AGENDA

Notice and Call of Public Meeting

Government Body:	Cresco Theatre Commission
Date of Meeting:	December 9th, 2019
Time& Place of Meeting	5:30 PM at Champlin Hall, Cresco Theatre

Roll Call:

Recurring Items: There may be action taken on each of the items listed below.

1. Approval of Agenda
2. Approval of Minutes from November 2019 meeting
3. Approval of claims/financials

Staff Reports: There may be action taken on each of the items listed below.

1. Manager's Report
2. Staffing and Employees

Old Business: There may be action taken on items.

1. Building Projects
2. Budget
3. Commission member update

New Business: There may be action taken on items.

1. Set date for next meeting – January 13th, 2020

Comments:

1. Comments from Community Theatre
2. Comments from Chamber
3. Comments from City Council
4. Comments from Audience

Adjourn:

THIS NOTICE IS GIVEN PURSUANT TO CHAPTER 21, CODE OF IOWA AND THE LOCAL RULES OF SAID GOVERNMENT BODY, POSTED December 6th, 2019.

Cresco Theatre Commission

December 9th, 2019

President Kelm called the Cresco Theatre Commission meeting to order in Champlin Hall on December 9th, 2019, at 6:00 PM. In attendance: Kari Waterbeck, Robert Ringoen, Leigh Myers, Gayle Kelm, and Ronda Hughes. Guests: Wendy Lickteig, theatre manager, Jess McGee and Joe Wacha. Absent: Jon Hayek and Jan Carman were unable to attend due to a school Christmas Program.

The December agenda, November minutes and financial report were reviewed. Gayle Kelm questioned the Maintenance & Office Expense for this month. Wendy will report back as to what the expenses are in the ledger account. Robert Ringoen made the motion to approve the agenda, minutes and financials, seconded by Kari Waterback and unanimously approved by the Commission.

Wendy Lickteig presented the manager's report. Wendy will be working on the budget and will report back to the Commission with more numbers at the January meeting. Wendy and Jess said that the movie list they are giving out is working very well and theater goers are very appreciative of the schedules. The hospital event went very well. They had 140 RSVP, but due to weather 97 attended. Midway, the current movie showing has been very well attended with 40-50 every night. December 13th we will be showing Christmas in Halloweentown at 10:15 PM and have had very good response.. December 21st we will be showing Die Hard at 9:45 PM and yes, it does take place at Christmas time.

Staffing: Wendy requested approval of the following:

Jean Balk (Shift leader) - $7.75/hour – Nov 18, 2019

Mariah Gossman (SL/Concess) -$7.75 – Nov 18 ,2019

Lucas McGee (Shift Leader) - $7.75/hr – Nov 10, 2019

Hope Balk (Concess)-$7.25/hr-Nov 18, 2019

Caleb Kammerer (Concess) -$7.25-hr – Nov 18, 2019 James Lieder(Concess) -$7.25/hr – Nov 18, 2019

90 day raise: Ivy Tangen - $.10/hr effective Dec 16, 2019

Robert Ringoen made the motion to approve the manager's report and staffing updates, seconded by Leigh Myers and unanimously approved by the Commission.

Old Business:

1. Wendy reported that under the building projects-WIFI thermostats have been ordered and will be installed.
2. Budget - $1485.00 on Neil Diamond – cleared $1,250.00. They will be doing a Karen Carpenter Concert in June 2020 and will be promoting this event. Wendy will be working with Alex Fortune on finalizing the budget to be submitted to the Council
3. Commission Member Update – We continue to look for a member to replace Alex Fortune. Names suggested to Commission Members were Melissa Foley, Bart or Julie Wilson, Beth Powers, Rhonda Ruppert, Julie Huiskamp, Julie Andera, Melodee Balk, Brian or Denise Sheehy and Roy or Tammy Gorter. We will start with Melissa Foley and the Wilson's.

New Business:

1. Next meeting – January 13th, 2020

Cresco Community Theatre – Joe Wacha reported that the group is working on a T-Shirt for a fundraiser and reminded the Commission of the Christmas Party on Tuesday night and invited all to attend.

City Report – Presented by Gayle Kelm, in absence of Jan Carman. The Lions Club is trying to re-establish a club in Cresco and will be hosting a meeting. The Nicotine free parks and trails was approved by the Council at the last meeting. City, along with the Jack Thomson family, are working on updating and expanding the pool and fitness center. The Council is discussing water billings and working to expand automatic payments and eliminating the mailing of water bills. The City will begin budget reviews in January.

Chamber/Economic Report – No one represented but a contact will be made to Spiff Slifka in regard to the Murder Mystery Dinner in March and the possibility of a Waverly group attending.

A discussion was held about the Murder Mystery Dinner-"Murder at the Banquet" to be held on March 14th & 15th. The meal will be chicken picata on angel hair pasta with vegetable, salad, bread and cheesecake dessert. Tickets will be $30.00 per tickets and three shows will be held. The funds raised will go for the replacement of riggings and new stage curtains. Kari Waterbeck volunteered to do table decorations-theme awards banquet. The Commission and Community Theatre will work on finding a sponsor for the event.

Upon hearing no further business, Kari Waterbeck made the motion to adjourn, seconded by Leigh Myers and unanimously approved by the Commission.

The next regular meeting of the Cresco Theatre Commission will be January 13th, 2020, at 5:30 PM at the Champlin Hall, Cresco Theatre.

Respectfully submitted,

Ronda Hughes, Secretary

AGENDA

Notice and Call of Public Meeting

Government Body:	Cresco Theatre Commission
Date of Meeting:	November 11th, 2019
Time& Place of Meeting	6 PM at Champlin Hall, Cresco Theatre

Roll Call:

Recurring Items: There may be action taken on each of the items listed below.

1. Approval of Agenda
2. Approval of Minutes from October 2019 meeting
3. Approval of claims/financials

Staff Reports: There may be action taken on each of the items listed below.

1. Manager's Report
2. Staffing and Employees

Old Business: There may be action taken on items.

1. Storage room project

New Business: There may be action taken on items.

1. Set date for next meeting – December 9th, 2019
2. Budget Discussion

Comments:

1. Comments from Community Theatre
2. Comments from Chamber
3. Comments from City Council
4. Comments from Audience

Adjourn:

THIS NOTICE IS GIVEN PURSUANT TO CHAPTER 21, CODE OF IOWA AND THE LOCAL RULES OF SAID GOVERNMENT BODY, POSTED November 8th, 2019.

Cresco Theatre Commission

November 11th, 2019

President Kelm called the Cresco Theatre Commission meeting to order in Champlin Hall on November 11th, 2019, at 5:30 PM. In attendance: Alex Fortune, Kari Waterbeck, Robert Ringoen, Leigh Myers, Gayle Kelm, Jon Hayek and Ronda Hughes. Guests: Wendy Lickteig, theatre manager, Jan Carman and Joe Wacha.

The November agenda, October minutes and financial report were reviewed. Alex Fortune made the motion to approve the agenda, minutes and financials, seconded by Leigh Myers and unanimously approved by the Commission.

Wendy Lickteig presented the manager's report. Neil Diamond Tribute had very good attendance and was a very good concert. We should show a profit of approximately $1,000.00. They have already booked for a 2020 concert. The next concert will also feature his wife, who does Karen Carpenter music. The popcorn popper had to be replaced because the motor was going out. We are going to see about fixing the motor and selling it to the Sports Booster Club. The new one arrived and was installed by Alex and Wendy. This one only needs a 110 plugin and is much faster popping corn as well as being so much easier to clean with removable doors. The butter warmer was also having problems and we were able to fix it this time, but we may need to replace this too. Wendy needs help for the Saturday free movies on December 7th and January 2nd. The Christmas trees will be up again this year for donations. We have been having problems with our theatre sound system and the high frequency driver will be replaced. While here for the installation, the speakers will be checked and we will get an estimate for the cost of replacement as well. A discussion was held on what we should supply the Champlin Hall kitchen. Gayle Kelm and Ronda Hughes offered to look into this. Alex Fortune made the motion to approve the manager's report, seconded by Leigh Myers and unanimously approved by the Commission.

Staffing: Wendy requested a $.25/hour increases for Jeff Meinecke and Hailey Stevenson. Alex Fortune made the motion to approve, seconded by Jon Hayek and unanimously approved by the Commission. Ronda Hughes will notify City Hall. Wendy has had eleven interviews for theatre job openings and stated that she had many good candidates for these openings.

Old Business:

Wendy reviewed the information on the kitchen and storage area projects. Ronda and Jarry Hughes got information and costs for storage shelving, cabinetry and rolling carts for the Commission to review. The project would be about $1,000.00. Wendy will be using this information for the budget and grant options.

New Business:

Budget Discussion: Wendy reviewed the budget. Wendy discussed the Champlin Hall west door and said this needs to be replaced. She will contact CBS and bring estimates to the Commission.

Grants for 2020 – Wendy suggested a grant for new risers for the stage. The current risers were given to the theatre by How-Winn schools many years ago. The risers she is looking at are lighter weight and much more portable and feature skid-proof surfaces.

Alex Fortune announced that this will be his last meeting on the Commission due to the fact that he was recently elected to a seat on the Cresco City Council. Alex may have a good candidate for the Commission seat. The Commission will need to post for an opening for the Commission and will contact City Hall.

Date for next meeting: December 9th, 2019, at 5:30 PM.

Reports:

Chamber & Economic Development-no report

Cresco Community Theatre- Joe invited the Commission to the Community Theatre Christmas party, to be held the 2nd Tuesday of December.

City of Cresco-Jan reported on the Vernon Road project and stated the road is now partially open and continues to move forward. City Hall is working for the next census and helping to find help for the census project. The CIDC/Chamber banquet will be held on November 23rd with the proceeds from the auction going to the East Park Bleacher project.

Robert Ringoen made the motion to adjourn, seconded by Joh Hayek and unanimously approved by the Commission.

The next regular meeting of the Cresco Theatre Commission will be December 9th, 2019, at 5:30 PM at the Champlin Hall, Cresco Theatre.

Respectfully submitted,

Ronda Hughes, Secretary

AGENDA

Notice and Call of Public Meeting

Government Body:	Cresco Theatre Commission
Date of Meeting:	October 14th, 2019
Time& Place of Meeting	5:30 PM at Champlin Hall, Cresco Theatre

Roll Call:

Recurring Items: There may be action taken on each of the items listed below.

1. Approval of Agenda
2. Approval of Minutes from Sept 2019 meeting
3. Approval of claims/financials

Staff Reports: There may be action taken on each of the items listed below.

1. Manager's Report
2. Staffing and Employees

Old Business: There may be action taken on items.

1. Kitchen Grant Project Completion Update

New Business: There may be action taken on items.

1. Set date for next meeting – November 11th , 2019

Comments:

1. Comments from Community Theatre
2. Comments from Chamber
3. Comments from City Council
4. Comments from Audience

Adjourn:

THIS NOTICE IS GIVEN PURSUANT TO CHAPTER 21, CODE OF IOWA AND THE LOCAL RULES OF SAID GOVERNMENT BODY, POSTED October 11th, 2019.

Cresco Theatre Commission

October 14th, 2019

President Kelm called the Cresco Theatre Commission meeting to order in Champlin Hall on October 14th, 2019, at 5:30 PM. In attendance: Alex Fortune, Kari Waterbeck, Robert Ringoen, Leigh Myers, Gayle Kelm and Ronda Hughes. Absent: Jon Hayek. Guests: Wendy Lickteig, theatre manager, Jan Carman, Joe Wacha,and Jayne Jensen.

The October agenda, September minutes and financial report were reviewed. Alex Fortune made the motion to approve all reports, seconded by Leigh Myers and unanimously approved by the Commission.

Wendy Lickteig presented the manager's report. Wendy reported that the kitchen project, which included new flooring and a new stove and refrigerator, has been completed. She will be purchasing new trash containers and a coffeemaker as well. Wendy will be sending a thank you to the Howard County Foundation for the grant and to verify the project completion. Wendy talked about a new cabinet to be placed between the two stoves and Robert Ringoen volunteered to work on this. The original cupboards were in-stock cabinets from Menards and he will check for a matching unit. We continue to have interest in using the theatre and booking live performances whenever possible. The Champlin Hall continues to show increasing rentals and usage as well. Wendy said that Champlin Hall has been very busy in October. The theatre and Champlin Hall are rentals for October 24, 26, 27, 28 and 29th. November 9th is the Epilepsy fundraiser-talent show and November 10th will be the 4-H awards. The Elvis event on September 21st, as part of the Norman Borlaug Fest weekend, with about 150 people attending, was very successful. They have already booked to come back in March 2020. Wendy commented that Atomic Pizza and the Mexican restaurant were both very busy that night as well. The White Sidewalls concert was good, but only 77 tickets were sold. Wendy felt that twice within six months was too much and would not book back for twelve months. October 24th is the Neil Diamond tribute concert with tickets at $20.00. Wendy did discuss looking for another avenue for our on-line ticket sales and will report back to the Commission. Ronda Hughes asked about the advertising costs for the Tonic Sol-fa concert and Wendy explained that there was very little profit, but very good exposure for the facility and felt that having them back in a year, would definitely draw a better crowd. The Commission felt as long as we do not lose money, having the theatre used and the exposure it gives the facility is very important. Wendy would like to have the budget on our next agenda to begin thinking about funding and upcoming projects.

Staffing: Wendy requested a $.50/hour increase for Jess McGee be approved and effective as of October 14th, 2019. She is doing a very good job and taking on many leadership responsibilities. The Commission concurred and Ronda Hughes will notify City Hall.

Alex Fortune made the motion to approve the manager's report and staffing request, seconded by Ronda Hughes and unanimously approved by the Commission.

Old Business:

New Business:

Date for next meeting: November 11th, 2019, at 5:30 PM.

Reports:

Chamber & Economic Development-no report

Cresco Community Theatre- Joe and Jayne reported for Community Theatre. Jayne has selected a play for the murder mystery - Murder at the Banquet. After some discussion, the dates of March 14th and 15th were selected for the murder mystery event. We will again have three performances – Saturday night, Sunday noon and Sunday evening. Wendy will contact Spiff and follow-up on the possibility of bringing a Waverly group in for the first night. Ronda Hughes said she could also promote this with the VIP Connection group and we could possibly fill the first night this way. The proceeds this year will go toward the rigging and new stage curtains. Joe invited the Commission to the Community Theatre Christmas party, to be held the 2nd Tuesday of December.

City of Cresco-Jan reported that the City has completed the street light project and the Vernon Road project will begin October 21st , 2019. Work continues on several projects at the Fitness Center. Jan did report that memberships are the lowest since the center opened and stated that rates were raised that may have affected memberships, but hopes that the new improvement s will help bring people back to the Fitness Center. A tree inventory was completed and there are still 69 ash trees to be taken down. A grant is being written for funds to help purchase and replace trees that have been lost. Tourism grants were awarded for the 3rd quarter of 2019: Chamber for mural work - $1,500.00, Santa Parade - $400.00 and Kellow House-Historical Society - $3,000.00.

Alex Fortune made the motion to adjourn, seconded by Robert Ringoen and unanimously approved by the Commission.

The next regular meeting of the Cresco Theatre Commission will be November 11th, 2019, at 5:30 PM at the Champlin Hall, Cresco Theatre.

Respectfully submitted,

Ronda Hughes, Secretary

AGENDA

Notice and Call of Public Meeting

Government Body:	Cresco Theatre Commission
Date of Meeting:	September 9th, 2019
Time& Place of Meeting	5:30 PM at Champlin Hall, Cresco Theatre

Roll Call:

Recurring Items: There may be action taken on each of the items listed below.

1. Approval of Agenda
2. Approval of Minutes from August 2019 meeting
3. Approval of claims/financials

Staff Reports: There may be action taken on each of the items listed below.

1. Manager's Report
2. Staffing and Employees

Old Business: There may be action taken on items.

1. Kitchen Grant Project
2. Tonic Sol-fa big band

New Business: There may be action taken on items.

1. Set date for next meeting – October 14h, 2019

Comments:

1. Comments from Community Theatre
2. Comments from Chamber
3. Comments from City Council
4. Comments from Audience

Adjourn:

THIS NOTICE IS GIVEN PURSUANT TO CHAPTER 21, CODE OF IOWA AND THE LOCAL RULES OF SAID GOVERNMENT BODY, POSTED September 6th, 2019.

Cresco Theatre Commission

September 9th, 2019

President Kelm called the Cresco Theatre Commission meeting to order in Champlin Hall on September 9th, 2019, at 5:30 PM. In attendance: Alex Fortune, Jon Hayek, Robert Ringoen, Leigh Myers, Gayle Kelm and Ronda Hughes. Absent: Kari Waterbeck. Guests: Wendy Lickteig, theatre manager, Jan Carman, Joe Wacha, Jayne and Paul Jensen.

The September agenda, August Minutes and financial report were reviewed. Ronda Hughes made the motion to approve all reports, seconded by Robert Ringoen and unanimously approved by the Commission.

Wendy Lickteig presented the manager's report. Tonic Sol-fa performed on Aug 30th, Elvis Presley will perform Sept 21st, White Sidewalls on Oct 12th and Neil Diamond on Oct 24th. Tonic Sol-Fa had 114 attend their August show. Tonic Sol-fa continues to talk with Wendy about their big band doing a Christmas concert, but Wendy stated this would be much more expensive and we would need to consider how we would pay for this performance. Tourism grants and corporate sponsorships were again discussed. The Commission decided it would be better to wait till next year and consider hosting a bigger event. We have several concert shows coming in this fall so the theatre is getting good use and exposure. We continue to have interest in using the theatre and will work to book performances whenever possible. The Champlin Hall continues to show increasing rentals and usage. Wendy stated that one individual has Champlin Hall rented for five times and hosts Tupperware Parties. Our next special event will be the Elvis on September 21st, as part of the Norman Borlaug Fest weekend. They will be doing the advertising and "Elvis" will be walking around town that day inviting people to come to the concert. Kelly Gosch would like to rent the theatre on October 5th for a movie and community conversation for her non-profit. Wendy asked about the rent for a non-profit when a movie is shown. The Commission discussed this and decided on $150.00 for the theater and projector use, and additionally, the movie royalty fee. Wendy will contact Kelly this week. The theater only is being rented November 9th for the Epilepsy Talent Show fundraiser. Wendy talked about the grant dollars and plans are in the works to get the kitchen floor installed and the appliances delivered prior to October 1st deadline. Robert Ringoen and Jon Hayek are assisting with this project and have been working with Billmyer Furniture and Northeast Iowa Appliance to get the dates set for the floor installation and then the appliances delivered.

Staffing: Two new employees: Jeff Meinecke-shift leader hired September 2nd, 2019, at $7.75/hr. Ivy Tangen-staff hired on September 3rd, 2019, at $7.25/hr.

Alex Fortune made the motion to approve the manager's report and recommendations, seconded by Jon Hayek and unanimously approved by the Commission.

Old Business – The kitchen grant project and the Tonic Sol-fa concert were reviewed during the Manager's report.

New Business:

Date for next meeting: October 14th, 2019, at 5:30 PM in Champlin Hall.

Reports:

Chamber & Economic Development-no report

Cresco Community Theatre- Joe, Jayne and Paul reported that the summer musical sold over 1000 tickets. Jayne asked if the Commission would be interested in the joint murder mystery project next year and work on fund raising for new stage curtains and riggings. The cost is estimated at $50,000-$60,000.00. She has two plays she is looking at and if the Commission would like to do this, she will order a script. The Commission is very willing to be a part of this project for next year.

City of Cresco-Jan reported that the City is working on finishing chip sealing streets and the street light project is getting done. September 10th the water line project for the Vernon Road will begin with October 14th projected for the road work start date. September 19th at 6pm the Cresco Library is sponsoring Make Communities Thrive. There will be signs put up at the City Parking Lots. The City accepted a proposal for the trailer court and it will move forward with the project in up to three phases.

Leigh Myers made the motion to adjourn, seconded by Alex Fortune and unanimously approved by the Commission.

The next regular meeting of the Cresco Theatre Commission will be October 14th, 2019, at 5:30 PM at the Champlin Hall, Cresco Theatre.

Respectfully submitted,

Ronda Hughes, Secretary

AGENDA

Notice and Call of Public Meeting

Government Body:	Cresco Theatre Commission
Date of Meeting:	August 12th, 2019
Time& Place of Meeting	5:30 PM at Champlin Hall, Cresco Theatre

Roll Call:

Recurring Items: There may be action taken on each of the items listed below.

1. Approval of Agenda
2. Approval of Minutes from July 2019 meeting
3. Approval of claims/financials

Staff Reports: There may be action taken on each of the items listed below.

1. Manager's Report
2. Staffing and Employees

Old Business: There may be action taken on items.

1. Financial/Budget Report

New Business: There may be action take on items.

1. New items
   a.) Election of Officers
2. Set date for next meeting – Sept 9th, 2019

Comments:

1. Comments from Community Theatre
2. Comments from Chamber
3. Comments from City Council
4. Comments from Audience

Adjourn:

THIS NOTICE IS GIVEN PURSUANT TO CHAPTER 21, CODE OF IOWA AND THE LOCAL RULES OF SAID GOVERNMENT BODY, POSTED August 9th, 2019.

Cresco Theatre Commission

August 12th, 2019

President Fortune called the Cresco Theatre Commission meeting to order in Champlin Hall on August 12th, 2019, at 5:30 PM. In attendance: Alex Fortune, Joh Hayek, Leigh Myers, Gayle Kelm and Ronda Hughes. Absent: Robert Ringoen and Kari Waterbeck. Guests: Wendy Lickteig, theatre manager, Jan Carman, Joe Wacha, Jayne and Paul Jensen.

The August agenda, July Minutes and financial report were reviewed. Leigh Myers made the motion to approve all reports, seconded by Gayle Kelm and unanimously approved by the Commission.

Wendy Lickteig presented the manager's report. Tonic Sol-fa will be performing on Aug 30th, Elvis Presley on Sept 21st, White Sidewalls on Oct 12th and Neil Diamond on Oct 24th. Tonic Sol-fa continues to talk with Wendy about their big band doing a Christmas concert, but Wendy stated this would be much more expensive and we would need to consider how we would pay for this performance. Tourism grants and corporate sponsorships were again discussed. We continue to have interest in using the theatre and will work to book performances whenever possible. The Champlin Hall has five rentals in August and more for September. Wendy discussed the kitchen grants and getting this project done. She is working with Robert and will contact him on this. Ronda mentioned that for the Howard County Foundation, the projects need to be completed by October and a thank you, project recognition needs to be sent to qualify for future grants. Wendy told the Commission that the 2019-2020 budget was approved by the City Council and she will email a copy of the budget to the Commission members. August 20th Jason Passmore and CEDA will using Champlin Hall for a meeting and hopes to use Atomic Pizza to cater the lunch. August 29th the Farm Bureau has rented the Champlin Hall and the Theater for leadership training and will be offering a free showing of the Driftless Region movie to the public. Leigh and Ronda offered to help on the 29th. On October 29th, the Cresco Library will be hosting an 80 minute program-Edgar Allen Poe –The Raven Illustrated. A discussion of the rent to be charged to City entities was held and the decision was to charge $50.00 for the theater use, no projector.

Staffing: Two new employees: Dillon Leff-90 day raise of $.15/hr to an hourly wage of $7.40. Haley Stevenson-shift leader hired on August 5, 2019, at $7.75/hr.

Ronda Hughes made the motion to approve the manager's report and recommendations, seconded by Jon Hayek and unanimously approved by the Commission.

Old Business – nothing to report.

New Business:

Election of Officers –

President – Gayle Kelm
Vice President – Leigh Myers
Secretary – Ronda Hughes
Treasurer – not filled position

Alex Fortune stated that his intention is to run for the City Council and if elected, would not serve as a Commission officer. Jon Hayek made the motion to approve all appointments, seconded by Alex Fortune and unanimously approved by the Commission.

Next meeting: Sept 9th, 2019-5:30 PM in Champlin Hall.

Reports:

Chamber & Economic Development-no report

Cresco Community Theatre- Joe, Jayne and Paul reported that the play was a great success and that "we are now resting". Jayne asked if the Commission or City had been made aware of the fact that there have been youth on the Scene Shop roof and were seen by Barb Holstrom. The police will be contacted.

City of Cresco-Jan reported that the City is working on chip sealing streets and that there are 68 more ash trees to be taken down yet this year. The street light project is moving ahead and the RFP's for the trailer park will be due and reviewed at the next council meeting.

Gayle Kelm made the motion to adjourn, seconded by Jon Hayek and unanimously approved by the Commission.

The next regular meeting of the Cresco Theatre Commission will be Sept 9th, 2019, at 5:30 PM at the Champlin Hall, Cresco Theatre.

Respectfully submitted,

Ronda Hughes, Secretary

AGENDA

Notice and Call of Public Meeting

Government Body:	Cresco Theatre Commission
Date of Meeting:	July 8th, 2019
Time& Place of Meeting	5:30 PM at Champlin Hall, Cresco Theatre

Roll Call:

Recurring Items: There may be action taken on each of the items listed below.

1. Approval of Agenda
2. Approval of Minutes from June 2019 meeting
3. Approval of claims/financials

Staff Reports: There may be action taken on each of the items listed below.

1. Manager's Report
2. Staffing and Employees – yearly staff raises

Old Business: There may be action taken on items.

1. Budget Report

New Business: There may be action take on items.

1. New items
   a.) John Hayek-New Commission Board Member Approval
   b.) Staff raises-manager
2. Set date for next meeting – August 12th, 2019

Comments:

1. Comments from Community Theatre
2. Comments from Chamber
3. Comments from City Council
4. Comments from Audience

Adjourn:

THIS NOTICE IS GIVEN PURSUANT TO CHAPTER 21, CODE OF IOWA AND THE LOCAL RULES OF SAID GOVERNMENT BODY, POSTED July 5th, 2019.

Crescco Theatre Commission

July 8th, 2019

President Fortune called the Cresco Theatre Commission meeting to order in Champlin Hall on July 8th, 2019, at 5:30 PM. In attendance: Alex Fortune, Kari Waterbeck, Robert Ringoen, Leigh Myer, Gayle Kelm and Ronda Hughes. Guests: Jon Hayek, Wendy Lickteig, theatre manager, Jan Carman, and Paul Jensen.

The July agenda, June Minutes and financial report were reviewed. Robert Ringoen made the motion to approve all reports, seconded by Leigh Myer and unanimously approved by the Commission.

Wendy Lickteig presented the manager's report. Wendy and Alex were pleased to report that the theater was within $5,800.00 of budget for the past year and the council was very pleased to see that. That does not reflect or include the paying off of the marquee debt and funds directed to the street project. Wendy stated that the Dani Linn, psychic medium, that had the theater rented for June 15th, had 142 people attend and was very well received. Wendy said that she would like to book the theatre again. Wendy talked about what we are charging for the theatre rental and feels we should look at increasing the rent we charge. Gayle Kelm and Robert Ringoen offered to serve on a committee with Wendy and review area rates and bring a proposal to the Commission. Tonic Sol-fa will be performing on Aug 30th. Wendy and Ronda have delivered posters to area campgrounds, restaurants, and high traffic locations to promote the Labor Day weekend performance. Tonic Sol-fa continues to talk with Wendy about their big band doing a concert in November, but Wendy stated this would be much more expensive and we would need to consider how we would pay for this performance. Tourism grants and corporate sponsorships are being worked on. Tourism grant applications need to be in to the City by September 13th. We continue to have interest in using the theatre and will work to book performances whenever possible. Wendy reported on the "Green Room" and colors have been picked out and would like to have work done before the Tonic Sol-fa concert. Commission members have offered to help with painting and Jarry Hughes will do trim work around the shelving areas. Andera Electric has been working in the theater and has completed some of the jobs needing to be done, but Paul Jensen said there is still electrical work to be completed. Wendy said that staff continues to have problems with the new front doors and the inability to get them to lock and with all the rain, there has been water coming in under the Champlin Hall door causing issues with the tile in the entry. Wendy said she has withheld payment from CBS and they are again requesting payment. The Commission felt we should not pay the bill until the doors work properly and suggested talking to the City and the Council about the doors and payment. Wendy said with all the rain, there has also been leaking in the poster case on the west side by our front doors and asked about getting this checked and sealed. Robert said he would look at the case after the meeting. Gayle Kelm made the motion to approve the manager's report, seconded by Ronda Hughes and unanimously approved by the Commission.

Old Business – Nothing to report.

New Business:

Alex introduced Jon Hayek to the Commission and stated that Jon is interested and very willing to serve on the Theatre Commission. Ronda Hughes made the motion to recommend Jon Hayek for a seat on the Theatre Commission, seconded by Robert Ringoen and unanimously approved by the Commission. The form was completed and will be taken to City Hall for the next Council meeting for approval.

Alex Fortune proposed a 5% raise for theatre manager, Wendy Lickteig. City raises were 3-5% and with all the additional use the theatre is experiencing, the recommendation was for a 5% increase, $.75-

$15.69/hr. Gayle Kelm made the motion to approve the 5% increase, seconded by Leigh Myer and unanimously approved by the Commission.

Next meeting: August 12th, 2019-5:30 PM in Champlin Hall.

Reports:

Chamber & Economic Development-No Report

Cresco Community Theatre-Paul Jensen reported that rehearsals are in full swing for the summer production of "9 to 5". Paul reported he has put up safety chains and handrails on the stairwells. With all the recent rain, there was water in the lower level of the green room and it has been cleaned up. Community Theatre is very excited at the opportunity to have a new Scene Shop. The date was discussed in regard to cleaning out the building and Paul said fall 2020 will be here before we know it, so a plan will need to be made.

City of Cresco-Jan Carman reported the Council continues to work on the chicken ordinance allowing individuals to have six chickens-no roosters, with one final reading of the ordinance remaining. The Kessel Park Ball Diamond received a $4000.00 Twins grant and $1000.00 from the Howard County Foundation for improvement to the ball diamond, a scoreboard and bleacher seating. The Theatre Commission received a $2,000.00 Tourism Grant for the Champlin Hall Kitchen Project. The Commission was very grateful for the funding.

Ronda Hughes made the motion to adjourn, seconded by Gayle Kelm and unanimously approved by the Commission.

The next regular meeting of the Cresco Theatre Commission will be August 12th, 2019, at 5:30 PM at the Champlin Hall, Cresco Theatre.

Respectfully submitted,

Ronda Hughes, Secretary

Cresco Theatre Payroll Update:

Born, Drew (shift leader)	$7.75	3/29/19 -$.25/hr
Dietzenbach, Nick	$7.25	3/30/19 -$.10/hr
Dull, Carter (shift leader)	$8.00	7/1/18 -$.25/hr
Gosch, Donavyn	$7.50	7/1/18 -$.25/hr
Harrod, Megan (shift leader)	$8.00	12/8/18 -$.25/hr
Holt, Justin (shift leader)	$7.75	7/1/18 -$.25/hr
Holten, Haylee	$7.25	3/29/19 -$.10/hr
Hoppe, Lexi	$7.35	12/18/18-$.15/hr
Kennon, Cassidy	$7.75	7/1/18 -$.25/hr
Knight, Summer	$7.25	3/29/19 -$.10/hr
Larson, Cameron	$7.35	12/8/18 -$.15/hr
Leff, Dillon	$7.25	5/6/19 -no change
Lickteig, Wendy	$14.94	p/t (up to 29hrs/wk) 7/1/18
McAllister, Austin	$7.40	10/9/18 -$.25/hr
McGee, Jessica (shift leader)	$8.00	7/1/18 -$.25/hr
McKenna, Madison	$7.60	7/1/18 -$.25/hr
Melaas, Mitchell	$7.40	10/9/18 -$.15/hr
Powers, Avery	$7.60	7/1/18 -$.25/hr
Schmitt, Adam	$7.40	7/1/18 -$.25/hr
Smith, Olivia	$7.60	7/1/18 -$.25/hr
St Clair, Chloe	$7.35	12/8/18 -$.15/hr

AGENDA

Notice and Call of Public Meeting

Government Body:	Cresco Theatre Commission
Date of Meeting:	June 10th, 2019
Time& Place of Meeting	5:30 PM at Champlin Hall, Cresco Theatre

Roll Call:

Recurring Items: There may be action taken on each of the items listed below.

1. Approval of Agenda
2. Approval of Minutes from May 2019 meeting
3. Approval of claims/financials

Staff Reports: There may be action taken on each of the items listed below.

1. Manager's Report
2. Staffing and Employees – yearly staff raises

Old Business: There may be action taken on items.

1. Budget Report

New Business: There may be action take on items.

1. New items
   a.) Scene Shop Replacement
2. Set date for next meeting – July 8th, 2019

Comments:

1. Comments from Community Theatre
2. Comments from Chamber
3. Comments from City Council
4. Comments from Audience

Adjourn:

THIS NOTICE IS GIVEN PURSUANT TO CHAPTER 21, CODE OF IOWA AND THE LOCAL RULES OF SAID GOVERNMENT BODY, POSTED June 7th, 2019.

Crescco Theatre Commission

June 10th, 2019

President Fortune called the Cresco Theatre Commission meeting to order in Champlin Hall on June 10th, 2019, at 5:30 PM. In attendance: Alex Fortune, Kari Waterbeck, Robert Ringoen, Alan Schatz, Leigh Myers and Ronda Hughes. Absent: Gayle Kelm. Guests: Wendy Lickteig, theatre manager, Jan Carman, Spiff Slifka and Paul Jensen.

The June agenda, May Minutes and financial report were reviewed. Leigh Myers made the motion to approve all reports, seconded by Robert Ringoen and unanimously approved by the Commission.

Wendy Lickteig presented the manager's report. Wendy stated on June 15th will be Dani Linn, psychic medium, who has rented the theatre for her program. Currently, over 100 tickets have been sold for this program. Tonic Sol-fa will be performing on Aug 30th, White Sidewalls on Oct 12th and Neil Diamond on Oct 24th. Tonic Sol-fa continues to talk with Wendy about their big band doing a concert in October/November, but Wendy stated this would be much more expensive and we would need to consider how we would pay for this performance. Tourism grants and corporate sponsorships were discussed. We continue to have interest in using the theatre and will work to book performances whenever possible. Wendy did discuss with the Commission about the need to improve and refresh the "Green Room" to make it more presentable for guest groups. Andera Electric has been working in the theater and has installed step lights and lights in the wings of the stage. Andera's bill will be paid out of the balance available in the 2018-2019 budget. Wendy presented the pay raises for the theatre employees for the new budget year 2019-2020. (See Attachment) Wendy said that staff continues to have problems with the new front doors and the inability to get them to lock. Alex stated that he has looked at the doors and feels the problem is in the crash bar and that the doors may need new crash bars. Wendy said she has withheld payment from CBS and will call and talk to them about the issues with the doors again. The Commission offered their help if Wendy needs it. Wendy will be using Eventbrite for on-line ticket sales for Tonic Sol-fa tickets, which will be $25.00 in advance and $30.00 at the door. Tonic Sol-fa posters will be available shortly and Wendy would like to get them around the area and to the campgrounds early, so visitors to the area Labor Day weekend, would find a great show to see at the Theatre. Ronda Hughes made the motion to approve the manager's report, seconded by Alan Schatz and unanimously approved by the Commission.

Old Business – Ronda Hughes reported that she had talked with Rod Freidhof and he had not spoken with Black Hills Energy in regard to the theatre audit due to other city projects that he has been dealing with but will try and have information before our next meeting.

New Business: Alex Fortune gave an update on the Scene Shop. The city had the theatre and scene shop evaluated for insurance purposes and it was found that the scene shop roof was not safe to walk on and that something should be done to address the issue as soon as possible. The City Council has decided to move the scene shop from the five year strategic plan to the fall of 2020. The plan is to remove the existing scene shop and frame up the new shop in the fall of 2020 and work inside in the winter of 2021. Alex has spoken with Rod and Michelle and feels that a committee should be formed to determine what is needed and how we go about doing the project. The recommendation is to have two from the Theatre Commission, two from Community Theatre, Rod Freidhof as Public Works Director and Alex Fortune as City Council representative. Alex stated that scene shop building will need to be cleaned-out before the project can start and that he will talk with the Community Theatre members. Funding the project will be discussed by the committee once more information has been collected on the needs and

the total cost of the project. All in attendance are excited about the scene shop project and the city's commitment to the theatre and our Community Theatre group.

Next meeting: July 8th, 2019-5:30 PM in Champlin Hall.

Reports:

Chamber & Economic Development-Spiff reported that the Tractorcade hosted by WMT/WHO is currently underway and has had great attendance. Spiff had recently visited Lon Scheidel's home and said that he has the original 1914 ticket booth from the theatre and she thinks it would great if we could bring it back to the theatre.

Cresco Community Theatre-Paul Jensen reported that rehearsals are in full swing for the summer production of "9 to 5". He has been busy working on scene sets and would welcome help anytime. Paul reported he has put up chains on the stairwells.

City of Cresco-Jan Carman reported that Plantpeddler will be adding a 100,000 sq ft addition and will have groundbreaking on Monday, June 17th at 9AM. The Council had a meeting with interested parties on the trailer park options and RFPs are to be delivered to City Hall by August 16th. The Council continues to work on the chicken ordinance allowing individuals to have six chickens-no roosters. The procedure for the readings of the ordinance has begun. The Vernon Road project is still ongoing with the City being asked to do more of the project and is under consideration by the Council at this time.

Leigh Myers made the motion to adjourn, seconded by Robert Ringoen and unanimously approved by the Commission.

The next regular meeting of the Cresco Theatre Commission will be July 8th, 2019, at 5:30 PM at the Champlin Hall, Cresco Theatre.

Respectfully submitted,

Ronda Hughes, Secretary

Cresco Theatre Payroll Update:

Born, Drew (shift leader)	$7.75	3/29/19 -$.25/hr
Dietzenbach, Nick	$7.25	3/30/19 -$.10/hr
Dull, Carter (shift leader)	$8.00	7/1/18 -$.25/hr
Gosch, Donavyn	$7.50	7/1/18 -$.25/hr
Harrod, Megan (shift leader)	$8.00	12/8/18 -$.25/hr
Holt, Justin (shift leader)	$7.75	7/1/18 -$.25/hr
Holten, Haylee	$7.25	3/29/19 -$.10/hr
Hoppe, Lexi	$7.35	12/18/18-$.15/hr
Kennon, Cassidy	$7.75	7/1/18 -$.25/hr
Knight, Summer	$7.25	3/29/19 -$.10/hr
Larson, Cameron	$7.35	12/8/18 -$.15/hr
Leff, Dillon	$7.25	5/6/19 -no change
Lickteig, Wendy	$14.94	p/t (up to 29hrs/wk) 7/1/18
McAllister, Austin	$7.40	10/9/18 -$.25/hr
McGee, Jessica (shift leader)	$8.00	7/1/18 -$.25/hr
McKenna, Madison	$7.60	7/1/18 -$.25/hr
Melaas, Mitchell	$7.40	10/9/18 -$.15/hr
Powers, Avery	$7.60	7/1/18 -$.25/hr
Schmitt, Adam	$7.40	7/1/18 -$.25/hr
Smith, Olivia	$7.60	7/1/18 -$.25/hr
St Clair, Chloe	$7.35	12/8/18 -$.15/hr

AGENDA

Notice and Call of Public Meeting

Government Body:	Cresco Theatre Commission
Date of Meeting:	May 13th, 2019
Time& Place of Meeting	5:30 PM at the **Scene Shop**, Cresco Theatre
	(5:15 PM Photo with CUSB under marquee & Check Presentation)

Roll Call:

Recurring Items: There may be action taken on each of the items listed below.

1. Approval of Agenda
2. Approval of Minutes from April 2019 meeting
3. Approval of claims/financials

Staff Reports: There may be action taken on each of the items listed below.

1. Manager's Report
2. Staffing and Employees

Old Business: There may be action taken on items.

1. Budget Report
2. Mystery Dinner Theatre – Matching Fund CUSB
3. Energy Audit – Blacks Hills update
4. Grant Report $1000 received for kitchen improvement-thank you and project completion form to be done

New Business: There may be action take on items.

1. New items
2. Set date for next meeting – June 10th, 2019

Comments:

1. Comments from Community Theatre
2. Comments from Chamber
3. Comments from City Council
4. Comments from Audience

Adjourn:

THIS NOTICE IS GIVEN PURSUANT TO CHAPTER 21, CODE OF IOWA AND THE LOCAL RULES OF SAID GOVERNMENT BODY, POSTED May 10th, 2019.

Cresco Theatre Commission

May 13, 2019

Prior to the Commission meeting, a photo in front of the theatre under the marquee was taken with members of the Theatre Commission, Cresco Community Theatre, City of Cresco and Scott and Stephanie Thomson for the presentation of the CUSB Bank matching funds check to pay off the marquee project.

President Fortune called the Cresco Theatre Commission meeting to order in the Scene Shop on May 13, 2019, at 5:30 PM. In attendance: Alex Fortune, Kari Waterbeck, Robert Ringoen, Gayle Kelm, Leigh Myers and Ronda Hughes. Absent: Alan Schatz. Guests: Wendy Lickteig, theatre manager, Jan Carman, Jayne and Paul Jensen and Spiff Slifka.

The May agenda, April Minutes and financial report were reviewed. Leigh Myers made the motion to approve all reports, seconded by Gayle Kelm and unanimously approved by the Commission.

Wendy Lickteig presented the manager's report. Dillon Leff is a new employee and his start date was May 6th, 2019, at a wage of $7.25/hour. Jon Hayek will be leaving but has expressed interest on serving on the Theatre Commission in the future. Wendy stated that on June 15th there will be a psychic medium who will be renting the theatre for her program for that evening. Tonic Sofa will be performing on Aug 30th, White Sidewalls on Oct 12th and Neil Diamond on Oct 24th. The theatre has been approached by a Buddy Holly tribute band performing in Nov and Wendy will be getting more details. Notre Dame Elementary will be having their end of year music program in the theatre tonight. O-sole Trio will be having a Midwest concert tour and is looking at booking the theater in Fall 2019 or Spring 2020. We continue to have interest in using the theatre and will work to book performances whenever possible. "Take Me Out to the Ballgame" was not well attended. Wendy felt the timing with school activities was a problem and will look at different times for scheduling in the future. Wendy reviewed the budget report and said that the last checks the City will issue will be June 17th that will be accounted for in the budget year ending June 30th. We are trying to get Bob's Electric back to the theatre to work on lighting issues-motion sensors, stage access areas, rope lighting, kitchen lighting and fans, funding for this project is in the current budget. City Council will be touring the theater on Monday, May 20th.

Old Business – Picture taken for the marquee debt payoff. Nothing has been done yet in regard to the Black Hills energy audit. Ronda will contact Rod Freidhof and see if he has any updates for the Commission.

New Business:

Next meeting: June 10, 2019-5:30 PM in Champlin Hall.

Reports:

Chamber & Economic Development-Spiff reported that June 9-12th will be the Tractor Arcade hosted by WMT/WHO. The Farm Bureau will be using the Champlin Hall to host a Leadership Meeting and showing "Decoding the Driftless" on August 29th, 2019.

Cresco Community Theatre-Jayne Jensen reported that rehearsals are starting tonight, May 13th, for the summer production of "9 to 5".

City of Cresco-Jan Carman reported that the large water tower was inspected and it came back with a good report. The City continues to repair water mains, ash tree removal, and sidewalk and curb repairs continues. May 20th there will be public hearing on the trailer park property. May 25th there will be a meeting held at NICC in regard to updates for the Thomson Pool – splash pad, lazy river and therapeutic resistance walkway. Alex Fortune commented on the cable between the city parking lot and the theatre and the risk of people falling.

Gayle Kelm made the motion to adjourn, seconded by Ronda Hughes and unanimously approved by the Commission.

The next regular meeting of the Cresco Theatre Commission will be June 10th, 2019, at 5:30 PM at the Champlin Hall, Cresco Theatre.

Respectfully submitted,

Ronda Hughes, Secretary

AGENDA

Notice and Call of Public Meeting

Government Body:	Cresco Theatre Commission
Date of Meeting:	April 8, 2019
Time& Place of Meeting	5:30 PM at Champlin Hall, Cresco Theatre

Roll Call:

Recurring Items: There may be action taken on each of the items listed below.

1. Approval of Agenda
2. Approval of Minutes from March 2019 meeting
3. Approval of claims/financials

Staff Reports: There may be action taken on each of the items listed below.

1. Manager's Report
2. Staffing and Employees

Old Business: There may be action taken on items.

1. Budget Report
2. Mystery Dinner Theatre – Dinner at Eight, Dead by Nine – March 2019- financial report
3. Energy Audit – Blacks Hills update
4. Grant Report $1000 received for kitchen improvement-Howard County Foundation

New Business: There may be action take on items.

1. New items
2. Set date for next meeting – May 13th, 2019

Comments:

1. Comments from Community Theatre
2. Comments from Chamber
3. Comments from City Council
4. Comments from Audience

Adjourn:

THIS NOTICE IS GIVEN PURSUANT TO CHAPTER 21, CODE OF IOWA AND THE LOCAL RULES OF SAID GOVERNMENT BODY, POSTED April 5th, 2019.

Cresco Theatre Commission

April 8, 2019

President Fortune called the Cresco Theatre Commission meeting to order on April 8, 2019, at 5:30 PM. In attendance: Alex Fortune, Leigh Myers, Robert Ringoen, and Gayle Kelm. Absent: Ronda Hughes, Kari Waterbeck, and Alan Schatz. Guests: Wendy Lickteig, theatre manager, Joe Wacha, Jan Carman, Paul and Jayne Jensen.

The April agenda and the financial report were reviewed. Gayle Kelm made the motion to approve all reports, seconded by Leigh Myers, and unanimously approved by the Commission.

Wendy Lickteig presented the manager's report. Todd Oliver will be this weekend. She could use help if anyone is available. She is working with Joseph Hall Elvis Rock N Remember tentatively scheduled for September 21, 2019, during Harvest Fest, and is also working with two other groups. The water heater was replaced. We also needed emergency plumbing work for the sink in the pop room. The Whitesidewalls was very well attended despite the weather. Profit was approximately $310. The Cresco Community Chapel has rented the upstairs Mother's Day morning.

Staffing & Employees: New Employees Hired – Drew Born start date March 27 at $7.75/hour. Haylee Holten, Summer Knight, and Nick Dietzenbach start date March 28 at $7.25/hour.

Robert Ringoen made the motion to approve the manager's report, seconded by Gayle Kelm, and unanimously approved by the Commission

Old Business:

Budget – Tabled until next month.

Mystery Dinner Theatre – The mystery dinner went very well. The financial report was reviewed. Our fundraising goal was reached from ticket sales and donations. With the matching funds from CUSB Bank and the Thomson Family Foundation, we will be able to pay off the marquee debt.

Energy Audit – Tabled

Grants – We received $1,000 from the Community Foundation Grant for linoleum in the kitchen. It needs to be used by October 25, 2019. Robert Ringoen and Alex Fortune will follow up on the flooring. We will make a new grant request for appliances. The electrical work needs to be completed and billed by June 30, 2019.

New Business:

May 4 will be Hot Dog Day! Movie ticket, drink, and hot dog will be $5.00. Sandlot will be shown at 2:00 p.m., and Major League will be shown at 9:15 p.m. after the regular movie.

Reports:

Community Theatre – May 3 and 4 will be the auditions for the summer musical. Performances will be July 18-21. Jayne stated they would like to start saving for new curtains and rigging and would like to apply the proceeds from the next murder mystery dinner toward that project.

City- Jan Carman reported they are still working on the 2nd Street project and hope to be done by the end of April. Two nuisance houses have been torn down now. There has been some vandalism to the solar panels, and the City is looking at installing a security camera.

Chamber & Economic Development- No report.

Robert Ringoen made the motion to adjourn at 6:15 p.m., seconded by Leigh Myers, and unanimously approved by the Commission.

The next regular meeting of the Cresco Theatre Commission will be May 14th, 2019, at 5:30 p.m. at the Les Fields Scene Shop.

Respectfully submitted,

Gayle Kelm, Acting Secretary

AGENDA

Notice and Call of Public Meeting

Government Body:	Cresco Theatre Commission
Date of Meeting:	March 11th, 2019
Time& Place of Meeting	5:30 PM at Champlin Hall, Cresco Theatre

Roll Call:

Recurring Items: There may be action taken on each of the items listed below.

1. Approval of Agenda
2. Approval of Minutes from February 2019 meeting
3. Approval of claims/financials

Staff Reports: There may be action taken on each of the items listed below.

1. Manager's Report
2. Staffing and Employees

Old Business: There may be action taken on items.

1. Budget items
2. Mystery Dinner Theatre – Dinner at Eight, Dead by Nine – Spaghetti-Discuss with Community Theatre-March 2019-update
3. Energy Audit Update-Other Audit Options
4. Grants submitted

New Business: There may be action take on items.

1. New items
2. Set date for next meeting – April 8th, 2019

Comments:

1. Comments from Community Theatre
2. Comments from Chamber
3. Comments from City Council
4. Comments from Audience

Adjourn:

THIS NOTICE IS GIVEN PURSUANT TO CHAPTER 21, CODE OF IOWA AND THE LOCAL RULES OF SAID GOVERNMENT BODY, POSTED March 8th, 2019.

Cresco Theatre Commission
March 11th, 2019

President Fortune called the Cresco Theatre Commission meeting to order on March 11, 2019 at 5:30 PM. In attendance: Alex Fortune, Leigh Myers, Kari Waterbeck, Robert Ringeon, and Alan Schatz. Guests: Wendy Lickteig-theatre manager, Joe Wacha, Jan Carman, Paul Jensen, and Jayne Jensen.

The March agenda, February minutes and the financial report were reviewed. Leigh Myers made the motion to approve all reports, seconded by Alan Schatz, and unanimously approved by the commission.

Wendy Lickteig presented the manager's report. Wendy reported there were 132 guests that attended The White Sidewalls. They were happy with turnout and would like to return in the future. There will be a Paranormal Investigation at the end of the month and a ventriloquist with birds booked for next month. She also reported that 3 employees quit so she will keep hiring open. Jarry Hughes and Gary Kelm did some touchup painting before The White Sidewalls performance.

Alex Fortune made the motion to approve the manager's report, seconded by Leigh Myers, and unanimously approved by the commission.

Old Business: Robert Ringeon reported the Murder Mystery Dinner Theatre plates would cost $4 per plate, as of now. Meatballs are ready and vegetables have been pickled. Wendy will boost a Facebook promotion for $20 for the dinner.

City Council: new chamber marquee purchased and waiting to be installed. The Woodland Health (state funded program) will update the tree inventory in Cresco.

Alex Fortune made the motion to adjourn, seconded by Alan Schatz, and unanimously approved by the commission.

The next regular meeting of the Cresco Theatre Commission will be April 8, 2019, at 5:30 PM, at Champlin Hall, Cresco Theatre.

Respectfully submitted,

Kari Waterbeck(in absence of Ronda Hughes, Secretary)

AGENDA

Notice and Call of Public Meeting

Government Body:	Cresco Theatre Commission
Date of Meeting:	February 11th, 2019
Time& Place of Meeting	5:30 PM at Champlin Hall, Cresco Theatre

Roll Call:

Recurring Items: There may be action taken on each of the items listed below.

1. Approval of Agenda
2. Approval of Minutes from January 2019 meeting
3. Approval of claims/financials

Staff Reports: There may be action taken on each of the items listed below.

1. Manager's Report
2. Staffing and Employees

Old Business: There may be action taken on items.

1. Budget items
2. Mystery Dinner Theatre – Dinner at Eight, Dead by Nine – Spaghetti-Discuss with Community Theatre-March 2019-finalize details
3. Energy Audit Report
4. Grants submitted

New Business: There may be action taken on items.

1. New items
2. Set date for next meeting – March 11th, 2019

Comments:

1. Comments from Community Theatre
2. Comments from Chamber
3. Comments from City Council
4. Comments from Audience

Adjourn:

THIS NOTICE IS GIVEN PURSUANT TO CHAPTER 21, CODE OF IOWA AND THE LOCAL RULES OF SAID GOVERNMENT BODY, POSTED February 8th, 2019.

Cresco Theatre Commission

February 11th, 2019

President Fortune called the Cresco Theatre Commission meeting to order on February 11th, 2019, at 5:30 PM. In attendance: Alex Fortune, Ronda Hughes, Leigh Myers, Gayle Kelm, Kari Waterbeck and Alan Schatz. Absent: Robert Ringoen, due to work. Guests: Wendy Lickteig, theatre manager, Joe Wacha, Jan Carman, Paul and Jayne Jensen and Spiff Slifka.

The February agenda, January minutes and the financial report were reviewed. Gayle Kelm made the motion to approve all reports, seconded by Ronda Hughes and unanimously approved by the Commission.

Wendy Lickteig presented the manager's report. Wendy reported that she has been booking more events for the Theatre. June 15th there will be a performance by comedian, Dani Lin, with tickets being $25.00 per person. They have paid to rent the theatre and the theatre will receive a percentage of ticket sales after the first 100 tickets sold. The White Sidewalls tickets have gone on sale. Tickets are $25.00 in advance and $30.00 at the door with $18.00 per ticket going to the band and the balance will go to the theatre. Wendy stated that ticket sales are good and that it will be a great show and will have good attendance. Robert Ringoen and Paul Jensen will be at the concert to assist with the sound board and lights. Wendy asked if any commission members could help with touch up painting before the White Sidewalls performance. She feels we will have a lot of people who have never been in our theatre and would like it to make a great first impression. Gary and Gayle Kelm and Jarry Hughes have offered to help with this, but more volunteers are even better. Wendy had great help for the Notre Dame event and things went very well. Wendy shared that industry-wide movie attendance has been slow and we have seen poor movie selections available; however we have seen good attendance at recent movies and anticipates good attendance at The Green Book.

Staffing & Employees: New Employees Hired – Cameron Schiedel start date January 27th and Seth Larson start day January 26th. Starting wages for both will be $7.25/hour.

Alex Fortune made the motion to approve the manager's report, seconded by Leigh Myers and unanimously approved by the Commission

Old Business:

Budget – Michelle had sent the Commission the new proposed budget for the Theatre and highlighted changes made by the Council. Alex Fortune discussed the changes and moving of funds for Scene Shop repair. He explained that rather than spending money to repair, that the council would like to start funding for replacement rather than repair of the Scene Shop and be able to incorporate more storage, sound proofing, and green room improvement. The Council recognizes the efforts being made to utilize and improve the theatre and is willing to invest in moving that forward and improve our facilities due to the use of the theatre and Champlin Hall and the wonderful talent in this area. The City debt will be greatly reduced within five years and then will direct monies to improve our theatre venue. Michelle recommended the Champlin Hall kitchen be done before June 30, 2019, and be part of the 18-19 budget, as well as any wall and window repairs should be spent thru the 18-19 repairs and maintenance budgeted dollars.

Mystery Dinner Theatre – Ronda Hughes had spoken with Cresco Bank & Trust and the bank has donated $1,500.00 to sponsor the event. The money has already been sent to the City and is in an

account for the fundraiser. Robert Ringoen was unable to attend this meeting but spoke with Ronda Hughes and wanted the advertising/marketing and silverware packaging to be discussed. The Commission and Community Theatre set the time for the performances to be March 23rd and 24th, with one dinner performance on Saturday with doors opening at 4:30 pm and dinner served at 5:00 pm and two performances on Sunday with doors opening at 11:00 am and lunch at 11:30 am and dinner doors opening at 4:30 pm and dinner served at 5:00 pm, with ticket price of $25.00. The Commission felt that would be very manageable and Robert Ringoen has the meal planned and most of the supplies have been ordered or purchased. The group folded the napkins during the meeting and Ronda Hughes offered to take the silverware and napkins and get them ready. Ronda will talk to Jodi Rosendahl at CUSB Bank and have her do the tickets and flyers for the event as well as send an ad to the Chamber for their next newsletter and put it on the bank marquee. We will talk to the TPD and Shopper for advertising as well as get it on our Facebook Page. Group ticket sales were discussed and Spiff Slifka will make a contact on this for one of the performances. With three performances, both groups feel very positive about being able to raise the funds to be able to maximize CUSB's match and fully retire the remaining debt on the marquee.

Wendy and Alex discussed with the Commission the results of the Energy Audit conducted be Alliant Energy. There was concern that the audit was not very complete and Wendy felt that they did not look at the windows, doors or structural issues with air leaks and heat loss. Recommendations seemed generic and concern in regard to the water heater replacement and recommendations was discussed. Ronda Hughes will contact Rod Freidhof and inquire if we should pursue a more in depth audit.

Wendy did submit the grant application for the upgrades to the kitchen in Champlin Hall and grants will be awarded in March.

New Business:

No New Items.

Set Date for next meeting – March 11th, 2019

Reports:

Community Theatre – Jayne Jensen reported that the group has started rehearsals for the Mystery Dinner performance and the group talked about the placement of the cast and what will be needed during the dinner theatre. Jayne asked if Robert had finalized the dessert and it will be chocolate mousse, so that will be incorporated into the performance. Wizard of Oz will not be done this summer but it will be done, just at a later date.

City-Jan Carman shared with the group that the City continues to work on finalizing the 2019-2020 budget. The city is working on acquiring another nuisance property and moving forward with cleanup. Cresco Foods has requested approval on an expansion and second scrubber, but the DNR will have to give their approval first.

Chamber & Economic Development- Spiff reported that the Chamber received a Social Media Award from the State and representatives were able to go down and accept the award and meet with our elected officials and others to promote Northeast Iowa. The Tractorcade will be hosted in Howard County with 1200-1500 people being here to participate and support the drive. The office is currently working on a Howard County Packet that will go out to all participants. There will be a psychic

performance at the theatre during the event. The ride will travel across our county and be a great way to spotlight the communities throughout our county.

Gayle Kelm made the motion to adjourn, seconded by Leigh Myers and unanimously approved by the Commission.

The next regular meeting of the Cresco Theatre Commission will be March 11th, 2019, at 5:30 PM at Champlin Hall, Cresco Theatre.

Respectfully submitted,

Ronda Hughes, Secretary

AGENDA

Notice and Call of Public Meeting

Government Body:	Cresco Theatre Commission
Date of Meeting:	January 14, 2019
Time& Place of Meeting	5:30 PM at Champlin Hall, Cresco Theatre

Roll Call:

Recurring Items: There may be action taken on each of the items listed below.

1. Approval of Agenda
2. Approval of Minutes from November 2018 meeting
3. Approval of claims/financials

Staff Reports: There may be action taken on each of the items listed below.

1. Manager's Report
2. Staffing and Employees

Old Business: There may be action taken on items.

1. Budget items
2. Mystery Dinner Theatre – Dinner at Eight, Dead by Nine – Spaghetti-Discuss with Community Theatre-March 2019
3. Energy Audit

New Business: There may be action take on items.

1. New items
2. Set date for next meeting – February 11, 2019

Comments:

1. Comments from Community Theatre
2. Comments from Chamber
3. Comments from City Council
4. Comments from Audience

Adjourn:

THIS NOTICE IS GIVEN PURSUANT TO CHAPTER 21, CODE OF IOWA AND THE LOCAL RULES OF SAID GOVERNMENT BODY, POSTED JANUARY 9, 2019.

Cresco Theatre Commission

January 14, 2019

President Fortune called the Cresco Theatre Commission meeting to order on January 14, 2019, at 5:30 PM. In attendance: Alex Fortune, Ronda Hughes, Leigh Myers, Gayle Kelm, Robert Ringoen, Kari Waterbeck and Alan Schatz. Guests: Wendy Lickteig, theatre manager, Joe Wacha, Jan Carman, Paul and Jayne Jensen.

The January agenda, December minutes and the financial report were reviewed. Alex Fortune updated the commission in regard to the December city report. The city did not vote to approve the repair project to the Vernon Springs Road, but will be doing the 7th Ave SW project will be done including water and sewer. Robert Ringoen made the motion to approve all reports, seconded by Ronda Hughes and unanimously approved by the Commission.

Wendy Lickteig presented the manager's report. Wendy reported that she has been booking more events for the Theatre. April 9th will be another live event, Todd Oliver, ventriloquist, will be performing. Tickets will be $7.00 for children and $12.00 for adults. Proceeds will be split 80-20. The White Sidewalls tickets have gone on sale. Tickets are $25.00 in advance and $30.00 at the door with $18.00 per ticket going to the band and the balance will go to the theatre. Jim Juve is going to be promoting the band and working with advertising. We have it on our Facebook page and are seeing a great deal of interest in the event. We will wait on the Tonic Sol-Fa large band booking until a later time. Catholic Schools Week will be having a theatre event on February 1st and we will be showing Mary Poppins. Wendy will need help with making popcorn for the event and will take any volunteers. Wendy reported that the front doors still are not working properly and has contacted Matt Brace. Matt is in contact with Mason City Glass and will continue to work to resolve the door issues. Wendy continues to look for help who can work more hours and flexible to work on weekends. Alex Fortune made the motion to approve the manager's report, seconded by Leigh Myers and unanimously approved by the Commission.

Old Business:

Wendy and Alex reported that the theatre budget has been presented, but we have not heard anything back from the City at this time.

Mystery Dinner Theatre-The Commission and Community Theatre set the date for the performances to be March 23rd and 24th, with one dinner performance on Saturday and two performances on Sunday at lunch and dinner with tickets priced at $25.00. Community Theatre has selected "Dinner at Eight, Dead at Nine". Community Theatre suggested a spaghetti dinner because it would tie in perfectly with the play. The Commission felt that would be very manageable and Robert Ringoen will coordinate the meal. Both groups are excited about the project and agreed that our income this year will go to reduce the marquee debt. Ronda Hughes reported to the group that she had talked with CUSBank in December about the marquee debt and asked if the bank would consider a donation. Scott Thomson contacted Ronda and said that the bank will match dollar-for-dollar up to $5,500.00 funds the Commission receives to pay-off the remaining marquee debt. The Commission and Community Theatre were very grateful for the match offer and look forward to the fundraiser and the opportunity to pay-off the marquee debt.

Ronda Hughes reported on the grant application and stated that she had given Wendy written proposals for a new gas stove and refrigerator and a flooring proposal for Champlin Hall kitchen upgrades. Champlin Hall usage continues to increase and better kitchen facilities will only improve usage. Wendy will complete and file the grant application.

Ronda Hughes reported on the energy audit. She contacted Kelly O'Marro with Integrated Technology Inc, Rochester MN, in regard to conducting an energy audit. Level one-review would cost $500.00 and phase one and two would be an additional $2,500.00. Ronda then called and talked with Rod Freidhof in regard to Alliant Energy not wanting to do an audit for the theatre. Rod decided to make another contact and was able to get Alliant to do an energy audit for the theatre and scene shop. Alliant will get back to Rod with a time and Rod will do the walk-thru with Alliant, hopefully in the next thirty days. If any Commission members are interested in attending, they are welcome to participate. The Alliant audit will be done for free.

New Business:

No new items.

Set date for next meeting: February 11, 2019, at 5:30 PM.

Reports:

Community Theatre-Their next meeting is set for January 15, 2019, and will be finalizing with the group the mystery dinner dates and will set audition dates for the play. Jayne Jensen said that she felt that the theatre group would be willing to pay for use of the play, to help cover costs. The Commission thanked them for their willingness to let the funds go to the marquee and that future project revenues will be put toward Community Theatre projects too.

City-Jan Carman shared with the group that the City continues to work on the 2019-2020 budget. Alex and Jan discussed street projects. Alex reported that the City Council is very pleased with the direction the theatre is going and the efforts of the Theatre Commission and Community Theatre.

Chamber & Economic Development- No report.

Alan Schatz made the motion to adjourn, seconded by Kari Waterbeck and unanimously approved by the Commission.

The next regular meeting of the Cresco Theatre Commission will be February 11th, 2019, at 5:30 PM at Champlin Hall, Cresco Theatre.

Respectfully submitted,

Ronda Hughes, Secretary