

VETERANS MEMORIAL COMMISSION

CEDAR RAPIDS, IOWA

December 9, 2013

The regular meeting of the Veterans Memorial Commission was called to order by Vice Chairman Connie Arens at 5:28 PM.

Present:	Connie Arens, Vice Chairman	Jim Bruner
	John Powers	Sarah Else
	Kristin Delfs	Mike Jager, Director
	Teri Van Dorston, Asst. Director	

Excused:	Jerry Ziese	Gary Grant
	George Hamman	

Guests:	Tony Christopherson	Roger Wiest
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Commissioner Powers made a motion to approve the minutes of the November meeting; seconded by Commissioner Bruner. The motion carried with no objections.

Guests, Tony Christopherson and Roger Wiest, introduced themselves as members of the Iowa Veterans Welcome Center and talked about what the Welcome Center does.

After some discussion on the bills, Commissioner Else made a motion to approve the current bills; seconded by Commissioner Delfs. The motion carried with no objections.

The Assistant Director gave a museum progress report update. The Collections: received three large acquisitions; had a little show and tell where a Cedar Rapids family donated items from a Marine WW II veteran. She is trying get caught up on the new acquisitions before returning to the inventory. The Exhibits: "Survivors Empowered Through Art" group approached John from Midwest Military Outreach about displaying their exhibit. She would like to display this exhibit in front of the auditorium doors from January 20th thru February 7th.

The Director talked about veterans being able to get parking stickers to park free (4 hours) on the west side of the 1st and 2nd Avenue bridges after the first of the year.

The Director talked about possible future rentals. There was discussion regarding event rentals and long term lease rentals. The Director has done some comparisons with locations in town either calling or thru their websites and has determined the 8 hours rates should be - auditorium \$2,000, ballroom \$1,000 and armory \$500 plus the standard insurance certificate with \$1 million property and \$1 million liability coverage. The rental contract/lease is outdated and needs work; it was suggested asking the City Attorney to review it. Commissioner Else stated the public will be in here and with the potential for alcohol on the premises, she feels we need to consider bringing in an expert to make sure we are covering all the bases; what are the different types of leases, how do you handle security, what are the fine details that could land us in court, etc. The Director said the October rental had obtained a 5 day special events permit from the City Clerk's office; it was asked if the 5 day special event is a normal City

policy. The Director stated it was; you obtain a liquor license for a year or a 5 day special event permit – all the dram shop, liability, everything goes thru the City Clerk’s office and no separate agreement is needed – they hold the liability and everything that goes on with the event. Commissioner Else suggested talking with Theresa Bornbach (Business Exchange); she would volunteer to talk about the issues she has with rentals, how her contract looks, what is required of her rentals; Ryan Corporation is another suggestion to contact. Commissioner Else would also like to see contracts/leases in place that are standardized that covers whether it is a tenant or special event; wants to see the package presented, the check list of items they have to do, the contract, what shows how the process goes from beginning of negotiations to done and paid; how we are pricing ourselves, how do we, the commission, know how the prices are being determined and consistently applied; wants documentation and guidelines. There is a long term lease in place that was developed by the City Attorney; it is basically a standardized commercial lease form, if there are any variables the City Attorney could be asked.

Commissioner Bruner had no report from the Metro Veterans Council.

Commissioner Powers will have a Quilts of Valor given to him and would like to have it be presented with Commissioner Bruner (President of the Metro Veterans Council) and Chairman Ziese present and at the next veterans’ event, either Memorial Day or Veterans Day. Commissioner Else made a motion that the Quilts of Valor be presented at the next major veterans’ event; seconded by Commissioner Delfs. The motion carried with no objections.

With no further business, Commissioner Bruner made a motion to adjourn the meeting at 6:25 PM; seconded by Commissioner Powers. The motion carried with no objections.

Respectfully submitted,

Kathy Greene

CHAIRMAN _____
Date

VICE CHAIRMAN _____
Date