

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – February 14, 2020

The Veterans Memorial Auditorium Commission met in regular session on Friday, February, 2020 at 10:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Kay Benson, Doug D'Arcy, City Administrator Gene Gettys, Charlie Parkhurst, Mayor Mike Koble, LaVern Holtmyer

Absent: Bob Mahoney

Staff Present: Manager Kelli Miller

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

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

Conflicts of Interest: None stated.

Approve Minutes: Charlie Parkhurst moved that the minutes of the December 13th, 2019 regular meeting be approved. Motion seconded by LaVern Holtmyer. Motion passed unanimously.

Bills were presented for payment: Dec 2019 and Jan 2020 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. Reviewed quarterly report.
2. Wall figurine donated to Auditorium.
3. Budget review with City Council went well. Some insurance figures took an unexpected rise. Budget will be reviewed March meeting before final budget goes to council for approval.
4. Jeanna Rudolph will be the new Vet Commission Council Liaison.
5. Presented the findings for advertising with facebook, ICAN and HCHS scoreboard. Will follow up with ICAN for more information.
6. Commission expressed concern about attendance and appointment bylaws. Manager will research further and report next meeting.
7. In April meeting commission will re-elect officers.

Board Actions:

None.

Set/Approve Date for Next Board Meeting – the next regular meeting March 13th, 2020 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:13 A.M.


CHAIRPERSON


SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – March 13, 2020

The Veterans Memorial Auditorium Commission met in regular session on Friday, March 13, 2020 at 10:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Kay Benson, Doug D'Arcy, City Administrator Gene Gettys, Charlie Parkhurst, LaVern Holtmyer, Bob Mahoney, Jeanna Rudolph

Absent:

Staff Present: Manager Kelli Miller

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

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

Conflicts of Interest: None stated.

Approve Minutes: Kay Benson moved that the minutes of the December 13th, 2019 regular meeting be approved. Motion seconded by Bob Mahoney. Motion passed unanimously.

Bills were presented for payment: February 2020 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:

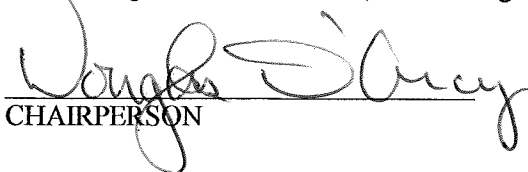
1. Most of March events cancelled because of Covid-19 concerns. Kelli reached out to all events in April with the possibility of the State of Iowa closing the Vets Auditorium over virus concerns.
2. Budget remained the same as presented and will go to council for final approval.
3. Discussed ICAN advertising. They will create a commercial for \$250 and will run that commercial on various cable stations for a fee of anywhere for \$2 or \$8 per run during the Christmas season. Will make a final decision on whether to advertise in the new fiscal year.
4. City Administrator asked a company doing work for Myrtue to look at Vets and Therkidsen Activity Center for a possible bid on a feasibility report.
5. Exhausted the search for documentation on commission appointment rules of: 1) only one commission member can reside outside of city limits, 2) absentee issues and reassignments. Therefore it was suggested the commission comes up with some guidelines and implement them in the vets' bylaws.
6. Has been a substantial increase in walking numbers at vets. Kelli thinks it is due to the advertising in the newspaper's calendar section.

Board Actions:

None.

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

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


CHAIRPERSON


SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – April 10, 2020

The Veterans Memorial Auditorium Commission met in regular session on Friday, April 10, 2020 at 10:30 A.M. VIA ZOOM as pursuant to the rules and regulations of the Commission.

Present: Kay Benson, Doug D'Arcy, City Administrator Gene Gettys, Charlie Parkhurst, Bob Mahoney, Jeanna Rudolph, Mayor Mike Kolbe

Absent: Lavern Holtmyer

Staff Present: Manager Kelli Miller

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

Approve Agenda: 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: Bob Mahoney moved that the minutes of the March 13th, 2020 regular meeting be approved. Motion seconded by Charlie Parkhurst. Motion passed unanimously.

Bills were presented for payment: March 2020 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. All April events were cancelled or postponed due to Covid 19 virus and governor directive. Refunds were issued for all cancelled activities.
2. Manager working on rainy day maintenance at Vets Auditorium. After completed she will assist other departments.
3. The commission has agreed to revisit commission member requirements when they can get back together in person. Areas to consider are absences of board members; term limits; demographics of the board e.g., more females to serve on the board, active duty Guard members. Kelli mentioned that she will get with the Library to see how they have their guidelines written as an example for our commission.
4. Election of officers was addressed. See action below.
5. Doug D'Arcy brought up the issue of HMU fixing the concrete on west side of the Vets where their utility boxes sit. Kelli will contact Ken Weber and see what stage that process is in.
6. Gene Getty's mentioned how employees of the city of Harlan and Shelby county, as well, have been affected by Covid 19 – that employees are doing their best to remain flexible and adaptable with their responsibilities and to consider the best use of tax dollars by city employees during this period and that everyone should heed the advice of the Governor as well.

Board Actions:

1. Motion was made by Charlie Parkhurst to keep the current officers as Doug D'Arcy Chairperson and Kay Benson as Secretary for another year. Kay Benson seconded the motion. Motion passed unanimously.

Set/Approve Date for Next Board Meeting – the next regular meeting May 8th, 2020 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: May 8, 2020

Present: Bob Mahoney, Doug D’Arcy, Mayor Mike Kolbe, Kay Benson, Jeanna Rudolph, Vern Holtmyer

Absent: Gene Gettys, Charlie Parkhurst

Staff Present: Manager Kelli Miller

Call to order: Doug D/Aarcy called the meeting to order at 10:28 A.M.

Approve Agenda: Bob Mahoney 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 April 10th, 2020 regular meeting be approved. Motion seconded by Bob Mahoney. Motion passed unanimously.

Bills were presented for payment: April 2020 bills were reviewed. Bob Mahoney 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:

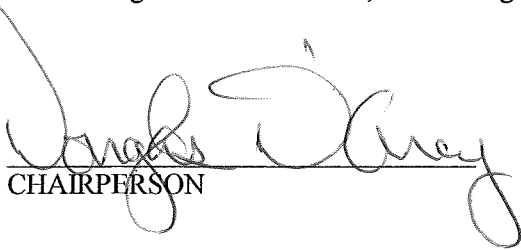
1. Budget was amended this week to put the money set aside for replacing the gym floor back into the 810 savings account for future use.
2. West concrete update. Kelli presented pictures of the two electrical boxes owned by HMU – both boxes were leaning into/towards each other and HMU fixed that problem and will be pouring concrete in the area where the two boxes sit which will prevent them from moving and will keep them upright.
3. Manager mentioned she is not sure when the Vets building will be re-opened for business. Waiting to see what Governor Reynolds announces on the 15th of May. As of now buildings can only have 50 people or less occupancy. Vets will be hosting the Bloodmobile on May 12th. They will provide all the Personal Protective equipment (PPE).
4. Red Cross Agreement. Kelli was contacted by the Red Cross regarding the organization be able to use the Vets Building as an emergency shelter during the next fiscal year. Kelli signed the agreement.
5. Kelli brought up the concern that two outdoor lights were out on the West side of the building; one light outside in the back of the building flickers; and the front lights will need to be changed in the near future. She stated that the cost of the lights has increase by at least \$100 per light within the past year and she believes it would be cost effective to buy all eight lights now to be able to replace the old ones as needed. See action below.

Board Actions:

1. Motion was made by Bob Mahoney to purchase the eight lights now at approximately \$450.00 per light not to exceed a total cost of \$4000.00. Doug D'Arcy seconded the motion. Motion was passed unanimously.

Set/Approve Date for Next Board Meeting – the next regular meeting June 12th 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: June 12, 2020

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

Absent: None

Staff Present: Manager Kelli Miller

Call to order: Bob Mahoney (acting Chairperson (Doug D’Arcy could not initially connect with the group via Zoom)) called the meeting to order at 10:40 A.M.

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

Conflicts of Interest: None stated.

Approve Minutes: Vern Holtmyer moved that the minutes of the May 8, 2020 regular meeting be approved. Motion seconded by Charlie Parkhurst. Motion passed unanimously.

Bills were presented for payment: May 2020 bills were reviewed. Bob Mahoney 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. **West Concrete Update:** HMU did a nice job fixing both electrical boxes which now sit upright and don’t touch each other and the new concrete they poured looks nice as well.
2. **Re-opening:** In May the Governor, Kim Reynolds, limited the number of people to 50% capacity allowed in enclosed meeting places. She has since lifted that requirement. The Vets capacity is around 300. Kelli is going to try and stay in a 250 capacity especially for the first wedding scheduled in June (250 guests have been invited to attend).

To keep the integrity of health standards with food, the caterer will not serve buffet style; each table will be served separately. Mayor Mike Kolbe suggested they could have a buffet if guests wore one glove each for self-serving when walking through the buffet line which would lessen the time getting everyone through the buffet.

Wearing masks or face shields is an individual decision but the staff and catering crew will be wearing masks during all events at the Vets. There will be a DJ for entertainment and dancing will be at the risk of the individuals.

Bob Mahoney brought up the concern if an employee does contract Covid 19 will they be covered by health insurance for treatment. Jeanna Rudolph commented that the employee would have to prove they contracted the virus during the event at the Vets and would have to test positive as well.

3. **LED Lights:** Manager Kelli discussed they only needed to purchase 4 lights versus 7 because there were already 3 LED lights in the front of the building. One light on each side of the building (East/West sides) need to be replaced and 2 in the back on the West side. Joe Petsche will install the lights and he will make sure that the one which covers the parking lot

will shine down and not out into the parking lot so drivers and neighbors are not affected by the strong light.

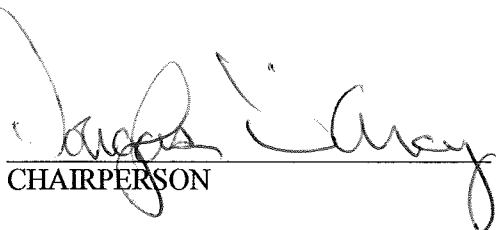
4. Prom: Kelli was approached by a parent, Shannon Bartley, who is leading a parent group to hold a prom and she asked Kelli if the Vets would be available. A dinner would not be served, just games and snacks. They would like to hold it on July 24th. Gene Gettys suggested that Kelli contact either the school district superintendent or the high school principal to let them know what the parent group is planning and if they see any conflicts within their realm of responsibilities. Other concerns are if the parent group will provide the appropriate insurance policy for the event and what would be the cost to rent the facility be for the kids/parents/or the group. Vern Holtmyer suggested a reduction or discount for the cost of renting the building; maybe rent it at the "nonprofit" rate of \$200.00 per event versus the regular cost of \$500.00. Manager Kelli will get more information from the school and the parent board sponsoring the prom.
5. Southwest parking lot light pole: The Molded Products company contacted Gene Gettys re: the southwest corner pole that is between the Vets property and the Molded Products property. Molded Products wants to expand their receiving area but the pole is in the way. HMU met with Kelli and Gene and agreed that they would move the pole, at no cost, so that it's in the Vets driveway area and not blocking the property at Molded Products.
6. Neighboring Business: Vacant building to the West of Vets is surrounded by overgrown weeds – Kelli contacted the owner and he had the area cleaned up.
7. Humidifiers: They are keeping up. Kelli checked for any recalls on the units and they are not currently under any recalls.

Board Actions:

1. Motion was made by Bob Mahoney to charge the parent group holding the prom in July, the nonprofit rate of \$200.00 and not the regular rental rate of \$500.00. Doug D'Arcy seconded the motion. Motion was passed unanimously.

Set/Approved Date for Next Board Meeting – the next regular meeting July 10th at 10:30 A.M. will be held at the Vets building.

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


CHAIRPERSON


SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: July 10, 2020

Present: Bob Mahoney, Doug D’Arcy, Kay Benson, Jeanna Rudolph, Vern Holtmyer, Charlie Parkhurst

Absent: Mayor Mike Kolbe, Gene Gettys

Staff Present: Manager Kelli Miller

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

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

Conflicts of Interest: None stated.

Approve Minutes: Doug D’Arcy moved that the minutes of the 12 June, 2020 regular meeting be approved. Motion seconded by Bob Mahoney. Motion passed unanimously.

Bills were presented for payment: June 2020 bills were reviewed. Vern Holtmyer moved to approve the bills for payment as presented. Motion seconded by Bob Mahoney. Motion passed unanimously.

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

1. **Wrestling e-mail:** Manager Kelli was contacted on June 15th via e-mail by Logan Davis, owner and promoter of “NOW this IS Wrestling” company who expressed interest in holding a wrestling event at the Vets. She replied to him in an e-mail that it’s the Vets policy that we do not allow those types of events at our venue. She brought this issue to the Commission to ask if they agreed with her response or had any input. None of the Commission members had anything negative to say about Kelli’s response to Mr. Davis.

Bob Mahoney mentioned that maybe in the future the Commission should consider these types of events to be held at Vets which would help bring in revenue, especially now that there might be less interest in renting Vets Auditorium due to Covid 19. Kelli mentioned that in the past she experienced poor business relations with at least one company that promoted an extreme sports event. After the event was held a fight broke out in the parking lot and the company did not follow through with full payment.

Commission members discussed that, in the future, Manager Kelli and the Commission would take into consideration renting the Vets to organizations of sports events, including extreme sports, as long as the organizations are legitimate, full payment due before event and provide their own security. See action below.

2. **Astronomic Timers:** Manager Kelli advised the Commission that there are three separate timers that control the outdoor lights on the West, South and East sides of the building and each timer is on a separate breaker and each one has to be manually programed throughout the year (e.g., Daylight Savings Time, etc.) Kelli found and purchased one LED timer that will be connected to one breaker and will control all outdoor lights which can be programed to have all the lights turn on/off at the same time during the year. The cost of the LED timer was approximately \$120.00.

3. **All outside lights replaced:** Joe Petsche replaced all outside lights and everything looks really nice and up-to-date.
4. **Prom/HS discussion:** A Special Events Committee made up of high school parents will be sponsoring a prom for junior and senior students from the Harlan high school and it will take place at the Vets on Friday, July 24th. Kelli reached out to the school district principal to ask if they had considered having the prom at the high school. She was told that due to liability issues, especially during the Covid 19 epidemic, they could not sponsor the prom this year.
5. **Commission requirements/by laws:** As discussed in previous meetings the Commission was considering revising the Vets Commission Board Requirements and By Laws. Manager Kelli retrieved a copy of the Harlan Library Board of Trustees By Laws to review and possibly use as a template to revise the Vets Commission By Laws.

After some discussion the Commission agreed to revise the By Laws to allow all board members to be Shelby County residents; not limiting the members to be made up of four members be Harlan residents and one member a Shelby County resident. Additionally, it was agreed upon to revise the By Laws to reflect each Commissioner be an honorably discharged soldier, sailor, marine, airman, Coast Guard, National Guard and active duty member.

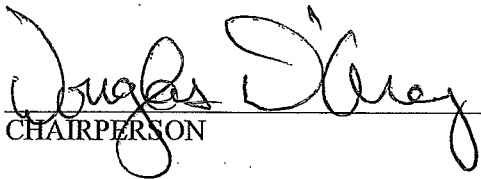
Jeanna Rudolph suggested to Kelli she might want to make a rough draft of the changes to the By Laws so that the Commission can review the revisions at the next meeting. That suggestion was agreed to by all members.

Board Actions:

1. Motion was made by Charlie Parkhurst and Bob Mahoney to rescind previous motion made on January 14, 2011 limiting the rental of the Vets facility to companies promoting extreme sports events and make a new motion to consider and approve (extreme) sports events for future rental agreements based on the venue and the promoters presentation of the event and requirements needed to support their event(s).

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

There being no further business, the meeting was adjourned at – 11:13 A.M.


CHAIRPERSON


SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: August 14, 2020

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

Absent: Vern Holtmyer, Gene Gettys

Staff Present: Manager Kelli Miller

Call to order: Doug D’Arcy called the meeting to order at 11:02 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: None stated.

Approve Minutes: Doug D’Arcy moved that the minutes of the July 10, 2020 regular meeting be approved. Motion seconded by Charlie Parkhurst. Motion passed unanimously.

Bills were presented for payment: July 2020 bills were reviewed. Bob Mahoney 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. **Commission Requirements:** Kelli spoke with Gene Gettys regarding going forward with the proposed changes to Chapter 28, paragraph 28.02 of the Veterans Memorial Auditorium Commission regarding membership requirements of the Commissioners of the Board. Gene advised Kelli that once the Commission adopted the proposed changes she should forward them to him and he will forward them to the lawyer for review. Once reviewed and approved by the lawyer proposed changes will be forwarded to the City Council Commission for review and approval. See Action Below.
2. **Covid #'s increase & Shelby County Health Board Recommendation:** Manager Kelli reported that the Shelby County Health Board recommended there be no more mass gatherings of people in Shelby County at this time. Gene Gettys, Kelli and public health reviewed the procedures Kelli has established at the Vets during public gatherings (e.g., patrons and staff using gloves during buffets, mandatory use of face masks, availability and use of hand sanitizers, and the fact that most events taking place has had less than the 250 capacity and has been very manageable. All agreed that how Kelli is managing the events is within all the guidelines and safety requirements.
3. **Employee procedure and Vets walking hours:** Manager Kelli mentioned that she is currently in quarantine at home because one of her family members has tested positive for Covid; therefore, she can't work at the Vets or the Therkindsen Center. However, there is a permanent/part-time employee who will cover for Kelli at both facilities until Kelli is through quarantine, which will be in the next 10 days. The vets building is closed for walking during this time.
4. **Discussion:** Kelli reached out to the owner and promoter of the wrestling company to let him know that the Commission is interested in meeting with him to discuss holding his event at

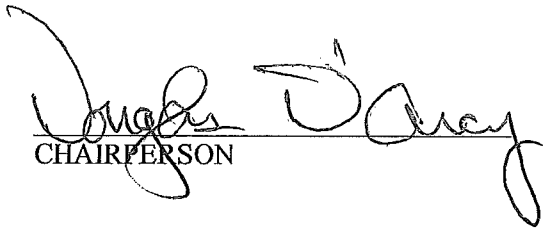
the Vets. The owner appreciated hearing and would like to meet with the Commission in the future but right now he is not promoting wrestling events due to the Covid.

Board Actions:

1. Motion was made by Charlie Parkhurst to adopt the proposed changes to Chapter 28 paragraph 28.02 of the Veterans Memorial Auditorium Commission By Laws regarding qualifications and appointments of Commissioners on the Board and to forward the proposed changes to the Harlan City Council for consideration. The motion was seconded by Bob Mahoney. Motion passed unanimously.

Set/Approve Date for Next Board Meeting – the next regular meeting September 11 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:21 A.M.


CHAIRPERSON


SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: September 11, 2020

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

Absent: Gene Gettys was absent until 10:51 when he joined the meeting via Zoom (he had other obligations as City Administrator).

Staff Present: Manager Kelli Miller

Call to order: Doug D’Arcy called the meeting to order at 10:32 a.m.

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

Conflicts of Interest: None stated.

Approve Minutes: Doug D’Arcy moved that the minutes of the August 14, 2020 regular meeting be approved. Motion seconded by Bob Mahoney. Motion passed unanimously.

Bills were presented for payment: August 2020 bills were reviewed. Doug D’Arcy 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. **Mandate:** As a result of Governor Reynolds not enforcing a mandate of closing bars state wide and because the Covid 19 numbers are down in Shelby County, we will continue with the established plan and events at vets.
2. **Employee Time Off:** While Kelli was in quarantine in August her assistant, Elaine, covered events at both the Vets and the Therkindsen Center in her absence. Elaine had approved time off during the period of Kelli’s quarantine and she readjusted her schedule to start her personal time off on September 24th. In her Absence Debbie Nowatzke will fill in as needed and if her schedule permits.
3. **Football Games:** Kelli said that Harlan had its first home football game on Friday, August 28. There were plenty of adjustments with the schedule and covid protocols but all went pretty well with the social distancing with the crowds and students. Harlan played Grinnell and although Grinnell had never played at Harlan they did pretty well keeping their distance when not on the field. Harlan football members drove their personal cars to field and used the Vets facility before, during or after the game. Tonight’s game should go well, Harlan plays Glenwood and they are familiar with the facilities.
4. **NW Furnace:** The furnace located in the northwest section of the gym in the Vets building does not come on when the switch is turned to the “on” position. Kelli has someone coming out to look at the furnace. In the meantime, the other furnace in the gym does work and is able to heat the gym if the weather starts to turn cold.
5. **Reviewing old Board Motions:** Kelli let the Commission know that she has been going through files of all previous Commission/Board meetings since the Board’s inception. Her

goal is to create a document which lists all Board Motions and their outcome and have them available in one document for quick reference in the future.

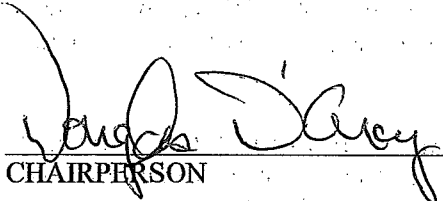
6. **Next Vets Meeting:** Kelli mentioned that if all goes well with the mandate and we have our next meeting in person at the Vets she plans to get in touch with the owner/producer of the wrestling company and invite him to the meeting so he can present to the Commission what his company provides as entertainment and security during the matches and what he would expect from the Vets organization, if anything. That meeting is scheduled for October 9th.
7. **Input by Gene Gettys, City Administrator:** Gene advised members that the Motion that the Commission submitted to the Harlan City Council regarding proposed changes to Chapter 28 Paragraph 28.02 regarding qualifications and appointments of Commissioners on the Board was received and will be reviewed by the lawyers for its content and language and should be presented to the Council during the next meeting which is schedule for October 6th. He said that normally proposals go through a minimum of two and a maximum of three readings in front of the Council before they reach their final decision.

Gene mentioned that he and Mayor Mike Kolbe have been in contact with at least one firm to get a bid on the feasibility of combining the activity center and the Vets auditorium into one facility. He believes the study should be ready for presentation in October. Many of the firms they contacted came in with bids from \$50,000 to \$75,000.00 for the study and both Mike and Gene felt that just wasn't reasonable for this type of study.

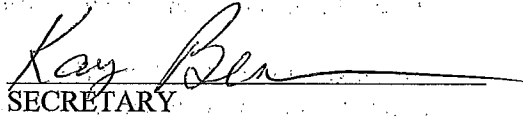
8. **Board Actions:** None.

Set/Approve Date for Next Board Meeting – the next regular meeting October 9th at 10:30 a.m.

There being no further business, the meeting was adjourned at 10:55 a.m.



CHAIRPERSON



SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: October 9, 2020

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

Absent: Vern Holtmyer

Staff Present: Manager Kelli Miller

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

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

Conflicts of Interest: None stated.

Approve Minutes: Doug D’Arcy moved that the minutes of the September 11, 2020 regular meeting be approved. Motion seconded by Charlie Parkhurst. Motion passed unanimously.

Bills were presented for payment: September 2020 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:

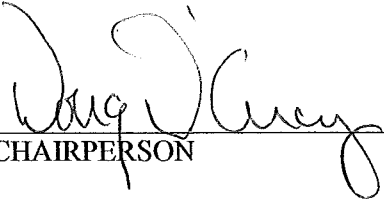
1. Home football games are going well and everyone is following Covid protocols.
2. The Food Pantry drive-up is going well and they are thinking about continuing with the drive-up process but will take into consideration the weather during the winter months.
3. The Bloodmobile went well on September 29th and there were about 100 people that donated.
4. LED lights in the gym: Kelli told the Commission that she is considering replacing the current ballast type lights in the gym with LED lights. The current lights are the old ballast type which are getting harder to replace and it would be more cost effective to have LED lights which would also improve the lighting in the gym. She asked Joe Petsche to look at the current lighting and to give her a price and options on replacing them with LED lights. There are 28 lights total. He said it would take about 2-3 hours and about \$134.00 per fixture for a total of approximately \$3700.00. Joe also mentioned that if he were to replace them individually, as they quit working, it would be about \$189.00 per light/job. Kelli said she is going to take another look at the room because there are areas where there are decorations hanging that block some of the lights and she wants to look at the placement of all of the current lights before moving forward with the project. Gene Gettys suggested she might want to look at the original floor/room plans on file to see what the original scheme of the room was. Kelli said the project probably won’t start until spring of 2021.
5. Gene Gettys gave the Commission an update of proposed analysis of combining the activity center and the Vets auditorium into one facility. He said his office had proposals from three firms to conduct a cost analysis and have decided to hire the Shive Hattery firm out of Des Moines. Gene said their firm presented themselves as having a strong mid-west presence and an understanding of the needs of Iowa’s smaller communities. He gave the Commission members a copy of the Shive Hattery Needs Assessment plan dated August 19, 2020, (see

attached). Gene said the proposal will be presented to the City Council at their next meeting on October 20 and a representative from Shive Hattery will be present as well. The target date for a completed assessment is the Spring of 2021, if approved by the City Council. The cost of the assessment was budgeted through the Vet's budget.

Board Actions: None

Set/Approve Date for Next Board Meeting: The next regular meeting will be November 13, 2020 at 10:30 A.M.

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


CHAIRPERSON


SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: November 13, 2020

Present: Doug D’Arcy, Mayor Mike Kolbe, Kay Benson, Jeanna Rudolph

Absent: Vern Holtmyer, Bob Mahoney, Charlie Parkhurst

Staff Present: Manager Kelli Miller

Did not have a quorum. No meeting took place.

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: Friday, December 11, 2020 via Zoom

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

Absent: Vern Holtmyer

Staff Present: Manager Kelli Miller

Call to order: Doug D’Arcy called the meeting to order at 10:31 A.M.

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

Conflicts of Interest: None stated.

Approve Minutes: Doug D’Arcy moved that the minutes of the October 9, 2020 regular meeting be approved. Motion seconded by Kay Benson. Motion passed unanimously.

Bills were presented for payment: October/November 2020 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. **Projected Budget:** Manager Kelli stated there are no events or gatherings scheduled in the near future because of the Governor’s mandate on gatherings not to exceed more than 15 people. She estimates that the replacement/updates of the indoor lighting fixtures to LEDs is approximately \$4000.00 and she estimates the building maintenance will be approximately \$10,000.00 for a total of \$14,000.00 next year. There is a balance of \$95,000.00 that has been put aside for the floor depending on the outcome of the feasibility study.
2. **Feasibility Study update:** A meeting was held one month into the study and Mark Allem from the Shive Hattery firm suggested that a team be formed to represent the Vets Auditorium and it was decided that Doug D’Arcy, Manager Kelli Miller, and City Council member Jeanna Rudolph will be on the team. The next meeting will be held during the week of December 14th to discuss where Mark is on the Feasibility Study and what the next step is in the process. Mark believes the Study might be completed in February.
3. **Continued Maintenance:** Kelli mentioned that she took most of the Christmas lights down because they were very old and sections of the lights would stop working and it was just better to take them down altogether. Maybe next spring/summer she will invest in new lights and get them up before the holidays.

She has not completed the caulking of the outside of the building because of the weather and her schedule, but she will work on it this spring.

She has been working on the black marks left on the floor in the lobby from football cleats – which has been time consuming and tedious but she is getting it done and will re-buff the floor.

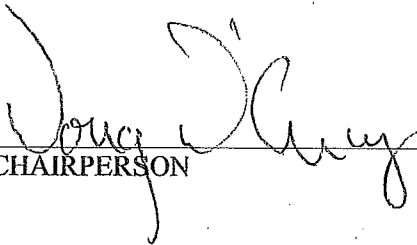
The basement walls have some kind of an "orange" substance coming in from outside and in the past she has scraped and painted the walls with white paint that contains Kilz, but it's bleeding back into the walls. She might seek advice from someone who might know what the orange substance/stain is before re-painting the walls, but she is going to work on the project this winter.


4. Vern's Replacement: Kelli asked the Committee members how they would like to go forward with finding a replacement for Vern who has two years left of his commitment. Three names were suggested by the Committee (Neil Ferguson, Al Hazelton and Dr. Pitts). Charlie Parkhurst volunteered to contact each one, starting with Neil, to see if they are interested in the position. He will keep Kelli and Doug informed of the outcome.
5. Gene Getty's spoke to the Committee members about the impact that Covid 19 has had on the city's budget/finance situation and how monies could be shifted throughout departments as a result. He also shared that there are currently eight City Council members who will be retiring by the end of the year and they take with them hundreds of hours of experience, knowledge and skills which, ultimately, will have a huge impact on the level of expertise the new members will have as they start their terms.

Board Actions: None

Set/Approve Date for Next Board Meeting – the next regular meeting January 8, 2021 at 10:30 A.M.

There being no further business, the meeting was adjourned at -11:22 A.M.


CHAIRPERSON


SECRETARY