

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: January 14, 2022

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

Absent: Gene Gettys, Jeanna Rudolph (as of this date Jeanna Rudolph’s position will be filled by Troy Schaben)

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 Al Hazelton. Motion passed unanimously.

Conflicts of Interest: None stated

Approve Minutes: Kay Benson moved that the minutes of the December 10, 2021 regular meeting be approved. Motion seconded by Reid Mosher. Motion passed unanimously.

Bills were presented for payment: December 2021 bills were reviewed. Reid Mosher 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:

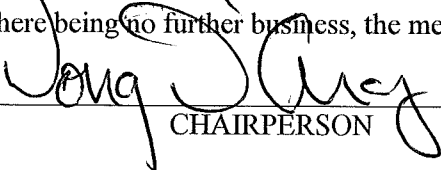
1. Contractor: Kelli told the Commission that a local contractor, Todd Ahrenholtz, who owns the construction business Innovative Renovations, responded to her request to look at the Vets building’s West side and East side for improvements with water/snow/ice drainage and to prevent ice damming in those areas. He gave her a bid which is currently being reviewed and considered by the Commission members.

2. Front Façade Drawing: Contractor, Todd Ahrenholtz, consulted with Kelli and Doug D’Arcy regarding making improvements to the front of the Vets building, updating the lettering and adding lights that would reflect onto the letters; adding awnings over the entrance doors etc. He said he has a designer/draftsman who can put together a drawing with some ideas. He also mentioned that if we don’t go with his bid and find another contractor that his designer can work with that contractor and will be billed separately.

Board Actions: Charlie Parkhurst motioned to approve the Innovation Renovations bid, as presented by Todd Ahrenholtz. The Board agreed to the motion with a contingency that no other bids will be or have been submitted by other companies and as approved by the Harlan City Council

Set/Approve Date for Next Board Meeting: The next regular meeting will be February 11, 2022 at 10:30 A.M.

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


CHAIRPERSON


SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: March 18, 2022

Present: Doug D'Arcy, Mayor Mike Kolbe, Troy Schaben, Al Hazelton, Charlie Parkhurst, Reid Mosher

Absent: Gene Gettys, 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: Reid Mosher moved that the Agenda be approved as presented. Motion seconded by Al Hazelton. Motion passed unanimously.

Conflicts of Interest: None stated

Approve Minutes: Charlie Parkhurst moved that the minutes of the January 14, 2022 regular meeting be approved. Motion seconded by Reid Mosher. Motion passed unanimously.

Bills were presented for payment: February 2022 bills were reviewed. Reid Mosher 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:

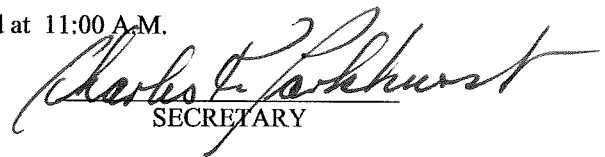
1. Front Façade Drawing: Contractor, Todd Ahrenholtz, supplied drawings and an estimate to redo the front Façade. Vets doesn't have enough money in our 810 account (\$72,000) to cover the estimate of \$83,000. Kelli is looking into grants to fund some of this project. This discussion will be tabled until we hear back about grants.

Board Actions: none

Set/Approve Date for Next Board Meeting: The next regular meeting will be April 8, 2022 at 10:30 A.M.

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


CHAIRPERSON


SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: April 8, 2022

Present: Doug D'Arcy, Kay Benson, Al Hazelton, Charlie Parkhurst, Reid Mosher, Gene Gettys, Troy Schaben (via phone)

Absent: None

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 March 18, 2022 regular meeting be approved. Motion seconded by Al Hazelton. Motion passed unanimously.

Bills were presented for payment: March 2022 bills were reviewed. Reid Mosher 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:

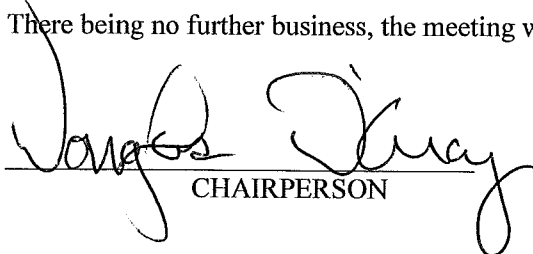
1. Front Façade: Kelli applied for a grant through the US Department of Agriculture. If approved the grant will pay for 35% of the total cost of the renovation of the front of the Vet's building.

2. East/West Concrete: Contractor, Todd Ahrenholtz is putting together a schedule and will start on the East side of the Vets building. He wants more of the frost/moisture out of the ground before he starts the project. Gene Gettys suggested that he and Kelli have a "pre-construction" meeting with Todd to determine the timeframe the project will take and to consider the work area and identifying any issues that might come up with HMU utilities and any other issues that can be identified.

Board Actions: None

Set/Approve Date for Next Board Meeting: The next regular meeting will be May 13, 2022 at 10:30 A.M.

There being no further business, the meeting was adjourned at 10:49 A.M.


CHAIRPERSON


SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: May 13, 2022

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

Absent: Al Hazelton, Troy Schaben

Staff Present: Manager Kelli Miller

Call to order: Doug D’Arcy called the meeting to order at 10:26 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 8, 2022 regular meeting be approved. Motion seconded by Reid Mosher. Motion passed unanimously.

Bills were presented for payment: April 2022 bills were reviewed. Charlie Parkhurst 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. **East/West Concrete update:** Earlier in the month, Kelli, Gene Gettys and Kay Benson met with Todd Ahrenholtz and HMU representatives to walk the East and West sides of the Vets building to discuss how Todd plans to remove concrete in both areas and install drain pipes and to ensure all areas of underground utilities have been marked/identified so that Todd can move forward with the project.
2. **Sign Use Request:** Kelli told the Commission that she was contacted by the Southwest Iowa Composite Squadron Civil Air Patrol asking if they could advertise their upcoming fundraiser on the Vets electronic billboard. Kelli told the Commission that she doesn’t think their request meets the guidelines as written in the Vets Operation Policy. The Commission members agreed with Kelli and their request was not approved.
3. **Vacation:** Kelli said she will be on vacation starting May 29th through June 4th and the building will be closed. Debbie Nowatzke will be available if an event comes up.

Board Actions: None

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

There being no further business, the meeting was adjourned at 10:56 A.M.


CHAIRPERSON


SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: June 10, 2022

Present: Doug D'Arcy, Kay Benson, Al Hazelton, Reid Mosher

Absent: Charlie Parkhurst, Gene Gettys, Troy Schaben

Staff Present: Manager Kelli Miller

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

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

Conflicts of Interest: None stated

Approve Minutes: Reid Mosher moved that the minutes of the May 13, 2022 regular meeting be approved. Motion seconded by Al Hazelton. Motion passed unanimously.

Bills were presented for payment: May 2022 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. **East/West concrete update:** Todd Ahrenholtz is waiting for supplies (elbows) before he can start on the project. He hopes to start next week but it depends on the weather as well since there has been so much rain this month.
2. **LED Lighting:** Joe Petsche should start replacing the lighting with LED lights before the end of the month. Manager Kelli contacted him and he told her he should have the project done before the 1st of July. The project is funded through the current FY 2021-2022 funds which ends June 30, 2022. To keep within that budget Kelli might pre-pay him if she thinks the project will extend past July 1, 2022 which is the beginning of the new FY.

Board Actions: None

Set/Approve Date for Next Board Meeting: The next regular meeting will be Friday, July 8, 2022 at 10:30 A.M.

There being no further business, the meeting was adjourned at 10:45 A.M.


CHAIRPERSON


SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: July 8, 2022

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

Absent: Troy Schaben

Staff Present: Manager Kelli Miller

NOTE: This meeting was recorded by Al Hazelton as a request by the Harlan Newspaper

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 10, 2022 regular meeting be approved. Motion seconded by Al Hazelton. Motion passed unanimously.

Bills were presented for payment: June 2022 bills were reviewed. Reid Mosher 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. **East/West Concrete Update:** Todd Ahrenholtz reported to Kelli that because of unforeseen rising costs of supplies and products there is an increase in costs by \$10,000.00 to complete the project. Kelli contacted each member of the Vets Commission by phone to get their input/recommendation regarding this issue and to get a verbal approval/disapproval to pay the increase. She received verbal approvals from all Commission members and an official motion to approve the increase of the cost was made by the Commission. See Board Actions.

2. **LED Lighting:** Joe Petsche is still working on replacing the current lights with LED lighting. The project should be done soon.

3. **Cracks in Asphalt:** Kelli told the Commission members that she is concerned about cracks that are showing up throughout the Vets parking lot. She contacted Jeff Musich who works for the City in the Street Department and he suggested she contact the company Sta-Built, which is the same company Jeff uses to repair/seal the streets in Harlan, to give her an assessment of what needs to be done to repair/reseal the parking lot. Kelli contacted Sta Built and a rep went to the Vets to evaluate the project and gave Kelli a bid of \$2500.00, which includes labor and materials, to seal the entire parking lot. Gene Getty’s suggested that Kelli ask Sta-Built for a written proposal covering the total cost of the project. The Commission members verbally approved the proposed cost for the project. See Board Actions.

Board Actions: Motion was made by Charlie Parkhurst to approve the additional costs of \$10,000.00 presented by Tod Ahrenholtz, for unforeseen costs for the East/West Concrete project. Motion was seconded by Doug D’Arcy. Motion passed by all Commission members.

As indicated in paragraph 3 of these minutes, the Vets Commission members verbally approved the cost of \$2500.00 for the company Sta-Built to seal the entire parking lot. However, a final vote will be taken once Kelli receives a written proposal from Sta-Built presenting the final cost of the project.

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

There being no further business, the meeting was adjourned at 10:52 A.M.


CHAIRPERSON


SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: October 14, 2022

Present: Doug D’Arcy, Charlie Parkhurst, Reid Mosher,

Absent: Troy Schaben, Gene Gettys, Kay Benson, Al Hazelton

Staff Present: Manager Kelli Miller

Call to order: Doug D’Arcy called the meeting to order at 10:28 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: Reid Mosher moved that the minutes of the September 9, 2022, regular meeting be approved. Motion seconded by Charlie Parkhurst. Motion passed unanimously.

Bills were presented for payment: September 2022 bills were reviewed. Charlie Parkhurst 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. East/West Concrete Update: Todd was called to fix leak in NE gutter and pack in more asphalt.
2. Reviewed quarter 1 report. Bar revenue ahead of last year.
3. Someone backed into fence over SW culvert. Jeff Klein is getting an estimate.
4. Dehumidifier: Questioned whether to fix the old ones. Will contact Goede Mechanical in the spring and see if he would look at them.
5. Kelli working on budget for 2023/2024 fiscal year.

Board Actions: None

Set/Approve Date for Next Board Meeting: The next regular meeting will be November 18th at 10:30 A.M.

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

CHAIRPERSON

SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: December 9, 2022

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

Absent: Troy Schaben

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 October 14, 2022 regular meeting be approved. Motion seconded by Reid Mosher. Motion passed unanimously.

Bills were presented for payment: October/November 2022 bills were reviewed. Charlie Parkhurst 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. **New Commission member:** Al Hazelton’s three-year term will be up in April 2023; he has agreed to stay on the Commission for another three-year term. Doug D’Arcy will complete his six-year term on the Commission in April 2023. Kelli asked all members to think about who could be recruited to fill his position.

2. **Request for Pricing (RFP) for Façade:** An RFP will be sent out in January 2023 for bids. Bids are due by February 3rd and ready for presentation to the Commission by February 10th. The project should start in March 2023.

3. **Western Iowa Arts:** Kelli was approached by a member of the theater group who asked if they could practice their plays at the Vets Bldg. and hold productions there as well, while the auditorium at the high school is under construction. Commission members approved the request and made a motion – See Board Actions.

4. **2023/2024 Budget:** Kelli presented the budget to the Commission and they approved the budget as presented. See Board Actions.

5. **Repairing Fencing in the parking lot:** Two or three areas of fencing surrounding the parking lot have been damaged by people backing into it. Kelli received an estimate of \$1700.0 to repair the fence. Commission members approved the amount and made a motion – See Board Actions.

Board Actions:

1. Motion was made by Charlie Parkhurst to approve spending \$1700.00 to repair the fence on the property. Motion was seconded by Reid Mosher. Motion passed unanimously.

2. Motion was made by Al Hazelton to present the 2023/2024 budget to the City Council. Motion was seconded by Charlie Parkhurst. Motion passed unanimously.