Byron Museum Board of Commissioners

Regular Meeting – Minutes

Tuesday, May 20, 2026

The Annual meeting of the Byron Museum of History was called to order at 6:45 p.m.
Roll Call: Commissioners Present: Randy Stukenberg, Jim Eisfeller, Heather Higgins, and Craig Bontjes. Commissioners Absent: Cynthia Storz.
Also Present: Executive Director Marian Michaelis.

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

Action Item #2 Approval of Regular Meeting Minutes of April 28, 2026 Motion made by Commissioner Bontjes to approve the minutes as presented seconded by Commissioner Higgins. Motion was unanimously approved by the commissioners in attendance by voice vote.

Action Item #3 Approval of Expenses: Motion made by Commissioner Eisfeller to approve the April 2026 expenses as presented and file the financial report for audit, seconded by Commissioner Bontjes. Motion was unanimously approved by the commissioners in attendance by roll call.

Director's Report:

1. Budgeting:
   Year End: Transfer $78,000 into restricted.
   Budget worksheets: The first shows the budget for our current fiscal year alongside the 3rd Qtr actuals, the second is a draft of the 2026/2027 FY Preliminary Budget showing adjustments highlighted (poorly) for line items; Education, Accounting, Postage, Reserve, and Capital Expenses Restricted. (See financial packet)

2. City Lease: At the last meeting we discussed the lease with the city for the Dumpster area behind the Theater. Today I met with Byron's City Planner, Patricia and we talked about our proposed deadline of July 1, 2027 for vacating and some of the logistics involved. The lease requires 180 days (almost 7 months) notice to terminate. Kristine Youman will draft the letter giving notice if/when the board decides to terminate. (see file)

3. Plumbing Update: Since the last meeting, we have spoken with a couple more plumbers about the Read House sewer line but still need more estimates. Miller Engineering was here today and they said they'd get me number next week. I may also be able to get a grant application submitted before the June 30 deadline that could help with this project.

4. Network to Freedom/NTF Grant: The state's work on Rt 2 has interfered with the final phase of our roofing project, we are also waiting on the SHPO Approved materials for soffits/fascia but still hope to wrap up on time.

5. ABR Annual Business Review: Updates to the timeline for capital improvements. I also emailed all of you the full document.

Action Item #4 Strategic Plan Updates: After some review and discussion, a motion was made by Commissioner Bontjes to approve edits to the long range plan document AKA Annual Business Review seconded by Commissioner Eisfeller and unanimously approved by the commissioners in attendance by roll call.

Action Item #5 Lease Review: After some review and discussion, a motion was made by Commissioner Higgins to terminate the lease with the City of Byron with at least 180 days notice, and take possession no later than July 1, 2027 seconded by Commissioner Bontjes and unanimously approved by the commissioners in attendance by roll call.

Action Item #5 Adjournment: A motion to adjourn at 7:30 p.m. was made by Commissioner Bontjes, seconded by Commissioner Stukenberg, and unanimously approved by the commissioners in attendance by voice vote.