

CITY ADMINISTRATOR
ROBERT OMANS

CITY CLERK
DEBBIE LEE

FINANCE DIRECTOR
ROBIN NEWCOMB

PUBLIC WORKS DIRECTOR
MATHEW BAILEY

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNER
COLLEDA MONICK

General Government Committee

Agenda
May 28, 2025
8:30 AM



119 W FIRST STREET
CLE ELUM, WA 98922

MAYOR
MATTHEW LUNDH

MAYOR PRO TEM
STEVEN HARPER

GENERAL GOVERNMENT
COMMITTEE

STEVEN HARPER - CHAIR
JERRED WIES
AUDREY MALEK

CITY ATTORNEY
ALEXANDRA KENYON

Join Virtually with Zoom: <https://zoom.us/j/7573184018?pwd=dERndjBJVC9GdVQ1d2ISRExwZFhXZz09>
Meeting ID: 757 318 4018 Passcode: 98922

Join by Phone: 1-(253)215-8782, Meeting ID: 757 318 4018, Passcode:98922

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DISCLAIMER: The City does not guarantee that virtual or telephonic access to the City Council meeting will be available and the City does not warrant audio quality. Attendees are encouraged to attend in-person.

1. **Call to Order/Pledge of Allegiance**
2. **Unfinished Business**
 - a. Ordinance 1694 Amending Title 5 CEMC Business Licenses, Taxes, and Regulations
 - b. CEMC Title 6 Animals
3. **New Business**
 - a. Meeting Minutes Dated March 26, 2025
 - b. 2025-012 Resolution Credit Card Policy - Robin Newcomb, Finance Director
4. **Other Committee Comments**
5. **Adjourn**

Upcoming Meetings:

Coal Mines Trail Commission Meeting: June 2, 2025 @ 6:00 p.m.

Public Works & Community Development Committee Meeting: June 4, 2025 @ 12:00 p.m.

Regular Council Meeting: June 10, 2025 @ 6:00 p.m.

Lodging Tax & Events Committee Meeting: June 11, 2025 @ 8:30 a.m.

Historic Preservation Commission Meeting: June 17, 2025 @ 3:00 p.m.

Planning Commission Meeting: June 17, 2025 @ 6:00 p.m.

Public Safety & Health Committee Meeting: June 18, 2025 @ 2:00 p.m.

General Government Committee Meeting: June 25, 2025 @ 8:30 a.m.

**CITY OF CLE ELUM
WASHINGTON**

ORDINANCE NO. 1694

**AN ORDINANCE OF THE CITY OF CLE ELUM,
WASHINGTON, AMENDING TITLE 5 OF THE CLE ELUM
MUNICIPAL CODE RELATING TO BUSINESS LICENSES,
TAXES, AND REGULATIONS; SPECIFICALLY
AMENDING SECTIONS CEMC _____;
REPEALING AND REPLACING CEMC
_____; PROVIDING FOR SEVERABILITY;
AND ESTABLISHING AN EFFECTIVE DATE**

Commented [AK1]: Will update once below comments are addressed.

WHEREAS, the City Council of Cle Elum seeks to modernize and clarify regulations governing businesses to enhance public safety, streamline enforcement, and adapt to current economic realities; and

WHEREAS, amendments to certain sections of Title 5 of the Cle Elum Municipal Code (“CEMC”) (namely, CEMC 5.02.010, _____), and repeal and replacement of other sections (namely, CEMC 5.02.010, _____) have been proposed to address exemptions, record-keeping, taxi services, and adult entertainment provisions; and

WHEREAS, these changes align with state standards, improve administrative efficiency, and protect the welfare of Cle Elum residents;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. CEMC Section 5.02.010 (Business License Required), Amended. Cle Elum Municipal Code Section 5.02.010 (Business license required) is hereby amended to read as follows:

5.02.010 Business license required - Exemptions.

A. Every All persons, firms, ~~and~~ or corporations, ~~excepting wholesalers, engaging in business within the City of Cle Elum or practicing any profession in the city, shall first secure~~ obtain a business license to do so and pay a city license fee as provided in this chapter except as expressly exempt under this chapter through the Business Licensing Service, except as provided herein.

B. For purposes of the license required by this chapter, any person or A business whose annual value of products, gross proceeds of sales, or gross income ~~of the business in the city is equal to or less than~~ is five thousand dollars (\$5,000) or less within a single calendar year (January 1 – December 31) and ~~who~~ does not maintain a

physical place of business within the city limits shall register with the City but is exempt from the licensing fee. Registration shall include submission of annual revenue documentation upon request by the City Clerk. ~~submit a business license registration to the city clerk or designee, but be exempt from the fee therefor. The threshold does not apply to regulatory license requirements or activities that require a specialized permit.~~

Section 2. CEMC Section 5.16.020 (Records to be Kept), Repeal and Replace. Cle Elum Municipal Code Section 5.16.020 (Records to be kept) is hereby repealed in its entirety and replaced with a new Section 5.16.020 to read as follows:

5.16.020 Records of Transactions

A. Every pawnbroker and secondhand dealer shall maintain accurate records of all transactions involving the receipt, purchase, or sale of secondhand goods.

B. Such records shall be maintained in an electronic record-keeping system approved by the City of Cle Elum, including but not limited to systems such as Leads Online, and shall:

1. Include the date, time, description of goods, and identity of the seller or pledgor;
2. Be securely stored for a minimum of three (3) years from the date of the transaction; and
3. Provide real-time access to the Cle Elum Police Department for investigative purposes upon request.

C. Failure to comply with electronic record-keeping requirements shall constitute a violation of this chapter, subject to penalties outlined in Section 5.16.050.

Section 3. CEMC 5.20.010 (Definitions), Amended. Cle Elum Municipal Code Section 5.20.010 (Definitions) is hereby amended to read as follows:

5.20.010 Definitions

~~“Taxi?”~~ “For-hire vehicle” means any for-hire motor vehicle used for carrying the transportation of passengers for hire compensation, including taxicabs and rideshare services such as Uber or Lyft, operating within the city limits.

Section 4. CEMC 5.20.020 (Owner License - Required), Repeal and Replace. Cle Elum Municipal Code Section 5.20.020 (Owner license – Required) is hereby repealed in its entirety and replaced with a new Section 5.20.020 to read as follows:

5.20.020 Licensing requirements.

A. Every owner or operator of a for-hire vehicle shall obtain an annual license from the City Clerk:

1. Taxi company license: \$100 per year.
2. Rideshare driver permit: \$25 per year per driver.

Section 4. CEMC Subsection 5.24.070(A) (Standards of Conduct and Operation – Live Adult Entertainment Establishment), Amended. Subsection (A) of Cle Elum Municipal Code Section 5.24.070(A) (Standards of Conduct and Operation – Live Adult Entertainment Establishment) is hereby amended to read as follows:

A. All adult entertainment establishments shall comply fully with Chapter 296-831 WAC, including operational, safety, and employee welfare provisions as established by the Washington State Department of Labor and Industries. ~~The following standards of conduct must be adhered to by employees of any live adult entertainment establishment while in any area in which members of the public are allowed to be present:~~

1. ~~No employee or entertainer shall be unclothed or in such less than opaque and complete attire, costume or clothing so as to expose to view any portion of the female breast below the top of the areola or any portion of the pubic region, anus, buttocks, vulva or genitals, except upon a stage at least eighteen inches above the immediate floor level and removed at least eight feet from the nearest member of public.~~
2. ~~No employee or entertainer mingling with members of the public shall be unclothed or in less than opaque and complete attire, costume or clothing as described in subsection (A)(1) of this section, nor shall any male employee or entertainer at any time appear with his genitals in a discernibly turgid state, even if completely and opaquely covered, or wear or use any device or covering which simulates the same.~~
3. ~~No employee or entertainer mingling with members of the public shall wear or use any device or covering exposed to view which simulates the breast below the top of the areola, vulva, genitals, anus, and any portion of the pubic region or buttocks.~~
4. ~~No employee or entertainer shall caress, fondle or erotically touch any member of the public. No employee or entertainer shall encourage or permit any member of the public to caress, fondle or erotically touch any employee or entertainer.~~
5. ~~No employee or entertainer shall perform actual or simulated acts of sexual conduct as defined in this chapter, or any act which constitutes a violation of Chapter 7.48A RCW, the Washington Moral Nuisances Statute.~~

Commented [AK2]: Debbie - Is the intent to repeal this ENTIRE section and replace with the new language or ONLY amending Subsection A?

~~6. No employee or entertainer mingling with members of the public shall conduct any dance, performance or exhibition in or about the nonstage area of the live adult entertainment establishment unless that dance, performance or exhibition is performed at a distance of no less than eight feet from any member of the public.~~

~~7. No tip or gratuity offered to or accepted by an adult entertainer may be offered or accepted prior to any performance, dance or exhibition provided by the entertainer. No entertainer performing upon stage area shall be permitted to accept any form of gratuity offered directly to the entertainer by any member of the public. Any gratuity offered to any entertainer performing upon any stage area must be placed into a receptacle provided for receipt of gratuities by the live adult entertainment establishment or provided through a manager on duty on the premises. Any gratuity or tip offered to any adult entertainer conducting any performance, dance or exhibition in or about the nonstage area of the live adult entertainment establishment shall be placed into the hand of the adult entertainer or into a receptacle provided by the adult entertainer, and not upon the person or into the clothing of the adult entertainer.~~

Section 5. CEMC Subsection 5.24.080 (License Term – Assignment - Renewals), Amended. Cle Elum Municipal Code Section 5.24.080 (License term – Assignment – Renewals) is hereby amended to read as follows:**Amendments to Sections 5.24.070 – 5.24.090 – Adult Entertainment Regulations**

Sections 5.24.070 through 5.24.090 of the Cle Elum Municipal Code are hereby amended to read as follows:

5.24.070 – Compliance with State Standards

~~A. All adult entertainment establishments shall comply fully with Chapter 296-831 WAC, including operational, safety, and employee welfare provisions as established by the Washington State Department of Labor and Industries.~~

5.24.080 – Performance Area Requirements

A. The distance between performers and patrons shall be a minimum of ten (10) feet, measured from the edge of the performance area to the nearest patron seating or standing area.

B. Establishments shall install and maintain live surveillance cameras covering all performance areas:

1. Footage shall be retained for a minimum of thirty (30) days;
2. Footage shall be made available to the Cle Elum Police Department upon request for investigative purposes.

Commented [AK3]: Debbie - The new text does not bear much resemblance to the old text. The code section relates to license terms, etc. This new language regarding performance area requirements – but that is set forth in in 5.24.070 D.1, which you didn't indicate wanting to strike (see above section).

Section 6. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances shall not be affected.

Section 7. Effective Date. This ordinance shall take effect five (5) days after its passage and publication as required by law.

ADOPTED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING THEREOF ON ____ DAY OF _____, 2025.

CITY OF CLE ELUM

Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

Debbie Lee, City Clerk

Approved as to form:

Alexandra L. Kenyon, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Resolution No.:
Date Posted:

Title 6 ANIMALS

Chapters:

6.04 Regulation of Animals and Fowl

Chapter 6.04 REGULATION OF ANIMALS AND FOWL

Sections:

- 6.04.010 Definitions.**
- 6.04.020 License and registration required.**
- 6.04.030 License and registration for dogs.**
- 6.04.040 Unlawful to keep animals which are offensive, dangerous or which constitute a nuisance.**
- 6.04.050 Limitation on number.**
- 6.04.060 Dogs and cats not to be permitted at large.**
- 6.04.070 Excessive noise by dogs or fowl prohibited.**
- 6.04.080 Manner of keeping animals and fowl.**
- 6.04.081 Grazing animals – Defined.**
- 6.04.082 General space requirements.**
- 6.04.083 Barns, corrals and enclosures.**
- 6.04.084 Animals being driven or ridden.**
- 6.04.085 Abandonment of animals.**
- 6.04.086 Animals in heat.**
- 6.04.087 Animal abuse.**
- 6.04.088 Rabies inoculation.**
- 6.04.089 Cruelty to animals.**
- 6.04.090 Impounding of animals and fowl.**
- 6.04.100 Notice of impounding.**
- 6.04.110 Redemption of impounded animals or fowl.**
- 6.04.120 Destruction or release of unclaimed animals and fowl.**
- 6.04.130 Purchase of unclaimed animals or fowl.**
- 6.04.140 Records to be maintained.**
- 6.04.150 Disposition of dangerous animals or fowl.**
- 6.04.160 Impounding for observation.**

6.04.170 Vicious animals or fowl may be destroyed.

6.04.180 Interference with enforcement.

6.04.190 Penalty for violation.

6.04.010 Definitions.

For the purpose of this chapter the following words shall have the following meanings:

“Animal” means any and all types of animals, both domesticated and wild, male and female, singular and plural.

“At large” means off the premises of the owner or custodian of the animal or fowl, and not under the physical control of the owner or custodian either by leash, cord, chain or similar restraining device.

“Authorized person” means any police officer or the city pound master, or any other person acting under the order or direction of a police officer or of the city pound master.

“Exotic animal” means any animal that is neither native to the United States nor traditionally raised and tamed by humans.

“Fowl” means any and all fowl, domesticated and wild, male and female, singular and plural.

“Owner or custodian” means any person or persons, firm, association or corporation, owning, keeping, having charge of, harboring or feeding any animal or fowl in the city.

“Person” means any person, firm, partnership, corporation or association.

“Vicious animal or fowl” means any animal or fowl which has evidenced characteristics rendering it reasonably apparent to a prudent person that the animal or fowl is likely to harm persons or other animals.

(Ord. 967 § 1, 1992; Ord. 651 § 1, 1971)

6.04.020 License and registration required.

A. All dogs in the city must be licensed and registered if over three months of age. The dog license shall be an annual license which shall expire at midnight on December 31st of each year and shall be issued by the city clerk upon payment of the following license fees:

| | Neutered Male or Spayed Female | Unneutered or Unspayed Female |
|---|---|--|
| First dog | \$ 7.50 | \$10.00 |
| Second dog | 10.00 | 13.00 |
| Third dog and each dog thereafter | 27.00 | 32.00 |

B. Licenses and tags will be available Mondays through Fridays during normal business hours at the Cle Elum police department. The owner or custodian shall state at the time the application is made for each dog license, upon the form provided for that purpose, the owner’s name and address and the name, breed, color and sex of each dog owned, kept or harbored by him or her; provided, this section shall not apply to dogs brought temporarily into the city for a period not to exceed ten days during any calendar year.

C. All exotic pets kept within the city must be licensed and registered. The exotic pet license shall be an annual license which shall expire at midnight on December 31st of each year. Such license shall be issued by the city clerk upon payment to the clerk of a fee, and upon the satisfactory completion by the owner or keeper of the animal of the registration form provided by the clerk.

(Ord. 1109 § 1, 1999; Ord. 970 § 1, 1992; Ord. 967 § 2, 1992; Ord. 931 § 1, 1991; Ord. 822 § 1, 1984; Ord. 783 § 1, 1981; Ord. 651 § 3, 1971)

6.04.030 License and registration for dogs.

A. All dogs within the City of Cle Elum must be licensed and registered if over three months of age. The animal license shall be an annual license that shall expire at midnight on December 31st of each year. Upon payment of the license fee as set forth in Section 6.04.020A., the city shall issue to the owner or the custodian a license fee receipt and a metal tag for each animal so licensed. The license shall be stamped thereon with the city’s name, the current year, and the number corresponding with the number on the issued receipt. Every owner or custodian must provide each dog with a collar to which the license tag must be securely fastened, and must ensure that the collar and tags are worn by the dog at all times. Dog tags are not transferable from one dog to the other. No refund shall be made on any animal license fee as a result of death to the dog or for any other reason.

B. Animal license applications for dogs must include proof of current rabies and distemper immunization.

C. This section shall not apply to dogs brought temporarily into the city.

(Ord. 1342 § 2, 2011)

Editor's note: Ord. No. 1342, § 1, adopted March 8, 2011, repealed the former § 6.04.030. Section 2 of said ordinance enacted a new § 6.04.030 as set out herein. The former § 6.04.030 pertained to tag and collar and derived from Ord. 822 § 2, adopted 1984; Ord. 651 § 4, adopted 1971.

6.04.040 Unlawful to keep animals which are offensive, dangerous or which constitute a nuisance.

It is unlawful for any person, firm or corporation to keep or allow to be kept, within the city, any animal or fowl that is bothersome, dangerous, noisome or offensive to the adjacent property owner(s), or which animal constitutes a nuisance, which determination shall be made by the city council after a written complaint is received by the city council and a hearing on the complaint is held by the city council.

(Ord. 967 § 3, 1992; Ord. 651 § 5, 1971)

6.04.050 Limitation on number.

The raising, keeping, breeding or boarding of small animals are subject to the following requirements:

- A. Small animals that are kept as household pets in a dwelling unit in aquariums, terrariums, cages or similar containers shall not be limited in number unless such animals constitute a nuisance.
- B. Other small animals kept as household pets in a dwelling unit shall be limited to four of any one kind.
- C. The number of small animals kept outside a dwelling unit shall be limited as follows:
 1. On sites of less than twenty thousand square feet, three per dwelling unit;
 2. On sites of between twenty thousand and thirty-five thousand square feet, five per dwelling unit; and
 3. On sites greater than thirty-five thousand square feet, one additional small animal per dwelling unit for each one-half acre of site area over thirty-five thousand square feet up to a maximum of twenty.
- D. For the purposes of this section, the following definitions shall apply:
 1. "Household pets" means small animals that are kept within a dwelling unit.
 2. "Small animal" means any animal other than livestock or animals considered to be predatory or wild which are kept outside a dwelling unit all or part of the time. Animals considered predatory or wild, excluding those in zoo animal breeding facilities, shall be considered small animals when they are taken into captivity for the purposes of breeding, domestication, training, hunting or exhibition.
- E. If more than one dwelling unit exists on a lot or parcel then, for the purposes of this section, the limitations as set forth above shall apply to each lot or parcel and not to each dwelling unit.

(Ord. 1452 § 1, 2016; Ord. 822 § 3, 1984; Ord. 651 § 6, 1971)

6.04.060 Dogs and cats not to be permitted at large.

No owner or custodian of any dog or cat shall permit the same to go at large. A dog or cat is considered at large when it is free of restraint or confinement, without leash, and without a person to control the animal. A dog or cat shall not be "at large" if it remains on the owner's premises. A violation of this section is declared to be a nuisance and dangerous to the public health, safety and welfare.

(Ord. 1342 § 2, 2011; Ord. 651 § 2, 1971)

6.04.070 Excessive noise by dogs or fowl prohibited.

No owner or custodian of any dog or fowl shall permit the same to remain outside of the dwelling of such owner or custodian or outside of the closed building where the dog or fowl is kept while any such dog or fowl is kept while any such dog or fowl is causing excessive or frequent noises which disturb, or is likely to disturb, the comfort or repose of other persons in the neighborhood. A violation of this section is declared to be a public nuisance and adverse to the public health and welfare.

(Ord. 1342 § 3, 2011; Ord. 651 § 7, 1971)

6.04.080 Manner of keeping animals and fowl.

No owner or custodian of any animal or fowl shall keep or harbor or maintain any such animal or fowl, or maintain any place in which such animal or fowl is kept, in such manner as to be filthy or unsanitary. Violation of this section is declared to be a public nuisance and adverse to the public health, safety and welfare.

(Ord. 651 § 8, 1971)

6.04.081 Grazing animals – Defined.

A. *Grazing Animals Defined.* A grazing animal is considered to be one horse, one cow, one mule, four sheep, two burros, four goats or two llamas.

B. Such animals are to be kept within proper space and properly constructed fences. Animals raised for commercial purposes are considered a business and business licenses are required.

(Ord. 887 § 1, 1989)

6.04.082 General space requirements.

With respects to each grazing animal to be kept within the city the owner or keeper thereof must provide a minimum of ten thousand square feet of grazing area for each grazing animal.

(Ord. 887 § 1, 1989)

6.04.083 Barns, corrals and enclosures.

No person shall keep, use or maintain any livestock barn, corral or enclosure which is located closer than one hundred feet to any neighboring residence or other inhabited building within the city.

(Ord. 887 § 1, 1989)

6.04.084 Animals being driven or ridden.

No person shall ride or drive any horse, mare, mule, burro or any other beast of burden of any description in or upon any of the streets or public places within the city faster than an ordinary walking gait; nor ride any of said animals across or onto any sidewalk, parking strip, tavern or other commercial building.

(Ord. 887 § 1, 1989)

6.04.085 Abandonment of animals.

It is unlawful for any person to abandon within the city any domestic animal by dropping off or leaving such animal on any street, road, alley, highway or by dropping off or leaving such animal on the street, road, alley, highway or any other public place or upon private property without the consent of such private property owner. An animal is abandoned when left in any such place without any provision made for the care and feeding of such animal by its owner or keeper.

(Ord. 887 § 1, 1989)

6.04.086 Animals in heat.

Every female dog or cat in heat shall be confined in a building or secure enclosure, in such manner that such female dog or cat cannot come into contact with another animal except for planned breeding.

(Ord. 887 § 1, 1989)

6.04.087 Animal abuse.

No person shall beat, cruelly treat, torment, overload, overwork or otherwise abuse an animal or cause, instigate or permit any dog fight, cock fight, bull fight or other combat between animals or between animals and humans.

(Ord. 887 § 1, 1989)

6.04.088 Rabies inoculation.

All dogs licensed within the city shall at all times wear a rabies tag evidencing current rabies inoculation.

(Ord. 887 § 1, 1989)

6.04.089 Cruelty to animals.

A. *Injuring Animal with Vehicle.* No person shall willfully injure, beat, abuse or run down any animal with a vehicle. Any person who kills or injures an animal while driving a vehicle shall stop at the scene of the accident and render such assistance as practicable, shall make reasonable efforts to locate and identify himself to the owner or to any person having custody of the animal and shall report the accident immediately to the department of public safety or animal control officer.

B. *Feeding and Care of Animals.* It is unlawful for any person to keep or harbor an animal within the city without providing a suitable amount of wholesome food and clean water for the nutrition and comfort thereof, and without providing a clean sleeping area, or to leave the premises upon which the animal is confined or to which it customarily returns for more than 24 hours without providing for the feeding and care of such animal in the absence of the person.

C. *Poisoning of Animals.* It is unlawful for any person to willfully or maliciously poison any domestic animal or bird or to lay out or expose any kind of poison or to leave exposed any poisoned food or drink for man, animal or fowl, or any substance or fluid whatever whereon or wherein there is or shall be deposited or mingled any kind of poison or poisonous or deadly substance, or fluid whatever, on any premises or in any unenclosed place, or to aid or abet any person in doing so; except, that the provisions of this section shall not apply to the killing by poison of any animal or bird in a lawful and humane manner by the owner thereof or by a duly authorized servant or agent of such owner, or by the owner, or by a person acting pursuant to instructions from a duly constituted public authority, in accordance with the exceptions provided in RCW Chapter 16.52.190.

D. *Injury to Animal – Neglect of Injured Animal.* It is unlawful for any person to:

1. Willfully and cruelly injure or kill any animal by any means causing it fright or pain;
2. By reason of neglect or intent, to cause or allow any animal to endure pain, suffering or injury or to fail or neglect to aid or attempt alleviation of pain, suffering or injury such person has caused to any animal; or

3. Maintain any place where fowl or any animals are suffered to fight upon exhibition or for sport upon any wager.

E. *Criminal Penalty.* Any person and any owner or custodian found to have violated this Section shall be shall be guilty of a misdemeanor, punishable by not more than 90 days in jail and a fine of not more than \$500.00.

(Ord. 1342 § 4, 2011; Ord. 887 § 1, 1989)

6.04.090 Impounding of animals and fowl.

For any violation of this chapter, any authorized person may impound any such offending animal or fowl in the city animal shelter, or, if he deems it necessary, in a suitable private animal shelter.

(Ord. 651 § 9, 1971)

6.04.100 Notice of impounding.

Not later than two days after the impounding of any animal or fowl under the provisions of this chapter, the city police department or city poundmaster shall notify the owner or custodian, if known, either in person or by first-class United States mail, of the impounding, describing the animal or fowl, and the place and time of taking and advising where the animal is held. If the owner or custodian is unknown a written notice shall be posted for not less than five calendar days on the east door of the City Hall (main entrance). The notice shall also advise that unless the animal is redeemed within five days after date of service or posting of notice, the animal may be sold or destroyed.

(Ord. 822 § 4, 1984; Ord. 651 § 10, 1971)

6.04.110 Redemption of impounded animals or fowl.

A. The owner or lawful custodian of any animal or fowl impounded under the provisions of this chapter may reclaim such animal within five days after the personal service, mailing, or date of posting of notices above provided; provided, however, the animal or fowl shall be released to the owner or custodian only upon payment of the annual fees for such animal if not paid, and all of the costs and charges incurred by the city for impounding and maintenance of the animal or fowl. These charges shall be paid to the city clerk and shall consist of the following:

1. For each impounding or capturing of any animal or fowl, \$10.00;
2. For food and care, \$5.00 per day per animal or fowl.

B. Any owner of an animal or fowl being impounded, not wishing to reclaim the animal or fowl or pay the charges for the animal, may sign a form "release of ownership," giving the city the right to find the animal or fowl a new owner or in the event a new owner cannot be found, the right to destroy the animal or fowl. A fee of \$10.00 payable to the city shall accompany each certificate.

(Ord. 822 § 5, 1984; Ord. 718 § 2, 1977; Ord. 651 § 11, 1971)

6.04.120 Destruction or release of unclaimed animals and fowl.

All animals and fowl impounded under the provisions of this chapter, if unclaimed, shall be retained in the animal shelter for a minimum period of five days. If at the expiration of five days from date of notice to owner or the date of posting of notice or mailing of notice, the animal or fowl has not been reclaimed, it may be destroyed; or, except in the case of vicious animals or fowl, it may be released to any person, upon such person obtaining a license as provided in this chapter and paying a \$10.00 new owner's fee.

(Ord. 822 § 6, 1984; Ord. 651 § 12, 1971)

6.04.130 Purchase of unclaimed animals or fowl.

In the event any animal or fowl is released to any person other than the owner or lawful custodian pursuant to and in accordance with the provisions of Section 6.04.120, such person to whom the animal or fowl is so released shall be deemed a purchaser of the same from the city. The purchaser shall receive from the city clerk a certificate of purchase, and the certificate shall be conclusive evidence of the vesting of complete title to such animal or fowl in the purchaser and of the termination of all interest and rights of the former owner in and to the animal or fowl.

(Ord. 651 § 13, 1971)

6.04.140 Records to be maintained.

The police department shall prepare in duplicate a detailed record of each animal or fowl impounded showing the time and place of taking, a description of the animal or fowl, the name and address of the person to whom released, date of release or other disposition of the animal or fowl. The original copy of this record shall be filed with and maintained in the records of the police department and shall be available to the public for inspection, and one copy thereof shall be filed and maintained in the records of the city clerk.

(Ord. 822 § 7, 1984; Ord. 651 § 14, 1971)

6.04.150 Disposition of dangerous animals or fowl.

Whenever it reasonably appears to an authorized person attempting to impound an animal or fowl under the provisions of this chapter that the animal or fowl is dangerous to the public, if capture cannot be effected safely and promptly, said person is authorized to destroy the animal or fowl forthwith.

(Ord. 651 § 15, 1971)

6.04.160 Impounding for observation.

Any authorized person, upon receiving notice that any animal or fowl has bitten any person or has acted in such manner as to indicate that it has rabies or other similar dangerous disease, is authorized to detain such animal or fowl after its identification by the victim or a witness, and the animal or fowl shall be held under observation and for examination by a veterinarian for a period of not less than ten days. The owner or custodian of such animal or fowl will be required to produce proof of rabies immunization. If no owner is located, the city will hold the animal or fowl for ten days, and if the animal is not redeemed by the owner or custodian, it may be sold or destroyed as otherwise provided in this chapter. The owner or custodian of the animal or fowl shall be liable for all medical costs incurred by any person as a result of such animal's behavior, and shall also pay all veterinarian's fees and costs of impoundment and care as provided in this chapter before such animal may be redeemed.

(Ord. 822 § 8, 1984; Ord. 651 § 16, 1971)

6.04.170 Vicious animals or fowl may be destroyed.

Any vicious animal or fowl impounded under the provisions of this chapter and remaining unredeemed after notice has been given as provided in this chapter, or any animal or fowl which has bitten any person and after examination by a qualified veterinarian has been determined by him to have rabies or other disease rendering the animal dangerous to persons, may be destroyed by any authorized person.

(Ord. 651 § 17, 1971)

6.04.180 Interference with enforcement.

It is unlawful for any person, firm, organization or corporation to interfere with, hinder, delay or impede any authorized person in the enforcement of the provisions of this chapter.

(Ord. 651 § 18, 1971)

6.04.190 Penalty for violation.

A. *Civil Penalties – First and Second Violations.* Any person and any owner or custodian violating any provisions of this chapter (with the exception of Section [6.04.089](#)) shall incur a fine in the amount of \$50.00 for a first violation, and a fine in the amount of \$100.00 for a second violation within the twelve consecutive month period following the date on which the first violation was found to be committed.

B. *Criminal Penalties – Third and Subsequent Violations.* A third violation of any provision of this chapter (with the exception of Section [6.04.089](#)) within the 12-consecutive month period following the date on which the first violation was found to be committed shall be a misdemeanor, punishable by not more than 90 days in jail and a fine of not more than \$500.00. A fourth violation of any provision of this chapter (with the exception of CEMC [6.04.089](#)) within the 12-consecutive month period following the date on which the first violation was found to be committed shall be a gross misdemeanor, punishable by not more than one year in jail and a fine of not more than \$5,000.00. A fifth or subsequent violation of any provision of this chapter (with the exception of Section [6.04.089](#)) shall be a gross misdemeanor, regardless of the passage of time from the date on which the first violation was found to be committed, punishable by not more than one year in jail and a fine of not more than \$5,000.00.

(Ord. 1342 § 5, 2011; Ord. 822 § 9, 1984; Ord. 651 § 19, 1971)

The Cle Elum Municipal Code is current through Ordinance 1676, passed August 13, 2024.

Disclaimer: The city clerk's office has the official version of the Cle Elum Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited here.

[City Website: cityofcleelum.com](http://cityofcleelum.com)

[City Telephone: \(509\) 674-2262](tel:(509)674-2262)

[Hosted by General Code.](#)

CLE ELUM GENERAL GOVERNMENT COMMITTEE
MINUTES
MARCH 26, 2025
8:30 AM
119 W FIRST STREET
CLE ELUM, WA 98922

1. Call to Order/Pledge of Allegiance

Steven Harper - present
Jerred Weis - present via zoom
Audrey Malek - present

Matthew Lundh - Mayor
Debbie Lee - Clerk

2. Unfinished Business

a. [Ordinance XXXX Amendment to Title 5 Business Licenses, Taxes and Regulations](#)

There was discussion about whether there was actually a pawn shop located in Cle Elum. There is not at this time, but in the future, if there was one, there would be requirements in place regarding electronic record keeping.

MOTION: Committee Member Weis made a motion to approve the Ordinance Amending Title 5, this will be sent to the attorney for review and then to the Council for consideration; seconded by Committee Member Malek.

MOTION CARRIED: 3 yes 0 no.

b. [CEMC Title 6 Animals](#)

Discussion points regarding Title 6 Animals update:

- The structuring of license fees should be looked at and possibly increased. They have not had an increase in quite a while.
- The Committee will look at the language and make it consistent throughout the document. For example, owner/custodian.
- Maybe having a senior discount and a discount for guide dogs.
- The ability to register online.
- Move grazing animals to the definition page.
- Have the Chief of Police and Jackie Van Dongen the Animal Control Officer, attend the next meeting for input.

3. New Business

General Government Committee Agenda March 26, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

a. February 26, 2025, General Government Meeting Minutes

**MOTION: Committee Member Malek made a motion to approve the February 26, 2025, General Government Meeting Minutes; seconded by Committee Member Weis.
MOTION CARRIED: 3 yes 0 no.**

4. **Other Committee Comments**

5. **Adjourn**

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

Steven Harper, Chair

Debbie Lee, Clerk

CITY OF CLE ELUM
WASHINGTON
RESOLUTION NO. 2025-012

**A RESOLUTION OF THE CITY OF CLE ELUM,
WASHINGTON, ADOPTING AN UPDATED CREDIT
CARD POLICY AND PROCEDURE**

WHEREAS, the City Council now desires to adopt an updated “City of Cle Elum – Credit Card Policy and Procedure” in order to outline the requirements and limits of use of a City-issued credit card;

WHEREAS, such a policy is in the best interests of the residents of the City of Cle Elum.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Adoption. The City Council hereby adopts the “City of Cle Elum Credit Card Policy and Procedure” attached hereto as Exhibit A and incorporated herein by this reference. All previous versions of the “City of Cle Elum Credit Card Policy and Procedure” are hereby repealed.

Section 2. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

PASSED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ DAY OF _____, 2025.

CITY OF CLE ELUM

Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

Debbie Lee, City Clerk

Filed with the City Clerk:
Passed by the City Council:
Resolution No.:
Date Posted:

CITY OF CLE ELUM – CREDIT CARD POLICY

1.1 PURPOSE:

To authorize the City’s Policy on the use of City credit cards to transact official City business.

2.0 OPERATIONS AFFECTED:

Mayor, Council, Department Directors and employees.

3.0 REFERENCES:

Resolution 2023-029, 2025-012, and RCW 43.09.2855

4.0 POLICY:

The City Council has authorized the Mayor or City Administrator to implement procedures for the use of City credit cards for the following uses:

Travel – See Personnel Policy Exhibit C. The use of the city credit card may be used for travel.

Purchases – The assigned credit cards may be used for ordering supplies, including on-line purchases, under \$5,000 for City purposes when preapproved by the Mayor or Department Director. Any amount over \$5,000 must be approved by the City Administrator.

City credit cards shall not be used for cash advances.

Under no circumstances shall a City credit card be used for personal purposes even if the City is immediately reimbursed.

5.0 PROCEDURES:

- A. Authorization:** All credit card expenditures are contingent upon the Mayor or Administrator’s approval of the monthly statement of transactions. If an expenditure is deemed inappropriate, the assigned credit card holder will be responsible for reimbursing the City. Any charges against the purchasing charge card not properly identified on the credit card report or not properly allowed following a post audit shall be paid by the employee. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the City shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the official or employee up to an amount of the disallowed charges and interest at the same rate as charged by the company which issued the charge card. The City shall have unlimited authority to revoke use of any charge card issued.

B. Receipts/Verification: Receipts must be obtained for each credit card transaction unless it is per diem for travel. The purpose of the charge and the name of the individual involved must be clearly written on the receipt. Receipts are to be saved and retained by the assigned individual, or designee. Each assigned individual will be provided with a monthly transaction summary (original or copy) by the Finance Director or Treasurer/Designee, and within five days, will:

- Verify all credit card expenditures against the monthly transaction summary.
- Attach corresponding City credit card receipts and corresponding detail receipts which show exactly what was being purchased; and
- Forward to the Finance Director or Treasurer/Designee for approval.

6.0 CONTROL:

- The assigned individual is responsible for contacting the vendor when supplies purchased with the credit card are not acceptable (incorrect order, damaged, etc.) and for arranging a return for credit or exchange.
- The Finance Director or Treasurer/Designee is responsible for the administration of the cards including but not limited to: selection of a card provider, payment of credit card bills, managing the issuance of cards, and ensuring proper use.
- The Mayor or City Administrator will disallow use of the assigned City credit card for violation or misuse of the credit card in accordance with this policy.
- Any exceptions to this policy must be approved in advance by the Mayor or City Administrator.
- Assigned individuals will sign a Credit Card User Agreement, see Exhibit B, before they are eligible to use a City credit card.
- Credit cards are to be returned to the City immediately upon termination of employment with the City.
- Misuse of a City credit card may result in disciplinary action or termination or legal action.
- Failure to provide detailed documentation as required by this policy will result in the user being responsible for the charge.

CREDIT CARD USER AGREEMENT

I, _____, as an employee of the City of Cle Elum accept personal responsibility for the safeguard and proper use of City credit card department, _____, which has been assigned to me for use in the performance of my job, in accordance with the terms outlined below.

Credit cards are to be used for travel-related business expenses (within and outside the City), and conference/class registrations incurred by the assigned individual only.

Credit cards may be used for purchasing department supplies up to \$5,000 only if prior approved by the assigned card holder (Department Director). Any amount over \$5,000 must be approved by the City Administrator.

I have read and understand the credit card policies and procedures.

I understand the Mayor will disallow my use of a City credit card for violation or misuse of the credit card and/or credit card policies and procedures and that such violation or misuse may subject me to discipline, including termination, under the City’s policies.

I understand that each time I use, or authorize the use thereof, that I am adhering to the following statement:

“I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment had been received by me on account thereof.”

I understand that I will be held personally liable for any inappropriate charges I incur to the City credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.

The undersigned individual has read and understands the above statements.

Employee Date: _____

TRAVEL POLICY (ATTACHMENT “C” IN EMPLOYEE HANDBOOK)**1.0 PURPOSE AND ADMINISTRATION**

The purpose of this travel policy is to identify and provide guidelines regarding the City’s travel policies and to further delineate those valid business expenses for which an employee may qualify for payment or reimbursement.

2.0 CITY EMPLOYEES AND CITY OFFICIALS

Meals: All City employees and officials claiming reimbursement for meals consumed while on City business shall be entitled to reimbursement based on the following per diem schedule listed in the most Current Per Diem Travel Map produced by OFM at:
<http://www.ofm.wa.gov/resources/travel.asp>

Reimbursement for gratuity is not authorized.

Mileage reimbursement for use of personal vehicle shall following the IRS schedule found at: www.IRS.gov.

NOTE: The above link is for the year 2021, this policy recognizes that the most current reimbursement schedule shall be used.

Meals for which the costs are included in a City-paid registration fee cannot be claimed by an employee for reimbursement. All claims for meal reimbursements for conferences shall include a copy of the conference schedule for determining meals provided by such conferences.

Travel: Reimbursement for reasonable costs of business travel is authorized. If available, the use of a City vehicle rather than a personal car is encouraged. All travel costs are subject to approval by the City Administrator and/or the City Mayor. General guidelines are as follows:

City Vehicle: Out-of-area costs of vehicle operations are authorized for fuel, oil, tires, and necessary repairs.

Vehicle: Expenses shall be reimbursed for travel within a 300-mile radius of the City at such rate per mile as established by the United States Internal Revenue Service for deductions. Trips beyond this limit will be reimbursed at the lower of (a) the established rate per mile, or (b) the lowest available (other than non-refundable) airfare obtainable by the City, plus mileage reimbursement at the then-current City rate, based upon the estimated distance between the airport and the destination.

Rental Vehicle: The cost of vehicle rental when out of town on business is an exception to this policy and must be pre-approved in writing by the City Administrator.

Air Travel: Whenever feasible, air travel arrangements should be purchased at least five weeks in advance of departure date. The authorized procurer will arrange for air travel based on the lowest available airfare. A travel agency may be used. If personal travel is combined with business travel, the traveling employee is responsible for paying the increase in airfare, if necessary, to accommodate the personal part of the flight.

Miscellaneous Travel Expenses: Miscellaneous travel costs such as bus, taxi, bridge or other tolls, parking, ferry, and the like are authorized. Whenever possible an original, itemized vendor's receipt will be required. If a receipt is not available log the time, date, facility or company, expense, and reason a receipt cannot be provided.

Out of State or Overnight Travel: To be eligible for any City reimbursement for overnight travel expenses, the one-way travel distance must be greater than fifty miles from the City or home. Approval for all overnight or out-of-state travel must be in writing by the City Administrator.

Accommodations: Reasonable hotel/motel accommodation for employees and officials is acceptable and will be reimbursed at a maximum of the single room rate. Exceptions may be made by the City Administrator should a single room rate not be available. An original, itemized vendor's receipt is required for all claims.

Non-Allowable Expenses Include But Are Not Limited To: Liquor, expenses of a spouse or other persons not authorized to receive reimbursement, beauty parlor or barber services, personal entertainment (movie rentals, etc.), theft, loss, or damage to personal property, damage costs caused by employee/officer actions, airline or other trip insurance, personal postage, reading materials, non-business related telephone calls, laundry/dry cleaning, and personal toiletry articles are examples of non-allowable expenses.

Non-Travel Food and Beverage Reimbursement Policy:

Reasonable expenses for refreshments including food and beverages that are associated with meetings, ceremonies or dedications whether attended solely by City employees or the public or some combinations are considered legitimate City expenditures.

3.0 ADVANCE TRAVEL FUNDS

The use of advance travel funds is authorized by the City. These are the guidelines for requests:

- Advance travel funds may be used for expenses incurred during the authorized overnight travel of a City employee or officer/elected official while on City business.
- Requests for advance travel funds shall be submitted to the Finance Director or Treasurer/Designee on forms established by the Finance Director or Treasurer/Designee. Requests will be based on "per diem" rates for meals and a reasonable estimate for those costs not directly billable to the City.

- The Advance Travel Request form will be submitted at least five (5) working days prior to departure, together with a copy of the agenda or conference/ workshop application as verification of the purpose of the trip. Requests must be signed by the applicant and the individual Department Head. Meal allowances will not be paid for meals that are included in the registration fee, whether the employee partakes in the meal. A continental breakfast is not considered a meal, and therefore if a registration includes a continental breakfast, the City will reimburse the employee for the cost of a regular breakfast, if claimed. Advances will be based on “maximum per diem allowances” for the locality to which the individual is traveling.
- Air transportation and hotel/motel accommodation will be billed directly to the City by the Vendor.
- Settlements of the Advanced Travel will be made on or before the 10th day following the close of the travel period by submitting to the Finance Department a Travel and Personal Reimbursement Settlement Form. Any default in accounting for, or in repaying a travel advance shall render the “full unpaid” amount immediately due and payable with interest added at the rate of 10% per annum, from the date of default until the advance is repaid. The City shall have the right to withhold all funds payable to such officer or employee to whom such advance has been made.
- No advance of any amount may be made to any officer or employee at any time when the employee is delinquent in accounting for or in repaying a prior cash advance.

Claims and Approval Process:

All claims shall be submitted for reimbursement using the Travel/Miscellaneous Reimbursement form. Travel and subsistence expenses will not be paid from Petty Cash.

- Special approvals required by this policy shall be obtained by employees in advance. Such approvals shall be in advance of the event and by separate memo and the reasons for the exception.
- All claims by City Council members shall be approved by the mayor.
- Claims that are rejected shall be reviewed by the mayor for final disposition.