

LMD Meeting Minutes
Thursday, December 14, 2023
Moffat County Courthouse
Virtual Zoom Meeting Link Available

Present: Chris Jones, Randy Looper, Justin Kawcak, Tim Osborn

Not Present: Tammie Thompson-Booker, Julie Elarton, Marshelle Gray

Guests: Tom Kleinschnitz (MC Tourism), Shannon Scott (City of Craig), Kirstie McPherson (Craig Chamber), Brittany Jennings (Craig Chamber), Chris Nichols (Craig Chamber)

- Meeting was called to order by Justin Kawcak, Chair
- Roll Call and Guests
- Conflict of interest – Randy Looper stated he would abstain from the Moffat County Balloon Festival wrap-up presentation. He would also abstain from the Craig Chamber funding request discussion and voting. Tim Osborn also abstained from the Craig Chamber funding request. Reasons for abstaining: Both Tim and Randy are Chamber members. Randy is also one of the balloon fest organizers.
- Approval of Minutes
 - Discussion: Randy Looper asked the board how much detail was expected from the minutes as previous minutes provided minimal detail. The consensus of the board was that the meetings were being recorded and the recordings would provide the meeting details if necessary.
 - Approval of Minutes: October 12, 2023
 - Randy Looper made motion to approve as presented
 - Tim Osborn seconded motion
 - No discussion
 - Minutes approved
- Financial Report – Randy Looper
 - Randy shared YTD revenue and forecasted that 2023 lodging tax revenue could exceed \$400,000.
 - Two expenses were paid during the previous month: a partial payment for the Museum of Northwest Colorado billboard and bills presented by Open Heart Advocates.
 - MCLMD had approximate balance of \$848,000 cash on hand with approximately \$335,000 in funding commitments. Leaving an unencumbered balance of approximately \$512,000.
 - No actionable items requiring a vote by board.
- CIRSA Risk Management Services Offer
 - CIRSA offered loss control services/training to the MCLMD board. The benefit would possibly be premium savings.
 - The board decided not to pursue as the MCLMD does not have any employees or a workplace that would benefit from loss control training. The board would be interested if the loss control services included a review of by-laws or ways to mitigate board liability from actions as a board. Those services are not part of the CIRSA loss control offering.
 - No actionable items requiring vote by board.

- Craig Visitor Center Grant Request
 - Before request was presented, board member Chris Jones raised the question as to whether to board would have a quorum to make a decision, considering that only four board members were in attendance and two of those members were abstaining from the vote, leaving only two voting members.
 - Randy Looper's concern was can the board delay the 2023 request until January 2024 since it will be a 2023 request entertained in 2024.
 - Board member Jones asked the Craig Visitor Center if the grant request could be combined into one request for 2024. His concern was that if the LMD board were to approve the request during the December meeting, and it was later determined that the board did not have an official quorum to make such a decision.
 - Per Board member Looper, the current by-laws do not specify a number of board members present to be considered a quorum, only that a quorum exists. Board member Jones questioned if a quorum existed since there were only four board members, and only two would be voting, is that a quorum? President Kawcak stated that if there was a split vote between the two members, the measure would not pass.
 - It was decided that due to lack of quorum, the Craig Visitor Center request would be presented in January as one request.
 - No actionable items requiring vote by board.
- Balloon Festival Final Report – Presented by Randy Looper
 - Weather was a major factor for 2023 festival as balloons were only able to fly one day (Friday) and unable to have the balloon glow in the evening.
 - The other factor is that the Steamboat balloon rodeo resurrected itself, drawing potential pilots from the Craig event. In 2023, ten pilots committed to Steamboat this year instead of Craig. In total, there were a total of 15 balloons.
 - Balloon festival made \$7,100 due to not having to pay 10 extra pilots.
 - One major success was the band. Per Randy, largest attendance in history of festival. The band was happy and promoted their show on social media.
 - Changes in 2024: add more kid activities in the morning for attendees in case balloons are unable to fly.
- Northwest Colorado Trails Final Report – Presenter was not present.
- Dinosaur Stampede Final Report – Presenter was not present.
- By-Law Changes
 - Board member asked if there were any revisions.
 - Board member Jones suggested that by-laws be amended to include the voting quorum is four board members.
 - Board decided to add verbiage that voting quorum needs to be four members and any ties will be decided by the Board President or Vice President, if President is not present.

- Motion to approve by-laws made by Randy Looper to accept 2023 by-law changes with the addition of four members must be present at all times for a voting quorum with any ties in votes being decided by the Board President or Vice President, if President is not present.
 - Motion seconded by Tim Osborn
 - Motion approved with no further discussion.
- Craig Economic Development Business Competition Report – Shannon Scott
 - Discussed presentation of “big check” logistics. Board member Jones proposed that instead of a big check for business competition, create a big check showing all the projects funded during 2023.
 - Update to MCLMD Annual Report – Melody Villard met with Randy and indicated that she and Tammy were meeting with plan to have annual report will be ready by January. They will be using the NWACDC (same entity the county has been using).
 - Per Randy, Heather Cannon stated that per state statute that local marketing districts can only be on the ballot in odd numbered years. This will be future board discussion on how to proceed with discussions on future ballot measures for the MCLMD.
- Tim Osborn Last Meeting / Replacement
 - As it was Tim’s last meeting, the board thanked him for his time while serving on the board. Tim was appointed by Moffat County.
 - Randy expressed concern about timeliness in replacing Tim. The board had general discussions about possible citizens that may be interested in the board. Tim was going to see if Nate Browning from Tri-State would be interested in submitting a letter of interest to Moffat County.
- Public Comment:
 - Shannon thought EDAC would approach in April or May for a fund request for the second year of the business competition. Randy expressed concern about the original request not being completed before the second request. Tim suggested that in a report EDAC can state the initial contest was completed and how proceeds were awarded.

Motion made by Randy Looper to adjourn meeting. Tim Osborn seconded. Meeting was adjourned.