

**Greater Stillwater Chamber of Commerce  
Board Meeting Minutes  
Tuesday, April 11, 2006  
EqLife, Oak Park Heights**

**Chuck Dougherty, owner of the Water Street Inn was invited by Curt Geissler to discuss height restriction guidelines/ordinance.** Chuck has requested the chamber to take a position on the city ordinance change. Mark Berthelsen proposed the question, “Why should the chamber take a stand on this issue?” Chuck’s response was to bring more people to Stillwater creating more revenue. He also believes the chamber’s mission is to serve, advocate and promote the interest of businesses while enriching the life of our community. He believes that the chamber’s backing would be an important part of the ordinance proposal.

## **1. CALL TO ORDER**

**The meeting was called to order by Curt Geissler.**

**Roll call was taken by Doris Karls.** Board members present were Curt Geissler, Jennifer Severson, Mark Berthelsen, Scott Zahren, Mike Johnson, Curt Swanson, Michelle Rose Jorgensen, Randy Gutzmann, Patsy Rollwagen, Sheryl E-Marshall, Doris Karls and Gail Pundsack

**Board members absent were:** Laura Domagala and Corey Oscarson.

**Agenda and Minutes:** Curt Geissler made a motion to approve the April agenda. Gail Pundsack made a motion to discuss the height restriction as first order of business. Mike Johnson seconded the motion to discuss the height restriction proposal as first order of business. Curt Swanson made a motion to approve March minutes and Randy Gutzmann seconded the motion. The motion was passed to approve the March minutes.

**Discussion on Height Restriction Ordinance:** Gail Pundsack went to City Hall and spoke with the interim planner regarding the ordinance. The intent of the proposal is to preserve the visual connection to the downtown historic district and the St. Croix River. The major question is, “Can the Chamber take a position for all the members? Curt Geissler brought forth his idea of presenting four options – 1) Take a position, 2) Survey our members and bring their results back to the city, 3) Give information to the members and encourage them to get to the meeting on April 18, 4) Ask for a 2-year moratorium. Mark Berthelsen brought forth a motion to electronically survey the chamber members with the information and ask them to be a part of the discussion. Curt Swanson made a motion to provide the membership the information from Chuck Dougherty and the City, a web-based survey to our members with the information about how it impacts everyone, not only the historic district, and strongly recommend that Chamber members attend the meeting. Curt Geissler made a motion to move to the vote, motion was brought to the floor and the vote was unanimous in favor of the survey being created by Jennifer with the above entitled information.

## **2. MONTHLY REPORTS:**

**Director’s Report** –Executive Director Jennifer Severson presented the monthly Director’s Report (see attached).

**Highlights** – The Chamber office is working on a summer job fair for our members. The 2006 Visitor’s Guide is ready for all members. The chamber office will be sending out a Visitor’s Guide along with a letter and order

form for members to select how many guides they would like at their place of business. The Chamber office is incorporating ESR to help with the delivery process.

**By the Numbers Report:** The month of March brought the chamber 10 new members and two members cancelled. Jennifer Severson made a motion to remove the two members that have an outstanding membership balance of over 120 days past due, Mark Berthelsen seconded the motion. The motion was passed.

<b>Financial Report:</b> (see attached)	<u>Actual</u>	<u>Prior Year</u>
Income from operations YTD	66,334	84,337
Expenses YTD	41,203	64,636
Membership YTD	3,760	2,770

### **Written Committee Reports:**

**Marketing** – The marketing committee will be having a “See America” Luncheon on Tuesday, May 16, 2006 to celebrate National Tourism Week and the power of tourism in our communities. The scheduled speaker will be John Edmund, Tourism Director with the Minnesota office. St. Croix Boat and Packet is hosting the luncheon and boarding the Andiamo is at 11 a.m. for an 11:30 a.m. departure. We have three sponsors thus far - Jennings State Bank, Valley Tours and Stillwater Trolley, each with \$250 sponsorship. The luncheon is open to members and non-members. The cost for members is \$15 and \$20 for non-members. Invitations will be mailed out shortly.

### **3. Old Business:**

**By Laws** – Gail Pundsack brought forth some changes to the budget section of the By-Laws. The change brought forth is the Executive Director will prepare the budget for the upcoming year, and then submit the budget to the executive committee for review, then to the chamber board for approval. Mark Berthelsen made a motion to approve. Sheryl E-Marshall seconded the motion. The motion was passed.

**Andrew Dyb’s email resignation** - Curt Geissler made the motion to accept his resignation. Michelle Rose Jorgensen seconded the motion. The motion was passed.

### **4. New Business:**

**Strategic Planning** – Jennifer Severson brought forth a plan for her 2006 Incentive Goals. Curt Geissler decided for the chamber board to look it over and discuss at next chamber board meeting.

**Vacation benefits** – Jennifer Severson and Curt Geissler proposed the Executive Director’s two weeks of vacation per year be extended to three weeks. Mark Berthelsen made a motion to approve. Randy Gutzmann seconded the motion. The motion was passed.

**Summer Internship** – Jennifer Severson has requested \$4,000 to retain a full-time summer intern. Randy Gutzmann made motion to approve. Mark Berthelsen seconded the motion. The motion was passed.

**Board Vacancies:** The Chamber Board is seeking a member for the Oak Park Heights and Stillwater committee. Board members will make suggestions to Jennifer Severson either by email, telephone or make recommendations at the next chamber board meeting.

**Board Removal:** Mark Berthelsen made a motion to remove Corey Oscarson from the chamber board due to his lack of attendance. Sheryl E-Marshall seconded the motion. The motion was passed.

**Letter from Dr. Glenn Harmon, MD:** Curt Geissler brought forth a letter that was submitted to him to petition and actively pursue the non re-election of Stillwater Senator, Michelle Bachmann. Curt Geissler did express to Dr. Harmon that the majority of Stillwater residents did not re-elect her. Scott Zahren made a motion to act on a matter of public record. Randy Gutzmann seconded the motion. The motion passed was passed.

**Announcements** – Randy Gutzmann presented to the chamber that Unilever wants to sponsor a clean up effort for downtown Stillwater on May 5, 2006 for spring clean up day.

## **5. Adjournment**

Motion to adjourn was made by Mark Berthelsen. Scott Zahren seconded the motion. Meeting was adjourned.