Room Tax Commission | Minutes

Meeting date | time *09/30/2025* | *7:00pm* | Meeting location *City Hall*

Meeting called by	Barry Hottmann
Type of meeting	Introduction
Facilitator	Barry Hottmann
Note taker	Jenna Vondra
Timekeeper	N/A

Attendees

Barry Hottmann, Dave Pope, Beth Mikrut-Gilles, Jenna Vondra

Missing

Stephany Marten, Autumn Gollon

Agenda topics

Time allotted | *5 minutes* | Agenda topic *Introductions* | Presenter *Barry Hottmann*

- Introduction of the commission members: Beth Mikrut-Gilles, Dave Pope, Autumn Gollon, Stephany Marten. Jenna Vondra: Dodgeville Area Chamber Representative (non voting)

Time allotted | *20 minutes* | Agenda topic *Overview of Room Tax* | Presenter *Barry Hottmann*

- Barry provided handouts to the commission with information on what is room tax and how room tax can be spent
- Defined the job description of the room tax commission: The Room Tax Commission will make sure that the City/Township/Dodgeville Area Chamber of Commerce is being held accountable with spending the money from the room tax revenue. The commission can also come up with ideas on how the room tax money is spent and provide those to the City/Township/Dodgeville Area of Commerce to see if that is something that they would like to do.
- Beth and Dave were given the opportunity to ask any questions that they might have regarding room tax and this commission

Time allotted | *20 minutes* | Agenda topic *Next Steps* | Presenter *Barry Hottmann/Jenna Vondra*

- Need to come up with lodging partners from both municipalities to serve on the commission. It can be someone from a hotel or AirBNB/VRBO
- Need to elect officer positions: President and Secretary for sure. Vice President or Treasurer are possibilities. Treasurer would be more a position where they are making sure the municipalities are filing the correct paperwork by the deadline each year to the state.
- Create Bylaws for the commission

- Sign the contract along with the Chamber Director/President that the Chamber will be the DMO for the next few years.

Open Discussion:

How often does the commission need to meet? This is up to the Chamber and commission to decide. Jenna would like it more than just 2 times a year.

When would the Chamber like the next meeting to be? The Chamber Board reviews the budget for the next year at their November meeting. They need us to review the 2025 Budget and review/approve the 2026 Budget. By the end of October would be the ideal next meeting so we can cover what needs to be covered and if an additional meeting needs to be planned before the November meeting.

Action items	Person responsible	Deadline
Reach out to Keric for Room Tax Binder	Jenna	10/03/2025
Email Commission information to review and decide on a lodging partner for each municipality	Beth	10/03/2025
Reach out to lodging partners	City/Town	10/05/2025
Schedule next meeting	Everyone	10/08/2025
Create bylaws for the commission to review and approve at next meeting	Jenna	10/08/2025

Next meeting TBD at the Chamber Office

Adorn: 8:00PM