

JANUARY 21, 2020 TOURISM COMMISSION MINUTES CITY OF EDGERTON

Mark Wellnitz called the meeting to order at 6:00 p.m. Committee members present were Andy Walton, Kim Olson, and Mark Wellnitz. Also present were Mayor Chris Lund, City Administrator Flanigan, and James Kapellen. Clerk/Treasurer Heggglund arrived at 6:45 PM.

Flanigan confirmed the meeting agendas were properly posted on Friday, January 17, 2020 at the Post Office, Edgerton Library and City Hall.

REVIEW THE RESPONSIBILITIES OF THE COMMISSION: Jim Kapellen, who assisted with the creation of the district, reviewed the responsibilities of the commission (see attached). Wellnitz asked if the entity should have a name. The Town of Fulton provided a list of Air B&Bs in their town. Representatives from the Town of Albion and the City of Edgerton will research the Air B&Bs in their area.

ELECT OFFICERS: The Committee postponed nominating officers until the next meeting.

DETERMINE HOW TO SELECT THE TWO ADDITIONAL COMMISSION MEMBERS: The committee will first contact three hotel owners to see if they have a representative for the commission. Jim Kapellen stated he will contact Quality Inn and Town Edge Motel in Edgerton. Chris Lund will contact Coachman's located in Albion.

DISCUSS THE SELECTION PROCESS FOR THE TOURISM ENTITY: Jim Kapellen gave some examples as to what entities other organizations working with. The commission has postponed this discussion as more information is gathered. Jim Kapellen offered to investigate further.

DISCUSS ACCOUNTING AND FUNDING FOR COMMISSION ACTIVITIES: The committee would like to have one municipality account for all funds and offer administrative support. Olson and Walton will talk with clerks from Town of Fulton and Town of Albion. City of Edgerton Clerk/Treasurer Heggglund joined the meeting and indicated she will work with the clerks from Town of Albion and Town of Fulton on the process to provide administrative functions.

SET NEXT MEETING DATE, LOCATION, AND FUTURE AGENDA ITEMS: The Committee would like to have one consistent location for meetings. The next meeting is set for February 25th at 6:00 pm at Edgerton City Hall.

Ramona Flanigan/jas



Tourism Commission Overview

The following is a basic overview of the components of WI. Room Tax Statute 66.0615 specifically relating to tourism commissions.

Definition of “Commission”: An entity created by one municipality or by 2 or more municipalities in a zone, to coordinate tourism promotion and tourism development for the zone.

Tourism Commission FOR A SINGLE MUNICIPALITY

Composition: 4-6 members. One of the members shall represent the Wisconsin hotel and motel industry.

Appointed by: The principal elected official in the municipality, with confirmation required by a majority vote of the members of the municipality’s governing body present when the vote is taken.

Terms: One year, at the pleasure of the appointing official. They may be re-appointed.

Required Actions:

1. It shall contract with another organization to perform the functions of a tourism entity if no tourism entity exists in that municipality.
2. It shall meet regularly, and shall elect a chairperson, vice chairperson, and secretary from its members.
3. It shall use the room tax revenue that it receives from a municipality for tourism promotion and tourism development (as defined in the statute) in the municipality.
4. It shall report annually to the municipality providing the room tax revenue, the purposes for which the revenues were spent.
5. It shall report any delinquencies or inaccurate reporting to the municipality.
6. It shall not use any of the room tax revenue to construct or develop a lodging facility.
7. If a municipality issued debt or bond anticipation notes before January 1, 2005, to finance the construction of a municipally owned convention or conference center, nothing in this section may prevent the municipality from meeting all of the terms of its obligation.

Tourism Commission FOR A TOURISM ZONE

(“Zone” is defined in 66.0615 as “an area made up of 2 or more municipalities that, those municipalities agree, is a single destination as perceived by the traveling public”)

Composition: 3 members from each municipality in which annual room tax collections exceed \$1 million. 2 members from each municipality in which

annual room tax collections are more than \$300,000, but less than \$1 million. One member from each municipality in which annual room tax collections are \$300,000 or less. Two additional members representing the Wisconsin hotel and motel industry shall also be appointed.

Appointed by: the municipality representatives shall be appointed by the principal elected official in the municipality, with confirmation required by a majority vote of the members of the municipality's governing body present when the vote is taken. The two hotel and motel industry representatives shall be appointed by the Chairperson of the Commission.

Terms: One year term, at the pleasure of the appointing official, and they may be reappointed.

Required Actions:

1. The municipalities shall enter into a contract to create a commission.
2. It shall meet regularly, and from among its members, shall elect a chairperson, vice chairperson, and secretary.
3. Each municipality in the zone shall levy the same percentage of tax. If they are unable to agree on the percentage of tax for the zone, the commission shall set the percentage
4. It shall contract with one tourism entity from the municipalities in the zone to obtain staff, support services and assistance in developing and implementing programs to promote the zone to visitors.
5. If no tourism entity exists in any of the municipalities in the zone that have formed a commission, the commission shall contract with another organization in the zone to perform the functions of the tourism entity.
6. It shall use the room tax revenue that it receives from a municipality for tourism promotion and tourism development (as defined in the statute) in the zone or in the municipality.
7. It shall report annually to each municipality from which it receives room tax revenue the purposes for which the revenues were spent.
8. It shall not use any of the room tax revenue to construct or develop a lodging facility.
9. It shall monitor the collection of room taxes from each municipality in the zone that has a room tax.
10. It shall report any delinquencies or inaccurate reporting to the municipality that is due the tax.
11. If a municipality issued debt or bond anticipation notes before January 1, 2005, to finance the construction of a municipally owned convention or conference center, nothing in this section may prevent the municipality from meeting all of the terms of its obligation.



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TAP 9/8/15