

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: January 8, 2021

Present: Bob Mahoney, Doug D’Arcy, Mayor Mike Kolbe, Kay Benson, Jeanna Rudolph, Gene Gettys, Charlie Parkhurst, Al Hazelton

Absent: None

Staff Present: Manager Kelli Miller

**Call to order:** Doug D’Arcy called the meeting to order at 10:27 a.m.

**Approve Agenda:** Kay Benson moved that the Agenda be approved as presented. Motion seconded by Charlie Parkhurst. Motion passed unanimously.

**Conflicts of Interest:** None stated.

**Approve Minutes:** Bob Mahoney moved that the minutes of the December 11, 2020 regular meeting be approved. Motion seconded by Kay Benson. Motion passed unanimously.

**Bills** were not presented for payment at this meeting due to a computer data problem. The revenue and expense payments for December 2020 will be presented at the next meeting on February 12, 2021.

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

1. **Feasibility Study:** Kelli reported that Vets team members, Doug D’Arcy, Kelli Miller and Jeanna Rudolph met with Shive Hattery rep Mark Allen on December 14<sup>th</sup> via Zoom. The group reviewed the Vets expenses and income reports and discussed the possibility and feasibility of remodeling the Vets to build an addition to the building to accommodate a senior center and to update the facility to provide separate meeting rooms by installing retractable walls or folding partitions to provide individual meeting rooms, like those currently at the Therkildsen Center. Mark said that he should have the plans finalized by the end of January and that he might return to Harlan to walk both Therkildsen and Vets properties before he presents his proposal to the City Council. Doug D’Arcy mentioned that he would like to walk the Vets building/property with Mark if possible. Mark would like to have one more meeting with the Vets team members via Zoom before his presentation.
2. **Budget:** Kelli told the Committee that she presented the operating budget for the Vets building to the City Council in December and that she told them if she had to take a 3% reduction in the budget, she would not go forward with replacing indoor light fixtures with LED’s (approximately \$4000.00 savings) and that the \$10,000.00 currently identified for building maintenance would be set aside for the future.
3. **Corn Hole league:** Kelli said she was approached by someone who was interested in starting a Corn Hole league and would that be an activity that could be held at the Vets. She said yes it could and it would be managed similar to when there were volleyball teams that played at the Vets weekly and each team paid a fee. She hasn’t heard back from the person so she isn’t sure if they couldn’t find the interest to form teams or if it was just an inquiry in passing.
4. **New Committee Member:** Kelli introduced Al Hazelton to the Committee. He is replacing Vern Holtmyer who had to resign before his term was up. Al will complete the rest of Vern’s term which is approximately two years.

5. **Board Actions:** None

Set/Approve Date for Next Board Meeting – the next regular meeting February 12<sup>th</sup> at 10:30 a.m.

There being no further business, the meeting was adjourned at 11:00 a.m.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: February 12, 2021

Present: Doug D’Arcy, Mayor Mike Kolbe, Kay Benson, Al Hazelton, Charlie Parkhurst

Absent: Bob Mahoney, Jeanna Rudolph, Gene Gettys

Staff Present: Manager Kelli Miller

**Call to order:** Doug D’Arcy called the meeting to order at 10:32A.M.

**Approve Agenda:** Charlie Parkhurst moved that the Agenda be approved as presented. Motion seconded by Kay Benson. Motion passed unanimously.

**Conflicts of Interest:** None stated.

**Approve Minutes:** Kay Benson moved that the minutes of the January 8, 2021 regular meeting be approved. Motion seconded by Doug D’Arcy. Motion passed unanimously.

**Bills** were presented for payment: December 2020 and January 2021 bills were reviewed. Charlie Parkhurst moved to approve the bills for payment as presented. Motion seconded by Al Hazelton. Motion passed unanimously.

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

1. **Feasibility Study Update:** Shive Hattery rep Mark Allen completed the final draft of the Study and Vets Manager Kelli Miller emailed it to the committee members for review/changes. Kelli met with Gene Getty’s, City Administrator, and the committee who pointed out that basically there are three options of financial responsibility for the city to consider as a result of the Study, once finalized. Those options are:
  - a) Keep both the Vets building and the CG Therkildsen Center as they are and continue operating at a substantial loss or sell one facility and operate the other as is with only one facility’s financial burden.
  - b) Expand the CG Therkildsen Center and sell the Vets building using the proceeds from the sale to expand/update the CG Therkildsen Center.
  - c) Sell the CG Therkildsen Center and using those profits make improvements to the Vets building to include a Harlan Senior Center, which is currently located within the CG Therkildsen Center.

A concern the city financial advisor mentioned is that if one facility was to be remodeled the City of Harlan might not be able to financially support it through City Bonds.

Gene Getty’s contacted several surrounding cities and asked city administrators if the facilities they rent out for events were profitable or broke even each year. His inquiries revealed that out of 15 towns/cities two made a profit.

As a member of the Feasibility team representing the Vets, Doug D’Arcy expressed concern as to how these proposals from the Study were going to be presented to the City Council and then to the general public. This will be taken into consideration by the City Council.

2. **Rental Price Review:** In an effort to find out if the current rental rates for the Vets facility were within the same range as other facilities in Western Iowa Manager Kelli contacted several cities/towns and asked what their facility rental prices were. She did a price comparison which revealed that the rates currently in place at the Vets are lower than our counterparts. She told the Commission members that in order to remain competitive with other facilities, the Vets should increase certain rental rates which would increase revenue each year. The Commission members agreed that rental rates should increase, and they should take effect immediately. See action below.
3. **Vets Agreement with HCS:** Kelli presented to the Commission a revised Memorandum of Understanding (MOU) between HCS District and the City of Harlan, through the Veterans Memorial Auditorium Commission, effective February 8, 2021. The MOU states the Commission agrees to rent the Vets facilities to the school district for various school sports and events and lists what the costs will be for those events. The MOU is in effect for the remainder of the school year 2020-2021 and for the school year 2021-2022 and shall extend year to year thereafter unless terminated by either party at the end of the year.

**Board Actions:**

1. Motion was made by Charlie Parkhurst to increase the following Veteran's Memorial facility rental rates:

Private & Auctioning Rental:

Hall Rental: increasing rental rate from \$400.00 to \$500.00

Additional Day: increasing rental rate from \$150.00/day to \$250/day

Commercial Auditorium Rental:

Hall Rental Additional Day: increasing rental rate from \$200.00 to \$250.00

Wedding Rental:

April 1 – October 31

First Day & Decorations: increasing rental rate from \$500.00 to \$600.00

Additional Day: increasing rental rate from \$150.00 to \$250.00

November 1 – March 31<sup>st</sup>:

First Day: increasing rental rate from \$400.00 to \$500.00

Additional Day: increasing rental rate from \$150.00 to \$250.00

Harlan School Athletic Use:

Other day Use: Increasing rental rate from \$25.00 to \$75.00

The Board agreed these rates will be effective immediately.

The motion was seconded by Doug D'Arcy. Motion passed unanimously.

**Set/Approve Date for Next Board Meeting:** The next regular meeting will be March 12 at 10:30 A.M.

There being no further business, the meeting was adjourned at – 11:24 A.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: March 12, 2021

Present: Bob Mahoney, Doug D’Arcy, Mayor Mike Kolbe, Kay Benson, Jeanna Rudolph, Al Hazelton, Charlie Parkhurst

Reed Mosher was invited to attend the meeting as a possible replacement for Bob Mahoney whose last meeting will be April 9<sup>th</sup> after serving two three-year terms.

Absent: Gene Gettys

Staff Present: Manager Kelli Miller

**Call to order:** Doug D’Arcy called the meeting to order at 10:29 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:** Kay Benson moved that the minutes of the February 12, 2021 regular meeting be approved. Motion seconded by Bob Mahoney. Motion passed unanimously.

**Bills** were presented for payment: February 2021 bills were reviewed. Charlie Parkhurst moved to approve the bills for payment as presented. Motion seconded by Al Hazelton. Motion passed unanimously.

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

1. **Rental Price Review:** Kelli revised the list of rental rates for the Vets Auditorium facility. Commission Members reviewed the rates and agreed to the revision. The rates became effective 2/15/2021.
2. **Food Pantry:** The drive-through Food Pantry that was held February 22<sup>nd</sup> was a great success. Many families were lined up in their cars to receive boxes of food and by 6:00 p.m. the supplies were gone.
3. **Whitetails Unlimited:** Kelli reported that the Whitetails Unlimited organization had their annual celebration on February 22<sup>nd</sup>. and it was a great group and a good bar night bringing in some revenue for the Vets.
4. **The Grand Lodge Celebration (Masons):** was held March 6<sup>th</sup>. They had a good turnover and there were many comments from attendees that they really enjoyed having the event at the Vets because there is so much room for everyone to spread out and be comfortable.
5. **Feasibility Study Update:** Kelli told the Commission the Feasibility Study is still ongoing and that both facilities (Vets Memorial Building and CG Therkildsen facility) are operating in the “red” with losses in taxes each year. The Public Property Committee will be meeting March 25<sup>th</sup> to discuss a plan to move forward and how the plan will be presented to the Shelby County residents and local Harlan community. Mayor Mike Kolbe did mention that it will probably take two to three years before the City Council has put together a solid plan.

6. **Utility Bills:** Kelli mentioned there will be a significant increase in the next Vets utility bill, which is expected to be around \$7300.00. As reported by HMU, the freezing temperatures and winter storms that swept across the Midwest into Texas in February led to natural gas wellhead and pipeline freeze-offs, which severely constricted supply. HMU had to buy fuel in the open market and paid premium dollars for the fuel.
7. **Commission Appointment:** Charlie Parkhurst is the next Vets Commission member whose term is up in April. However, he has elected to stay for another three-year term. Thanks Charlie!
8. **Operation Policy:** Kelli asked the Commission Members to review their copy of the Operation Policy for the Vets Auditorium. She would like to update it and is asking everyone's input at the next meeting in April

**Board Actions:** None

**Set/Approve Date for next Board meeting:** The next regular meeting will be Friday, April 9<sup>th</sup>, 2021 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:00 A.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: April 9, 2021

Present: Doug D’Arcy, Mayor Mike Kolbe, Kay Benson, Jeanna Rudolph, Al Hazelton, Gene Gettys, Charlie Parkhurst, Reid Mosher

Absent: Bob Mahoney – this was his last meeting of his three-year term.

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 Kay Benson. Motion passed unanimously.

**Conflicts of Interest:** A Conflict of Interest was brought to the attention to the Vets Memorial Commission by Al Hazelton, a sitting member of the Commission, regarding the Veterans Memorial Auditorium Use Agreement between the Harlan Community School District and the City of Harlan through the Vet’s Commission for Use of the Vets Memorial Auditorium effective February 8, 2021. Al Hazelton is a member of the School District Board and recuses himself from voting for or against the Agreement as a matter of conflict as indicated in the Board Actions on Page 2 of this document.

**Approve Minutes:** Kay Benson moved that the minutes of the March 12, 2021 regular meeting be approved. Motion seconded by Reid Mosher. Motion passed unanimously.

**Bills** were presented for payment: March 2021 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. **Vets Memorial Operation Policy:** Kelli had asked the Commission members to review the Operation Policy for changes or updates. The following changes/updates will be made to the Operation Policy booklet:
  - a) Page 3 Bar Policy: Para 2 will be changed to canned beer being available for purchase vs Keg beer.
  - b) Page 4 Employees: Para 2 will be deleted. A car allowance no longer applies.
  - c) Page 4 Building Use: Para 2 will be changed to include Vaping as a source of smoking.
  - d) Page 5 Money Handling Procedures: This section will be changed to indicate that “petty cash” has been replaced with a business credit card.
  - e) The Lease Rental Agreement page 1 Para 2 will be updated to reflect the new Additional Day rental rate of \$250.00. Page 3 Para 20 will be updated to include “Vaping” in the last sentence (e.g., Smoking or vaping shall only take place outside.....).
  - f) The Price List will be replaced by the current list that became effective 2/15/2021.
  - g) The Wedding Rental and Bar Rates will be updated to reflect the new rates indicated in the Price List which was effective 2/15/2021.
2. **HCS Agreement:** Kelli asked the Commission to make a motion to adopt the new HCS agreement which the Commission agreed and is indicated in Board Actions.
3. **Budget Update:** The 3% cut in the new budget for the next fiscal year was approved and will be reflected in the budget for Building and Ground Maintenance.

4. **Feasibility Report update:** Gene Getty's told the Commission the next step in the process is that the Public Property Committee will meet on April 14<sup>th</sup> to discuss how they want to present the results of the Feasibility Report to the citizens of Shelby County, to ensure their concerns are met and they have an avenue to provide their feedback to the Public Property Committee.
5. **Appointment of new officers:** The one-year terms for the positions of President and Secretary of the Vets Commission, currently filled by Doug D'Arcy and Kay Benson respectively, have been met. Doug opened the floor to all Commission members who might be interested in filling either position. With no response from other members, Kay and Doug both agreed to serve another one-year term in their current positions.
6. **Recognition of service for retiring Commissioner Bob Mahoney.** Bob was a member of the Commission for a total of six years, serving two terms. Throughout his term he made significant suggestions and recommendations that made a positive impact on the Commission's role in directing and managing the Shelby County Veterans Memorial Auditorium. "Bravo Zulu" Bob!

**Board Actions:**

Motion was made by Charlie Parkhurst to adopt the Veterans Memorial Auditorium Use Agreement between the Harlan Community School District and the City of Harlan through the Vet's Commission for Use of the Vets Memorial Auditorium effective February 8, 2021 and the motion was seconded by Doug D'Arcy. Motion passed by a majority of 4 out of 5 Commissioners.

**Set/Approve Date for Next Board Meeting:** The next regular meeting will be Friday, May 14<sup>th</sup>, 2021 at 10:30 A.M.

There being no further business, the meeting was adjourned at – 11:10 A.M.

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CHAIRPERSON

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SECRETARY



## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: May 14, 2021

Present: Doug D’Arcy, Mayor Mike Kolbe, Kay Benson, Jeanna Rudolph, Al Hazelton, Charlie Parkhurst, Reid Mosher

Absent: Gene Gettys

Staff Present: Manager Kelli Miller

**Call to order:** Doug D’Arcy called the meeting to order at 10:29 A.M.

**Approve Agenda:** Charlie Parkhurst moved that the Agenda be approved as presented. Motion seconded by Reid Mosher. Motion passed unanimously.

**Conflicts of Interest:** None stated

**Approve Minutes:** Kay Benson moved that the minutes of the April 9, 2021 regular meeting be approved. Motion seconded by Charlie Parkhurst. Motion passed unanimously.

**Bills** were presented for payment: April 2021 bills were reviewed. Kay Benson moved to approve the bills for payment as presented. Motion seconded by Al Hazelton. Motion passed unanimously.

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

1. **Feasibility report update:** Kelli reported to the Commission that the City Council has put a hold on moving forward with closing either the Vets Auditorium or the CG Therkildsen Activity Center at this time. The Council is looking into how the CG Therkildsen Center could be better utilized by the community or various city agencies.
2. **Vets Memorial Operation Policy:** Kelli updated the Operation Policy and asked the Commission to make a motion to approve the changes/updates as outlined in the April 9<sup>th</sup> Board Minutes. The Commission approved the changes/updates which is indicated in Board Actions.

### **Board Actions:**

Motion was made by Reid Mosher to approve the changes/updates to the Operation Policy and motion was seconded by Charlie Parkhurst. Motion passed unanimously.

**Set/Approve Date for Next Board Meeting:** The next regular meeting will be June 11, 2021 at 10:30 A.M.

There being no further business, the meeting was adjourned at – 11:02 A.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: June 11, 2021

Present: Doug D’Arcy, Jeanna Rudolph, Al Hazelton, Charlie Parkhurst, Reid Mosher

Absent: Kay Benson

Staff Present: Manager Kelli Miller

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

**Approve Agenda:** Al Hazelton moved that the Agenda be approved as presented. Motion seconded by Reid Mosher. Motion passed unanimously.

**Conflicts of Interest:** None stated

**Approve Minutes:** Charlie Parkhurst moved that the minutes of the April 9<sup>th</sup> corrected minutes and May 14, 2021 regular meeting be approved. Motion seconded by Al Hazelton. Motion passed unanimously.

**Bills** were presented for payment: May 2021 bills were reviewed. Reid Mosher 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. Discussion about whether to reinstate required deposits (not required because of covid and possible cancellations) was talked about and put on hold for 60 days.
2. One of the commercial dehumidifier was throwing a code. Kelli unplugged, let sit and restarted and has been running fine since. If the code happens again the dehumidifier will have to be worked on or replace.
3. Kelli expressed the need to visit the deferred maintenance issues at the vets whether the building is kept or sold. Next meeting we hope to tour, discuss these issues and make a priority list.

**Board Actions:** None

**Set/Approve Date for Next Board Meeting:** The next regular meeting will be July 9, 2021 at 10:30 A.M.

There being no further business, the meeting was adjourned at – 11:06 A.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: July 9, 2021

Present: Doug D’Arcy, Mayor Mike Kolbe, Kay Benson, Charlie Parkhurst, Gene Getty’s, Reid Mosher

Absent: Jeanna Rudolph, Al Hazelton

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 Reid Mosher. Motion passed unanimously.

**Conflicts of Interest:** None stated.

**Approve Minutes:** Kay Benson moved that the minutes of the June 11, 2021 regular meeting be approved. Motion seconded by Charlie Parkhurst. Motion passed unanimously.

**Bills** were presented for payment: June 2021 bills were reviewed. Kay Benson 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 told the Commission that she was again approached by someone who would like to start a Cornhole Bag league maybe this coming winter. It would consist of 12 teams requiring six sets of boards which will be provided by the league and would probably last for six weeks.
2. Kelli brought up her concerns about the two commercial size dehumidifiers she purchased about four years ago for the building. Both units keep breaking down and she can’t find anyone local or in Des Moines or Omaha who will travel to Harlan to repair them. She will keep trying to find someone who will take a look at both units. Commission members have authorized her to spend up to \$3000.00 to either have them fixed, traded-in, or replaced. See “Board Actions”.
3. The Commission members took a tour of the Vets Building with Kelli to look at the repairs to the facility she has identified and to establish a “priority list” of those repairs. The issues have been identified and are listed on the attachment to the minutes.

**Board Actions:** Motion was made by Charlie Parkhurst to authorize Kelli to spend up to \$3000.00 to either repair or purchase a dehumidifier for the building. The motion was seconded by Reid Mosher. Motion passed unanimously.

**Set/Approve Date for next Board meeting:** The next regular meeting will be Friday, August 13th at 10:30 A.M.

There being no further business, the meeting was adjourned at 12:07 P.M.

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CHAIRPERSON

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SECRETARY

## **PRIORITY LIST OF REPAIRS TO BE MADE TO THE VETS MEMORIAL AUDITORIUM – 5 YEAR PLAN**

1. Locate and purchase two commercial size dehumidifiers.
2. Gutters and downspouts on the West side of the building. Get bids and ideas from contractors regarding how to fix the ice/water flow that accumulates on the sidewalk and handicap parking area creating a hazard for guests.
3. How to improve or replace the façade and lettering located on the West, South and East sides of the building.
4. Basement walls. Identify and fix/treat the white, powdery substance and sometimes rusty stains on the walls in the basement. Could be efflorescence or iron ochre infiltration both carried into the basement with the water that seeps in.
5. Wooden floor and dress up concrete on main level. Decide if it should be replaced or fixed or left the way it is.
6. Main floor acoustics issue. Look into cost of putting a drop ceiling in the main floor to improve the acoustics and echo sound in the room.

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: August 13, 2021

Present: Doug D’Arcy, Mayor Mike Kolbe, Kay Benson, Jeanna Rudolph, Al Hazelton, Charlie Parkhurst, Gene Getty’s, Reid Mosher

Absent: None

Staff Present: Manager Kelli Miller

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

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

**Conflicts of Interest:** None stated.

**Approve Minutes:** Kay Benson moved that the minutes of the July 9, 2021, regular meeting be approved. Motion seconded by Reid Mosher. Motion passed unanimously.

**Bills** were presented for payment: July 2021 were reviewed. Al Hazelton 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. Future Vets Projects: Based on the last Commission meeting a 5 Year Plan has been established listing the repairs to be made in priority of the repairs.
2. Dehumidifier: Manager Kelli told the Commission that she purchased a commercial size dehumidifier that will go in the basement. She was also able to find a service person to repair the existing commercial dehumidifiers and we are running on full capacity.
3. Deposit requirement: Kelli will start requiring deposits for rental activities at the Vets which she had put on hold during the Covid 19 pandemic.
4. Cornhole Bag league: The league will start up at the Vets in November and will be on Tuesdays at 7:00 p.m. The first session will be from November 2 – November 16<sup>th</sup> and November 30<sup>th</sup> - December 14<sup>th</sup> -with the tournament on December 14<sup>th</sup>. The second session will start January 11, 2022, and will end February 22<sup>nd</sup> with the 2 day tournament on February 15<sup>th</sup> & 22<sup>nd</sup>.

**Board Actions:** None

Set/Approve Date for next Board meeting: The next regular board meeting will be Friday, September 10 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:03 A.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: 9/10/2021

Present: Doug D’Arcy, Kay Benson, Al Hazelton, Charlie Parkhurst, Gene Gettys, Reid Mosher

Absent: Jeanna Rudolph

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 Reid Mosher. Motion passed unanimously.

**Conflicts of Interest:** None stated.

**Approve Minutes:** Al Hazelton moved that the minutes of the August 13, 2021 regular meeting be approved. Motion seconded by Reid Mosher. Motion passed unanimously.

**Bills** were presented for payment: August 2021 were reviewed. Kay Benson 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. **Vets Projects:** Kelli told the Commission that she has been in contact with a local company to get a bid on the cost of updating the façade on the front of the outside of the Vets building. She showed the board members pictures of some ideas of what the sign could look like with and without lights to highlight the lettering that will appear on the front of the building. She also showed pictures of types of awnings that might look nice in certain areas of the building as well. She is waiting for the contractor to get back to her.

2. **Adjust October Meeting Date:** Kelli told the Commission that she will be taking vacation in early October and asked if they would consider either changing the meeting date from October 8<sup>th</sup> to another date in the month or cancelling the October meeting altogether and meet in November. All members agreed to cancel the October 8<sup>th</sup> meeting and meet in November.

**Board Actions:** Board members agreed to cancel the October 8<sup>th</sup> Vets meeting.

**Set/Approve Date for next Board meeting:** The next regular meeting will be Friday, November 12, 2021, at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:00 A.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: 10/8/2021

Did not meet in person. Kelli emailed financial report and commission is to respond they agree or disagree to pay.

Financial Report:

Revenue: Total \$8784.12

- Levy \$5735.16
- Mobile Home Tax \$14.96
- Rent \$2098.00 – tables/chairs/ Auction, and 2 weddings
- Bar \$936.00 – 1 wedding

Expenses:

- Uniforms \$27.00
- Buildings/Ground/Maint. \$298.66 – garbage, cleaning supplies, ice machine repair
- Vehicle repair maint. \$1187.56 – THIS IS A MISTAKE AND WILL BE REMEDIED NEXT MONTH
- Telephone \$185.46 – 2 months of cellphone and 1 month hmu
- Utilities \$1547.09
- Bar Supplies \$235.30

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: November 19, 2021

Present: Doug D’Arcy, Mayor Mike Kolbe, Kay Benson, Jeanna Rudolph, Charlie Parkhurst, Reid Mosher

Absent: Gene Gettys, Al Hazelton

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 Reid Mosher. Motion passed unanimously.

**Conflicts of Interest:** None stated

**Approve Minutes:** Kay Benson moved that the minutes of the regular October 2021 meeting be approved. Motion seconded by Reid Mosher. Motion passed unanimously.

**Bills** were presented for payment: October bills were reviewed. Reid Mosher moved to approve the bills for payment as presented. Motion seconded by Charlie Parkhurst. Motion passed unanimously.

**Approve Budget:** The 2022/2023 budget was presented by Manager Kelli and reviewed by the Commission. Charlie Parkhurst moved to approve the budget to be presented to City Council. Motion seconded by Kay Benson. Motion passed unanimously.

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

- 1. Pickle Ball, Bags Tournament:** Manager Kelli told the Commission that she was contacted by a group that would like to use the Vets gym for teams to practice Pickle Ball. She was asked what the cost, if any, would be for one to two hours per week. The Commission agreed that there should be a cost at \$25.00 for 2 hours. See “Board Actions”.
- 2. Contractors:** Kelli has contacted several contractors to give her a bid on updating the facade of the Vets building. Some contractors have responded by showing up to look at the front of the building but none of them have submitted any designs or bids. Kelli is going to see if there are any companies that can give her ideas or plans/sketches for a new façade. The project will be re-addressed in the spring of 2022.
- 3. New Computer for Vets Manager:** Kelli told the Commission that her office computer has not been responsive and it’s pretty dated and needs to be upgraded. She thinks she can purchase one for about \$1400.00 that would meet her needs. The Commission agreed. See “Board Actions”.
- 4. Microphone receiver:** Kelli would like to purchase a microphone receiver that has two microphones that can be used simultaneously; one handheld and one on a lapel making it easier for groups to communicate with their audience during events. The Commission agreed. See “Board Actions.”
- 5. Red Cross:** The Red Cross contacted Kelli and told her that she needs to assess the Vets building for use as an Emergency Shelter. This is the first time she has been asked to make the assessment so it will be a project that she will be working on the next few weeks.

**Board Actions:** Motion was made by Kay Benson to charge \$25.00 for 2 hours to groups that would like to use the Vets as a place to practice for various sporting events (e.g., Pickle Ball, archery, etc..) and they



designate, in writing, one member of their group who will be responsible for picking up the keys to the building, no alcohol on the premises, locking the building when they leave and returning the keys to Kelli, and they abide by the rules and regulations outlined in the Veteran's Operation Policy. Doug D'Arcy seconded the motion and the motion passed unanimously.

**Board Actions:** Motion was made by Reid Mosher to approve the purchase of a computer for Manager Kelli in the amount of approximately \$1400.00 and to purchase two Microphone receivers at a cost of approximately \$500.00. Kay Benson seconded the motion and the motion passed unanimously.

**Set/Approve Date for Next Board Meeting:** The next regular meeting will be Friday, December 10<sup>th</sup>, 2021 at 10:30 A.M.

There being no further business, the meeting was adjourned at – 11:20 A.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: December 10, 2021

Present: Doug D’Arcy, Mayor Mike Kolbe, Kay Benson, Jeanna Rudolph, Al Hazelton, Charlie Parkhurst, Reid Mosher, Gene Gettys

Absent: Al Hazelton

Staff Present: Manager Kelli Miller

**Call to order:** Doug D’Arcy called the meeting to order at 10:34 A.M.

**Approve Agenda:** Charlie Parkhurst moved that the Agenda be approved as presented. Motion seconded by Reid Mosher. Motion passed unanimously.

**Conflicts of Interest:** None stated

**Approve Minutes:** Kay Benson moved that the minutes of the November 19<sup>th</sup> 2021 regular meeting be approved. Motion seconded by Doug D’Arcy. Motion passed unanimously.

**Bills** were presented for payment: November 2021 bills were reviewed. Kay Benson 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:

**Contractor:** Kelli contacted another contractor to look at the façade of the Vets building. He showed up and took a look but has not submitted any designs or bids. The Commission and Kelli talked about how we should go forward and it was agreed that we should have ideas of what we want the front to look like so we can present them to the contractor and not wait for them to come up with an idea. Kelli is going to contact a local contractor and ask if they could meet with Doug D’Arcy at the Vets and look at the West side of the building and the front of the building. With Doug’s extensive experience in construction maybe they could come up with ideas of what needs to be done on both projects.

**Board Actions:** None

**Set/Approve Date for Next Board Meeting:** The next regular meeting will be January 14, 2022 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