

CLE ELUM LODGING TAX & EVENTS COMMITTEE

MINUTES

JANUARY 13, 2025

8:30 AM

**119 W FIRST STREET
CLE ELUM, WA 98922**

1. Call to Order/Pledge of Allegiance

Steven Cook - present
Steven Harper - present
Audrey Malek - absent

Matthew Lundh - Mayor
Rob Omans - City Administrator
Debbie Lee - Clerk
Audrey Casassa - Utility Clerk
Ed Mills - Fire Chief
Rich Albo - Police Chief
Mathew Bailey - Public Works Director

MOTION: Committee Member Harper made a motion to approve the absence of Committee Member Malek; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

2. Unfinished Business

- a. Update Event Application - verbiage, noise ordinance, etc.

Points of discussion:

- Define the required language as to what the consequences would be if a vendor did not fill out an Event Application.
- Cooking for over 50 people while in a burn ban.
- Trying to get away from the number of people in attendance but if the event has a significant effect on City services.
- Add to language open flames/cooking devices as there is a potential risk to the public.
- Have a progression of consequences for example: fines, event banned for a year and then it be a misdemeanor.
- Who is able to stop the event if the rules were not followed - code enforcement or the police. This will need clearer parameters.
- Having something in place is better than no language in place and it can always be amended if needed.
- Committee Member Harper will look at other municipalities codes regarding consequences of not applying for an Event Application and bring to the next

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meeting.

DRAFT language for the application:

Events planned to take place on public property must submit an event application. An event application is also required for events on private property if they have the potential to substantially impact the normal operations of the city. This includes, but is not limited to, effects on pedestrian traffic flow, parking availability, vehicle traffic flow, street access (such as the need for street closures), or any potential risk to public safety. Additionally, an event application and safety plan are required when cooking in public or when there is any other known potential safety risk to the public.

Substantial, in this context, refers to any impact that is significant enough to noticeably alter or disrupt the normal operations of the city in more than a temporary or minor way. This includes but is not limited to causing delays, congestion, or increased demand on city resources, services, or infrastructure, and necessitating additional planning, resources, or measures to maintain public safety and order. The duration of the event may also be a factor in determining whether the impact is substantial.

3. New Business

- a. December 9, 2024 Lodging Tax & Events Committee Meeting Minutes

MOTION: Committee Member Harper made a motion to approve the Lodging Tax & Events Committee Meeting Minutes Dated December 9, 2025; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

- b. Pioneer Days - 2025 Event Application

Jordan with the Downtown Association reported that all four events on the agenda do not have any significant changes from previous years. She will supply the City with updated insurance information in August as that is when the renewal date is. Jordan has contacted WSDOT regarding the street closures.

Chief Albo stated that in light of the recent tragic event in New Orleans he would as always wants the number one priority to be safety. Chief Albo would like to see some of the budget aside for barricades.

Chief Mills would like to see other events not piggyback off of the Downtown Associations events since this causes a gap in safety issues. He thought there were about 26 vendors that participated in Pioneer Days, and not all of these filled out Event Applications. For example, the Dog Jumping that is held in the Wye Park is not a part of Pioneer Days they are their own separate event.

The committee felt that once the language is cleaned up this will help with some of those

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issues.

The committee also felt it would be beneficial to discuss the cost of the Downtown Lighting before the actual lighting happens.

MOTION: Committee Member Harper made a motion to approve all four events Pioneer Days, Christmas In Cle Elum Tree Lighting, Boo Elum and Christmas in Cle Elum Parade; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

c. **Christmas In Cle Elum Tree Lighting - 2025 Event Application**

See item B.

d. **Boo Elum - 2025 Event Application**

See item B.

e. **Christmas In Cle Elum Parade - 2025 Event Application**

See item B.

f. **2025 Lodging Tax Application - City of Cle Elum City Hall Remodel - Tourism**

Rob Omans explained that City Hall is expanding into the vacated salon next door to City Hall. This space will add additional room for a shared meeting room, offices, The Downtown Association office and a Visitor Center. This is a city owned building, and this lodging tax request is for the facility updates and not the operation. Rob explained that the visitor center could be open, as an example, Tuesday through Saturdays and offer information and brochures to travelers that are visiting from out of the area. Rob will have the contractor submit a budget for his bid. There was a sealed bid process to select the low bidder.

MOTION: Committee Member Harper made a motion to recommend this application to the Council, he would also like to see a budget attached. Rob Omans will get that document and attach it to the application; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

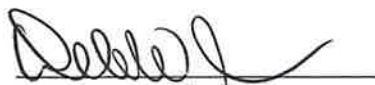
4. **Other Committee Comments**

The Countywide Consolidated Committee needs to set an upcoming date for their next meeting.

5. **Adjourn**

The meeting was adjourned at 9:11 a.m.


Steven Cook, Chair


Debbie Lee, Clerk

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