

## COMMITTEE REPORT

**COMMITTEE:** Special Committee on a Unified DMO  
**CHAIRPERSON:** Steve McIntyre  
**DATE/TIME:** December 1, 2015 @ 7:00 pm  
**PRESENT:**

Steve McIntyre    Brad Petersburg    RJ Winkelhake

A quorum was established.

Other Board Members: none

Others: Todd Lincoln, Jerry Westemeier & Robert Hahn of the City's Special Committee;  
Katherine Walker; Hal Gilpin; Chris Hamilton; Katie Devereaux; Tammi Trebian

### 1. Minutes Approval

- a) Steve moved to approve the November 3, 2015 Meeting Minutes as posted on the County's website; Brad seconded; motion carried.

### 2. Citizens' Comments

- a) None. Although, at the beginning of the meeting, Chris Hamilton and Katherine Walker were invited to sit at the table with the committees and directly participate in the discussion.

### 3. Unfinished Business

- a) Steve asked Brad to lead the discussion since he had met one-on-one with individuals on both special committees in an effort to outline a process for methodically working through the various business issues. Brad suggested that we start by attempting to identify all of the documents and/or steps that will be needed to transition to a single DMO. Then the group would discuss, and attempt to reach agreement on, the main business terms in each such document starting with the DMO Services Agreement. Once the main terms of all documents/steps have been reviewed and agreed upon by the County & City special committees, a letter of intent would be prepared that includes everything that had been agreed upon. The LOI would then be submitted to the County and the City for their consideration. Discussion ensued on the proposed process. The consensus was that we should start by drafting the LOI rather than concluding with that step. Todd asked Brad if he'd be willing to draft an LOI and submit it to the group for review a week or so before the next joint meeting. Brad agreed but asked for more direction from the group as to the details to include in the LOI. Committee members suggested that they generally supported the information as presented in the two discussion documents Brad had prepared (i.e., list of agreements/steps and outline of DMO Services Agreement) and that the LOI should be drafted accordingly. Brad will send the draft LOI to committee members before the next joint meeting so everyone has time to review and think about it. Then, at the next joint meeting, the group can review, discuss and change any terms and conditions in an effort to reach mutual agreement on the overall LOI.
- b) The group briefly reviewed the outline of the DMO Services Agreement focusing on any issues where someone had concerns about the existing or proposed language. There was mixed opinion on whether it was fair for the County to continue holding back funds from hotel/motel tax receipts to cover related costs when the City is not planning to withhold funds. If the County decides that it needs to continue to retain some amount from the

hotel/motel tax to cover costs, one way to keep it fair would be for the City to retain the same amount. The group agreed to drop the language that does not allow the DMO to subcontract or delegate responsibilities to others. Instead, language will be added stating that the DMO will require a standard lien waiver process in contracts with 3<sup>rd</sup> party service providers. The group also agreed to drop the language that would require the DMO to submit personnel reports to the County and City.

**4. New Business**

a) None

**5. Citizens Comments**

a) None.

**6. Board Member Concerns**

a) None.

**Meeting adjourned at 7:50 p.m. following a motion made by Brad Petersburg, which was seconded by Steve McIntyre. Motion passed.**

The next joint meeting between the County Special Committee and the City Special Committee is scheduled for Tuesday, January 5, 2015, at 7:00 p.m. at City Hall, if available.