

CLE ELUM LODGING TAX & EVENTS COMMITTEE

MINUTES

JULY 8, 2024

8:30 AM

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

1. Call to Order

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

Matthew Lundh - Mayor
Debbie Lee - Clerk
Audrey Casassa - Utility Clerk
Rich Albo - Police Chief

Chair Steven Cook would like to move the agenda around to accommodate the Event Application representatives. They will start with New Business and end with Unfinished Business.

2. Unfinished Business

a. Potential Additional Staff Time (Events) - Discussion

Mayor Lundh discussed how additional staff time is involved with certain events and how it could be reimbursed through a Lodging Tax Application. Public Works, Police and Fire could recoup some expenses. For example, on Pioneer Days, when it takes extra personnel to help with all the activities. Department Heads could submit a request after the event was completed to be considered for reimbursement. The police have an hourly rate already calculated. The other departments could use the same formula.

Committee Member Harper does not see a problem with this and the Committee could decide what level of reimbursement would be best per event type.

3. New Business

a. Approve the minutes from the from June 10, 2024 Lodging Tax & Events Committee

MOTION: Committee Member Harper made a motion to approve the meeting minutes dated June 10, 2024; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

b. Mouse About Foundation 2024 Event Application

Discussion was had regarding extra patrols during this event. The event will need to have a

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fenced off area for the beer garden and someone checking identification. Mayor Lundh stated that the Mayor has the final decision on the approval of the liquor license.

MOTION: Committee Member Harper made a motion to approve the 2024 Mouse About Foundation 2024 Event Application; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

c. **UKC Jam Soccer Jamboree - 2024 Event Application**

Tiffany Green is a volunteer for the Upper Kittitas County Soccer Jamboree. Tiffany reported that the goal of the jamboree was to get enough boys and girls interested in soccer to eventually start a high school soccer team. They painted Centennial Field for the jamboree and worked out the parking with Aaron Barr of Public Works. This is an invitation only jamboree so they will have a better handle on parking issues. Discussion was had about having an area map, so people have a better idea of the layout and parking requirements. She will have someone who will spot the loose soccer balls so they don't go into traffic and have two people to manage parking.

MOTION: Committee Member Harper made a motion to approve the UKC Jam Soccer Jamboree 2024 Event Application; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

d. **Cle Elum Roundup 2024 Event Application**

Discussion was had about recommendations from the Cle Elum Police, and Cle Elum Roundup have hired additional security personnel from Phoenix. Chief Mills had some additional questions regarding the Fire & Life Safety Plan, tents being secured, etc. Wendy from the horse park stated she had called and left a message for the fire chief regarding these questions but had not heard back as of this morning.

They will submit a noise variance request at the July 23, 2024, Council Meeting.

MOTION: Committee Member Harper made a motion to approve Cle Elum Roundup 2024 Event Application; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

e. **Reschedule November 11, 2024, Lodging Tax & Events Committee Meeting (due to holiday)**

It was decided to reschedule the November 11, 2024, Lodging Tax & Events Committee meeting due to it being a holiday. They rescheduled it for November 12, 2024, at 8:30 a.m.

f. **Cle Elum Car Show - 2024 Event Application**

Utility Clerk Audrey Casassa received an email this morning stating they were canceling this event.

NOTE:

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This was canceled, but then Mikes Tavern decided he did want to try and have this event this year after he had more discussion.

Lodging Tax & Event Committee members Harper and Cook met at 5:00 p.m. on Tuesday, July 9 to discuss the Mike's Tavern Car Show event proposal. After a brief discussion, Committee Member Harper moved to approve the event, which Committee Member Cook seconded. The motion carried, and thus the event was approved. This was the only item discussed at that time, so the meeting was adjourned at approximately 5:15 p.m.

4. Other Committee Comments

Mayor Lundh would like to start having after-action meetings to discuss areas of concern within 30 days of the actual event. This way, everything is fresh in organizers' minds and document areas of concern to avoid issues with future events. For example, extra officers may be a requirement.

This language would be added to the event application and all vendors would be required to attend along with police, fire, public works, and anyone who has a piece of the event.

Audrey will send out an invitation to Sassy Trash, Pioneer Days (CEDA) and the Chamber of Commerce. This meeting will be at City Hall and can be attended in person or virtually. The date of the meeting is July 29th at 8:00 a.m. and should be over by 10:00 a.m.

Discussion was had about the changes that need to be made to the event application for 2025, making sure all specialty permits are included. An example of this would be tents, noise variance, cooking, beer gardens, etc. This will take place during the meeting in October and have a draft completed in November and given to the Council for approval by the first of the year.

Audrey will email a word version of the Event Application and Lodging Tax Application to the Lodging Tax & Events Committee.

5. Adjourn

Meeting was adjourned at 9:22 a.m.



Steven Cook, Chair



Debbie Lee, Clerk