

WABASHA PORT AUTHORITY AND DEVELOPMENT AGENCY

City of Wabasha

Minutes of the May 11, 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, May 11, 2010, at the City Hall and was called to order by President, Steve Scott at 4:00 pm.

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

Mr. Chris Fancher, Ms.Carolynn Klees, Mr. Jerry Arens, Mr. Rollin Hall, Mr. Jeff Worrel and Mr. Randy Wolf were also present.

The April 13, 2010, regular meeting minutes were discussed. Jon Lineweaver made an amendment to the last page. **Charles Bricher and Don Jacoby moved to approve the amended minutes of the April 13, 2010 minutes. The motion was adopted unanimously.**

Jon Lineweaver and Marty Wilson moved to receive and file the April 30, 2010, Treasurer's Report. The motion was adopted unanimously.

There were no bills.

Wabasha Chamber of Commerce/CVB Advertising Request – Mr. Chris Fancher of the Chamber/CVB stated since the City had cut the \$15,000 Chamber/CVB advertising monies from their budget, he was requesting the Port Authority considering paying the \$15,000 which is used strictly for advertising purposes. Money is used for website, grants, cost-per-click, etc. He stated the Chamber/CVB also grants that money through the Explore MN Tourism so they get a 40% match for the money. They felt the money is crucial in keeping Wabasha as a travel and tourism destination.

Chris explained they project \$30,000 in revenue from memberships for the Chamber and \$16,996 comes from the CVB for paying for staff, and \$15,000 from the City for advertising reimbursement. Carolynn Klees stated the CVB has a coop where a few businesses including the AmericInn, Lark Toys, the National Eagle Center, and Coffee Mill pay extra money to do grants so they can work together in advertising instead of the businesses paying separately.

Chris stated most Chamber memberships are at the \$250.00 level but the membership rates go up to \$2,000. They stated some business members have dropped their \$1,000 memberships down to \$250 or \$375 as of late. There is a total membership of about 115 businesses including a few from Pepin.

Further, they explained they pool their funds with other communities and entities to be able to qualify for money from the State of Minnesota.

Jon Lineweaver and Don Jacoby explained that the Port Authority receive a mandatory levy which is being used to try and build funds to be able to attract and keep businesses viable, which is the Port Authority's mission. They further explained that if the Port Authority would deem it viable to help the Chamber/CVB this year, it could not be an annual expectation as the cost is half of the levy and it would put too much strain on the Port Authority funds in their effort to build their funds for economic development. They urged the Chamber/CVB to explore avenues in which they could raise their revenues to cover the \$15,000 in the coming years.

Mayor Meisch concurred and stated he would support the \$15,000 advertising funds for one year.

The Port Authority questioned the Chamber's fiscal year in which it was explained their fiscal year ran from January through December and so these funds were extremely crucial as it was already in the budget for 2010 and those funds have been committed towards grants.

Steve Scott asked if anyone in the audience had any comments.

Mr. Rollin Hall asked the Chamber what they could do to help the Port Authority achieve its mission. Mr. Chris Fancher stated he has referred a number of people to the Port Authority especially when it's an inquiry about the Anderson House. He stated there probably should be more communication between the two organizations. Carolynn Klees stated there is a seat on the CVB Board for a City employee in which Jon Lineweaver stated that was due to the Lodging Tax.

After discussion, Attorney Mark Jarstad and Mayor John Meisch moved to approve the Chamber/CVB's request for \$15,000 advertising funds for the calendar year 2010. Adopted by the following vote:

Ayes: Bricher, Wilson, Lineweaver, Jacoby, Jarstad, Mayor Meisch and Scott

Nays: None

PR-12 Bids – Steve Scott stated the following bids were received:

Piping: Hartert's Store, Inc.	-	\$10,125.00
Plumbers Service, Inc.	-	\$10,872.00
Aaron LaRocque Heating	-	\$11,900.00

Load Frame & Steel Drip Pan: Baker's Welding & Truck Repair - \$1,795.00

It was stated the National Eagle Center ordered the tanks and the anti-freeze.

Attorney Mark Jarstad and Mayor Meisch moved to accept the low bid for the Load Frame and Steel Drip Pan in the amount of \$1,795.00 and the low bid for piping from Hartert's Store, Inc. in the amount of \$10,125.00 for PR-12 and authorize Charles Bricher to sign the necessary documents. Adopted unanimously.

David Schmidt thanked Charles Bricher for all his efforts which saved \$4,000 in the project.

Charles Bricher stated there is still work to be done on PR10.01. The boiler still leaks and Plumbers Services, the contractor, did come in and do the insulating of the fittings which they hadn't done before. The contract also calls for Certified Balancing which still needs to be done. It was determined, Jon Lineweaver, Don Jacoby and Charles Bricher would meet with Plumbers Services to discuss finishing the projects.

Attorney Mark Jarstad suggested talking with another area contractor and finding out what it would take to fix the problem and then meeting with Plumbers Services and explaining the problem is to be fixed by the next Port Authority meeting, or another contractor will do the work.

Grand Eagles Hotel Project Update – Mayor Meisch stated Mr. Blaine Marcou came to City Council and requested a 60-day extension for financing. Council will discuss the request at their next meeting on June 1st after they receive an assessment from the City’s TIF Attorney, Mr. Bob Deike. It was determined Port Authority members should attend the June 1st Council meeting.

Legacy Program – Don Jacoby stated the biggest employer the City has is the St. Elizabeth’s Hospital and the Clinic. He wondered how a total recognition could be put together as to what the first doctor’s did and carried it through to the group of doctor’s we have here today. He stated it is such a blessing to have the doctors as well as the establishments here. Mayor Meisch wondered if an award could be presented to the Sisters of the Sorrowful Mother as a group for the work they’ve done in maintaining the hospital through the years. The tentative date for the Legacy Awards is Friday, September 17th.

Anderson House Update – David Schmidt stated the City received two grants in the amount of \$14,000 for a marketing and re-use study and the first tour was given today to a group of historical architects. David stated the final RFP’s for the marketing and re-use study are due in 1-1/2 weeks.

David Schmidt stated he is meeting on Monday with Vision Design to look at the progress of the City’s website.

Mayor Meisch updated the Port Authority that the SE Initiative had met with Mr. Chris Fancher, Chamber/CVB, and he was going to have Tim Penney come down and talk with the Chamber and he will do their quarterly business meeting.

Port Authority Goals and Priorities – It was determined the Port Authority would pick out a topic of focus from their goals and priorities at the next Port Authority meeting and then set an off-site meeting date and place.

The meeting unanimously adjourned at 5:53 p.m.

Respectively Submitted:

Susan Schamaun, City Clerk

Date Approved:
