

Room Tax Commission Meeting Minutes

Tuesday November 12, 2024

Greg Kubarski called the Room Tax Commission meeting to order at 6:31pm on Tuesday November 12, 2024. Kubarski asked if the meeting was properly noticed to which City Administrator Finch replied, "Yes".

Committee Members present included Carol Jefferies, Kim Verbsky, Michelle Hastings, Mark Lankey, and Greg Kubarski. Others in attendance included City Administrator Josh Finch, City Treasurer Lisa Johnson, Administrative Assistant Sara McDonald, Hillsboro Chamber of Commerce Member Karri Bartlett.

Minutes from Monday, October 21, 2024, Room Tax Commission Meeting were reviewed. Motion by Kubarski, seconded by Jefferies to approve these minutes as written. Motion carried.

City Treasurer Johnson provided a detailed breakdown of the Room Tax Financial Report as requested from previous meeting. With this breakdown a need for quarterly meetings with an annual report and bi-annual applications for funds from Room Tax was agreed upon. There was also a desire to have a more detailed description of how funds are spent with documentation from each entity that requests funds to show how the funds were spent.

City Administrator Finch presented the 2025 Room Tax Budget Review. Motion to pass the 2025 Room Tax Budget with a contingency on providing documentation for use of funds among requestors, seconded by Jefferies. Motion carried.

City Treasurer Johnson and Jefferies asked for a time and date for the next meeting. April 8, 2025, at 6:00pm was selected.

Motion by Kubarski, seconded by Jefferies to adjourn at 7:12pm. Motion carried.

Meeting adjourned at 7:12pm