



HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE  
MEETING MINUTES – JANUARY 10, 2020, 12:00 P.M.  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Hotel-Motel Discretionary Fund Committee convened at 12:10 p.m. on the above date to conduct the Wrap-up 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  
    Jim Soileau, Seat E

Absent:                                 John Nobles, Seat C  
    John Kohler, Jr., Seat D

Also Present:                         Diana Hebel, Deputy City Clerk I

**Chair Rogers** pointed out that John Kohler had sent an email with reasons for his absence.

**APPROVAL OF MEETING MINUTES**

a)        Regular Meeting Minutes of December 16, 2019

**Ms. Fitzgerald**, seconded by **Mr. Soileau**, moved to APPROVE the Regular Meeting Minutes of December 16, 2019.

**Chair Rogers** called for objection and, hearing none, so ORDERED.

**NEW BUSINESS**

a)        Review of Hotel/Motel Discretionary Fund Grant Application and Committee Process

**Chair Rogers** asked if there were any proposed revisions to the application or process. **Ms. Fitzgerald** expressed that there may be a need for more of a breakdown in miscellaneous income/expenses. **Mr. Woolf** stated he thought it would be sufficient to ask questions of the applicants at their presentations. After a thorough discussion, it was decided that no change was necessary.

A question arose as to whether the Committee could have a private meeting or hold an executive session for the purpose of determining eligibility and/or distribution amounts. **Chair Rogers** stated that the Commission could not have a private meeting; she explained that the purposes for holding Executive Sessions are limited. She asked Deputy Clerk Hebel to contact City Clerk Snider to verify. Clerk Snider, via telephone, stated that the Committee should not meet in Executive Session, and it was ruled out as an option.

After some discussion on transparency of applicant financial records, **Chair Rogers** stated that greater transparency could be accomplished through asking questions. Members continued to discuss the Q & A process following presentations. **Mr. Woolf** requested that the group move on. **Mr. Soileau** added that questions need not be planned in advance, and if he has questions for an applicant, he will ask them.

**Chair Rogers** asked the Committee whether the two-minute time limit is adequate. She indicated that the meeting may need to be spread over two evenings if the time limit is extended. Following Committee discussion, **Chair Rogers** summarized the consensus of the group:

- A one-night meeting desired
- A two-minute time limit for questions is desired
- The current process for questions is adequate to meet the Commission's goals

b) Discussion Regarding Hotel/Motel Discretionary Fund Logo

**Chair Rogers** reiterated the logo discussion from previous meeting. She stated that, unless anyone has specific thoughts on ways to change the logo, the logo should remain the same.

**Mr. Soileau**, seconded by **Mr. Woolf**, moved to keep the current logo as the official logo.

*There was no vote taken on this motion.*

**Ms. Fitzgerald** stated she thought the Committee previously decided to keep the current logo, and the only question now was in finding a more professional, higher-resolution version to post to the website.

### NEXT MEETING

The next regular meeting is to occur in November 2020 (the exact date to be determined by the Committee).

### ADJOURNMENT

**Mr. Woolf**, seconded by **Mr. Soileau**, moved to ADJOURN the meeting.

**Chair Rogers**, hearing no objection, declared the meeting  
ADJOURNED at 12:59 p.m.

  
June Rogers, Chair

  
Diana Hebel, Deputy City Clerk I

Transcribed by: DH