

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: TOURISM & OCCUPANCY TAX COORDINATION**

**DATE: JUNE 22, 2021**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: GERAGHTY  
BRAYMER  
WILD  
HOGAN  
BEATY  
STROUGH

**OTHERS PRESENT:**

REPRESENTING THE TOURISM DEPARTMENT:  
JOANNE CONLEY, DIRECTOR  
LEISA GRANT, PRINCIPAL ACCOUNT CLERK  
KRISTEN HANIFIN, DEVELOPMENT/EVENT COORDINATOR  
JARED HENNINGSEN, CHIEF EXECUTIVE OFFICER, ICE CASTLES, LLC  
KYLE STANDIFIRD, VICE PRESIDENT OF EVENTS, ICE CASTLES, LLC  
RACHEL E. SEEBER, CHAIRWOMAN OF THE BOARD  
AMANDA ALLEN, CLERK OF THE BOARD  
ROBERT TERWILLIGER, ACTING COUNTY ATTORNEY  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS LEGGETT  
MAGOWAN  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

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**COMMITTEE MEMBER ABSENT:**

SUPERVISOR: MERLINO

*Please note, the following contains a summarization of the June 22, 2021 meeting of the Tourism & Occupancy Tax Coordination Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://warrencountyny.gov/mma>*

*Note: As per Governor Cuomo's Executive Order 202.1: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed". Supervisors Geraghty, Braymer, Wild, Hogan and Beaty were physically present, while Supervisor Strough attended virtually.*

Mr. Geraghty called the meeting of the Tourism & Occupancy Tax Coordination Committee to order at 11:51 a.m.

Motion was made by Mr. Wild, seconded by Mr. Strough and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed to those in attendance and those participating virtually accessed the agenda via the Warren County website; *a copy of the agenda is on file with the meeting minutes.*

The agenda review commenced with a lengthy discussion regarding the request to the rescind the "Schedule A" document entitled "Spending Guidelines for Municipalities", at the conclusion of which the County Attorney was directed to prepare and updated municipal agreement intermunicipal agreement and occupancy tax spending guidelines to be presented at the next Committee meeting for review.

Proceeding to the Discussion Items portion of the agenda, the following was reviewed:

- a. Ice Castles request for special event funding - the Committee reviewed the funding request for the Ice Castle, LLC events with input from Kyle Standifird, *Chief Executive Officer, Ice Castles*, and Jared Henningsen, *Vice President of Events, Ice Castles*, who attended remotely.

Motion was made by Mr. Wild, seconded by Mr. Strough and carried unanimously to award \$50,000 to Ice Castles, LLC for their 2021 events contingent upon successful execution of an application for funding, and the necessary resolution was authorized for the July 16<sup>th</sup> Board Meeting.

- b. Draft - Evaluation Strategy, Grading Criteria and Scoring Sheet - the draft document was reviewed, certain changes were suggested; the revised draft is to be re-presented at the next Committee meeting.
- c. Draft - Occupancy Tax Grant Application- the draft application was reviewed, certain changes were suggested; the revised draft is to be re-presented at the next Committee meeting.

Discussion was held regarding revisions to, or possibly the rescinding of, Resolution No. 238 of 2005, “*Establishing Criteria for the Expenditure of County Occupancy Tax Revenues in Connection with Conventions, Trade Shows and Events*”, which included a standard “Warren County Tourist and Convention Development Agreement”, which was no longer accurate. It was proposed that this Agreement be removed in favor of language indicating that an agreement would be provided “in a form approved by the County Attorney”.

Following a lengthy discussion, motion was made by Ms. Braymer, seconded by Ms. Hogan and carried unanimously to refer the matter to the Personnel, Administration & Higher Education Committee where a draft resolution would be presented outlining the amendments requested.

As there was no further business to come before the Tourism Committee, on motion made by Ms. Braymer, seconded by Mr. Beaty and carried unanimously, Mr. Geraghty adjourned the meeting at 1:24 p.m.

Respectfully submitted,  
Leslie Lovelace, Secretary to the Clerk of the Board