

AGENDA

Notice and Call of Public Meeting

Government Body: Cresco Theatre Commission
Date of Meeting: November 9th, 2020
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 October 2020 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 – salaries & wages

Old Business: There may be action taken on items.

1. Budget
2. Building update

New Business: There may be action take on items.

1. 2021-2022 Budget – Wendy review
2. Set date for next meeting – December 14th, 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 November 6th, 2020.

Cresco Theatre Commission

November 9th, 2020

On behalf of President Leigh Myers, Wendy Lickteig called the meeting to order on November 9th, 2020, at 5:30 P.M. In attendance were: Tara Henry, Kari Waterbeck, Lesa Reidel, Ronda Hughes and Jon Hayek attended by phone. Leigh Myers arrived shortly after the meeting started, due to a work conflict, and Julie Wilson was absent due to school conferences. Guests: Wendy Lickteig, theatre manager, and Alex Fortune.

The November agenda, October minutes and financials were reviewed. Lesa Reidel made the motion to approve, second by Tara Henry and unanimously approved by the Commission.

Wendy Lickteig gave the manager's report. Wendy reported that the 4H Awards program was cancelled but there was a wedding last weekend and a commitment ceremony was held the weekend before. For Halloween, 55 people attended the Rocky Horror Show. On November 28th, the theatre will be having an adult night for parents to get out and enjoy – Planes, Trains and Automobiles. Jason Wallsmith, with NADA band group, will be doing a live stream concert from the theatre on December 8th, as part of the Ghost Light Tour. In all his advertising, he will be encouraging donations to the theatre. Mitchell Lee & The Tennessee Trio, a Johnny Cash tribute band, will be doing two shows on April 24th at 2-4 and 7-9. December 13th, Joseph Hall will be doing his Elvis Christmas Tribute show and December 19th the theatre will be showing Die Hard. Wendy shared that she has written a grant for relief for Iowa theatres..the grants are amounts up to \$10,000.00. The deadline is November 16th for submitting grants, but she is not sure if a date has been set for announcing grants that are being awarded. Currently, we have four staff in quarantine but have been able to cover these shifts at this time. New movies will be starting after Toy Story and Wendy hopes college students will be coming home and able to work at the theatre. Wendy asked for a Commission member to help on December 13th to be present for the counting of funds-Tara Henry offered to help that day. The theatre will be closed on December 24th and 25th. Kati Waterbeck made the motion to approve the manager's report, seconded by Lesa Reidel and unanimously approved by the Commission.

Old Business:

Budget Update: Nothing new on the current budget. Wendy stated that compared to other departments, COVID impact has been lessened by reduced showings and reduced labor costs.

Scene Shop Update: Alex Fortune said they have gotten a basic drawing from the architect and the footprint of the building will be similar to the previous scene shop. Progress is slow but things are moving forward.

New Business:

Wendy Lickteig presented a proposed theatre budget for 2021-2022 and reviewed with the Commission the long term projects for July 2021 – the July 2028-2029 budgets and the timeframes reflected. Wendy is also looking at grants that may be available thru the Department of Interior to help on projects as well. The 2021-2022 budget includes 4 furnaces, which has been recommended as these support the main theater and it would be better to do all 4 at one time. The Commission concurred with the proposed budget and long term recommendations.

Set Date of Next Meeting: December 14th, 2020. Leigh Myers made the motion to set the December 14th date, seconded by Ronda Hughes and unanimously approved by the Commission.

Comments:

Community Theater - None

Comments from Chamber - None

Comments from City Council - Alex Fortune reported that the city is currently working on health insurance renewals and staffing changes due to retirement. The City and Council are working on the city budget and will continue working with the departments on their department budget proposals.

Comments from the Audience – None

Jon Hayek made the motion to adjourn, seconded by Leigh Myers and unanimously approved by the Commission.

Respectfully submitted,

Ronda Hughes, Secretary

AGENDA

Notice and Call of Public Meeting

Government Body: Cresco Theatre Commission
Date of Meeting: October 12th, 2020
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 September 2020 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 – salaries & wages

Old Business: There may be action taken on items.

1. Budget
2. Building update

New Business: There may be action take on items.

1. Set date for next meeting – October 12th, 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 October 9th, 2020.

Cresco Theatre Commission

October 12th, 2020

President Leigh Myers called the meeting to order on October 12th, 2020, at 5:30 P.M. In attendance were: Tara Henry, Kari Waterbeck, Leigh Myers, Lesa Reidel, Ronda Hughes and Julie Wilson attended by phone. Jon Hayek was absent due to attending a funeral. Guests: Wendy Lickteig, theatre manager, Joe Wacha, Alex Fortune and Rich McConnell.

The October agenda, September minutes and financials were reviewed. Leigh Myers noted that the date for our next meeting on the agenda showed the October meeting date. That date was corrected to November 9th, 2020. Tara Henry made the motion to approve, second by Leigh Myers and unanimously approved by the Commission.

Wendy Lickteig gave the manager's report. Wendy shared that new movies have started but some changes have been made. New movies update: The King's Man has been backed until Christmas, Infidel was pulled and Love & Monsters has been added. The Car Cruise went well with 27 cars participating. Fat T's and the Bakery were very busy. Wendy will be planning for more of these events in the future. Chris Nelson will be talking to businesses in Cresco next Monday and will be doing a segment on Cresco and will visit the theatre. He is promoting small towns and their uniqueness. It will be great exposure for the theatre and community. He currently has over 30,000 FB and You Tube followers. We are seeing the theatre and Champlin Hall being rented- UAW, CUSB Bank and the Library will be having a program – Abraham Lincoln coming up. There will be a private Halloween rental and the theatre will host a midnight showing-Rocky Horror Show. In November the 4-H Awards program will be at the theatre and a wedding rehearsal and wedding. The outdoor movie screen has been used and has worked very well. Tara Henry made the motion to approve the manager's report, seconded by Leigh Myers and unanimously approved by the Commission.

Old Business:

Budget Update: Wendy talked about furnace replacement and that we should develop a replacement plan to replace the nine furnaces we have and budget 1-2 per year for the next five years. The Commission felt that it was important to get started and be included in upcoming budgeting. Wendy reported that she had received information on the roof and that it has approximately 7-9 years left and is now out of warranty. This will be a one- time expense and we need to keep this in mind for future expense. Wendy will work on a project plan to present at budget time.

Scene Shop Update: The scene shop has been taken down, the site cleared and the building enclosed with steel siding. Wendy and Alex Fortune reported that the Council is working on getting an architect's plan on the general footprint of the building only and will then address the interior of the building.

New Business:

The date was set for the next meeting – November 9th, 2020. Julie Wilson made the motion to set the November 9th date, seconded by Ronda Hughes and unanimously approved by the Commission.

Reports:

Community Theatre: Joe Wacha reported that they are not meeting so nothing to report. Wendy did ask Joe about the inventory for the items Community Theatre is storing in the light booth and asked about moving the lumber in the pit area by November 1st due to upcoming theatre rentals.

Chamber: None

City: Alex Fortune introduced the new at-large council member, Rich McConnell. Rod Freidof will be retiring after 31 years with the City and Nate Widell has been named the new Public Works Director. The City will be hiring for the street department.

Audience: None

Julie Wilson made the motion to adjourn, seconded by Kari Waterbeck and unanimously approved by the Commission.

Respectfully submitted,

Ronda J Hughes, Secretary

AGENDA

Notice and Call of Public Meeting

Government Body: Cresco Theatre Commission
Date of Meeting: September 14th, 2020
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 2020 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 – salaries & wages

Old Business: There may be action taken on items.

1. Budget items
2. Scene Shop update
3. Front wall of building

New Business: There may be action take on items.

1. Movie in the Street (Norman Borlaug Fest) – 9/19/2020
2. Smokey & The Bandit Show & Shine – 9/26/2020
3. Set date for next meeting – October 12th, 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 Sept 11th, 2020.

Cresco Theatre Commission

September 14th, 2020

President Leigh Myers called the meeting to order on September 14th, 2020, at 5:30 P.M. In attendance were: Jon Hayek, Tara Henry, Kari Waterbeck, Leigh Myers and Ronda Hughes. Julie Wilson and Lesa Reidel were absent due to schedule conflicts. Guests: Wendy Lickteig, theatre manager, Jayne and Paul Jensen and Joe Wacha,

The September Agenda, July minutes and financials were reviewed. Ronda Hughes asked if there are theatre expenses that create a deficit due to Covid, what would happen. Wendy said that the theatre budget is part of the general fund. Ronda Hughes made the motion to approve, second by Jon Hayek and unanimously approved by the Commission.

Wendy Lickteig gave the manager's report. Wendy shared that new movies will be starting on September 18th. New movies will be: The New Mutants, Tenent and The King's Man. Wendy has been working with the booking agent to secure new movies and find other movies that will bring people back to the theatre. The plan is to continue with less showings-no movies on Monday and Tuesday, and no weekend matinees. The outdoor movie screen has been used and has worked very well..it will be used again during Norman Borlaug Fest. There will be another para-normal investigation in the theatre and always has interest and attendees. Wendy is working with Chris Nelson and he will be helping with marketing and advertising for the theater. Tara Henry made the motion to approve the manager's report, seconded by Kari Waterbeck and unanimously approved by the Commission.

Old Business:

Scene Shop Update: Wendy reported that the Council approved the demolition of the building after the asbestos abatement was completed. Mehmert's had been contacted and the building came down on Thursday.

Wendy talked about the front wall of the building and is ready to be painted. Kari Waterbeck volunteered to get the painting done.

New Business:

Movie in the Street will be September 19th, 2020 during Norman Borlaug Fest, Will show "Remember the Titans" with the screen on the sidewalk in front of the courthouse and people can sit in vehicles or bring chairs and sit in the street by the theater. Atomic Pizza will have pizza and beer garden, Fat T's and the Moo-Mobile will serve food.

The theater will hold another car show and movie on September 26th, 2020.." Smokey and The Bandit" will be shown. Fat T's food truck will be there and the theater will serve popcorn.

The date was set for the next meeting – October 12th, 2020.

Reports:

Community Theatre- Jayne, Paul and Joe reported that they are going to suspend meetings for the time being. The murder mystery was discussed and a date may be set but will have to monitor the winter and see what happens with Covid.

No Chamber Report.

No City Report.

Ronda Hughes made the motion to adjourn, seconded by Tara Henry and unanimously approved by the Commission.

Respectfully submitted,

Ronda J Hughes, Secretary

AGENDA

Notice and Call of Public Meeting

Government Body: Cresco Theatre Commission
Date of Meeting: July 13th, 2020
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 2020 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 – salaries & wages

Old Business: There may be action taken on items.

1. Budget items
2. Scene Shop update

New Business: There may be action take on items.

1. Welcome newly appointed members
2. Election of Officers
3. Discuss temporary change to days open
4. Set date for next meeting – August 10th, 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 July 13th, 2020

Cresco Theatre Commission

July 13th, 2020

In the absence of Leigh Myers, Jon Hayek called the meeting to order on July 13th, 2020, at 5:30 P.M. In attendance were: Jon Hayek, Tara Henry Julie Wilson, Kari Waterbeck, Lesa Reidel, and Ronda Hughes. Leigh Myers was absent due to being on vacation. Guests: Wendy Lickteig, theatre manager, Alex Fortune, Kerry LeFebvre, Joe Wacha and Paul Jensen.

The July Agenda, June minutes and financials were reviewed. Ronda Hughes made the motion to approve, second by Tara Henry and unanimously approved by the Commission.

Wendy Lickteig gave the manager's report. Cassidy Kennon was omitted from the list of employee raises at the June meeting. Cassidy received a \$.25/hour increase effective July 1st, 2020. Wendy reported that the Car Cruise on Saturday had 29 cars and 31 people came for the movie. The farthest car came from Muscatine County. Atomic Pizza and Fat T's had good business that day as well. The Pub will be celebrating their 5th anniversary and is interested in working with the theater on hosting an event. Wendy wrote a tourism grant and received funding for an outdoor movie screen, dvd player, speakers & microphone and projector. Wendy is hoping to host a drive-in movie at the fairgrounds for the initial showing. Wendy talked about getting the interior front wall of the lobby painted..Kari and Tara offered to get the painting done. Wendy said that there will be no sponsored Back-to-School or Holiday Movies this year due to the continued Covid 19 issues. Wendy said she is considering a drive-in Back-to-School movie instead. Julie Wilson made the motion to approve the report, seconded by Kari Waterbeck and unanimously approved by the Commission.

New Business:

New Commission Members were approved at the June 15th, 2020 Council meeting. Tara Henry, Julie Wilson and Lesa Reidel were welcomed to the Commission and thanked for the willingness to serve on the Commission.

Election of Officers was held.

Ronda Hughes made the motion to elect Leigh Myers as President, seconded by Tara Henry and unanimously approved by the Commission. Ronda Hughes made the motion to elect Jon Hayek as Vice President, seconded by Tara Henry and unanimously approved by the Commission. Tara Henry made the motion to elect Ronda Hughes as Secretary, seconded by Julie Wilson and unanimously approved by the Commission.

A discussion was held in regard to Theatre hours. Wendy reviewed the June hours and made the recommendation to consider closing for part of the week. The decision was made to eliminate the Sunday matinee and be closed on Monday and Tuesday nights. Tara Henry made the motion to approve, seconded by Jon Hayek and unanimously approved by the Commission.

The date was set for the next meeting – August 10th, 2020.

Reports:

Community Theatre-Kerry LeFebvre let the Commission know that the fundraiser event they had been planning for August 15th has been cancelled due to the continued rise in Covid numbers, but will be rescheduled for a later date. Kerry, Paul and Joe reported that they have spent a couple of weekends

working on cleaning out the Scene Shop and plan to have it finished by August 1st. Community Theatre has rented a storage container from Ordel Stinson and will be storing as much as possible in the container, with some items being stored in the green room. Alex Fortune suggested an inventory be made, especially of lighting equipment, so that everything can be accounted for. Tara Henry and Ellen Murphy have been working in the costume room and Karen LeFebvre and Rita Roberts have been working with sets. They will check with the school and Lime Springs Theatre to see if these organizations are interested in any of the items Community Theatre is getting rid of.

No Chamber Report. Ronda Hughes did mention that the Cresco Art Show and the Fly-In Breakfast has been cancelled.

City Report: Alex Fortune reported that City Hall and the Library buildings are now closed to the public and the City will continue to monitor in regard to the Fitness Center and Theatre. City Council meetings will be virtual moving forward and departments are looking at staggered departments and shared working to make sure all departments remained staffed and operational. Alex reported that the asbestos removal is being scheduled and demolition will then take place. Mehmert's will seal in the opening if the project build has to wait. Architectural estimates for the project are \$300,000.00-\$400,000.00. The City hopes to be able to get the shell of the new scene shop built by year-end, but funding issues due to Covid, may make a difference.

Jon Hayek made the motion to adjourn, seconded by Lesa Reidel and unanimously approved by the Commission.

Respectfully submitted,

Ronda J Hughes, Secretary

AGENDA

Notice and Call of Public Meeting

Government Body: Cresco Theatre Commission
Date of Meeting: June 8th, 2020
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 2020 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 – salaries & wages

Old Business: There may be action taken on items.

1. Budget items
2. Commission Membership

New Business: There may be action take on items.

1. Building Inspection Report for Scene Shop
2. Set date for next meeting – July 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 June 5th, 2020

Cresco Theatre Commission

June 8th, 2020

President Kelm called the Cresco Theatre Commission meeting to order in Champlin Hall on June 8th, 2020, at 5:30 P.M. In attendance were: Gary Kelm, Kari Waterbeck, Jon Hayek, Leigh Myers and Ronda Hughes. Guests: Wendy Lickteig, theatre manager, Alex Fortune and Joe Wacha.

The June Agenda, March minutes and financial report were reviewed. Leigh Myers made the motion to approve, seconded by Jon Hayek and unanimously approved by the Commission.

Wendy Lickteig gave the manager's report. Wendy reported that the theatre has re-opened and they are following recommended guidelines-every other row is roped off, limit of 75 people per movie, cleaning and sanitizing and staff are wearing masks. We are showing classic movies for the time being-currently showing "Grease", with new movies being available starting in July. Psychic, Dani Lynne, would like to book the theatre and we will look at booking once restrictions have been lifted. During the shutdown the front wall was repaired and cameras were installed.

Wendy reviewed with the Commission raises for theatre staff-effective July 1st.

1. Hope Balk - \$7.35 plus \$.10/hr raise
2. Jean Balk, shift leader - \$8.00 plus \$.25/hr raise
3. Nick Dietezenbach - \$7.35 plus \$.10/hr raise
4. Donavyn Gosch - \$7.75 plus \$.25/hr raise
5. Megan Harrod, shift leader - \$8.25 plus \$.25/hr raise
6. Kaitlin Holmstrom, shift leader - \$8.00 plus \$.25/hr raise
7. Justin Holt, shift leader - \$8.00 plus \$.25/hr raise
8. Haylee Holten - \$7.35 plus \$.10/hr raise
9. Lexi Hoppe - \$7.50 plus \$.25/hr raise
10. Caleb Kammerer - \$7.25 plus \$.15/hr raise
11. Summer Knight - \$7.35 plus \$.10/hr raise
12. Dillon Leff - \$7.35 plus \$.10/hr raise
13. James Leider - \$7.35 plus \$.10/hr raise
14. Jessica McGee, shift leader - \$8.75 plus \$.50/hr raise
15. Lucas McGee, shift leader - \$8.00 plus \$.25/hr raise
16. Madison McKenna, shift leader - \$7.85 plus \$.25/hr raise
17. Jeff Meinecke, shift leader - \$8.00 plus \$.25/hr raise
18. Mitchell Melaas - \$7.55 plus \$.25/hr raise
19. Avery Powers - \$7.85 plus \$.25/hr raise
20. Adam Schmitt - \$7.65 plus \$.25/hr raise
21. Olivia Smith - \$7.85 plus \$.25/hr raise
22. Haley Stevenson - \$8.00 plus \$.25/hr raise
23. Ivy Tangen - \$7.35 plus \$.10/hr raise

Ronda Hughes made the motion to approve the manager's report and all recommended raises, seconded by Kari Waterbeck and unanimously approved by the Commission.

Old Business:

Wendy reported on budget items and explained due to current conditions dealing with Covid19, the majority of pending projects are on hold. One project will be done and that is the pop room/hallway storage project.

Joe Wacha asked about the Murder Mystery Dinner held in March and if we knew how this came out financially. Wendy report that the Theatre Commission and Community Theatre have a profit of \$6,476.37 and this was deposited to the trust fund for the curtain and rigging project.

President Kelm discussed Commission membership and reported that five people are interested in the three open positions-Julie Wilson, Lesa Riedel, Tara Henry, Cathy Meinecke and Kelly Bartling. We will be talking with these individuals at the end of our meeting tonight.

New Business:

Alex Fortune delivered the scene shop building inspection report to the commission members and asked the commission and community theatre to join the City Council for a work session on Monday, June 15th at 5:30 P.M. at City Hall to discuss the report and what our options are moving forward.

President Kelm said that we need to have Election of Officers on next month's agenda, so this will be added to the July agenda.

Leigh Myers shared a thank you from Wendy Lickteig's parents sent to the Theatre Commission for the memorial sent in memory of their daughter.

Set date for next meeting - July 13th, 2020.

Reports:

Joe Wacha reported that things are quiet for Community Theatre with the summer production of Shrek cancelled due to Covid19. Due to the cancellation, the group will not be meeting in June. Joe did report that the group is looking at possibly doing a 10-12 person play in late fall if event restrictions improve or are lifted.

Alex Fortune gave the City Council report and stated that meetings have been quiet due to Covid restrictions. The housing project by the old bowling alley is moving forward, in doing grade work it was found that due to the water shed, changes needed to be made to the project and number of units reduced from 18 to 15 in three buildings, the builder's plan to have 6 units ready by fall.

No Chamber Report.

At this time, guests at the meeting left and the Commission members met individually with four candidates for the open seats on the Commission. The Commission will recommend to the City Council the following individuals for the open seats – Julie Wilson, Tara Henry and Lesa Reidel.

Jon Hayek made the motion to adjourn, seconded by Leigh Myers and unanimously approved by the Commission.

Respectfully submitted,

Ronda J Hughes, Secretary

AGENDA

Notice and Call of Public Meeting

Government Body: Cresco Theatre Commission
Date of Meeting: March 9th, 2020
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 10th, 2020 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 Updates
2. Budget
3. Commission member update
4. Mystery Dinner Update

New Business: There may be action taken on items.

1. Review theatre rental agreements
2. Set date for next meeting – April 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 March 6th, 2020.

Cresco Theatre Commission

March 9, 2020

Due to President Gayle Kelm not being able to be at our meeting by 5:30 P.M., Vice President Leigh Myers called the Cresco Theatre Commission meeting to order in Champlin Hall on March 9th, 2020, at 5:30 P.M. In attendance: Robert Ringoen, Leigh Myers, Jon Hayek, Kari Waterbeck, Ronda Hughes and Gayle Kelm. Guests: Wendy Lickteig, theatre manager, Alex Fortune, Jayne Jensen and Joe Wacha.

The March Agenda, February minutes and financial report were reviewed. Robert Ringoen made the motion to approve the agenda, minutes and financials, seconded by Jon Hayek and unanimously approved by the Commission.

Wendy Lickteig gave the manager's report. There were no staffing changes in the past month. The Elvis performance on March 6th was a great show, with 180 tickets sold and many positive comments. Elvis has been booked for December 13th for a return performance. The next six weeks the theatre has a very busy schedule: March 19th-Riceville has booked the theater for two movies. March 24th-CUSB Bank has booked the afternoon for a VIP movie event. April 4th-Cresco Library has booked the theatre for a movie. April 13th-Crestwood PTO has booked the theatre for a movie. April 21st-Notre Dame Elementary has booked a concert. April 25th-Northeast Iowa Peace & Justice Center has booked for a movie.

Wendy presented two quotes for security cameras for in the theatre. Cameras were budgeted for and the two bids were received - CPU-Computer Professionals Unlimited and Bob's Electric.

CPU – 6 cameras, 1 NVR, 750' Cat 5 Cable-\$4,750.00

Bob's Electric – Installation-\$2,371.00, Option 1-\$1,009.00, Option 2-\$1,197.00 – the Commission picked Option #2 in the Bob's Electric Proposal – which then totaled \$3,568.00

After reviewing both proposals, the decision was to go with Bob's Electric proposal -\$3,568.00. Robert Ringoen made the motion to approve and recommend the Bob's Electric proposal, seconded by Leigh Myers and unanimously approved by the Commission. See attachments: CPU and Bob's Electric quotes.

Old Business:

There was no building/projects update or budget update. Two names were mentioned for commission members and contacts will be made.

Mystery Dinner Update – Robert Ringoen reviewed the time table for the murder mystery dinner

1. Friday, March 13th at 3pm – set and prep tables – 3 hrs – he will be doing food prep that day
2. Saturday, March 14th – Robert will be at the theatre all day, workers arrive by 3:30 pm to fill water glasses, prep salads and cut and plate cake. – If anyone wants to come earlier, they are welcome to come and assist Robert. We will reset the tables after the show is over and should be done between 7:30-8pm.
3. Sunday, March 15th – Arrive by 10:30 am to do water, salad and cake. The show will be over 1:30-2 and we will reset for 5pm show. Stay for 2nd show – after, we will count all supplies left, box and do clean-up.
4. Leigh will pick-up cakes at noon on Saturday and bring two for Saturday night and refrigerate the rest at Essential Massage.

5. Kari will pick up sparkling wine and bring centerpieces and trays.
6. Robert needs two electric knives for cutting bread, Ronda and Gayle will bring.
7. CCT will have three waiters to help us, so we should have sufficient help—all wear black bottoms and white tops.

Wendy asked if it would be possible to set the date for the 2021 mystery dinner by August 2020. We can apply for funding for our event from the city tourism grant but we need to have the date the event will be held. Community Theatre and the Theatre Commission will get the school and community schedules and will get a date set.

New Business:

Review theatre rental agreement – Wendy presented an updated rental agreement with new rates and guidance. This is not available on line at this time due to the fact of theatre availability. Jon Hayek made the motion to approve the new agreement, seconded by Robert Ringoen and unanimously approved by the Commission.

Date of the next meeting: April 13th, 2020.

Reports:

Jayne Jensen and Joe Wacha reported for CCT. Rehearsals are going well for the murder mystery and the group is looking forward to the weekend. Jayne asked for assistance in turning out lights during the performance. Jayne asked if Keri had signed the contract for the use of the theatre in July for Shrek and will make sure it gets done. Wendy said she could bring a copy to the theatre.

Alex Fortune – City Hall – no new updates at this time.

No Chamber report

Ronda Hughes made the motion to adjourn, seconded by Leigh Myers and unanimously approved by the Commission.

Respectfully submitted,

Ronda J Hughes, Secretary



333 2ND AVE SW
CRESCO, IA 52136
(563) 547-2967 PHONE (563) 547-2967

PROPOSAL

PROPOSAL SUBMITTED TO: City of Cresco, Theatre
TELEPHONE NUMBER: 547-3101 Wendy Lickteig
DATE: March 4, 2020
JOB NAME: Security Cameras

WE PROPOSE HEREBY TO FURNISH MATERIALS AND LABOR FOR THE ABOVE PROJECT INCLUDING:

- **Installation Only of 6 Security Cameras (Add Option #1 or #2 Camera Package)**
 - ~ 2 Cameras Front Lobby
 - ~ 1 Camera East Entry & Stairs
 - ~ 1 Camera Back Entry
 - ~ 1 Camera Basement Storage
 - ~ 1 Camera Projector Room with Recorder

PRICE **\$2,371.00**

- **Option #1**
 - ~ 6 Cameras with 2K 5 Mega Pixel
 - ~ Recorder

PRICE **\$1,009.00**

- **Option #2**
 - ~ 4 Cameras 2K 5 Mega Pixel
 - ~ 2 Cameras with Audio & Zoom, 4K 8 Mega Pixel
 - ~ Recorder

PRICE **\$1,197.00**

**NOTE: *DOES NOT INCLUDE SALES TAX
Or Inspections**

SIGNED: Dale Andera
DALE R. ANDERA, OFFICER

**NOTE: This proposal may be withdrawn by us if not accepted within 30 days.
ACCEPTANCE OF PROPOSAL - THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE
SATISFACTORY AND ARE HEREBY ACCEPTED. WE ARE AUTHORIZED TO DO THE WORK AS SPECIFIED.
PAYMENT WILL BE MADE AS OUTLINE ABOVE.**

DATE OF ACCEPTANCE _____ **SIGNED:** _____



COMPUTER PROFESSIONALS UNLIMITED
of America

117 N Elm Street
Cresco, IA 52136
563-547-3162

Camera Quote for Cresco Theatre & Opera House

3/6/2020

6 Cameras

1 NVR

750ft Cat 5 Cable

Estimated Materials & Labor: \$ 4,750

1 camera above lower stage door facing west inside of southwest outside entrance

1 Camera facing east southeast mounted above Pop machine in northwest corner near ceiling in main lobby/entrance.

1 camera facing west northwest above stairway going down to basement looking across main lobby

1 camera facing inside of east door going into basement mounted on south wall of stairway approx.. 6-8 ft. east of main lobby camera on same wall.

1 camera mounted above access point outside of projector room facing west towards projector room entrance door on balcony.

1 camera mounted near ceiling just outside of utility/maintenance/ furnace room in basement door facing east looking at inside of hall/storage area door.

We will be using the old unused water heater duct as a Cable chase from upstairs to basement.

We will be installing 8-12 feet of pvc conduit or decorative raceway on face or surface of east end of south wall above stairway in main entrance/lobby for 2 cameras 1 facing basement door and 1 facing west northwest across main lobby.

AGENDA

Notice and Call of Public Meeting

Government Body: Cresco Theatre Commission
Date of Meeting: February 10th, 2020
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 13th and January 29th meetings
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 Updates
2. Budget
3. Commission member update
4. Mystery Dinner Update

New Business: There may be action taken on items.

1. Set date for next meeting – March 9th, 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 February 7th, 2020.

Cresco Theatre Commission

February 10th, 2020

Vice President Leigh Myers called the Cresco Theatre Commission meeting to order in Champlin Hall on February 10, 2020, at 5:30 p.m. In attendance: Ronda Hughes, Leigh Myers, Jon Hayek and Robert Ringoen. Absent: Gayle Kelm and Kari Waterbeck. Guests: Wendy Lickteig, theatre manager, Paul Jensen, Jayne Jensen and Joe Wacha.

Ronda Hughes distributed the January 29th meeting minutes to the Commission. The February agenda, January minutes, and financial report were reviewed. Ronda Hughes told the group that the December minutes were corrected as per the January minutes and an updated copy was sent to City Hall. Ronda Hughes made the motion to approve the agenda, minutes and financial report, seconded by Robert Ringoen and unanimously approved by the Commission.

Wendy Lickteig gave the manager's report. Wendy reported that the Oneota Film Festival went very well and the group was very pleased with the attendance and support they were given. We had many first time visitors to our theatre, which was great exposure for us. Attendees were from Waukon, Decorah and many neighboring communities. The Film Festival committee would like to do more showings at our theatre and will be in contact with Wendy. The theatre has been rented for a Gaming On The Big Screen event. Wendy said this is the first time doing this and is anxious to see how it works out. Robert Ringoen stated that if this goes well, more groups of varying ages could become interested and it could become an additional revenue source for the theatre. Wendy will keep the Commission informed. The theatre will be hosting another Mystery Matinee. Wendy is looking at Square terminals for the theatre and feels this is a much better way to accept credit cards than doing transactions on cellphones. Joseph Hall will be performing on March 6th and over half the VIP seats have already been sold. June 2nd will be the Carpenter show and Wendy discussed the space available on the stage due to scenery for the CCT performance of Shrek. CCT and the Commission will work together to try and accommodate the staging needed. Wendy submitted a grant to the Howard County Foundation for risers and platforms, that are lighter weight and much easier to use for performances at the theatre.

Wendy presented 90 day raises effective February 10th, 2020 for the following:

Hope Balk - \$.10/hour

James Leider- \$.10/hour

Ivy Tangen - \$.10/hour

Dillon Leff - \$.10/hour

Jean Balk - \$.25/hour

Kaitlyn Holmstrom - \$.25/hour

Lucas McGee - \$.25/hour

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

Old Business:

Wendy reported that the City did budget to work on the pop room hallway and storage. This will be done this summer.

The Commission continues to look for two new members. It was mentioned that Spiff Slifka would be interested in serving on the Commission. She will be contacted and we will continue to look for one additional member to take Robert Ringoen's Commission seat.

An update was given on the mystery dinner: Jayne Jensen reported that play practice is in full swing. The performance will need to have two long tables set as head tables on the south end of Champlin Hall and asked that the meal be served and tables set to accommodate this performance style. The furniture on the south end will need to be moved and the Commission said they would be glad to take care of clearing the area for the performance. Leigh Myers has contacted Dough & Joe in regard to filled, layer cakes. The group decided on chocolate with Bavarian crème and white cake with raspberry filling. Each cake will serve 48, so six cakes, three of each, will be ordered. The price was \$38/cake and Robert felt that was very reasonable compared to making cheese cakes as previously discussed. Robert did a trial run on the meal and did suggest changing the vegetables to baby carrots and fresh green beans, as they held up much better than the frozen blend. Ronda Hughes had samples of fliers and tickets for the group to review. She will contact Jodi at CUSB to make the changes and will get them printed right away. The group has raised \$1,100.00 in sponsorships and is working toward our goal of \$2,000.00, which enables us to have all ticket sales go to a theatre project. After paying off the marquis last year, our project is stage curtains and rigging.

New Business:

Date of Next Meeting: March 10th, 2020.

Reports:

No City Report.

No Chamber Report.

Theatre Report. Jayne, Paul and Joe discussed the murder mystery. Practices are going well. Paul is working on risers for the banquet setting. A discussion was held on when Champlin Hall would be available for set-up. Wendy will have it reserved Wed-Sunday the week of the dinner theatre and will work to add Monday and Tuesday to that as well. The summer performance will be Shrek and a crew is already starting to work on building scenes in the scene shop.

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

Respectfully submitted,

Ronda Hughes, Secretary

AGENDA

Notice and Call of Public Meeting

Government Body: Cresco Theatre Commission
Date of Meeting: January 29, 2020
Time& Place of Meeting 6:15 PM at City Hall, Cresco, Iowa

Roll Call: Kelm, Hughes, Waterbeck, Ringoen, Myers, Hayek

New Business: There may be action take on items.

1. Personnel Committee to Discuss Theatre Manager Roles
2. Discuss Proposed 2020/2021 Budget

Adjourn:

THIS NOTICE IS GIVEN PURSUANT TO CHAPTER 21, CODE OF IOWA AND THE LOCAL RULES OF SAID GOVERNMENT BODY, POSTED JANUARY 27, 2020

Cresco Theatre Commission joint meeting with City of Cresco Personnel Committee

January 29, 2020

President Kelm called a joint Cresco Theatre Commission and City Personnel Committee meeting to order in City Hall on January 29th, 2020, at 6:15 PM. In attendance were Theatre Commission Members: Kari Waterbeck, Robert Ringoen, Jon Hayek, Gayle Kelm, and Ronda Hughes. Leigh Myers arrived at 6:23. Personnel Committee Members: Mayor Mark Bohle and Council Member Alex Fortune. Council Member Amy Bouska was unable to attend. Guests: Theatre Manager Wendy Lickteig and City Clerk Michelle Girolamo.

The Personnel Committee was excited to announce that they had been able to work out a solution to the problems encountered with Wendy managing the Theatre while maintaining a full-time job. Members of the Theatre Commission had voiced concerns with the increase in Theatre programming and rentals that it was getting increasingly difficult for Wendy to handle it all "after hours". She was unavailable during normal business hours during the week out of respect to her full-time employer as she tried not to conduct any theatre business while working. Unfortunately, people still contacted her in person, phone calls, emails, and texts.

The Personnel Committee stated they were impressed with how much the Theatre has expanded in live performances. They were aware of how the extra programming was putting additional work on the Theatre Commission and Wendy. The Council appreciated the extra efforts the current and past Commission members put into the renovations at the Theatre and the fundraisers and programs they are organizing and operating.

Last Fall Girolamo approached the Personnel Committee to request the possibility of reducing her hours. She suggested that if they hired someone for a few hours a week to cover some of Teresa's duties that she could concentrate on training Teresa more on the City Clerk duties. The Personnel Committee decided that perhaps if Wendy were able to expand her hours at the Theatre and be available during normal business hours that she could have her office at City Hall. She could then help cover City Hall customers, phone calls, and other duties. If she were offered full-time hours she would be able to do some of Teresa's work. Due to the scheduling at the Theatre, the position could be made with very flexible hours as she may need to work weekends and nights but would be available many days at City Hall. There was also a possibility of helping the Library as well because the Mediacom Channel 3 operator retired and Wendy may be able to take over the management of that as well.

The Theatre Commission enthusiastically agreed that this was a good solution for the problems. It was a unanimous vote of the Theatre Commission to approve expanding Wendy Lickteig's hours to 40 per week with hours tracked by department worked. Benefits would be split between the Theatre and Administration. Her rate of pay effective February 13, 2020 will be \$15.75 per hour for 90 days probation with a raise to \$16.00 effective 5/17/20.

The meeting was adjourned at 6:45 PM. The next regular meeting of the Cresco Theatre Commission will be February 10th, 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: January 13th, 2020
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 December 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 Updates
2. Budget
3. Commission member update

New Business: There may be action taken on items.

1. Set date for next meeting – February 10th, 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 January 10th,2020.

Cresco Theatre Commission

January 13, 2020

President Kelm called the Cresco Theatre Commission meeting to order in Champlin Hall on January 13, 2020, at 5:30 p.m. In attendance: Robert Ringoen, Leigh Myers, Jon Hayek, and Gayle Kelm. Guests: Wendy Lickteig, theatre manager, Alex Fortune, Paul Jensen, Jayne Jensen. Absent: Kari Waterbeck and Ronda Hughes.

The January agenda, December minutes, and financial report were reviewed. It was decided the proposed minutes should be approved subject to removing the sentence listing names for commission members. After discussion, Robert Ringoen made the motion to approve the agenda, minutes subject to the removal of the proposed commission names, and financials, seconded by Jon Hayek, and unanimously approved by the Commission.

Wendy Lickteig presented the manager's report. We have received a \$25 donation from Cimota Club. The Oneota Film Fest was here on the 4th and was well attended. Another preview is scheduled for this Saturday at 2:00. Roy Gorter reported he had had new customers in his store that were in town for the Oneota Film Fest. Joseph Hall/Elvis tickets will be ready for the March 6 show. The ice machine is in Rochester and needs to be picked up. Gayle Kelm stated she would check her schedule and try to pick that up. The popcorn machine needs to be moved out of the hallway. December was a good month. The December 13 movie was not well attended, but the rest have been good. We have some good new hires, and training is ongoing. Dave and Adam will get the WiFi thermostats. We need two quotes for cameras.

The Murder Mystery Dinner was discussed and menu was planned. Times will be 5:00 on Saturday, and 12:00 noon and 5:00 p.m. on Sunday. Doors will open one-half hour ahead.

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

Old Business:

1. Wendy reported that she will be meeting with the City Council on Wednesday to discuss the budget.
2. Robert stated he would like to step down from the Commission. We continue to look for a member to replace Alex Fortune. Gayle Kelm will be ending her third term this June.

New Business:

1. Next meeting – February 10th, 2020

Cresco Community Theatre – Joe Wacha asked what bookings are scheduled between now and the summer musical. He was told we had bookings March 6, June 2, and Notre Dame concerts April 21 and May 4. Paul Jensen stated it will be a large set and we may need to make plans for moving speakers.

City Report – Alex reported the council is working on the budget and UTV requirements.

Chamber/Economic Report – No one represented but Spiff Slifka has been in contact with a Waverly group about attending the Murder Mystery Dinner.

Upon hearing no further business, Robert Ringoen 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 February 10^h, 2020, at 5:30 PM at the Champlin Hall, Cresco Theatre.

Respectfully submitted,

Gayle Kelm, Acting Secretary