

**Old Fort Commission  
Minutes of Regular Meeting  
Wednesday, November 15, 2017 at 5:15pm  
City Hall Council Chambers**

**MEMBERS PRESENT:** John Luna (Management Analyst), Dave Moehn, Joshua Sessions, Dr. Eugene Watkins (Site Manager), Carol Foss, Dr. Marie Brady-Whitcanak and Richar Abel

**MEMBERS ABSENT:** Sharon Harp and Joe Thurman

**GUESTS:** Linda Baxter (Gift Shop), David Varley (City Manager), Andy Andrews (NLCHS), Jean Peiton (Tourism Director) and 5 Haunted House Volunteers

Chairperson Sharon Harp notified the Commission that she is resigning the office of chairperson due to health issues. This would have been her last meeting holding that office. A replacement for the office is being sought.

Meeting was called to order by acting Chairperson Moehn at 5:18pm.

**Approval of Minutes:** Brady-Whitcanak MOVED and Sessions SECONDED a motion to approve the minutes of the October 18, 2017 meeting. MOTION CARRIED.

**“Dead Zone” Update:**

1. Peiton and 5 volunteers gave a report.
2. Very successful and would like to do it again next year.
3. Approximately 500 people attended.
4. Mix of out-of-towners and locals attended.
5. Many used free tickets from the Parthenon Restaurant and one of the local radio stations.
6. Thursdays were the slowest days.
7. Mayor will give certificates for volunteer hours, which are now a requirement in the high schools.
8. The group presented the Committee with a check of \$1,425.

**Site Managers Report:**

**1. Haunted House/Spook Night:**

- A. Went well.
- B. Some clean-up was needed afterward.

**2. Improvements:**

- A. Work is being done on the west wall.
- B. 31 more poles are left to do.
- C. 12 were too rotten to repair.
- D. Chinking is being done and planking is needed.

**3. Factory Inventory List:**

- A. A list was found of the factory inventory such as what was sold, etc.

B. It was noted that Indians wanted red muskets not brown.

**4. New Cannon:**

A. New cannon was demonstrated by Eugene.

B. It is historically accurate.

C. He showed how it needs to be swabbed between shots, how it has w chambers and can be taken apart easily.

D. It requires 5oz. of powder to shoot and one man can easily move it around.

E. A bill is needed for the cannon.

**5. Possible Items to be Sold in Gift Shop:**

A. Cacaids which are leather decorations for either side of hats.

B. Pewter Artillery Buttons used in 1813 and after.

C. Tie tacks or pins.

D. Linda bought books that could be sold.

**Income/Expense Report:**

1. Luna presented a detailed expense report for September 2017.
2. Total revenues were \$111,430 and total expenditures were \$110,580.
3. Included were retail totals and guest totals.
4. Report was accepted as presented.

**Gift Shop:**

1. Linda Baxter gave a gift shop report for September.
2. Very good year and was similar to 2010.
3. Sales were good during the siege weekend.
4. More help is needed when busy.
5. Money is needed to extend working hours.
6. Would like to have the Old Fort open weekends May to October and hours possibly from 10am to 5pm.
7. Brady-Whitcanak MOVED and Abel SECONDED a motion to modifying the hours the Old Fort is open from 9am-5:30pm to 10am-5pm. After more discussion, it was decided to take the information to the town planner.

**Old Business:**

None

**New Business:**

None

**Friends of Old Fort Madison:**

1. A report on the Battlefield site was taken to the State Historical group in Des Moines on October 13<sup>th</sup>. He was asked very few questions; such as, do we have neighbors cooperating. He informed them they all were.

2. National Park Services informed that the downtown group was approved.
3. A letter should arrive in December stating that it is on the register.
4. An application will be submitted to the National Park Service for the 1812 tombstones.
5. The \$4,150 grant for trees has been extended to Spring 2018 due to the dry weather.
6. Grass seed is here, but too dry to plant.
7. A gift of \$1,000 was received to move the chimney. A crack near the top needs to be fixed and reconstructed.

It was unanimously decided not to have a December meeting. At the January meeting the first order of business will be to elect a new chairperson.

**Adjournment:** Brady-Whitcanak MOVED and Sessions SECONDED a motion to adjourn.  
Motion Carried.

Meeting was adjourned at 6:20 pm

Submitted By,  
Carol Foss, Secretary  
Old Fort Commission