

Village of Angel Fire
Lodgers Tax Committee Meeting
Tuesday, March 26, 2013 at 10am at Village Hall

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- 6 I. Call to Order
- 7 The meeting was called to order by Chairperson Rogers Lanon at 10:00am.
- 8 II. Pledge of Allegiance
- 9 The Pledge of Allegiance was called by Chairperson Rogers Lanon.
- 10 III. Roll Call
- 11 Present at the meeting were Rogers Lanon, Gary Davis, Shauna Cooper, Chad Burns,
- 12 Wayne Hajovsky, Mayor Barbara Cottom and Tracy Orr.
- 13 IV. Approval of March 26, 2013 Agenda:
- 14 A motion was made by Gary Davis to approve the March 26th agenda as written. The motion
- 15 was seconded by Chad Burns and passed unanimously.
- 16 V. Approval of Meeting Minutes dated October 24, 2012
- 17 A motion was made by Gary Davis and seconded by Chad Burns to approve the October 24th
- 18 minutes as written. The motion was seconded and passed unanimously.
- 19 VI. Old Business
- 20 1. Moreno Valley Arts Council Invoice from FY2011-12
- 21 Katherine McDermott explained that the Sangre de Cristo Chronicle did not invoice
- 22 MVAC properly, causing her to submit her FY2011-12 reimbursement for Lodgers Tax
- 23 funds several months late. She attempted many times to correct the error but the
- 24 newspaper took along time before finally fixing her invoice. An employee of the Village
- 25 of Angel Fire was aware the reimbursement was going to be late prior to the due date of
- 26 June 15th. Because a person at the Village was aware of the situation, the Committee
- 27 agreed that Moreno Valley Arts Council is entitled to reimbursement of \$4000.65. A
- 28 motion was made by Gary Davis to pay MVAC \$4000.65. The motion was seconded by
- 29 Shauna Cooper and passed unanimously.
- 30 VII. New Business
- 31 1. RFP Process
- 32 Manager Mitchell gave a short presentation on RFP's versus a bid process. He explained
- 33 that Lodgers Tax is a procurement for services and we must follow state procurement
- 34 procedures. The request for proposal procedure is the most logical thing to use for
- 35 Lodgers Tax. Manager Mitchell explained that this RFP procedure would involve the
- 36 committee adjourning the regular Lodgers Tax meeting as normal, and then would meet
- 37 as the Evaluation Committee to review the RFP's in private. Each entity would be
- 38 entitled to 15 minutes to present their RFP's to the committee in private. Other entities
- 39 would not be able to be present during the 15 minutes. The Committee would then
- 40 make a recommendation after hearing all the entities. The recommendation will be
- 41 typed up in an evaluation report by Tracy Orr and given to the Procurement Manager,
- 42 Jay Mitchell. It will then be presented to Council at the next regular Council Meeting.
- 43 The Evaluation Committee is still obligated to remain silent about the Lodgers Tax
- 44 outcome, under their signed confidentiality agreement.
- 45 VIII. Other Business
- 46 1. The finances were reviewed. The Lodgers Tax funds have roughly \$23,000 left in the
- 47 budget. Some of these funds are already earmarked for advertising.
- 48 IX. Requests and Responses from Audience-none

- 49 X. Next Meeting Date and Adjournment
- 50 1. Next meeting date is scheduled for Tuesday, May 14th at 10am at Village Hall
- 51 2. A motion was made by Gary Davis to adjourn the meeting. The motion was seconded by
- 52 Shauna Cooper and passed unanimously.