

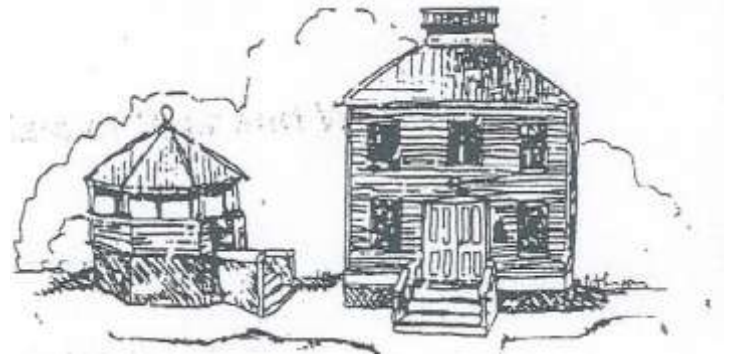
City of Fayetteville

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Ron Pflughaupt, Mayor



Fayetteville Courthouse

Fayetteville HOT Advisory Committee Regular Meeting April 5, 2017 Minutes

The Fayetteville HOT Advisory Committee met in a regular meeting on Wednesday, April 5th 2017, from 7:00 pm to 8:08 pm in the Fayetteville City Hall, 202 West Main, Fayetteville, Texas.

Those present to witness were committee members Joan Herring, Lisa Simpson, Liz Cubage, Gary Haggerty, and Maryann Heimsath. Absent were committee members Terri McPherson and Jerry Herring.

Committee Chair, Joan Herring called the meeting to order with the Pledge of Allegiance to the Flag and declared a quorum.

Motion to approve the minutes of the January 11, 2017 Special Meeting of the HOT Advisory Committee was made by Cubage and seconded by Simpson. Motion carried.

A Review HOT Financial Report was next on the agenda. The report showed these balances ending March 17, 2017:

City HOT Tax Collected \$43,119.13

City HOT Tax Dispersed \$25,743.39

City HOT Tax Allocated Pending \$13,704.55

HOT Tax Balance \$3,671.19

Cubage pointed out that the committee has received more information in the past to include a copy of All Transactions which shows checks written on the account. Cubage suggested that it is necessary for the committee to have this information as well as other transaction information in order to perform their oversight duties as stated in *City Of Fayetteville, Texas, Ordinance No. 2016-04-13-2, Sec. 2-168. – Duty as advisory committee (3) Assist city with oversight of projects and agencies that receive funds and verify that such funds are being used in accordance with state law requirements.*

The committee unanimously agreed with Cubage's suggestion. Joan Herring assigned Cubage and Simpson to put together a written request regarding the Committee's transaction information request and review it with the City Secretary.

A motion was made by Simpson and seconded by Heimsath to recommend approval of the post event Follow-up Form and receipts for expenditures from the Fayette County Tourism Association Spring/Summer Events Brochure 10/31/16 Grant Application for the \$500 Granted. Motion carried.

A motion was made by Simpson and seconded by Haggerty to recommend approval of the post event Follow-up Form and receipts for expenditures from the Fayetteville Chamber of Commerce 12/9/15 Grant Request 4Q2016 - \$1304.55 Grant Balance. Motion carried.

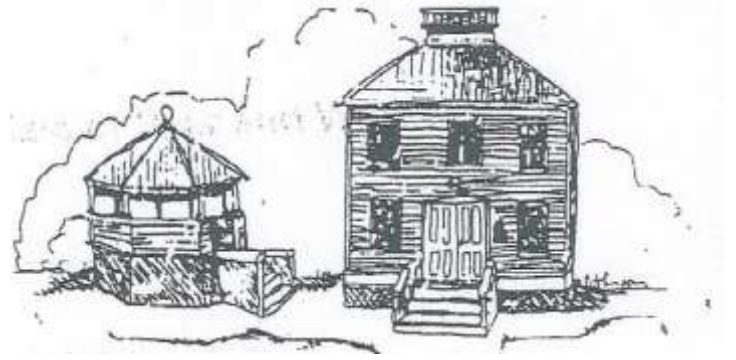
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A motion was made by Simpson and seconded by Heimsath to recommend approval of the post event Follow-up Form and receipts for expenditures from the Fayetteville Chamber of Commerce's 12/12/16 Grant Request for Visitor Center Room 1Q2017 in the amount of the \$600 Granted. Motion carried.

A motion was made by Simpson and seconded by Heimsath to recommend approval of the post event Follow-up Form and receipts for expenditures from the Fayetteville Chamber of Commerce's 12/12/16 Grant Request for Directional Sign Hwy 71 Electrical / Lights 1Q – of the \$500 Granted – Requesting \$310.82 for the first quarter. Motion carried.

A motion was made by Simpson and seconded by Cubage to recommend approval of the post event Follow-up Form and receipts for expenditures from the SPJST Lodge 1 12/4/15 Grant Request - \$1000.00 Granted **with the following 4 recommendations:**

- 1) since it is unclear exactly how the funds were used based on drive-by inspections of four of the HOT committee members AND since the receipts included by SPJST Lodge 1 were difficult for the committee to decipher, SPJST Lodge 1 should turn in an itemized proof of payment which indicates materials, labor, and exactly what repairs the materials and labor were used for (photos would be helpful); and
- 2) since the date on its HOT Grant follow up Report is incorrect, SPJST Lodge 1 should correct the year from 2016 to 2017; and
- 3) since there was no information provided by SPJST Lodge 1 showing how it satisfied Item 3 under Rules Governing your Application on the Use Guidelines & Reimbursement Grant Application which states "The applicant must ensure that all Fayetteville hotels, motels and bed & breakfasts and their current contact, phone number, email and/or website are listed on any information you provide to registrant, vendor/event attendees, including even websites. Also all Fayetteville hoteliers must be made aware of the event and have access to mailing lists." the HOT Advisory committee suggests the SPJST Lodge 1 include the following statement whenever providing event information: **For lodging information, go to www.StayInFayetteville.com**; and
- 4) since the items above are necessary in order for the HOT Advisory Committee to properly carry out its oversight duties, these items should be submitted by SPJST Lodge 1 to the City Secretary and be reviewed by the HOT Advisory Committee before any funds are released.

Next on the agenda was Comments from HOT Advisory Committee Members. Cubage commented that the City's THLA annual membership fee will be due in late June. In order to meet that deadline, the City's HOT Grant Request must be completed and submitted to the City Secretary by June 15. Cubage suggested that since the HOT Advisory helped the City with this process last year, the HOT Advisory Committee should again assist the City in processing this HOT grant request this year. This process includes providing THLA with an updated list of all Fayetteville hoteliers. Joan Herring will brief the City Secretary on this.

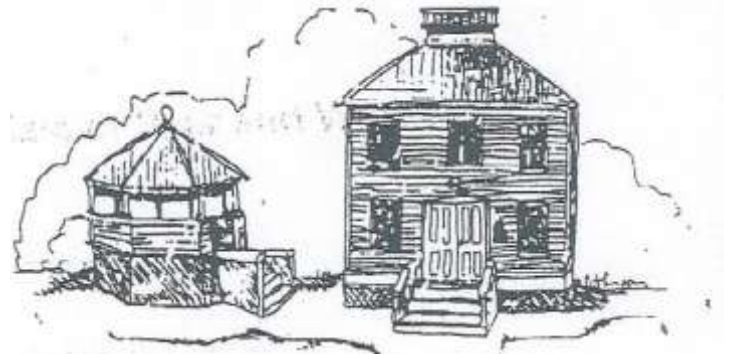
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There being no further action items on the agenda, and there being no objections from the committee members, Joan Herring adjourned the meeting, time 8:08 pm.

Respectfully Submitted
Secretary Liz Cubage