

**Old Fort Commission
Minutes of Regular Meeting
Wednesday, June 15, 2016 at 5:30 PM
Old Fort Replica**

PRESENT: Charles Block, Sharon Harp, Dave Moehn, Marie Brady-Whitcanak, David Moehn, Carol Foss, Dr. Eugene Watkins (Site Manager), Joe Thurman, Linda Baxter (gift shop) and David Varley (City Manager)

ABSENT: John Luna (Management Analyst).

GUESTS: Shelly Dawling, Christopher Watkins, Andy Andrews (NLCHS) and Franz Hoenig.

MEETING CALLED TO ORDER: by Harp at 5:30 PM.

APPROVAL OF MINUTES: Block MOVED, and Brady-Whitcanak SECONDED, to APPROVE the MINUTES of the May 18, 2016, REGULAR MEETING. MOTION CARRIED.

SITE MANAGER'S REPORT:

1. May tours.
 - a. New London
 - b. Central Lee
 - c. Lincoln School
 - d. Large bus tour from Pella, Iowa who also toured the prison
2. Very busy with tours.
 - a. 37 patrons from Iowa
 - b. 11 foreign countries
 - c. Many repeat visitors and gift shop customers
3. Old Fort was robbed again on May 21, 2016. Furs and other valuables were taken.
4. Courtney Ford was hired to help in the gift shop.
5. A factory display case was replaced with a table. City Council vote to Ok.
6. We need the National Park Service to sign off on the Preservation Plan.
7. Garden planting, work on going. Need watering help.
8. Shelving and shutters are to be replaced. Work on the wall is being done.

INCOME / EXPENSE REPORT:

The report was passed to those present, given in John Luna's absence. The budget was reviewed. It was noted the fiscal year is over end of June.

Brady-Whitcanak MOVED, and Moehn SECONDED, to APPROVE the REPORT. MOTION CARRIED.

GIFT SHOP REPORT:

1. Linda noted that there were 5 weekends and Memorial Day in May
2. Had higher admission numbers, better than 2010.
3. In 2010 did not collect tax
4. Count did not include drop-ins

5. Memorial Day income was \$1,821.00 over half of the months total.
6. Parent teacher groups are paying so that all children may tour.
 - a. 474 total tours, 200 in shop-no tours.
7. Gift shop average purchase \$50.00. Wever plant employees are good customers

OLD BUSINESS:

1. Need one new member for the Old Fort Commission. There is a possibility
 - a. Still needed. If anyone knows anyone who might be interested they should contact Moehn or City Hall.

NEW BUSINESS:

1. Joe Thurman was welcomed as a new member of our Committee. He has lived in Fort Madison for 23 years and he owned his business for 20 plus years. He wants to see our Committee thrive.
2. Shelly reported a July 4th speaker is needed. Would like a City representative.
3. July 4th volunteers are needed
4. Would like to have the Old Fort represented in the 4th of July Kidde parade.
5. The cost of hosting the Fife and Drum Corp. is \$750,000. We need a fundraiser to off-set feeding them. We will know what is needed after we get the numbers
6. Elk and Bison Co. will have display if we have our own security system.
7. A letter of support is needed to go with our grant sent to Paula Mohr. June 15th OFC voted to write a letter of support. All members should go to Dawn to sign it.

Brady-Whitcanak MOVED, and Block SECONDED, to APPROVE WRITING A LETTER OF A SUPPORT LETTER TO ACCOMPANY THE GRANT. MOTION CARRIED.

8. Discussion on Security Cameras:
 - a. David Clark gave a proposal
 - b. Showed where cameras could be placed
 - c. Parent Co. has video showing where the pictures can be taken
 - d. Estimate \$3,950.00
 - e. \$55.00 per month for cost of video viewing.
 - f. Mohrfeld Electric has expressed interest in bidding.
 - g. Per Mar Co. has night light
 - 1) Only needs one camera
 - 2) Only picks up human images, not animals
 - 3) Sends signal back to their office.
 - 4) Quote is needed
 - h. ADT not contacted, can be pricey.
9. Guest Andy Andrews Report:
 - a. Report on Memorial Day Service
 - 1) 75 to 10 present
 - 2) Will accept suggestions for next year
 - 3) Hope to get tombstones from the National Park Service
 - b. Work to be done
 - 1) Bulldozer take up existing surface

- 2) Paint names on crosses
 - 3) Contact university students to draw up site design
 - c. We now have \$14,000 hope for \$20,000
 - d. Andy will speak at Old Settlers Concert June 17 in hope of donations.
- Moehn asked if it was possible to get a tape to play official music at the nest Memorial Day Service.

ADJOURNMENT: Block MOVED, and Brady-Whitcanak SECONDED, to ADJOURN the MEETING.
 MOTION CARRIED.

MEETING was ADJOURNED by Harp at 6:29 PM

Sharon Harp
Old Fort Commission

Date