

## MINUTES FROM THE 11-07-2019 – ROOM TAX COMMISSION MEETING

A meeting of the Room Tax Commission was held on Thursday, November 7<sup>th</sup>, 2019 at the Pulaski Village Hall. Mary Wichmann – Chairperson called the meeting to order at 1:30 PM, and upon roll call the following members were present: Bruce Brzezowski, Al Morin, Ken Wichlacz, and Mary Wichmann. Absent with excuse: Russ Winkler. Also present: Reed Woodward, and Gordi Black.

**MOTION BY KEN WICHLACZ AND SECONDED BY BRUCE BRZECZKOWSKI** to approve the agenda as presented. **MOTION CARRIED.**

**MOTION BY KEN WICHLACZ AND SECONDED BY AL MORIN** to approve the minutes of the 08-29-2019 Room Tax Commission Meeting and to dispense with the reading of these minutes. **MOTION CARRIED.**

Discussion was held on the 2020 Budget. (As per attached – the 2019 Income and Expenditures were reviewed).

- Greater Green Bay – Full Page AD – Visitors Guide - \$3,975 (Paid in 2019)
- Our Wisconsin - \$4,000
- Shawano Cty. Tourism Council – Full Page AD - \$995
- Lamar Bill Boards – 29/32 – (Promotions 7-runs at \$1,200 each = \$8,400)
- Web Site – Dynamic Designs – Maintenance - \$1,200
- 3 Events for 2020 – Casimir Pulaski, Polka Days, and Antique Car Show - \$12,000
- Greater Green Bay – Per Agreement – Quarterly Payments – Based on Income Received.

**MOTION BY AL MORIN AND SECONDED BY BRUCE BRZECZKOWSKI** to approve \$8,400 to Lamar for billboards at 29/32 for 2020. Promotions with seven-runs at \$1,200 each. Al Morin will work with Lamar on this. **MOTION CARRIED.**

**MOTION BY MARY WICHMANN AND SECONDED BY AL MORIN** to budget \$12,000 for three events for 2020 – Casimir Pulaski, Polka Days, and the Antique Car Show. And, amounts to be reviewed and determined at future Room Tax Commission Meetings. **MOTION CARRIED.**

**MOTION BY KEN WICHLACZ AND SECONDED BY BRUCE BRZECZKOWSKI** to approve the total budget amount of \$30,600 for 2020 and to watch what we are taking out of the contingencies. **MOTION CARRIED.**

### Such other matters:

- Mary Wichmann – as per the tour to Greater Green Bay on 09-30-2019, and meeting with staff members and the promotion of tourism for our events, and to see what the Greater Green Bay is doing to help promote Pulaski.

### Persons heard:

- Gordi Black – in reference to projected occupancy for 2020 with Cobblestone Hotel.

The next meeting date is to be determined.

MOTION BY BRUCE BRZECZKOWSKI AND SECONDED BY KEN WICHLACZ to adjourn the meeting at 2:22 PM. MOTION CARRIED.

A handwritten signature in black ink that reads "Karen Ostrowski". The signature is written in a cursive style with a small circle at the end of the last name.

Minutes by: Karen Ostrowski  
Village Clerk

**ROOM TAX MOTEL/HOTEL AT 8%  
100-00-41210-000-000**

**2019**

**INCOME**

Payment Received	Reporting Month	Received	70% Commission
1/21/2019	December 2018	2,935.54	2,054.88
2/21/2019	January	1,123.79	786.65
3/25/2019	February	1,044.07	730.85
4/29/2019	March	1,814.75	1,270.33
5/31/2019	April	1,939.50	1,357.65
6/24/2019	May	2,652.83	1,856.98
7/29/2019	June	3,763.50	2,634.45
9/2/2019	July	4,907.79	3,435.45
9/23/2019	August	4,965.18	3,475.63
10/21/2019	September	3,478.39	2,434.87
	October	-	-
	November	-	-
		<u>28,625.34</u>	<u>20,037.74</u>

**EXPENDITURES**

Date	Vendor		
1/18/2019	Dynamic Designs	-4,137.00	Tourism Website and Facebook
1/24/2019	Greater Green Bay	-1,624.64	Per Agreement
1/24/2019	Shawano Cty Tourism Council	-995.00	Full Page Ad 2019
2/5/2019	Jones Sign Company	-1,500.00	Display - Casimir Days
2/5/2019	Lamar Companies	-1,200.00	Digital Bulletin
2/21/2019	Promote Pulaski	-3,968.76	Casimir Days
5/7/2019	Greater Green Bay	-696.95	Per Agreement
5/10/2019	Pulaski Polka Days Inc	-4,500.00	Contribution towards Polka Days
6/14/2019	Jones Sign Company	-1,500.00	Polka Days Boards
6/14/2019	Tri County Optimists	-3,000.00	Antique Car Shows
7/3/2019	Lamar Companies	-1,200.00	Digital Bulletin
8/7/2019	Greater Green Bay	-1,462.27	Per Agreement
9/6/2019	Lamar Companies	-1,200.00	Digital Bulletin
10/29/2019	Greater Green Bay	-2,336.49	Per Agreement
10/29/2019	Greater Green Bay	-3,975.00	Full Page Ad - Visitors Guide
		<u>-33,296.11</u>	
		<b>-13,258.37</b>	
		<b>40,862.00</b>	
		<b>27,603.63</b>	<b>Available Room Tax Money</b>

**Net Amount for 2019**

**Amount in Contingency Account**