

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: January 13, 2023

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

Absent: Al Hazelton, Troy Schaben

Staff Present: Manager Kelli Miller; Connor Gifford

**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:** Kay Benson moved that the minutes of the December 9, 2022 regular meeting be approved. Motion seconded by Reid Mosher. Motion passed unanimously.

**Bills** were presented for payment: December 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. **New Commission Member:** Still looking to recruit a new member to replace Doug D’Arcy. Kelli has a couple of people she will contact.
2. **New Hire:** Connor Gifford was hired to assist Kelli at the Vets. He comes from a background of customer service positions in the community.
3. **RFP Façade Update:** Companies/people are showing interest in submitting bids for the project which are due February 2<sup>nd</sup> and if enough qualified bids come in a decision will be made February 10<sup>th</sup>.
4. **Vinyl Tiles:** The vinyl tiles just outside the doors to the auditorium are starting to show their age and popping up off the floor. Will get them glued down for now but will consider replacing them using next year’s budget.

**Board Actions:** None

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

There being no further business, the meeting was adjourned at 11:12 A.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

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Absent: Al Hazelton, Troy Schaben

Staff Present: Manager Kelli Miller; Connor Gifford

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**Board Actions:** None

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

There being no further business, the meeting was adjourned at 11:12 A.M.

  
CHAIRPERSON

  
SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: February 10, 2023

Present: Doug D’Arcy, Kay Benson, Reid Mosher, Charlie Parkhurst, Matt Worthey

Absent: Al Hazelton, Gene Gettys, Troy Schaben

Staff Present: Manager Kelli Miller

**Call to order:** Doug D’Arcy called the meeting to order at 11:30 A.M.

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

**Conflicts of Interest:** None stated

**Approve Minutes:** Kay Benson made the motion that the minutes of the January 13, 2023 regular meeting be approved. Motion seconded by Charlie Parkhurst. Motion passed unanimously.

**Bills** were presented for payment: January 2023 bills were reviewed. Reid Mosher made the motion 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. New Commission member:** The Committee welcomed new member Matt Worthey who will replace Doug D’Arcy in April when Doug completes his six years as a board member.
- 2. Façade Update Bids:** There were no bids submitted for the project. Some feedback was the project needed more specifics and blueprints in order for companies to consider making a bid. The Committee will keep addressing the project; the grant from USDA is available for five years.
- 3. Doug D’Arcy** presented the following ideas to the Committee, which could bring more business/revenue to the Vets.

**Drones:** Use the facility to have training or competitions using drones.

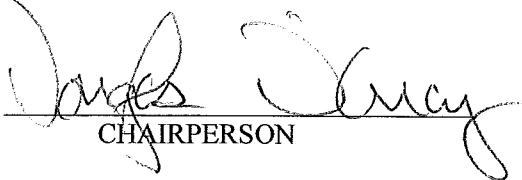
**Open Air Market:** Use the parking lot (East and South areas) to have an open-air market/Flea market for people to rent parking spaces to sell their products.

**Pickleball:** Divide the basketball courts into regulation pickleball courts (taping off each court) and advertise to the public the availability of forming leagues and charging \$25.00 an hour. Minimal cost for equipment (e.g., about \$125.00 for nets etc.,).

Board Actions: None

**Set/Approve Date for Next Board Meeting:** The next regular meeting will be March 10, 2023 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:45 A.M.

  
CHAIRPERSON

  
SECRETARY

## OMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: March 10, 2023

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

**Absent:** Al Hazelton, Troy Schaben

**Staff Present:** Manager Kelli Miller, Connor Reed

**Call to order:** Doug D’Arcy called the meeting to order at 10:26 A.M.

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

**Conflicts of Interest:** None stated

**Approve Minutes:** Kay Benson made a motion that the minutes of the February 10, 2023 regular meeting be approved. Motion seconded by Reid Mosher. Motion passed unanimously.

**Bills** were presented for payment: February 2023 bills were reviewed. Kay Benson made a motion 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:

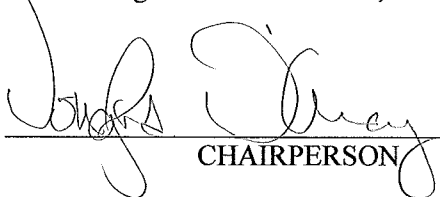
1. **Façade:** Kelli contacted Scott Leinen and he said that he might be interested but he mentioned that there might be unexpected costs/upgrades like replacing the windows in the lobby, paint the gutters in the front instead of replacing the, getting electricity to the new sign will be expensive.
2. **New Commission Officers:** Kay Benson agreed to continue to serve as Secretary of the Commission for the next year. Reid Mosher was nominated to replace Doug D’Arcy as the Chairman which he agreed to and was approved by all members.

**Board Actions:** Motion was made by Reid Mosher to keep Kay Benson in the position as Secretary. The motion was seconded by Charlie Parkhurst. Motion passed unanimously.

Motion was made by Kay Benson to make Reid Mosher the new Chairman of the Committee. The motion was seconded by Charlie Parkhurst. Motion passed unanimously.

**Set/Approve Date for Next Board Meeting:** The next regular meeting will be Friday, April 14, 2023 at 10:30 A.M.

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

  
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CHAIRPERSON

  
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SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: April 14, 2023

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

**Absent:** Troy Schaben

**Staff Present:** Manager Kelli Miller; Connor Gifford

**Call to order:** Reid Mosher called the meeting to order at 10:34 A.M.

**Approve Agenda:** Charlie Parkhurst made a motion 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 made a motion that the minutes of the March 10, 2023 regular meeting be approved. Motion seconded by Al Hazelton. Motion passed unanimously.

**Bills** were presented for payment: March 2023 bills were reviewed. Charlie Parkhurst made a motion 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. Façade Update proposal:** There was only one bid received for this project and it was from Scott Leinen. Aware that Scott needed a decision quickly, due to his upcoming spring/summer schedule, Kelli requested a meeting be held on March 22<sup>nd</sup> to discuss the bid. All members attended that meeting and agreed to approve Scott’s bid without any changes and also agreed to make an official Board motion at the next regular Commission meeting, which is today. See Board Actions.
- 2. Quarterly Report:** The report was provided for information only and reviewed by all members.
- 3. Commission Member Recognition:** Doug D’Arcy was recognized for serving as a member of the Commission for the past six years; three of which he served as President. Thank you, Doug!

**Board Actions:** Motion was made by Charlie Parkhurst to accept the proposal from Scott Leinen for \$148,030 to update the Façade of the Vets Memorial building to include the awnings. The motion was seconded by Matt Worthey. Motion passed unanimously.

**Set/Approve Date for Next Board Meeting:** The next regular meeting will be Friday, May 12<sup>th</sup> at 10:30 A.M.

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 14, 2023

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

Absent: Gene Gettys, Matt Worthey, Troy Schaben

Staff Present: Manager Kelli Miller

**Call to order:** Reid Mosher 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 Kay Benson. Motion passed unanimously.

**Conflicts of Interest:** None stated.

**Approve Minutes:** Charlie Parkhurst moved that the minutes of the June 9, 2023 regular meeting be approved. Motion seconded by Al Hazelton. Motion passed unanimously.

**Bills** were presented for payment: June 2023 bills were reviewed. Charlie Parkhurst moved to approve the bills for payment as presented. Motion seconded by Al Hazelton. Motion passed unanimously.

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

1. **HMU Trends:** Kelli reviewed building utility bills from 2021 to present to see if there were any inconsistencies in the billing but didn’t find any.
2. **Façade Update:** Workers were finishing the trim on the doors and the only thing left to do is replace the concrete in front of the building which should be completed by the end of the month.
3. **Fence by drainage ditch:** Gene Steffes will be repairing the fence but is waiting for supplies he has ordered from Jeff Klein.
4. **Video Cameras:** Kelli contacted Rob Bowman at Feld Security to give her a bid to install five cameras inside the building and five cameras outside (three in front/two in back). The bid came in at \$6780.00 without tax. Kelli and the Committee will revisit this project after the Façade project is complete.

**Board Actions:** None

**Set/Approve Date for next Board meeting:** The next regular meeting will be Friday, August 11 at 10:30 A.M.

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

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: Sept 8, 2023

Present: Al Hazelton, Charlie Parkhurst, Reid Mosher, Matt Worthey

Absent: Gene Gettys, Troy Schaben, Kay Benson

Staff Present: Manager Kelli Miller

**Call to order:** Reid Mosher 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 Matt Worthey. Motion passed unanimously.

**Conflicts of Interest:** None stated.

**Approve Minutes:** Matt Worthey moved that the minutes of the July 14, 2023 regular meeting be approved. Motion seconded by Al Hazelton. Motion passed unanimously.

**Bills** were presented for payment: July & August 2023 bills were reviewed. Charlie Parkhurst 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. Jim Shelton from the VFW requested a flag station to be attached to the Vets building to display colors when the VFW meeting is in session. Installation and damage sustained to the vets building because of the installation or vandalism of the bracket installed for a flag to display will be solely paid for by the VFW. See Action Below.
2. Façade Update: Work is finished on the façade and Leinen Construction also sealed all the south concrete.
3. The gym floor heaved again when it was so hot and humid. Matt brought up that maybe the gym needs ceiling vents to release the extra humidity. Kelli will look into.
4. Fence products should be in within the next couple of weeks.

**Board Actions:**

1. Motion was made by Al Hazelton to approve the VFW to install and maintain a bracket installed on the SW corner of the building for a VFW in session flag, pending City of Harlan Approval and a contract to be agreed upon by both the VFW and Vets Commission. The motion was seconded by Al Hazelton. Motion was passed by all three committee members present.

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

There being no further business, the meeting was adjourned at 10:54 A.M.

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CHAIRPERSON

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SECRETARY

## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: October 13, 2023

Present: Kay Benson, Charlie Parkhurst, Reid Mosher, Matt Worthey

Absent: Al Hazelton, Gene Gettys, Troy Schaben

Staff Present: Manager Kelli Miller

**Call to order:** Reid Mosher called the meeting to order at 10:25 A.M.

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

**Conflicts of Interest:** None stated.

**Approve Minutes:** Matt Worthey moved that the minutes of the September 8, 2023 regular meeting be approved. Motion seconded by Kay Benson. Motion passed unanimously.

**Bills** were presented for payment: September 2023 were reviewed. Charlie Parkhurst 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 let the Commission members know that there is \$12, 910.00 in the Vets savings account for this FY.
2. Security Cameras: Kelli asked the Commission if money should be spent (approximately \$6780.00) out of the savings account to purchase and install security cameras inside and outside the property. The Commission decided to readdress the issue in the spring of 2024.
3. A follow-up to the Board Actions of September 8<sup>th</sup>, Kelli told the Commission that Gene Gettys received approval from the City of Harlan for the VFW to attach a flag station to the Vets building to display colors when the VFW meeting is in session. A contract should be drawn up between the VFW members and the Vets Commission.
4. The Committee agreed that the November Vets meeting will be cancelled, and the next meeting will be held December 8, 2023.
5. Kelli showed everyone the “profile page” that is going to be displayed on Google to advertise to the public what the facility has to offer for events.

**Board Actions:** None

**Set/Approve Date for next Board meeting:** The next regular meeting will be Friday, December 8th at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:09 A.M.

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## COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – Date: December 8, 2023

Present: Kay Benson, Al Hazelton, Charlie Parkhurst, Reid Mosher, Matt Worthey

Absent: Gene Gettys, Troy Schaben

Staff Present: Manager Kelli Miller

**Call to order:** Reid Mosher called the meeting to order at 10:32 A.M.

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

**Conflicts of Interest:** None stated.

**Approve Minutes:** Kay Benson moved that the minutes of the October 13, 2023 regular meeting be approved. Motion seconded by Matt Worthey. Motion passed unanimously.

**Bills** were presented for payment: October/November 2023 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. **Google:** Photos of the Vets building are up and running for the public to view at <https://www.google.com/search> and search for Harlan Iowa Veterans Memorial Building.
2. **Budget:** Kelli discussed upcoming Fiscal Year and projects that she would like to be considered e.g., to replace the manual crank on the flag pole with something that will be easier to hoist the flag up and down the pole; install security cameras throughout the property.
3. **810 Balance:** Kelli clarified that the \$12,910.00 that was reported in the Vet's savings account during the October meeting was incorrect. There is actually \$34,100.00 in savings. The \$12,910.00 is actually the savings account for the Therkildsen Senior Center.
4. **Building Rental:** Kelli told the Commission members she was approached by a rep from the local Girl Scouts who asked if they could use the facility for one day, approximately six hours in February to receive a delivery of cookies for distribution. It was discussed by the Commission and agreed by all members that the charge would be \$200.00 for six hours which is the normal non-profit rate as outlined in the Operation Policy.

**Board Actions:** None

**Set/Approve Date for next Board meeting:** The next regular meeting will be Friday, January 12, 2024 at 10:30 A.M.

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

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CHAIRPERSON

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SECRETARY