

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: OCCUPANCY TAX COORDINATION

DATE: JUNE 20, 2023

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: MERLINO
WILD
GERACI
STROUGH
RUNYON
DIAMOND

OTHERS PRESENT:

HEATHER BAGSHAW, TOURISM DIRECTOR
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
JOHN TAFLAN, COUNTY ADMINISTRATOR
LARRY ELMEN, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS BRUNO
DRISCOLL
FRASIER
LEGGETT
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
MICHAEL R. SWAN, COUNTY TREASURER
GINA MINTZER, EXECUTIVE DIRECTOR, LAKE GEORGE REGIONAL CHAMBER
OF COMMERCE & CVB
SARA MANNIX, FOUNDER/CHIEF EXECUTIVE OFFICER, MANNIX MARKETING
D. THOMAS LLOYD, FOUNDING PRINCIPAL, ADIRONDACK STUDIOS
REPRESENTING MOMENT FACTORY:
BRONWN AVERETT, LEAD CONCEPT WRITER
CHRISTIAN L'HEUREUX, PRODUCER
CATHERINE VILLENEUVE, LINE PRODUCER
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD
*SEE SIGN IN SHEET FOR ADDITIONAL ATTENDEES

COMMITTEE MEMBER ABSENT:

SUPERVISOR: DICKINSON

Please note, the following contains a summarization of the June 20, 2023 meeting of the Occupancy Tax Coordination Committee; the meeting in its entirety can be viewed using the following links:

Warren County website - <https://warrencountyny.gov/mma>

Warren County's YouTube Channel - https://www.youtube.com/watch?v=I6ZT890SM_s

In the absence of Committee Chair Dickinson, Mr. Merlino, as Vice-Chair, called the meeting of the Occupancy Tax Coordination Committee to order at 11:06 a.m.

Motion was made by Mr. Wild, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mr. Dickinson absent*) 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; *a copy of the agenda is on file with the minutes.*

Privilege of the floor and public comment were called for, but there was no one wishing to speak.

The Committee commenced with a review of the Action/New Business Items portion of the agenda, as follows:

- a. Request to appropriate funds in the amount of \$36,400 from Budget Code A.881.00 *Reserve - Occupancy Tax*, to Budget Code A.6417.0002 480, *Special Events Funding*, to cover the award to Rittner's Performing Arts Company.

Motion was made by Mr. Strough, seconded by Mr. Diamond and carried by a unanimous vote of those present (*Mr.*

Dickinson absent) to approve the request as outlined above and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

- b. Application from Warren County Winter Coalition for Winter Event - D. Thomas Lloyd, *Founding Principal, Adirondack Studios*, and Sara Mannix, *Founder/Chief Executive Officer, Mannix Marketing*, reviewed a Powerpoint presentation entitled, "*Warren County Winter Planning Committee*", a copy of which is on file with the minutes. Representatives from Moment Factory attended via Zoom and provided a video presentation with regard to the proposed light projection show at the Fort William Henry. A request for occupancy tax funding in the amount of \$3 million was included in the application provided.

Mr. Strough exited the meeting at 11:36 a.m. and re-entered the meeting at 11:42 a.m.

Motion was made by Mr. Diamond and seconded by Mr. Geraci to authorize disbursement of \$3 million in occupancy tax funding to the Warren County Winter Coalition for their winter event, as well as to appropriate funds in the amount of \$3 million from Budget Code A.881.00 *Reserve Occupancy Tax*, to Budget Code A.6417.0002 480.04, *Tourism - Warren County Projects*, to fund same. Following discussion, Mr. Wild made a motion to go into executive session to discuss proprietary information related to the request; however, Larry Elmen, *County Attorney*, apprised there was no valid basis for an executive session.

Michael Swan, *County Treasurer*, distributed a handout detailing occupancy tax reserve balance trends which he used to explain there were not sufficient funds available to support the appropriation of \$3 million to fund the Warren County Winter Experience based on the payment schedule cited in the proposal; a copy of the handout is on file with the minutes. Discussion ensued, during which it was noted that this matter would be referred to the Finance Committee which would meet on June 30th; the suggestion was made to approve the request and allow questions regarding the payment schedule to be resolved between the County Treasurer and the event organizers before that meeting occurred.

Returning to the motion on the floor to award and appropriate occupancy tax funding, Mr. Merlino called the question and the motion was carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve and refer same to the Finance Committee. *Copies of the resolution request forms are on file with the minutes.*

Next, Committee reviewed the Discussion Items portion of the agenda which consisted of a review of the Treasurer's Report; a copy of which is on file with the meeting minutes.

Concluding the agenda review, the Referrals Item was addressed as follows:

- a. County Attorney to review Occupancy Tax Spending Plan History and Local Law and provide any updates required. Mr. Elmen apprised the item would be addressed over the next couple of months with the new Tourism Director - This item was mentioned, but no substantial update was provided.

Privilege of the floor and public comment was called for, but there was no one wishing to speak.

As there was no further business to come before the Occupancy Tax Coordination Committee, on motion made by Mr. Geraci, seconded by Mr. Strough and carried by a unanimous vote of those present (*Mr. Dickinson absent*), Mr. Merlino adjourned the meeting at 12:21 p.m.

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