

**Old Fort Commission
Minutes of Regular Meeting
Wednesday, July 18, 2018 at 5:15pm
Old Fort Replica**

MEMBERS PRESENT: Chairperson Joe Thurman, Dave Moehn, Richar Abel, Secretary Carol Foss, Joshua Sessions and Dr. Eugene Watkins (Site Manager),

MEMBERS ABSENT: Dr. Marie Brady-Whitcanak

CITY STAFF: City Manager David Varley

GUESTS: Andy Andrews (NLCHS) and Linda Baxter

Meeting was called to order by Chairperson Thurman at 5:30pm.

Approval of Minutes: The minutes of the May 16, 2018, were accepted unanimously as read. There was no meeting in June due to lack of quorum.

Site Managers Report:

1. Operation:

- A. New credit card machine is needed due to current one being struck by lightning. Four days of usage was lost. Modem was down and router was tested. It was determined a new router was needed. Should be working tomorrow.
- B. Have had visitors from 11 countries, 39 states, 48 Iowa counties and 87 Iowa towns.
- C. 4th of July was busy. 5 dressed volunteers, 6 non-dressed volunteers

Income/Expense Report:

- 1. City Manager Varley stated the City has covered losses in the past. Copies of the year end summery for 2017-18 Old Fort operations were passed to all present. It shows the beginning balance, all transactions and total net figures as of June 30, 2017 (end of fiscal year). It was noted that sales tax and Hotel/Motel Tax is down but visitors traveling the Great River Road helps tourism. The City helped purchase the \$6,000 canon which has been well received. There is frustration over things not done, yet all support the Fort in the long term.

Gift Shop Report:

- 1. Linda Baxter passed out Admissions and Retail Reports for April, May and June 2018, to those who were present. It compared 2017 to 2018. Retail sales in June had increased 25%. The heat did not hurt sales though some did not tour. The reports showed details of sales, taxes, admissions paid and attendance total, well done & detailed.

Old Business:

- 1. **Old Fort Haunted House 2018:** There was no quorum last month but options were

discussed. More discussion but idea failed for lack of a motion.

2. **Status of “Open” Sign Donated by Craig Smith:** “OPEN” sign is done but has not been delivered yet.
3. **Mowing Schedule for Fort Grounds:** Going well. One man is doing the work.

New Business:

1. **Still Need Commission Member:** Another Commission member is still needed.
2. **Commission Members Volunteering for Weekends or Events:** Current Commission members are needed to volunteer for weekends and special events. Help is needed in the gift shop during rodeo time, the Siege and Military History Weekend. Dr. Watkins shared that during the Military History Weekend some volunteers are needed to watch over valuable items.
3. **Inquire About Making It A Requirement for Commission Members to Volunteer at the Fort:** It was discussed as to whether it should be a requirement.
4. **CPR Training for Employees and Volunteers at the Fort:** There was discussion about the need for, and value of, CPR training for workers and volunteers at the Fort. There is especially a need since emergency personnel have to cross the railroad tracks to get to the Fort and the crossing is closed a lot due to trains going through. Sessions had informed the Commission that his older brother Chris is a paramedic and medical investigator for Lee County and is certified to give classes. The Commission asked him if he would ask his brother if he would be willing to hold a class for workers and volunteers. Sessions shared that he asked him and his brother is willing to hold a class. Will need to set up a date and time that works for his schedule.

Friends of Old Fort Madison:

1. Reaffirmed that help was needed August 2-5 for Military History Weekend.
2. Grass planted at Battlefield site with prairie grasses to come later.
3. 11 trees were planted last week that will be a wind break.
4. Electricity will be added soon for the flag pole.
5. Weed killer is needed.
6. It's now listed as a Historical Site which opens more grant possibilities

Adjournment: Sessions MOVED and Abel SECONDED a motion to adjourn. Motion Carried.

Meeting was adjourned at 6:40 pm

Submitted By,
Carol Foss, Secretary
Old Fort Commission