



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Lodging Tax Advisory Committee, Regular Meeting

January 8, 2025

2:00 PM

Council Conference Room 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

1.A Roll Call Present: Sarah Beauchamp, Carmen Wiggins, Steve Townsend,
Lacie Dawson, Gemma Fortier
Absent: None

Guests: Matt Anderson, Kittitas County Chamber of Commerce

2. Approval of Agenda

2.A Motion: Move to approve the January 8, 2025, Lodging Tax Advisory
Committee Agenda.

By: Steve Townsend

Seconded by: Lacie Dawson

All in Favor:

Opposed: None

Abstained: None

Motion carries

3. Approval of Minutes

3.A Approval of October 21, 2024, Lodging Tax Advisory Committee meeting minutes.
Motion: Move to approve October 21, 2024, Lodging Tax Advisory Committee meeting
minutes.

By: Steve Townsend

Seconded: Lacie Dawson

All in Favor: All in Favor

Opposed: None

Abstained: None

Motion Carries

3. Unfinished Business

3.A Unity Park Visitor's Center RFP Update/Review—Staff

Staff presented update on RFP application submission and selection process and
advised of next steps.

3.B Review and Finalize 2025 Meeting Dates

Committee reviewed and approved for 2025 dates as listed below:

January 8, 2025

March 5, 2025

May 7, 2025

July 9, 2025

September 10, 2025

October 1, 2025

November 5, 2025

December 3, 2025

Staff will send out meeting invitations and update City website.

4. **New Business**

4.A 2025 City of Ellensburg/KCCoC Tourism Scope of Work, Metrics, and Budget

Motion: Move to approve the Kittitas County Chamber of Commerce Tourism

Contract: Scope of Work, Metrics, and Budget as presented by staff.

By: Lacie Dawson

Seconded by: Gemma Fortier

All in Favor: All

Opposed: None

Abstained: None

Motion carries

4.B Resignation and Open Position on LTAC-Discussion/Recruitment Options

Motion: City of Ellensburg Lodging Tax Advisory Committee moves to accept the resignation of Marie Smith from the committee effective December 12, 2025.

By: Lacie Dawson

Seconded: Steve Townsend

All in favor: All

Opposed: None

Abstained: None

Motion carries

There was discussion regarding potential candidates for LTAC.

New Discussion on new member for CLTAC to replace Marie Smith's position.

Carmen Wiggins volunteered to fulfill the role. Next CLTAC meeting pending, likely February. Staff will update committee members when meeting is scheduled.

5. Kittitas County Chamber of Commerce Updates

5.A Presentation by KCCoC of Report

Amy McGuffin reviewed the 2024 Tourism report as presented and reviewed changes to reporting for 2025. There was discussion regarding best practices for reporting and capturing data.

6. Budget Update

6.A Revenue and Expense Update

Staff reviewed Revenue/Expenses report with committee

7. Citizen Comment

No citizen comment to report.

6. Adjournment

With no further business, the meeting was adjourned at 3:05 pm.

Respectfully Submitted,
Kelle Vandenberg