

**COMMISSIONERS' MINUTES  
KITTTITAS COUNTY, WASHINGTON  
COMMISSIONERS AUDITORIUM  
SPECIAL MEETING**

**TUESDAY**

**3:30 P.M.**

**JANUARY 24, 2012**

Board members present: Chairman Alan Crankovich; Vice-Chairman Obie O'Brien; Commissioner Paul Jewell.

Others: Mandy Robinson, Deputy Clerk of the Board; Judy Pless, Budget and Finance Manager; Debbie Myers, Board Clerk/Receptionist; and 21 members of the public.

**SPECIAL MEETING                      HOTEL MOTEL TAX DISBURSMENT                      COMMISSIONERS**

At approximately 3:30 p.m. Chairman Crankovich opened a Special Meeting to review applications submitted for the Hotel Motel Tax fund disbursement. He reviewed the process for the meeting. He stated that Kittitas County currently imposes a 4% lodging tax which is assessed on the sale of or change made for the furnishing of lodging according to RCW 67.28.180 and RCW 67.28.181. He explained that the intent of the tax is to provide funding for the support of tourism, tourism promotion, and tourism related facilities within Kittitas County. Funds are compiled annually and then distributed throughout the County to qualifying organizations in the form of reimbursable grants. He reviewed different ways the funds can be used and as well as the makeup of the Lodging Tax Advisory Committee (LTAC).

Judy Pless, Budget & Finance Manager provided a financial report for the Stadium Fund (Hotel Motel Fund). She indicated that as of December 31, 2011 the Stadium Fund had a cash balance of \$616,375.55. She reviewed the 2012 Fiscal Year's anticipated expenses for the fund and the final amount available to be allocated to agencies is approximately \$250,000.00. She indicated that there were four applications with funds available from the 2011 awards totaling \$27,259.59. Commissioner Jewell questioned the deadline on when the 2011 awards will no longer be available for reimbursement. Ms. Pless indicated that reimbursements submitted after 1/31/2012 will not be considered and any funds remaining will go back into the fund balance.

Commissioner Paul Jewell, Chair of the Lodging Tax Advisory Committee (LTAC) reviewed a letter outlining the Committees proposals for the 2012 funds, as well as five applications that were recommended to be disqualified and why. He noted that the letter was

submitted to the Board of County Commissioners on December 22, 2011 from the (LTAC). He explained that the (LTAC) followed the direction of the Board of County Commissioners last year in holding applications to a higher standard. He noted that the application itself was reviewed and changes were made with the idea that those changes would assist the Board in their goals. He noted that a new requirement to the 2012 process, was that successful applications will enter into an agreement with the County. He stated that this new process was recommended by the State Auditor and the form was now available.

Commissioner Jewell moved to accept and support the Lodging Tax Advisory Committee's recommendations to disqualify the following applications: Jazz in the Valley, Kittitas County Historical Society, Mt. Peoh Foundation, Roslyn Downtown Association and Roslyn Historical Museum Society. Commissioner O'Brien seconded. Commissioner Jewell felt that this motion follows consistency of years past in supporting the recommendations of the (LTAC). Commissioner Crankovich stated that he supported the motion because a majority of the applications were filled out correctly and out of fairness, the right thing to do is disqualify the incomplete applications. Motion carried 3-0.

Commissioner Jewell indicated that the (LTAC) would like to propose a second round of applications be considered for funding. He stated that the County received a lot less requests than in years past, and that whether the Board goes with the (LTAC) recommendations or not there is most likely going to be a great deal of funds left over, that the (LTAC) would like to see be put to use in the community.

The Board approved the following requests after review and consideration from reports provided by the Lodging Tax Advisory Committee and the applicants which were in attendance on behalf of their organization.

<b>Entity</b>	<b>Board Authorized</b>
Mt. Peoh Foundation (Pork in the Pines)	-
Cle Elum Roslyn Chamber	\$36,000.00
Spirit of the West	\$5,000.00
High Country Logging Show	\$3,000.00
Ellensburg Downtown Assoc	\$4,000.00
Upper Kittitas Co. Youth Baseball/Softball Assoc	\$45,336.00
Roslyn Downtown Assoc	-
Roslyn Historical Museum Society	-
Western Art Assoc	\$4,000.00
R Town Community	\$2,000.00

Gallery One Visual Arts Center	\$1,000.00
Thorp Milltown Historical Preservation Society	\$2,900.00
Cascade Association of Museums and History	\$3,060.00
Roslyn Markets Inc. dba Roslyn Sunday Market	\$4,500.00
Northern Kittitas County Historical Society	-
High Country Artists	\$3,000.00
Jazz in the Valley	-
Kittitas County Historical Society	-
CWU Chimpanzee & Human Communication Institute	\$2,000.00
City of Ellensburg Parks & Recreation Department	-
<b>Amount Requested</b>	<b>\$115,796.00</b>

Commissioner Jewell gave a brief explanation after each presentation on behalf of the (LTAC) of how the applications were ranked and how the funding decisions were determined.

The Board recessed the meeting at 5:38 p.m. The Board reconvened at 6:00 p.m.

The Board discussed the allocations and considered proposals for adding funding to the recommendations of the (LTAC) due to further detail and explanation during the applicant presentations.

Commissioner Jewell moved to accept and award a total of \$115,796.00 dollars in Hotel Motel Grants. Commissioner O'Brien seconded. Commissioner Jewell thanked the (LTAC) for all of the time and effort they put into reviewing the applications and making recommendations to the Board of County Commissioners. Chairman Crankovich echoed Commissioner Jewell's statements and also thanked the applicants for the effort they put into their applications and into the tourism in the County. Motion carried 3-0.

Commissioner Jewell noted that there was approximately \$135,000.00 dollars remaining in the fund that is still available for distribution. He reviewed the recommendation from the (LTAC), noting that it was their recommendation to offer a second round of grant applications be accepted for 2012, with an application due date of 2/29/2012, and awards to be awarded no later than 3/31/2012 and expended by 12/31/2012. Chairman Crankovich suggested that if the Board authorize this request that they place a limit of and not to exceed \$50,000.00 dollars per application. There was discussion on

whether or not the Board would consider applications that have already applied and were disqualified or were awarded no funding.

Commissioner Jewell moved to follow the recommendation of the (LTAC) and authorize a second round of applications, noting that any organization including those disqualified in the first round of applications can apply for funding, however if the applicant was previously awarded funding the request must be for a new project, and any application denied in the first round cannot re-apply. Commissioner O'Brien seconded. Motion carried 3-0.

Meeting adjourned at 6:50 p.m.

DEPUTY CLERK OF THE BOARD

KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

  
Mandy Robinson

  
Alan Crankovich, Chairman