

May Lodging Tax Board Minutes

Goshen Economic Development
May 16, 2023 at 1:30 PM MDT
@ 110 W 22nd Ave. Torrington, WY 82240

Attendance

Present:

Members: Dan Ellis, Diane Humphrey, Bob Oaks, Gary Olson, Scott Prusia

Staff: Brayden Connour, Moriah Harkins

Absent:

Members: Julianne Rogers, Stacy Stroud, Geri Zeimens

I. Call the Meeting to Order (Presenters: President, Scott Prusia)

The meeting was called to order at 1:35 PM by President Scott Prusia. Board members and staff were welcomed.

II. Approval of the April Meeting Minutes (Presenters: President, Scott Prusia)

 [LTB MINUTES 4.18.2023.pdf](#)

Motion:

Approval of the meeting minutes for April 18, 2023.

Motion moved by Gary Olson and motion seconded by Bob Oaks. Approved unanimously.

III. Approval of the Financials

President Scott Prusia presented the Financial Report, which consisted of the profit & loss budget vs. actual for July 2022 through April 2023, the balance sheet as of April 30, 2023, and the general ledger as of April 30, 2023. Highlights include the Wyoming Office of Tourism grant was deposited. The Platte Valley Bank Certificate of Deposit is up for renewal at the end of May 2023, and the board requested that Brayden bid out rates for the next Certificate of Deposit cycle.

 [May Financials.pdf](#)

Motion:

Approval of the Financial Report as presented by Scott Prusia.

Motion moved by Diane Humphrey and motion seconded by Gary Olson.
Approved unanimously.

IV. Old Business (Presenters: President, Scott Prusia)

A. Public Hearing for Fiscal Year Budget 2024

Brayden presented the board with the preliminary budget requirements list provided by the County. Discussion ensued on how to proceed to fulfill those requirements.

B. Attendance at the Board Meetings

President Scott Prusia reminded the board of the bylaws: "Section 9. ABSENTEEISM: Excessive absenteeism (missing 1/3 of the regular meetings) by a Board member will be dealt with by the Executive Session of the Board to determine the continuance of that member of the Board. Recommendations resulting from such a session will be forwarded to the agency appointing the member."

V. New Business (Presenters: Scott Prusia)

A. 2024 Budget

The board discussed the preliminary budget worksheet and set a preliminary budget for the fiscal year 2024.

 [Budget Preliminary Worksheet.pdf](#)

B. Administration Issues

Brayden Connour presented the issues encountered by the staff when monitoring and reconciling financials. The staff is unable to access the accounts balance in real-time.

 [LTB - Topic for Discussion.docx](#)

Motion:

The Board permits access to Goshen County Lodging Tourism Promotion Joint Powers Board (Goshen County Lodging Tax Board) online banking accounts for Tammy Derr, the Operations Director at Goshen Economic Development.

Motion moved by Gary Olson and motion seconded by Bob Oaks.
Approved Unanimously.

C. Fort Laramie Visitor Center Proposal

Brayden Connour presented the board with the Fort Laramie Visitor Center proposal submitted by the Town of Fort Laramie Mayor Joyce Evans. The Town of Fort Laramie requested \$5,100 to reopen the Fort Laramie Visitor Center building between May 29, 2023 (Memorial Day) and September 4, 2023 (Labor Day). Staffing cost for the season would be \$4700, with an additional ask of \$400 in lumber costs to repair the potential tripping hazards of the building. Discussion ensued.

 [Fort Laramie Visitor Center Proposal.pdf](#)

Motion:

The Town of Fort Laramie would be awarded partial funding of \$3000 contingent that they can find different funding sources for the full amount

requested. If the contingency is not met, the Town of Fort Laramie Visitor Center project will not be funded with the Lodging Tax Board funds.

Motion moved by Gary Olson and motion seconded by Dan Ellis.
Approved unanimously.

VI. Adjournment

There being no further business to come before the board, the meeting was adjourned at 2:50 PM by President Scott Prusia.