

Room Tax Commission Meeting Minutes
Tuesday May 13, 2025

APPROVED
10-14-2025

Greg Kubarski called the Room Tax Commission meeting to order at 6:34pm on Tuesday May 13, 2025.

Kubarski asked if the meeting was properly noticed to which City Administrator Finch replied, "Yes."

Committee Members present included Carol Jefferies, Greg Kubarski, and Mark Lankey (via phone). Others in attendance included City Administrator Josh Finch, City Treasurer Lisa Johnson, and City Administrative Associate Sara McDonald.

Minutes from Tuesday, November 12, 2024, Room Tax Commission Meeting were reviewed. Motion by Jefferies, seconded by Lankey to approve these minutes as written. Motion carried.

City Treasurer Johnson provided a Room Tax Financial Update regarding the audited 2024-year end totals and provided detailed reports for January through April 2025 totals. During the annual audit held in March, it was recommended by the auditor to no longer budget the Transfer to General Fund Expense 30% room tax revenue collected. It was noted for the treasurer to receipt the 30% room tax revenue to General Fund and 70% to the Room Tax Fund at the time of receipt. Treasurer Johnson also brought up an opportunity to combine the existing six Room Tax CDs with varying lower interest rates into one 9-month CD with a 4.35% rate with Farmers State Bank. The committee can readdress the new CD at year end to determine how to proceed with the CD.

Motion by Kubarski, seconded by Jefferies, to consolidate the six City of Hillsboro Room Tax certificates of deposit (CDs) into one 9-month CD with Farmers State Bank at 4.35%.

During discussion, Administrator Finch raised the possibility of transferring funds from the City of Hillsboro Room Tax Money Market Account along with the new one 9-month CD with Farmers State Bank at 4.35%.

Kubarski then moved to amend his motion to include the transfer of \$40,000 from the City of Hillsboro Room Tax Money Market Account into the approved consolidated 9-month CD. The amended motion was seconded by Jefferies. Motion carried.

Motion by Kubarski, seconded by Lankey, to approve the Firemen's Room Tax Allocation request for \$7,500 in funding to purchase a portable stage. The firemen's request was previously approved as part of the 2025 budget process, contingent upon clarification from the Firemen regarding eligible uses. Disbursement of funds is further contingent upon the execution of a Memorandum of Understanding (MOU) to be signed by the Firemen outlining the terms of eligible use. Motion carried.

Administrator Finch made a recommendation to plan the next meeting date towards July and set a later date to allow the new administrator time to settle into the role with a notice of the next Room Tax meeting no less than ten days prior.

Motion by Kubarski, seconded by Lankey to adjourn at 7:00pm. Motion carried.

Meeting adjourned at 7:00pm