

Town of St. Germain Accommodations Tax Commission

Minutes of the Meeting of November 12, 2014

The Meeting was called to order at 5:02 pm.

Roll Call was as follows: Fred Radtke, Tom Best, Marion Janssen and Deb Harvey.

Agenda The agenda was motioned for approval by Marion Janssen with a second from Tom Best. Carried at 5:04 pm.

Chairman's Report Nothing new to report

Secretary's Report The Minutes of the August 13, 2014 meeting were distributed for review. **The Minutes were MSC at 5:08 pm.**

Fred Radtke asked the secretary prepare the Minutes as soon as possible after a meeting has taken place and to email the Minutes to Fred for posting. It is understood that they will not yet have been approved until the next quarterly meeting.

Treasurer's Report Marion Janssen distributed the Treasurer's Report for review. It shows third quarter collections of 142,016.45. Upon discussion and review of the report, **Tom Best motioned to approve the Treasurer's report and Deb Harvey seconded the motion which carried at 5:16 pm.**

Chamber's Report Deb Harvey distributed the Chamber's report detailing the activity of the accommodations account for the period of July through September, 2014. **The report was MSC at 5:24 pm.**

Marion had passed the check to Penny Wiesmann after the Town Board meeting the evening prior due to the fact that Penny was unable to attend the Accommodations meeting due to a Chamber event. \$106,512.33 represents the Chamber's share of the 3rd quarter collections.

Commission Member's Comments Marion mentioned that she was seeking assistance from the Commission on handling an account that is several quarters in arrears. She has sent notices to the account holder but to no avail.

Fred Radtke motioned to have the Treasurer send a letter by certified mail to anyone who is delinquent for two or more quarters stating that tax is due within five (5) business days from receipt of the notice. In the event the account holder is a property manager and the account is not brought current within five (5) days of receipt of notice, the legal Owners of every property under the manager's permit, will be notified that the accommodations tax is delinquent. Tom Best seconded the motion which carried at 5:40 pm.

It was further suggested that the Chamber put a reminder in their Newsletter during the month in which tax payments are due, reminding members to submit their form and payment by the last day of the month even if there has been no rental activity for the period.

Citizen's Comments None present.

With no further concerns, **the meeting was MSC at 5:50 pm.**

Next meeting is scheduled for Wednesday, February 11, 2015 at 5:00 pm.

Respectfully Submitted by:
Deb Harvey

**Approved Date & Time:

Commission Secretary

**Signature:
