

CLE ELUM LODGING TAX & EVENTS COMMITTEE

MINUTES

APRIL 16, 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 via zoom
Audrey Malek - present

Matthew Lundh - Mayor
Debbie Lee - Clerk
Mathew Bailey - Public Works Director
Ed Mills - Fire Chief

2. Unfinished Business

a. Boulet Theatre Productions - Spring Production - 2025 Lodging Tax Application

Discussion was had regarding asking the Boulet Theater Group to fill out the portion of the application that was missed at the last meeting. The information that was missing addressed the 50-mile radius requirement for lodging tax funds.

The theater group is trying to build a partnership with the Senior Center, creating more events and activities. But renting the facility is costly. This is why they are asking for the \$2,500 from the Lodging Tax Committee. This will help cover the rental fees, rehearsal days and production days.

MOTION: Committee Member Harper made a recommendation to present the Boulet Theater's \$2,500, 2025 Lodging Tax Application at the next Council Meeting for their consideration; seconded by Committee Member Malek.

MOTION CARRIED: 3 yes 0 no.

b. Events Application - Updated Draft

This application was presented to the Committee, and they wanted to thank Committee Member Cook and Whitney for all of their hard work. The Committee would like to tackle the Lodging Tax Application next.

MOTION: Committee Member Cook made a motion to start utilizing the updated Event Application immediately; seconded by Committee Member Harper.

MOTION CARRIED: 3 yes 0 no.

3. New Business

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a. Meeting Minutes Dated March 12, 2025

MOTION: Committee Member Harper made a motion to approve the Lodging Tax & Events Committee Meeting Minutes; seconded by Committee Member Malek.

MOTION CARRIED: 3 yes 0 no.

b. Newberry Reunion - Firemans Park 2025 Event Application

The Committee felt that everything was complete with the application and the City Staff had no reservations regarding this event.

MOTION: Committee member Harper made a motion to approve the Newberry/Henry Reunion in Firemans Park; seconded by Committee Member Malek.

MOTION CARRIED: 3 yes 0 no.

c. 3 on 3 Basketball Discussion

Chair Member Cook stated that the Committee met with the 3 on 3 basketball group as well as the Downtown Association and had a productive meeting. Discussion was had about possibly changing the location to a different stretch of road and maybe changing the date. The Downtown will not be covering this event as they have in the years past. The 3 on 3 basketball group has an upcoming meeting, and then they will get back in touch with the City.

d. Park Reservations - Mayor Lundh

Mayor Lundh informed the Committee that approximately back in 2019 the City stopped reserving the city parks. The Committee is not sure why this happened, but they would like to start reserving the parks again. Discussion was had about placing a notice that the park (mainly the parks with structures) are reserved and maybe using a QR code to let people know that it is reserved. Reserving the parks would be a benefit to the community. There would be fees and insurance involved. Other cities have park reservations available. This way, the city could track what the park is being used for and be a safer and insured event.

The committee will look at different park reservation procedures from other cities and report back at the next meeting. Clerk Debbie Lee will contact the city's insurance company and see what the requirements will be.

MOTION: Committee Member Harper made a motion to approve the committee to move forward and bring back information to the next meeting; seconded by Committee Member Cook.

MOTION CARRIED: 3 yes 0 no.

e. Lodging Tax Fund Balance - Update

The Committee discussed the fund balance and expenses earmarked to date. They would

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like this report on all meeting agendas in the future.

f. **Special Events Code - Steven Cook**

Committee Chair Cook stated that the draft Municipal Code for Events would help codify the rules and put everything in writing, so everyone is on the same page. This was also sent to Jordan from the Downtown Association for her input. Steven Cook would like to discuss everyone's thoughts at the next Lodging Tax Committee meeting. Staff are in favor of this code proposal and one that will work.

g. **A- Event Tracker 2025**

This is for informational purposes only.

4. **Other Committee Comments**

5. **Adjourn**

The meeting was adjourned at 9:03 a.m.



Steven Cook, Chair



Debbie Lee, Clerk