

# OFFICIAL MINUTES

## DODGE COUNTY HISTORICAL SOCIETY BOARD MEETING MANTORVILLE, MINNESOTA

THURSDAY, AUGUST 18, 2016

Meeting called to order by VP Scott French at 6:30 p.m.

Secretary pro tem: Linda Jerviss

### Attendees:

Scott French, Dave Dubbels, Phil Haukom, Barbara Gilliland, Linda Jerviss, Diane O'Brien

Absent: Coy Borgstrom, Mary Ann Bucher, Greg Nelson

Diane O'Brien had to leave approximately 6:45 p.m.

### Guests:

Steve Gray, Lorrie Meier

## ADDITIONS TO AGENDA

### Old Business –

- Basement update
- Fair update & budget

### New Business –

- Maintenance of properties
- Care of artifacts
- Hwy 57 wall report
- Board communications
- Time allotment for speakers

## COMMISSIONER'S REPORT

The meeting began with the Commissioner's report, after which Steve had to leave for a second meeting. He stated that the target date for the County's preliminary budget is September 30, so we should have our 2017 budget figures in to the County

Board by their next meeting (September 10). Steve mentioned that most County spending is determined by Federal and State demands, leaving about \$750,000 up to the County's discretion. He suggested that we keep the County Board aware of conditions on County-owned buildings, such as the roof on the museum. He recommended we write a letter to the Board outlining our observations and send it to the attention of Becky Lubahn. Steve also stated that the bill for the repair of the basement doors should also be sent to the Board, attention Becky.

## GUEST REPORT

### Computer back-up plan –

Volunteer Lorrie Meier reported that she met with Mike Bowe of On-Site Computers and they came up with a plan to back up the museum's computers, in addition to the cloud back-up contract we have via On-Site. (The cloud backup company On-Site uses is "iDrive"; cost is \$99.50 per year.) This new plan will include the following purchases: NAS (Network Attached Storage) Mirrored 1TB hard drive (\$249), two external hard drives @ \$109 ea (\$218), six RestorePoint flashdrives @ \$14 ea (\$84). *Noted that the price should be \$60.00 per year for Idrive* The external hard drives were approved at the July meeting. Barb moved to approve the additional costs as presented, in the \$350 range, second by Dave. Motion carried.

Scott suggested that flashdrive back-up be secured in our safe deposit box at 3-month intervals.

Mike Bowe and Lorrie will set up this program on the computers. Lorrie is also working on an instruction sheet to assure consistency among all workers who will be working with photos on Past Perfect and Adobe Photoshop.

Lorrie's estimates for ongoing computer costs:

2 external hard drives—annually; NAS—every 3 years; flash drives & cloud—annually; new computer, scanner—every 3 years.

After discussion, it was recommended that we allocate \$1500 in the budget for a category named "Technical Supplies & Support."

### Table Top Studio for Photographing Museum Items –

Lorrie passed out information on an ALZO 100 Macro Table Top Studio which consists of a platform, two lights and an adjustable camera stand (\$221.28). This apparatus will make it easier to take pictures of larger museum items. A larger platform may be required for our use. In addition, a new camera with remote control will be required. Lorrie offered that both could be purchased for around \$800.

Phil moved that we approve expenditure for the table top studio and camera, with a cap of \$1000, second by Dave. Motion carried.

Lorrie also mentioned that additional mulch is needed for the museum flowerbeds and that Warren had painted the stairwell.

Mary Ann will be stationed with the Stagecoach during Marigold Days so will not be at the museum.

## SECRETARY'S REPORT

Motion was made by Dave, second by Barb, to approve the July minutes, with the following clarifications and corrections:

There was no commissioner's report.

### *Paragraphs 1-3:*

*Re-write, as follows:*

Theresa Coleman, Kasson City Administrator, and Kasson City Attorney Melanie Leth were present to report on Kasson City spending on the Old Stone Water Tower since 1997 and to discuss updating and/or clarification of the agreement between the City of Kasson and DCHS. Currently there is no end date to that agreement; however, the City's agreement with SHPO expires in January 2018, wherein the City agreed to assume the cost of maintaining the water tower in a way so as to preserve its historical integrity. In the meantime, the City is currently awaiting approval from SHPO on a contractor bid for repairing tuckpointing on the tower. The City also has a bid to replace the upper tower lights and install LED.

### *Paragraph 5:*

There was NO motion to establish a water tower committee at the July meeting—this committee was established in 1997.

*The paragraph should read:*

Linda Jerviss was selected as the DCHS half of the water tower committee in 2015, and Barb Pike was the Kasson City half. In 2016 Ron Unger replaced Barb as the Kasson committee member.

### *Paragraph 6:*

“Remove Doig House from ZED tour.” This correction to the June minutes is incorrect. The correction was stated to include on the ZED Wasioja tour, along with the Doig House, ALL Wasioja historic sites.

### *Paragraph 7:*

*Clarification:* Linda Jerviss asked if the funds from the ghost town signs, obituary archival project, and the Wasioja school project savings accounts could be included in the General Fund.

*Should read:* “Framed” photo of Judge & Mrs....

Page 2 – Old Business – Commissioners Lunch:

*Add:* Board members Diane O’Brien and Dave Dubbels attended.

Page 3 – Old Business

*Add:* Stump Removal. Motion by Linda Jerviss to remove this item from future agendas; second by Phil. Motion carried.

Motion carried to accept Secretary’s Report for July, with the above corrections.

## TREASURER’S REPORT

Linda Jerviss reported that once 3 small bills have been paid for water tower expenses, the remaining funds (\$11,000 range) will be put into a separate Water Tower savings account; no further expenditures are expected for 2016.

Also, per advice from our accountant, each current Legacy grant project (ie, Recruiting Station, Bourdon House) will have its own separate savings account, as these funds are the only grant funds we receive at this time that are restricted.

Barb made a motion to approve the Treasurer’s report, second by Scott. Motion carried.

Scott made a motion to approve payment of the bills listed, second by Phil. Motion carried.

## GRANTS REPORT

Linda Jerviss reported that the construction documents for the Recruiting Station are in process, and a bill has been received from MacDonald & Mack for services to date.

Discussion regarding Mr. Rummels’ visit at the September 15 Board meeting (6:00 p.m.).

## OLD BUSINESS

1. Bank Accounts – Mary Ann Bucher has been meeting with Janice Borgstrom to figure out the origin of the funds in the old Grants savings account. Thought to be funds from old Leuthold grants.

2. Stumps – this item was removed by vote from the agenda in July.

3. Basement floor problems – Coy stated he would call Zimprovements to get the floor redone. Linda will follow up on this.
4. Ghost Town tour – Barb will get together with Warren to discuss route & script.
5. IT Plan – discussed in Guest section.
6. Wine tasting – no discussion.
7. Peg Lynch exhibit – The opening of this exhibit will be Saturday, September 10 , from 10 – 5. We are looking for display boards for pictures & text. Will look at the dividers stored at the Wasioja church; Phil will check at the Restore store. We will be cleaning up the museum and the grounds before the exhibit.
8. Museum exhibits – Discussion on how to reimagine museum exhibits, including the basement area that will be ready for displays in early September. It was agreed that Linda would head up the museum exhibit committee; Barb and Dave volunteered to be on the committee. It was decided to eliminate one modern display cabinet in the upper area and utilize more of the glass front bookcases from the Courthouse.
9. Binders for country school books – Linda previously requested that Mary Ann or Warren order these books approved at the last meeting, using either of their DCHS credit cards.
10. Basement update – Warren has painted the stairwell. Linda will be working on filling holes, priming, and painting the grid the coming weekend. Greg and Phil will be painting the weekend of August 27. Carpet will be ordered this week; Greg is to check with King’s Flooring as to their schedule availability. Once we know the schedule, we will plan to rip out the old carpet & staples. Linda is to contact an electrician; once the electrical is done, the ceiling will be installed. The goal is to get everything done by the first work week of September.
11. Fair budget – There was discussion over what constituted expenses that would get categorized as Fair budget items. Anything that pertains to building repair & maintenance will be categorized as such in the books. Additionally, the original Fair banners were made generic so that they could be used over and over; they will not be considered Fair budget items. Greg figured the Fair expenses to be \$67.34.

## NEW BUSINESS

12. Landscaping/grounds/flowerbeds – Motion made by Scott, second by Phil, to have Linda be in charge of cleaning up the museum flowerbeds before Marigold Days. This includes weeding, trimming, planting, and removal of unsuitable plants. Motion carried. Barb moved to create a budget of \$500 for new mulch & plants, second by Dave. Motion carried.
13. 2017 Budget – It was determined that Dave will head the committee to prepare the budget for presentation to the County Board in September. He will ask Warren for his advice, based on his work on the budget last year. Dave will also compose the letter “of observation” to that Board regarding building needs, and he will send a letter with the bills for the basement doors replacement.

14. Properties – Discussion over our ability to properly maintain our properties, including groundwork and cleaning. No action taken. Tabled.
15. Artifact care – Linda brought forward concerns regarding the care and handling of artifacts. It was decided to look into more education in this area, and to put in place policies & instructions that will protect artifacts of all types.
16. Highway 57 stone wall – Linda reported that Richard Augustin, MnDOT, requested that she tour the wall with him on Wednesday & receive a report on the work they have done and also their plans to re-establish plantings on the rock ledges. Water runoff from the ledges is a big concern for MnDOT. The plan is to do hydroseeding with native grass seeds. Once MnDOT signs off on this project, it will be under the County domain. Mr. Kohlenhofer has already affirmed that he is open to beautification of the rock ledges, but that it is not in the County budget. Discussion centered around watching the rock ledges to see how successful the hydroseeding proves to be; it may be all that is required both in the way of aesthetics and also for erosion prevention.
17. Communications – Linda brought up for discussion concerns about communication problems with the museum office, including missing financial papers, unnecessary confusion, and unanswered inquiries. Phil moved, with second by Barb, that all mail regarding any bills, bank statements, or any other financial matters for the organization, be date-stamped on the envelope and put into the Treasurer's folder unopened. All financial information for the organization will be available at each monthly meeting via the financial reports prepared by our accountant. Motion carried.
18. Speaker allotment time – Dave made a motion that we limit guest speakers to 20 minutes, second by Barb. Motion carried. This does not mean that we cannot limit speakers to less time, if the situation requires.

Dave moved that we adjourn the meeting, second by Phil. Motion carried.

Meeting adjourned at 9:34 p.m.