

Culture & Heritage  
Board of Commissioners Meeting  
August 27, 2012  
6:00 pm  
Museum of York County

**Approved 09-24-12**

**Person Presiding:** Chair, David Plexico  
**Members Present:** David Duncan, Ragin Craig, Jonell Hagner and Hester Benitez  
**Attempted Call-in:** Rick Lee  
**Absent:** Dennis Getter  
**Ex-Officio Present:** Pat Veasey and Bob McCann  
**Staff Present:** Carey Tilley and Barbara Ardrey  
**Other:** Michael Kendree, County Attorney; Beth Latham, County Treasurer; and Mark Kettlewell, County Engineer

The meeting was called to order by David Plexico, CHC Chair, at 6:00 pm.

**Motion was made by David Plexico and seconded by David Duncan to approve the minutes of the 7/23/12 CHC meeting as presented. Motion passed unanimously.**

**Presentation by Mark Kettlewell on MYCO Roof Replacement Options**

- **Three Options**
  - Repair of existing roof – not a viable option
    - Failed repairs, leak history, ponding of water
  - Replacing existing roof, keeping flat roof system (Estimated Cost, \$387,500)
  - Replacing existing roof with a pitched roof
    - *24-Gauge Standing Seam (4:12 Pitched) Metal Roof* (Estimated Cost, \$1,206,500)
    - *Asphalt Shingle (4:12 Pitched) Metal Roof* (Estimated Cost, \$962,500)

Benefits and drawbacks to each option were discussed as set forth in Mark Kettlewell's report dated August 24, 2012. Additional damage due to mold and mildew growth probable – no survey has been done yet; \$2,500 to cover survey cost included in estimated figures but cost of abatement is to be determined; unknowns do exist that could also increase cost; pitched roof offers more aesthetic appeal; flat roof more cost effective.

- **Recommendation by County Engineering**
  - Replacement of the flat roof at an estimated overall cost of \$387,500.

Tilley noted that while a pitched roof would be more aesthetically appealing, it would probably not do much to increase traffic. Landscaping and other aesthetic improvements could be much more cost effective.

New technology in place with flat roof system since current roof installed.

Various ideas discussed to improve aesthetics.

Kettlewell noted that there is asbestos in the existing roof that will need to be removed and that has been included in this cost estimate for the demolition.

Beth Latham was asked to discuss funding for roof. She noted that there is \$230,550 in the budget right now that has been appropriated for the Brick House and the Planetarium and since the budget was adopted, other funds have been received for that so the \$230,000 can be used for the MYCO roof; currently there is \$140,000 in unappropriated museum held fund balance, so recommendation to Tilley was to appropriate an additional \$100,000 from the museum held fund balance and then ask County Council to appropriate the balance of the funding, approximately \$87,000, from the county held museum fund balance, which would require a budget amendment, but that money could be used for design work and whatever abatement costs, etc.

Tilley asked for action to be taken. Staff recommendation is to replace flat roof and keep the flat roof system..

Craig questioned timing. Kettlewell advised that it would probably be spring before work could begin.

**David Plexico moved to replace the flat roof at MYCO (keeping flat roof system); David Duncan seconded.**

Discussion followed on where this would put us in the process; Kettlewell suggested waiting on results of mold survey and reporting back to Commission. If we need to go through a budget amendment, it would be helpful to have the estimated cost up front. Craig would like mold and asbestos reports. Once surveys are complete, more accurate numbers will be available. Tilley inquired as to cost of surveys. Kettlewell noted that would be dependent on number of samples pulled, etc. Kettlewell suggested doing mold survey now to determine what the cost estimate of abatement would be and then appropriate that amount of money plus a little contingency in case there is additional mold formation over the winter that needs abatement in the spring. \$2,500 survey costs can be pulled out of \$230,000 that was set aside.

**David Plexico amended his motion to approve replacement of the flat roof at MYCO contingent upon results of mold and asbestos surveys; Ragin Craig seconded motion. Motion passed unanimously.**

Tilley asked Latham if action is needed now on where funding is coming from or should we wait for results of surveys. Latham inquired of County Attorney if it needs to be noted that funds originally appropriated for the two other projects are being used for this project. Per Attorney Kendree, it would be appropriate to redirect the expenditure just to have that on the record because right now it is appropriated for a different use. Latham made that motion recommendation in an earlier memo to Tilley who read as follows:

*To approve funding which was originally appropriated for the Brick House and Planetarium in the amount of \$230,550 to be used for MYCO roof replacement as other funding sources have been received for the Brick House and Planetarium.*

Tilley asked that the above recommendation be presented in the form of a motion.

**David Duncan moved to approve as presented; Ragin Craig seconded; motion passed unanimously.**

Wait on other appropriations for results of surveys.

## Review of Financial Statements by Beth Latham

- Unaudited numbers for last fiscal year
  - Museums collected 95% of budgeted amount of revenues
  - Under Expenditures – Target Percent, 5% needed to collect on revenues
  - Under budget by 8%
  - The \$107,380.31 is the amount of revenue exceeding expenditures – number could change after auditors finish field work but Latham does not anticipate significant change
  - Some departments show negative budgets remaining -- we purposely have not done all the final budget transfers yet in order to make sure everything was paid first; should be cleared by this week
  - Biggest significant variance in the budget is under Support Services – budget remaining is minus \$99,629.76; almost \$79,000 was paid out to former employees for accrued vacation time - still under budget; and then \$38,000 in unemployment paid and the budget for that was \$25,000
- July Statement – first month of new fiscal year
  - Target percentage of collections to revenues is 8% and you're at 7 right now; that will change when we start spending money on the Brick House; insurance money will get booked as revenue -- in reserve fund for now
  - Everything looks good so far
  - On back page under Annual Budget, the minus \$232,014.00 revenue, is the amount of fund balance that you have appropriated, not money that will come in but money that will be used

## Staff Reports and Information

### Report from Executive Director

- Using October as a rallying point for staff to showcase new improvements, programs, etc.
  - New awnings installed and landscaping to be completed in front at MYCO
  - Piloting new program on October 20 at HB – *Spirits and Stories: Historic Brattonsville at Twilight*
  - The big event will be the Grand Opening of the new Settlemyer Planetarium on October 13, with accompanying new exhibit in the Springs Gallery – *Our World, Our Sky*, and the unveiling of the new hallway exhibition outside the planetarium
- July numbers
  - Overall visitation at HB, MYCO and MSCM down slightly (6%), mainly due to Huck's Defeat and July Fourth special events
  - Five-year trend at HB shows slight drop in regular admission for July; less of a drop in 2012
    - Staff working to identify cause in order to reverse trend
    - Possible correlation with reduction of staff over this time period
  - MSCM also showing slight reduction in July from first year
  - MYCO July attendance increased 49% over five-year time period