

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: January 10, 2025

Present: Reid Mosher, Matt Worthey, Russ Chamberlain, Judy Knudsen, Garvas Mgonja

Absent: Al Hazelton

Staff Present: Manager Kelli Miller

**Call to order:** Reid Mosher called the meeting to order at 12:35 P.M.

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

**Conflicts of Interest:** Reid Mosher asked the Committee if there were any known conflicts; all members agreed there were none at this time.

**Approve Minutes:** Matt Worthy moved that the minutes of the November 8<sup>th</sup> 2024 regular meeting be approved. Motion seconded by Russ Chamberlain. Motion passed unanimously.

**Bills** were presented for payment: November and December 2024 were reviewed. Reid Mosher moved to approve the bills for payment as presented. Motion seconded by Matt Worthey. Motion passed unanimously.

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

1. **Security Cameras:** Feld Security installed 10 cameras and they are up and running.
2. **Hail Damage:** The insurance adjuster was notified of the leak in the gym roof and will come back out to inspect.
3. **Commission replacements:** Judy Knudsen will fill Kay's vacancy and Chad Heithoff will fill Matt's vacancy.
4. **Income report:** Kelli presented the 2<sup>nd</sup> quarter income report.
5. **Gas Leak:** December 13, 2024 HMU had a gas leak and the Vets was used for an evacuation site. Kelli discussed that the vets is used as for all local emergency situations.

**Board Actions:** None

**Set/Approve Date for next Board meeting:** The next regular meeting will be Friday, February 14, 2025 at 12:30 P.M.

There being no further business, the meeting was adjourned at 1:00 P.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: February 14, 2025

Present: Reid Mosher, Judy Knudsen, Russ Chamberlain, Judy Knudsen, Garvas Mgonja, Al Hazelton, Chad Heithoff

Absent:

Staff Present: Manager Kelli Miller

**Call to order:** Reid Mosher called the meeting to order at 12:26 P.M.

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

**Conflicts of Interest:** Reid Mosher asked the Committee if there were any known conflicts; all members agreed there were none at this time.

**Approve Minutes:** Judy Knudsen moved that the minutes of the January 10<sup>th</sup> 2025 regular meeting be approved. Motion seconded by Russ Chamberlain. Motion passed unanimously.

**Bills** were presented for payment: January 2025 were reviewed. Reid Mosher moved to approve the bills for payment as presented. Motion seconded by Russ Chamberlain. Motion passed unanimously.

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

1. **Acoustic upgrade:** Kelli applied for Shelby County Community Foundation grant for \$45,000 for the acoustic issues.

2. **Hail Damage:** The insurance adjuster revisited the vets and inspected the gym roof but did not find any hail damage that had punctured the roof. He felt the leak is due to uproot screws or sealing around furnace roof unit. Kelli will have a roof company visit when the weather is better.

**Board Actions:** None

**Set/Approve Date for next Board meeting:** The next regular meeting will be Friday, March 14, 2025 at 12:30 P.M.

There being no further business, the meeting was adjourned at 12:50 P.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: April 11, 2025

Present: Reid Mosher, Russ Chamberlain, Gervas Mgonja, Al Hazelton (By Phone)

Absent: Judy Knudsen, Chad Heithoff

Staff Present: Manager Kelli Miller

**Call to order:** Reid Mosher called the meeting to order at 12:33 P.M.

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

**Conflicts of Interest:** Reid Mosher asked the Committee if there were any known conflicts; all members agreed there were none at this time.

**Approve Minutes:** Russ Chamberlain moved that the minutes of the February 14<sup>th</sup> 2025 regular meeting be approved. Motion seconded by Al Hazelton. Motion passed unanimously.

**Bills** were presented for payment: February and March 2025 were reviewed. Russ Chamberlain 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. Since only two commission members were present we will hold discussion next meeting.

**Board Actions:** None

**Set/Approve Date for next Board meeting:** The next regular meeting will be Friday, May 9, 2025 at 12:30 P.M.

There being no further business, the meeting was adjourned at 12:49 P.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: May 9th, 2025

Present: Reid Mosher, Gervas Mgonja, Judy Knudsen, Chad Heithoff

Absent: Russ Chamberlain, Al Hazelton

Staff Present: Manager Kelli Miller

**Call to order:** Reid Mosher called the meeting to order at 12:30 P.M.

**Approve Agenda:** Chad Heithoff moved that the Agenda be approved as presented. Motion seconded by Judy Knudsen. Motion passed unanimously.

**Conflicts of Interest:** Reid Mosher asked the Committee if there were any known conflicts; all members agreed there were none at this time.

**Approve Minutes:** Chad Heithoff moved that the minutes of the April 11<sup>h</sup> 2025 regular meeting be approved. Motion seconded by Reid Mosher. Motion passed unanimously.

**Bills** were presented for payment: April 2025 were reviewed. Chad Heithoff moved to approve the bills for payment as presented. Motion seconded by Judy Knudsen. Motion passed unanimously.

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

1. Gervas is still waiting on response from city clerk on hail damage funds.
2. Roof Leak was repaired. Kelli asked about the condition of the whole gym roof and contractor said it looked okay and advised waiting on an issue for repair.
3. Kelli wants to add more chairs to the inventory if this budget allows. See action below
4. The community foundation denied funds for the acoustic project.

**Board Actions:** Reid Mosher made the motion to purchase up to 100 more chairs not to exceed \$3000 if budget allows. Seconded by Chad Heithoff. Motion passed unanimously.

**Set/Approve Date for next Board meeting:** The next regular meeting will be Friday, June 13, 2025 at 12:30 P.M.

There being no further business, the meeting was adjourned at 12:51 P.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: June 13th, 2025

Present: Reid Mosher, Gervas Mgonja, Judy Knudsen, Russ Chamberlain, Al Hazelton, Kyle Lindberg

Absent: Chad Heithoff

Staff Present: Manager Kelli Miller

**Call to order:** Reid Mosher called the meeting to order at 12:30 P.M.

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

**Conflicts of Interest:** Reid Mosher asked the Committee if there were any known conflicts; all members agreed there were none at this time.

**Approve Minutes:** Al Hazelton moved that the minutes of the May 9th 2025 regular meeting be approved. Motion seconded by Judy Knudsen. Motion passed unanimously.

**Bills** were presented for payment: May 2025 were reviewed. Judy Knudsen moved to approve the bills for payment as presented. Motion seconded by Russ Chamberlain. Motion passed unanimously.

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

1. City clerk confirmed insurance hail damage money can be used on Vets awnings and sign. See action below
2. There is another roof leak toward the north east end of the building. Kelli will contact Elevate Roofing to look into.
3. Discussed the independent spending limit of \$500 for the supervisor for the vets. The commission decided to increase that limit. See action below.
4. Positions of chairperson and secretary of the commission were up for election. See action below.
5. Kelli is going to purchase another dehumidifier.

### **Board Actions:**

1. Reid Mosher made the motion to approve the bids from Leinen construction for the awnings and Prairie Rose Signs for the sign in total of \$14,442 and to move forward with the repairs. Seconded by Russ Chamberlain. Motion passed unanimously.
2. Reid Mosher made the motion to increase the independent spending limit for the Vets supervisor to \$2000. Seconded by Russ Chamberlain. Motion passed unanimously.
3. Al Hazelton made the motion to reappoint Reid Mosher as chairperson. Seconded by Russ Chamberlain. Motion passed unanimously.
4. Reid Mosher made the motion to appoint Al Hazelton as secretary. Seconded by Judy Knudsen. Motion passed unanimously.

**Set/Approve Date for next Board meeting:** The next regular meeting will be Friday, July 11, 2025 at 12:30 P.M.

There being no further business, the meeting was adjourned at 1:05 P.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: July 11th, 2025

Present: Reid Mosher, Judy Knudsen, Al Hazelton, Kyle Lindberg, Chad Heithoff

Absent: Russ Chamberlain

Staff Present: Manager Kelli Miller

**Call to order:** Reid Mosher called the meeting to order at 12:30 P.M.

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

**Conflicts of Interest:** Reid Mosher asked the Committee if there were any known conflicts; all members agreed there were none at this time.

**Approve Minutes:** Chad Heithoff moved that the minutes of the June 13th 2025 regular meeting be approved. Motion seconded by Al Hazelton. Motion passed unanimously.

**Bills** were presented for payment: June 2025 were reviewed. Judy Knudsen moved to approve the bills for payment as presented. Motion seconded by Chad Heithoff. Motion passed unanimously.

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

1. Kelli contacted Elevate Roofing for second roof leak, they will repair it at time and materials.
2. Fiscal year end reports were presented.
3. Discussion about whether the commission would continue with CMBA to do all the consulting on the acoustics job or have the city take over. The commission decided to continue with CMBA. See action below.

**Board Actions:**

1. Chad Heithoff made the motion to continue with phase 2 of the CMBA services which will include drawings and bids. Reid Mosher seconded the motion. Motion passed unanimously.

**Set/Approve Date for next Board meeting:** The next regular meeting will be Friday, August 8, 2025 at 12:30 P.M.

There being no further business, the meeting was adjourned at 12:51 P.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: September 12th, 2025

Present: Reid Mosher, Judy Knudsen (By Phone), Al Hazelton, Russ Chamberlain, Gervas Mgonja

Absent: Chad Heithoff

Staff Present: Manager Kelli Miller

**Call to order:** Reid Mosher called the meeting to order at 12:37 P.M.

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

**Conflicts of Interest:** Reid Mosher asked the Committee if there were any known conflicts; Al Hazelton has conflict because he is on the Harlan School Board. He will abstain from voting on HCHS and City of Harlan Agreement.

**Approve Minutes:** Russ Chamberlain moved that the minutes of the July 11th 2025 regular meeting be approved. Motion seconded by Reid Mosher. Motion passed unanimously.

**Bills** were presented for payment: July and August 2025 revenue and expenses were reviewed. Al Hazelton moved to approve the bills for payment as presented. Motion seconded by Reid Mosher. Motion passed unanimously.

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

1. Kelli contacted and had a conversation with Courtney from CMBA. Kelli confirmed that the commission would like to continue with CMBA's service on phase 2 and discussed preferences on who will do the work. As of right now, CMBA is nearly finished with a blue print for work needed.
2. Kelli encouraged the commission to come on Friday nights during the home football games and help present the flag during the national anthem.
3. The agreement between Harlan Community Schools and the City of Harlan was reviewed and adjusted to changed dates and pay of Friday night game supervisor for the vets. See action below.
4. Russ Chamberlain and Al Hazelton representing the Legion presented the vets with the donation of folding chairs that they no longer use.

### **Board Actions:**

1. Reid Mosher made the motion to revise the contract between HCHS and City of Harlan and present it to the School Board. Russ Chamberlain seconded the motion. Motion passed with Al Hazelton abstaining from the vote.

**Set/Approve Date for next Board meeting:** The next regular meeting will be Friday, October 10, 2025 at 12:30 P.M.

There being no further business, the meeting was adjourned at 1:05 P.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: October 17th, 2025

Present: Reid Mosher, Judy Knudsen, Al Hazelton, Russ Chamberlain

Absent: Chad Heithoff, Gervas Mgonja

Staff Present: Manager Kelli Miller

**Call to order:** Reid Mosher called the meeting to order at 12:30 P.M.

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

**Conflicts of Interest:** Reid Mosher asked the Committee if there were any known conflicts: none stated.

**Approve Minutes:** Judy Knudsen moved that the minutes of the September 12th 2025 regular meeting be approved. Motion seconded by Reid Mosher. Motion passed unanimously.

**Bills** were presented for payment: September 2025 revenue and expenses were reviewed. Judy Knudsen moved to approve the bills for payment as presented. Motion seconded by Russ Chamberlain. Motion passed unanimously.

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

1. Kelli was contacted by Courtney from CMBA. They are finished with a blue print for work needed, except the sound engineer.
2. Red Cross did a walk through for proper accessibility for an emergency shelter. No issues found.
3. Hail damage repair to sign and awnings complete.
4. AYSO is looking to do a soccer league during the winter, the commission agreed to give them the non-profit rate for every date.

**Board Actions:** None.

**Set/Approve Date for next Board meeting:** The next regular meeting will be Friday, November 14, 2025 at 12:30 P.M.

There being no further business, the meeting was adjourned at 12:50 P.M.

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CHAIRPERSON

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SECRETARY



## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: November 14th, 2025

Present: Reid Mosher, Al Hazelton, Russ Chamberlain, Gervas Mgonja

Absent: Chad Heithoff, Judy Knudsen

Staff Present: Manager Kelli Miller

**Call to order:** Reid Mosher called the meeting to order at 12:30 P.M.

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

**Conflicts of Interest:** Reid Mosher asked the Committee if there were any known conflicts: none stated.

**Approve Minutes:** Reid Mosher moved that the minutes of the October 17<sup>th</sup>, 2025 regular meeting be approved. Motion seconded by Al Hazelton. Motion passed unanimously.

**Bills** were presented for payment: October 2025 revenue and expenses were reviewed. Russ Chamberlain moved to approve the bills for payment as presented. Motion seconded by Reid Mosher. Motion passed unanimously.

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

1. The sound engineer from CMBA visited the vets to look at the electrical and rack system. Kelli also conversed with Courtney about budget for project. Courtney indicated that the project would cost around \$85,000 and CMBA's fees would be \$15,000. Kelli will budget for more in 2026-2027.
2. Reviewed 2025-2026 quarterly report.
3. 2026-2027 Budget will be presented at December meeting to present to council.

**Board Actions:** None.

**Set/Approve Date for next Board meeting:** The next regular meeting will be Friday, December 12, 2025 at 12:30 P.M.

There being no further business, the meeting was adjourned at 12:45 P.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: December 12th, 2025

Present: Reid Mosher, Al Hazelton, Gervas Mgonja, Judy Knudsen

Absent: Chad Heithoff, Russ Chamberlain

Staff Present: Manager Kelli Miller

**Call to order:** Reid Mosher called the meeting to order at 12:30 P.M.

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

**Conflicts of Interest:** Reid Mosher asked the Committee if there were any known conflicts: none stated.

**Approve Minutes:** Reid Mosher moved that the minutes of the November 14<sup>th</sup>, 2025 regular meeting be approved. Motion seconded by Al Hazelton. Motion passed unanimously.

**Bills** were presented for payment: November 2025 revenue and expenses were reviewed. Judy Knudsen 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. CMBA will have final documents done at the end of the year for bid requests to go out after the first of the year.
2. Reviewed 2026-2027 budget. See action below.
3. Discussed the need for one possibly two new commission members in April and tasked the commission to come up with a few candidates.

**Board Actions:**

1. Al Hazelton made the motion to approve the 2026-2027 budget and present is to City Council. Seconded by Judy Knudsen. Motion passed unanimously.

**Set/Approve Date for next Board meeting:** The next regular meeting will be Friday, January 9, 2026 at 12:30 P.M.

There being no further business, the meeting was adjourned at 12:50 P.M.

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CHAIRPERSON

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SECRETARY