

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

July 23, 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  
CURTIS CHAMBERS

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

TextMyGov

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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. CEMC Title 6 Animals
3. **New Business**
  - a. Meeting Minutes Dated June 25, 2025
  - b. Ordinance 1702 - Amending Section 5.02.010 Update Minimum Business Threshold
4. **Other Committee Comments**
5. **Adjourn**

#### ***Upcoming Meetings:***

***Coal Mines Trail Commission Meeting: August 4, 2025 @ 6:00 p.m.***

***Planning Commission Meeting: August 5, 2025 @ 6:00 p.m.***

***Public Works & Community Development Committee Meeting: August 6, 2025 @ 12:00 p.m.***

***Regular Council Meeting: August 12, 2025 @ 6:00 p.m.***

***Lodging Tax & Events Committee Meeting: August 13, 2025 @ 8:30 a.m.***

***Historic Preservation Commission Meeting: August 19, 2025 @ 3:00 p.m.***

***Public Safety & Health Committee Meeting: August 20, 2025 @ 2:00 p.m.***

***General Government Committee Meeting: August 27, 2025 @ 8:30 a.m.***

# 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, including fowl, 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 law enforcement officer or their designated Animal Control experts~~police officer or the city pound master~~, or any other person acting under the order or direction of a law enforcement officer or designated Animal Control experts.

~~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. All exotic animals kept within the city must be licensed and registered as per Section 6.04.020.

~~“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:

	<b>Neutered Male or Spayed Female</b>	<b>Unneutered or Unspayed Female</b>
First dog	\$ <del>15.07</del> .50	\$1 <del>50</del> .00
Second dog	<del>5</del> 10.00	<del>5</del> 13.00
Third dog and each dog thereafter	<del>5</del> 27.00	<del>5</del> 32.00

B. Licenses and tags will be available Mondays through Fridays during normal business hours at the Cle Elum ~~Police Department or online if offered by the City 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, noisome, or offensive to the adjacent property owner(s), or which constitutes a nuisance, as determined by the city council after a written complaint is received and a hearing is held.~~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.

F. Canine limitations: No more than four canines per parcel are permitted, regardless of the number of dwelling units on the parcel. In multi-family dwellings, the total number of canines on the parcel shall not exceed four, and each dwelling unit is limited to no more than two canines.

(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 ~~Animals~~~~dogs or fowl~~ prohibited.**

No owner or custodian of any ~~dog or fowl~~animal 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~~animal is kept while any such ~~dog or fowl~~animal is kept while any such ~~dog or fowl~~animal 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 unclean or hazardous to health. Unclean or hazardous conditions include, but are not limited to, the unhealthy accumulation of waste, inadequate sanitation, or conditions that pose a risk to the health or safety of the animal, or the public. ~~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. Grazing animals must be kept within adequate space and properly constructed fences. Animals raised for commercial purposes require a valid business license. 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 located closer than fifty feet~~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.**

~~[Stricken and replaced with reference to RCW 16.52.205: Animal cruelty in the first degree.] 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, cats, and ferrets~~~~dogs~~ licensed within the city shall at all times wear a rabies tag evidencing current rabies inoculation ~~as required by WAC 246-100-197-9-b~~

(Ord. 887 § 1, 1989)

## 6.04.089 Cruelty to animals.

~~[Stricken and replaced with reference to RCW 16.52.207: Animal cruelty in the second degree.]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 their designated Animal Control experts police department or city poundmaster~~ shall notify the owner or custodian, if known, ~~by phone call, text message, or personal contact~~ 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 ~~City Hall main entrance and/or, on the city website or official social media pages. east door of the City Hall (main entrance).~~ City Hall main entrance and/or, on the city website or official social media pages. The notice shall also advise that unless the animal is redeemed within five days after the 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 notification by phone call, text message, personal contact, or posting of notices as provided in Section 6.04.100~~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 license 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~~Police Department~~ and shall consist of the following:

1. For each impounding or capturing of any animal ~~or fowl~~, included in the annual license fee; \$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. No additional fee shall accompany this certificate.~~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 ~~P~~police ~~D~~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 ~~P~~police ~~D~~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)

**[Note: Consult Chief Albo for any revisions to this section.]****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)

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**The Cle Elum Municipal Code is current through Ordinance 1700, passed June 10, 2025.**

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**  
**JUNE 25, 2025**  
**8:30 AM**  
119 W FIRST STREET  
CLE ELUM, WA 98922

**1. Call to Order/Pledge of Allegiance**

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

Rob Omans - City Administrator  
Debbie Lee - Clerk  
Jackie VonDongen - Code Enforcement

**2. Unfinished Business**

**a. CEMC Title 6 Animals**

Discussion Points:

- Remove the words poundmaster and exotic.
- Use the language of law enforcement or a designated animal control expert.
- The fee schedule was discussed as to using a \$10 flat fee or a step fee schedule for more than one dog. For example, \$20, \$10, and \$5.
- Charging more for non-neutered animals.
- Consider the online payment option with all the documents provided.
- Strike the word Clerk and replace it with Police Clerk.
- Unifying the "fowl" language.
- Strike the word dangerous in 6.04.040.
- The maximum allowed animals in a parcel would be 4 dogs.
- 6.04.070 keep as is.
- Define the word filthy. It needs to be in reference to being safe and sanitary for animals. The committee will look at other codes for examples.
- Change the word grazing animal to the word livestock and unify the language within the code.
- 6.04.083 changed the distance to 50 feet.
- 6.04.085 the committee would like to add the right to refuse animals from entering a business.
- 6.04.087 & .089 replace the language with RCW 16.52
- 6.04.088 adding dogs, cats and ferrets that pertain to the WAC.
- 6.04.100 eliminate the notification by mailing. Change to Call, text or social media notification.
- 6.04.110, making all the notification languages the same throughout the code. Also,

# General Government Committee Agenda

## June 25, 2025

119 W FIRST STREET  
CLE ELUM, WA 98922

have the section that allows the customer to pay the license fee annually and strike everything in the sentence after that.

- 6.04.140 Strike the word records clerk and change to police clerk.
- 6.04.160 Jackie will bring information to the next meeting regarding offering an in-home quarantining option regarding rabies.
- 6.04.190 Consult Chief Albo on the current criminal fees.

Steven Harper will bring a red-lined version to the committee prior to the next meeting and when the committee is done with the code revisions, it will be sent to the City Attorney for approval before presenting to the Council for consideration.

### 3. New Business

#### a. Meeting Minutes Dated May 28, 2025

Committee Chair Harper approved the minutes from the General Government Committee meeting dated May 28, 2025.

#### b. Public Records Act Policy and Procedures

Committee Chair Harper looked over the changes to the Public Records Policy and would like this on the next Council meeting agenda for consideration.

#### c. Ordinance 1699 Purchasing Policy Update

Robin informed the committee that the budget process still needed to be followed, with the Finance Committee, comprised of the Mayor, Treasurer and a representative from the Council, still overseeing the process. This makes it a smoother and timelier process for making purchases. The limits were increased to reflect past purchasing trends. The intent of this policy sets limits on purchases.

Committee Chair Harper will recommend this to the Council for consideration.

### 4. Other Committee Comments

### 5. Adjourn

The meeting was adjourned at 9:55 a.m.

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Steven Harper, Chair

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Debbie Lee, Clerk

## **INFORMATION / BACKGROUND**

In 2018, the Washington legislature passed a law which, in part, required cities with business licenses and local B&O taxes to develop and adopt a model ordinance for business licensing.<sup>1</sup> Among other requirements, the model ordinance needed to include a minimum threshold exemption to establish when out-of-town businesses were required to be licensed. As a result, the model ordinance exempted business license fees for businesses whose annual value of gross proceeds of sales, or gross income of the business in the city was equal to or less than \$2,000, and who did not maintain a place of business in the city. Cities are allowed to enact a higher threshold above \$2,000. In compliance with the state law, Cle Elum enacted Ordinance 1509 on October 9, 2018, setting the minimum threshold at \$5,000, and the minimum threshold exemption became effective January 1, 2019.

In 2024, the Association of Washington Cities (AWC) and a workgroup of cities reviewed and updated the minimum threshold exemption. The update would make a one-time increase to a higher threshold to \$4,000 for out-of-city businesses from the current \$2,000 threshold, effective January 1, 2026. This increase does not require a change to the Cle Elum minimum threshold amount, set at \$5,000.

In addition to the one-time increase, other changes include:

- Every four years after 2026, the threshold will automatically increase based on cumulative inflation.
- The rates of inflation will be calculated using the Consumer Price Index-U (CPI-U) Western for June of each year compared to the previous year for the previous four years.
- The rate of inflation will be calculated as zero in any year in which inflation is negative and capped at 5% per year or 20% over four years if inflation exceeds these amounts.
- To make the threshold easier to administer, the cumulative inflation amount will be rounded to the nearest \$100.

### **Deadlines for adoption by cities with business licenses.**

Cities with a business license must adopt the updated minimum threshold and planned increases by January 1, 2026. However, cities that partner with the state's Business Licensing Service (BLS) for business licensing administration have a deadline of October 17, 2025, because the cities must provide 75-day notice to BLS of any changes to their business licenses, including mandatory changes. Therefore, the last Council meeting in which the business license code updates required by the state can be adopted is October 14, 2025.

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<sup>1</sup> Chapter 35.90 RCW.

**CITY OF CLE ELUM**  
**WASHINGTON**  
**ORDINANCE NO. 1702**

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**AN ORDINANCE OF THE CITY OF CLE ELUM,  
WASHINGTON, AMENDING SECTION 5.02.010 OF THE  
CLE ELUM MUNICIPAL CODE TO REFLECT THE  
UPDATED MINIMUM BUSINESS THRESHOLD  
INCREASES FOR BUSINESS LICENSES IN COMPLIANCE  
WITH STATE LAW; PROVIDING FOR SEVERABILITY;  
AND ESTABLISHING AN EFFECTIVE DATE**

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WHEREAS, the City of Cle Elum maintains its Business License Code at Chapter 5.02 of the Cle Elum Municipal Code (“CEMC”); and

WHEREAS, pursuant to the Revised Code of Washington (“RCW”) 35.90.080, the cities of Washington State, collaborating through the Association of Washington Cities (“AWC”), developed a model ordinance of general business license requirements, which the cities were required to adopt by January 1, 2019 (the “Model Ordinance”); and

WHEREAS, the Model Ordinance includes mandatory provisions that all cities must impose as general business license requirements, including a uniform minimum licensing threshold under which a business is relieved of the requirement to obtain a general business license (the “Minimum Threshold”); and

WHEREAS, the City incorporated the mandated provisions of the Model Ordinance in Ordinance 1509, effective January 1, 2019; and

WHEREAS, AWC and a workgroup of cities reviewed and updated the Minimum Threshold, including establishing a schedule of increases to the threshold, in 2024, which updates must be implemented by Washington cities which have adopted the Model Ordinance by January 1, 2026; and

WHEREAS, the City Council deems it in the public interest to adopt this Ordinance and update its code as set forth herein.

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

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

CEMC 5.02.010 Business License Required

- A. All persons, firms, and corporations, excepting wholesalers, engaging in business or practicing any profession in the city, shall first secure a license to do so and pay a city license fee as provided in this chapter except as expressly exempt under this chapter.
- B. For purposes of the license required by this chapter, any person or 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 ~~five thousand dollars~~ the amount set forth in CEMC 5.02.010(B)(1)(a) and who does not maintain a place of business within the city shall 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.

1. Exemption Amount. The gross proceeds or gross income of a business for the purposes of an exemption under CEMC 5.02.010(B) shall be no greater than \$5,000. This exemption amount shall be adjusted periodically as follows:

- a. This threshold amount will be adjusted every forty-eight (48) months, on January 1, by an amount equal to the increase in the Consumer Price Index (“CPI”) for “West Urban, All Urban Consumers” (CPI-U) for each 12-month period ending on June 30, as published by the United States Department of Labor Bureau of Labor Statistics or successor agency.
- b. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight (48) month) CPI increase using each 12-month period ending on June 30 of each prior year and rounded to the nearest \$100. However, if any of the annual CPI increases are more than five percent (5%), a five percent (5%) increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight (48) month period, a zero percent (0%) increase will be used in computing the annual basis.

**Section 2. Severability. Should any portion of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.**

**Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.**

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.**

CITY OF CLE ELUM

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Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

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Debbie Lee, City Clerk

Approved as to form:

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Curtis J. Chambers, City Attorney

Filed with the City Clerk:  
Passed by the City Council:  
Date of Publication:  
Effective Date: