

# Local Option Tax Commission Meeting Minutes

## Tuesday September 30, 2014; 5:30 pm; Sacajawea Center

Call to order 5:30 pm

Attendance: Lin Gray, Eric Bender, Jim Bockleman, Robin Watkins, Rob Jackson, Mary Cerise

Additions or corrections to agenda

Approval of May 2014 Minutes

Budget Review – Discussion of sub-committee formation to review grant final reports under new system prior to submission to Amy Fealko for reimbursement.

### 1. New Business:

#### A. Update/approve policy procedure changes

- a. Section 4.2: Mary Cerise to create contact list and years of service for all business representatives.
- b. Section 5.1: Insert new LOT schedule and change meeting location to Sacajawea Center
- c. Section 6.2: Forms – update to all new approved packets and final reporting forms
- d. Section 6.3: Timing and Protocol - Remove last paragraph.
- e. Section 6.4: Payments- Update to include “upon LOT commission approval and completion of final reporting documents.” Remove last sentence from paragraph three. Add information about training. Add: “All invoices and recipes shall be submitted with completed final reporting forms for reimbursement.”
- f. Section 8.1: Add “using the LOT grant application process.”

#### B. Letter of resignation from Jen Larson – read and reviewed by commission.

#### C. LOT Commission members discussed plan to approach new members for the LOT Commission to fill the vacant seat.

#### D. Educational Training:

- Raising awareness in community about LOT – newspaper article, voice of the valley discussed as well as training for new process slated for January 13, 2015. New LOT application forms will be available on City of Salmon website in November 2014. Jim Bockleman suggested that the educational packet be presented to the Council as well as the application packet.
- Training for restaurant, hotel, service industry, etc. - Robin shared ideas about training for the Service industry and also including them in possible surveys. Where do they think the money from LOT is best used.
- Recommendations for data tracking information to be distributed for LOT purposes – TABLED.

### 2. Unfinished Business:

A. Press Release for review/approval – to be submitted to newspaper.

B. LOT Article: what has LOT \$ been up to in Lemhi County? Robin will work on article for newspaper that includes 2014 LOT money accomplishments in the community.