

CLE ELUM LODGING TAX & EVENTS COMMITTEE

MINUTES

JULY 9, 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
Audrey Malek - absent

Mathew Bailey - Public Works Lead
Debbie Lee - Clerk
Rich Albo - Police Chief

2. Unfinished Business

a. Park Reservations

Chief Albo stated that the police are able to do enforcement if a citizen doesn't respect a park reservation.

Topics of discussion:

- Create a simple park reservation policy based on first come, first served.
- Citizens are only able to reserve one day at a time, not multiple days throughout the summer. If they want more than one day or multiple times, they will have to go before the Event Committee.
- The insurance requirements are, if the city collects revenue, then we accept the liability. If no revenue is collected, no liability.
- Create an application form.

The committee will continue the discussion at the next meeting.

b. Update Lodging Tax Application

- Discussion regarding having adobe and creating a form, with enough space to give full responses, possibly a 300-word limit. If the applicant had more to add, they could submit supporting data on a separate page.
- Make the language more precise about what is an allowed expense and what is not.
- Simplify the guidelines.
- Have the applicant check the box that states they understand the reimbursement instructions.

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- They discussed reorganizing the form so it flows better.

Committee Member Harper will bring a revised version to the next meeting.

c. Special Events Code

The Study Session for the Special Event Code is rescheduled for August 12, 2025, at 5:00 p.m. before the regular Council Meeting.

Debbie will send out a calendar invite and agenda.

3. New Business

a. June 11, 2025, Cle Elum Lodging Tax & Events Committee Meeting Minutes

MOTION: Committee Member Harper made a motion to approve the June 11, 2025, Cle Elum Lodging Tax & Events Committee Meeting Minutes; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

b. SNPJ Cornhole Tournament 2025 Event Application

SNPJ expects about 50 people to attend and have ordered a porta-potty. This event will be held at Cle Elum City Park.

MOTION: Committee Member Harper made a motion to approve the SNPJ Cornhole Tournament 2025 Event Application; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

c. Cle Elum Roundup 2025 Event Application

The Cle Elum Roundup is a yearly event that runs smoothly. They have extra EMS on site and hire Seattle Finest for security. The committee discussed the insurance requirements and were happy that the event packet was submitted in advance.

MOTION: Committee Member Harper made a motion to approve the 2025 Cle Elum Roundup Event Application; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

d. Lodging Tax Fund Balance - Update

e. Event Tracker

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4. Other Committee Comments

Discussion was had regarding the street market and that the market pulled people out of 1st Street businesses and created traffic issues. After the parade, the traffic was more free-flowing and allowed parking spots to empty faster, which made for more traffic at the storefronts.

The 4th of July went well. The City had an incident command center located at City Hall. This worked smoothly and there were not any major events. They had an OxCom radio that allowed better communication with public works and the police. There were multiple meetings prior to the event between public works, police, fire and the Downtown Association.

Parade rules are for the safety of the kids, and they discussed banning and or fining people who did not follow the no "throwing" candy rule, or possibly taking a deposit from each entrant and, if the rules were followed, they would get their deposit back.

Whitney was not present at the meeting but wanted the committee to know that she attended the 3 on 3 basketball tournaments all day and felt that everything worked well at the Dru Bru location. They also said there was a good turnout. Committee Member Harper wanted to let the public know that the decision to move the 3 on 3 tournaments did not come from the City of Cle Elum; the Department of Transportation had a say about the location.

5. Adjourn

The meeting adjourned at 9:07 a.m.



Steven Cook, Chair



Debbie Lee, Clerk