

IRON COUNTY MEMORIAL BUILDING COMMITTEE

Meeting Minutes August 19, 2024

Approved September 16, 2024

1. Call meeting to order.

Swartz called the meeting to order at 3:32 pm in the Memorial Building.

2. Roll call taken.

Present were Doug Swartz, Jamey Francis, Brea Lombardo, Larry Youngs, Roxanne Lutgen, Sharon Ofstad, Julie Ducette.

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).

Julie approved July 15, 2024 meeting minutes. Francis seconded. Carried.

5. Discuss/Action on update with financial accounts.

Lombardo has converted all of 2023 accounting to Quickbooks Online. Only issue is commingling of deposits and some expenses paid by cash, which will make it difficult to see profit and loss by category (bowling alley versus rentals). Bookings are all being made with new pricing. Lombardo is working with Ducette on rentals that are subject to sales tax. The committee commended Lombardo for her work on getting 2023 into Quickbooks. Ducette moved to pay Lombardo \$375 for services rendered. Francis seconded. Net income for 2023 is \$10,939.66. The cash balance as of July 30, 2024, is \$33,901.18.

6. Discuss/Action on outside tax accountant.

Need an accountant to perform tax services for the Memorial Building. Lutgen and Lombardo will make calls and bring a list of potential accountants and rates to the next meeting. Monthly services are preferred giving them monthly bank statements, invoices paid, and deposits.

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

Karen Tenlen gave full inventory of alcohol and is working on lining up distributors for the Fall season. The committee discussed leasing the bowling alley separately, just as Pecotti leases the commercial kitchen. Ducette moved to invite Karen Tenlen to the next meeting to discuss her interest in a bowling alley and bar lease. Youngs seconded, Carried.

Ducette will have new hall rental agreement templates for review next month. Ducette will add that renters get event insurance with their homeowner's insurance and name the IRON COUNTY MEMORIAL BUILDING RESTORATION FUND, INC. as Additional Insured.

Lutgen will check if volunteer committees are covered under the County's D&O liability insurance. Ducette will ask for proof of insurance from Scotti Pecotti LLC.

8. Discuss/Action on upcoming events.

Ducette will update social media with rates and availability. Ducette is planning an open house to invite the public to see what the Memorial Building offers. Bookings are filling up nicely through April 2024.

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

The committee discussed dissolving the Memorial Building Restoration fund and starting up a new 501(c)(3) that rents from the County, then subleases to all other entities. Attorney assistance will be needed if we go this route to ensure the entity qualifies for nonprofit status. Discussions tabled until next month.

10. Discuss/Action on renegotiation of lease agreements.

The committee discussed having Iron County simply lease the Memorial Building to the Memorial Building Restoration Fund, who will then do separate subleases for the Bowling alley, bar, commercial kitchen, and hall rentals. The Memorial Building Restoration Fund would be fully responsible for all maintenance and building improvements as indicated in the current Triple NET lease. The committee tabled discussions on separately leasing the bar, kitchen, and bowling areas until next month.

11. Discuss/Action on maintenance.

Several tables need repairs. Swartz will handle table repairs.
Francis is looking at 3 different quotes for Action Floors to do resurfacing.
Swartz will look into LED lighting improvements to save money on energy bills.
Swartz will call several contractors to get pricing on fixing the west steps and railing.
Committee discussed fundraising after getting pricing information. Tabled until next month.

12. Discuss/Action on bowling alley cash and employees vs. 1099 I/C.

The committee discussed the solution of subleasing to bowling alley operators.

13. Discuss/Action on baby grand piano donation.

Ofstad reported that Historic Ironwood Theatre is interested in the baby grand piano, and they will be discussing the piano at their next board meeting. Tabled until next month.

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

Bill Nasi reported that wires could be snaked from downstairs internet equipment to upstairs to support ATM and jukebox updates. Swartz will follow up to get work done.

15. Set next meeting date.

The next meeting will be held at 5:30 pm on September 16, 2024 in the Memorial Building.

16. Adjournment: Meeting adjourned at 4:54 pm.

Respectfully submitted by:
Roxanne Lutgen, County Supervisor District 13