

## Room Tax Commission

June 14, 2023

### Meeting Minutes

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1. Call to order at 9:30 am
2. Roll call – Sue Saxhaug, Ron Van Dusen, Crystal Loppnow, Robin Ginner, Justin Behling, Diane Marquardt and Kim Emerson. Pete Anderson arrived
3. **Motion/Second, Sue Saxhaug/Justin Behling, to approve the meeting minutes from the April 2023 Room Tax Commission special session meeting. Motion passed.**
4. Discussion and possible action on the following agenda items
  - a. Treasurer’s Report – First quarter receipts in the amount of \$150,620.48 were received from the three municipalities, including a late receipt of fourth quarter taxes from Washington. Vouchers presented for payment from the Ad & Promo committee through Feb totaled \$120,013.25. May ending balance is \$359,311.13 in the general account and \$108,084.04 in grants. Vouchers outstanding of \$57,625.00 for Rotary Square and Washington Buoy grant, payable from the grant account. **Motion/Second, Ron Van Dusen/Crystal Loppnow to accept the June Treasurer’s report. Motion passed.**
  - b. Review and approval of bills for March, April, May 2023. **Motion/Second, Justin Behling/Diane Marquardt, to approve payment of the Second Quarter vouchers. Motion passed.**
  - c. Renewal of Tourism Entity Agreement between the Eagle River Area Tourism Commission and the Eagle River Chamber of Commerce. It was suggested to add an automatic renewal under the sunset clause to allow for continuous renewal without action of the Commission. The new agreement will be effective January 1, 2024, for five years, then automatically renew every two years unless one entity or the other wishes to be released from the agreement, and follows the correct termination procedure. **Motion/Second, Justin Behling/Crystal Loppnow, to accept the change in the sunset clause to renew automatically. Motion passed.**
  - d. Tourism & Promotion Grant Committee charter and procedures  
Kim Emerson provided updates on a couple of the grant awardees:
    1. Rotary has requested to receive their funds ahead of the project completion to put in escrow in order to secure the builder for the Rotary Square building. **Motion/Second, Ron Van Dusen/Justin Behling, to release the funds to Rotary. Motion passed.**
    2. Town of Washington was having some trouble getting the buoys for their grant project, and were originally going to turn down the grant, but have since made progress and will be submitting for reimbursement later this year.
    3. ERRA requested information on how long they need to keep the equipment purchased with the funds from the grant. They purchased a used Zamboni, but have been have mechanical problems with it. They wish to purchase a new machine with a trade-in of the one purchased with the grant, along with a second Zamboni they have in their fleet. They have offered to put the Grant Committee logo on the new Zamboni, along with a second one that will still be in their fleet, to keep credit for the purchase

visible to those at the rinks. The consensus of the Commission was that they need to have a working Zamboni, and appreciated the truthfulness and the ask for permission. The Commission was also pleased to hear the sponsorship logo would remain on the Zambonis in use.

4. Change of procedure to make the grant committee a sub-committee of the Chamber and Ad & Promo so grant requests are treated as vouchers. **Motion/Second, Ron Van Dusen/Justin Behling, to transfer control of the grant committee to the Tourism Entity as a sub-committee of Ad & Promo Committee.** Peter Anderson wondered if this is a needed change, and if we're making a change to withhold information that doesn't need to be withheld. Would this look suspicious? Is this just to save time? Sue asked if the grant committee is set up under the right structure – since the Chamber has a contract with Room Tax, should the grant committee be structured so requests come through Room Tax as a voucher. Motion tabled until the next meeting until the Chamber and Ad & Promo committee can discuss further and conduct additional research on the best structure for the grant committee.
  - e. Approve Robin Ginner, Secretary, as official custodian of Room Tax Commission records. Sue Saxhaug maintains the financial records for the commission, but will transfer those financial records to be store at City Hall so all records are in one place. **Motion/Second, Justin Behling/Ron Van Dusen, to appoint Robin Ginner as custodian of Room Tax records. Motion passed.** Robin will verify with legal council how long records will need to be kept.
  - f. Update on Town of Washington Short Term Rental Ordinance. Sue gave an update based on the minutes provided by Washington. Parking, fireworks, pets, rental capacity and how it's determined by septic utilization, having a property owner/manager within 50 miles to address issues as they arise, etc., were all concerns voiced during the listening session meeting at the Town of Washington. Ultimately it was determined to be a zoning issue, but it was suggested by the County Board Chair that all municipalities in the County adopt the same ordinances on short term rentals. This will help to keep consistency, especially if the sherriff's department needs to be called so they're not having to research the specific ordinance differences for whichever municipality they're in. Washington took all comments made and came back with recommendations at their recent Board meeting. A revised draft will be presented to a final listening session before being put to a vote by the Town Board.
5. **Motion/Second, Ron Van Dusen/Crystal Loppnow, to adjourn at 10:35. Motion passed.**

Next meeting is scheduled for October 18, 2023 at 9:30 am.