

# ROOM TAX COMMISSION

February 2, 2023 @ 3:30pm

Waupaca Area Chamber of Commerce CFCU/WPSF Conference  
Room 315 S Main St, Waupaca or Virtual

## AGENDA:

1. Call to Order
2. Agenda
3. Approval - Minutes of the Last Meeting: January 19, 2022
4. Discussion Items
  - a. Revise agreement concerning distribution of tax collections
  - b. Set meeting dates for 2023
  - c. Collections report/comparison as of 3<sup>rd</sup> Qtr 2022
  - d. Any other business
5. Adjournment

Aaron Jenson, Chairman

**PLEASE NOTIFY TERRI SCHULZ, CVB, IF YOU ARE UNABLE TO ATTEND.**

PLEASE ADVISE THE WAUPACA AREA CONVENTION & VISITORS BUREAU OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS AS THE ROOM TAX COMMISSION WILL PROVIDE EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS.

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Room Tax Commission Meeting  
January 19, 2022 2:30p  
Chamber of Commerce Conference Room – 315 S Main St, Waupaca WI 54981

Commission members in attendance: Aaron Jenson, Colin Dykstra, Caroline Murphy, Jeff Barlow, and Ross Adamczak.

Absent: Dharmen Patel

Also In attendance: Judy Suhs, and Terri Schulz

The meeting was called to order by Chair Aaron Jenson at 2:32p.

Agenda Approval: A motion to approve the agenda was made by Murphy and second by Barlow. 5 ayes, 0 nays, Motion carried.

Approval of Agenda: A motion to approve the agenda was made by Barlow and a second by Murphy to approve the agenda. 5 ayes, 0 nays, motion carried.

Discussion Items:

- a. Revision of the agreement between the City, Townships and CVB: Schulz questioned Section 12 e concerning the Exhibit A referenced in this section. Being each municipality has their own reporting system it was agreed that this section should be rewritten. A motion was made by Barlow and a second by Jenson to approve the agreement with changes to be made to #12e. Jenson will make the changes and send out the agreement out to be signed by all of the entities. Motion carried.
- b. Distribution of Room Tax Money Already Collected from Online Bookings: Jenson explained that the listing of rentals provided by the County was used to determine the number of rentals located in each municipality. With that a percentage was determined for each municipality. For 2020 room tax dollars collected, \$12,896.60, will be distributed as follows:
  - 70% the Waupaca Area Convention & Visitors Bureau
  - 5% to the City of Waupaca for administration costs
  - 55% to Town of Farmington
  - 37% to Town of Dayton
  - 8% to City of WaupacaNow that this is determined checks will be cut and distributed.  
The 2021 funds will be distributed once the City receives the 4<sup>th</sup> Quarter room taxes.  
A question was raised by Adamczak, he wondered if the commission was not tasked with how this money should be used. Jenson explained that the municipalities can use their funds how they see fit and the CVB Board of Directors is tasked with the use of their dollars. That is not a responsibility of the commission.  
It was also asked if the percentages of distribution, per municipality, will need to be reviewed on a yearly basis being property change ownership. It was agreed this will need to be done.
- c. CVB Reporting to Government Entities: Schulz asked each municipality as to what reporting they would like to see. Schulz explained that currently they report to the City of Waupaca on a quarterly basis. Jenson would like to see this continue to the City, Barlow agreed quarterly would be good for Dayton and Murphy thought 4<sup>th</sup> quarter was fine. Schulz said that they will send out the reports to all commission members quarterly also.
- d. Set meeting dates for 2022: Jenson suggested that the commission meet once in summer and once in January. Murphy wondered is Spring and Fall may be better because of room tax collections and distributions. It was agreed on the spring and fall time frames, with the next meeting date set for September 21, 2022 at 2:30p. It was noted that other meetings can be called if needed.
- e. Any other business: Murphy asked if they could get a report on the current collections and then a full report at year end? Jenson said he would send out a full report to all commission members and then checks will follow. Murphy also asked if everyone thought it would be necessary to send out the room tax collection information, each year in the tax bills? It was agreed that this would be a good idea.

Motion to adjourn: Chair Jenson called for a motion to adjourn. A motion to adjourn was made by Barlow, second by Adamczak, 5 Ayes, 0 Nays, Motion carried. Meeting concluded at 2:58p

Minutes Composed by T. Schulz, respectfully submitted by Collin Dykstra.

# Room Sales and Tax Received

**Total Room Sales**

	2020	2021	2022/End of 3rd QTR
<b>City</b>	\$ 1,923,056.15	\$ 2,905,932.71	\$ 2,415,564.32
<b>Towns</b>			\$ 644,375.08
<b>Online</b>	\$ 565,639.11	\$ 1,053,065.95	\$ 591,805.78
<b>Total</b>	\$ 2,488,695.26	\$ 3,958,998.66	\$ 3,651,745.18

**Total Room Tax Received**

	2020	2021	2022/End of 3rd QTR
<b>City</b>	\$ 107,691.14	\$ 162,732.21	\$ 133,908.26
<b>Townships</b>			\$ 35,041.24
<b>Online</b>	\$ 31,675.82	\$ 58,971.72	\$ 33,141.15
<b>Total</b>	\$ 139,366.96	\$ 221,703.93	\$ 202,090.65

