

LODGING TAX ADVISORY COMMITTEE

August 5, 2020 (2:00 p.m. to 3:09 p.m.)

Members Present: Matt Anderson, Sarah Maes, Monica Miller, Steve Townsend and Mary Morgan

Members Absent: Christine Krueger (excused).

Others Present: Laurie Gigstead, Executive Assistant, Madison Ford, Kittitas County Chamber of Commerce, and Brad Case, Parks and Recreation Director.

Chair Morgan called the meeting to order at 2:00 pm. Chair Morgan introduced and welcomed the new members Monica Miller and Steve Townsend.

1. **Minutes of the June 3, 2020 meeting.** Moved and seconded (Anderson/Maes) to approve minutes as written. Motion approved.
2. **Correspondence and Public Comment Period.** Laurie received an email from Christine requesting an excused absence due to a work conflict. Moved and seconded (Anderson/Townsend) to excuse Christine Krueger from the August 5, 2020 meeting. Motion approved.
3. **Unfinished Business.**
 - A. **Budget/Financials Review.** Reviewed and acknowledged. Discussed the decrease in revenues due to the impacts the COVID-19 pandemic and the need for an analysis on projected revenues and committed expenditures for 2020. Chair Morgan asked if the committee wanted to report to City Council the concerns on the projected decreased revenues.

Moved and seconded (Anderson/Townsend) to report to the City Council that the Committee foresees total revenues for 2020 decreased by approximately fifty percent (50%) over 2019 and 2020 projections. Motion approved.

Mary and Laurie will work to gather information on the obligated expenses for 2020. The committee would like to begin budget discussions for the 2021/2022 budget at the September meeting.
 - B. **Tourism Committee Report.** Madison presented the July data.
 - C. **Sign Committee Report.** Amy was unable to attend meeting – Madison reported that it is still on pause.
4. **New Business.**
 - A. **Letter of Support for Kittitas County Small Scale Capital Grants.** Brad Case, Parks and Recreation Director, summarized his request and advised that the park master plan is not completed but in all the proposed plans the drive thru structure is removed. The City has requested the maximum of \$50,000 in the grant application. Moved and seconded (Anderson/Townsend) to send a letter to the Board of County Commissioners supporting the Small Scale Capital Grant application submitted by the City. Motion approved.

Other: Laurie reminded the committee of the Consolidated LTAC meeting scheduled for August 18, 2020 at 3:00 pm. The Committee discussed that there is currently still a recipient vacancy and Laurie advised that Sarah will be resigning as she has resigned from the KEEN Board and no longer eligible to serve.

Next meeting will be **September 2, 2020.** With no further business, the meeting was adjourned at 3:09 pm.

Respectfully submitted,
Laurie Gigstead
Recording Secretary

Drafted: 08/06/2020

Approved: 09/08/2020