



Veteran's Memorial Auditorium
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January 5, 2024

To: Veteran's Memorial Auditorium Commission

Re: Meeting on Friday, Jan. 12th, 2024, at 10:30 am in the Veteran's Memorial Auditorium

AGENDA

- 1) Call to Order
- 2) Approve Agenda
- 3) Conflict of Interest (if applicable)
- 4) Approve Minutes from Dec. 8th, 2023
- 5) Approve Revenue and Expense Payments December 2023
- 6) Manager's Report
 - Vets Commission Replacements
 - New Meeting Time
- 7) Possible Action Items: Change meeting time
- 8) Set Meeting Date Tentative February 9th, 2024
- 9) Adjourn

Vets Commission Members

Name	Term	Term Expires	Left
Charles Parkhurst	3 yrs	4/19/2024	0
Reid Mosher	3 yrs	4/19/2024	1
Kay Benson	3 yrs	4/19/2025	0
Al Hazelton	3 yrs	4/19/2026	0
Matt Worthey	3 yrs	4/19/2026	1

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: February 9, 2024

Present: Kay Benson, Al Hazelton, Charlie Parkhurst, Gene Gettys, Reid Mosher

Absent: Kyle Lindburgh; Matt Worthey

Staff Present: Manager Kelli Miller

Call to order: Reid Mosher called the meeting to order at 10:28 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: Reid Mosher asked the Committee if there were any known conflicts; all members agreed there were none at this time.

Approve Minutes: Kay Benson moved that the minutes of the December 8, 2023 regular meeting be approved. Motion seconded by Al Hazelton. Motion passed unanimously.

Bills were presented for payment: December 2023 and January 2024 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. **Vet's Commission Replacement(s):** Kelli asked Commission members to put the word out that there will be an opening in April to replace Charlie Parkhurst. Ideally would like to have someone identified by March to get them onboard in April.
2. **New Meeting Time:** Kelli asked members to consider changing the time the Commission members meet each month from 10:30 a.m. to 12:30 p.m. in order to give people who have jobs a better opportunity to attend the meetings. All members agreed it was a good idea. See Board Actions.
3. **Bids for improving the acoustics in the auditorium:** Kelli told the Committee that she reached out to four companies for bids. Two companies did not respond. One company in Missouri, AccoustiControl responded with a bid of \$4800.00 which would be for a blueprint design and what materials would be needed for the job; the bid does not include doing the work itself. A company in Des Moines, IP Design Group, came in at around \$3600.00 which would be to provide a blueprint design as well but does not include doing the work itself. Kelli is going to do more research.

Board Actions: A motion was made by Charlie Parkhurst to change the time of the monthly meetings from 10:30 A.M. to 12:30 P.M. on the second Friday of each month. The motion was seconded by Al Hazelton. The motion was passed by a majority of the 4 out of 5 Commissioners present.

Set/Approve Date for next Board meeting: The next regular meeting will be Friday, March 8th, 2024 at 12:30 P.M.

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

CHAIRPERSON

SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: March 8, 2024

Present: Kay Benson, Al Hazelton, Gene Gettys, Reid Mosher, Matt Worthey, Kyle Lindburg (City Council member Ward 1)

Absent: Charlie Parkhurst

Staff Present: Manager Kelli Miller

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

Approve Agenda: Kay Benson moved that the Agenda be approved as presented. Motion seconded by Matt Worthey. 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: Kay Benson moved that the minutes of the February 9, 2024 regular meeting be approved. Motion seconded by Al Hazelton. Motion passed unanimously.

Bills were presented for payment: February 2024 bills were reviewed. Matt Worthey 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. **Vet's Commission Replacement:** Charlie Parkhurst's last meeting will be April 12, 2024 after serving six years. Reid Mosher reached out to Russ Chamberlain and asked if he would be interested in being nominated to replace Charlie. Russ is interested and Reid will invite him to attend the April 12th meeting to meet everyone before being nominated through the Mayor.
2. **Acoustic Bids:** Kelli reached out to Courtney Koch who is a Principal Architect at CMBA Architects and is currently managing a job at the high school. She told Kelli that CMBA would be interested in bidding for the Acoustic improvement job and the company would see the project through from design to final construction and would not exceed \$20,000.00. Kelli is going to find out what each step would entail and the cost per step-by-step because the project is subject to review by the City Council. Kelli is also going to ask if Courtney would be available to meet with the Commission either in person or by Zoom, at the next meeting in April.

Board Actions: None

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

There being no further business, the meeting was adjourned at 1:24 P.M.

CHAIRPERSON

SECRETARY

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: April 12, 2024

Present: Kay Benson, Al Hazelton, Charlie Parkhurst, Gene Gettys, Reid Mosher

Absent: Matt Worthey, Kyle Lindburg

Staff Present: Manager Kelli Miller

Call to order: Reid Mosher called the meeting to order at 12:30

Approve Agenda: Charlie Parkhurst 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: Kay Benson moved that the minutes of the March 8, 2024 regular meeting be approved. Motion seconded by Al Hazelton. Motion passed unanimously.

Bills were presented for payment: Bills for March 2024 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. **Klein Fencing Bid:** Kelli received a bid by Klein Fencing for \$1500.00 to fix a fence that keeps vehicles from backing into a drain ditch which is in the parking lot on the West side of the building. They would put galvanized posts around the area connected by galvanized steel rope wire between each post. Gene Getty suggested Kelli look into placing concrete barriers as an option.
2. **Acoustic Firms:** Kelli contacted Courtney Koch at CMBA to ask what would \$5000.00 of the \$20,000.00 bid cover if the project was done in sections. Courtney said they would agree on sections of the proposal and work within our budget. Kelli is going to look into a revised proposal in May in preparation for November budget and she is also going to ask the City to look into Grants that might be available.
3. **Vet's New Commission Member:** Russ Chamberlain has agreed to join the Vet's Commission replacing Charlie Parkhurst whose term expired. His name will be presented to the Mayor in the next City Council meeting for approval. His term will be for three years.

Board Actions: A motion was made by Charlie Parkhurst to have Reid Mosher and Kay Benson remain in their current positions as Chairman and Secretary respectively until April 2025. The motion was seconded by Al Hazelton. The motion was passed by a majority of the 3 out of 5 Commission members present.

Set/Approve Date for next Board meeting: The next regular meeting will be Friday, May 10, 2024.

There being no further business, the meeting was adjourned at 1:20 P.M.

Chairperson

Secretary

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: May 10, 2024

Present: Kay Benson, Gene Gettys, Reid Mosher, Matt Worthey, Kyle Lindberg

Absent: Al Hazelton, Russ Chamberlain

Staff Present: Manager Kelli Miller

Call to order: Reid Mosher called the meeting to order at 12:35 p.m.

Approve Agenda: Kay Benson 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: Kay Benson moved that the minutes of the April 12, 2024 regular meeting be approved. Motion seconded by Matt Worthey. Motion passed unanimously.

Bills were presented for payment: Bills for April 2024 were reviewed. Matt Worthey 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. Acoustic Firms: Kelli contacted Courtney Koch, the rep from CMBA and asked how the \$20,000.00 could be broken down into phases. Courtney said there would be three phases:
Phase 1: Study and cost analysis for \$6000.00.
Phase 2: Design of the acoustics in the Vets auditorium; not to exceed \$9000.00
Phase 3: Administrative – ensure the project is getting done and work is being accomplished; \$5000.00.
Commission members agreed to go forward with CMBA and their proposal. See Board Actions.
2. Klein fencing bid vs Concrete slabs/barriers: Kelli contacted Jeff from the City Street Department about using concrete barriers at \$125.00 apiece (a total of four barriers) place them next to the drain ditch on the West side of the parking lot. Commission members agreed to use barriers vs the galvanized fencing from Klein fencing. See Board Actions.

Board Actions:

1. A motion was made by Kay Benson to contract with CMBA to start with Phase 1 of the Acoustic project for the Vets. The motion was seconded by Matt Worthey. The motion was passed by a majority of the three out of five Commission members present.
2. A motion was made by Matt Worthey to go forward with the four concrete barriers on the West side of the parking lot. The motion was seconded by Kay Benson. The motion was passed by a majority of three out of five Commission members present.

Set/Approve Date for next Board meeting: The next regular meeting will be June 14th at 12:30 p.m.

There being no further business, the meeting was adjourned at 1:05 p.m.

Chairperson

Secretary

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: June 14, 2024

Present: Reid Mosher, Matt Worthey, Al Hazelton, Russ Chamberlain

Absent: Kay Benson, Gene Gettys, Kyle Lindberg

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 Matt Worthey. 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 10, 2024 regular meeting be approved. Motion seconded by Reid Mosher. Motion passed unanimously.

Bills were presented for payment: Bills for May 2024 were reviewed. Al Hazelton 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. Kelli signed paperwork with CMBA Architects to begin Phase 1 (acoustic study and cost opinion) in July 2024.
2. The street department removed fence and replace with cement barriers over the northwest culvert.

Board Actions: None.

Set/Approve Date for next Board meeting: The next regular meeting will be July 12th at 12:30 p.m.

There being no further business, the meeting was adjourned at 12:51 p.m.

Chairperson

Secretary

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: July 12, 2024

Present: Kay Benson, Al Hazelton, Reid Mosher, Matt Worthey, Russ Chamberlain

Absent: Gene Gettys, Kyle Lindberg

Staff Present: Manager Kelli Miller

Call to order: Reid Mosher called the meeting to order at 12:32 P.M.

Approve Agenda: Kay Benson moved that the Agenda be approved as presented. Motion seconded by Matt Worthy. 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 June 14 2024 regular meeting be approved. Motion seconded by Reid Mosher. Motion passed unanimously.

Bills were presented for payment: Bills for June 2024 were reviewed. Matt Worthey 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. **FY Reports Reviewed:** Monthly income reports were reviewed. Total income for the Fiscal Year was \$42,088.00 which was an increase of \$8,981.00 from last Fiscal Year.
2. **Monogram Loves Kids Grant:** Kelli has applied for a grant for a large video screen for the auditorium.

Board Actions: None

Set/Approve Date for next Board meeting: The next regular meeting will be Friday, August 9, 2024, at 12:30 P.M.

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

CHAIRPERSON

SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: August 9, 2024

Present: Kay Benson, Gene Gettys, Reid Mosher, Russ Chamberlain

Absent: Al Hazelton, Matt Worthey, Kyle Lindberg

Staff Present: Manager Kelli Miller

Call to order: Reid Mosher called the meeting to order at 12:34 P.M.

Approve Agenda: Kay Benson 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: Kay Benson moved that the minutes of the July 12, 2024 regular meeting be approved. Motion seconded by Russ Chamberlain. Motion passed unanimously.

Bills were presented for payment: July 2024 bills were reviewed. Kay Benson 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. **Acoustic Study Begins:** Reps from the company CMBA came to assess the facility to improve the acoustics. They said the speakers on the North & South walls are at least 40 feet away from the center of the room which is too far and causes echoing off the walls. They suggested the speakers be adjusted and positioned closer to the front of the room. They charged \$1150.00 for the visit but that also includes travel from Sioux City.
2. **Security Cameras:** There is money in the budget now to go forward with the cameras, which is expected to cost around \$7000.00. However, the City is considering placing security cameras on different buildings throughout Harlan with a different company than the one Kelli received a bid on and Kelli is going to wait to see if the cost will drop with this company if it becomes a larger job.
3. **Hail Damage:** The new façade, awnings and downspouts on the building were damaged by hail. The insurance company that represents the City will be taking a look at all buildings to assess damages.

Board Actions: None

Set/Approve Date for next Board meeting: The next regular meeting will be Friday, September 13, 2024 at 12:30 P.M.

There being no further business, the meeting was adjourned at 12:55 P.M.

CHAIRPERSON

SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: October 11, 2024

Present: Kay Benson, Al Hazelton, Gene Gettys, Reid Mosher, Matt Worthey, Russ Chamberlain

Absent: Kyle Lindberg

Staff Present: Manager Kelli Miller

Call to order: Reid Mosher called the meeting to order at 12:28 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: Matt Worthy moved that the minutes of the August 9th 2024 regular meeting be approved. Motion seconded by Reid Mosher. Motion passed unanimously.

Bills were presented for payment: August and September 2024 were reviewed. Matt Worthey 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. **Monogram Grant:** Kelli received \$1000.00 grant that she will spend on a new screen for the projector.
2. **Concrete Barriers:** The Vets will supply the paint and students from Harlan High School will paint the parking lot barriers next spring with a military theme.
3. **Ordinance changes:** The City Council approved the change in article 28.02 of Chapter 28 of the Code of Ordinances that each Commissioner shall be an honorably discharged or active member of the United States Armed Forces and a resident of the County.
4. **Security Cameras:** Kelli reached out to Bytespeed Company and the Verkada Security System like the county uses was told the cost would be approximately \$21,000.00 for 9 cameras with a 5 year subscription. The cost would include byte speed and Cloud storage. She is still considering the initial bid from Feld Security which is \$6700.00 for 10 cameras and is a basic hard drive storage system.
5. **Acoustics:** Kelli received an Acoustic and Sound System Analysis by Diversified Design Group out of Lincoln, NE. It is a detailed plan on what materials would be required to improve the sound clarity and overall acoustics in the auditorium. The estimated total cost of the sound system would be approximately \$66,000.00 to \$78,000.00. It was suggested that costs could be reduced if the work was done by a local contractor. Additionally, the November budget is coming up and maybe there will be some extra money that can be allocated to the Vets for this project and the work can be done in sections. Additionally, Kelli is going to ask for customer testimonials from the company on similar projects they have completed.
6. **Hail Damage:** Kelli said the insurance deductible for the Vets building is \$35,000.00. She established that the areas of damage are the awnings in the South and to fix the lettering on the West and front sides of the building. She's going to ask Lienen for a bid and will also get a bid from Gilbert and the money will have to come out of savings.

7. **Kay Benson's replacement:** Kay's last meeting was today because she is moving out of the area. Kelli mentioned that she could ask prior Commission members if they would be interested in filling-in the position until April 2025 when they find a permanent member. Al Hazelton thought he might know of someone who would be interested and will let the Commission know at the next meeting.

Board Actions: None

Set/Approve Date for next Board meeting: The next regular meeting will be Friday, November 8, 2024 at 12:30 P.M.

There being no further business, the meeting was adjourned at 1:45 P.M.

CHAIRPERSON

SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: November 8, 2024

Present: Al Hazelton, Reid Mosher, Matt Worthey, Russ Chamberlain, Kyle Lindberg

Absent: Gene Gettys, Kay Benson

Staff Present: Manager Kelli Miller

Call to order: Reid Mosher called the meeting to order at 12:37 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 October 11th 2024 regular meeting be approved. Motion seconded by Russ Chamberlain. Motion passed unanimously.

Bills were presented for payment: October 2024 were reviewed. Matt Worthey 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. **Monogram Grant:** Kelli asked for an approval vote to purchase the projector screen with the grant money. See Action below.

2. **Security Cameras:** Tech zone supplied a bid for a hard drive system for \$12000 and ACS did not respond. Discussion continued with which camera system to purchase between a hard drive or cloud based memory. It was determined that a cheaper hard drive system would be sufficient for vets needs. See action below.

5. **Acoustics:** CMBA responded to the questions we posed from last meeting. The wedding decorations should not interfere with the speakers as long as the decorations are not directly touching the speakers. CMBA doesn't have a specific customer that use the direct attached panels but they sent a manufacturer brochure that had customer testimonials in it. It was discussed that the city can install the recommendations and Kelli will ask for funding for the project for 2025-2026 budget.

6. **Hail Damage:** Total contracting submitted a bid for the replacement of the steel on the awnings for \$12,000. We will see what Leinen construction comes in with for a bid. The roof has begun to leak in the gym and there are 2 furnaces that need new heating coils. Kelli is going to investigate if the roof leak and damaged furnaces are because of hail damage.

7. **Kay Benson's replacement:** Judy Knudsen showed interest in filling Kay's vacancy and will join the December meeting.

8. **2025-2026 Budget:** Kelli presented the 2025-2026 fiscal budget to the commission for approval and to present to city council. See action below.

9. **Culvert Issue:** Possible homeless person might be using the culvert in the vet's parking lot for shelter. The sheriff and city nuisance office are aware of the situation and are monitoring it.

Board Actions:

1. A motion was made by Matt Worthey to purchase the projector screen with \$1000 grant and the remaining balance of \$672.60 out of expenses. The motion was seconded by Russ Chamberlain. The motion was passed.
2. A motion was made by Al Hazelton to go forward with the bid from Feld Security for \$6780 for a hard drive security camera system. The motion was seconded by Matt Worthey. The motion was passed.
3. A motion was made by Matt Worthey to present approved 2025-2026 budget to city council. The motion was seconded by Reid Mosher. The motion was passed.

Set/Approve Date for next Board meeting: The next regular meeting will be Friday, December 13, 2024 at 12:30 P.M.

There being no further business, the meeting was adjourned at 1:28 P.M.

CHAIRPERSON

SECRETARY