

**HOTEL OCCUPANCY TAX MEETING
MINUTES**

The Board Members of the Hotel Occupancy Tax held a Regular Called meeting on September 17, 2019, at 8:00 a.m. in the Council Chambers of City Hall, 501 Sheppard Road, Burkburnett, Texas. The meeting was open to the public with notice given in compliance with the Open Meetings Act.

The following members were present:

Marguerite Love	Committee Chairperson/Mayor Pro-Tem
Bill Lindenborn	Committee/Commissioner
Randy Brewster	Committee/Commissioner

Others present were Lawrence Cutrone, City Manager; Trish Holley, Director of Administration; and Margie Poole, City Clerk.

ITEM 1. CALL MEETING TO ORDER

Chairperson/Mayor Pro-Tem Marguerite Love called the meeting to order at 8:00 a.m.

ITEM 2. CONSENT AGENDA

Approval of Minutes from July 25, 2019

Commissioner Lindenborn made a motion, seconded by Commissioner Brewster, to approve the minutes. Motion carried unanimously.

ITEM 3. PERSONAL/AUDIENCE COMMENTS

Brent Battista, Director of Parks and Recreation for the City of Burkburnett, provided the Commissioners a summary of the HOT application for the Friendship Festival and Car Show in the amount of \$7,100.

Laurianne Rodriguez, Executive Director for the Burkburnett Chamber of Commerce, provided the Commissioners a summary of the HOT application for the Glow Run in the amount of \$10,500.

Chief Fred Tillman, City of Burkburnett Police Department, provided the Commissioners a summary of the HOT application for the Texas Law Enforcement Records Association Symposium in the amount of \$2,006.56.

ITEM 4. APPLICATIONS

- A. Discuss and take any action necessary on the Hotel Occupancy Tax Application:
City of Burkburnett – FRIENDSHIP FESTIVAL / CAR SHOW 2019

Commissioner Lindenborn made a motion, seconded by Commissioner Brewster, to approve the requested amount. Motion carried unanimously.

- B. Discuss and take any action necessary on the Hotel Occupancy Tax Application:
Chamber of Commerce – GLOW RUN 2019

Commissioner Brewster made a motion, seconded by Commissioner Lindenborn, to approve the requested amount. Motion carried unanimously.

C. Discuss and take any action necessary on the Hotel Occupancy Tax Application:
City of Burkburnett Police Department – TEXAS LAW ENFORCEMENT
RECORDS ASSOCIATION SYMPOSIUM

Commissioner Brewster made a motion, seconded by Commissioner Lindenborn, to approve the requested amount. Motion carried unanimously.

ITEM 5. Discuss and take any action necessary regarding the approval to use HOT funds to reimburse a portion of the salary for the new Executive Assistant.

Mr. Lawrence Cutrone, City Manager, addressed the Commissioners for approval to use HOT funds to reimburse 25% (\$12,500) of the salary for the new Executive Assistant, as this person will be responsible for reviewing, vetting and processing the HOT applications. Commissioner Brewster commented that by using HOT funds to reimburse a portion of the Executive Assistant's salary, we will have to bring new events to town.

Commissioner Lindenborn made a motion, seconded by Commissioner Brewster, to approve the use HOT funds to reimburse 25% of the salary for the new Executive Assistant. Motion carried unanimously.

ITEM 6. COMMITTEE MEMBERS' COMMENTS

The Commissioners thanked everyone for their attendance and the work they are doing to improve Burkburnett.

ITEM 7. ADJOURNMENT

Commissioner Brewster made a motion, seconded by Commissioner Lindenborn, to adjourn. Motion carried, and the meeting adjourned at 8:15 a.m.

Marguerite Love, Chairperson

ATTEST:

Margie Poole, City Clerk