

Meeting Minutes
2006-2010 Long Range
(Hotel) Room Tax Committee
November 29, 2006

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1. Introduction of Members
2. Review of past plans
3. Review of the funding values utilized in the past
4. Review of funding divisions
5. Review of past Proposal Form
6. Next Meeting date

1. When all present, the meeting was called to order at 7:00 p.m. The committee members were all introduced and we talked about the various constituencies we represented and the many connections we collectively had within the community.

2. Tom and John provided an historical review of the room tax process since its inception in 1981. A list of projects that have been supported by the room tax fund was presented.

3. The committee heard a review of the past standards by which projects have been evaluated, and also of the percentage breakdowns that have been utilized in shaping recommendations in the past (the most recent percentages were 65% for projects, 15% deferred maintenance of the projects created earlier, 10% special events and 10% arts endowment)

4. We reviewed and made a few changes/additions to the Budget Information Summary Sheet we have used in the past.

5. We decided that we would think about the process we have used in the past and that we would basically agree on the values, percentages, budget information, etc. our committee intends to use at the next meeting. At that meeting, we will also invite the city treasure and ask that he provide a review of the present status of the fund, a financial history of the fund and of the revenue projections for the period for which we will be making recommendations.

6. We agreed on a basic meeting schedule and general time line. We will meet next at 7:00 p.m. on Wednesday, December 13 at the Rec Center to consider the information in item #5. We will then call for proposals right after the holidays with a deadline of Friday, February 16, 2007. From Feb. 19 through Feb. 28, we will be able to review the proposals. We will meet again on Wednesday, February 28 at 7:00 p.m. to discuss the proposals we received and identify additional questions we will want answered. We will schedule hearings for the proposals for the evenings of Wednesday, March 14 and Thursday, March 15. Finally, we will meet on Wednesday, March 28 to make final recommendations. If all goes exceedingly well, we will be able to take our recommendations to both the Parks and Recreation Committee and the Finance Committee for their consideration on their way to the Common Council in the middle of April. There may be additional meetings called, depending on the situations we encounter.

7. Adjournment at 8:20 p.m.

Please calendar:

Wednesday, December 13, at 7:00 p.m.

Wednesday, February 28, at 7:00 p.m.

Wednesday, March 14, at 7:00 p.m.

Thursday, March 15, at 7:00 p.m.

Wednesday, March 28, at 7:00 p.m.

All meetings will take place at the Rec Center unless otherwise indicated.

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