

CLE ELUM LODGING TAX & EVENTS COMMITTEE

MINUTES

OCTOBER 14, 2024

8:30 AM

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

1. Call to Order/Pledge of Allegiance

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

Matthew Lundh - Mayor
Rich Albo - Chief of Police
Debbie Lee - Clerk

2. Unfinished Business

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

Committee Member Harper stated that he updated the verbiage and corrected some scrivener errors in the Hold Harmless Agreement.

Discussion was had about having the Event Application and the Hold Harmless Agreement forwarded to city legal for review after it's reviewed by the committee.

MOTION: Committee Member Harper made a motion to approve the language update to the Hold Harmless Agreement; seconded by Committee Member Cook.

MOTION CARRIED: 3 yes 0 no.

Committee Member Cook informed the Committee that he did an edit and reformat of the Event Application that included the Lodging Tax Requirements, and a checklist of items, so all applicants are aware of requirements needed for alcohol, tents, cooking, security, etc.

Discussion was had about the difference between major and minor events. Chief Albo explained it is usually the size of the event, anything over 50+ people in attendance and where the event is located, so there is sufficient parking, and it does not create a traffic hazard. The Committee also discussed that there should be an additional contact listed as well as the primary contact. Parades need to have a specific application with the City of Cle Elum providing the map and traffic control plan. When applicants are filling out the application, they need to give more details of the event, so instead of saying purpose of event, change the wording to details of the event.

The Committee also discussed if someone held an event and did not complete an event application what the consequences would be. The Committee will work on a code revision next that will cover this issue.

Lodging Tax & Events Committee Agenda

October 14, 2024

119 W FIRST STREET
CLE ELUM, WA 98922

Other discussion points:

- Including a physical map and description of street closures.
- A checkbox if police services or security services are needed.
- 903 closures may require DOT approval.
- If alcohol is part of the event, a map is required and where security will be located.
- Chapter 5.24 regarding adult entertainment should be included. Committee Member Harper will look at other safety related issues within the code that will need to be listed.
- The application needs to be completed and submitted at least 30 days prior to the event.
- Including date and verbiage on department head signature lines.

The Committee will continue this discussion at the next Lodging Tax & Event Committee Meeting on November 12, 2024 @ 8:30 a.m.

3. New Business

- a. Approve the Minutes for the Lodging Tax & Events Committee Meeting Dated September 9, 2024

MOTION: Committee Member Harper made a motion to approve the Minutes Dated September 9, 2024, with the correction of a misspelled name; seconded by Councilmember Malek.

MOTION CARRIED: 3 yes 0 no.

4. Other Committee Comments

It was noted that the next Lodging Tax & Event Committee meeting has been moved to November 12, 2024, as November 11, 2024, is a holiday.

The Committee wanted to know if Audrey Casassa has a way to track events on the calendar to not duplicate a reserved space.

Mayor Lundh spoke to the Committee regarding how the City of Cle Elum used to reserve parks, and currently it is on a first come basis. Mayor Lundh would like to see the Committee discuss this further as police, fire, etc. need to be apprised of these uses as they may need more garbage cans, more police presence and the amenities that will be used at the parks. If the Committee chooses to start requiring payment to reserve a park, they should also look at codifying enforcement.

5. Adjourn

**Lodging Tax & Events Committee Agenda
October 14, 2024**

119 W FIRST STREET
CLE ELUM, WA 98922

The meeting was adjourned at 9:20 a.m.



Steven Cook, Chair

Debbie Lee, Clerk