



Lodging Tax Advisory Committee Approved Meeting Minutes Thursday, October 16, 2025 - Executive Board Room and Online

1. Call to Order

Chair Miller called the meeting to order at 3:09 p.m.

2. Roll Call

COMMITTEE MEMBERS PRESENT: Malcolm Miller, Chair; Andrew Shin; Ruth Weigelt; Chad Carpenter; and Annie Reinhardt

STAFF PRESENT: Rick Walk, City Manager; Chelsea Yarwood, Accounting Manager; Sadie Siglin, Management Analyst; and Paul J. White, Deputy City Clerk

3. Land Acknowledgement

Chair Miller presented the abbreviated Land Acknowledgment.

4. Approval of Agenda, Previous Meeting Minutes, and Consent Items

- A. Approval of the Agenda
- B. Approval of the Minutes of October 9, 2025

Committee Member Weigelt moved to 1) approve the agenda and 2) approve the minutes of October 9, 2025. Committee Member Shin seconded. The motion carried.

5. Public Comment

Verbal Public Comment

One (1) person signed up to speak at the meeting.

Emily Brooks, Director of Marketing for Experience Olympia and Beyond, provided comment about her organization's services and how they support Lacey lodging tax funding recipients, including providing geofencing services.

No one registered to speak remotely, and no written comments were received.

6. Business Items

A. City Council Updates: Revenue Strategy and Community & Cultural Event Grant Program

Rick Walk, City Manager

Sadie Siglin, Management Analyst

Siglin provided an overview of the City Council's October 14, 2025, worksession regarding historic spending patterns, budget alignment, and the City's use of lodging tax revenue. The City Council reviewed outcomes reported by program participants and compared overnight stays associated with funded events. The City Council provided direction to LTAC to: 1) increase funding allocations for the Regional Athletic Complex, 2) prioritize funding for activities located in Lacey, and 3) prioritize funding activities with high potential for paid overnight stays.

Siglin reviewed the Community and Cultural Event Grant program, including eligibility criteria and available funding.

B. 2026 Funding Cycle Application Review

Sadie Siglin, Management Analyst

Chelsea Yarwood, Accounting Manager

Rick Walk, City Manager

Siglin reviewed allowable uses for lodging tax funds and LTAC guidelines for award selection. The guidelines include reimbursement of up to 40 percent of the award for preparatory event expenses incurred prior to the activity, award minimums of \$5,000, and recusal of committee members, when possible, to avoid conflicts of interest. Siglin presented guidelines impacted by recent City Council direction, including funding limitations for facilities located outside Lacey and funding allocations for City administrative expenses. Walk provided information about the City Council's strategic planning and review of City revenue sources. Walk also provided an update on the proposed activities for the FIFA Fan Zone, activities applied for lodging tax funding as the Olympia/Lacey Fan Zone.

Yarwood summarized year-to-date revenue, interest projections and expenses for lodging tax revenues. Siglin presented the results of the committee members individual scoring rubrics and funding recommendations and provided a funding option for committee consideration. The committee deliberated 2026 funding requests. Committee member Weigelt was recused during discussion of the Spring Fun Fair. Committee member Carpenter was recused during discussion of the Olympia/Lacey Fan Zone and Oly Soccer.

The Committee formed the 2026 Lodging Tax Funding recommendations for Council consideration as outlined below:

2026 LTAC Lodging Tax Funding Recommendations

Experience Olympia and Beyond- \$100,000
Regional Athletic Complex- \$278,739
Lacey Museum and Cultural Center- \$30,000
Lacey MakerSpace- \$15,000
Washington Center for the Performing Arts- \$15,000
Thurston County Fairgrounds and Event Center- \$15,000
Nisqually Reach Nature Center- \$5,000
Lacey Night Market-\$5,000
FC Olympia Artesian USL Soccer Matches- \$40,000
Cascades National Championship Tournament- \$10,000
Lacey Chamber Visitors Center- \$35,000
Washington State Senior Games- \$13,000
Lacey Fireworks Spectacular- \$11,000
South Sound BBQ Festival- \$10,000
Lacey Poly Fest- \$5,000
Holiday Market- \$5,000
Olympia/Lacey Fan Zone- \$80,000
Olympia Funk Festival- \$2,500
South Sound Block Party- \$10,000

Chair Miller moved to recommend the 2026 Lodging Tax Funding Awards to Council as outlined above. Committee member Carpenter seconded. The motion carried.

7. Adjourn

Chair Miller adjourned the meeting at 6:28 p.m.

Minutes approved April 23, 2026.