

September 22, 2011 Notes from the Tourism Facility Task Force--Submitted by Mark McConnell

Attendance: Task Force Members- Margaret Daily, Stan Rowe, Tracy Wily, Ann Aranson

Council Liasons—Jeff Bertuleit, Mark McConnell

Staff- Jim Voetberg

1. Jim and Jeff led a discussion about the City Council Work Session with Christy Monson, City Attorney about the process so far. The Council and Christy received a copy of the draft application. Christy received a copy of the original draft proposal and the history of the fund and room tax ordinances that created the fund. Legal counsel will review the documents and advise on how to proceed with the issue of State transient room tax law. The process will still continue, but there may need to be more restrictions placed on eligible projects.

2. Reviewed and revised application draft that Peggy provided. Changes will be communicated to Peggy via Jim and Mark via a red line copy.

3. Discussed the need to complete the rating chart and 100 point rating system – no chart to review. Caroline will produce this chart??

4. Application will need a cover sheet with an explanation of the process and deadlines, basic contact information from the applicant, and explanation of how the grants will be administered and awarded. Mark will work on the first draft of this and forward to Peggy.

5. Proposed timeline for completion of the task:

October 6 10:00 a.m. Task Force Meeting

Review attorney memo, Review final draft of application, Review Rating Chart

October 13 10:00 a.m. Final Task Force Review session – If needed.

October 17 Task Force Report to City Council and adoption of Application Materials and Timeline

October 18 – December 2 Application Period ( Deadline 5:00 p.m. December 2)

(October 28 Preliminary Qualification Review Deadline - Task Force will respond by November 4.)

December 3-31 Task Force will individually review and rate the applications.

January Task Force will meet during the first week, establish a presentation schedule to take place in the middle of the month, hear presentations, and make a final recommendation for funding.

February 6 Task Force Reports to City Council, City Council makes final decision and awards.

February Grantee and City enter into an agreement governing funding, and reporting timelines.