

# AGENDA

## LODGING TAX ADVISORY COMMITTEE

### January 7, 2026

Hybrid Meeting In-person and via Zoom



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**CITY OF ELLENSBURG  
LODGING TAX ADVISORY COMMITTEE AGENDA**

**Council Conference Room  
501 North Anderson Street  
Ellensburg, WA 98926  
And remotely via Zoom**

**Wednesday, January 7, 2026**

**2:00 PM - Regular Meeting**

**Join Zoom Meeting** <https://us02web.zoom.us/j/89680696386?pwd=z39YiG2cNbmF03jqz5plPkrrwYRXb.1>

**Meeting ID: 872 9297 1205**

**Passcode: 247907**

**1. Call to Order and Roll Call of Members**

1.A Arlo Evasick, Carmen Wiggins, Lacie Dawson, Steve Townsend, Chair, Sarah Beauchamp

**2. Approval of Agenda**

2.A Review and approval of January 7, 2026, Lodging Tax Advisory Committee agenda as presented.

**3. Approval of Minutes**

3.A Review and Approve the December 3, 2025, Lodging Tax Advisory Committee meeting minutes

**4. Budget Report**

4.A Review 2025 and Tentative 2026 Expenditures

**5. New Business**

5.A CLTAC Meeting Recap and Discussion

5.B 2026 Project and Planning Discussion

**6. Previous Business**

**7. Tourism Report**

7.A Tourism Report

**8. Council Report**

**9. Citizen Comment**

**10. Adjournment**



For more information on the Ellensburg Lodging Tax Advisory Committee, contact Arts & Economic Development Manager, Kelle Vandenberg at 509-962-7149.  
The Contents of this agenda have been photocopied on recycled paper.



**CITY OF ELLENSBURG**

**Minutes of Lodging Tax Advisory Committee, Regular Meeting**

**Date of Meeting**

**December 3, 2025**

**Time of Meeting**

**2:10 PM**

**Place of Meeting**

**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: Carmen Wiggins, Steve Townsend, Chair, Sarah Beauchamp

Absent: Arlo Evasick, Lacie Dawson

Guests: Matt Anderson, Kittitas County Chamber of Commerce

**2. Approval of Agenda**

2.A Motion: Move to approve the December 3, 2025, LTAC meeting agenda as presented.

By: Steve Townsend

Seconded by: Carmen Wiggins

All in Favor:

Opposed: None

Abstained: None

Motion carries

**3. Approval of Minutes**

3.A Approval of August 6, 2025, Lodging Tax Advisory Committee meeting minutes as presented.

Motion: Move to approve October 22, 2025, Lodging Tax Advisory Committee meeting minutes as presented.

By: Steve Townsend

Seconded: Carmen Wiggins

All in Favor: All in Favor

Opposed: None

Abstained: None

Motion Carries

**4. Budget Update**

4.A Revenue and expenditure update

Staff went through year end expenditures and anticipated JLARC reporting.

Discussion regarding 2026 budget.

## **5. Unfinished Business**

- 5.A Community Calendar Update  
Soft launch and testing mid-December. Full launch in February 2026  
Did not spend the full \$12,000 approved by council.
- 5.B Downtown Trash Can Update:  
The type of can available to select was very limited based the needs of Waste Management, limited to side-load/unload only. The committee has agreed to purchase and test one of the Big Belly, Element models and install it downtown in front of D & M Coffee, as the highest trafficked receptacle.
- 5.C Consolidated Lodging Tax Grant Presentation Recap  
Given that there is much discussion on this topic, committee felt a separate meeting would be necessary. Staff will arrange a separate special meeting.

## **6. New Business**

- 6.A Staff is revising internal application for funding requests.

## **7. Tourism Report**

- 7.A Matt Anderson handed out the tourism report.

## **8. Citizen Comment**

No citizen comment

## **9. Adjournment**

With no further business, the meeting was adjourned at 2:55 pm.

Respectfully Submitted,  
Kelle Vandenberg

## 2025 Budget Expenditures

TENTATIVE RESERVES - END OF 2024

<b>Dept 165- Lodging Tax Fund</b>	Beg. Fund Balance	Revenues YTD
Updated: 05/15/25	\$ 1,634,549.00	\$ 548,454.28

Fund #	Description	Appropriated	Disbursed thru 2025(PAID OUT)	Remaining	
100-165-557-31-51-000-000	CLTAC Grant Funding	\$ 97,595.29	\$	97,595.29	<b>CHAMBER 2025</b>
reimburse Kittitas County				-	<b>\$ 324,600.00</b>
Ellensburg	Gallery One	\$ 5,205.92	\$	5,205.92	Includes amended contract VIC at Unity Park May-Sept.
Cle Elum	Cle Elum Downtown Association	\$ 5,205.92	\$	5,205.92	
Kittitas County	Washington State Ski & Snowboard Museum	\$ 3,123.55	\$	3,123.55	
Ellensburg	Kittitas County Historical Society	\$ 3,581.67	\$	3,581.67	
Roslyn	Roslyn Ronald Cle Elum Heritage Club	\$ 4,581.21	\$	4,581.21	
Ellensburg	Ellensburg Downtown Association	\$ 7,236.23	\$	7,236.23	
Ellensburg	Ellensburg Music Festival	\$ 4,581.21	\$	4,581.21	
Roslyn	Roslyn Downtown Association	\$ 6,663.58	\$	6,663.58	
	Webb Events	\$ 15,617.76	\$	15,617.76	
Cle Elum	International Lumber Jack Show	\$ 10,411.84	\$	10,411.84	
Ellensburg	Junk Tiquen in the Burg	\$ 1,648.30	\$	1,648.30	
Ellensburg	Ellensburg Rodeo Hall of Fame	\$ 7,288.29	\$	7,288.29	
Cle Elum	Cle Elum Roundup Association	\$ 3,687.87	\$	3,687.87	
Ellensburg	Laughing Horse Arts Foundation	\$ 853.56	\$	853.56	
Thorp	Punch Projects	\$ 7,288.29	\$	7,288.29	
Cle Elum	Washington State Horse Park	\$ 7,496.53	\$	7,496.53	
Ellensburg	Two Little Chicks	\$ 3,123.56	\$	3,123.56	

Fund #	Description	Appropriated	Disbursed thru 2025(PAID OUT)	Remaining
100-165-557-32-45-000-000	Visitor Information Center (VIC)	\$ 113,600.00	\$ 84,765.51	\$ 28,834.49
	January	\$	6,994.64	(6,994.64)
	February	\$	6,261.52	(6,261.52)
	March	\$	3,059.48	(3,059.48)
	April	\$	7,605.93	(7,605.93)
	May (includes VIC @ Unity Park)	\$	9,206.15	(9,206.15)
	June (includes VIC @ Unity Park)	\$	8,951.88	(8,951.88)
	July (includes VIC @ Unity Park)	\$	9,817.41	(9,817.41)
	August (includes VIC @ Unity Park)	\$	8,839.81	(8,839.81)
	September (includes VIC @ Unity Park)	\$	9,163.90	(9,163.90)
	October	\$	7,818.70	(7,818.70)
	November	\$	7,046.09	(7,046.09)
	December	\$		-

Fund #	Description	Appropriated	Disbursed thru 2025(PAID OUT)	Remaining
100-165-557-34-51-000-000	Website Maintenance	\$ 9,000.00	\$ -	\$ 9,000.00
	January		\$	-
	February		\$	-
	March		\$	-
	April		\$	-
	May		\$	-
	June		\$	-
	July		\$	-
	August		\$	-
	September		\$	-
	October		\$	-
	November		\$	-
	December		\$	-

Fund #	Description	Appropriated	Disbursed thru 2025(PAID OUT)	Remaining
100-165-557-34-51-000-001	Collateral Materials	\$ 7,500.00	\$ -	\$ 7,500.00
	January		\$	-
	February		\$	-
	March		\$	-
	April		\$	-
	May		\$	-
	June		\$	-
	July		\$	-
	August		\$	-
	September		\$	-
	October		\$	-
	November		\$	-
	December		\$	-

Fund #	Description	Appropriated	Disbursed thru 2025(PAID OUT)	Remaining
100-165-557-33-41-000-000	Marketing & Advertising	\$ 194,500.00	\$ 158,292.66	\$ 36,207.34
	January		\$ 10,497.27	\$(10,497.27)
	February		\$ 7,463.12	\$(7,463.12)
	March		\$ 7,642.33	\$(7,642.33)
	April		\$ 13,360.01	\$(13,360.01)
	May		\$ 9,912.80	\$(9,912.80)
Did note have June total in time for agenda packet	June		\$ 14,535.76	\$(14,535.76)
	July		\$ 9,404.47	\$(9,404.47)
	August		\$ 9,300.44	\$(9,300.44)
	September		\$ 9,334.61	\$(9,334.61)
	October		\$ 26,356.18	\$(26,356.18)

	November		\$	40,485.67	\$	(40,485.67)
	December				\$	-
100-165-557-36-41-000-000	Administration (City-Utilities)	\$	825.00	\$	411.83	\$ 413.17
	January			\$	31.72	\$ (31.72)
	February			\$	29.41	\$ (29.41)
	March			\$	26.56	\$ (26.56)
	April			\$	27.51	\$ (27.51)
	May			\$	30.64	\$ (30.64)
	June			\$	30.95	\$ (30.95)
	July			\$	52.99	\$ (52.99)
	August			\$	55.38	\$ (55.38)
	September			\$	33.45	\$ (33.45)
	October			\$	35.63	\$ (35.63)
	November			\$	31.57	\$ (31.57)
	December			\$	26.02	\$ (26.02)

Fund #	Description	Appropriated	Disbursed thru 2025(PAID OUT)	Remaining
100-165-557-35-35*	Signage	\$ 10,000.00	\$ -	\$ 10,000.00
ST542.31247513 (Banners)	Traffic Safety Supply/Banners			

100-165-594-57-63-000-000	Capital	\$	60,000.00	\$	848.38	\$ 59,151.62
Big Belly Solar LLC	Element Trash Receptical Deposit			\$	848.38	\$ (848.38)

<b>Totals</b>		<b>#REF!</b>	<b>\$ 303,470.00</b>	<b>#REF!</b>
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## 2026 Budget Expenditures

Dept 165- Lodging Tax Fund	Beg. Fund Balance	Revenues YTD
Updated:		

Fund #	Description	Consolidated Award	Ellensburg Appropriated	Disbursed thru 2026(PAID OUT)	Remaining
100-165-557-31-51-000-000	CLTAC Grant Funding			\$ -	CHAMBER 2026
	reimburse Kittitas County			\$ -	
WEBB EVENTS LLC	Webb Events Motocross Events	\$ 50,500.00	\$ 6,565.00		
CLE ELUM DOWNTOWN ASSOC.	2026 Marketing and Event Support	\$ 25,000.00	\$ 3,250.00		
TOP TIER SPORTS	Top Tier Sports Tournaments	\$ 65,000.00	\$ 8,450.00		
ELLENSBURG DOWNTOWN ASSOC.	PLACES Conference	\$ 5,500.00	\$ 715.00		
KEEN	Gold N' Cider Festival	\$ 15,000.00	\$ 1,950.00		
PUNCH PROJECTS	2026 Projects/Firehouse Projects	\$ 20,000.00	\$ 2,600.00		
WA. SKI & SNOWBOARD MUSM	2026 Marketing Campaign	\$ 15,000.00	\$ 1,950.00		
ROSLYN DOWNTOWN ASSOC.	2026 Marketing and Event Support	\$ 34,175.00	\$ 4,442.75		
ELLENSBURG DOWNTOWN ASSOC.	2026 Marketing and Event Support	\$ 47,600.00	\$ 6,188.00		
KITTITAS COUNTY HISTORICAL MSM	2026 Marketing Support	\$ 17,000.00	\$ 2,210.00		
GALLERY ONE	2026 Marketing Support	\$ 15,000.00	\$ 1,950.00		
ELLENSBURG RODEO ASSOC.	2026 Event Support	\$ 30,000.00	\$ 3,900.00		
NEW SUNCADIA HOSPITALITY	Suncadia Springfest	\$ 2,923.00	\$ 379.99		
NEW SUNCADIA HOSPITALITY	Suncadia Harvest Festival	\$ 15,000.00	\$ 1,950.00		
CLE ELUM ROUNDUP ASSOC.	The Cle Elum Roundup	\$ 11,000.00	\$ 1,430.00		
LHAF dba VALLEY THEATRE CO.	2026 Marketing and Production Plan	\$ 10,000.00	\$ 1,300.00		
ALL THINGS FUN SPORTS!	Palouse to Cascades Marathon & Relay	\$ 7,500.00	\$ 975.00		
NEW SUNCADIA HOSPITALITY	Wines in the Pines	\$ 7,500.00	\$ 975.00		
JUNK-TIQUEN IN THE BURG	Program Support	\$ 4,000.00	\$ 520.00		
ROSLYN RONALD CLE ELUM HERIT. CB	2026 Marketing and Event Support	\$ 15,000.00	\$ 1,950.00		
NEW SUNCADIA HOSPITALITY	Summer Concert Series	\$ 10,000.00	\$ 1,300.00		
NEW SUNCADIA HOSPITALITY	Suncadia's Holiday Drone Show	\$ 32,489.39	\$ 4,223.62		
ELLENSBURG RODEO HALL OF FAME	2026 ERHOF Programming	\$ 12,000.00	\$ 1,560.00		
THE CLYMER FOUNDATION	2026 Programs Support for Two Projects	\$ 10,000.00	\$ 1,300.00		
CALLIOPE ARTS	Shakespeare in Unity Park	\$ 3,700.00	\$ 481.00		
	<b>TOTAL</b>	<b>\$ 480,887.39</b>	<b>\$ 62,515.36</b>		

2026 budget notes  
Rebuild budget to  
from the Chamber

Add trash can exp

Add 2026 CLTAC g

Fund #	Description	Appropriated	Disbursed thru 2026(PAID OUT)	Remaining
100-165-557-32-45-000-000	Visitor Information Center (VIC)	\$ 81,600.00	\$ -	\$ 81,600.00
	January		\$ -	-
	February		\$ -	-
	March		\$ -	-
	April		\$ -	-
	May		\$ -	-
	June		\$ -	-
	July		\$ -	-
	August		\$ -	-
	September		\$ -	-

October	\$	-
November	\$	-
December	\$	-

Fund #	Description	Appropriated	Disbursed thru 2026(PAID OUT)	Remaining
100-165-557-33-41-000-000	Marketing & Advertising	\$ 211,000.00	\$	211,000.00
	January			
	February			
	March			
	April			
	May			
	June			
	July			
	August			
	September			
	October			
	November			
	December		\$	-

Fund #	Description	Appropriated	Disbursed thru 2026(PAID OUT)	Remaining
100-165-557-30-41-001-000	Tourism - Rodeo Mural & Stipends	\$ 25,000.00	\$ -	\$ 25,000.00

Fund #	Description	Appropriated	Disbursed thru 2026(PAID OUT)	Remaining
100-165-557-36-41-000-000	Administration (City-Utilities)	\$ 825.00		
	January			
	February			
	March			
	April			
	May			
	June			
	July			
	August			
	September			
	October			
	November			
	December			

Fund #	Description	Appropriated	Disbursed thru 2026(PAID OUT)	Remaining
100-165-557-35-35*	Signage	\$ 10,000.00	\$ -	\$ 10,000.00

ST542.31247513  
(Banners)

Traffic Safety Supply/Banners

<b>Fund #</b>	<b>Description</b>	<b>Appropriated</b>	<b>Disbursed thru 2026(PAID OUT)</b>	<b>Remaining</b>
100-165-594-63-000-000	Capital	\$ 60,000.00	\$ -	\$ 60,000.00