



HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE  
MEETING MINUTES, AUGUST 24, 2018  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Hotel-Motel Discretionary Fund Committee convened at 12:02 p.m. on the above date to conduct a meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, with Council Member June Rogers (Seat F) presiding and with the following members in attendance:

Members Present: Kathryn Fitzgerald, Seat A  
Ron Woolf, Seat B  
John Kohler Jr, Seat D  
Jim Soileau, Seat E

Absent: John Nobles, Seat C

Also Present: D. Danyielle Snider, City Clerk  
Margarita Bell, City Controller

### APPROVAL OF MEETING MINUTES

a) Meeting Minutes of January 10, 2018 and May 23, 2018

**Chair Rogers** clarified that the January meeting minutes were not accepted by City Council because she requested that they be sent back for revision. She stated that the revised version is now in front of the Committee.

**Mr. Kohler**, seconded by **Mr. Woolf** moved to APPROVE the Meeting Minutes of January 10 and May 23, 2018.

**Chair Rogers** took a voice vote on the motion to APPROVE the Minutes. The motion PASSED unanimously.

**Chair Rogers** introduced new member, Jim Soileau.

### NEW BUSINESS

a) 2018 Application, Final Draft

Ms. Bell explained the changes that came about at the last Committee meeting. The group began discussing the final application.

**Mr. Woolf** suggested a change to the second guideline in the Application Guide so that City staff will not have to review each copy of every application.

**Mr. Soileau**, seconded by **Ms. Fitzgerald**, moved to AMEND the Application by rewriting the second guideline on the Application Guide to read, "City staff will review all application for completeness. Original applications that are not completed in full will not be considered for funding."

**Chair Rogers** took a voice vote on the motion to AMEND the second guideline to read as written above. The motion PASSED unanimously.

**Ms. Fitzgerald** expressed concern that applicants may be confused by the timeline of the final guideline which states that an expenditures/accomplishments report must be provided by October 31, 2018.

**Mr. Woolf**, seconded by **Mr. Soileau**, moved to AMEND the Application by rewriting the final guideline on the Application Guide to read, "All successful applicants awarded Hotel-Motel Discretionary Funds are required to provide a report of expenditures with supporting documents (Discretionary Fund Grant Annual Report) to the Chief Financial Officer by October 31 in the year of award."

**Chair Rogers** took a voice vote on the motion to AMEND the final guideline to read as written above. The motion PASSED unanimously.

**Mr. Soileau**, seconded by **Mr. Kohler**, moved to AMEND the Application by striking "2018" from the fourth bullet under the overview section of the Application Guide.

**Chair Rogers** took a voice vote on the motion to AMEND the fourth bullet under the overview section. The motion PASSED unanimously.

Members discussed the restriction that grant recipients must spend grant funds in the year of award. **Ms. Fitzgerald** raised a concern that a recipient may expect that the grant covers expenditures made prior to the official award by the City Council in January. **Ms. Bell** stated that the Chief Financial Officer may make such an allowance. **Clerk Snider** stated the simplest way to take care of the issue may be to make the effective date of the City Council Resolution January 1. Members concurred with the recommendation.

**Ms. Fitzgerald**, seconded by **Mr. Woolf**, moved to AMEND page 1 of the Application by adding the word "original" at the beginning of the second line.

**Chair Rogers** took a voice vote on the motion to AMEND the second line of page 1 of the Application. The motion PASSED unanimously.

**Mr. Soileau**, seconded by **Mr. Woolf**, moved to AMEND page 1 of the Application by striking "2019" at the end of the third paragraph.

**Chair Rogers** took a voice vote on the motion to AMEND page 1 of the Application by striking "2019." The motion PASSED unanimously.

**Chair Rogers** raised the issue of keeping all the applications in a binder. She stated that the Committee could require that all application submittals be three-hole punched. Members discussed the issue and indicated that they do not see a need to require applicants to three-hole punch their applications before submittal.

**Mr. Kohler**, seconded by **Ms. Fitzgerald**, moved to APPROVE the 2018 Application, as amended by the Committee.

**Chair Rogers** took a voice vote on the motion to APPROVE the final 2018 Application, as amended. The motion PASSED unanimously.

**NEXT MEETING**

The Committee agreed to hold their next meeting on Monday, November 19, 2018 at 12:00 p.m.

Clerk Snider stated that the City will go live with a new website on September 5. She demonstrated to members where to find the Hotel/Motel Discretionary Fund page on the new site.

**Chair Rogers** mentioned the new logo and the circle that was added to it per a suggestion by a public member. She asked Committee members what they think about the addition of the circle to make it balance more with the City Seal which is also circular.

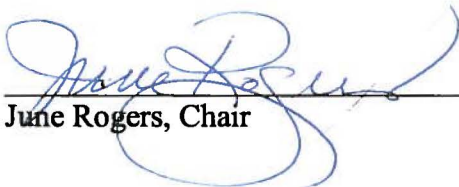
**Mr. Soileau**, seconded by **Mr. Kohler**, moved to APPROVE the new logo with the circle.

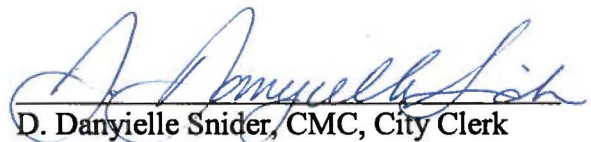
**Chair Rogers** took a voice vote on the motion to APPROVE the new logo with the circle. The motion PASSED unanimously.

**ADJOURNMENT**

**Ms. Fitzgerald**, seconded by **Mr. Kohler**, moved to ADJOURN the meeting.

**Chair Rogers** called for objection and, hearing none, declared the meeting ADJOURNED at 1:10 p.m.

  
June Rogers, Chair

  
D. Danyielle Snider, CMC, City Clerk

Transcribed by: DS