

WABASHA PORT AUTHORITY AND DEVELOPMENT AGENCY
City of Wabasha

Minutes of the October 14, 2014, meeting:

BOARD MEMBERS:	Vicki Moore	President
	Rolf Thompson	Vice President
	Atty. Mark Jarstad	Treasurer
	Marty Wilson	
	Mayor Rollin Hall	
	Charles Bricher	
	Vacancy	

STAFF:	Chad Springer	City Administrator
	Susan Schamaun	City Clerk

The Regular Meeting of the Wabasha Port Authority and Development Agency was held on Tuesday, October 14, 2014, at City Hall and was called to order by Vicki Moore at 4:00 pm.

Roll call found all members present.

APPROVAL OF MINUTES:

Rolf Thompson and Mayor Rollin Hall moved to approve the September 9, 2014, regular minutes with one amendment. Adopted unanimously.

TREASURER'S REPORT:

City Administrator, Chad Springer, presented the financials with account balances and projections.

August 2014 financials were presented. **Attorney Mark Jarstad and Marty Wilson moved to receive and file the September 2014 financial report. Adopted unanimously.**

4. PAYMENT OF BILLS:

The following bills were presented for payment:

- 1) City of Wabasha - \$1,000.00 Staff Support
- 2) CEDA - \$302.50 Project Work (K&C)
- 3) Ehler's & Associates - \$1,230.00 AMUSA Application Analysis/Review
- 4) Vision Design Group - \$100.00 Tracking for Home Naturally Brochure
- 5) Visa - \$149.61 Minute Book
- 6) Ms. Kelly McDonald - \$3,141.00 Reimb. From Business Subsidy Escrow

Attorney Mark Jarstad and Rolf Thompson moved to approve payment of bills as presented. Adopted unanimously.

WABASHA COMMUNITY CENTER :

Ms.Carolynn Klees presented an updated Community Center concept. She stated they will be presenting the City Council also and will need to amend the agreement due to the changes. Fundraising will start for the project when the concept is completed.

Mr. Bill Davidson stated the Wabasha-Kellogg Community Foundation, which was started one year ago, is set up and ready to receive funds for the Community Center. He recommended the committee have contingency plans in place.

LOON LAKE DECOY REQUEST:

Mr. Mike Lidgerding, Loon Lake Decoy Company, gave a brief background on the history of Loon Lake Decoy Company. He requested a gap loan to secure a container of products that was in transit.

Discussion was held on the remaining USDA Revolving Loan funds and approving its use for the Loon Lake Decoy request.

Attorney Mark Jarstad and Rolf Thompson moved to approve the loan in the amount of \$40,000.00 contingent upon doing a review and checking with Diane Lewis, SMIF, and/or Ehler's and to ensure a 2nd or 3rd position and also that there is sufficient equity to collateralize the loan. Adopted by the following vote:

Ayes: Marty Wilson, Rolf Thompson, Vicky Moore, Mayor Hall, Charlie Bricher & Attorney Mark Jarstad.

Vicki Moore explained to Mr. Lidgerding that the Port Authority has approved the loan contingent upon a due diligence process which means the Port Authority needs to substantiate that there is sufficient collateral in the business to cover the loan, whether it is in the 2nd or 3rd position, and that the Port Authority generally uses an outside consultant in which those costs will be incurred by Mr. Lidgerding. She further stated that City Administrator, Chad Springer, will work with Mr. Lidgerding on getting an upfront deposit and getting the proper paperwork submitted for this process.

RIVERFRONT TASKFORCE UPDATE:

Vicki reported the Riverfront Taskforce Committee is still working with LandForm Consultants in refining their proposal for the Riverfront property. A conference call is set up at the end of next week and new City Planner, Christy Clark, will also participate in that call.

BUSINESS PARK UPDATE:

City Administrator, Chad Springer, stated the 3 parcels in the Business Park were sold. Mr. Russ Meyer purchased the land. He stated a proposed plan will be drafted for a 3-5 year assessment payback.

K&C FISHERIES UPDATE:

Chad gave a brief update. Vicki reported they are processing and if they can get the logistics portion working more efficiently, maybe things will improve.

RESIDENT RECRUITMENT PROGRAM:

Vicki gave an update on the Resident Recruitment Program. She stated the tracking system on the City's website is showing approximately 50 people per week are going to new material that was put on the City website. She also stated they are able to do some geotracking and most of the hits are coming from the following top 10:

- Minneapolis, Chicago, Rochester, Winona, Mankato, Wells, Eagon, White Bear Lake, Austin and Eau Claire

MEMBER TERM UPDATE:

Vicki reminded Port Authority members that there will be three open seats available for next year.

It was determined a sub-committee of Vicki, Mayor Hall, and Attorney Mark Jarstad would meet and discuss the process and the criteria on how to fill the Port Authority Board positions.

RESCHEDULE NOVEMBER MEETING:

Due to Veteran's Day on November 11th, the Port Authority will have to reschedule the November meeting. After discussion, it was determined the November Port Authority meeting will be held on Monday, November 10th at 4:00 pm.

Marty Wilson and Rolf Thompson moved to adjourn at 6:13 pm. Adopted unanimously.

Respectfully submitted:

Susan Schamaun, City Clerk