

# WABASHA PORT AUTHORITY AND DEVELOPMENT AGENCY

## City of Wabasha

Minutes of the March 9, 2010, meeting:

BOARD MEMBERS:	Jon Lineweaver	
	Steve Scott	President
	Atty. Mark Jarstad	Treasurer
	Mayor John Meisch	
	Marty Wilson	Vice-President
	Don Jacoby	
	Charles Bricher	
STAFF:	David Schmidt	City Administrator
	Susan Schamaun	City Clerk

The meeting of the Wabasha Port Authority and Development Agency was held on Tuesday, March 9, 2010, at the City Hall and was called to order by Vice-President, Marty Wilson at 4:06 pm.

Roll call found Charles Bricher, Marty Wilson, Attorney Mark Jarstad and Mayor John Meisch present. Don Jacoby and Jon Lineweaver were present via teleconferencing. Steve Scott was absent.

Mr. Rollin Hall, Mr. Blaine Marcou, Mr. Chris Fancher, and Mr. Mark Wickersham were present.

The January 12, 2010, regular meeting minutes were discussed. Mayor Meisch and Charles Bricher moved to approve the minutes of the January 12, 2010 minutes. The motion was adopted unanimously.

Attorney Mark Jarstad and Charles Bricher moved to receive and file the January 31, 2010, Treasurer's Report. The motion was adopted unanimously.

Attorney Mark Jarstad and Mayor Meisch moved to receive and file the February 28, 2010, Treasurer's Report.

The following bills were brought forward:

- Vision Design Group - \$2,597.00 – Progress on City's Website
- Postage - \$74.83
- National Eagle Center - \$2,850.00 – USDA Grant Reimbursement

After discussion, Mayor Meisch and Attorney Mark Jarstad moved to pay the bills as presented. The motion was adopted unanimously.

David Schmidt reported Vision Design Group has reported the new website should be ready by the beginning of April and he has asked them to send the City another link to review the latest changes and he will forward out to all the Port Authority members.

It was stated when the remainder of the USDA Grant is received from the last grant submittal, it will be brought to the next Port Authority meeting.

Don Jacoby recommended making another NEC loan payment to the City in the amount of \$25,000. He stated he and Jon Lineweaver reviewed the Capital Campaign account and are confident there are sufficient funds to make a payment.

Attorney Mark Jarstad and Charles Bricher moved to approve a \$25,000 NEC Loan payment to the City of Wabasha from the Capital Campaign fund. Approved unanimously.

Parkside Marina Pump House Building and Campground Proposal was brought forward. David Schmidt stated Parkside Marina installed a new fueling station and they would like to put a building on the dock to facilitate that. He invited Mr. Mark Wickersham to come forward to address these projects.

Mr. Wickersham stated they are looking to build a 16' x 12' pump house on the dock. This building would house a cash register, credit card machine, numerous amount of boxes, alarms for the tanks, etc.

David Schmidt stated he, Mr. Wickersham, and Molly Patterson-Lundgren, City Planner, met with the MN DNR and they have stated there has to be a public process. The next step in the process will be appearing before the Planning Commission. David further stated this is a change of use and the contract may have to be amended under the "Permitted Uses" section.

In reference to the campground proposal, Mr. Wickersham stated he would dig in sewer, electrical and water lines. Also, these proposed camping sites would be for marina lessees and their families and they would be transient sites with no long-term.

After discussion, Marty Wilson and Attorney Mark Jarstad moved to forward to Planning Commission for review Parkside Marina's requested pump house structure and the requested eight campsites and then forward to the City Council. Adopted unanimously.

The Grand Eagles Hotel Project Update was brought forward. Mr. Blaine Marcou came forward and stated there are \$1,500.00 of expenses he needs to reimburse to the City and he stated he will forward another payment of \$5,000 to the City. He stated they are working on their May 1<sup>st</sup> financing deadline. Jon Lineweaver and David Schmidt stated Mr. Bruce Kimmel's letter from Ehler's states before May 1<sup>st</sup>, the City could actually fund this project using TIF, we could actually do a TIF deal, but for TIF, the project wouldn't succeed. They advised Mr. Marcou to work closely with Mr. Bruce Kimmel to comply with the letter he sent and give him all the information he is requesting.

Mr. Chris Fancher came forward and stated the City's annual payment of \$15,000 to the Chamber for advertising is used strictly for tv advertising, radio advertising and the annual Travel Planner. Further, the Chamber uses these funds for buying down ad space in the Travel Planner so it is more affordable for local businesses as well as using these funds towards matching grants. He stated the Explore Minnesota grant is a 60/40 match grant these funds are used for.

Mayor Meisch stated the City was looking at budget reductions due to LGA cuts from the state and it was felt that due to this being more economic development, it was recommended to have this advertising budget item moved to the Port Authority for consideration.

Attorney Mark Jarstad stated he feels Council is trying to avoid the hard decision by passing this to the Port Authority and this is the best \$15,000 the City could possibly spend if looking at the overall well-being of the community and all you have to do is go downtown on the week-end and try to find a parking spot. He also felt the City needs a tax increase as the City hasn't had one in quite some time.

After discussion, Charles Bricher and Mayor Meisch moved that the Port Authority pay the \$15,000 to the Chamber for advertising. The motion failed by the following vote:

Ayes: Bricher, Mayor Meisch

Nays: Wilson, Jarstad

In follow-up discussion, it was stated the Chamber could come back and make another request for funding.

David Schmidt reported he is proposing the Port Authority pay \$10,519 to cover staff costs for the Port Authority. (Percent of Staff usage: City Administrator 5%, City Clerk 5%, City Planner 2%)

After discussion, Charles Bricher and Marty Wilson moved to approve paying a percentage of City staff at a cost of \$10,519 for the Port Authority. The motion was adopted unanimously.

Charles Bricher gave the NEC Update. He stated PR-10 and PR-11 are not completed yet as it is Soar With The Eagles's month and they are waiting until the end of the month. It was further stated PR-12 will need to be bid out to add buffer tanks to the chiller system.

After discussion, Attorney Mark Jarstad and Mayor Meisch moved to approve Charlie Bricher solicit bids for PR-12 with the Port Authority acting as the general contractor. The motion was adopted unanimously.

The meeting unanimously adjourned at 5:29 p.m.

The meeting reconvened at 5:35 pm.

Two invoices from Plumbers Services were brought forward for payment. Invoice #3088 in the amount of \$19,491.00 for PR10.01 and Invoice #3087 for \$8,000.00 for PR-11 were brought forward. Charles Bricher stated Jon Lineweaver has recommended holding off on payment of PR10.01 but felt payment could be made on PR-11.

Attorney Mark Jarstad and Mayor Meisch moved to pay Plumbers Service Invoice 3088 in the amount of \$17,491.00 of the \$19,491, whereby holding \$2,000 until completion of insulation and drain on PR-10.01 with the \$2,000 to not bear interest and also pay Plumbers Service Invoice 3087 in the amount of \$8,000.00 on PR-11 to be paid from the Capital Campaign. Adopted by the following vote:

Ayes: Wilson, Jarstad, Mayor Meisch

Nays: Bricher

The meeting unanimously adjourned at 5:40 p.m.

Respectively Submitted:

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Susan Schamaun, City Clerk

Date Approved:

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