

IRON COUNTY MEMORIAL BUILDING COMMITTEE

Meeting Minutes July 15, 2024

Approved August 19, 2024

1. Call meeting to order.

Swartz called the meeting to order at 3:34 pm in the Memorial Building.

2. Roll call taken.

Present were Doug Swartz, Jamey Francis, Brea Lombardo, Larry Youngs, Roxanne Lutgen, Lisa Heberling, and Dave Trazcyk.

3. Acknowledge that the meeting was properly called and posted.

Doug Swartz certified that the meeting was properly posted.

4. Approve minutes from previous meeting(s).

Francis approved May 20 and June 17, 2024 meeting minutes. Youngs seconded. Carried.

5. Discuss/Action on update with financial accounts.

Lombardo has converted nearly all of 2023 accounting to Quickbooks Online. Insurance Agent Heberling advised that Lombardo provide annual sales and payroll to update liability and worker's compensation coverage. An analysis of 1099 independent contractors versus employees is necessary. The cash balance as of June 30, 2024, is \$34,087.36.

6. Discuss/Action on outside tax accountant.

Dave Trazcyk is not taking on new clients. Need an accountant to perform tax services for the Memorial Building. Lutgen will make calls and bring a list of potential accountants and rates to the next meeting.

7. Discuss/Action on rental agreements, rental fees, and insurance.

Ducette sent rental agreement templates for review. Ducette will survey pricing for bowling alley rentals and party bookings, to be reported at next meeting. The Memorial Building Fund's liability insurance agent, Lisa Heberling, attended today's meeting to discuss the insurance policies. The Memorial Building has general liability coverage for bodily injury or damage. Limits are \$1 Million/occurrence with \$1 Million total/year. Sublimits are: \$10,000 medical, \$1,000,000 hiring and non-owned auto liability. Worker's compensation has \$100,000 bodily injury by accident, \$100,000 bodily injury by disease, \$500,000 bodily injury by disease aggregate/year. Heberling recommended the addition of D&O liability insurance at \$300-\$500/year. Heberling recommended renters get event insurance with their homeowner's insurance and name the IRON COUNTY MEMORIAL BUILDING RESTORATION FUND, INC. as Additional Insured. Heberling also recommended getting proof of insurance from Scotti Pecotti LLC. Tabled for further discussion next month.

8. Discuss/Action on upcoming events.

Ducette will be updating social media with rates and availability. Ducette is planning an open house to invite the public to see what the Memorial Building offers. Schwartz will call Gary Pelkola to discuss having Scott Erickson's football team help with setting up tables and chairs for the all-class reunion.

9. Discuss/Action on 501(c)(3) status of Memorial Building Restoration Fund.

Lombardo and Lutgen located state filings for *Iron County Memorial Building Restoration Fund, Inc.*, (ICMBRF), including state articles of incorporation. The IRS has no 501(c)(3) Letter of Determination; therefore, the organization is not tax-exempt, and business tax returns must be filed. Youngs will ask Supervisors Mullan and Thomas who is the acting or registered agent for ICMBRF. If ICMBRF pursues nonprofit status, Trazcyk recommended dissolving the current entity and starting over with new state and

IRS filings and board officer information. We will need attorney assistance if we go this route to ensure the entity qualifies for nonprofit status. The matter is tabled for further discussion next month.

10. Discuss/Action on renegotiation of lease agreements.

Iron County owns the Memorial Building, and has two Memorial Building lease agreements:

1. Iron County Memorial Building Restoration Fund, Inc (ICMBRF) - 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, building improvements, utilities, repairs, and maintenance. The triple net lease also covers free monthly space for America Legion and Veteran's meetings.
2. Scotti Pecotti LLC - The 2-year Pecotti lease at \$600 per month started in September 2021 with an option for a 2-year renewal to expire in September 2025. At this time, Pecotti's rent goes to ICMBRF instead of the County.

The committee discussed having Pecotti and ICMBRF payments start coming to the County to comply with contracts after Lombardo's full financial reporting is completed. Lutgen asked Christian Brandt, Iron County Clerk, what bills the County paid in 2023 and 2024 on behalf of the Memorial Building. The County recorded Memorial Building expenses for pest management, garbage, repairs, insurance, and more in 2023 and 2024.

The ICMBRF lease specifies that maintenance and building improvements are ICMBRF responsibility. Future projects are repairs of the west steps and railing and maintenance for the east building ADA ramp. Fundraising may need to occur. Committee tabled future discussions, including separately leasing the bar and bowling areas until next month.

11. Discuss/Action on maintenance.

The Memorial Building flooring was installed by Action Floors roughly 10 years ago and needs resurfacing. Francis contacted Action Flooring to get a quote to get the flooring fixed. Francis is also working on lighting rebates through Focus on Energy. The goal is to install all LED lighting to improve lighting and save money on energy bills. Tabled until next month.

12. Discuss/Action on inventory in building.

No action.

13. Discuss/Action on baby grand piano donation.

Youngs will ask the Mercer school if they want a baby grand piano donation. All other places contacted by Julie have declined a baby grand piano donation.

14. Discuss/Action on moving the internet modem and router to upper level.

Northern Lakes supplied internet equipment in the basement, which must be moved to the upper level to support ATM and jukebox updates. Youngs will check with Danny Gardner (IT) about cabling options to share signal between levels. Other options are to move the modem and router upstairs or to have two modems in the building. Tabled until next month.

15. Set next meeting date.

The next meeting will be held at 3:30 pm on August 19, 2024 in the Memorial Building.

16. Adjournment: Meeting adjourned at 6:00 pm.

Respectfully submitted by:
Roxanne Lutgen, County Supervisor District 13