

**SHELBY COUNTY  
HOTEL/MOTEL TAX COMMITTEE  
MINUTES OF JUNE 8, 2015**

VOTING MEMBERS

PRESENT:	Harlan City Council	Dave Miller
	Shelby County Supervisor	Roger Schmitz
	Harlan Business Owner	Sandy Ronfeldt
	Harlan Resident	Sharon Lucke
	Rural Business Owner	Kent Richards
	Rural Resident	Becky Miller
	Shelby County Chamber of Commerce & Industry	Tracee Gettys

ABSENT: None

NON-VOTING MEMBERS

PRESENT:	Fiscal Agent	Marsha Carter
	Shelby County Chamber of Commerce & Industry, Executive Director	Todd Valline
	Harlan City Manager	Terry Cox

GUESTS:

The meeting was called to order by Chairman D. Miller at 1:00 p.m. Roll call is listed above.

The Chairman asked the members if there were any conflicts of interest for anything on the agenda. None were stated.

It was moved by Schmitz, seconded by Richards, to approve the agenda. Motion carried.

It was moved by B. Miller, seconded by Lucke, to approve the Minutes of March 10, 2015. Motion carried.

It was moved by Richards, seconded by Ronfeldt, to approve the Fiscal Agent Financial Report, as presented by Carter, showing a balance of \$88,763.95 as of May 31, 2015. Motion carried.

## GRANTS:

2014-15 - Downtown Rooftop Lights - \$15,000 - Ronfeldt and Lucke reported that the Friends of Downtown (Rooftop Lighting Committee) did not meet their goal to have the lights up by June 5 for Relay For Life, and they are still waiting for some of the installation equipment to be delivered so the lights can be put up. The new goal is July 4. All the building owners have signed off, and copies are on the file with the grant application. The Fiscal Agent is in receipt of the invoices and will issue the check in the next couple of weeks.

2014-19 - City of Irwin - Main Street Banners - \$1,200 - It was moved by Richards, seconded by Ronfeldt, to rescind the motion of September 16, 2014, to approve only \$600 towards this grant and to approve this grant in an amount not to exceed \$1,200 and to authorize the Fiscal Agent to issue the check upon presentation of paid invoices. Motion carried.

2015-2 - 2015 Holiday Light Gala - Shelby County - \$15,000 - It was moved by Ronfeldt, seconded by B. Miller, to approve an amount not to exceed \$15,000 to purchase additional decorations for the Courtyard for the 2015 Holiday Light Gala and to cover the costs for advertising, buggy rides, and refreshments, if necessary, and to authorize the Fiscal Agent to issue the check upon presentation of paid invoices. Motion carried.

2015-8 - 2015 Roar Into Harlan - Mike Wohlhutter - \$8,000 - This grant request was approved at the March 10, 2015 meeting. Discussion was held on the issue of paying for the liability insurance for this event. Valline stated that he will check into the possibility of this event being covered under the Chamber's liability insurance. Wohlhutter will be notified.

2015-12 - Hotel/Motel Tax Committee - Ads - \$564 - It was moved by Schmitz, seconded by B. Miller, to approve an amount not to exceed \$564.00 to cover advertising costs for announcing the date and time of this meeting, to cover the overage for Grant No. 2015-1 of \$64.00, and to authorize the Fiscal Agent to issue the checks upon presentation of invoices. Motion carried.

2015-13 - 2015 Greenridge Steam & Gas Engine Antique Show - \$4,000 - It was moved by Richards, seconded by Ronfeldt, to approve an amount not to exceed \$4,000 to cover advertising costs for this event, and to authorize the Fiscal Agent to issue the check upon presentation of paid invoices. Motion carried.

2015-14 - City of Portsmouth - Christmas Lights - \$1,600 - It was moved by Schmitz, seconded by Lucke, to approve an amount not to exceed \$1,600 to help cover the costs for this project and to authorize the Fiscal Agent to issue the check upon presentation of paid invoices. Motion carried.

2015-15 - Freedom Rock - Earling American Legion - \$5,000 - It was moved by Schmitz, seconded by Ronfeldt, to approve an amount not to exceed \$5,000 to help cover the costs for building a shelter and lighting for this project. Since there were no itemized quotes or cost estimates attached to this grant application, the Fiscal Agent is authorized to issue the check after final approval of paid invoices by the Committee. Motion carried.

2015-16 - Smith Family Collectibles - Marlin Smith - \$1,070 - It was moved by Ronfeldt, seconded by Lucke, to approve an amount not to exceed \$1,070 to help cover the costs of advertising, pamphlets, and sign for this new exhibition hall for antique tractors and other collectibles in the City of Portsmouth and to authorize the Fiscal Agent to issue the check upon presentation of paid invoices. Motion carried. Valline commented on the possibility of setting up Countywide tours of the numerous car/implement collections on display in Shelby County.

2015-17 - Shelby County Chamber of Commerce/Industry - Shelby County Promotional Brochures - \$1,050 - It was moved by Richards, seconded by B. Miller, to approve an amount not to exceed \$1,050 to help cover the costs for this project and to authorize the Fiscal Agent to issue the check upon presentation of paid invoices. Motion carried. Schmitz and Gettys abstained from the vote because they are members of the Chamber Board.

2015-18 - Celebrate Summer - Elaine Baughman, Farmers Market Manager - \$320 - It was moved by Schmitz, seconded by Ronfeldt, to approve an amount not to exceed \$320 to help cover the costs for this event and to authorize the Fiscal Agent to issue the check upon presentation of paid invoices. Motion carried.

Going forward, the Committee agreed that grant requests will not be accepted without a detailed budget and/or detailed quotes from advertisers/contractors, as set out on the grant application.

The next scheduled meeting of this Committee will be September 8, 2015 at 1:00 P.M. The Chairman may call additional meetings prior to this date if deemed necessary.

The Chairman asked if there was any other business that needed to come before this Committee. There being none, the Chairman declared the meeting adjourned at 2:27 P.M.

Respectfully submitted,

Marsha J. Carter  
Shelby County Auditor and  
Secretary to this Committee

**SHELBY COUNTY  
HOTEL/MOTEL TAX COMMITTEE  
MINUTES OF MARCH 10, 2015**

VOTING MEMBERS

PRESENT:	Harlan City Council	Dave Miller
	Shelby County Supervisor	Roger Schmitz
	Harlan Business Owner	Sandy Ronfeldt
	Harlan Resident	Sharon Lucke
	Rural Business Owner	Kent Richards
	Rural Resident	Becky Miller
	Shelby County Chamber of Commerce & Industry	Tracee Gettys

ABSENT: None

NON-VOTING MEMBERS

PRESENT:	Fiscal Agent	Marsha Carter
	Shelby County Chamber of Commerce & Industry, Executive Director	Todd Valline
	Harlan City Manager	Terry Cox

GUESTS:

The meeting was called to order by Chairman D. Miller at 1:00 p.m. Roll call is listed above.

The Chairman asked the members if there were any conflicts of interest for anything on the agenda. None were stated.

It was moved by B. Miller, seconded by Schmitz, to approve the agenda. Motion carried.

It was moved by B. Miller, seconded by Ronfeldt, to approve the Minutes of December 9, 2014. Motion carried.

Carter presented an updated Financial Report. It was moved by Ronfeldt, seconded by Lucke, to approve the Fiscal Agent Financial Report, as presented by Carter, showing a balance of \$78,032.20 as of February 28, 2015. Motion carried.

## GRANTS:

2013-32 - Freedom Rock - \$4,000 - Due to the age of this grant, it was moved by Lucke, seconded by Ronfeldt, to cancel this grant and to order Carter to notify them that they will need to reapply. Motion carried.

It was moved by Schmitz, seconded by B. Miller, that Carter notify all 2014 grant recipients that any grants over one year old will be canceled . Motion carried.

2014-15 - Downtown Rooftop Lights - \$15,000 - Ronfeldt informed this Committee that the Rooftop Lighting Committee will be signing the Purchase Order with the lighting company on March 16. After that, they hope to have all the building owner agreements with HMU signed within the next couple of weeks. Goal is to have lights up and operational by the June 1 Relay for Life. Cox, representing the City of Harlan, and Miller, Chair of the Hotel/Motel Tax Committee, reiterated that no checks will be written from either source until all agreements are signed.

2015-1 - Hotel/Motel Tax Committee - Ads - \$350 - It was moved by B. Miller, seconded by Schmitz, to approve an amount not to exceed \$350.00 to cover advertising costs, announcing the date and time of this meeting, and to authorize the Fiscal Agent to issue the checks upon presentation of invoices. Motion carried.

2015-2 - 2015 Holiday Light Gala - Shelby County - \$15,000 - It was moved by Ronfeldt, seconded by Lucke, to table until next meeting.

2015-3 - Christmas Lights - City of Harlan - No request this time.

2015-4 - Shelby County Historical Museum 50<sup>th</sup> Anniversary Promotions (Publicity Blitz continued from last year) - \$7,500 - It was moved by Schmitz, seconded by Ronfeldt, to approve an amount not to exceed \$7,500 to cover advertising costs and other promotional items to encourage visitors to go to the museum and to authorize the Fiscal Agent to issue the check upon presentation of paid invoices. Motion carried.

2015-5 - 2015 Art in the Park - Kristine Olson Harmon - \$2,000 - It was moved by B. Miller, seconded by Gettys, to approve an amount not to exceed \$2,000 to cover advertising costs for this event and to authorize the Fiscal Agent to issue the check upon presentation of paid invoices. Motion carried.

2015-6 - 2015 Harlan HarvestFest - Harlan Newspapers-Lori Christensen & Shelby County Chamber - \$7,000 - It was moved by Ronfeldt, seconded by Lucke, to approve an amount not to exceed \$7,000 for this event and to authorize the Fiscal Agent to issue the check upon presentation of invoices. Motion carried.

2015-7 - Western Iowa Tourism - FY2016 Dues - \$500 - It was moved by B. Miller, seconded by Lucke, to approve the dues expense of \$500 and to authorize the Fiscal Agent to issue the check upon presentation of an invoice. Motion carried.

2015-8 - 2015 Roar Into Harlan - Mike Wohlhuter - \$8,000 - It was moved by Schmitz, seconded by Lucke, to approve an amount not to exceed \$8,000 to help cover the costs for these events and to authorize the Fiscal Agent to issue the check upon presentation of paid invoices. Motion carried.

2015-9 - Western Iowa Tourism - 2015 Coop Ad - \$550 - It was moved by Ronfeldt, seconded by Schmitz, to approve an amount not to exceed \$550 for the Coop Ad, which is normally \$1,100, but is being offered at 50% off due to a printing error on the 2014 ad, and to authorize the Fiscal Agent to issue the check upon presentation of an invoice. Motion carried.

2015-10 - 2015 Hybrid Corn Pioneer Expo - Steve Kenkel - \$4,400 - It was moved by Ronfeldt, seconded by Schmitz, to approve an amount not to exceed \$4,500 to cover advertising/brochure costs for this event, which has had attendance from 14 states, and to authorize the Fiscal Agent to issue the check upon presentation of paid invoices. Motion carried.

2015-11 - Iowa Fire Chiefs Assn Fall Conference - Harlan Fire Dept - \$3,500 - It was moved by B. Miller, seconded by Ronfeldt, to approve an amount not to exceed \$3,500 to help cover the costs for this event, which will be held in Harlan, and to authorize the Fiscal Agent to issue the check upon presentation of paid invoices. Motion carried.

The next scheduled meeting of this Committee will be June 9, 2015 at 1:00 P.M. The Chairman may call additional meetings prior to this date if deemed necessary.

The Chairman asked if there was any other business that needed to come before this Committee. There being none, the Chairman declared the meeting adjourned at 2:36 P.M.

Respectfully submitted,

Marsha J. Carter  
Shelby County Auditor and  
Secretary to this Committee