

Byron Museum Board of Commissioners

Regular Meeting – Minutes

Tuesday, July 25, 2017

The regular meeting of the Byron Museum of History was called to order at 6:31p.m. by President Randy Stukenberg.

Roll Call: Members Present: Randy Stukenberg, Kole Bennett, Jim Eisfeller, Drew Hogan, and Nelene Jeter

Also Present: Executive Director Marian Michaelis and Curtis Davids (citizen)

Newly appointed Commissioner Jim Eisfeller was sworn in.

Action Item #1 (Election of Officers): Commissioner Hogan moved to appoint Executive Director Michaelis as President Pro-Tem for the purpose of conducting the annual election of officers; this was seconded by Commissioner Bennett and unanimously approved. The position of President was open for nominations. Commissioner Jeter nominated Commissioner Hogan for President, seconded by Commissioner Bennett. Commissioner Hogan declined the position. Commissioner Jeter then nominated Commissioner Bennett, seconded by Commissioner Hogan. Commissioner Eisfeller nominated Commissioner Stukenberg, seconded by Commissioner Hogan. Paper ballots were distributed for the purposes of voting due to the contested nature of this office. President Pro-Tem Michaelis tallied the votes and declared Commissioner Bennett as the duly elected President of the district. A slate of nominees for the remaining officers was proposed by Commissioner Stukenberg and seconded by Commissioner Eisfeller. Those positions are: Stukenberg – Vice President; Eisfeller – Secretary; and Hogan – Treasurer. Approved unanimously upon roll call.

Action Item #2 (Approve Agenda): Commissioner Bennett asked that a closed session, for the purposes of discussing personnel items, be added to the agenda after item #16. Motion by Commissioner Eisfeller to add this item and approve the agenda as amended, seconded by Commissioner Jeter and unanimously approved upon roll call.

Action Item #3 (Set time and place for meetings, establish fiscal year, designate depository for district funds, approve committee assignments, and designate the official newspaper of the district):

A motion was made by Commissioner Stukenberg to continue the time and place for district meetings at 6:30p.m. on the fourth Tuesday of each month, to continue the district's fiscal year as July 1st through June 30th of each year, to designate the Byron Bank as the district's depository, to continue the board serving as a committee of the whole for all committees, and to designate the Tempo (or was it the Life?) as the official newspaper of the district. This motion was seconded by Commissioner Hogan and unanimously approved upon roll call, with Commissioner Eisfeller abstaining from voting on the depository as he serves as a director of Byron Bank and desired to avoid any appearance of a conflict of interest in this matter.

Action Item #4 (Establish mileage reimbursement rate): After some discussion and reference to the official published federal mileage rate, Commissioner Hogan moved to set the district's mileage reimbursement rate at the current federal rate of 53.5 cents per mile, seconded by Commissioner Eisfeller and unanimously approved upon roll call.

A motion was made by Commissioner Hogan, and seconded by Commissioner Eisfeller to enter into closed session at 6.58p.m., as an allowable exception under Section 2(c) of the Open Meetings Act, for the purposes of discussing "the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body." Unanimously approved upon roll call.

A motion was made by Commissioner Hogan, and seconded by Commissioner Jeter to exit closed session at 8:01p.m., noting that no action was taken in closed session. Unanimously approved upon roll call.

Action Item #5 (Approval of Minutes): Motion was made by Commissioner Stukenberg, seconded by Commissioner Jeter, to approve the minutes of the June 27, 2017 Regular Meeting of the Byron Museum District Board of Commissioners. Unanimously approved upon roll call.

Action Item #6 (Approval of Expenses): Motion was made by Commissioner Stukenberg, and seconded by Commissioner Hogan, to approve the expenses as

presented and to file the financial report for the audit. Unanimously approved upon roll call.

Correspondence from the district's counsel was discussed regarding the need for a truth-in-taxation hearing as the district will be levying the maximum 2 cents per hundred levy, whereas previously, the district had been levying below the maximum. The increase was deemed necessary given the construction projects underway. The total levy increase is 12.72%, above the 5% increase triggering a truth-in-taxation hearing.

Executive Director Michaelis presented the Director's Report (refer to Director's Report in binder) and asked for approval of a progress billing for drafting construction documents and for architectural fees related to HVAC, Electrical, and Plumbing updates for the theatre project. The billing is: \$6800 to Bailey Edward for the construction documents, and \$2500 to Helmuth for architectural fees. Motion by Commissioner Stukenberg and second by Commissioner Hogan to approve payment of these fees. Unanimously approved upon roll call. A general update on the progress of construction was also given by Executive Director Michaelis.

Action Item #7 (Approval of Tentative Budget and Appropriation

Ordinance): A motion was made by Commissioner Stukenberg, and seconded by Commissioner Eisfeller, to approve the tentative budget and the appropriations ordinance. Unanimously approved upon roll call.

A motion was made by Commissioner Stukenberg, and seconded by Commissioner Hogan, to adjourn at 8:38p.m. Unanimously approved by voice vote.

Minutes taken and presented by Executive Director Michaelis (prior to election of officers) and Commissioner/Secretary Eisfeller (post-election).