

Room Tax Commission | Minutes

Meeting date | time 10/16/2025 | 7:00pm | Meeting location Dodgeville Chamber

Meeting called by Tourism Commission

Type of meeting Introduction

Facilitator Jenna Vondra

Note taker Jenna Vondra

Timekeeper N/A

Attendees

Dave Pope, Beth Mikrut-Gilles, Jenna Vondra,
Stephany Marten, Autumn Gollon

AGENDA TOPICS

Time allotted | 1 minutes | Agenda topic Call to Order and Roll Call | Presenter Jenna Vondra

Everyone was in attendance. Still needing to appoint two more members.

Time allotted | 1 minutes | Agenda topic Confirmation of Compliance with the Open Meeting Law | Presenter Jenna Vondra

We are in the compliance of the open meeting laws with 4 voting members in attendance and meeting the guidelines of a quorum.

Time allotted | 2 minutes | Agenda topic Approval of Minutes | Presenter Jenna Vondra

Jenna asked the members if they had time to review the minutes from the last meeting and if they had any questions on the minutes. No one had any questions or concerns.

Motion to approve the meeting minutes from 9-30-2025 meeting from Stephany Marten, second from Dave Pope.

Time allotted | 5 minutes | Agenda topic Appoint Lodging Partners | Presenter Jenna Vondra

It was discussed that the Township Clerk had reached out to 3 lodging partners from the Township. Two declined to be a part of the commission and was waiting to hear back from one person. For the City a representative from Super 8 was called by Beth Mikrut-Gilles but she didn't have a call back from her yet. Suggestions for the City representative were Christina Weitzel, Natalie Pustina or Ken from Best Western. Stephany was going to reach out to Natalie and Jenna reached out to Christina. It was discussed that if they can not find a lodging partner that they would find another community member from each municipality to be on the commission. Appointing them will be tabled until the next meeting.

Time allotted | 10 minutes | Agenda topic Appoint Officer Positions | Presenter Jenna Vondra

The commission decided that they wanted to have a Chair, Vice Chair and a Secretary. Stephany felt that with the personal relationship that Jenna and her have that it might a conflict of interest in her being the chair of the committee. Dave and Autumn both didn't want to take that responsibility on at this time. It was decided that Beth Mikrut-Gilles would be the Chair, Dave Pope would be the Vice Chair and that Stephany Marten would be the secretary. Stephany would take the meeting minutes and provide them after the meeting to both municipalities. The commission agreed to ask Emily-deputy clerk with the City of Dodgeville to create the meeting agendas and get them to the Township to post them 24 hours before the meeting.

Time allotted | 15 minutes | Agenda topic Create A Meeting Schedule | Presenter Jenna Vondra

The commission asked Jenna what she would like to see as a meeting schedule. Jenna felt that meeting once a quarter would be a good thing so if there were changes they could be discussed and that we could reconcile the previous quarter at that time. The commission agreed and came up with a meeting schedule of the first Wednesday in March, June, September and December of each year. The next meeting that they would host would be on December 3rd, 2025 and at that time we would review the 2026 budget.

Time allotted | 30 minutes | Agenda topic Approval of Bylaws | Presenter Jenna Vondra

Jenna Vondra created a proposal for bylaws for the commission. The Commission reviewed the bylaws and made some corrections to what was proposed. See attached bylaws that were approved from the commission.

Time allotted | 15 minutes | Agenda topic Approval of 2025 Budget | Presenter Jenna Vondra

Jenna Vondra presented the 2025 Room Tax Budget excel sheet that the Chamber of Commerce uses for the Room Tax Budget. She answered questions that the Commission had regarding some of the line items on the budget. Jenna let the Commission know that the 2026 Budget she will provide the excel sheet along with an itemized list for some of the events that are being marketed to know exactly what the total amount is being spent on. (Examples: Billboards, commercials, print ads, etc.)

Motion to approve the 2025 Room Tax Budget for the Chamber of Commerce from Stephany Marten, second from Dave Pope.

Open Discussion:

The Commission would like to ask Emily to create the agendas for the meeting, post them for the city and get the appropriate paperwork to the Township.

The Commission would like to know how the municipalities are handling the situation if/when a lodging partner doesn't pay the tax on a timely manner.

The Commission would like to have the municipalities present a year to date collection report with each payment provided to the Chamber of Commerce so they can see at that time if the lodging partners are in good standing.

Action items	Person responsible	Deadline
Ask Emily-City deputy clerk to create the agendas	Jenna	12/01//2025
Make changes to the bylaws and email them to the commission and municipalities	Jenna	10/16//2025
Reach out to lodging partners	City/Town	12/01//2025
Ask municipalities how they are handling late payments from the lodging partners	Beth Mikrut-Gilles	12/01//2025
Request from the municipalities that they provide a report showing the lodging partners and their standing with each payment to the Chamber of Commerce	Jenna	12/01//2025
Bring 2026 Room Tax Budget to the December meeting for the commission to review and make a motion on	Jenna	12/01/2025

Next meeting December 3rd at 7pm at the Chamber Office

Adorn: 8:30PM