



Approved: December 13, 2011

## NOTICE OF PUBLIC MEETING

TRANSIENT ROOM TAX TASK FORCE  
City Hall  
Willamette Room  
Monday, November 15, 2010

### MINUTES

#### CALL TO ORDER

Mayor Sharon Konopa called the meeting to order at 2:05 p.m.

Attendance: Mayor Sharon Konopa, Ralph Reid, Jr., Steve Terjeson, Oscar Hult, Randy Porter, Jimmie Lucht, John Pascone

Staff: Ed Hodney, Parks & Recreation Director; Katie Nooshazar, Recreation Programs Manager

#### APPROVAL OF MINUTES

MOTION: Ralph Reid made a motion to approve the October 18, 2010, minutes with changes; Oscar Hult seconded. All approved.

#### SCHEDULED BUSINESS

##### Northwest Art & Air Festival Expense Reports

Parks & Recreation Director Ed Hodney said that Recreation Programs Manager Katie Nooshazar compiled the reports and she will be able to answer any questions the group has. Nooshazar discussed the reports in the agenda packet. She said that funds and invoices are still being received and that is why the numbers for 2010 are projected. Nooshazar said that the fireworks done at the Northwest Art & Air Festival (NWAAF) are considered a “topper” show. She said that it would cost around \$10,000 for a Fourth of July fireworks show.

Reid said that there is nothing representing the airport’s portion of expenses/donations for the NWAAF. Nooshazar said that those numbers are included in the in-kind sponsorship revenues on page four of the agenda packet. Reid said that he would like the in-kind sponsorship amount broken down. Konopa asked if the Airport Advisory Commission could produce a report showing their detailed expenditures/in-kind donations for the NWAAF. Hodney said that he will followup with detailed information regarding the in-kind sponsorships.

Steve Terjeson said that he noticed that the NWAAF expenditures have gone up quite a bit between 2009 and 2010. He asked if staff thought this was a trend. Hodney said that the cost for performers has gone up and expenses have increased while sponsorships have decreased. Terjeson said that what the report doesn’t show is how this event impacts the community. Konopa said that she has heard many comments from people that the NWAAF is a very professional event.

Hodney said that on pages seven and eight of the packet it shows what the expenses are for the Police and Fire Departments for the NWAAF and RiverRhythms.

The Mayor asked Randy Porter if the Fire and Police Departments are on-site for other events at the Fairgrounds. Porter said that the Fire Department is present for the New Year’s Eve event and the Linn County Fair.

Jimmie Lucht discussed his report relating to NWAAF. Konopa asked what the total expenses for the Albany Visitors Association are for the NWAAF. Lucht said that it is around \$14,000. Hodney said that \$6,100 is included in the P&R reports.

#### P&R Expense Report on the Trolley

Konopa said that the trolley is a good tourism tool. She said that the trolley is in need of repair. Hodney discussed the trolley expense report. The Mayor said that the numbers on the report may need to be increased because of the work that is needed.

#### AVA Expense Report for Partnership Advertising

Lucht said that there are a couple of advertisements that are done jointly with the ADA. He discussed his reports. Hult said that the ADA has \$1,000 for advertising. Porter said that \$30,000 is budgeted for the Linn County Expo Center. He said that \$23,000 is budgeted for advertising for the Linn County Fair.

#### Discussion: Funding for New Events and New Attractions

Konopa distributed a letter from Ron Terhaar. Terhaar is requesting that 50 percent of the room tax funds go to support the operation of the airport.

Lucht said that a couple of years ago there was some AVA funding for matching grants for new events. He said that it was a good way for folks to start a new event and the groups could receive a grant for up to three years. He said that he would like to see this program available again and that when the program was in place, they had \$10,000 available for new events. Hult said that he thought that the funds were also used for onetime events, too. Lucht said that he couldn't remember if that was the case or not.

Konopa asked about the condition of the Monteith House and if anything is coming out of the P&R budget for the Monteith House. Hodney said that only the water meter is. Hult said that half of the house was painted and the other half needs to be painted. The chimney in the kitchen is in need of repointing, and the roof is in decent condition but is over 30 years old. He said that it would be helpful to put in some pathways so people could get around easier and a ramp in the back to get people inside. Hult said that a capital replacement budget is nonexistent and that there is \$2,000 in a savings account. Reid said that the City needs to take over maintenance of the Monteith House and put it in the budget as a line item. Konopa said that the Monteith Society takes care of the operational side of the house. Reid said that the staff and Council are not being kept informed of the condition of the Monteith House. Konopa said that this is something that could be discussed with the Council to set a policy to have the repairs come out of the City budget and have it still be operated by the Monteith Society. Terjeson said that he thinks using these funds would be appropriate to help maintain the Monteith House.

Konopa said that she will meet with Stewart Taylor to see what the TRTTF numbers will be. She said that she wants to make sure that we have brought everything to the table. Porter asked if we have a solid amount. Konopa said that we just have a projection at this point.

Konopa said that we had talked about a rainy day fund. She asked if this is something we are still considering. The group said that they want to consider a rainy day fund.

Continued Discussion of "Parking Lot" List

Oscar said that moving the Albany Fire Department Museum downtown has been discussed. He said that he knows it is not open very often. Lucht said that it would be fantastic to have the museum in the downtown fire station. Konopa said that CARA might be able to help with this.

Hult said that the Jensen Arctic Museum in Monmouth is looking for a new home. He has been working with Kate Porsche to try to find a place here in Albany for the museum.

**BUSINESS FROM THE TASK FORCE**

Konopa said that a matrix will be brought back to the next meeting along with percentages/numbers.

NEXT MEETING DATE: Monday, December 13, 2010, at 2:00 p.m.

**ADJOURNMENT**

The meeting adjourned at 3:05 p.m.

Respectfully submitted,

*Signature on file.*

Diana Eilers  
Administrative Assistant I

Reviewed by,

*Signature on file.*

Stewart Taylor  
Finance Director