

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – January 13, 2017

The Veterans Memorial Auditorium Commission met in regular session on Friday January 13, 2017, at 11:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Mickey Williams, Gene Cavanaugh, Bob Mahoney, Tom Walker, Dave Pedersen, City Administrator Gene Gettys

Absent: Mayor Kate Kohorst, Chuck Buhman

Staff Present: Manager Tim Miller, Asst. Manager Kelli Miller

Call to order: Mickey Williams called the meeting to order at 11:45 A.M.

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

Conflicts of Interest: None stated.

Approve Minutes: Tom Walker moved that the minutes of the December 16th, 2016 regular meeting be approved. Motion seconded by Gene Cavanaugh. Motion passed unanimously.

Bills were presented for payment: December 2016 bills were reviewed. Bob Mahoney moved to approve the bills for payment as presented. Motion seconded by Tom Walker. Motion passed unanimously.

Manager's Report: Manager Tim Miller reported the following:

1. Bathroom remodel is complete. Some concern about stalls being stable enough. Tim will ask Leinen Construction about.
2. The walls in the gym behind bleachers are painted and finished, also the conduit with outlets have been lowered and installed also finished. The grooved concrete has been removed as well.
3. Discussed new commission member options for the Mickey Williams' and Tom Walker's spots opening up in April. Members will contact discussed veterans and get back to commission next meeting.
4. Since the removal of the bleachers in the gym and the painting of the walls there is no need to put up extra decorations in gym. The auditorium will only put up decorations from heat vent to heat vent now. Discussion ensued about discounting the price. See action below.
5. Since very little money was spent on gym walls and floor repair the commission discussed other updating options like redoing the paneling in main lobby, what to do with the concrete floor in gym, resealing the basketball court floor, and building walls to hide the electrical boxes on the north ends of the gym. Bids for the paneling and walls were discussed and Phil Miller Construction was awarded projects with low bids. See action below.

Board Actions:

1. Motion was made by Bob Mahoney to adjust the wedding rental price for first day and decorations fee to \$500 during wedding season April 1 to October 31 and during off wedding season November 1 to March 31 the first day is \$400 and there is a decoration option for \$200. Gene Cavanaugh seconded the motion. Motion passed unanimously.
2. Motion was made by Gene Cavanaugh to have Phil Miller Construction redo the paneling in the lobby and build the walls in the gym. Bob Mahoney seconded the motion. Motion passed unanimously.

Set/Approve Date for Next Board Meeting – the next regular meeting February 10, 2017 at 11:30 A.M.

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

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – February 10, 2017

The Veterans Memorial Auditorium Commission met in regular session on Friday February 10, 2017, at 11:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Mickey Williams, Gene Cavanaugh, Tom Walker, Chuck Buhman

Absent: Mayor Kate Kohorst, Dave Pedersen, City Administrator Gene Gettys, Bob Mahoney

Staff Present: Manager Tim Miller, Asst. Manager Kelli Miller

Call to order: Mickey Williams called the meeting to order at 11:45 A.M.

Approve Agenda: Gene Cavanaugh moved that the Agenda be approved as presented. Motion seconded by Chuck Buhman. Motion passed unanimously.

Conflicts of Interest: None stated.

Randal Fields presented his request to have the commission change its policy and allow MMA fighting event here at Veterans Memorial Auditorium. Discussion ensued, see action below.

Approve Minutes: Chuck Buhman moved that the minutes of the January 13th, 2017 regular meeting be approved. Motion seconded by Gene Cavanaugh. Motion passed unanimously.

Bills were presented for payment: January 2017 bills were reviewed. Tom Walker moved to approve the bills for payment as presented. Motion seconded by Chuck Buhman. Motion passed unanimously.

Manager's Report: Manager Tim Miller reported the following:

1. The little league basketball tournament has grown over the years. What started as just using the vets in the morning has now turned into an all-day event. Therefore the current amount of a \$75 fee is no longer adequate. See action below.
2. After concerns about operating the lift alone the city created a lift policy and Tim discussed this with the commission.
3. Adjustments to capital improvement fund to the 2017-2018 budget will be presented to the council for approval.
4. Paneling upgrade has begun by Phil Miller construction and should be completed in 3 weeks.
5. Since the Vets is not wired to equip a generator, the Therkildsen Activity Center will now be used as an emergency shelter if the city experiences electrical failure. HMU is considering purchasing a generator for Vets and doing the appropriate wiring.
6. A student from the high school reached out to Vets for the use of the building during a "light the night" fundraiser event. They requested to use the vets for a dodge ball tournament. See Action below.
7. With the completion of the restroom construction came an additional invoice for change orders. The additional bill requested \$1501.39 in add-ons to the previous estimate. See action below.

Board Actions:

1. Motion was made by Gene Cavanaugh to uphold the current policy and not allow MMA events here at Vets. Tom Walker seconded the motion. Motion passed unanimously.
2. Motion was made by Gene Cavanaugh to raise the rate for this year's Little League basketball tournament to \$150 and from now on charge them the non-profit rate of \$200. Chuck Buhman seconded the motion. Motion passed unanimously.
3. Motion was made by Chuck Buhman to allow the vets to be used for a dodge ball tournament for the fee of \$200. Gene Cavanaugh seconded the motion. Motion passed unanimously.
4. Motion was made by Gene Cavanaugh to pay \$1501.39 change order invoice to Leinen Construction. Chuck Buhman seconded the motion. Motion passed unanimously.

Set/Approve Date for Next Board Meeting – the next regular meeting March 10, 2017 at 11:30 A.M.

There being no further business, the meeting was adjourned at 1:25 P.M.

CHAIRPERSON

SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – March 10, 2017

The Veterans Memorial Auditorium Commission met in regular session on Friday March 10, 2017, at 11:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Mickey Williams, Gene Cavanaugh, Tom Walker, Chuck Buhman, City Administrator Gene Gettys, Bob Mahoney

Absent: Mayor Kate Kohorst, Dave Pedersen,

Staff Present: Manager Tim Miller, Asst. Manager Kelli Miller

Call to order: Mickey Williams called the meeting to order at 11:42 A.M.

Approve Agenda: Tom Walker moved that the Agenda be approved as presented. Motion seconded by Chuck Buhman. Motion passed unanimously.

Conflicts of Interest: None stated.

Approve Minutes: Bob Mahoney moved that the minutes of the February 10th, 2017 regular meeting be approved. Motion seconded by Chuck Buhman. Motion passed unanimously.

Bills were presented for payment: February 2017 bills were reviewed. Tom Walker moved to approve the bills for payment as presented. Motion seconded by Chuck Buhman. Motion passed unanimously.

Manager's Report: Manager Tim Miller reported the following:

1. Volleyball league concluded with a two day tournament in February.
2. Shelby county resident inquired about a 4H project being held at Vets. It was determined that they could use the Vets for a \$200 a day fee.
3. Lobby paneling being installed. With the paneling removal, the water fountain was removed. Because it was temperamental most of the time, it was suggested a new one should be purchased. See action below.
4. The budget for 2017-2018 has been finalized.
5. With two commission members' terms up in April, the commission discussed interested veterans for those positions. See action below.

Board Actions:

1. Motion was made by Bob Mahoney to purchase a new water fountain for the main lobby. Gene Cavanaugh seconded the motion. Motion passed unanimously.
2. Motion was made by Chuck Buhman to elect Doug D'Arcy and LaVern Holtmyer as new commission members. Gene Cavanaugh seconded the motion. Motion passed unanimously.

Set/Approve Date for Next Board Meeting – the next regular meeting April 14, 2017 at 11:30 A.M.

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

CHAIRPERSON

SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – April 14, 2017

The Veterans Memorial Auditorium Commission met in regular session on Friday April 14, 2017, at 11:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Mickey Williams, Tom Walker, Chuck Buhman, City Administrator Gene Gettys, Bob Mahoney, Dave Pedersen, Doug D'Arcy

Absent: Mayor Kate Kohorst, Gene Cavanaugh

Staff Present: Manager Tim Miller, Asst. Manager Kelli Miller

Call to order: Mickey Williams called the meeting to order at 11:45 A.M.

Tim Miller welcomed new commission member Doug D'Arcy and thanked him for volunteering for commission.

Approve Agenda: Tom Walker moved that the Agenda be approved as presented. Motion seconded by Chuck Buhman. Motion passed unanimously.

Conflicts of Interest: None stated.

Approve Minutes: Bob Mahoney moved that the minutes of the March 10th, 2017 regular meeting be approved. Motion seconded by Chuck Buhman. Motion passed unanimously.

Bills were presented for payment: March 2017 bills were reviewed. Chuck Buhman moved to approve the bills for payment as presented. Motion seconded by Tom Walker. Motion passed unanimously.

Manager's Report: Manager Tim Miller reported the following:

1. St. Michael's Church is resurfacing their parking lot and may need a venue to hold their church services. Commission discussed allowing it and the fee to charge. See action below.
2. Stabuilt repaired the cracks in the parking lot. Paneling in main lobby is finished.
3. Veterans Memorial Auditorium has always been an emergency shelter for various emergency situations. Tim has been in many meetings about planning for an emergency and has stressed the need for a 2nd emergency location if the vets is occupied with an event. The commission agreed that type and extreme nature of an emergency will determine whether an occupied vets will be evacuated.
4. Time charge for walking at the Vets from 7am to 8am.
5. The Commission appointed new officers. See action below.

Board Actions:

1. Motion was made by Tom Walker to allow St. Michael's to hold service here for a fee of \$350 for the two days that they need the building. Bob Mahoney seconded the motion. Motion passed unanimously.
2. Motion was made by Chuck Buhman to elect Gene Cavanaugh as chairperson and Bob Mahoney as Secretary. Tom Walker seconded the motion. Motion passed unanimously.

Mickey Williams and Tom Walker were presented appreciation/recognition of service certificates and thanked for their time spent as commission members.

Set/Approve Date for Next Board Meeting – the next regular meeting May 12, 2017 at 11:30 A.M.

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

CHAIRPERSON

SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – May 12, 2017

The Veterans Memorial Auditorium Commission met in regular session on Friday May 12, 2017, at 11:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Gene Cavanaugh, Bob Mahoney, Dave Pedersen, Doug D'Arcy, LaVern Holtmyer, City Administrator Gene Gettys

Absent: Mayor Kate Kohorst, Chuck Buhman

Staff Present: Manager Tim Miller, Asst. Manager Kelli Miller

Call to order: Gene Cavanaugh called the meeting to order at 11:37 A.M.

Tim Miller welcomed new commission member LaVern Holtmyer and thanked him for volunteering for commission.

Approve Agenda: Bob Mahoney moved that the Agenda be approved as presented. Motion seconded by Doug D'Arcy. Motion passed unanimously.

Conflicts of Interest: None stated.

Approve Minutes: Doug D'Arcy moved that the minutes of the April 14th, 2017 regular meeting be approved. Motion seconded by Bob Mahoney. Motion passed unanimously.

Bills were presented for payment: April 2017 bills were reviewed. Bob Mahoney moved to approve the bills for payment as presented. Motion seconded by Doug D'Arcy. Motion passed unanimously.

Manager's Report: Manager Tim Miller reported the following:

1. The Legion will be holding the Memorial Day service here at Vets and is responsible for set up and tear down.
2. The city council accepted the sharing agreement where Tim Miller will be working for Harlan Community Schools as the activity director for 8 hrs a week. This change will take effect on July 1st 2017.
3. The main lobby will be professionally stripped and waxed on May 19th for \$300.
4. Discussion was held about broadcasting events that happen at Merrill Field on our sign. See action below.
5. Vets was approached about holding basketball lessons here. The commission decided that anyone wanting to use the vets for lessons or practice will be charged the same amount as the school practices which is a \$25 fee.
6. Still had a battery life display issue with the scrubber since new batteries were purchased. Tried a new indicator part and that seemed to do the trick. Will monitor further.
7. The commission discussed further updates with regards to faucets and vanity lights in the restrooms, new sink in the kitchen and more plastic tables. See action below.

Board Actions:

1. Motion was made by Doug D'Arcy to broadcast events happening at Merrill Field on our sign. Bob Mahoney seconded the motion. Motion passed unanimously.
2. Motion was made by Bob Mahoney to purchase and install new bathroom faucets and vanity lights in the restrooms for \$1500. Gene Cavanaugh seconded the motion. Motion passed unanimously.
3. Motion was made by Bob Mahoney to purchase and install new sink in the kitchen for \$1800. Doug D'Arcy seconded the motion. Motion passed unanimously.
4. Motion was made by Doug D'Arcy to purchase nine more plastic tables \$1350. Bob Mahoney seconded the motion. Motion passed unanimously.

Set/Approve Date for Next Board Meeting – the next regular meeting June 9, 2017 at 11:30 A.M.

There being no further business, the meeting was adjourned at 1:19 P.M.

CHAIRPERSON

SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – July 7, 2017

The Veterans Memorial Auditorium Commission met in regular session on Friday July 7, 2017, at 10:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Bob Mahoney, Dave Pedersen, Doug D'Arcy, LaVern Holtmyer, City Administrator Gene Gettys, Chuck Buhman

Absent: Mayor Kate Kohorst, Gene Cavanaugh

Staff Present: Manager Tim Miller, Asst. Manager Kelli Miller

Call to order: Tim Miller called the meeting to order at 10:32 A.M.

Approve Agenda: Chuck Buhman moved that the Agenda be approved as presented. Motion seconded by Vern Holtmyer. Motion passed unanimously.

Conflicts of Interest: None stated.

Approve Minutes: Bob Mahoney moved that the minutes of the May 12th, 2017 regular meeting be approved. Motion seconded by Chuck Buhman. Motion passed unanimously.

Bills were presented for payment: May and June 2017 bills were reviewed. Doug D'Arcy moved to approve the bills for payment as presented. Motion seconded by Chuck Buhman. Motion passed unanimously.

Manager's Report: Manager Tim Miller reported the following:

1. The capital improvement account will be funded as soon as the city moves from an accrual to cash accounting.
2. End of the year attendance, functions and reports in 2016-2017 were presented.
3. Meeting time reviewed and decided new meeting time for Vets commission will be 10:30 am.
4. New kitchen sink, new vanity faucets and vanity lights have been installed.
5. Looking to start using credit cards since the ATM was removed due to little use.
6. Discussed the sale of pop to wedding parties according to attendance. See action below.

Board Actions:

1. Motion was made by Doug D'Arcy to change the charge for pop sales according to attendance as follows, 250 or less guests \$100, 251-350 guests \$125, and 351 or more guests \$150. Bob Mahoney seconded the motion. Motion passed unanimously.

Set/Approve Date for Next Board Meeting – the next regular meeting August 11, 2017 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:55 A.M.

CHAIRPERSON

SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – August 18, 2017

The Veterans Memorial Auditorium Commission met in regular session on Friday August 18, 2017, at 10:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Gene Cavanaugh, Bob Mahoney, Dave Pedersen, Doug D'Arcy, City Administrator Gene Gettys, Chuck Buhman

Absent: Mayor Kate Kohorst, LaVern Holtmyer

Staff Present: Manager Tim Miller, Asst. Manager Kelli Miller

Call to order: Gene Cavanaugh called the meeting to order at 10:37 A.M.

Approve Agenda: Bob Mahoney moved that the Agenda be approved as presented. Motion seconded by Doug D'Arcy. Motion passed unanimously.

Conflicts of Interest: None stated.

Approve Minutes: Chuck Buhman moved that the minutes of the July 7th, 2017 regular meeting be approved. Motion seconded by Doug D'Arcy. Motion passed unanimously.

Bills were presented for payment: July 2017 bills were reviewed. Bob Mahoney moved to approve the bills for payment as presented. Motion seconded by Chuck Buhman. Motion passed unanimously.

Manager's Report: Manager Tim Miller reported the following:

1. Next month operations policy will be reviewed. Commission members were asked to review their copy in the Veteran Memorial Auditorium Operation Policy packets and changes will be made next meeting.
2. The outdoor Christmas lights are to the point of being dangerous because of their age and weather worn. Tim is working on getting estimates on different types and options.
3. Discussed the condition of the flag used for football games and confirmed the legion will still be presenting it.
4. The city of Harlan is working on making credit cards a payment option. Once established there will need to be a policy created and options on bar sales.
5. Bars sales minimums were brought up in the case of losing money because too low of sales, therefore the need to create a policy for a minimum sale is needed. See action below.
6. Discussed the need for gratuity for bar events. See action below.
7. Had a scare with the computer hard drive crashing and possible losing all information on it. Therefore purchased a portable hard drive storage unit for \$98 to ensure information will not be lost if the computer hard drive crashes again.
8. Discussed the option of having quarterly meeting instead of monthly. Commission members decided there are plenty of issues that arise to keep meeting monthly.
9. Kegorator is having a difficult time staying at the proper temperature. Tim will talk to refrigerator repair guy and see if worth keeping or buying a new one is better option. Did get quotes for new ones which range from \$2200 to \$2800. See action below.

Board Actions:

1. Motion was made by Bob Mahoney to establish a policy stating: in order to set up the bar sales need to exceed \$250, if it doesn't the Lessee is responsible for the deficit. Doug D'Arcy seconded the motion. Motion passed unanimously.
2. Motion was made by Chuck Buhman to establish a policy stating: Upon review and approval by state auditor, a 15% gratuity will be added to any complimentary bar items during an event. Bob Mahoney seconded the motion. Motion passed unanimously.
3. Motion was made by Doug D'Arcy to purchase a new keg cooler for up to \$3000 when the old one no longer works. Chuck Buhman seconded the motion. Motion passed unanimously.

Set/Approve Date for Next Board Meeting – the next regular meeting September 8, 2017 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:55 A.M.

CHAIRPERSON

SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – September 8, 2017

The Veterans Memorial Auditorium Commission met in regular session on Friday September 8, 2017, at 10:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Gene Cavanaugh, Bob Mahoney, Dave Pedersen, Doug D'Arcy, City Administrator Gene Gettys,

Absent: Mayor Kate Kohorst, LaVern Holtmyer, Chuck Buhman

Staff Present: Manager Tim Miller, Asst. Manager Kelli Miller

Call to order: Gene Cavanaugh called the meeting to order at 10:37 A.M.

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

Conflicts of Interest: None stated.

Approve Minutes: Doug D'Arcy moved that the minutes of the August 18th, 2017 regular meeting be approved. Motion seconded by Bob Mahoney. Motion passed unanimously.

Bills were presented for payment: August 2017 bills were reviewed. Doug D'Arcy moved to approve the bills for payment as presented. Motion seconded by Bob Mahoney. Motion passed unanimously.

Manager's Report: Manager Tim Miller reported the following:

1. Christmas lights around exterior of Vet's are aged and brittle. The city has 2700 feet of unopened c9 Christmas lights available that we are going to use for now.
2. Evidence of water leaking into the basement in the northeast corner of building. Thrasher is scheduled to look at and give ideas for permanent solution.
3. Purchased new door for ice machine.
4. Reviewed operations policy and suggested changes will be made and voted on next meeting.

Board Actions:

1. None.

Set/Approve Date for Next Board Meeting – the next regular meeting October 13, 2017 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:46 A.M.

CHAIRPERSON

SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – October 13, 2017

The Veterans Memorial Auditorium Commission met in regular session on Friday October 13, 2017, at 10:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Gene Cavanaugh, Bob Mahoney, Dave Pedersen, Doug D’Arcy, City Administrator Gene Gettys, LaVern Holtmyer, Chuck Buhman

Absent: Mayor Kate Kohorst

Staff Present: Manager Tim Miller, Asst. Manager Kelli Miller

Call to order: Gene Cavanaugh called the meeting to order at 10:37 A.M.

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

Conflicts of Interest: None stated.

Approve Minutes: Bob Mahoney moved that the minutes of the September 8th, 2017 regular meeting be approved. Motion seconded by Chuck Buhman. Motion passed unanimously.

Bills were presented for payment: September 2017 bills were reviewed. Doug D’Arcy moved to approve the bills for payment as presented. Motion seconded by Bob Mahoney. Motion passed unanimously.

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

1. If football team wins out, possibility of 1 to 2 home football payoffs games.
2. Operation policy update complete, new packets will be inserted in everyone’s Vet’s booklets. See action below.
3. Thrasher came to look at leak issue on exterior walls in basement. Quoted \$18,000 to install sump pumps. Going to try a different solution of city street department putting asphalt patch up against northeast exterior walls and then flex seal on top to see if that will stop the leaking problem.
4. Because of the continual increase in keg prices and the need to purchase a new beer cooler, Tim did a comparison of keg beer vs. canned beer. The canned beer proved to be more profitable, efficient, and less wasteful. Therefore the commission voted to change from keg beer to canned beer. See action below.

Board Actions:

1. Motion was made by Chuck Buhman to approve the operation policy updates. Doug D’Arcy seconded the motion. Motion passed unanimously.
2. Motion was made by Doug D’Arcy to move to sell canned beer unless renter requests a specialty beer better in a keg. Chuck Buhman seconded the motion. Motion passed unanimously.
3. Motion was made by Bob Mahoney to increase keg prices to domestic \$300 and craft market value and canned beer to domestic \$3 and craft \$4. Chuck Buhman seconded the motion. Motion passed unanimously.

Set/Approve Date for Next Board Meeting – the next regular meeting November 10, 2017 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:46 A.M.

CHAIRPERSON

SECRETARY

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – November 10, 2017

The Veterans Memorial Auditorium Commission met in regular session on Friday November 10, 2017, at 10:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Gene Cavanaugh, Bob Mahoney, Dave Pedersen, Doug D’Arcy, Chuck Buhman, Mayor Kate Kohorst (here for the first 10 minutes)

Absent: City Administrator Gene Gettys, LaVern Holtmyer

Staff Present: Manager Tim Miller, Asst. Manager Kelli Miller

Call to order: Gene Cavanaugh called the meeting to order at 10:30 A.M.

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

Conflicts of Interest: None stated.

Approve Minutes: Bob Mahoney moved that the minutes of the October 13th, 2017 regular meeting be approved. Motion seconded by Chuck Buhman. Motion passed unanimously.

Bills were presented for payment: October 2017 bills were reviewed. Chuck Buhman moved to approve the bills for payment as presented. Motion seconded by Doug D’Arcy. Motion passed unanimously.

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

1. Budget reviewed. Tim was able to cut approximately \$2000 out of Vets budget but it will increase with wages and insurance increases. Commission was asked if there was anything to add to budget for upgrades. Nothing was added but will be discussed further in December.
2. Can cooler was delivered but still have beer kegs left. Will use the kegs first before transitioning over to cans.
3. Weather stripping was added to both north doors to prevent cold air and water from coming into the building. Also street department put asphalt filler in space against building in north east corner and flex seal was added on top of that to try to eliminate water leaking into basement. Will monitor and see if that fixes the issue.
4. Winter volleyball advertising has begun.
5. The flag used for National Anthem during football games is showing serious signs of age. Tim asked members of the commission on VFW and Legion to see about funding a new flag.

Board Actions:

None.

Set/Approve Date for Next Board Meeting – the next regular meeting December 8, 2017 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 – December 8, 2017

The Veterans Memorial Auditorium Commission met in regular session on Friday December 8, 2017, at 10:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Gene Cavanaugh, Bob Mahoney, Dave Pedersen, Doug D'Arcy, Chuck Buhman, LaVern Holtmyer

Absent: City Administrator Gene Gettys, Mayor Kate Kohorst

Staff Present: Manager Tim Miller, Asst. Manager Kelli Miller

Call to order: Gene Cavanaugh called the meeting to order at 10:41 A.M.

Approve Agenda: Bob Mahoney moved that the Agenda be approved as presented. Motion seconded by Doug D'Arcy. Motion passed unanimously.

Conflicts of Interest: None stated.

Approve Minutes: Chuck Buhman moved that the minutes of the November 10th, 2017 regular meeting be approved. Motion seconded by Bob Mahoney. Motion passed unanimously.

Bills were presented for payment: November 2017 bills were reviewed. Doug D'Arcy moved to approve the bills for payment as presented. Motion seconded by Chuck Buhman. Motion passed unanimously.

Manager's Report: Manager Tim Miller reported the following:

1. The scrubber was sent in to see what could be determined with the battery life issue. Determined that the batteries were bad. Replaced batteries and did a run through check. If this doesn't fix the issue may need to purchase a new one. New scrubber cost approximately \$4500.
2. Only 1 team signed up for volleyball therefore no winter volleyball league this year.
3. Gym floor was resurfaced with 2 layers of topcoat that should not be as tacky as previous one. This should allow easier removal of black marks left by dress shoes.
4. Employee reviews are due by the end of the year. Any input should be directed to Tim or Gene Gettys.
5. Tim was approached by a traveling soccer team about practicing at vets. The team will be allowed to practice for \$25 an hour the same as the school rate.
6. There are 2 weddings that will be out of wedding season which fall between November 1 and March 31. The commission discussed the benefit of putting the decorations up earlier and keeping them up through the November wedding therefore it was decided to give those 2 weddings the in season price and keep decorations up. See action below.
7. Before the decision to move to canned beer there were some wedding contracts signed assuming the Vets was going to have keg beer. Discussion ensued about charging a discounted rate to previously signed contracts. See action below.

Board Actions:

1. Motion was made by Gene Cavanaugh to charge the 2018 March and November weddings the in season price of \$650 for 2 day rental. Bob Mahoney seconded the motion. Motion passed unanimously.
2. Motion was made by Chuck Buhman to charge all contracts signed before October 13th, 2017 that want to have open bar \$2.00 domestic beer. Premium beer will be charged the current going rate. Doug D'Arcy seconded the motion. Motion passed unanimously.
- 3.

Set/Approve Date for Next Board Meeting – the next regular meeting January 12, 2018 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:57 A.M.

CHAIRPERSON

SECRETARY