

## COMMISSION/BOARD MINUTES

### VETERANS MEMORIAL AUDITORIUM COMMISSION – January 18, 2019

The Veterans Memorial Auditorium Commission met in regular session on Friday, January 18, 2019 at 10:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Dave Miller, Doug D’Arcy, LaVern Holtmyer, Gene Cavanaugh, Charlie Parkhurst, Bob Mahoney arrived @ 10:34am

Absent:

Staff Present: Manager Tim Miller, Asst. Manager Kelli Miller

Call to order: Gene Cavanaugh called the meeting to order at 10:31 A.M.

Approve Agenda: Doug D’Arcy moved that the Agenda be approved as presented. Motion seconded by Charlie Parkhurst. Motion passed unanimously.

Conflicts of Interest: None stated.

Approve Minutes: Charlie Parkhurst moved that the minutes of the Dec. 14th, 2018 regular meeting be approved. Motion seconded by Doug D’Arcy. Motion passed unanimously.

Bills were presented for payment: December 2018 bills were reviewed. Charlie Parkhurst moved to approve the bills for payment as presented. Motion seconded by Vern Holtmyer. Motion passed unanimously.

Manager’s Report: Manager Tim Miller reported the following:

1. Quarterly reports were reviewed.
2. Sent a RFP (request for price) for the lobby doors to local contractors and door/glass companies. Bids are due January 31<sup>st</sup> 2019. Waiting on budget approval to address the needs of gym floor.
3. Budget remains the same and entering the final approval stages.
4. Parks department is not replacing the full time absence at the moment so all hands on deck to assist.
5. Gene Cavanaugh’s term is up in April. Asked commission members to come up with a suitable replacement and bring to next meeting.

Board Actions: No action was taken.

Set/Approve Date for Next Board Meeting – the next regular meeting February 8th, 2019 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:09 A.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

### VETERANS MEMORIAL AUDITORIUM COMMISSION – February 8, 2019

The Veterans Memorial Auditorium Commission met in regular session on Friday, February 8, 2019 at 10:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Dave Miller, Doug D’Arcy, LaVern Holtmyer, Gene Cavanaugh, Charlie Parkhurst, Bob Mahoney, Kay Benson (potential commission member)

Absent:

Staff Present: Manager Tim Miller, Asst. Manager Kelli Miller

Call to order: Gene Cavanaugh called the meeting to order at 10:35 A.M.

Approve Agenda: Charlie Parkhurst moved that the Agenda be approved as presented. Motion seconded by Bob Mahoney. Motion passed unanimously.

Conflicts of Interest: None stated.

Approve Minutes: Gene Cavanaugh moved that the minutes of the Jan. 18th, 2019 regular meeting be approved. Motion seconded by Charlie Parkhurst. Motion passed unanimously.

Bills were presented for payment: January 2019 bills were reviewed. Doug D’Arcy moved to approve the bills for payment as presented. Motion seconded by Bob Mahoney. Motion passed unanimously.

Manager’s Report: Manager Tim Miller reported the following:

1. In March two children’s events were added through the extension office and library.
2. Two bids, one from Leinen Construction and Omaha Door Company, came back from the requested RFP for new lobby doors. The commission went through the details of bids and made a decision. See action below.
3. With the attempt to convert to all LED bulbs in the building, 2 shop light fixtures in the west lobby were replaced with a LED flood light in the existing can fixture. The commission was asked their preference. See action below.
4. Dave Miller reviewed the City of Harlan audit. Expressed proper policies and procedures.

Board Actions:

1. Motion was made by Charlie Parkhurst to purchase 2 sets of doors for the west lobby from Leinen Construction. The replacement will include one handicap opener, tinted glass and keyed panic bars and center mullions. This project will not exceed \$19,000. Doug D’Arcy seconded the motion. Motion passed unanimously.
2. Motion was made by Bob Mahoney to replace shop lights in west and east lobbies with LED flood lights. Doug D’Arcy seconded the motion. Motion passed unanimously.

Set/Approve Date for Next Board Meeting – the next regular meeting March 8th, 2019 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:45 A.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

### VETERANS MEMORIAL AUDITORIUM COMMISSION – March 15, 2019

The Veterans Memorial Auditorium Commission met in regular session on Friday, March 15, 2019 at 10:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Dave Miller, Doug D'Arcy, LaVern Holtmyer, Gene Cavanaugh, Charlie Parkhurst, Kay Benson (potential commission member), Mayor Mike Kolbe, City Administer Gene Gettys

Absent: Bob Mahoney

Staff Present: Manager Tim Miller, Asst. Manager Kelli Miller

Call to order: Gene Cavanaugh called the meeting to order at 10:30 A.M.

Approve Agenda: Charlie Parkhurst moved that the Agenda be approved as presented. Motion seconded by Doug D'Arcy. Motion passed unanimously.

Conflicts of Interest: None stated.

Approve Minutes: Charlie Parkhurst moved that the minutes of the Feb. 8th, 2019 regular meeting be approved. Motion seconded by Doug D'Arcy. Motion passed unanimously.

Bills were presented for payment: February 2019 bills were reviewed. Gene Cavanaugh moved to approve the bills for payment as presented. Motion seconded by Doug D'Arcy. Motion passed unanimously.

Manager's Report: Manager Tim Miller reported the following:

1. Flood evacuated victims were housed here. Red Cross took over the observation of the victims and building once victims and building were secured. HMU and City equipment were stored in the parking during the flood as well.
2. Westside of basement had some leaking, need to fix concrete in the west corner of building.
3. Signed contract with Leinen Construction to replace southwest lobby doors.
4. Installed LED flood lights in the west lobby. Will replace the east lobby ones soon.
5. Budget was approved for gym floor. Will create RFP (Request for Proposal) and send out for official bids.
6. Organizational changes in the city with respects to Vets and Turk buildings are official. The buildings' staff will be reduced to 1 fulltime supervisor position with unlimited part-time hours. Position will be filled internally. Charlie Parkhurst volunteered to be commission liaison for new supervisor hire.

Board Actions: No action taken.

Set/Approve Date for Next Board Meeting – the next regular meeting April 12th, 2019 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:36 A.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

### VETERANS MEMORIAL AUDITORIUM COMMISSION – April 12, 2019

The Veterans Memorial Auditorium Commission met in regular session on Friday, April 12, 2019 at 10:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Dave Miller, Doug D’Arcy, LaVern Holtmyer, Gene Cavanaugh, Charlie Parkhurst, Kay Benson (potential commission member), Mayor Mike Kolbe, City Administer Gene Gettys, Bob Mahoney, Parks Supervisor Tim Miller

Absent:

Staff Present: Manager Kelli Miller

Call to order: Gene Cavanaugh called the meeting to order at 10:27 A.M.

Approve Agenda: Charlie Parkhurst moved that the Agenda be approved as presented. Motion seconded by Doug D’Arcy. Motion passed unanimously.

Conflicts of Interest: None stated.

Approve Minutes: Doug D’Arcy moved that the minutes of the March 15th, 2019 regular meeting be approved. Motion seconded by Bob Mahoney. Motion passed unanimously.

Bills were presented for payment: March 2019 bills were reviewed. Charlie Parkhurst moved to approve the bills for payment as presented. Motion seconded by Doug D’Arcy. Motion passed unanimously.

Manager’s Report: Manager Kelli Miller reported the following:

1. Kelli Miller was hired as the new supervisor and is excited to start this new adventure.
2. New doors with handicapped entrance installed. Carroll Glass gave a bid for weather proofing the two sets of north doors. See action below.
3. A couple of the companies that were sent the RFP for the gym floor, reached out to me about replacing the whole room with a different type of wood or product. They were told they have free range to bid whatever they feel is the best solution to our issue.
4. Need to address the water issue of leaking in the northwest basement lobby and concrete on the west side of the building. Asked Leinen’s and Baxter’s for an estimate. Ron from street department is looking into it as well.

Election of officers: see action below.

Board Actions:

1. Motion was made by Charlie Parkhurst for Carroll Glass to weather proof both north sets of doors. This project will not exceed \$600. Doug D’Arcy seconded the motion. Motion passed unanimously.
2. Motion was made by Bob Mahoney to nominate Doug D’Arcy as the new chairperson. Charlie Parkhurst seconded the motion. Motion passed unanimously.
3. Motion was made by Bob Mahoney to nominate Key Benson as the new secretary. Doug D’Arcy seconded the motion. Motion passed unanimously.

Gene Cavanaugh’s term as a commission member is complete. He was given a certificate of appreciation and thanked for his years of service and commitment.

Set/Approve Date for Next Board Meeting – the next regular meeting April 12th, 2019 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:32 A.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

### VETERANS MEMORIAL AUDITORIUM COMMISSION – May 10, 2019

The Veterans Memorial Auditorium Commission met in regular session on Friday, May 10, 2019 at 10:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Dave Miller, Doug D’Arcy, LaVern Holtmyer, Charlie Parkhurst, Kay Benson, Mayor Mike Kolbe, City Administer Gene Gettys

Absent: Bob Mahoney

Staff Present: Manager Kelli Miller

Call to order: Doug D’Arcy called the meeting to order at 10:26 A.M.

Approve Agenda: Doug D’Arcy moved that the Agenda be approved as presented. Motion seconded by LaVern Holtmyer. Motion passed unanimously.

Conflicts of Interest: None stated.

Approve Minutes: Charlie Parkhurst moved that the minutes of the April 12th, 2019 regular meeting be approved. Motion seconded by Kay Benson. Motion passed unanimously.

Bills were presented for payment: April 2019 bills were reviewed. LaVern Holtmyer moved to approve the bills for payment as presented. Motion seconded by Charlie Parkhurst. Motion passed unanimously.

Manager’s Report: Manager Kelli Miller reported the following:

1. Kelli is to use the city of Harlan Tahoe when it is available instead of her own personal vehicle.
2. Couple of bathroom stalls have shifted in women’s restroom causing the doors to lock but unable to unlock or not lock at all. Scott Leinen proposed a pilaster to attach to floor or a header above the whole length of stalls for more stability. Commission agreed that the pilasters would be a better option and since it is under \$500 the manager can go ahead with the improvement without a motion needed.
3. We only received 2 bids from 1 company for the gym floor. The bids were \$113,000 for the gym floor only and \$130,000 for the whole floor including covering the concrete. These amounts are more than was budgeted. Kelli will look into a different option and discuss next meeting.
4. Kelli requested that the commission consider the allowance of Facebook as free advertising. See action below.
5. Carroll glass completed the rain drips and sweeps on the north doors.
6. Kelli plans on visiting with past companies that no longer use the vets and see if we can get them to utilize the vets again.

Election of officers: see action below.

Board Actions:

1. Motion was made by Charlie Parkhurst to allow Vets Auditorium to have a Facebook page. LaVern Holtmyer seconded the motion. Motion passed unanimously.

Set/Approve Date for Next Board Meeting – the next regular meeting June 14th, 2019 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:35 A.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

### VETERANS MEMORIAL AUDITORIUM COMMISSION – July 12, 2019

The Veterans Memorial Auditorium Commission met in regular session on Friday, July 12, 2019 at 10:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Dave Miller, Doug D'Arcy, LaVern Holtmyer, Charlie Parkhurst, Kay Benson, Mayor Mike Kolbe, Bob Mahoney

Absent:

Staff Present: Manager Kelli Miller

Call to order: Doug D'Arcy called the meeting to order at 10:30 A.M.

Approve Agenda: Doug D'Arcy moved that the Agenda be approved as presented. Motion seconded by Charlie Parkhurst. Motion passed unanimously.

Conflicts of Interest: None stated.

Approve Minutes: Kay Benson moved that the minutes of the April 12th, 2019 regular meeting be approved. Motion seconded by Bob Mahoney. Motion passed unanimously.

Bills were presented for payment: May and June 2019 bills were reviewed. Charlie Parkhurst moved to approve the bills for payment as presented. Motion seconded by Kay Benson. Motion passed unanimously.

Manager's Report: Manager Kelli Miller reported the following:

1. Discussed concrete around building but because of lack of funds the concrete will be addressed in the future. Gene mentioned issues to an architect and they will look at next time they are in the area.
2. Pilasters are ordered for women's restroom stalls. Will be installed by Leinen Construction when they come in.
3. Facebook is up and running with events hosted at Vets.
4. Walking with ease program has been using the vets to do their walking.
5. Received 4 more bids for various products to replace gym floor. First bid from Glasscock floors for a 3/4" wood floor with 1/4" underlayment \$57,000, second bid by the same company with a 1/4" rubber floor with a 3/4" underlayment \$62,000, third bid from Kiefer for a rubber flooring system \$87,000, and fourth bid from Complete Floors for a vinyl floor with wood underlayment \$76,000. With a new wood floor Vets would have to be closed for 2 months for installation, with a rubber or vinyl floor installation is 2 weeks max. Rubber flooring doesn't expand or contract but there is a significant odor. The vinyl floor would be a plank of 9"x59" where the rubber would be a roll of 6'x 20'. See action below.

Board Actions:

1. Motion was made by Charlie Parkhurst to go with the vinyl floor option for \$76,055 from Complete Floors Inc. because of the lack of odor, time to install and ease of replacing individual planks. City employees will remove and dispose of old flooring. Bob Mahoney seconded the motion. Motion passed unanimously.

Set/Approve Date for Next Board Meeting – the next regular meeting August 9th, 2019 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:30 A.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

### VETERANS MEMORIAL AUDITORIUM COMMISSION – August 9, 2019

The Veterans Memorial Auditorium Commission met in regular session on Friday, August 9, 2019 at 10:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Dave Miller, Doug D’Arcy, Kay Benson, Bob Mahoney, City Administrator Gene Gettys

Absent: Charlie Parkhurst, LaVern Holtmyer

Staff Present: Manager Kelli Miller

Call to order: Doug D’Arcy called the meeting to order at 10:33 A.M.

Approve Agenda: Kay Benson moved that the Agenda be approved as presented. Motion seconded by Bob Mahoney. Motion passed unanimously.

Conflicts of Interest: None stated.

Approve Minutes: Bob Mahoney moved that the minutes of the July 12th, 2019 regular meeting be approved. Motion seconded by Doug D’Arcy. Motion passed unanimously.

Bills were presented for payment: July 2019 bills were reviewed. Bob Mahoney moved to approve the bills for payment as presented. Motion seconded by Doug D’Arcy. Motion passed unanimously.

Manager’s Report: Manager Kelli Miller reported the following:

1. Discussed fiscal year and year end reports
2. One of the commercial dehumidifiers’ condenser was malfunctioning. Replaced dehumidifier under warranty.
3. Vets was asked to display a 100 year old veteran’s birthday on the sign. Discussed and see action below.
4. Dave asked if the sign was covered under our insurance policy. Kelli will look into.
5. Gym floor company confirmed that painting the lines, 2 colors, and transitions are included in the bid. City employees will remove the old gym floor.
6. Gene addressed the commission about doing a feasibility study on the option of combining the activity center and vets auditorium into one facility. Therefore the gym floor replacement will be on hold until the study is completed.

Board Actions:

1. Motion was made by Bob Mahoney to display 90 years or older birthdays for any veteran. Someone must call and request it to be displayed. Kay Benson seconded the motion. Motion passed unanimously.

Set/Approve Date for Next Board Meeting – the next regular meeting September 13th, 2019 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:47 A.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

### VETERANS MEMORIAL AUDITORIUM COMMISSION – September 13, 2019

The Veterans Memorial Auditorium Commission met in regular session on Friday, September 9, 2019 at 10:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Dave Miller, Doug D’Arcy, City Administrator Gene Gettys, Charlie Parkhurst, LaVern Holtmyer, Mayor Mike Kolbe

Absent: Kay Benson, Bob Mahoney

Staff Present: Manager Kelli Miller

Call to order: Doug D’Arcy called the meeting to order at 10:30 A.M.

Approve Agenda: Charlie Parkhurst moved that the Agenda be approved as presented. Motion seconded by LaVern Holtmyer. Motion passed unanimously.

Conflicts of Interest: None stated.

Approve Minutes: LaVern Holtmyer moved that the minutes of the August 9th, 2019 regular meeting be approved. Motion seconded by Charlie Parkhurst. Motion passed unanimously.

Bills were presented for payment: August 2019 bills were reviewed. Charlie Parkhurst moved to approve the bills for payment as presented. Motion seconded by Doug D’Arcy. Motion passed unanimously.

Manager’s Report: Manager Kelli Miller reported the following:

1. Discussed adjusting summer walking hours. Will revisit in the spring.
2. Brought up large flag being replaced and spreading the word for helping with the flag on football game nights. The flag will last another year and will revisit next football season.
3. Put gym floor contractor on hold until the feasibility study can be completed. Next step is sending out RFP for feasibility reports.
4. Winter volleyball was discussed and since there has not be a league for the past 2 years we will not even advertise for it and use the advertising money for other avenues.

Board Actions:

None.

Set/Approve Date for Next Board Meeting – the next regular meeting November 8th, 2019 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:45 A.M.

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CHAIRPERSON

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SECRETARY



## COMMISSION/BOARD MINUTES

### VETERANS MEMORIAL AUDITORIUM COMMISSION – November 8, 2019

The Veterans Memorial Auditorium Commission met in regular session on Friday, November 8, 2019 at 10:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Kay Benson, Bob Mahoney, Dave Miller, Doug D'Arcy, City Administrator Gene Gettys, Charlie Parkhurst

Absent: LaVern Holtmyer

Staff Present: Manager Kelli Miller

Call to order: Doug D'Arcy called the meeting to order at 10:30 A.M.

Approve Agenda: Doug D'Arcy moved that the Agenda be approved as presented. Motion seconded by Bob Mahoney. Motion passed unanimously.

Conflicts of Interest: None stated.

Approve Minutes: Doug D'Arcy moved that the minutes of the August 9th, 2019 regular meeting be approved. Motion seconded by Kay Benson. Motion passed unanimously.

Bills were presented for payment: Sept and Oct 2019 bills were reviewed. Charlie Parkhurst moved to approve the bills for payment as presented. Motion seconded by Bob Mahoney. Motion passed unanimously.

Manager's Report: Manager Kelli Miller reported the following:

1. Recapped first quarter financial reports.
2. Initial budget sheets were filled out and submitted to city administrator. Once administrator approves will bring before the commission. Dave mentioned increasing advertising budget and all discussed advertising options.
3. Printer is not working properly. Kay Benson has an extra one that Kelli will try out before purchasing a new one.
4. City administrator gave an update on feasibility report status. He has contacted a couple firms and requested they look into it.

Board Actions:

None.

Set/Approve Date for Next Board Meeting – the next regular meeting December 13th, 2019 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:32 A.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

### VETERANS MEMORIAL AUDITORIUM COMMISSION – December 13, 2019

The Veterans Memorial Auditorium Commission met in regular session on Friday, December 13, 2019 at 10:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Kay Benson, Dave Miller, Doug D’Arcy, LaVern Holtmyer, Charlie Parkhurst

Absent: Bob Mahoney

Staff Present: Manager Kelli Miller

Call to order: Doug D’Arcy called the meeting to order at 10:30 A.M.

Approve Agenda: Doug D’Arcy moved that the Agenda be approved as presented. Motion seconded by Vern Holtmyer. Motion passed unanimously.

Conflicts of Interest: None stated.

Approve Minutes: Doug D’Arcy moved that the minutes of the November 8th, 2019 regular meeting be approved. Motion seconded by Charlie Parkhurst. Motion passed unanimously.

Bills were presented for payment: November 2019 bills were reviewed. Doug D’Arcy moved to approve the bills for payment as presented. Motion seconded by Vern Holtmyer. Motion passed unanimously.

Manager’s Report: Manager Kelli Miller reported the following:

1. Discussed Facebook, ICAN, and Football screen advertising. Facebook is about \$3 per week, ICAN and Football screen are getting back to manager.
2. Reviewed budget for 2020-2021 fiscal year. See action below.
3. Wedding prices were discussed and no changes in price at this time.

Board Actions:

1. Motion was made by Doug D’Arcy to approve the agenda with a second look at the insurance figure and send budget to City Council for approval. Kay Benson seconded the motion. Motion passed unanimously.

Set/Approve Date for Next Board Meeting – the next regular meeting January 10th, 2020 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:15 A.M.

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CHAIRPERSON

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SECRETARY