total Liabilities	322.28
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Capital

Owner Deposit	5,000.00
Retained Earnings	297.48
Replacement Reserves	23,263.44

Total Equity	28,560.92
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TOTAL LIAB & CAPITAL	28,883.20
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BUDGET COMPARISON - consolidated (*o06)
May, 1996

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05/31/96

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PREPARED FOR :

PREPARED BY :

Gavzy-Gavzy-Owens, LLC

2801 Wayzata Boulevard, #202
Minneapolis, MN 55405

	MTD Actual	MTD Budget	MTD \$Var.	%	YTD Actual	YTD Budget	YTD \$Var.	%	Annual

INCOME									
RENT INCOME									
Rent Income	4,253	4,253	0	0.00	21,265	21,265	0	0.00	51,036

Total Rent Income	4,253	4,253	0	0.00	21,265	21,265	0	0.00	51,036

CONFERENCE ROOM INCOME									
Conference Room Rents	272	90	182	202.22	547	450	97	21.56	1,080
Conf Room User Fees	800	1,500	-700	-46.67	800	1,500	-700	-46.67	3,000

Total Conf Room Income	1,072	1,590	-518	-32.58	1,347	1,950	-603	-30.92	4,080

Copier Income	0	560	-560	-100.00	0	2,800	-2,800	-100.00	6,720

MISCELLANEOUS INCOME									
Draws from Reserves	0	117	-117	-100.00	0	583	-583	-100.00	1,400

Total Misc Income	0	117	-117	-100.00	0	583	-583	-100.00	1,400

TOTAL INCOME	5,325	6,520	-1,195	-18.32	22,612	26,598	-3,986	-14.99	63,236

EXPENSES									
ADMINISTRATIVE EXPENSES									
Office Expenses	0	0	0		23	0	-23		0
Postage	10	10	0	4.80	38	50	12	23.84	120
Photocopying	19	32	13	40.94	77	160	83	52.13	384
Management Fee	425	425	0	0.00	2,125	2,125	0	0.00	5,100
Audit/Compilation	0	142	142	100.00	0	708	708	100.00	1,700
Telephone/Communications	58	62	4	6.61	290	310	21	6.61	744
Misc Admin Costs	0	20	20	100.00	0	100	100	100.00	240

Total Admin Expenses	511	691	179	25.97	2,552	3,453	902	26.11	8,288

OPERATING EXPENSES									
Janitorial Materials	358	100	-258	-257.58	668	500	-168	-33.62	1,200
Janitorial Contracts	852	1,017	164	16.16	4,424	5,083	660	12.98	12,200

	MTD Actual	MTD Budget	MTD \$Var.	%	YTD Actual	YTD Budget	YTD \$Var.	%	Annual
Grounds Contracts	0	42	42	100.00	0	208	208	100.00	500
Snow Removal	0	0	0		813	570	-243	-42.71	950
Trash Removal	134	150	16	10.90	668	750	82	10.90	1,800
Total Operating Expenses	1,344	1,308	-35	-2.70	6,573	7,112	538	7.57	16,650
MAINTENANCE EXPENSES									
Fire & Security Contract	119	142	23	16.00	216	708	492	69.51	1,700
Repairs Materials	0	100	100	100.00	7	500	493	98.68	1,200
Repairs Contracts	141	450	309	68.69	1,256	2,250	994	44.20	5,400
Elevator Contracts	201	203	2	.78	1,007	1,015	8	.78	2,435
Maintenance Mileage	1	2	1	69.00	43	10	-33	-325.10	24
Total Maintenance Exp	462	897	435	48.49	2,527	4,483	1,956	43.62	10,759
UTILITY EXPENSES									
Electricity	621	817	195	23.92	3,624	4,083	459	11.24	9,800
Water & Sewer	0	71	71	100.00	505	354	-151	-42.64	850
Gas & Oil Heating Fuel	70	75	5	6.76	844	375	-469	-125.08	900
Total Utility Expenses	691	963	271	28.19	4,974	4,813	-161	-3.35	11,550
TAXES & INSURANCE									
Property Taxes	97	100	3	3.25	484	500	16	3.25	1,200
Property Insurance	0	115	115	100.00	0	573	573	100.00	1,375
Total Taxes & Insurance	97	215	118	54.91	484	1,073	589	54.91	2,575
FINANCIAL EXPENSES									
Bank Service Charges	9	0	-9		42	0	-42		0
Total Financial Expenses	9	0	-9		42	0	-42		0
RESERVES									
Replacement Reserves	350	350	0	0.00	1,750	1,750	0	0.00	4,200
Total Reserves	350	350	0	0.00	1,750	1,750	0	0.00	4,200
CAPITAL EXPENDITURES									
Capital Expenditures	0	117	117	100.00	0	583	583	100.00	1,400
Total Captl Expenditures	0	117	117	100.00	0	583	583	100.00	1,400
CONFERENCE ROOM EXPENSES									
Conf Room Coordination	50	50	0	0.00	240	250	10	4.00	600
Conf Room Mgmt Services	0	20	20	100.00	6	100	95	94.50	240
Conf Room Set-up Fees	51	50	-1	-2.50	409	250	-159	-63.75	600
Conf Room Supplies	0	4	4	100.00	0	21	21	100.00	50
Total Conf Room Expenses	101	124	23	18.46	655	621	-34	-5.48	1,490

DELINQUENT PAYMENT

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UNIT#	TENANT NAME	PAST DUE	RENT	DEPOSIT	MOVE IN	LAST INC	SQ.FT.	TELEPHONE (H/O)
TENANT#	ADDRESS	30 days	NEW RENT	INTEREST	MOVE OUT	NEXT INC	\$/SQ.FT	REMARKS
STATUS		60 days	LATE FEE	LASTMNTH	LEASE TO	INSURED	CAM	
		90 days	INDEX	DUE DAY	PAID TO		% SQ.FT	

o06-01 Minnesota Women's Building

104	Children's Defense Fund	1256.20	1153.00	0.00	06/15/88	01/01/96	0	612-227-6121
cdf1	Minnesota Women's Building	103.20	0.00	0.00		01/01/97	0.00	Susan Castelanno
Occupant	550 Rice Street	0.00	0.00	0.00	12/31/99		.0	
	St.Paul, MN 55103	0.00	0.00	1			.0	

o06-02 MN Women's Building

1	Children's Defense Fund	122.00	0.00	0.00			0	
cdf2	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		0.00	0.00	0			.0	

1	LOTT - Annie Lee	20.00	0.00	0.00			0	
lott	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		20.00	0.00	0			.0	

1	League of Women Voters	150.00	0.00	0.00			0	
lwv2	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		0.00	0.00	0			.0	

1	Otis Campaign	22.50	0.00	0.00			0	
otis	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		22.50	0.00	0			.0	

1	Older Women's League	20.00	0.00	0.00			0	
owl2	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		20.00	0.00	0			.0	

1	Minnesota Now-Conf Room Use	25.00	0.00	0.00			0	
mnnow	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		85.00	0.00	0			.0	

UNIT#	TENANT NAME	PAST DUE	RENT	DEPOSIT	MOVE IN	LAST INC	SQ.FT.	TELEPHONE (H/O)
TENANT#	ADDRESS	30 days	NEW RENT	INTEREST	MOVE OUT	NEXT INC	\$/SQ.FT	REMARKS
STATUS		60 days	LATE FEE	LASTMNTH	LEASE TO	INSURED	CAM	
		90 days	INDEX	DUE DAY	PAID TO		% SQ.FT	

1	Minn Women's Bldg Gen Prtnshp	1600.00	0.00	0.00			0	
mwbgp	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		800.00	0.00	0			.0	

1	St Paul Business & Professional	35.00	0.00	0.00			0	
busine	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		35.00	0.00	0			.0	

006-03 MN Women's Building

1	Minnesota \$\$ Million	3.78	0.00	0.00			0	
mn\$\$	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Copier	0.00	0.00	0.00			.0	
		3.78	0.00	0			.0	

1	Sing Heavenly Muse	10.43	0.00	0.00			0	
sing	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Copier	0.00	0.00	0.00			.0	
		10.43	0.00	0			.0	

1	Agenda 2000 - Jobs Now	50.00	0.00	0.00			0	
agenda	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Copier	0.00	0.00	0.00			.0	
		50.00	0.00	0			.0	

3314.91	1153.00	0.00	0
103.20	0.00	0.00	0.00
0.00			
1046.71			

MINNESOTA WOMEN'S BUILDING
Joint Meeting of the Building and Management Committees

MINUTES
May 6, 1996

Present Heide Vardeman, Karhleen Corley/MWC; Anne Borgan, Sally Sawyer/LMVMN; and Catherine Gavzy, Gavzy & Owens.

Heide chaired the meeting.

Minutes The minutes of the meeting held on March 4, 1996 were accepted as presented.

Financials Katherine reviewed the March financials with the Committee which were accepted for filing as reviewed.

Other Items

- Capital Improvements - Catherine is getting bids for trim on the building and washing of the halls. Both items will be completed before the end of 1996 and are considered in the reserve schedule.
- On-going Maintenance - the lawn on the Charles Street side of the building will be maintained by Gavzy & Owens.
- Parking Lot Lease - Catherine reviewed the lease and found that the Women's Building has 19 spaces and that, according to the lease, the Building has agreed to share in the maintenance of the parking lot. Catherine said that the property is in receivership. The Committee agreed to wait until the ownership of the property has been settled before re-negotiating the terms of the lease.
- Investment Decision - Sally will talk with a Kay Anderson who is a member of the Investment Committee of the League of Women Voters. She will review the current investment with Ms. Anderson and report back to the Committees.
- Future space needs and occupancy of Building - CDF is looking for more space, and Heide has had some preliminary discussions with the Minnesota Nursing Association and the Women's Funding Network about their interest in space in the building adjacent to the Building. General agreement that the Committees need to consider future space needs and the wisdom of acquiring a second building with either the current partnership or a second one.

MANAGEMENT AGREEMENT

IN CONSIDERATION of the covenants herein contained, MINNESOTA WOMEN'S BUILDING GENERAL PARTNERSHIP (herein called "OWNER") and GAVZY-GAVZY-OWENS, LLC (herein called "AGENT"), agree as follows:

1. The OWNER hereby employs the AGENT exclusively to rent and manage the property (hereinafter called the "Premises") known as the Minnesota Women's Building, 550 Rice Street, St. Paul, Minnesota upon the terms and conditions hereinafter set forth, for a term of two (2) year(s) beginning on the first (1st) day of June, 1995, and ending on the thirty-first (31st) day of May, 1997. (See also Paragraph 6.3 below.)

2. THE AGENT AGREES:

2.1 To accept the management of the Premises, to the extent, for the period, and upon the terms herein provided and agrees to furnish the services of its organization for the rental operation and management of the Premises.

2.2 To render a monthly statement of receipts, disbursements, and charges to the following person(s) at the addresses shown:

Management Committee
Minnesota Women's Building General Partnership
550 Rice Street
St. Paul, Minnesota 55103

3. THE OWNER AGREES to give the AGENT the following authority and powers (all or any of which may be exercised in the name of the OWNER) and agrees to assume all expenses in connection therewith:

3.1 To advertise the Premises or any part thereof; to display signs thereon and to rent the same; to cause references of prospective tenants to be investigated; to negotiate leases for terms not in excess of three years and to renew and/or cancel the existing leases and prepare for execution by the OWNER of new leases; to terminate tenancies and to sign and serve such notices as are deemed needful by the AGENT; upon direction of the OWNER to terminate tenancies and to sign and serve such notices as are deemed needful by the AGENT; to institute and prosecute actions to oust tenants and to recover possession of the Premises; to sue for and recover rent; and, when expedient, to settle, compromise, and release such actions or suits, or reinstate such tenancies. OWNER shall be responsible for all expenses of litigation including attorneys' fees, filing fees, and court costs which AGENT does not recover from tenants. AGENT may select the attorney of its choice to handle such litigation.

3.2 To hire, discharge and pay all engineers, janitors and other employees or independent contractors; to make or cause to be made all ordinary repairs and replacements necessary to preserve the Premises in its present condition and for the operating efficiency thereof, and all alterations required to comply with lease requirements, and to do decorating on the Premises, to negotiate contracts for non-recurring items not to exceed Five Hundred dollars (\$500.00) and to enter into agreements for all necessary repairs, maintenance, minor alterations, and utility services; and to purchase supplies and pay all bills. AGENT shall secure the approval of the OWNER for any alterations or expenditures in excess of

Five Hundred dollars (\$500.00) for any one item, except monthly or recurring operating charges and emergency repairs in excess of the maximum, if, in the opinion of the AGENT, such repairs are necessary to protect the property from damages or to maintain services to the tenants as called for by their tenancy.

3.3 To collect rents and/or assessments and other items due or to become due and give receipts therefor and to deposit all funds collected hereunder in the AGENT'S custodial account.

3.4 The AGENT shall not be required to advance any monies for the care or management of said property, and the OWNER agrees to promptly advance all monies necessary therefor. If the Agent shall elect to advance any money in connection with the property the OWNER agrees to reimburse the AGENT forthwith and hereby authorizes the AGENT to deduct such advances from any monies due to the OWNER. In case the disbursements and charges shall be in excess of the receipts, the Owner agrees to pay such excess promptly, but nothing herein contained shall obligate the AGENT to advance its own funds on behalf of the OWNER. The AGENT shall, upon instruction from the OWNER, impound reserves each month for the payment of real estate taxes, insurance, or any other special expenditure. In addition, the Owner agrees to establish a permanent Operating Reserve Account with the Agent in the amount of Five Thousand dollars (\$5,000.00).

4. THE OWNER FURTHER AGREES:

4.1 To indemnify, defend, and save the AGENT harmless from all suits in connection with the Premises and from liability for damage to property and injuries to or death of any employee or other persons whomever, and carry at its own expense public liability, elevator liability (if elevators are part of the equipment of the Premises), and insurance naming the OWNER and the AGENT and adequate to protect their interests and in form, substance, and amounts reasonably satisfactory to the AGENT, and to furnish to the AGENT certificates evidencing the existence of such insurance. Unless the OWNER shall provide such insurance and furnish such certificate within thirty (30) days from the date of this Agreement, the AGENT may, but shall not be obligated to, place said insurance and charge the cost thereof to the account of the OWNER. All such insurance policies shall provide that the AGENT shall receive thirty (30) days' written notice prior to cancellation of the policy. Notwithstanding the foregoing, the OWNER shall not indemnify and hold harmless the AGENT from any such suits and liability arising as a result of the gross negligence or willful misconduct of AGENT or its officers.

4.2 To pay all expenses incurred by the AGENT, including, but not limited to, reasonable attorneys' fees and AGENT'S costs and time in connection with any claim, proceeding or suit involving an alleged violation by the AGENT or the OWNER, or both, of any law pertaining to fair employment, fair credit reporting, environmental protection, including but not limited to, any law prohibiting, or making illegal, discrimination on the basis of race, sex, creed, religion, national origin, or mental or physical handicap, provided, however, that the OWNER shall not be responsible to the AGENT for any such expenses in the event the AGENT personally, and not in a representative capacity violated any such law. Nothing contained herein shall obligate the AGENT to employ counsel to represent the OWNER in any such proceedings or suit, and the OWNER may elect to employ counsel to represent the OWNER in any such proceeding or suit. The Owner also agrees to pay reasonable expenses (or an apportioned amount of such expenses where other employers of AGENT also benefit from the expenditure) incurred by the AGENT in obtaining legal advice regarding compliance with any law affecting the premises or activities related thereto.

4.3 To indemnify, defend and save the AGENT harmless from all claims, investigations, and suits, or from actions or failures to act of the OWNER, with respect to any alleged or actual violation of state or federal labor laws. The OWNER'S obligation under this paragraph 4.3 shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, litigation expense, and attorneys' fees.

4.4 To give adequate advance written notice to the AGENT if the OWNER desires that the AGENT make payment, out of the proceeds from the premises, of mortgage indebtedness, general taxes, special assessments, or fire, steam boiler, or any other insurance premiums. In no event shall the AGENT be required to advance its own money in payment of any such indebtedness, taxes, assessments, or premiums.

5. THE OWNER AGREES TO PAY THE AGENT EACH MONTH:

5.1 FOR MANAGEMENT: Four Hundred Twenty-Five Dollars (\$425.00) per month during the period this Agreement remains in full force and effect.

5.2 FOR LEASING: leasing fees for lease renewals shall be: the greater of 1 1/2% of the total revenue from the lease or one hundred dollars (\$100.00). Leasing fees for new leases shall be 5% of the first year's revenue from the lease, and 3% from all remaining revenue from the lease. All leasing fees are payable at the time of execution of a lease.

5.3 FOR ADDITIONAL SERVICES: including but not limited to conference room accounting and coordination, copier use accounting and billing, and other services as directed by the Management Committee, a rate of Fifty-Five dollars (\$55.00) per hour shall be charged.

6 IT IS MUTUALLY AGREED THAT:

6.1 The OWNER expressly withholds from the AGENT any power or authority to make any structural changes in any building or to make any other major building alterations or additions in or to any such building or equipment therein, or to incur any expense chargeable to the OWNER other than expenses related to exercising the express powers above vested in the AGENT without prior written direction of the following person:

Chairperson
Management Committee
Minnesota Women's Building General Partnership
550 Rice Street
St. Paul, Minnesota 55103

except such emergency repairs as may be required because of danger to life or property or which are immediately necessary for the preservation and safety of the Premises or the safety of the tenants and occupants thereof or are required to avoid the suspension of any necessary service to the Premises.

6.2 The AGENT does not assume and is given no responsibility for compliance of any building on the Premises or any equipment therein with the requirements of any statute, ordinance, law, or regulation of any governmental body or of any public authority or official thereof having jurisdiction, except to notify the OWNER promptly or forward to the OWNER promptly any complaints, warnings, notices, or summonses received by it relating to such matters. The OWNER represents that to the best of its knowledge the

Premises and such equipment comply with all such requirements and authorizes the AGENT to disclose the ownership of the Premises to any such officials and agrees to indemnify and hold harmless the AGENT, its representatives, servants, and employees, of and from all loss, cost, expense, and liability whatsoever which may be imposed on them or any of them by reason of any present or future violation or alleged violation of such laws, ordinances, statutes, or regulations.

6.3 In the event it is alleged or charged that any building on the Premises or any equipment therein or any act or failure to act by the OWNER with respect to the Premises or the sale, rental, or other disposition thereof fails to comply with, or is in violation of, any of the requirements of any constitutional provision, statute, ordinance, law, or regulation of any governmental body or any order or ruling of any public authority or official thereof having or claiming to have jurisdiction thereover, and the AGENT, in its sole and absolute discretion, considers that the action or position of the OWNER with respect thereto may result in damage or liability to the AGENT, the AGENT shall have the right to cancel this Agreement at any time by written notice to the OWNER of its election to do so, which cancellation shall be effective upon service of such notice. Such notice may be served personally or by registered mail, on or to any person named to receive the AGENT's monthly statement at the address designated for such person as provided in Paragraph 2.2 above, and if served by mail shall be deemed to have been served when deposited in the mails. Such cancellation shall not release the indemnities of the OWNER set forth in Paragraphs 4 and 6.2 above and shall not terminate any liability or obligation of the OWNER to the AGENT for any payment, reimbursement, or other sum of money then due and payable to the AGENT hereunder.

6.4 All persons employed in connection with the management of the Premises are employees or independent contractors of the AGENT. It shall be the responsibility of the AGENT to comply with all applicable state or federal labor laws.

7. **This Agreement may be canceled by OWNER or AGENT** before the termination date specified in paragraph 1 on not less than sixty (60) days prior written notice to the AGENT. Should the Owner elect to cancel this agreement such notice must be accompanied by payment to the Agent of a cancellation fee in an amount equal to fifty per cent (50%) of the management fee that would accrue over the remainder of the stated term of the Agreement. For this purpose the monthly management fee for the remainder of the stated term shall be presumed to be that of the last month prior to service of the notice of cancellation. This agreement may be canceled by the Owner upon five (5) days written notice if the AGENT shall fail to perform its obligations hereunder.

8. **The OWNER shall pay or reimburse the AGENT** for any sums of money due it under this Agreement for services for actions prior to termination, notwithstanding any termination of the Agreement. All provisions of this Agreement that require the OWNER to have insured or to defend, reimburse, or indemnify the AGENT (including, but not limited to, Paragraphs 4:1, 4.2, and 4.3) shall survive any termination and if AGENT is or becomes involved in any proceedings or litigation by reason of having been the OWNER's AGENT, such provisions shall apply as if this Agreement were still in effect. The parties understand and agree that the Agent may withhold funds for thirty (30) days after the end of the month in which this Agreement is terminated to pay bills previously incurred but not yet invoiced and to close accounts.

This Agreement entered into as of the first day of June in the year 1995.

OWNER

MINNESOTA WOMEN'S BUILDING
GENERAL PARTNERSHIP

By Minnesota Women's Consortium
General Partner

By Kathleen Griffin

Its COORDINATOR

AGENT

GAVZY-GAVZY-OWENS, LLC

By Catherine B. Gavzy
Principal

By Catherine Gavzy

By League of Women Voters of Minnesota Education Fund, Inc.
General Partner

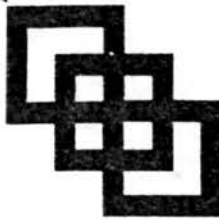
By Kay Erickson

Its President

By Chrysalis, A Center for Women, Inc.
General Partner

By Deb Roche

Its Executive Director



Gavzy-Gavzy-Owens, LLC

Property Management and Real Estate Consulting

2801 Wayzata Boulevard
Minneapolis, Minnesota 55405-2130
(612) 374-9040
FAX (612) 374-5338

4:00 PM
Wednesday
June 28

RECEIVED JUN 22 1995

June 20, 1995

Ms. Gloria Griffen
Minnesota Women's Consortium
550 Rice Street
St. Paul, Minnesota 55103

Dear Gloria:

Enclosed are the financial statements for the Minnesota Women's Building for the month of May, 1995. The year to date expenses are below budget. This month's expenses were over budget for two reasons first we paid the annual insurance premium on the building this month and second we paid bills from our heating contractor for work done last winter but for which I was waiting for an explanation.

I had a long discussion with our heating contractor which gave me more faith in his knowledge and helped me understand the issues surrounding our heating system a little better. Basically our high heating bills are the result of several design and installation issues. The HVAC (Heating Ventilating and Air Conditioning) system in the building is a very sophisticated and complicated one. Actually there are three separate systems one for the lower level, one for the League loft space and the major system for the rest of the building. This last system is designed for a larger building.

One of the most complicated features of this HVAC system are the thermostats. The thermostats have a master and several slave thermostats. The master can control or at the very least override the various "slave" thermostats through out the building. In addition, the temperature in the building is dependent on the various heat/cooling requests and temperature differentials; however, because we only have about 8 thermostats in the entire building the system is not able to get enough requests with a significant temperature differential to respond. The thermostats also are not user friendly (tenants would change thermostat temperatures without understanding how the controls worked) and the system makes it difficult to determine where the problem is.

Also some changes in resulting from the switch in offices between the Children's Defense Fund and Chrysalis. By locating equipment which gives off heat under the master thermostat in the second floor office (currently the Children's Defense Fund space) the thermostats all read that the building was warmer than it was.

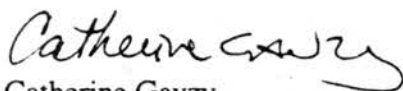
The design of the League of Women Voters space adds to the heating and cooling issues. The double high space with a roof that could use more insulation and south facing skylights, and a loft with its own additional HVAC system make trying to balance the heating or cooling in the space very tricky and often requires several calls during the winter.

In addition the system is designed to require the manual regulation of the amount of outside air in the make up air i.e. less in the winter more in the summer. This requires maintenance calls in the spring and fall to provide for increase/decreases. Also there have been problems apparently resulting from poor or improper installation e.g. staples puncturing control wires, vent controls frozen due to location on roof and had to be relocated. These problems are in addition to regular maintenance and the normal repair problems.

In general this is an expensive system to maintain and there is no easy or even economically reasonable solution to these on going problems. While I think our current contractor understands the systems I will continue to monitor their bills. I hope this gives you some understanding of our complex and expensive HVAC system.

If you have any questions please give me a call.

Sincerely,



Catherine Gavzy
Director of Property Management

Enclosures

cc: Sally Sawyer, League of Women Voters
Deb Roche, Chrysalis
Cynthia Whiteford
Kathleen Corley

INCOME STATEMENT - consolidated (*o06)
May, 1995

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05/31/95
8:47 AM

PREPARED FOR :

PREPARED BY :

Gavzy-Gavzy-Owens, LLC
2801 Wayzata Boulevard
Suite #202
Minneapolis, MN 55405

	Month to Date	%	Year to Date	%
INCOME				
RENT INCOME				
Rent Income	4,158.02	83.03	20,765.20	76.40
Total Rent Income	4,158.02	83.03	20,765.20	76.40
CONFERENCE ROOM INCOME				
Conference Room Rents	345.00	6.89	515.00	1.89
Conf Room User Fees	505.00	10.08	800.00	2.94
Total Conf Room Income	850.00	16.97	1,315.00	4.84
Copier Income	0.00	0.00	2,098.11	7.72
MISCELLANEOUS INCOME				
Draws from Reserves	0.00	0.00	3,000.00	11.04
Total Misc Income	0.00	0.00	3,000.00	11.04
TOTAL INCOME	5,008.02	100.00	27,178.31	100.00
EXPENSES				
ADMINISTRATIVE EXPENSES				
Postage	5.99	.12	48.86	.18
Photocopying	21.60	.43	156.55	.58
Management Fee	400.00	7.99	2,270.00	8.35
Prop Mgmt Addl Services	0.00	0.00	22.50	.08
Bookkeeping Fee	0.00	0.00	36.00	.13
Telephone/Communications	57.60	1.15	287.90	1.06
Misc Admin Costs	0.00	0.00	1.00	.00
Total Admin Expenses	485.19	9.69	2,822.81	10.39
OPERATING EXPENSES				
Janitorial Materials	195.13	3.90	411.55	1.51
Janitorial Contracts	877.40	17.52	4,636.54	17.06

	Month to Date	%	Year to Date	%
Snow Removal	0.00	0.00	568.61	2.09
Trash Removal	133.65	2.67	681.85	2.51
Total Operating Expenses	1,206.18	24.08	6,298.55	23.17
MAINTENANCE EXPENSES				
Fire & Security Contract	0.00	0.00	197.50	.73
Repairs Materials	19.20	.38	343.01	1.26
Repairs Contracts	1,790.76	35.76	2,730.75	10.05
Elevator Contracts	290.49	5.80	1,061.73	3.91
Maintenance Mileage	0.00	0.00	9.86	.04
Total Maintenance Exp	2,100.45	41.94	4,342.85	15.98
UTILITY EXPENSES				
Electricity	584.42	11.67	3,560.03	13.10
Water & Sewer	0.00	0.00	344.26	1.27
Gas & Oil Heating Fuel	37.32	.75	388.77	1.43
Total Utility Expenses	621.74	12.41	4,293.06	15.80
TAXES & INSURANCE				
Property Taxes	101.35	2.02	438.61	1.61
Property Insurance	1,241.00	24.78	1,241.00	4.57
Total Taxes & Insurance	1,342.35	26.80	1,679.61	6.18
FINANCIAL EXPENSES				
Bank Service Charges	8.56	.17	75.19	.28
Total Financial Expenses	8.56	.17	75.19	.28
RESERVES				
Replacement Reserves	300.00	5.99	1,500.00	5.52
Total Reserves	300.00	5.99	1,500.00	5.52
Total Captl Expenditures	0.00	0.00	0.00	0.00
CONFERENCE ROOM EXPENSES				
Conf Room Coordination	0.00	0.00	100.00	.37
Conf Room Mgmt Services	27.00	.54	94.50	.35
Conf Room Set-up Fees	63.38	1.27	352.99	1.30
Conf Room Supplies	0.00	0.00	34.66	.13
Total Conf Room Expenses	90.38	1.80	582.15	2.14
COPIER EXPENSES				
Copier Rental	219.63	4.39	1,328.55	4.89
Copier Supplies	0.00	0.00	93.00	.34

233.68 / 40,000 copies

	Month to Date	%	Year to Date	%
Copier Mgmt Services	0.00	0.00	76.50	.28
Total Copier Expenses	219.63	4.39	1,498.05	5.51
TOTAL EXPENSES	6,374.48	127.29	23,092.27	84.97
NET INCOME	-1,366.46	-27.29	4,086.04	15.03
BEGINNING BALANCE	23.34			
ENDING BALANCE	313.16			

BALANCE SHEET - consolidated (*o06)
May, 1995

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05/31/95

8:47 AM

PREPARED FOR :

PREPARED BY :

Gavzy-Gavzy-Owens, LLC
2801 Wayzata Boulevard
Suite #202
Minneapolis, MN 55405

ASSETS

Cash

Cash In Bank	313.16
Cash in Reserves	18,817.32
Cash in Tax & Ins Resv	-.87

Total Cash	19,129.61
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Accounts Receivable	2,567.85
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TOTAL ASSETS	21,697.46
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LIABILITIES & CAPITAL

Liabilities

Accounts Payable	1,252.76
Prepaid Rent	280.05

TAX LIABILITIES

Real Estate Taxes	-.87
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Total Tax Liabilities	-.87
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Total Liabilities	1,531.94
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Capital

Owner Deposit	5,000.00
Retained Earnings	-3,651.80
Replacement Reserves	18,817.32

Total Equity	20,165.52
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TOTAL LIAB & CAPITAL	21,697.46
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BUDGET COMPARISON - consolidated (*o06)
May, 1995

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05/31/95

8:47 AM

PREPARED FOR :

PREPARED BY :

Gavzy-Gavzy-Owens, LLC
2801 Wayzata Boulevard
Suite #202
Minneapolis, MN 55405

	MTD Actual	MTD Budget	MTD \$Var.	%	YTD Actual	YTD Budget	YTD \$Var.	%	Annual
INCOME									
RENT INCOME									
Rent Income	4,158	4,158	0	0.00	20,765	20,790	-25	-1.12	49,896
Total Rent Income	4,158	4,158	0	0.00	20,765	20,790	-25	-1.12	49,896
CONFERENCE ROOM INCOME									
Conference Room Rents	345	50	295	590.00	515	250	265	106.00	600
Conf Room User Fees	505	250	255	102.00	800	1,250	-450	-36.00	3,000
Total Conf Room Income	850	300	550	183.33	1,315	1,500	-185	-12.33	3,600
Copier Income	0	706	-706	-100.00	2,098	3,529	-1,431	-40.55	8,470
MISCELLANEOUS INCOME									
Draws from Reserves	0	0	0		3,000	0	3,000		0
Total Misc Income	0	0	0		3,000	0	3,000		0
TOTAL INCOME	5,008	5,164	-156	-3.02	27,178	25,819	1,359	5.26	61,966
EXPENSES									
ADMINISTRATIVE EXPENSES									
Office Expenses	0	10	10	100.00	0	50	50	100.00	120
Postage	6	6	0	.17	49	30	-19	-62.87	72
Photocopying	22	8	-14	-170.00	157	40	-117	-291.38	96
Management Fee	400	425	25	5.88	2,270	2,125	-145	-6.82	5,100
Prop Mgmt Addl Services	0	0	0		23	0	-23		0
Bookkeeping Fee	0	0	0		36	0	-36		0
Audit/Compilation	0	142	142	100.00	0	708	708	100.00	1,700
Telephone/Communications	58	62	4	7.10	288	310	22	7.13	744
Misc Admin Costs	0	20	20	100.00	1	100	99	99.00	240
Total Admin Expenses	485	673	187	27.87	2,823	3,363	541	16.07	8,072
OPERATING EXPENSES									
Janitorial Materials	195	135	-60	-44.54	412	675	263	39.03	1,620

	MTD Actual	MTD Budget	MTD \$Var.	%	YTD Actual	YTD Budget	YTD \$Var.	%	Annual
Janitorial Contracts	877	975	98	10.01	4,637	4,875	238	4.89	11,700
Grounds Contracts	0	25	25	100.00	0	125	125	100.00	300
Snow Removal	0	0	0		569	800	231	28.92	1,200
Trash Removal	134	133	0	- .24	682	667	-15	-2.28	1,600
Total Operating Expenses	1,206	1,268	62	4.90	6,299	7,142	843	11.81	16,420
MAINTENANCE EXPENSES									
Pire & Security Contract	0	169	169	100.00	198	846	648	76.65	2,030
Repairs Materials	19	100	81	80.80	343	500	157	31.40	1,200
Repairs Contracts	1,791	500	-1,291	-258.15	2,731	2,500	-231	-9.23	6,000
Elevator Contracts	290	198	-93	-46.77	1,062	990	-72	-7.29	2,375
Maintenance Mileage	0	10	10	100.00	10	50	40	80.28	120
Total Maintenance Exp	2,100	977	-1,123	-114.97	4,343	4,885	543	11.11	11,725
UTILITY EXPENSES									
Electricity	584	767	182	23.77	3,560	3,833	273	7.13	9,200
Water & Sewer	0	96	96	100.00	344	479	135	28.15	1,150
Gas & Oil Heating Fuel	37	61	24	39.07	389	306	-83	-26.95	735
Total Utility Expenses	622	924	302	32.69	4,293	4,619	326	7.05	11,085
TAXES & INSURANCE									
Property Taxes	101	58	-43	-73.74	439	292	-147	-50.38	700
Property Insurance	1,241	125	-1,116	-892.80	1,241	625	-616	-98.56	1,500
Total Taxes & Insurance	1,342	183	-1,159	-632.19	1,680	917	-763	-83.23	2,200
FINANCIAL EXPENSES									
Bank Service Charges	9	0	-9		75	0	-75		0
Total Financial Expenses	9	0	-9		75	0	-75		0
RESERVES									
Replacement Reserves	300	300	0	0.00	1,500	1,500	0	0.00	3,600
Total Reserves	300	300	0	0.00	1,500	1,500	0	0.00	3,600
Total Captl Expenditures	0	0	0		0	0	0		0
CONFERENCE ROOM EXPENSES									
Conf Room Coordination	0	50	50	100.00	100	250	150	60.00	600
Conf Room Mgmt Services	27	0	-27		95	0	-95		0
Conf Room Set-up Fees	63	10	-53	-533.80	353	50	-303	-605.98	120
Conf Room Supplies	0	4	4	100.00	35	21	-14	-66.37	50
Conf Room Advertising	0	35	35	100.00	0	175	175	100.00	420
Total Conf Room Expenses	90	99	9	8.86	582	496	-86	-17.41	1,190
COPIER EXPENSES									
Copier Rental	220	370	150	40.64	1,329	1,850	521	28.19	4,440

DELINQUENT PAYMENT

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05/31/95
8:06 AM

UNIT#	TENANT NAME	PAST DUE	RENT	DEPOSIT	MOVE IN	LAST INC	SQ.FT.	TELEPHONE (H/O)
TENANT#	ADDRESS	30 days	NEW RENT	INTEREST	MOVE OUT	NEXT INC	\$/SQ.FT	REMARKS
STATUS		60 days	LATE FEE	LASTMNTH	LEASE TO	INSURED	CAM	
		90 days	INDEX	DUE DAY	PAID TO		% SQ.FT	

o06-01 Minnesota Women's Building

104	Children's Defense Fund	1130.60	1129.80	0.00	06/15/88	01/01/95	0	612-227-6121
cdf1	Minnesota Women's Building	.80	0.00	0.00		01/01/96	0.00	Susan Castelanno
Occupant	550 Rice Street	0.00	0.00	0.00	01/31/94		.0	
	St. Paul, MN 55103	0.00	0.00	1			.0	

o06-02 MN Women's Building

1	District Alliance	35.00	0.00	0.00			0	
da	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		35.00	0.00	0			.0	

1	Children's Defense Fund	100.00	0.00	0.00			0	
cdf2	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		50.00	0.00	0			.0	

1	LOTT - Annie Lee	10.00	0.00	0.00			0	
lott	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		10.00	0.00	0			.0	

1		35.00	0.00	0.00			0	
mwpr	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		70.00	0.00	0			.0	

1	Minnesota Now-Conf Room Use	10.00	0.00	0.00			0	
mnnow	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		10.00	0.00	0			.0	

1	Minn Women's Bldg Gen Prtnshp	800.00	0.00	0.00			0	
mwbgp	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		0.00	0.00	0			.0	

UNIT#	TENANT NAME	PAST DUE	RENT	DEPOSIT	MOVE IN	LAST INC	SQ. FT.	TELEPHONE (H/O)
TENANT#	ADDRESS	30 days	NEW RENT	INTEREST	MOVE OUT	NEXT INC	\$/SQ. FT	REMARKS
STATUS		60 days	LATE FEE	LASTMNTH	LEASE TO	INSURED	CAM	
		90 days	INDEX	DUE DAY	PAID TO		% SQ. FT	

1	Violence Against Women	35.00	0.00	0.00			0	
vaw	MN Women's Building	0.00	0.00	0.00			0.00	
Past	Conference Room	0.00	0.00	0.00			.0	
		35.00	0.00	0			.0	

006-03 MN Women's Building

1	Minnesota NOW	325.64	0.00	0.00			0	
now	MN Women's Building	325.64	0.00	0.00			0.00	
Occupant	Copier	0.00	0.00	0.00			.0	
		0.00	0.00	0			.0	

1	Chrysalis, A Center for Women	33.39	0.00	0.00			0	
chr3	MN Women's Building	33.39	0.00	0.00			0.00	
Occupant	Copier	0.00	0.00	0.00			.0	
		0.00	0.00	0			.0	

1	MN Women's Educational Council	3.22	0.00	0.00			0	
mwec	MN Women's Building	3.22	0.00	0.00			0.00	
Occupant	Copier	0.00	0.00	0.00			.0	
		0.00	0.00	0			.0	

1	Agenda 2000 - Jobs Now	50.00	0.00	0.00			0	
agenda	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Copier	0.00	0.00	0.00			.0	
		50.00	0.00	0			.0	

2567.85	1129.80	0.00	0
363.05	0.00	0.00	0.00
0.00			
260.00			

6/28/95

Agenda:

1. Building Issues

copier - Lorraine - copier
awning - Grace - Kathryn
Ramsley County

2. Minutes

3. Financials

4. Other —



Kris or Jennifer

Awning Improvement & Replacement Initiative Program Guidelines

Purpose: To provide matching grants to individual businesses to improve, repair, replace, and install awnings on their buildings.

Total Funds Available: \$11,000

Maximum Grant: \$1,000.00 or a maximum of 50 percent total project costs.

Source of Funds: NPP 13, HRA

Service Area: All businesses on Rice Street, from University Avenue to Iowa Avenue.

All funds will be administered on a "First come, first served" basis.

A "completed application" must be submitted for each project.

A "completed application" is:

NEAR's Grant Application
Two contractor bids that are "competitive"
\$100.00 refundable deposit

The deposit will be applied towards the participants contribution to the project.

Each project must be completed within 60 days of project approval by NEAR's Board of Directors. If the project is not completed within 60 days of project approval, the \$100.00 deposit will be returned to the applicant, and NEAR's grant obligation will be null and void.

The design of each awning must be approved by the Design Committee.

Each completed application will be reviewed by the Finance Committee.

Each completed application must be approved by NEAR's Board of Directors.

Applications will be accepted from June 7, 1995 to July 10, 1995.

Applicants will be notified of their application status by July 14, 1995.