

IRON COUNTY MEMORIAL BUILDING COMMITTEE
Meeting Minutes May 20, 2024
Approved July 15, 2024

1. Call meeting to order:
Swartz called the meeting to order at 4:00 pm in the Memorial Building.
2. Roll call taken.
Roll call was taken. Present were Larry Youngs, Doug Swartz, Jamey Francis, Julie Pecotte, Scott Pecotte, Julie Ducette, Brea Lombardo, and Roxanne Lutgen.
3. Acknowledge that the meeting was properly called and posted.
Doug Swartz certified the meeting was properly posted.
4. Discuss/Action on update with financial accounts.
Ducette reported that Swartz, Lombardo, and Ducette are now signatories on the Memorial Building bank account. Lombardo is converting accounting to Quickbooks Online at \$15/month. Lombardo will volunteer her time to do Memorial Building accounting going forward, but Lombardo needs an accurate history of annual revenues and expenses to prepare a budget and to determine if the business can sustain itself. Ducette made a motion to pay Lombardo \$30 per hour for a maximum of 10 hours to enter the past 12 months of transactions into Quickbooks, seconded by Francis. All Yes. Carried.
Discussed the need for accuracy and timeliness of quarterly and annual tax filings. Francis made a motion to have Francis contact Dave Trazcyk to perform tax services for the Memorial Building, seconded by Ducette. All Yes. Carried. Update next month.
5. Discuss/Action on rental agreements and rental fees.
Ducette found that many past bookings were verbal with no written contract and standard rental rates were not always followed. However, these past bookings at lower rates will be honored. Ducette will use a written rental agreement going forward, following the standard rate schedule. Ducette identified a need for an improved rental agreement. Ducette will survey contracts and rates from other local venues. The rental agreement updates and 2025 fees will be discussed at the next meeting.
Questions arose on who carries and pays for liability insurance for the building. Ducette will ask for a copy of the insurance policy to be discussed at the next meeting. Ducette reported that the Memorial Building liquor license was renewed on May 17, 2024. Ducette reviewed upcoming rentals and will contact the Chamber to find out who is funding and serving food for the Paavo Nurmi spaghetti event in August. Update next month.
6. Discuss/Action on Lease agreements.
The County Clerk provided Lutgen with two Iron County lease agreements with Scotti Pecotti LLC and Iron County Memorial Building Restoration Fund, Inc (ICMBRF).
The 2-year Pecotti lease at \$600 per month started in September 2021 with an option for a 2-year renewal, which would expire in September 2025.
The ICMBRF triple net lease started in 2014 and has automatic one-year renewals. Per the lease, ICMBRF should pay the county \$100 per year, and ICMBRF is responsible for all expenses, including insurance, improvements, utilities, repairs, and maintenance. The triple net lease also covers free monthly space for America Legion and Veteran's meetings. These leases should be renegotiated because the county now pays many of the Memorial Building expenses. Also, Pecotti's rent goes to ICMBRF instead of the County, and the ICMBRF nonprofit status is unknown. Update next month.

7. Discuss/Action on maintenance (flooring).
The Memorial Building flooring was recently installed by Action Floors and it is already peeling. Francis will contact Action Flooring to get the flooring fixed. Update next month.
8. Discuss/Action on list of key holders and getting locks changed.
Committee expressed security concerns about past key control. Youngs will ask Bill Nasi to change door locks. Update next month.
9. Discuss gathering emergency contact list.
Youngs collected emergency contact information from the committee members. Ducette and Lombardo are primary contacts.
10. Discuss/Action on inventory in building.
Lisa Zanella handles cleaning and toiletry inventory. The county owns all bowling alley equipment and inventory, except for meat stored in the downstairs freezer. Youngs will speak with the Historical Society to determine if they own items in basement storage; otherwise, these items will be disposed of. Pecotti will also supply an inventory list to the committee. Ducette will approach local theaters to see if they will take the baby grand piano as a donation. Update next month.
11. Set next meeting date.
The next meeting will be held at 3:30 pm on June 17, 2024 in the Memorial Building
12. Adjournment: Meeting adjourned at 5:03 pm.

Respectfully submitted by:
Roxanne Lutgen, County Supervisor
District 13