

Byron Museum Board of Commissioners

Regular Meeting – Minutes

Tuesday, May 27, 2025

The regular meeting of the Byron Museum of History was called to order at 6:35 p.m.

Roll Call: Commissioners Present: Randy Stukenberg, Cindy Storz, Jim Eisfeller, Heather Higgins, and Jim Hess Also Present: Executive Director Marian Michaelis

Action Item #1 Approve Agenda: Motion by Commissioner Hess to approve the agenda as presented seconded by Commissioner Storz and unanimously approved by the commissioners in attendance by voice vote.

Action Item #2 Approval of Regular Meeting Minutes of April 2025, Motion made by Commissioner Eisfeller to approve the minutes as presented, seconded by Commissioner Hess. Motion was unanimously approved by the commissioners in attendance by voice vote.

Action Item #3 Approval of Expenses: Motion made by Commissioner Storz to approve the April 2025 expenses as presented and file the financial report for audit, seconded by Commissioner Hess. Motion was unanimously approved by the commissioners in attendance by roll call.

Director's Report:

1. Budgeting: As you know, we are in a position to amend this year's budget to reflect spending over/under \$10,000 before the end of the FY. The only expense line item that qualifies is Capital Expenses (\$45,000 budgeted), so far this year we have only spent around \$3,773.61 on Capital Expenses, leaving a surplus of \$41,226.39 to roll into the capital improvement projects for FY 2026.

I would like to discuss moving the capital surplus and "Reserve" amount (\$31,643), totaling \$72,869.39 into the Restricted Checking which also earns 4.31%. Funds in the Restricted account are to be used on planned capital improvement projects including the Read House roofing project and the plumbing and HVAC upgrades that didn't get done in 2025.

(See budget draft and folder)

2. Capital Expenses HVAC: Based on previous estimates, we thought that this project could be completed for under \$10,000. The updated estimates that I've received are very close but only Anderson Plumbing and Heating is under \$10k with an estimate of \$9,988. This is only for replacing the furnace and AC units but we also require a new hot water heater at the same time, so we will be spending more than \$10,000 on this project.

3. NTF Grant: The most recent news from the grant administrators is that the State Historic Preservation Office is reviewing the planned work. This is routine for the type of work we're doing. No work can begin until they sign off on our project, specifically, the new roofing material. (See RFP draft)

Discussion Item #1 Plumbing and HVAC: The Director will submit an RFP and contract terms for the board to consider posting at a future meeting.

Action Item #4 Budget Amendment: After some discussion of the budget and actual Capital expenditures, Commissioner Storz made a motion to amend the 2025 Budget to reflect the Capital surplus of \$41,226.39 be added to the Reserve amount of \$31,643 to end the year with \$72,869.39 in Reserve, and to approve the transfer of this amount into the Restricted Checking account, to be used for planned capital improvement projects, seconded by Commissioner Hess.

Action Item #5 Adjournment: A motion to adjourn at 7:35 p.m. was made by Commissioner Eisfeller, seconded by Commissioner Hess, and unanimously approved by the commissioners in attendance by voice vote.