

HOTEL OCCUPANCY TAX MEETING MINUTES

The Board Members of the Hotel Occupancy Tax held a Regular Called meeting on November 8, 2019, at noon 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; Sarah Culp, Executive Assistant; and Margie Poole, City Clerk.

ITEM 1. CALL MEETING TO ORDER

Chairperson/Mayor Pro-Tem Marguerite Love called the meeting to order at noon.

ITEM 2. CONSENT AGENDA

A. Approval of the Minutes from September 17, 2019

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

ITEM 3. PERSONAL/AUDIENCE COMMENTS

Doug Smith, FFA Booster Club, thanked the Commissioners for past support and provided the Commissioners a summary of the HOT application for the Burkburnett Boomtown Classic for \$5,746.00. Mark Hawthorne, FFA Booster Club, also thanked the Commissioners and asked the Commission for clarification of proper usage of HOT funding.

ITEM 4. APPLICATION

A. Discuss and take any action necessary on the Hotel Occupancy Tax Application: Burkburnett FFA Booster Club – BURKBURNETT BOOMTOWN CLASSIC.

Commissioner Lindenborn made a motion, seconded by Commissioner Brewster, to approve the requested amount of \$5,746.00. Motion carried unanimously.

ITEM 5. Discuss and take any action necessary regarding purchasing signage for the Golf Course and Rodeo Grounds.

Mr. Lawrence Cutrone, City Manager, addressed the Commissioners stating that the City received two estimates – one from Sign On (Burkburnett) and the other from DesignWorks (Wichita Falls). Mr. Cutrone stated that the signs are currently on opposite sides of the road on private property (not TX DOT). Commissioner Lindenborn stated his preference would be for one sign, and the other Commissioners agreed, preferring Sign On's combined design.

Commissioner Brewster made a motion, seconded by Commissioner Lindenborn, to approve the ACM sign from Sign On for \$4,850.00 for the Golf Course and Rodeo Grounds. Motion carried unanimously. Mr. Cutrone to clarify some sign logistics – height, double vs single-sided, pole material, installation cost, and sign installation angle.

ITEM 6. Discuss and take any action necessary regarding amending the bylaws for the Hotel Occupancy Tax Committee.

Discussion ensued regarding the term limits of officers versus committee members and whether the Mayor appointed the HOT committee members per the City Charter, as these might affect the language of the bylaws.

Commissioner Lindenborn made a motion, seconded by Commissioner Brewster, to approve the bylaws as amended for the Hotel Occupancy Tax Committee pending the Board of Commissioners for final approval and clarification committee appointments in the Code of Ordinances. Motion carried unanimously.

ITEM 7. Discuss and take any action necessary for implementing new forms: application and post-event.

Mr. Lawrence Cutrone, City Manager, addressed the Commissioners stating that there is an application for submittal of the event and one for follow up after the event. The new form is more comprehensive and gives the rules as a guide to completing the application.

Commissioner Lindenborn made a motion, seconded by Commissioner Brewster, to implement the new forms: application and post-event. Motion carried unanimously.

ITEM 8. Discuss and take any action necessary regarding the selection of a Vice-Chair for the Hotel Occupancy Tax Committee.

Commissioner Brewster made a motion, seconded by Chairperson/Mayor Pro-Tem Love, to appoint Commissioner Lindenborn as Vice-Chair. Motion carried unanimously.

ITEM 9. Discuss and take any action necessary regarding increasing the number of members serving on the Hotel Occupancy Tax Committee.

Commissioner Lindenborn made a motion, seconded by Commissioner Brewster, to approve increasing the number of members serving on the Hotel Occupancy Tax Committee to five (5) members. Motion carried unanimously.

ITEM 10. ADJOURNMENT

Chairperson/Mayor Pro-Tem Love adjourned the meeting at 12:45 p.m.

Marguerite Love, Chairperson/Mayor Pro-Tem

ATTEST:

Margie Poole, City Clerk