

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

**City Council
Agenda
September 9, 2025
6:00 PM**



119 W FIRST STREET
CLE ELUM, WA 98922

MAYOR
MATTHEW LUNDH

MAYOR PRO TEM
STEVEN HARPER

CITY COUNCIL
CASSIDY BUECHLE - CURTIS
BETH WILLIAMS
JERRED WEIS
KEN RATLIFF
STEVEN COOK
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

Receive city text alert notifications: text CLEELUM to 91896

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, and Roll Call

2. Public Comment – Limited to 5 Minutes

a. September 9, 2025, Sign In Sheet

3. Announcements, Appointments, Awards & Recognition

a. 2025 National Senior Center Month Proclamation — Matthew Lundh, Mayor

4. Approval of Meeting Agenda

5. Consent Agenda

Items listed have been distributed to Council Members in advance for study and will be enacted by one motion. If a separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on a regular Agenda at the request of a Council Member or at the request of a member of the public with concurrence of a Council Member:

- a. August 12, 2025, City Council Meeting Minutes
- b. August 26, 2025, Payables \$344,027.59
- c. September 9, 2025, Payables \$205,358.42
- d. September 5, 2025, Payroll Vouchers \$344,533.93

6. Department Head Reports

City Administrator, Planner, Public Works, Police Chief, Fire Chief, Water/Wastewater Manager

- a. Rob Omans, City Administrator
- b. Colleda Monick, Planner

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- c. Mathew Bailey, Public Works Director
 - d. Rich Albo, Police Chief
 - e. Ed Mills, Fire Chief
 - f. William LaRue, Water/Wastewater Manager
7. **Public Appearances – 15-Minute Limit**
- a. Economic Development Interlocal Agreement Presentation — Cory Wright, County Commissioner
 - b. Kittitas Community Recreation Center Update — Paul Kantwill & Gary Berndt
 - c. County Lodging Tax Advisory Committee Small Capital Grant RFP - Jessica Karraker
8. **Business Requiring Public Hearings**
- a. Vaping & Smoking Paraphernalia Retail Emergency Moratorium — Colleda Monick, Planner
9. **Unfinished Business**
10. **New Business**
- a. Cle Elum Property Lease Agreement with Kuney Construction — Mathew Bailey, Public Works Director
 - b. Water & Wastewater Contract/Staffing — Mathew Bailey, Public Works Director
 - c. Water, Wastewater, Operations Manager, Job Descriptions Discussion — Mathew Bailey, Public Works Director
 - d. Resolution 2025-018 Establishing An Advisory Committee for Planned City Park Bullfrog Flats Development — Steven Cook, Councilmember
11. **Report of Committees**
- a. Public Works & Community Development
 - b. Public Safety & Health
 - c. Lodging Tax & Events
 - d. General Government
 - e. Coal Mines Trail
12. **Councilmember Comments - Limited to 5 Minutes**
13. **Mayor's Report**
14. **Executive Session RCW 42.30.110(g)**
- a. RCW 42.30.110(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.
 - b. Executive Session Script
15. **Adjourn**

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Upcoming Meetings:

Historical Preservation Commission Meeting: September 16, 2025 @ 3:00 p.m.

Planning Commission Meeting: September 16, 2025 @ 6:00 p.m.

Public Safety & Health Committee Meeting: September 17, 2025 @ 2:00 p.m.

Regular Council Meeting: September 23, 2025 @ 6:00 p.m.

General Government Committee Meeting: September 24, 2025 @ 8:30 a.m.

Public Works & Community Development Committee Meeting: October 1, 2025 @ 8:30 a.m.

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

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

City of Cle Elum Council Meeting

September 9, 2025, 6:00 p.m.

If you wish to address the Mayor and Council, please sign in below

Please sign in:

Name	Address	PLEASE PROVIDE EMAIL ADDRESS IF YOU WANT COUNCIL'S RECOMMENDATION MAILED TO YOU
John "Jack" Carter	Lake Kaden WA	
Dawn Bass	706. W 5th St Cle Elum	
✓ Addie Valsvig	2nd St Cle Elum	
✓ Cori McLeod	390 Deer Meadow Dr.	
✓ Cherie Tourangeau	720 Deer Meadow Dr.	
✓ Krista Komorowski	313 Wits End Dr.	
✓ Ryan Hurley	313 Wits End Dr CE	
✓ Jessica Craneheld	380 Richards Road Cle Elum WA	
Brian Elliott		
✓ Jared Stuman	Utah St RUSLYN	
✓ Catherine Crowley	3851 Swiftwater Dr Cle Elum 98922	



2025 National Senior Center Month Proclamation

Whereas, older Americans are significant members of our society, investing their wisdom and experience to help enrich and strengthen our community; and

Whereas, the Upper Kittitas County Senior Center has acted as a catalyst for mobilizing the creativity, energy, vitality, and commitment of the older residents of Cle Elum; and

Whereas, through the wide array of services, programs, and activities, senior centers empower older residents of Cle Elum to contribute to their own health and well-being and the health and well-being of their fellow citizens of all ages; and

Whereas, the Upper Kittitas County Senior Center has been a community partner in ensuring that older adults in our community can stay connected, safe, and healthy; and

Whereas, the senior center affirms the dignity, self-worth, and independence of older persons by facilitating their decisions and actions; tapping their experiences, skills, and knowledge; and enabling their continued contributions to the community.

Now, therefore, I, Matthew Lundh, Mayor of the City of Cle Elum, do hereby proclaim September 2025 National Senior Center Month in the City of Cle Elum.

Further, I call upon all residents to recognize the special contributions of the senior center participants and the special efforts of the staff and volunteers who work every day to enhance the well-being of the older citizens of our community.

Signed this 9th day of September 2025

Matthew Lundh, Mayor
City of Cle Elum

CLE ELUM CITY COUNCIL
MINUTES
AUGUST 12, 2025
6:00 PM
119 W FIRST STREET
CLE ELUM, WA 98922

1. Call to Order, Pledge of Allegiance, and Roll Call

Cassidy Buechle-Curtis - present
Ken Ratliff - present
Beth Williams - present via zoom
Steven Harper - present
Jerred Weis - present via zoom
Steven Cook - present
Audrey Malek - present

Matthew Lundh - Mayor
Rob Omans - City Administrator
Debbie Lee - Clerk
Colleda Monick - Planner
Mathew Bailey - Public Works Director
Ed Mills - Fire Chief
Rich Albo - Police Chief

a. [August 12, 2025 Sign-In Sheet](#)

2. Public Comment – Limited to 5 Minutes

Dawn Bass opposes the smoke shop across from the Teen Center.

Leslie Ditsworth opposes the bong smoke shop in downtown.

Hillary Jensen understands that filling the space is challenging, but a smoke shop goes against family-friendly values, and they should look at the community as a whole.

Jessica Cranefield is the prevention specialist for the Cle Elum School District and opposes the proposed location of the smoke shop.

Ethan Horton believes that a smoke shop will amplify the problem of teens and vaping and was happy to hear there was an ice cream shop in town.

Claire Faucher explained that kids become adults and the decision they make now will have an impact on their lives. We need to protect kids from addiction and there is not a place for a vape shop within the City of Cle Elum.

Megan Fluegge wanted to know what action the council could do to possibly revisit zoning

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restrictions and requirements.

Ethan Bainter stated he was not a smoker but with this new shop it would be easier to acquire products and become addicted.

Holly Robins agrees with opposing the smoke shop as it is a risk to the community and the health of residents.

Jordan Peterson is speaking on behalf of herself and is in opposition to this location as it does not fit the vision of the strategic plan.

See attached letters submitted via email by Monica Medalen, Jessica Cranefield and John Belcher regarding the location of the smoke shop.

- a. [Monica Medalen letter to the Council Re: Vape](#)
- b. [Jessica Cranefield - letter Re: smoke shop harmful to youth](#)
- c. [John Belcher Superintendent Cle Elum School - Opposition to smoke shop](#)

3. **Announcements, Appointments, Awards & Recognition**

Mayor Lundh presented Councilmember Cassidy Buechle-Curtis with a certificate of Municipal Leadership. She attended classes to receive this award. Mayor Lundh encouraged the Council that they could get this award also.

Mayor Lundh asked for a moment of silence for former Police Chief Brennan Milloy, who served the City of Cle Elum for 17 years. His service is this Saturday at Johnston and Williams Funeral Home in Ellensburg.

- a. [Cassidy Buechle-Curtis Certificate of Municipal Leadership](#)

4. **Approval of Meeting Agenda**

Councilmember Harper would like to add #5 consideration of Ordinance 1703 Emergency Moratorium on selling vapes and smoking paraphernalia. Also adding EConorthwest professional service agreement under New Business H.

MOTION: Councilmember Harper made a motion to amend the agenda by adding #5

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consideration of Ordinance 1703 Emergency Moratorium and adding under New Business EConorthwest professional service agreement to the agenda; seconded by Councilmember Buechle-Curtis.

MOTION CARRIED: 7 yes 0 no.

5. Emergency Moratorium - Relating to the sale of vaping products and smoking paraphernalia

a. Ordinance 1703 - Relating to the Sale of Vaping Products and Smoking Paraphernalia - Councilmember Harper

Councilmember Harper wanted to thank the Mayor, City Attorney and Colleda for getting this Ordinance drafted as it was a collaborative effort. Councilmember Harper would like to see this pass with a unanimous vote. This is to place a moratorium on vaping and tobacco products in the downtown corridor.

Mayor Lundh explained that 5 votes had to be in favor of the ordinance due to this being an emergency moratorium. The council will need to set a date and time for a public hearing within the next 6 months.

A poll vote was taken and all 7 Council members voted yes.

MOTION: Councilmember Harper made a motion to approve Ordinance 1703 Emergency Moratorium; seconded by Councilmember Ratliff.

MOTION CARRIED: 7 yes 0 no.

6. Consent Agenda

MOTION: Councilmember Harper made a motion to approve the consent agenda; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

a. July 22, 2025 Committee of the Whole Meeting Minutes

b. July 22, 2025, City Council Meeting Minutes

c. Payables Dated August 12, 2025 \$686,846.44

d. Payroll Vouchers Dated August 5, 2025 \$318,535.75

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- e. Progress Estimate No. 2 Second Street Roundabout - Interwest Construction Inc. \$95,512.47

7. **Department Head Reports**

- a. City Administrator - Rob Omans

See attached report.

- b. Planner - Colleda Monick

See attached report.

The City of Cle Elum is assisting Hope Source/Frank Chop with their NEPA. This is not a city project.

The Planning Commission will need to review zoning changes regarding Ordinance No. 1703 Emergency Moratorium before it expires.

- c. Public Works Director - Mathew Bailey

See attached report.

Blue Fern is working with the County regarding a roundabout on Bullfrog Flats.

- d. Police Chief - Rich Albo

See attached report.

Councilmember Harper would like to invite S. Cle Elum to National Night Out. Councilmember Buechle-Curtis stated it was a good time, and it was nice to see everyone.

- e. Fire Chief - Ed Mills

See attached report.

- f. Water/Wastewater Manager - William LaRue

See attached report.

The plant is producing 2.25 million gallons per day and running 19.5 hours per day.

8. **Public Appearances – 15-Minute Limit**

- a. Mountain River Trail Update - Jason Brower President MRT Camping Association

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Jason Brower is the President of Mountain River Trails Camping Association. He has been working with the County and bringing the code issues up to date. He would like to see a better relationship with the community and neighbors. He has been meeting with the county code enforcement and fire marshal to come up with the solutions to some of the problems. Mountain River Trails is having an open house on August 23 and 24, 2025 from 10:00 a.m. - 2:00 p.m. and invites the public to attend so they can see some of the changes and updates that have occurred. Fifty structures have been removed.

9. Business Requiring Public Hearings

10. Unfinished Business

a. Amendment to Interlocal Agreement Consolidated Lodging Tax Grant Process - Councilmember Cook

Discussion was had regarding this agreement. It had been discussed previously and some of the wording was not clear. The Ellensburg city attorney asked Ellensburg to refrain from voting on the interlocal agreement until the language was clarified. The Cle Elum city attorney stated the language is not show stopping. There was some concern about getting this information at the last minute and not enough time to review the language, and Councilmember Cook would prefer to wait and vote on the final draft. The quorum requirement was removed, so there was some concern regarding the OPMA.

The committee has worked through the current language of the agreement, and the language can always be amended and voted on again.

MOTION: Councilmember Harper made a motion to approve the Mayor to sign the Interlocal Agreement for the Consolidated Lodging Tax Grant Process; seconded by Councilmember Ratliff.

MOTION CARRIED: 7 yes 0 no.

Councilmember Harper called for a poll vote:

Buechelle-Curtis - yes

Ratliff - yes

Williams - yes

Harper - yes

Weis - yes

Cook - yes

Malek - yes

b. Updated Cemetery Rules - Mathew Bailey, Public Works Director

Matt Bailey wanted to thank Rebecca, Darcie, Ken and Henry for all the work that was put into the new rules. These rules will be placed on two sign boards, one at the main entrance

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and one at the other entrance. This is an internal policy and will set clearer guidelines for the cemetery. Volunteers and public involvement is vital to keeping the cemetery looking nice.

MOTION: Councilmember Harper made a motion to approve the new cemetery rules; seconded by Councilmember Malek.

MOTION CARRIED: 7 yes 0 no.

11. New Business

a. Resolution 2025-016 Cle Elum Official Newspaper - City Administrator - Rob Omans

Rob Omans explained that this is a yearly RCW requirement to advertise for an official newspaper for the City of Cle Elum. This is where all notices, bids, etc. are posted.

MOTION: Councilmember Ratliff made a motion to approve Resolution 2025-016 naming the Northern Kittitas County Tribune as the official newspaper for the City of Cle Elum; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

b. Ordinance 1702 - Amending Section 5.02.010 Update Minimum Business Threshold - Councilmember Harper

This is an update from the Department of Revenue increasing the threshold and raising the threshold every four years per the CPI. The General Government Committee recommends this for approval to the council.

MOTION: Councilmember Harper made a motion to approve Ordinance 1702 Amending Section 5.02.010 Update the Minimum Business Threshold; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

c. Resolution 2025-017 Surplus Police Vehicle/2 iPhones - Rich Albo, Police Chief

Chief Albo stated this vehicle will be sold at an auction as it is not a useful police vehicle any longer.

MOTION: Councilmember Harper made a motion to approve Resolution 2025-017 Surplus of 1 police vehicle and 2 iPhones; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

d. Signalized Intersection Safety Imp - W First Street - Hartwig Blvd. Local Agency Consultant Agreement - Public Works Director - Mathew Bailey

Matt Bailey stated the next four items are federally funded projects and these are certified agency agreements vetted by the county and Washington State Department of

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Transportation. These agreements would cover engineering services provided by HLA.

MOTION: Councilmember Harper made a motion to approve the Signalized Intersection Safety Improvements Agency Consultant Agreement; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

- e. First Street & Oakes Avenue Resurfacing Local Agency Consultant Agreement - Public Works Director - Mathew Bailey

MOTION: Councilmember Harper made a motion to approve the First & Oakes Avenue Resurfacing Local Agency Agreement; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

- f. Park Street Pedestrian Corridor Feasibility Study Local Agency Consultant Agreement - Public Works Director - Mathew Bailey

MOTION: Councilmember Harper made a motion to approve the Park Street Pedestrian Corridor Feasibility Study Local Agency Consultant Agreement; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

- g. Stafford Avenue Sidewalk & SR 903 Speed Camera Local Agency Consultant Agreement - Public Works Director - Mathew Bailey

MOTION: Councilmember Harper made a motion to approve Stafford Avenue Sidewalk & SR 903 Speed Camera Local Agency Agreement; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

- h. Professional Service Agreement for the City of Cle Elum - ECONorthwest Fiscal and Economic Consulting Services Bullfrog Flats Urban Growth Area - Mayor Lundh

This is a professional agreement with ECONorthwest who will do fiscal and economic study on Bullfrog Flats Urban Growth Area.

MOTION: Councilmember Cook made a motion to approve the Mayor to sign the Professional Service Agreement with ECONorthwest Fiscal and Economic Consulting Services Bullfrog Flats Urban Growth Area; seconded by Councilmember Buechle-Curtis.

MOTION CARRIED: 7 yes 0 no.

12. Report of Committees

- a. Public Safety & Health

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Unmarked Police Vehicles - Rich Albo, Police Chief

See attached report.

Discussion was had about the pros and cons of unmarked police vehicles. There was concern regarding state law, and the city of Cle Elum changed its Municipal Code in 2023 to allow the Chief of Police to have an unmarked car. There is also concern about using these vehicles as patrol vehicles. They could consider ghost-type decals that are not reflective but still say police on the vehicles.

The approximate cost of marking a police vehicle is minimal at about \$1,000-\$1,500 per car.

MOTION: Councilmember Harper made a motion to require all city police vehicles to be marked; seconded by Councilmember Cook.

MOTION FAILED: 1 yes 6 no.

POLL VOTE:

Buechele-Curtis - no

Williams - no

Ratliff - no

Harper - yes

Weis - no

Cook - no

Malek - no

13. Councilmember Comments - Limited to 5 Minutes

Councilmember Buechle-Curtis stated that the Public Safety and Health Committee had a study session regarding addressing, and they are still working on this.

Councilmember Williams has not heard any word on the progress of the AEDs.

The Homeless and Affordable Housing met, and they have a county-wide plan with Hope Source and the city will be voting on this soon.

The Lodging Tax & Events Committee will be meeting tomorrow morning.

The Council is encouraged to sign up to help install the wall that heals that is coming to Ellensburg.

There is a non-profit fair on the 17th of August at the city park. Everyone is encouraged to attend. Councilmember Harper wanted to thank Public Works for getting rid of the sandwich boards that have been all over town.

- a. [The Wall That Heals - September 2, 2025, Volunteer Link](http://www.thewallthathealsellensburg2025.com/)
<http://www.thewallthathealsellensburg2025.com/>

14. Mayor's Report

Mayor Lundh announced that nominations are open for the 2025 Pangrazi Award and the application is located on the city website.

The Mayor attended two ribbon-cutting ceremonies this week - NW Audiology and Cascade

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Caldera Spas.

The city will be attempting a settlement with the bankruptcy judge and City Heights.

Usually the city cancels the 2nd meeting of August. Council members are encouraged to reach out and let the Mayor know if they are available for the meeting and if nothing is pressing, the meeting may be canceled.

The city was awarded two capital grants from the county that equaled about \$3 million. This is for the Horse Park and the Community Rec Center. This has been put on a 60-day hold, so the county could understand how this could affect the bankruptcy as it is on property that the city owns.

15. Adjourn

The meeting was adjourned at 8:24 p.m.

Matthew Lundh, Mayor

Debbie Lee, Clerk

CHECK REGISTER

City Of Cle Elum

Time: 16:13:13 Date: 08/19/2025

08/13/2025 To: 08/26/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3504	08/13/2025	Claims	1	EFT	Chase Paymentech	655.30	July merchant fees non utility
3505	08/13/2025	Claims	1	EFT	Chase Paymentech	1,075.09	July merchant fees utility
3507	08/13/2025	Claims	1	EFT	Kittitas County Health Dept.	871.25	Debit card Kittitas County Auditor Bullfrog Apartments pass thru
3515	08/14/2025	Claims	1	EFT	Midway USA	639.95	USA Midway supressor night sight glock
3534	08/13/2025	Claims	1	EFT	Amazon		Duplicate
3535	08/13/2025	Claims	1	EFT	Amazon	54.58	Coffee/public works
3536	08/13/2025	Claims	1	EFT	United Parcel Service	14.20	Police Dept shipping
3537	08/13/2025	Claims	1	EFT	Microsoft	88.40	Microsoft 07/10/2025-08/10/2025
3538	08/13/2025	Claims	1	EFT	Amazon	34.54	Police Dept gloves
3539	08/13/2025	Claims	1	EFT	Microsoft	2,183.33	Microsoft 07/10/2025-08/09/2025
3540	08/13/2025	Claims	1	EFT	Amazon	13.10	Police Dept gloves
3541	08/13/2025	Claims	1	EFT	Microsoft	41.15	Microsoft 07/10/2025-08/09/2025
3543	08/13/2025	Claims	1	EFT	Umpqua Bank	2,006.21	July visa charges City Admin \$362.80 Public Works \$1,609.86 Police Department \$33.55
3549	08/13/2025	Claims	1	EFT	Amazon	866.08	Amazon Prosoco sure clean weather seal siloxane
3554	08/13/2025	Claims	1	EFT	City of Cle Elum	11,803.93	July 2025 w/s use - Police, Fire, City Hall, Water plant, Public works, library, bathrooms, rentals
3555	08/13/2025	Claims	1	EFT	Verizon Wireless	547.01	Police Dept cell bills
3561	08/13/2025	Claims	1	EFT	Pitney Bowes Global Financial Services L	87.69	Police Dept postage machine lease
3562	08/13/2025	Claims	1	EFT	Cintas Corporation	258.67	Public works mats/towels/uniforms 8/5
3566	08/13/2025	Claims	1	EFT	Amazon	59.02	PW Pressure washer nozzle tips multiple degrees rinse kit Amazon
3568	08/13/2025	Claims	1	EFT	Kittitas County P.U.D. #1	630.29	Electric for public works shop, sewer lift station, street lights, and airport rd office
3569	08/13/2025	Claims	1	EFT	WA State Dept of Ecology	6,637.00	Water Quality Permit 7/1/25 to 6/30/26
3581	08/13/2025	Claims	1	EFT	Amazon	53.67	Amazon ford explorer window deflectors
3582	08/13/2025	Claims	1	EFT	Amazon	245.57	Amazon long reach needle nose pliers groove joint pliers long nose needle nose pliers mini needle nose pliers
3583	08/13/2025	Claims	1	EFT	WA State Dept of Licensing	1,473.67	Sales Tax and Title on 2020 Ford Explorer VIN#1FM5K8AB2LGD18871
3599	08/14/2025	Claims	1	EFT	Amazon	36.52	Police Dept toilet paper
3600	08/14/2025	Claims	1	EFT	Amazon	51.92	Public works coffee 8/13
3611	08/15/2025	Claims	1	EFT	Cintas Corporation	258.67	Public works mats/towels/uniforms
3638	08/15/2025	Claims	1	EFT	Methodworks	1,746.35	July IT services for Fire Dept, Water and Sewer Plants, and City Hall
3649	08/18/2025	Claims	1	EFT	Sig Sauer Inc.	682.19	Optic mounting plates 9
3650	08/18/2025	Claims	1	EFT	Safariland	2,280.80	Holsters 9 duty rated level 3
3656	08/18/2025	Claims	1	EFT	Pitney Bowes Global Financial Services L	552.35	City hall postage machine lease 6/30 to 9/29
3677	08/19/2025	Claims	1	EFT	Amazon	20.54	Police Dept paper towels

CHECK REGISTER

City Of Cle Elum

Time: 16:13:13 Date: 08/19/2025

08/13/2025 To: 08/26/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3681	08/19/2025	Claims	1	EFT	Puget Sound Energy	3,868.66	July 2025 Gas and Electric-- city hall, library, police, fire, parks, street lights, shop, restrooms, old water plant, chlorinator, cemetery, city hall
3682	08/19/2025	Claims	1	EFT	Puget Sound Energy	53.94	July 2025 -- 1009 E Third St - natural gas #8160
3683	08/19/2025	Claims	1	EFT	Puget Sound Energy	220.85	July 2025 -- First St & Pennsylvania Street Lights #0910
3684	08/19/2025	Claims	1	EFT	Puget Sound Energy	691.48	1st and Harris Street Light Power 12/3/24 to 6/30/25 corrected charges
3685	08/19/2025	Claims	1	EFT	Puget Sound Energy	1,877.83	Various Street Light Power 7/8 to 8/7
3564	08/13/2025	Claims	1	47790	Kent D Bruce Company LLC	16,500.00	Police Car 2020 Ford Interceptor Silver VIN #1FM5K8AB2LGD18871
3693	08/26/2025	Claims	1	47791	Jane Agar	270.00	July library cleaning
3694	08/26/2025	Claims	1	47792	Danielle Bertshi	55.00	EMT Run 394 on 8/12/25
3695	08/26/2025	Claims	1	47793	Brown and Jackson Septic	750.00	Port A Potty July 2025 Coal Mine Trail; Roslyn, Ronald and Cle Elum Trailhead locations; Port A Potty July 2025 221 E First Public Restrooms; Port A Potty July 2025 719 E Third St; Port A Potty July 2
3696	08/26/2025	Claims	1	47794	Canon Financial Services, Inc.	623.61	Copier lease -- public works and library 8/1 to 8/31; City hall copier lease 8/1 to 8/31
3697	08/26/2025	Claims	1	47795	Central Cleaning	400.00	Cleaning -- city hall 8/21, shop 8/22 and 8/29, police 8/24, and fire 8/25
3698	08/26/2025	Claims	1	47796	Cle Elum Farm and Home	1,114.31	City Acct 22 -- First St hanging baskets, park hose, casoron granules planter beds, hand pruner, gloves, Shop bit set; Fire Dept Acct 24 -- ladder truck RSTP Spry, Brush truck box and cap cover, park pad
3699	08/26/2025	Claims	1	47797	Cle Elum Hardware	283.18	City shop/public works Acct 90 - 925 CAT degreasr spry, F350 steel angle, park irrigation and timco; Fire Dept Acct 103 - Ladder truck spraypaint
3700	08/26/2025	Claims	1	47798	Consilio LLC	1,127.51	City Heights monthly archive fees
3701	08/26/2025	Claims	1	47799	Correct	1,899.35	2 water meters
3702	08/26/2025	Claims	1	47800	FCI Custom Vehicles	1,287.38	2018 Explorer install equipment
3703	08/26/2025	Claims	1	47801	Huntington National Bank	3,663.05	Police Dept camera lease x 11; Police Dept camera lease x 4
3704	08/26/2025	Claims	1	47802	James Oil Company	691.21	Public works fuel 8/1 to 8/15; Police Dept fuel 8/1 to 8/15
3705	08/26/2025	Claims	1	47803	Kittitas County Solid Waste	49.00	Public works garbage 8/8; Public works garbage 8/5
3706	08/26/2025	Claims	1	47804	Mountain Auto Parts	2,609.95	City/Public Works Acct 2385- F350 Starter, Trk 21 lamp, Trk 35 brakes, timco 4mxtxreel, 37 Aaron oil, 35 Dave blower motor, 925F loader Fleetranner belt, 50p mini Binder tow chain; Fire Dept Acct 2388
3707	08/26/2025	Claims	1	47805	New York Life Insurance Company	4,099.12	Long Term Care Insurance Sam Krahenbuhl LEOFF 1 retirement 3rd qtr 9/6 to 12/5
3708	08/26/2025	Claims	1	47806	Red Mountain Electric LLC	752.21	Water Reservoir Repair

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3709	08/26/2025	Claims	1	47807	Jennifer E Rogers	47.56	Police Dept employee uniforms Rogers
3710	08/26/2025	Claims	1	47808	Storey Service Station	522.55	Fire Dept fuel/July
3711	08/26/2025	Claims	1	47809	Wilderness Ridge, LLC	1,949.40	Police Dept -- remove 3 trees/leave stumps
3712	08/26/2025	Claims	1	47810	HLA Engineering and Land Surveying, Inc.	221,853.68	HLA Engineering Fees -- August -- Montgomery Ave Watermain Imp.; HLA Engineering Fees -- August -- GMA DOC Periodic Update Grant/PUG; HLA Engineering Fees -- August -- Bullfrog Flats Devel.; HLA Engin
3713	08/26/2025	Claims	1	47811	I Spy Fire Inc.	753.23	Fire Dept. subscription
3714	08/26/2025	Claims	1	47812	Inslee Best Doezie & Ryder, P.S.	28,438.16	July Attorney Fees -- cell tower lease, STR, horse park lease, bankruptcy, code enforcement, PRR's, City Heights, Blue Fern, McCann Trucking, Wildwood client #371674
3715	08/26/2025	Claims	1	47813	Northern Kittitas County Tribune	435.86	Police used vehicle 2nd run; Used police vehicle first run; Official newspaper first run; Official newspaper 2nd run; Tribune business cards VanDongen
3716	08/26/2025	Claims	1	47814	Suncadia	7,876.00	Sewer Cap reimb -- Byerly--511 w 2nd #B-2025-015 error and B-2025-047 Bailey--1104 E 3rd
3717	08/26/2025	Claims	1	47815	WA State Dept of Trans.	1,041.79	July Project review and inspection for Stafford Ave CDBG Grant
3718	08/26/2025	Claims	1	47816	WA State Dept of Trans.	83.00	July W 1st and SCE Way signal maintenance
3719	08/26/2025	Claims	1	47817	WA State Treasurer	2,157.18	July fees -- state remittance
						173.36	511 Legislative
						18,988.77	515 Legal Services
						8,326.01	518 Centralized Services
						17,748.48	521 Police Department
						4,682.22	522 Fire Department
						1,800.03	536 Cemetery
						17,048.40	558 Planning & Community Devel
						4,117.50	559 Housing & Community Develop
						1,101.53	572 Libraries
						8,220.95	576 Park Facilities
						24,018.42	594 Capital Expenditures
001 Current Expense/General Fund						106,225.67	
						1,310.50	518 Centralized Services
002 UKC Recreation Center						1,310.50	
						7,949.40	515 Legal Services
004 City Heights WCIA Settlement Agreement 2023						7,949.40	
						15,481.18	542 Streets - Maintenance
						624.24	543 Streets Admin & Overhead
						126.97	591 Debt Service - Principal Repayment
						24,263.34	595 Capital Expenditures- Streets
101 Street Fund						40,495.73	
						9,453.23	595 Capital Expenditures- Streets
102 TIB Complete Streets Grant						9,453.23	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the city, and that I am authorized to authenticate and certify to said claim(s). Approved by the Auditing Committee:

_____	Date _____
Jerred Weis	

_____	Date _____
Steven Harper	

_____	Date _____
Audrey Malek	

 8-26-25

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City Of Cle Elum

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3730	08/27/2025	Claims	1	EFT	WA State Dept of Revenue	20,902.78	July Excise Tax
3733	08/27/2025	Claims	1	EFT	Lumen (Level 3)	49.74	City long distance
3760	08/27/2025	Claims	1	EFT	Cintas Corporation	258.67	Public works mats/towels/uniforms 8/19
3761	08/27/2025	Claims	1	EFT	Marson & Marson		Paid in error
3774	09/02/2025	Claims	1	EFT	Century Link	1,825.18	Telephones -- Public works 674-5126; Telephones -- City Hall 674-2262; Telephone water plant 674-9718; Telephone Library 674-2313; Telephone Fire Dept 674-5785; Telephone Fire Dept 674-1748; Telephone
3775	09/02/2025	Claims	1	EFT	U.S. Cellular	1,028.55	Cell bills -- Admin/Fire/Public Works
3776	09/02/2025	Claims	1	EFT	U.S. Cellular	124.10	Water plant M2M connection
3777	09/02/2025	Claims	1	EFT	United Health Care Insurance Company	591.75	Leoff 1 Krahenbuhl medicare supplement
3835	08/28/2025	Claims	1	EFT	T-Mobile	94.05	City internet backup
3840	08/28/2025	Claims	1	EFT	509 Facility Services	15,821.12	Library deposit for HVAC system
3842	08/28/2025	Claims	1	EFT	Safariland	-1,881.17	Incorrect Order -- Full Refund
3864	09/02/2025	Claims	1	EFT	Crystal Springs	104.97	City hall water
3865	09/02/2025	Claims	1	EFT	Gigabeam Internet	57.00	Fire Dept Internet
3866	09/02/2025	Claims	1	EFT	Methodworks	752.69	Aug IT monitoring and patching/backups
3867	09/02/2025	Claims	1	EFT	Wholesail Networks	1,262.25	City Internet
3921	09/02/2025	Claims	1	EFT	Cintas Corporation	258.67	Public works mats, towels, uniforms
3922	09/02/2025	Claims	1	EFT	Inland Networks	30.00	Library alarm monitoring
3923	08/31/2025	Claims	1	EFT	Puget Sound Energy	1,876.18	1st and Harris Street Light Power 5/31 to 6/30; Various Street Light Power 6/6 to 7/8
3942	08/31/2025	Claims	1	EFT	U.S. Cellular	-279.00	Credit received
3944	09/09/2025	Claims	1	47821	A & W Paving Inc. void		In bankruptcy
3945	09/09/2025	Claims	1	47822	Abadan	✓28.02	Police Dept copier usage 7/2 to 8/1
3946	09/09/2025	Claims	1	47823	Board For Volunteer Firefighters	✓264.60	Rick Ballard 1997Buyback
3947	09/09/2025	Claims	1	47824	Brown and Jackson Septic	✓750.00	Port A Potty Aug 2025 719 E 3rd Park; Port A Potty Aug 2025 221 E First Public Restrooms; Port A Potty Aug 2025 1002 Forest Service Rd Cemetery; Port A Potty Aug 2025-- Roslyn Coal Mine Trail location
3948	09/09/2025	Claims	1	47825	Central Cleaning	✓240.00	Cleaning -- City Hall 9/1, Shop 9/1, Police 9/4
3949	09/09/2025	Claims	1	47826	Cle Elum Volunteer Fire Fighters Assoc.	✓2,000.00	Fire Dept 3rd Qtr Assoc Stipend
3950	09/09/2025	Claims	1	47827	Consolidated Supply Co. void		In bankruptcy
3951	09/09/2025	Claims	1	47828	Copiers Northwest Inc.	✓312.10	Copier usage city hall base 8/19 to 9/18 and usage 7/19 to 8/18; Public works/Library copier usage 8/1 to 8/31; City hall copier usage 8/1 to 8/31
3952	09/09/2025	Claims	1	47829	Ellensburg Cement Products void		In bankruptcy
3953	09/09/2025	Claims	1	47830	HLA Engineering and Land Surveying, Inc. void		In bankruptcy

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3954	09/09/2025	Claims	1	47831	Heritage Law	✓ 3,050.00	August Defense Attorney Fees -- Case 12984,13040,12785,13067,CCCEM 25-4, 12709,133023,12986 In bankruptcy
3955	09/09/2025	Claims	1	47832	Huntington National Bank	VOID	In bankruptcy
3956	09/09/2025	Claims	1	47833	James Oil Company	VOID	In bankruptcy
3957	09/09/2025	Claims	1	47834	Jerrol's	✓ 449.73	Copy paper & pre perforated paper; Manilla folders, Bldg dept manilla pocket folders; Fire Dept bath tissue and supplies In bankruptcy
3958	09/09/2025	Claims	1	47835	Kittcom	VOID	In bankruptcy
3959	09/09/2025	Claims	1	47836	Kittitas County Sheriff Department	VOID	In bankruptcy
3960	09/09/2025	Claims	1	47837	Kittitas County Solid Waste	✓ 26.00	Solid Waste public works 8/15 In bankruptcy
3961	09/09/2025	Claims	1	47838	Kittitas Valley Healthcare	VOID	In bankruptcy
3962	09/09/2025	Claims	1	47839	Lakeside Industries	VOID	In bankruptcy
3963	09/09/2025	Claims	1	47840	Law Office of Mark W. Garka, PLLC	✓ 4,000.00	Aug prosecution services
3964	09/09/2025	Claims	1	47841	Les Schwab Store #439	✓ 5.61	Nail in tire
3965	09/09/2025	Claims	1	47842	Matthew Lundh	✓ 2,936.59	Reimburse Mayor, Council Curtis and Cook for session 2 and 3 WA-CELI AWC -- reimbursed by AWC Grant
3966	09/09/2025	Claims	1	47843	Marson & Marson	✓ 30.08	7 1/4" Framing blade and 2 OSB; Return 7 1/4" Framing blade; 6 1/2" Framing blade In bankruptcy
3967	09/09/2025	Claims	1	47844	Gary McLean	VOID	In bankruptcy
3968	09/09/2025	Claims	1	47845	Mountain Auto Parts	VOID	In bankruptcy
3969	09/09/2025	Claims	1	47846	Northern Kittitas County Tribune	VOID	In bankruptcy
3970	09/09/2025	Claims	1	47847	One Call Concepts, Inc	✓ 31.97	Call Before Dig Tickets/Aug x 23 In bankruptcy
3971	09/09/2025	Claims	1	47848	Pape Machinery	VOID	In bankruptcy
3972	09/09/2025	Claims	1	47849	Storey Service Station	VOID	In bankruptcy
3973	09/09/2025	Claims	1	47850	Sunbelt Rentals	✓ 2,533.19	Public Works vert shore x 2, hooks, 5 gallon hand pump In bankruptcy
3974	09/09/2025	Claims	1	47851	Suncadia	✓ 2,500.00	UKC Senior Center Boulet Theater Spaghetti Western
3975	09/09/2025	Claims	1	47852	Upper Kittitas Co. Senior Center	✓ 35,071.00	Attorney fees August -- Bailey Hansen Easement; Attorney fees August -- Wildwood; Attorney fees August -- Teanaway Court/Hopesource; Attorney fees August -- final plat req, water rights review, hearin In bankruptcy
3976	09/09/2025	Claims	1	47853	Van Ness Feldman LLP	✓ 35,071.00	Attorney fees August -- Bailey Hansen Easement; Attorney fees August -- Wildwood; Attorney fees August -- Teanaway Court/Hopesource; Attorney fees August -- final plat req, water rights review, hearin In bankruptcy
3977	09/09/2025	Claims	1	47854	Veolia Water North America	VOID	In bankruptcy
3978	09/09/2025	Claims	1	47855	WA State Dept of Natural Resources	VOID	In bankruptcy
3979	09/09/2025	Claims	1	47856	WA State Dept of Transportation	VOID	In bankruptcy
3980	09/09/2025	Claims	1	47857	WA State Patrol	✓ 68.00	Police Dept background checks; Fire Dept background checks In bankruptcy
3981	09/09/2025	Claims	1	47858	Waste Management of Ellensburg	VOID	In bankruptcy
3982	09/09/2025	Claims	1	47859	James Oil Company	✓ 1,156.09	Police Dept Fuel 8/16 to 8/31 -- deduction of \$36 for last time, overpayment; Public works fuel 8/16 to 8/31
3983	09/09/2025	Claims	1	47860	Kittcom	✓ 10,000.00	Police Dept 3rd Qtr Dispatch Services -- split into two payments

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3984	09/09/2025	Claims	1	47861	Northern Kittitas County Tribune	755.30	Ordinance 1703 Emergency Moratorium; RFP Public Opinion Survey Firm-on-Taxing preferences first run Request for proposals; Requests for proposals RFP Public Opinion Survey Firm on Taxing Preferences 2
3985	09/09/2025	Claims	1	47862	WA State Dept of Natural Resources	3,350.63	Fire Dept DNR Grant supplies
3986	09/09/2025	Claims	1	47863	Waste Management of Ellensburg	92,879.48	August 2025 Solid Waste Collection and Removal
3943	08/31/2025	Claims	9	EFT	U.S. Bank	42.50	August safekeeping fees
			511 Legislative			755.30	
			513 Executive			2,936.59	
			515 Legal Services			38,188.00	
			518 Centralized Services			3,027.20	
			521 Police Department			9,837.27	
			522 Fire Department			6,509.72	
			536 Cemetery			413.73	
			572 Libraries			137.16	
			576 Park Facilities			105.00	
			001 Current Expense/General Fund			61,909.97	
			542 Streets - Maintenance			2,125.98	
			543 Streets Admin & Overhead			5.61	
			101 Street Fund			2,131.59	
			557 Community Services			2,500.00	
			106 Tourist/Lodging Tax Fund			2,500.00	
			542 Streets - Maintenance			330.00	
			110 Coal Mine Trail Fund			330.00	
			515 Legal Services			3,876.00	
			132 Wildwood Ranch DA #2024-001 CRA 2024-02			3,876.00	
			515 Legal Services			57.00	
			140 Teanaway Court/Hopesource Devel. Fund			57.00	
			594 Capital Expenditures			15,821.12	
			309 REET Excise Tax/Capital Projects Fund			15,821.12	
			534 Water Utilities			13,536.05	
			401 Water Fund			13,536.05	
			537 Garbage & Solid Waste			98,538.43	
			402 Garbage Fund			98,538.43	
			534 Water Utilities			743.69	
			404 Water Regional Fund			743.69	
			535 Sewer			5,890.57	
			409 Sewer Fund			5,890.57	
			580 Non Expenditures			24.00	
			699 State Agency Fund 380/580			24.00	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
						205,358.42	Claims: 205,358.42

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the city, and that I am authorized to authenticate and certify to said claim(s). Approved by the Auditing Committee:

Jerred Weis Date _____

Steven Harper Date _____

Audrey Malek Date _____

Payroll

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City Of Cle Elum

Time: 13:34:34 Date: 09/03/2025

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3612	08/20/2025	Payroll	1	EFT	Jane Agar	1,200.00	
3613	08/20/2025	Payroll	1	EFT	Virgil D Amick	1,500.00	
3614	08/20/2025	Payroll	1	EFT	Matthew R Anderson	2,000.00	
3615	08/20/2025	Payroll	1	EFT	Aaron G Barr	1,600.00	
3616	08/20/2025	Payroll	1	EFT	John M Butorac	1,900.00	
3617	08/20/2025	Payroll	1	EFT	Audrey M Casassa	1,300.00	
3618	08/20/2025	Payroll	1	EFT	Brian DeFrang	500.00	
3619	08/20/2025	Payroll	1	EFT	Bradley D Helgeson	2,000.00	
3620	08/20/2025	Payroll	1	EFT	Kathryn A Heller	750.00	
3621	08/20/2025	Payroll	1	EFT	Debbie Lee	1,100.00	
3622	08/20/2025	Payroll	1	EFT	David Lindseth	800.00	
3623	08/20/2025	Payroll	1	EFT	Edwin L Mills	2,500.00	
3624	08/20/2025	Payroll	1	EFT	Cheryl J Montgomery	2,000.00	
3625	08/20/2025	Payroll	1	EFT	Robin L Newcomb	3,500.00	
3626	08/20/2025	Payroll	1	EFT	Robert F Omans	2,000.00	
3627	08/20/2025	Payroll	1	EFT	Whitney Prosek	800.00	
3628	08/20/2025	Payroll	1	EFT	Jennifer E Rogers	2,000.00	
3629	08/20/2025	Payroll	1	EFT	Cornelia J Van Dongen	1,000.00	
3630	08/20/2025	Payroll	1	EFT	Anthony A Venera	2,000.00	
3631	08/20/2025	Payroll	1	EFT	Levi A Waddell	2,000.00	
3632	08/20/2025	Payroll	1	EFT	Umpqua Bank	20,000.00	941 Taxes for DRAWS 8/20
3869	09/05/2025	Payroll	1	EFT	Jane Agar	2,095.41	
3870	09/05/2025	Payroll	1	EFT	Richard D Albo	8,387.02	
3871	09/05/2025	Payroll	1	EFT	Virgil D Amick	3,171.14	
3872	09/05/2025	Payroll	1	EFT	Matthew R Anderson	4,894.70	
3873	09/05/2025	Payroll	1	EFT	Mathew D Bailey	5,057.30	
3874	09/05/2025	Payroll	1	EFT	Aaron G Barr	3,892.36	
3875	09/05/2025	Payroll	1	EFT	Cassidy J Buechle-Curtis	227.24	
3876	09/05/2025	Payroll	1	EFT	John M Butorac	2,234.86	
3877	09/05/2025	Payroll	1	EFT	Audrey M Casassa	2,386.80	
3878	09/05/2025	Payroll	1	EFT	Steven Cook	227.24	
3879	09/05/2025	Payroll	1	EFT	Brian DeFrang	5,456.48	
3880	09/05/2025	Payroll	1	EFT	Mark Goodwin	49.81	
3882	09/05/2025	Payroll	1	EFT	Carl J Heimbigner	125.73	
3883	09/05/2025	Payroll	1	EFT	Bradley D Helgeson	5,571.50	
3884	09/05/2025	Payroll	1	EFT	Kathryn A Heller	2,905.03	
3885	09/05/2025	Payroll	1	EFT	Alec Johnson	4,973.80	
3886	09/05/2025	Payroll	1	EFT	Craig D Juris	4,149.69	
3887	09/05/2025	Payroll	1	EFT	Jessica T Korich	3,568.60	
3888	09/05/2025	Payroll	1	EFT	Beau M Kretschman	3,138.73	
3889	09/05/2025	Payroll	1	EFT	Debbie Lee	4,957.68	
3890	09/05/2025	Payroll	1	EFT	David Lindseth	3,793.99	
3891	09/05/2025	Payroll	1	EFT	Matthew Lundh	2,631.04	
3892	09/05/2025	Payroll	1	EFT	Mario M Magnotti	5,916.35	
3893	09/05/2025	Payroll	1	EFT	Audrey Malek	227.24	
3894	09/05/2025	Payroll	1	EFT	Edwin L Mills	4,315.20	
3895	09/05/2025	Payroll	1	EFT	Cheryl J Montgomery	3,492.09	
3896	09/05/2025	Payroll	1	EFT	Robin L Newcomb	3,611.19	
3897	09/05/2025	Payroll	1	EFT	Robert F Omans	4,838.80	
3898	09/05/2025	Payroll	1	EFT	Amy E Pridemore	1,470.67	
3899	09/05/2025	Payroll	1	EFT	Whitney Prosek	2,649.55	
3900	09/05/2025	Payroll	1	EFT	Kenneth C Ratliff	227.24	
3901	09/05/2025	Payroll	1	EFT	Jennifer E Rogers	3,242.89	
3902	09/05/2025	Payroll	1	EFT	Kelsey Seiser	4,773.46	

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3903	09/05/2025	Payroll	1	EFT	Chase M Stanley	1,086.44	
3904	09/05/2025	Payroll	1	EFT	Kaylee M Thompson	225.35	
3905	09/05/2025	Payroll	1	EFT	Cornelia J Van Dongen	862.02	
3906	09/05/2025	Payroll	1	EFT	Anthony A Venera	5,136.69	
3907	09/05/2025	Payroll	1	EFT	Levi A Waddell	2,128.06	
3908	09/05/2025	Payroll	1	EFT	Jerred Weis	227.24	
3909	09/05/2025	Payroll	1	EFT	Brian Welch	4,336.26	
3910	09/05/2025	Payroll	1	EFT	Elizabeth M Williams	227.24	
3928	09/05/2025	Payroll	1	EFT	AWC Health Insurance	14,633.12	Pay Cycle(s) 09/05/2025 To 09/05/2025 - Asuris 250 Med/Den/Vis
3929	09/05/2025	Payroll	1	EFT	Colonial Life	604.26	Pay Cycle(s) 09/05/2025 To 09/05/2025 - Colonial Insurance Pre; Pay Cycle(s) 09/05/2025 To 09/05/2025 - Colonial Insurance
3930	09/05/2025	Payroll	1	EFT	Employment Security Dept PFML & LTC	6,411.21	Pay Cycle(s) 07/01/2025 To 09/30/2025 - ESD -- PFMLA
3931	09/05/2025	Payroll	1	EFT	Employment Security Dept PFML & LTC	3,506.47	Pay Cycle(s) 07/01/2025 To 09/30/2025 - ESD -- LTC
3932	09/05/2025	Payroll	1	EFT	HRA VEBA Trust Contributions	7,887.00	Pay Cycle(s) 09/05/2025 To 09/05/2025 - Veba
3933	09/05/2025	Payroll	1	EFT	Northwest Admin Transfer Acct	6,971.50	Pay Cycle(s) 09/05/2025 To 09/05/2025 - NW Admin RWT/Dental
3934	09/05/2025	Payroll	1	EFT	Teamsters Local #760	1,819.00	Pay Cycle(s) 09/05/2025 To 09/05/2025 - Teamsters Dues
3935	09/05/2025	Payroll	1	EFT	UEBT	25,523.00	Pay Cycle(s) 09/05/2025 To 09/05/2025 - UEBT Medical Vision
3936	09/05/2025	Payroll	1	EFT	Umpqua Bank	36,835.90	941 Deposit for Pay Cycle(s) 09/05/2025 - 09/05/2025
3937	09/05/2025	Payroll	1	EFT	WA State Dept of Labor & Ind.	25,046.88	3RD Quarter L&I: 07/01/2025 - 09/30/2025
3938	09/05/2025	Payroll	1	EFT	WA State Dept of Retirement Sys.	4,855.15	Pay Cycle(s) 09/05/2025 To 09/05/2025 - Deferred Comp
3939	09/05/2025	Payroll	1	EFT	WA State Dept of Retirement Sys.	26,632.73	Pay Cycle(s) 09/05/2025 To 09/05/2025 - PERS2; Pay Cycle(s) 09/05/2025 To 09/05/2025 - LEOFF2; Pay Cycle(s) 09/05/2025 To 09/05/2025 - PERS 3
3940	09/05/2025	Payroll	1	EFT	Washington State Support Registry	1,629.42	Pay Cycle(s) 09/05/2025 To 09/05/2025 - Child Support
3881	09/05/2025	Payroll	1	47818	Steven M Harper	217.24	
3911	09/05/2025	Payroll	1	47819	Bill Rolcik Memorial Fund	130.00	Pay Cycle(s) 09/05/2025 To 09/05/2025 - Bill Rock Mem Fund
3912	09/05/2025	Payroll	1	47820	WCTPTF	6,490.92	Pay Cycle(s) 09/05/2025 To 09/05/2025 - Teamsters Pension Trust
511 Legislative						1,871.03	
512 Judicial						5,768.87	
513 Executive						12,619.01	
514 Financial, Recording & Elections						17,753.91	
521 Police Department						131,401.19	
522 Fire Department						17,005.89	
524 Protective Inspections						4,792.59	
536 Cemetery						11,874.14	

CHECK REGISTER

City Of Cle Elum

08/06/2025 To: 09/05/2025

Time: 13:34:34 Date: 09/03/2025

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			558 Planning & Community Devel			4,827.93	
			572 Libraries			11,153.21	
			576 Park Facilities			3,935.84	
			580 Non Expenditures			13,914.67	
		001 Current Expense/General Fund				236,918.28	
			542 Streets - Maintenance			14,616.51	
		101 Street Fund				14,616.51	
			521 Police Department			23,026.68	
		104 Police 3/10's Sales Tax Fund				23,026.68	
			542 Streets - Maintenance			0.57	
		110 Coal Mine Trail Fund				0.57	
			534 Water Utilities			37,674.56	
		401 Water Fund				37,674.56	
			537 Garbage & Solid Waste			3,551.38	
		402 Garbage Fund				3,551.38	
			535 Sewer			28,745.95	
		409 Sewer Fund				28,745.95	
						344,533.93	Payroll: 344,533.93

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the city, and that I am authorized to authenticate and certify to said claim(s). Approved by the Auditing Committee:

Jerred Weis Date _____

Steven Harper Date _____

Audrey Malek Date _____

City Administrator

Staff Report
(September 9, 2025)

The annual fall cleanup is underway and will continue through the end of the month. There was a small error on the voucher cards—some were printed with the wrong year—but all have since been replaced with updated versions. The brush dump will also be open three more times this month, on each of the next three Fridays.

In the finance department - Currently we are in full audit mode with the one-year financial federal audit and the three-year accountability audit.

Also, we have also been working on the 2026 budget, and we are pleased to present you with a balanced budget at tomorrow's study session.

Public records requests are important, and we take them very seriously. However, they also require a significant amount of time to process. At our weekly staff meetings, we review a report on how many requests we've received. I thought it might be helpful to share that information with the council. As of the last council meeting, we've had a total of 27 public records requests, in which 14 were for the police department.

Other than that, the City is running smoothly. I was out of the office for about a week and a half off, and when I returned, the city was still standing 😊—thank you to all the city staff for keeping everything running smoothly.

2025 BUDGET POSITION TOTALS

City Of Cle Elum

Months: 01 To: 07

Time: 14:05:14 Date: 08/11/2025

Page: 1

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Current Expense/General Fund	4,425,131.68	2,552,336.44	57.7%	4,452,131.68	2,905,756.16	65%
002 UKC Recreation Center	77,185.00	92,450.11	119.8%	238,095.00	131,758.98	55%
004 City Heights WCIA Settlement Agr	0.00	0.00	0.0%	504,030.30	546,049.18	108%
101 Street Fund	4,885,613.00	1,875,991.76	38.4%	4,933,648.00	1,890,516.78	38%
102 TIB Complete Streets Grant	2,241,799.00	100,990.34	4.5%	2,241,799.00	412,776.65	18%
104 Police 3/10's Sales Tax Fund	248,993.00	133,403.79	53.6%	332,292.00	173,623.51	52%
106 Tourist/Lodging Tax Fund	162,000.00	88,438.14	54.6%	302,000.00	138,480.01	46%
110 Coal Mine Trail Fund	8,620.00	9,073.45	105.3%	4,120.00	1,844.62	45%
120 Central Cascades/Weis Land CRA :	2,050.00	73.77	3.6%	2,050.00	0.00	0%
121 Cle Elum Pines West Devel. Fund	1,500.00	0.00	0.0%	1,500.00	0.00	0%
123 Sun Communities CRA 2018-01 De	50,000.00	218.39	0.4%	50,000.00	0.00	0%
124 MVOLLC/Prium CRA 2005-02 Devel	3,015.00	48.36	1.6%	3,015.00	0.00	0%
125 Whispering Pines Devel. Fund	5,000.00	0.00	0.0%	5,000.00	0.00	0%
127 City Heights CRA 2020-01 Devel. F	70,000.00	132.97	0.2%	70,000.00	538.25	1%
128 Fowler Creek Trails Deneen Develc	5,250.00	-10,000.00	-190.5%	5,250.00	0.00	0%
131 Blue Fern DA # 2002-01 CRA 2024	1,330,000.00	1,052,064.93	79.1%	1,330,000.00	568,943.79	43%
132 Wildwood Ranch DA #2024-001 C	55,200.00	26,912.20	48.8%	55,200.00	17,446.00	32%
140 Teanaway Court/Hopesource Devel	15,000.00	15,164.00	101.1%	15,000.00	4,064.75	27%
309 REET Excise Tax/Capital Projects Fi	182,500.00	453,066.38	248.3%	113,800.00	0.00	0%
401 Water Fund	1,040,459.00	594,380.66	57.1%	1,040,459.00	661,839.92	64%
402 Garbage Fund	988,950.00	685,598.07	69.3%	1,038,950.00	588,102.16	57%
403 Airport Fund	37,000.00	39,158.28	105.8%	24,000.00	4,274.33	18%
404 Water Regional Fund	1,026,000.00	613,118.57	59.8%	1,058,059.00	466,775.76	44%
406 Water Capital Reserve Fund	156,474.99	125,590.72	80.3%	334,774.99	213,437.29	64%
408 Stormwater Fund	15,000.00	1,000.00	6.7%	12,000.00	0.00	0%
409 Sewer Fund	1,069,796.00	528,657.41	49.4%	1,003,796.00	523,306.87	52%
410 Sewer Regional Fund	1,082,000.00	674,744.31	62.4%	952,000.00	496,679.46	52%
413 Sewer Capital Reserve Fund	385,000.00	125,086.82	32.5%	441,000.00	14,664.48	3%
630 Pangrazi Memorial Fund	100.00	194.90	194.9%	1,300.00	111.68	9%
699 State Agency Fund 380/580	25,000.00	33,678.98	134.7%	27,000.00	41,937.56	155%
	19,594,636.67	9,811,573.75	50.1%	20,592,269.97	9,802,928.19	47.6%

** THE ENDING/RESERVE BALANCES ARE NOT INCLUDED IN THE ABOVE.

** CITY HEIGHTS GARNISHMENTS GENERAL FUND PORTION = \$315,520
INCLUDED IN THE FUND 001 GENERAL FUND EXPENSES.

** OVERALL REVENUES AND EXPENSES ARE WITHIN 3% OF EACH OTHER.

TREASURER'S REPORT

Fund Totals

City Of Cle Elum

Time: 14:04:13 Date: 08/11/2025

07/01/2025 To: 07/31/2025

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Book Ending Balance	Outstanding Claims	Outstanding Payroll	Outstanding Deposits	Bank Balance
001 Current Expense/General Fund	246,194.33	356,532.03	339,303.94	263,422.42	187,121.83	0.00	-500.00	450,044.25
004 City Heights WCIA Settlement Agreement 2023	-10,804.64	0.00	31,214.24	-42,018.88	1,650.42	0.00	0.00	-40,368.46
101 Street Fund	88,280.14	422,336.07	453,756.73	56,859.48	7,338.99	0.00	0.00	64,198.47
102 TIB Complete Streets Grant	5,063.17	14,524.13	338,322.96	-318,735.66	0.00	0.00	0.00	-318,735.66
104 Police 3/10's Sales Tax Fund	66,277.54	22,042.55	22,124.82	66,195.27	0.00	0.00	0.00	66,195.27
106 Tourist/Lodging Tax Fund	203,205.29	19,211.70		222,416.99	0.00	0.00	0.00	222,416.99
110 Coal Mine Trail Fund	39,988.28	4,500.00	384.39	44,103.89	0.00	0.00	0.00	44,103.89
120 Central Cascades/Weis Land CRA 2009-01 Devel. Fund	5,202.22	0.00		5,202.22	0.00	0.00	0.00	5,202.22
123 Sun Communities CRA 2018-01 Devel. Fund	15,398.77	0.00		15,398.77	0.00	0.00	0.00	15,398.77
124 MVOLLC/Prium CRA 2005-02 Devel. Fund	3,409.42	0.00		3,409.42	0.00	0.00	0.00	3,409.42
127 City Heights CRA 2020-01 Devel. Fund	-406,753.01	0.00		-406,753.01	0.00	0.00	0.00	-406,753.01
131 Blue Fern DA # 2002-01 CRA 2024-01,03	35,456.15	442,966.90	87,470.24	390,952.81	0.00	0.00	0.00	390,952.81
132 Wildwood Ranch DA #2024-001 CRA 2024-02	4,246.00	0.00	2,168.00	2,078.00	0.00	0.00	0.00	2,078.00
140 Teanaway Court/Hopesource Devel. Fund	15,000.00	164.00	4,064.75	11,099.25	0.00	0.00	0.00	11,099.25
309 REET Excise Tax/Capital Projects Fund	610,865.77	371,137.78		982,003.55	0.00	0.00	0.00	982,003.55
401 Water Fund	133,531.65	98,781.63	79,221.73	153,091.55	36,192.47	0.00	-707.21	188,576.81
402 Garbage Fund	144,295.52	105,774.75	101,036.04	149,034.23	4,640.00	0.00	-402.99	153,271.24
403 Airport Fund	91,521.27	30,000.00	140.09	121,381.18	0.00	0.00	0.00	121,381.18
404 Water Regional Fund	1,466,033.87	100,838.25	39,600.99	1,527,271.13	559.42	0.00	0.00	1,527,830.55
406 Water Capital Reserve Fund	49,022.90	24,000.88	1,440.05	71,583.73	0.00	0.00	-172.50	71,411.23
408 Stormwater Fund	50,750.00	0.00		50,750.00	0.00	0.00	0.00	50,750.00
409 Sewer Fund	692,089.38	64,628.99	58,033.86	698,684.51	28,719.93	0.00	-668.90	726,735.54
410 Sewer Regional Fund	1,017,864.87	89,512.00	47,397.09	1,059,979.78	0.00	0.00	0.00	1,059,979.78
413 Sewer Capital Reserve Fund	500,563.25	17,285.84	12,536.65	505,312.44	0.00	0.00	0.00	505,312.44
630 Pangrazi Memorial Fund	13,741.16	0.00		13,741.16	0.00	0.00	0.00	13,741.16
699 State Agency Fund 380/580	-23,781.48	21,086.61	3,868.81	-6,563.68	18.00	0.00	0.00	-6,545.68
	5,056,661.82	2,205,324.11	1,622,085.38	5,639,900.55	266,241.06	0.00	-2,451.60	5,903,690.01

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TREASURER'S REPORT

Account Totals

City Of Cle Elum

Time: 14:04:13 Date: 08/11/2025

07/01/2025 To: 07/31/2025

Page: 2

Accounts	Beg Balance	Deposits	Withdrawals	Book Ending Balance	Outstanding Receipts	Outstanding Expenses	Bank Balance
1 Checking 2924	1,679,741.06	2,185,952.47	1,564,148.60	2,301,544.93	-56,894.57	34,241.06	2,278,891.42
8 Cash Drawer City Hall	150.00	0.00	0.00	150.00	0.00	0.00	150.00
9 US Bank	849,958.82	82.70	54.50	849,987.02	0.00	232,000.00	1,081,987.02
10 US Bank Investment	2,484,905.00	0.00	0.00	2,484,905.00	0.00	0.00	2,484,905.00
11 Xpress Deposit	41,141.94	126,746.24	165,339.58	2,548.60	-1,548.60	55,991.57	56,991.57
12 Petty Cash City Hall	100.00	0.00	0.00	100.00	0.00	0.00	100.00
13 Petty Cash Police	100.00	0.00	0.00	100.00	0.00	0.00	100.00
14 Cash Drawer Police	100.00	0.00	0.00	100.00	0.00	0.00	100.00
15 Petty Cash Library	100.00	0.00	0.00	100.00	0.00	0.00	100.00
16 Cash Drawer Library	15.00	0.00	0.00	15.00	0.00	0.00	15.00
17 Police Drug Fund	350.00	0.00	0.00	350.00	0.00	0.00	350.00
Total Cash:	5,056,661.82	2,312,781.41	1,729,542.68	5,639,900.55	-58,443.17	322,232.63	5,903,690.01
	5,056,661.82	2,312,781.41	1,729,542.68	5,639,900.55	-58,443.17	322,232.63	5,903,690.01

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CITY RESERVES
AS OF 7/31/25

CITY OF CLE ELUM
Planning Department

AGENDA
STAFF REPORT

AGENDA DATE:	September 9, 2025
ACTION REQUESTED:	None, Current Planning Update: August 6, 2025 – September 3, 2025
LEAD STAFF:	Colleda Monick, HLA

BACKGROUND:

Current Planning Permits:

1. **Pre-Application:**
 - a. PREAP-2025-003: Habitat for Humanity, meeting scheduled 9/9
2. **Short Term Rental:**
 - a. STR-2024-002 (amended): Notice of Application scheduled 9/8
3. **Special Use Permit:**
 - a. SUP-2025-001: Aardvark Mobile Vendor, issued
4. **Boundary Line Adjustment:**
 - a. Cascade Investments/DruBru – request for assistance with re-submittal
5. **Site and Design Review:**
 - a. SDR-2025-003: Teelak Thai, request for more info
 - b. SDR-2025-004: Teanaway Court, request for more info
6. **Conditional Use Permit:**
 - a. CUP-2025-001: Teanaway Court, request for more info
7. **SEPA:**
 - a. SEP-2025-002: Teanaway Court, request for more info
8. **Variance:**
 - a. VAR-2025-002: 202 W Sixth, These Guys LLC (notice of incomplete issued 1/22/25)
9. **Preliminary Long Plat:**
 - a. SUB-2023-003, DA-2024-001, SEPA-2024-004: Wildwood Ranch, Preliminary Plat and Development Agreement, MDNS issued, public hearing date TBD
10. **Building Permits:**
 - a. Upper Kittitas County Community Recreation Center: under review
 - b. 4240 Bullfrog Road Apartments: issued, construction started
11. **Franchise Agreement**
 - a. FA-2025-001: under review by applicant.

General Planning Support:

1. **Business License Review**
2. **On-site Planning Support:** Provided on-site planning Staff support, ensuring a seamless integration of planning efforts with the City's objectives. This included assisting Staff with various project-related tasks such as reviewing building permits, code interpretation, website updates, and identifying opportunities to streamline processes.

Attendance and Participation in Staff Meetings: Participated in weekly Staff meetings, contributing project updates.

Council Ordinance 1703 (Moratorium on Vaping Products): Reviewed RCWs, state law, case law, MRSC resources, and Washington Breathes materials related to

paraphernalia and tobacco; coordinated with legal counsel and the Mayor; prepared and supported noticing for the public hearing, a memo and drafted a Resolution.

Staff and Public Support: Responded to development-related inquiries (towing yards, mobile vendors, wedding venue in historic district, martial arts studio with outdoor restroom, pharmacy reopening, Habitat for Humanity request on CHIP funding, Horse Park mobile vendor questions). Assisted property owner adjacent to a critical area by reviewing the ordinance and advising on reasonable use options.

Project and Permit Review: Reviewed sign permits, business licenses, franchise agreements, lease agreements (T-Mobile, US Cellular), forest practice applications (DNR), public notices from county, and project submittals. Provided updates and next-step guidance to staff.

Affordable Housing and Connecting Housing to Infrastructure Program (CHIP) Grant Research: Explored funding sources and incentives the City could use to assist with sewer connections for affordable housing. (HB 1406, County Ordinance 2020-004, affordable housing levy, sales tax credit, REET 2, lodging tax). Received request for City to support CHIP grant request from Habitat for Humanity and coordinated process with City Staff.

Code and Policy Work: Reviewed and provided feedback on proposed addressing code; researched and advised on county code amendments; discussed updates with staff; amended exhibit for Ordinance 1698 to align with published code.

3. **Planning Commission.** Over the past month, I facilitated two Planning Commission meetings, managing agenda preparation, packet assembly, minute-taking, and meeting facilitation. I also worked closely with staff to ensure timely updates to the City's website and internal systems, supporting clear and transparent communication with the public.

The Planning Commission discussed the Comprehensive Plan update, specifically diving into a vision statements and plan priorities.

Edits to Nonconforming Uses (17.04.040/.050) and Site and Design Review (14.30.140) ready for Planning Commission consideration.

4. **Historic Preservation.** Over the past month, the Historic Preservation Commission has received updates from the Department of Archaeology and Historic Preservation (DAHP). The Commission's last meeting included a discussion around selecting a priority project and grant/funding opportunities to support the work.

5. **Council Presentations**
Planning Department Reports

Public Works Council Update

- **2nd Street Roundabout:** Project is on hold pending delivery of PSE light poles. Estimated arrival is September.
- **TIB Chip Sealing and Striping:** Completed by the County waiting on final bill. Painted street markings are scheduled for September 8th and 9th.
- **1st Street Revitalization:** Punch list and project timeline received. ACI and subs are currently working on punch list items.
- **Public Works Summer Maintenance:** Crews are focused on seasonal maintenance activities.
- **Storm Water Survey:** HLA is currently working on assessing conditions and surveying our Storm Water System. Part of Department of Ecology grant/loan
- **Fall Clean Up:** September 1-30th Brush Dump open Fridays during working hours.
- **Bullfrog Flats**

Water, Sewer, Storm: S-1 and J phases are complete currently working on S-2

Gravel Top Course Delivery: Ongoing for roads with completed utility work.

Curb and Gutter: Currently installing, as of September 4th over 4000 lf of curb and gutter installed.

Asphalt: Installation to follow curb and gutter.

Bullfrog Roundabout: Revised plans resubmitting. Plans to finish this year.

Final Plat: Working toward final plat submission for S-1 expected in the next 2 weeks. J and S-2 too follow.

Council Meetings

Honorable Mayor and council,

- On 08/20/25 we had a short pursuit beginning at the west end of town, but was stopped prior to leaving city limits
 - Found later the driver was part of a hit and run from Safeway just prior to the pursuit
 - Suspect was arrested without incident
 - I had to leave a committee meeting as I was only other Officer on and had to monitor the pursuit per RCW
- WADEPS Reporting
 - Washington State Data Exchange for Public Safety
 - New this month
 - Will have to make monthly reports as well as a report on every use of force event
 - While not an unfunded mandate (as there is no tangible cost) I expect this to take several hours to complete every month, hopefully it will become less burdensome as I become more proficient my duties every month
- I wanted to provide education to the public as a result of our last council meeting as it pertains to unmarked vehicles
 - I reached out to Kittcom and am working on Facebook posts
 - Concentrating on what to do if there is concern
 - As part of my role with no dedicated PIO this becomes my responsibility, I expect to have the post out soon
 - I hope to make this a series of educational pieces to partner with Kittcom on
- Close to getting vehicles swapped
 - I am still in what will be our primary backup
 - Silver Vehicle (my new vehicle) is getting final touches and I should be in it soon

- Labor Day Weekend was a very busy weekend
 - Officers had a couple arrests, but no major events occurred
- Getting close to purchasing drones for our drone program
 - Money is coming from last years L&J grant
 - I have been working with two of our Officers on research, purchasing, policy etc
- Beginning to purchase items for our wellness grant from CJTC
 - Focused on ergonomic office equipment, dietician, and peer support
- Had our first meeting about the Federal grant
 - My first time managing a Federal grant so I am working with our front desk as well as an Officer
 - I was able to shift some funding from some equipment to the victim advocate program
- I met with WCIA about resources offered to Chiefs
 - I intent to use many of those resources for myself as well as my Officers
- I helped welcomed kids back to school
 - Please be safe, be alert, be patient
 - Impatient driving and inattention will cause someone to get hurt
 - I mention every year that the school is not my jurisdiction, but is filled with kids from my jurisdiction, so it is a high priority to make sure those kids are safe
- Labor day usually marks the end of the summer busy season, and we are just gearing up for when the snow flies

Cle Elum Fire Department

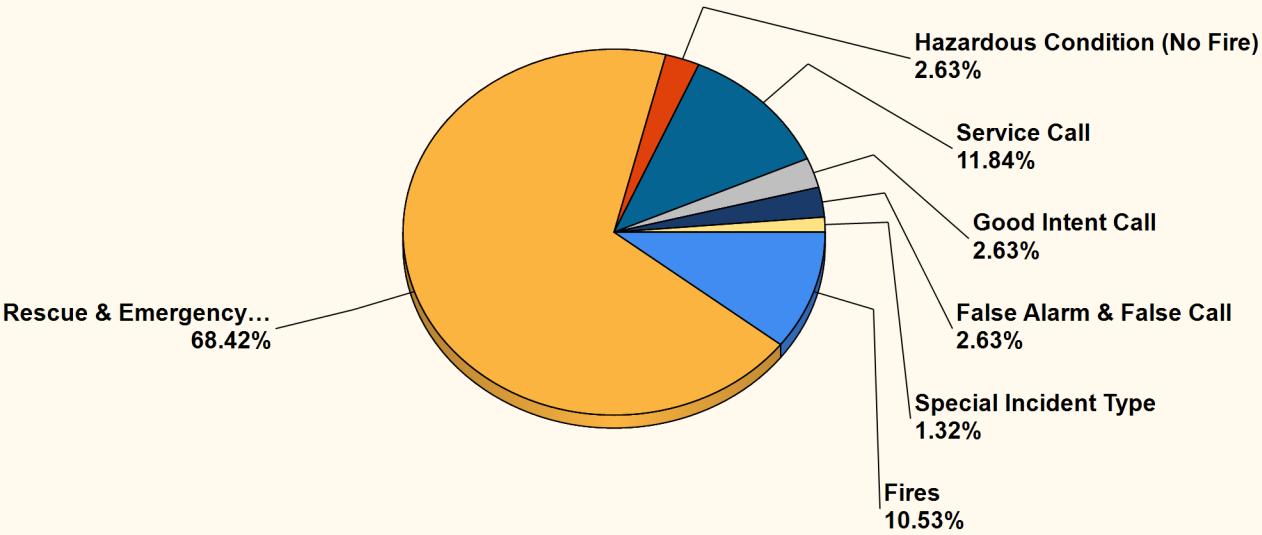
Cle Elum, WA

This report was generated on 9/8/2025 8:29:50 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 08/01/2025 | End Date: 08/31/2025



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	8	10.53%
Rescue & Emergency Medical Service	52	68.42%
Hazardous Condition (No Fire)	2	2.63%
Service Call	9	11.84%
Good Intent Call	2	2.63%
False Alarm & False Call	2	2.63%
Special Incident Type	1	1.32%
TOTAL	76	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



**EMERGENCY
REPORTING**

emergencyreporting.com
Doc Id: 553
Page # 1 of 2

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
140 - Natural vegetation fire, other	1	1.32%
141 - Forest, woods or wildland fire	2	2.63%
142 - Brush or brush-and-grass mixture fire	5	6.58%
311 - Medical assist, assist EMS crew	16	21.05%
321 - EMS call, excluding vehicle accident with injury	35	46.05%
324 - Motor vehicle accident with no injuries.	1	1.32%
444 - Power line down	2	2.63%
510 - Person in distress, other	1	1.32%
550 - Public service assistance, other	8	10.53%
611 - Dispatched & cancelled en route	1	1.32%
651 - Smoke scare, odor of smoke	1	1.32%
700 - False alarm or false call, other	2	2.63%
911 - Citizen complaint	1	1.32%
TOTAL INCIDENTS:	76	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Officer Report Council Meeting 09-09-2025

Your honorable Mayor and city council,

1. Report of calls in the month of Aug. Up to this point in time the month of Aug 2025 proved to be the busiest in history. At 76 total calls with 8 fires, 14 Ems, 10 others, and 2 false alarms.

Fire reports break down. All 8 fire calls were wildland or brush fires. 2 of these were inside of the city limits. One was a homeless person that had built a fire in an outside wood stove. Fire escaped the fire box and slowly spread to grasses. Additional fire was caused by blown tire where a rim hitting pavement caused sparking and ignited grass alongside of the road. They both were quickly contained, only burning a very small area of grass.

We had three brush trucks, a structure engine, two city water tenders and a command vehicle on scene at the fish hatchery on Charter Rd fire. Fast response from our brush truck and tender provided quick structure protection saving two structures that were in eminent danger.

Power point

We recently responded to the **Lower Sugarloaf Fire** in Chelan County, Washington, it was ignited on August 31, 2025, by a lightning strike. As of the latest updates, the fire has grown to over **6,223 acres** and remains **0% contained**. Evacuations have been issued for areas near Plain, Leavenworth, Wenatchee, and Entiat due to the fire's rapid growth and visibility. Two of our Firefighters actively worked to help in efforts to work towards containing the fire. The Strike team from Kittitas and Yakima County returned yesterday afternoon.

I've asked Kaylee Thompson and Jacob Hausken to come in and give a quick report on their work while on the fire.

2. The Labor Mountain Fire started on Monday, September 1st. It is burning between Standup and Stafford Creek drainages about 10 miles northeast of Cle Elum, WA. It is actively burning in very steep terrain in one of the drier areas on the Cle Elum Ranger District. The fire has put a few areas at risk,

including 12 trailheads, recreation residences, Camp Wahoo and the Teanaway Community Forest and historic guard station. Public and fire fighter safety is the top priority. Crews are camped off Masterson Rd. We will be seeing fire activity from our area. As of yesterday 1984, acres 0% containment. It has almost doubled in size to 3,063 acres today. I will be monitoring this and reporting to the city on any significant changes.

3. Will be starting work back up on fire wising efforts soon. The project city streets and alleys has been on hold with the extreme fire danger.
4. Any questions for me currently

Sugar Loaf State Mobe

Cle Elum Fire 9-4-2025 to 9-8-2025

Lower Sugarloaf Fire



WILDFIRE reported in Chelan County, Washington

STATUS

ACTIVE

SIZE

12,453 acres

CONTAINMENT

0%

+ Follow this incident

Last updated 2 hours, 24 mins ago · Reported 1 week ago via WACWC · Incident # 2025-WAOWF-000797

	INITIAL LOCATION	5.0 miles East of Plain, WA
	DISPATCH NOTES	None provided
	INITIAL RESOURCES	None reported
	ESTIMATED COSTS	\$3,000,000
	RESPONSIBLE AGENCY	US Forest Service — Okanogan-Wenatchee National Forest
	FUELS	Timber (Litter and Understory), Brush (2 feet)
	FIRE BEHAVIOR	Active, Backing, Flanking, Wind Driven Runs
	INCIDENT STATUS	Active

B511 Cle Elum Fire



**Leaving Station to meet up
with additional crews from
D1, D7, KVFR and Yakima**



***En Route and on
assignment***



Part of the crew members







***Thumbs up from the
crew***





District 7 and Cle Elum Fire working side by side





Fire camp

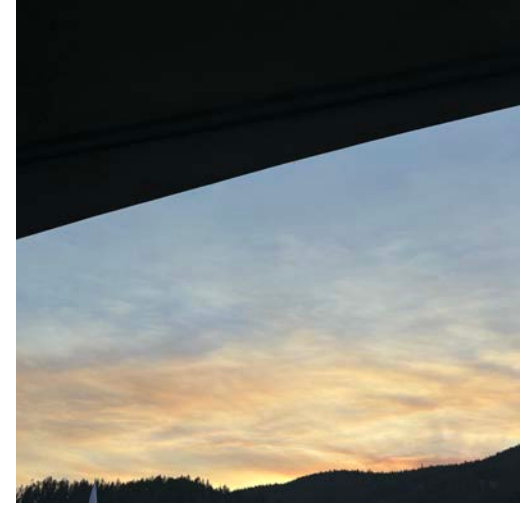


Helicopter bucket drop in action



Heli water drops





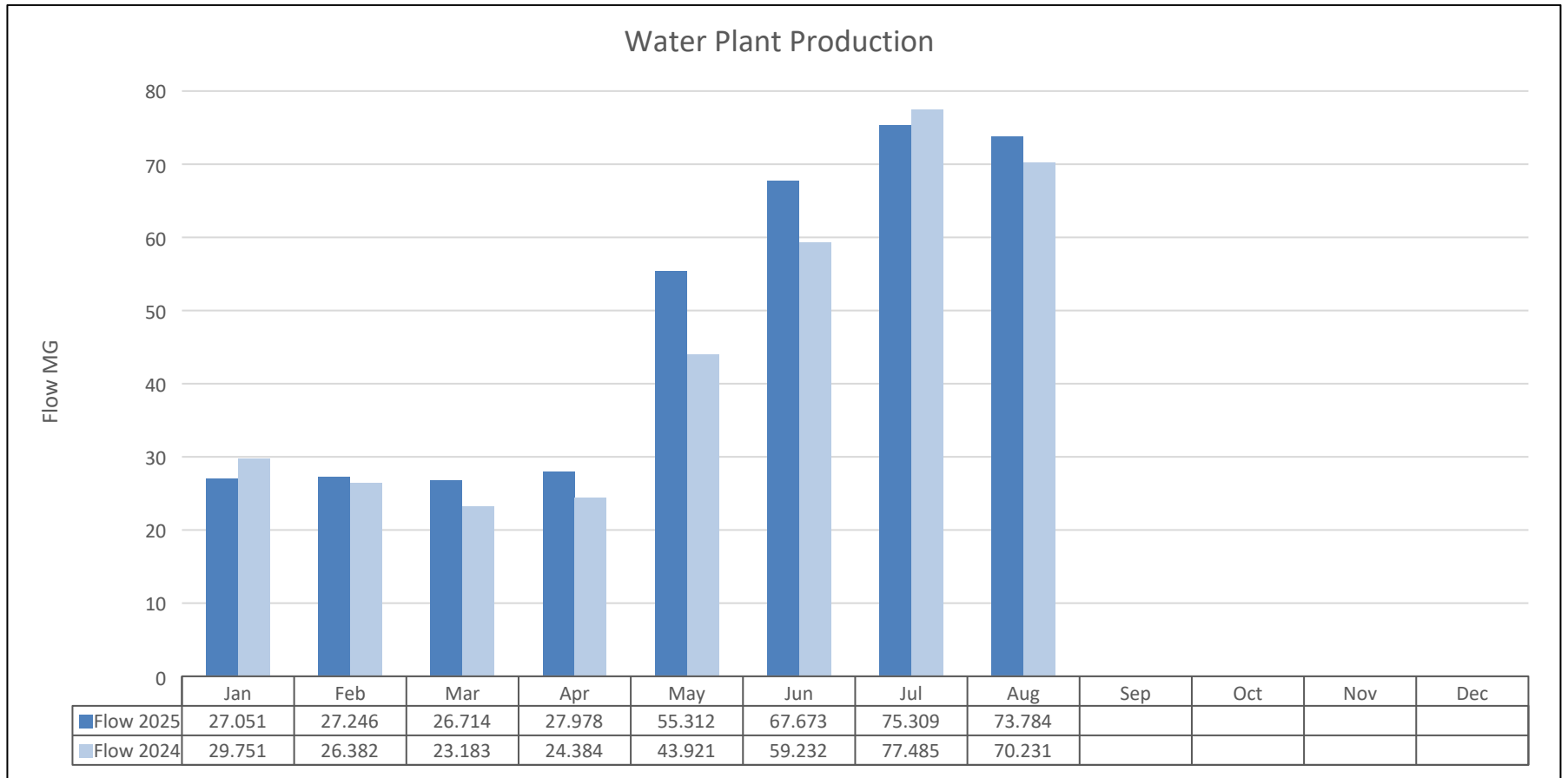
Returned home

Washed and restocked

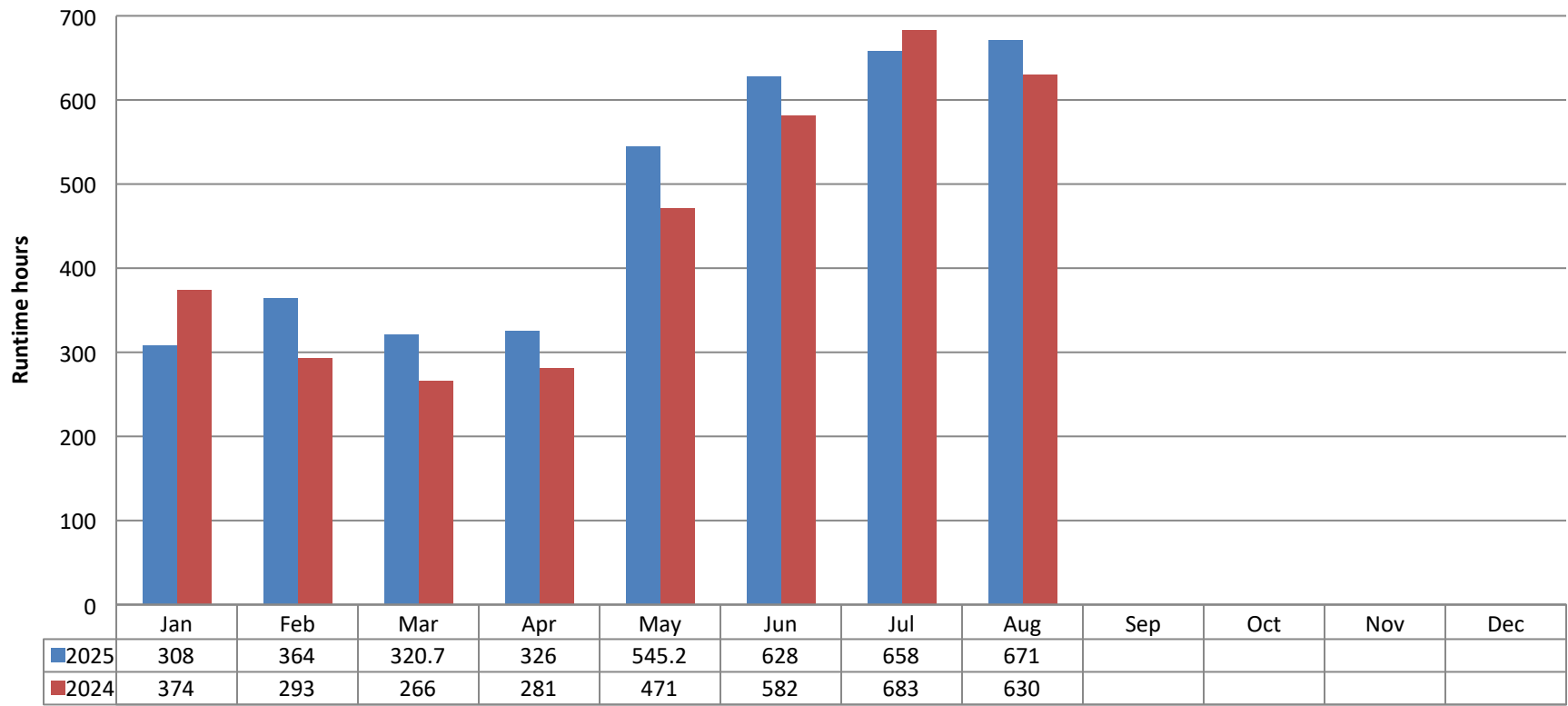
Ready to respond

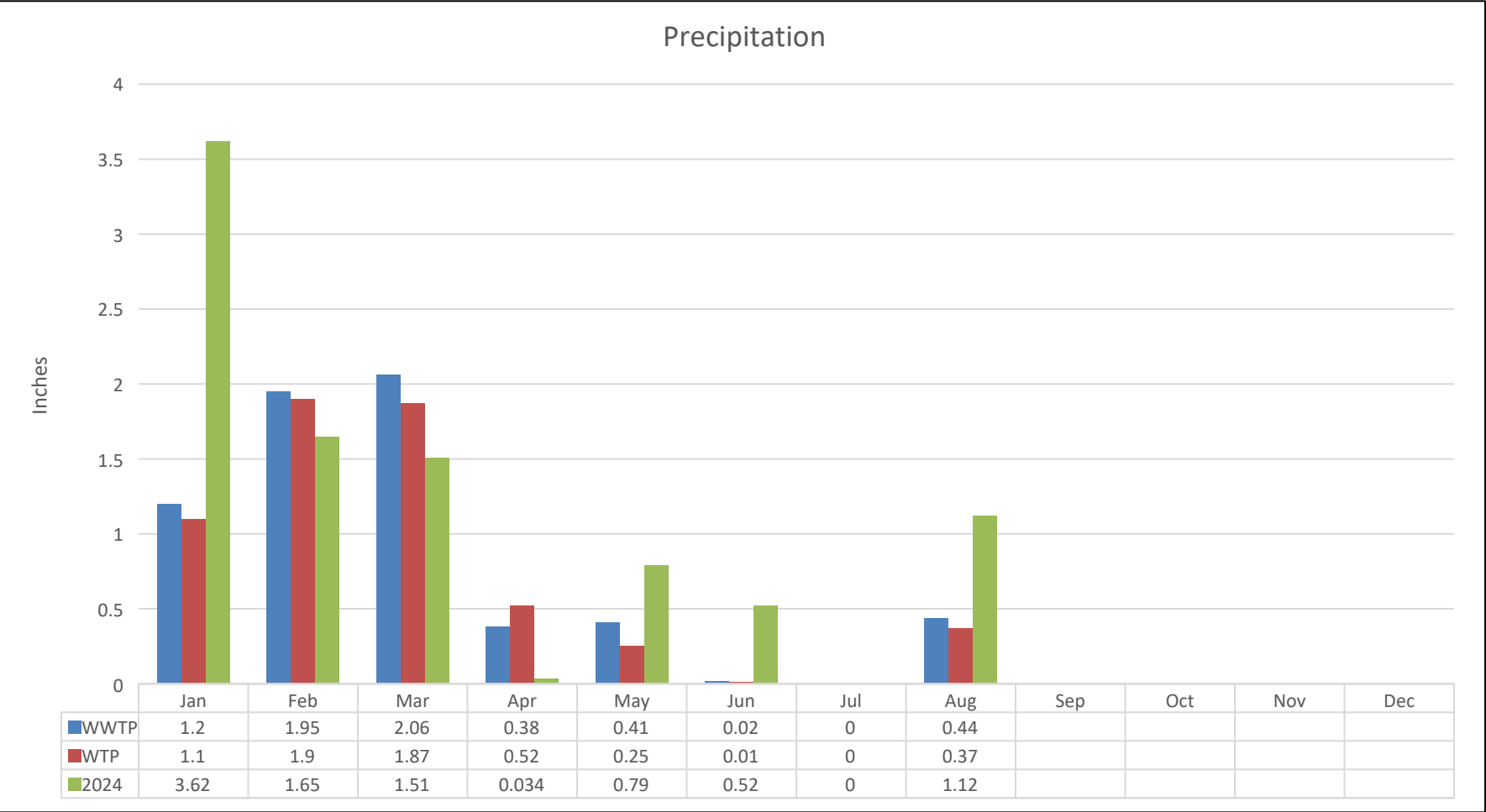
August 12, 2025 Council Meeting

- Good evening Honorable Mayor and members of the Council.
 - My usual graphs are enclosed in your council packet, I would be happy to answer any questions you may have about them.
 - August we produced 73.78 MG, an average of 2.4 MGD.
 - So far in the first 9 days of September we have produced 17.1 MG, 2.4 MGD average day, with a peak day (9/3) of 2.7 MG
 - Annual Motive pump maintenance has been completed, basin #1 is filling, expect to have online the week of the 22nd.
 - Annual service & inspections for all fire extinguishers and fire suppression systems have been completed.
 -

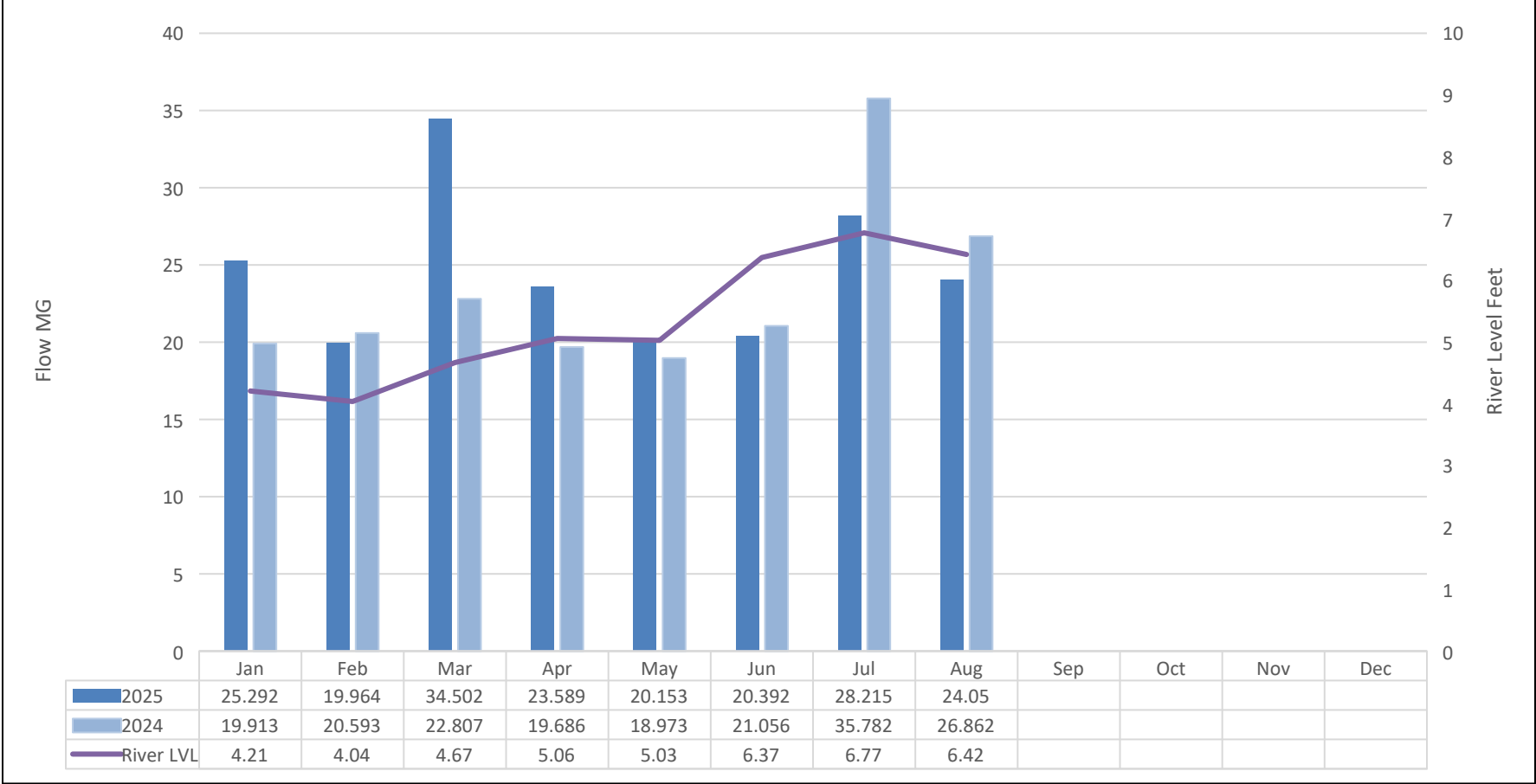


Water Plant Run Time

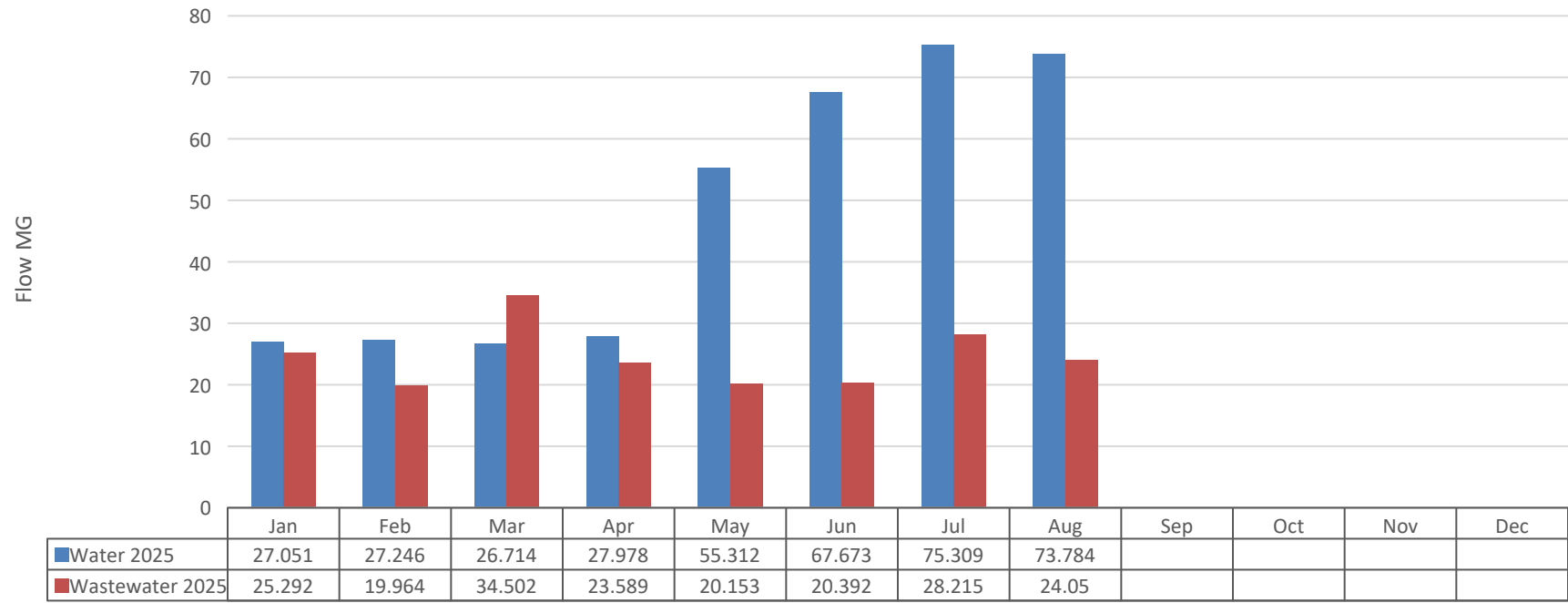




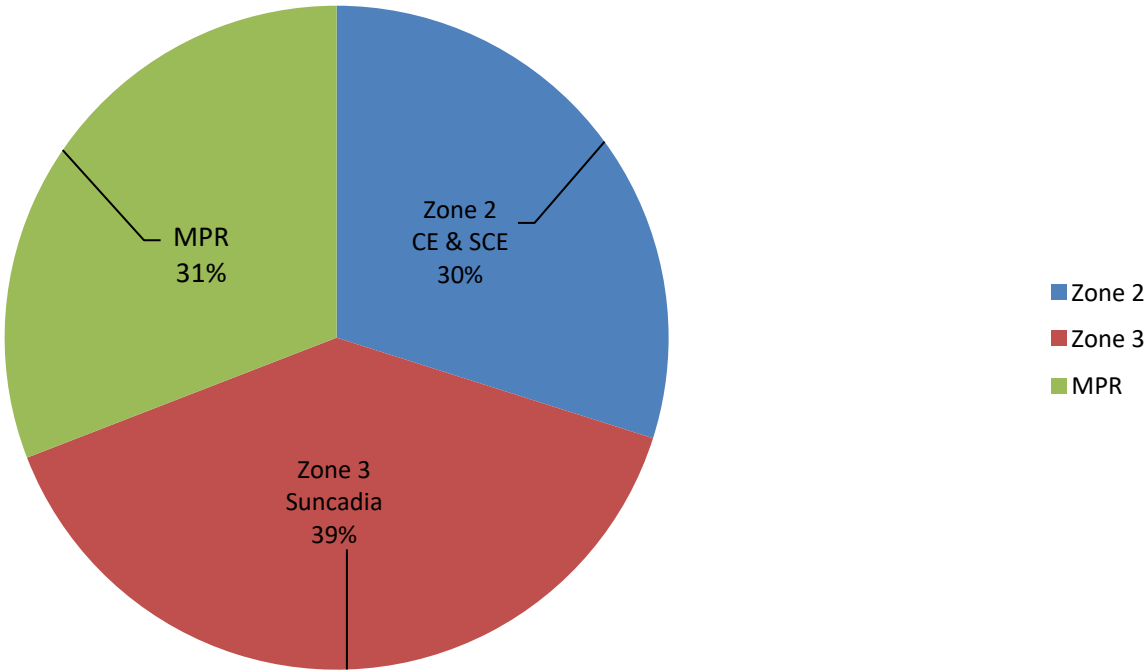
Wastewater Influent Flows and River Level



Water vs Wastewater Plant Flow



Percent of Flow - August





Building a Sustainable Economy in Kittitas County

Rob Ogburn
Business and Community Services

September 2025

A Sustainable Economy is Self-Powered:

- Provides quality of life jobs at wages that at least keep up with inflation
- Creates skill-based growth opportunities for citizens
- Adapts effectively to internal and external factors
- Does not primarily depend on other economies for lift

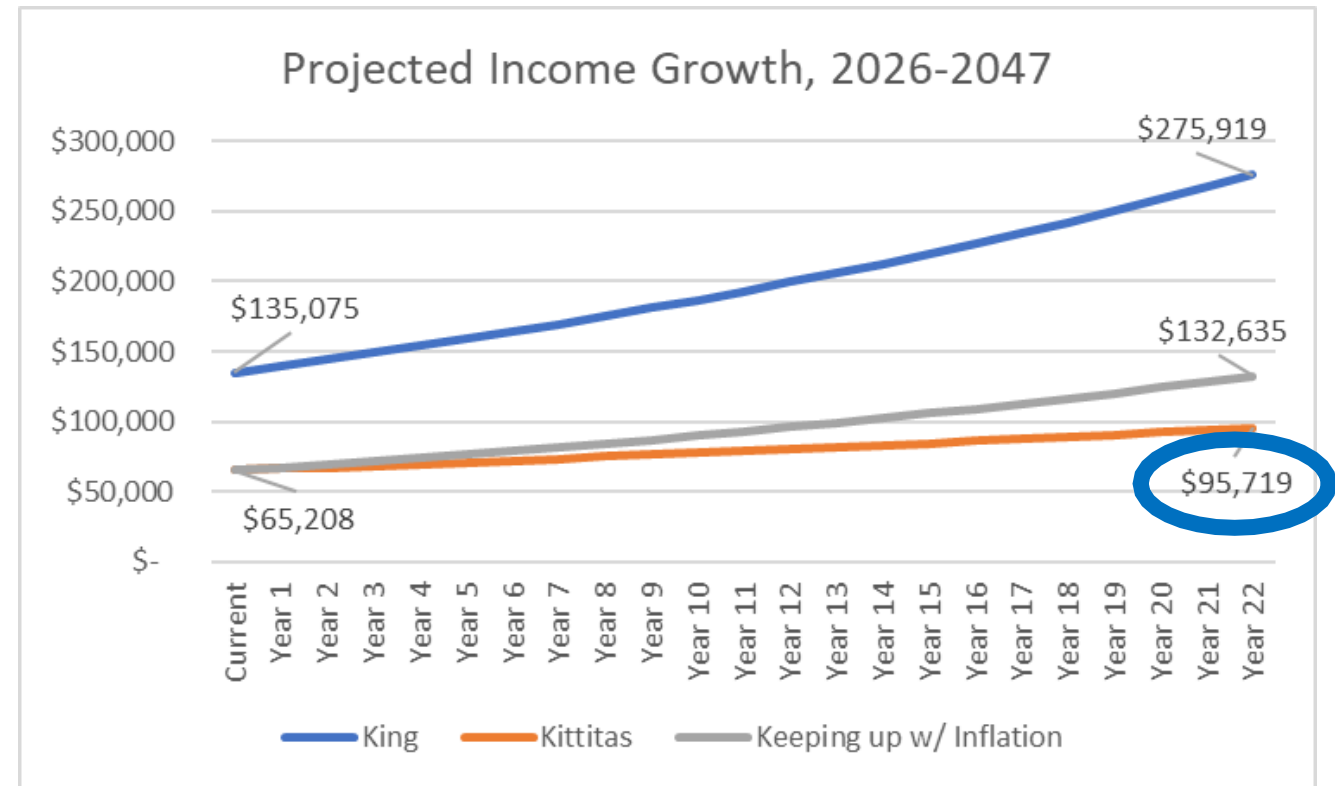




Forecast:

By age 22, A Child Born Today in Kittitas Co:

- Will:
 - **lose 28% of their purchasing power**
 - likely **only have access to rental housing**
 - carry a **higher tax burden** to sustain local govt. infrastructure
- Will probably:
 - get a **college degree and leave**, or
 - **not go to college**, less likely to even complete high school



Based on historical income trend data from WA Employment Security Department

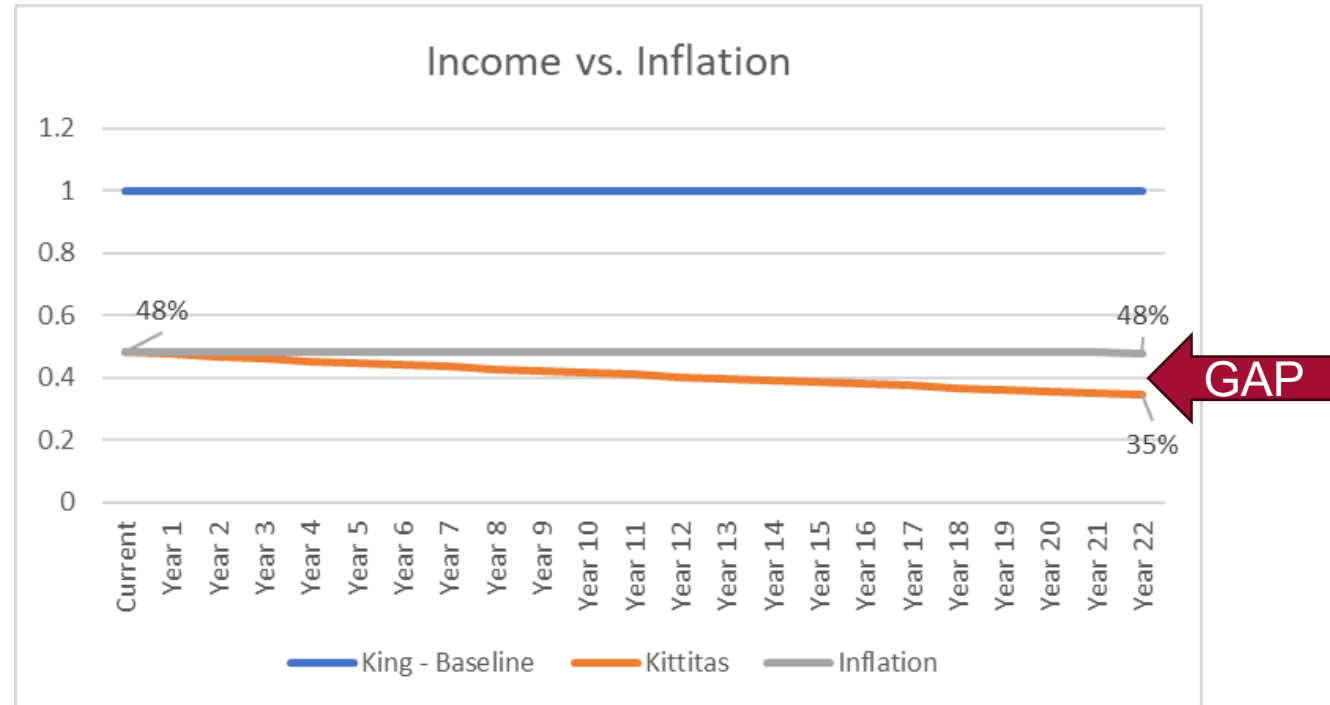
Kittitas County Growth:

Our economy is not sustainable:

- In 22 years, average wage will be near today's minimum wage
- Cost of a one-year delay in taking action:
 - \$252,000* over the career of a child born today
 - \$28.77 in the next hour... (24/7, 365)

We're losing "altitude".

* Estimate in today's dollars - only includes raw income.
Excludes investment, future value, interest, tax burden





Filling the Gap

We Have Work to Do:

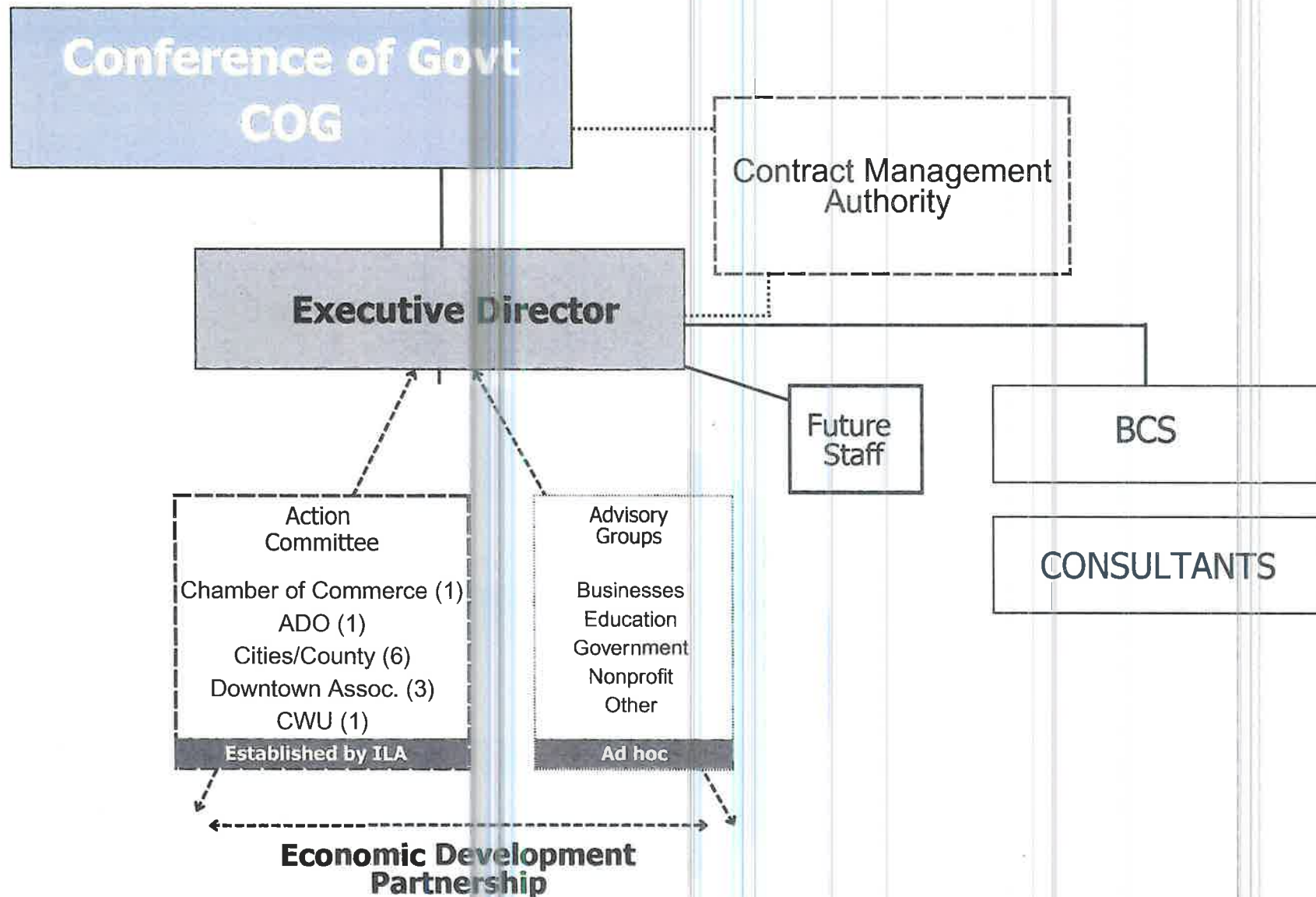
1. To build a sustainable economy, Kittitas County needs to add more than 300 high-skill jobs each year at an average wage of \$100,000 per year. That's 3,000 jobs over ten years.
2. These skill-based jobs need to increase high value exports:

	Export	Import	Total	Export Percentage
Kittitas	\$ 1,895,697,804	\$ 3,331,774,282	\$ 5,227,472,086	36%
Chelan	\$ 4,291,588,939	\$ 5,148,585,086	\$ 9,440,174,025	45%
Yakima	\$ 10,553,458,140	\$ 12,691,642,032	\$ 23,245,100,172	45%
King	\$ 306,241,266,851	\$ 128,208,111,275	\$ 434,449,378,126	70%

Export data source: IMPLAN Regions Overview 2023 Data Year

Kittitas County Economic Development

Partnership Framework for Collaboration and Transformative Economic Development



Kittitas County Economic Development

Partnership Framework for Collaboration and Transformative Economic Development

DRAFT

Definition of Economic Development for Kittitas County

Economic development in Kittitas County is the active work and intentional choices we make to foster diverse local businesses, recruit compatible industries, and create pathways to sustainable, living-wage jobs, driven by strategic decisions on community and infrastructure investment. It demands conscious effort to ensure this growth strengthens our quality of life by expanding opportunities and improving housing affordability, while deliberately safeguarding the agricultural roots, rural & historic character, and natural beauty unique to Kittitas County.

Roles

The **Conference of Governments (COG)** is charged with oversight, accountability, and resourcing of the KCEDP. Facilitates the establishment of the partnership via interlocal agreement. Provides guidance, oversight and support to the partnership. Hires and supervises the staff. Appoints membership to the KCEDP. Contracts with external support as needed to successfully implement the mission/vision of the partnership.

The **Executive Director (ED)** will be directly hired and supervised by COG but will have a collaborative relationship both with the KCEDP and external support partners. Staff will be responsible for ensuring the coordination and follow through of the committee and will report regularly to COG on implementation progress. Additional responsibilities that support the mission/vision of the partnership may be directly assigned by COG.

Consultants: As needed, the KCEDP, Staff and/or COG may identify external stakeholders who can bring additional value, resources, and expertise to the partnership. These external support partners will contract directly with COG but will report to the Economic Development Director and work with KCEDP to accomplish their scope of work.

The **Kittitas County Economic Development Partnership (KCEDP)** is a group comprised of “doers” who will leverage their subject matter expertise to collaborate and conduct the work necessary to achieve the mission/vision of the partnership, using a collaborative action model. It consists of two working teams, the Action Committee and an Advisory Group:

Action Committee:

Made up of county-wide representatives from the municipalities, economic development organizations, representing member businesses, and Central Washington University. This committee of “doers” will work on the successful implementation of the economic development strategic plan.

Advisory Groups:

**Businesses | Education | Government | Nonprofit
Other**

As needed, the KCEDP, Staff and/or COG may identify external businesses and/or organizations who can bring additional value, resources, and expertise to the partnership. These external support partners will work with the KCEDP, COG, and the EDD, as needed.

Kittitas County Economic Development

Partnership Framework for Collaboration and Transformative Economic Development

Vision Statement

Kittitas County will become a model hub for transformative economic development.

Mission Statement

The KCEDP is committed to fostering a vibrant, resilient, and diversified economy by uniting public and private partners across the county. We work together to implement a strategic plan that honors our unique character, strengthens local communities, and creates a sustainable economy for all residents of Kittitas County.

Values:

The KCEDP is guided by the following goals identified in the Kittitas County Economic Development Strategic Plan:

Collaboration: Unite upper and lower County government and organizations in shared goals and actions that benefit the County as a whole.

Economic Resilience: Provide residents with tools and resources to access jobs and opportunities in the area, including entrepreneurship.

Balanced Growth: Direct and manage the County's growth to build a dynamic community that remains an attractive and affordable place to live.

Community Investment: Develop the County's infrastructure to meet its current and future needs and position it to amplify the advantage of its central location.

Preservation: Preserve the legacy of the County, valuing its assets and resources to turn them into opportunities for future generations.

Kittitas County Economic Development Goals



Collaboration

Unite upper and lower county government and organizations in shared goals and action that benefit the county as a whole.



Economic Resilience

Provide residents with tools and resources to access jobs and opportunities in the area, including entrepreneurship.



Balanced Growth

Direct and manage the growth of the county to build a dynamic community that remains an attractive and affordable place to live.



Community Investment

Develop the county's infrastructure to meet its current and future needs and position it to amplify the advantage of its central location.



Preservation

Preserve the legacy of the county, valuing its assets and resources to turn them into opportunities for future generations.

Mayor's Script for Zoning Moratorium Public Hearing

Hearing Date:	September 9, 2025
Title/Topic:	Zoning Moratorium Ord. 1703
Agenda #:	
Presenter(s): name/title	Councilmembers and Staff

- ☐ At this time, the City Council and I will conduct a public hearing on Ordinance 1703, which imposed a six-month moratorium prohibiting the siting, establishment, licensing, or operation of any new retail establishments selling vaping products, smoking paraphernalia, or both, in the Downtown Commercial zoning district within the City of Cle Elum and also prohibits the City from accepting any applications for building permits, business licenses, or other approvals related to such establishments during the moratorium. Existing, legally established businesses selling these products are not affected. Thank you for attending and participating this evening.
- ☐ The purpose of public hearings is to allow the public to express their views on matters under consideration by the City Council. Decisions will not be made until after the public hearing or hearings.
- ☐ Now, the public hearing is officially open. A recording is being made of what is said during this hearing, so it is essential that anyone addressing the City Council do so from the lectern. Any written materials provided in the agenda packet will be considered part of the official record for this matter.

□ The sequence of tonight's public hearing will be as follows:

1. City staff will provide an oral report that summarizes the matter at hand.
2. The City Council will then discuss the matter and Councilmembers may provide comments they have on the topic.
3. Members of the audience will be invited to come to the lectern to share information you wish the City Council to consider. I will call for speakers from the sign-up sheet that was located in the Council Chambers. After that, I will call for speakers who have not signed up.
4. After the public testimony portion of this hearing, I Councilmembers will have an opportunity to provide any last comments they have related to testimony provided.
5. After each member of the public has had the opportunity to speak and the City Council is ready to begin its deliberation, I will close the public hearing. Occasionally, public hearings are reopened, or held open to a future meeting. In this case, a second public hearing will be held on September 23, 2025.
6. After the hearing is closed, the City Council can begin its deliberation and ultimately determine what action should be taken. Alternatives available to the City Council include:
 - a. Approve the matter as written.
 - b. Approve the matter as amended or conditioned by the City Council.
 - c. Deny the matter.

d. Continue the public hearing or Council deliberation to a future meeting.

☐ As Mayor, my role is to facilitate the hearing and Council's deliberation.

☐ We will use the following ground-rules for this public hearing:

1. When coming to the lectern, speakers should state their name and address. Please speak into the microphone so that others can hear you and so that your testimony can be recorded.
2. Comments may only be made from the lectern. Only one person may speak at a time. Speakers will be allowed up to three minutes to share their views.
3. I may adjust the order of speakers, when doing so supports the purpose of this hearing.
4. Everyone is asked to respect opinions that differ from yours, and to help ensure members of the audience are not intimidated or discouraged from expressing their views.
5. The purpose of this hearing is to receive public input. This is not the time for back-and-forth discussion or for debate.

☐ I will now ask City Planner Colleda Monick to provide an overview of the topic at hand.

Staff presentation.

- ☐ Are there any new written materials or correspondence that have not yet been distributed to the City Council? These written materials will be made part of the hearing record.

Staff provides new written information – if any.

- ☐ Does any member of the City Council wish to provide comment on the topic?

Allow the Council to provide comments.

- ☐ Now, we will have members of the public provide information, starting with those who signed up prior to the public hearing.

Call for speakers from the list.

- ☐ City staff, do you wish to offer clarifying information in response to the public testimony provided this evening?

Staff may offer clarifying information.

- ☐ Does any member of the Council wish to provide additional comment?

Allow additional comment from the Council.

If additional information is needed and not available, the public hearing can be held open to a future meeting.

- ☐ **CLOSING THE HEARING.** At this time, since all members of the public wishing to speak have had an opportunity to do so, and since the Councilmembers have had the opportunity to provide comments, it is appropriate to close the public testimony portion of this hearing. Unless the Council wishes to take action to keep the hearing open, or to continue the hearing to a future

meeting, the hearing should be considered closed. Audience, again I thank you for participating tonight.

Invite the City Council to make a motion and to begin discussion/deliberation.

Possible actions:

- 1. Give insight on findings of fact supporting the moratorium and whether to add any.*
- 2. Move to rescind the moratorium.*
- 3. Direct City to continue considering development regulations to implement the moratorium restrictions.*

CITY OF CLE ELUM
Planning Department

Public Hearing: Ordinance 1703 – Moratorium

AGENDA DATE: September 9 & 23, 2025

ITEM TITLE: Public Hearing and consideration of a Resolution adopting findings of fact in support of a moratorium regarding vaping and smoking paraphernalia retail moratorium

SUMMARY: On August 12, 2025, the City Council adopted Ordinance No. 1703 imposing a moratorium on the siting, establishment, licensing, or operation of any new retail establishments selling vaping products, smoking paraphernalia, or both, in the Downtown Commercial zoning district within the City of Cle Elum. State law requires that a public hearing be held within 60 days after adoption of the moratorium. The purpose of the public hearing (on both September 9th and 23rd, 2025) is to receive public testimony and evidence as to whether the moratorium should remain unchanged or modified. Following the public hearing the City Council is asked to adopt a resolution setting forth findings of fact supporting the moratorium as originally adopted or as modified. The attached resolution sets forth proposed findings in support of the moratorium as originally adopted. If the moratorium is modified following the public hearing, the proposed resolution will be modified to reflect any changes made by the City Council.

ATTACHMENTS: Memorandum, DRAFT Resolution, Ordinance No. 1703

LEAD STAFF: Colleda Monick, Planning Consultant for the City of Cle Elum



MEMORANDUM

September 9, 2025

TO: Honorable Mayor and Members of the City Council
Rob Omans, City Administrator

FROM: Colleda Monick, Planning Consultant

SUBJECT: Public Hearing – Moratorium - Vaping & Smoking Paraphernalia Retail Moratorium

The City Council adopted Ordinance No. 1703 on August 12, 2025. This ordinance imposed a six-month moratorium prohibiting the siting, establishment, licensing, or operation of any new retail establishments selling vaping products, smoking paraphernalia, or both, in the Downtown Commercial zoning district within the City of Cle Elum. It also prohibits the City from accepting any applications for building permits, business licenses, or other approvals related to such establishments during the moratorium. Existing, legally established businesses selling these products are not affected.

Pursuant to RCW 36.70A.390 and RCW 35A.63.220 authorizing the adoption of moratoria, the City Council is required to hold a public hearing within sixty days after imposition of a moratorium. The purpose of the public hearing is to receive evidence and testimony regarding imposition of the moratorium, to consider whether such moratorium should be modified or continue in effect as originally adopted, and to adopt findings of fact supporting such decision. To honor this requirement, public hearings have been scheduled for September 9 and September 23, 2025.

Included within this agenda item is a Resolution that adopts proposed findings of fact supporting the adoption of the moratorium. If the City Council determines, after receipt of public testimony, comment or evidence, that the original moratorium should be modified in scope, length, or effect, the proposed findings will be modified to reflect the decision of the City Council.

Attached for your reference are copies of the following documents:

- (a) Resolution adopting proposed findings of fact in support of the moratorium adopted August 12, 2025 per Ordinance No. 1703.
- (b) Ordinance No. 1703 (moratorium ordinance)

RESOLUTION NO. 2025-XXX

A RESOLUTION

adopting Findings of Fact supporting a six-month moratorium, enacted August 12, 2025 pursuant to emergency Ordinance No. 1703, adopting an immediate moratorium on the siting, establishment, licensing, or operation of any new retail establishments selling vaping products, smoking paraphernalia, or both, in the Downtown Commercial zoning district of the City of Cle Elum; and prohibiting the acceptance of applications for building permits, business licenses, or other approvals related to such establishments during the term of the moratorium; and authorizing the City to study and develop appropriate comprehensive land use, zoning, licensing, or registration regulations addressing such uses for consideration by the City Council.

WHEREAS, pursuant to RCW 36.70A.390 and RCW 35A.63.220, the City Council of the City of Cle Elum by unanimous vote of those present on August 12, 2025, adopted Ordinance 1703 imposing a moratorium for six months prohibiting the siting, establishment, licensing, or operation of any new retail establishments selling vaping products, smoking paraphernalia, or both, in the Downtown Commercial zoning district, and further prohibiting the filing, acceptance, and issuance of development applications, business licenses, building permits, or other approvals related to such establishments during the term of the moratorium; and

WHEREAS, RCW 36.70A.390 and RCW 35A.63.220 require the City Council to hold a public hearing within sixty (60) days after imposition of a moratorium to receive evidence and testimony regarding imposition of the moratorium, to consider whether such moratorium should be modified or continue in effect as originally adopted, and to adopt findings of fact supporting such decision; and

WHEREAS, the City Council has held public hearings on September 9 and September 23, 2025 pursuant to notice duly published, , and having considered all evidence and testimony presented, hereby makes the following:

Findings of Fact

1. The City of Cle Elum is committed to protecting the public health, safety, and welfare of its residents, particularly youth and vulnerable populations.
2. There has been a noted increase in the proliferation of retail establishments selling vaping products, smoking paraphernalia, or both, in various communities.
3. Scientific studies and public health reports have raised concerns about the health risks associated with vaping products, including nicotine addiction, respiratory issues, and potential long-term effects, especially among young people.

4. Smoking paraphernalia, such as glass pipes, bongs, and water pipes, can be used for tobacco, cannabis, or other substances, potentially contributing to substance use and related community impacts.
5. Some retail establishments may sell both vaping products and smoking paraphernalia without being primarily engaged in one or the other, complicating regulatory oversight.
6. The State of Washington has enacted laws regulating the sale of tobacco and vaping products, including age restrictions and licensing requirements under Chapters 70.155 and 70.345 RCW, but local jurisdictions retain authority to impose additional land use and zoning controls.
7. Before issuing certain business licenses, local governments have the right to review applications for compliance with zoning and land use regulations.
8. Such retail establishments are often subject to siting limitations near schools, parks, and other sensitive areas to protect youth, similar to restrictions on other regulated retail activities.
9. The City of Cle Elum currently does not have specific zoning regulations addressing the location, operation, or impacts of retail establishments selling vaping products, smoking paraphernalia, or both.
10. The City Council finds it necessary to study the potential secondary land use impacts of these establishments in the Downtown Commercial (DC) zoning district, including effects on public health, neighborhood character, traffic, and compatibility.
11. During this study period, it is prudent to prevent the establishment of new retail establishments selling vaping products, smoking paraphernalia, or both, to avoid vesting of rights that could complicate future regulations.
12. A temporary moratorium will provide the City time to develop appropriate zoning and land use controls for these uses.
13. The City Council finds that such a moratorium is necessary to protect public health, safety, and welfare.
14. The City Council of the City of Cle Elum has authority pursuant to RCW 36.70A.390 and RCW 35A.63.220 to adopt a moratorium to preserve the status quo pending development of comprehensive land use controls and regulations, health and safety regulations, and business licensing or registration regulations and procedures concerning retail establishments selling vaping products, smoking paraphernalia, or both.
15. The City Council finds and determines that the moratorium adopted and implemented pursuant to Ordinance No. 1703 should remain in effect according to its terms, and that such

continuation is in the best interests of residents of the City of Cle Elum and will promote the general health, safety, and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLE ELUM:

1. The Findings of Fact set forth above are hereby adopted as the Findings of Fact supporting the adoption, implementation, and continuation of the moratorium adopted August 12, 2025, pursuant to Ordinance No. 1703, according to its terms.
2. The City Administrator of the City of Cle Elum is hereby authorized and directed to perform those duties and functions set forth in Ordinance No. 1703, including but not limited to, development of proposed comprehensive land use, licensing, and health and safety regulations pertaining to retail establishments selling vaping products, smoking paraphernalia, or both, and any issues ancillary thereto.

ADOPTED BY THE CITY COUNCIL this Day of Month, 2025.

Matthew Lundh, Mayor

ATTEST:

City Clerk

ORDINANCE NO. 1703

AN ORDINANCE OF THE CITY OF CLE ELUM, WASHINGTON, RELATING TO THE SALE OF VAPING PRODUCTS AND SMOKING PARAPHERNALIA, ESTABLISHING AN IMMEDIATE EMERGENCY MORATORIUM ON THE SITING, ESTABLISHMENT, AND OPERATION OF ANY NEW STRUCTURES OR USES RELATING TO RETAIL ESTABLISHMENTS SELLING VAPING PRODUCTS, SMOKING PARAPHERNALIA, OR BOTH IN THE DOWNTOWN COMMERCIAL ZONING DISTRICT, TO BE IN EFFECT UNTIL THE CITY OF CLE ELUM ADOPTS UPDATED ZONING REGULATIONS TO CEMC 17.14.030 AND OTHER RELATED SECTIONS ADDRESSING SUCH USES, AND ESTABLISHING AN IMMEDIATE EMERGENCY MORATORIUM ON THE SUBMISSION OF ANY BUSINESS LICENSE APPLICATIONS FOR SUCH USES, SETTING SIX (6) MONTHS AS THE EFFECTIVE PERIOD OF THE MORATORIUM, TO ALLOW THE CITY TO STUDY THE SECONDARY LAND USE IMPACTS OF SUCH USES, ESTABLISHING THE DATE OF THE PUBLIC HEARING ON THE MORATORIUM, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Cle Elum is committed to protecting the public health, safety, and welfare of its residents, particularly youth and vulnerable populations; and

WHEREAS, there has been a noted increase in the proliferation of retail establishments selling vaping products, smoking paraphernalia, or both, in various communities; and

WHEREAS, scientific studies and public health reports have raised concerns about the health risks associated with vaping products, including nicotine addiction, respiratory issues, and potential long-term effects, especially among young people; and

WHEREAS, smoking paraphernalia, such as glass pipes, bongs, and water pipes, can be used for tobacco, cannabis, or other substances, potentially contributing to substance use and related community impacts; and

WHEREAS, some retail establishments may sell both vaping products and smoking paraphernalia without being primarily engaged in one or the other, complicating regulatory oversight; and

WHEREAS, the State of Washington has enacted laws regulating the sale of tobacco and vaping products, including age restrictions and licensing requirements under Chapters 70.155 and 70.345 RCW, but local jurisdictions retain authority to impose additional land use and zoning controls; and

WHEREAS, before issuing certain business licenses, local governments have the right to review applications for compliance with zoning and land use regulations; and

WHEREAS, such retail establishments are often subject to siting limitations near schools, parks, and other sensitive areas to protect youth, similar to restrictions on other regulated retail activities; and

WHEREAS, the City of Cle Elum currently does not have specific zoning regulations addressing the location, operation, or impacts of retail establishments selling vaping products, smoking paraphernalia, or both; and

WHEREAS, the City Council finds it necessary to study the potential secondary land use impacts of these establishments in the Downtown Commercial (DC) zoning district, including effects on public health, neighborhood character, traffic, and compatibility; and

WHEREAS, during this study period, it is prudent to prevent the establishment of new retail establishments selling vaping products, smoking paraphernalia, or both, to avoid vesting of rights that could complicate future regulations; and

WHEREAS, a temporary moratorium will provide the City time to develop appropriate zoning and land use controls for these uses; and

WHEREAS, the City Council finds that such a moratorium is necessary to protect public health, safety, and welfare; and

WHEREAS, pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City may adopt a moratorium without holding a public hearing, provided a public hearing is held within sixty days of adoption; NOW, THEREFORE,

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

Section 1. Definitions. For the purposes of this Ordinance:

- (a) "Vaping products" means electronic smoking devices, e-cigarettes, vaping devices, e- liquids, nicotine products, or related accessories.
- (b) "Smoking paraphernalia" means glass pipes, bongs, water pipes, or other equipment commonly used for smoking tobacco, cannabis, or other substances.
- (c) "Retail establishment selling vaping products or smoking paraphernalia" means any retail business that sells vaping products, smoking paraphernalia, or both, regardless of whether such sales constitute the primary focus of the business.

Section 2. Moratorium Imposed. A moratorium is hereby imposed prohibiting the siting, establishment, licensing, or operation of any new retail establishments selling vaping products, smoking paraphernalia, or both, in the Downtown Commercial zoning district of the City of Cle Elum. This moratorium does not apply to existing, legally established retail establishments selling such products or paraphernalia in this district as of the effective date of this Ordinance.

Section 3. Prohibition on Applications. No applications for building permits, business licenses, or other approvals related to the establishment or operation of new retail establishments selling vaping products, smoking paraphernalia, or both, shall be accepted during the term of this moratorium.

Section 4. Duration. This moratorium shall be in effect for six (6) months from the effective date of this Ordinance, unless earlier terminated, extended, or modified by the City Council following a public hearing.

Section 5. Public Hearing. A public hearing on this moratorium shall be held within sixty (60) days of its adoption, at a date and time to be set by the City Council.

Section 6. Declaration of Emergency. The City Council hereby declares that an emergency exists necessitating that this Ordinance take effect immediately upon passage, in order to preserve public health, safety, and welfare.

Section 7. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not

affect the validity or constitutionality of the remaining portions of this Ordinance.

Section 8. Effective Date. This Ordinance shall take effect immediately upon passage and publication as required by law.

PASSED by the City Council of the City of Cle Elum, Washington, at a regular meeting thereof this 12th day of August, 2025.


Mayor

ATTEST:


City Clerk

APPROVED AS TO FORM:

City Attorney

CITY OF CLE ELUM PROPERTY PARCEL ID# 10357 LEASE AGREEMENT

This Property Lease Agreement ("Agreement") is made and entered into this 22nd day of September, 2025, by and between the City of Cle Elum ("City"), a municipal corporation, and Kuney Construction, with a principal business address at 120 N. Ralph St Spokane, WA 99202.

1. Lease of Property The City hereby leases to the Contractor .5 acres of real property Parcel ID 10357 (as shown in appendix A) open space south of West Railroad Street for the purpose of construction staging and related activities.

2. Term of Lease The term of this lease shall commence on March 14, 2025, and shall continue until the completion of the Contractor's construction project.

3. Use of Property The Contractor shall use the Property solely for the purpose of construction staging, storage of materials, and related activities. Subletting of the Property is strictly prohibited.

4. Utilities The City shall provide access to electricity at the Property. The Contractor agrees to reimburse the City for all electricity usage, which shall be billed to the Contractor as a pass-through cost plus a 15% administrative fee.

5. Property Restoration Upon completion of construction activities, the Contractor shall remove all construction materials, debris, and equipment from the Property. The Contractor shall also grade the Property to its original condition or a condition acceptable to the City. Contractor shall not be responsible for any preexisting site condition or be responsible for repair or remediation of preexisting site condition.

6. Consideration for Lease The Contractor agrees to compensate the City for the use of the Property by paying a monthly lease amount of \$250.00 USD plus 12.84% lease hold tax This lease shall continue on a month-to-month basis until the Property is fully de-mobilized of all construction materials, including but not limited to rock piles, dirt piles, wood, barricades, cones, and construction debris. The City and Contractor shall mutually agree upon the final de-mobilization date and any remaining obligations.

7. Indemnification and Hold Harmless The Contractor agrees to sign and abide by the City of Cle Elum Hold Harmless Agreement, indemnifying and holding the City harmless from any claims, liabilities, damages, or losses arising from the Contractor's use of the Property.

8. Compliance with Laws The Contractor shall comply with all federal, state, and local laws, regulations, and ordinances applicable to the use of the Property.

9. Termination The City reserves the right to terminate this Agreement upon written notice if the Contractor fails to comply with the terms herein or if the City determines that the use of the Property is no longer in the public interest.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

Appendix A



CITY OF CLE ELUM By: _____

Title: _____

Date: _____

CONTRACTOR By: _____

Title: _____

Company: _____

Date: _____

City of Cle Elum - Staff Report

To:

Mayor and City Council

From:

Mathew Bailey, Public Works Director

Date:

September 5th 2025

Subject:

Recommendation Regarding Operations Contract for Water and Wastewater Treatment Facilities

Purpose

The purpose of this report is to provide a recommendation to the City Council regarding the operations contract with Veolia for the management of the City's wastewater treatment and water treatment facilities. After reviewing current costs, service performance, and staffing impacts, staff recommends that the City of Cle Elum not renew its contract with Veolia and instead assume direct management of these facilities.

Background

The City of Cle Elum has contracted with Veolia to operate the wastewater treatment and water treatment facilities. This contract was established to provide professional management and operations support, ensuring compliance with regulatory standards and reliable service delivery.

As the contract approaches its renewal date, staff has reviewed alternative operational models, including in-house management. Most jurisdictions manage operations of their treatment facilities. If we bring this in-house it would result in cost savings, improved oversight, and enhanced workforce stability.

Analysis

1. Cost Savings

- Current contract expenses with Veolia represent a significant portion of the City's annual utility budget.
- Preliminary financial review indicates that direct City management would substantially

reduce costs by eliminating contractor overhead, management fees, and profit margins.

- Savings could be redirected toward infrastructure improvements, equipment upgrades, and reserve funding.

2. Workforce Development and Retention

- Bringing facility operations in-house would create stable, long-term career opportunities within the City of Cle Elum.

- Developing in-house expertise fosters employee retention, supports succession planning, and ensures continuity of institutional knowledge.

- Investment in training and certification programs for City staff would enhance operational resilience and reduce reliance on external vendors.

3. Operational Oversight and Accountability

- Direct management would strengthen accountability to residents and ensure that operations align with City priorities and community values.

- The City would gain flexibility in adapting staffing levels, maintenance schedules, and capital planning to local needs.

Recommendation

Staff recommends that the City of Cle Elum:

1. Not renew the existing contract with Veolia for operations of the wastewater and water treatment facilities.

2. Transition to in-house management, with City staff responsible for daily operations, compliance monitoring, and facility maintenance.

3. Develop a transition plan, including recruitment, training, and certification support for City employees, to ensure a smooth and compliant transfer of operations.

4. Allocate savings from reduced contract costs toward reinvestment in infrastructure, employee development, and long-term system sustainability.

Conclusion

Transitioning operations of the water and wastewater treatment facilities from Veolia to in-house City management presents a fiscally responsible and strategic opportunity for the City of Cle Elum. This change would reduce costs, expand workforce opportunities, and enhance local oversight, ultimately strengthening the City's ability to provide safe, reliable, and sustainable utility services to its residents.

Staff respectfully requests that the City Council approve the recommendation not to renew the Veolia contract and authorize staff to prepare an in-house management transition plan.

2022 Water

Veolia Fee	313,749.90
O&M Variable pumps	73761.69
Repairs	42651.16
Other	19147.06
Insurance	22455.36
HLA Engineering	1906.18
Chemicals	34932.93
cell and internet	5562.84
Water Sewer Bill	7614.9
PSE Bullfrog	9077.92
PSE 903	87765.3
PSE SCE Way	106026.7
Total	724,651.94

2022 Sewer

Veolia Fee	441594.4
PSE	108002.2
Repairs	38644.49
Other	1349.29
Insurance	38763.49
HLA Engineering	4674
Scada	16159.5
Total	649187.3

Total 1,373,839.26

New Veolia Contract
2025 Water Proposed

2025 Sewer Proposed

Veolia Fee	367,289.94	Veolia Fee	517897.8
O&M Variable pumps	0	PSE	165624.1
Repairs	50000	Repairs	30000
Other	24000	Other	3000
Insurance	75000	Insurance	100000
HLA Engineering	2000	HLA Engineering	10000
Chemicals	45000	Scada	0
cell and internet	6800		
Water Sewer Bill	8000		
PSE Bullfrog	13921.22		
PSE 903	134590.3		
PSE SCE Way	187773.3		
Total	914,374.76	Total	826521.9
	Total		1,740,896.66

2023 Water

2023 Sewer

Veolia Fee	335,225.22	Veolia Fee
O&M Variable pumps	0	PSE
Repairs	35371.53	Repairs
Other	20244.43	Other
Insurance	31807.56	Insurance
HLA Engineering	1571	HLA Engineering
Chemicals	41722.88	
cell and internet	6074.09	
Water Sewer Bill	6234.92	
PSE Bullfrog	24671.36	
PSE 903	108139.92	
PSE SCE Way	150341.95	
Total	761,404.86	Total
	Total	1,479,146.16

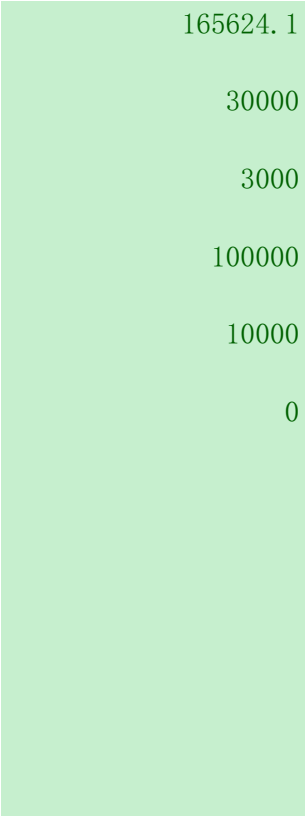
Proposed In House Water Treatment/ Wastewater Treatment

Water	230590.05	Sewer
O&M Variable pumps	0	PSE
Repairs	50000	Repairs
Other	24000	Other
Insurance	75000	Insurance
HLA Engineering	2000	HLA Engineering
Chemicals	45000	Scada
cell and internet	6800	
Water Sewer Bill	8000	
PSE Bullfrog	13921.22	
PSE 903	134590.3	
PSE SCE Way	187773.3	
Total	777674.87	Total
	Total	1411347.59
Vehicle Purchase	25000	Vehicle Purchase
Savings	111699.89	Savings
	Total Savings	279549.07

2024 Water

477569.52	Veolia Fee	349,799.94
139795.3	O&M Variable	0
41044.67	Repairs	49486.89
2831.45	Other	22896.76
50937.36	Insurance	53599.34
5563	HLA Engineer	23282.86
	Chemicals	37512.54
	cell and int	6265.69
	Water Sewer	7617.51
	PSE Bullfrog	8892.69
	PSE 903	111812.63
	PSE SCE Way	163020.55
717741.3	Total	834,187.40
	Total	

325048.62



633672.72

25000

167849.18

2024 Sewer

Veolia Fee	493236
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PSE	143249.23
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Repairs	17524.47
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Other	2586.71
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Insurance	74868.43
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HLA Engineering	8726.16
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Total	740191
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1,574,378.40

POSITION TITLE:

DRINKING WATER TREATMENT OPERATOR I-II

REPORTS TO:

Reports directly to the Utility Operations Manager under the guidance of State and City regulations, including the Washington State Department of Health drinking water regulations and city operational procedures. Maintains a close working relationship with the City Engineer, Public Works staff, and other city personnel.

SALARY RANGE:

\$64,168.00 – \$90,459.20 annually (Depending on qualifications and certifications)

STATUS:

Full-Time

AFFILIATION:

Union

WORKWEEK BASIS:

40 hrs. (Monday–Friday, with occasional weekends and on-call rotations)

JOB SUMMARY:

Performs the operation, maintenance, and monitoring of the City of Cle Elum's Drinking Water Treatment Plant and distribution system. Duties include but are not limited to: adjusting chemical feed systems, conducting routine sampling and lab testing, inspecting equipment, maintaining accurate records, and ensuring compliance with State and Federal drinking water standards. May assist with water distribution and utility maintenance as needed, may assist with wastewater plant operations and maintenance as needed.

DRINKING WATER TREATMENT OPERATOR ESSENTIAL JOB FUNCTIONS:

- Monitor and operate water treatment facilities and equipment to ensure compliance with regulatory standards
- Collect and analyze water samples for quality assurance
- Record operational data such as flow rates, chlorine residuals, turbidity, and pH levels

- Adjust chemical feeds and flow controls as needed
- Perform preventive maintenance and minor repairs on pumps, valves, instrumentation, and other plant components
- Respond to alarms, emergencies, and on-call duties as required
- Assist with water main flushing, hydrant maintenance, and valve exercising
- Maintain detailed logs and prepare reports for regulatory agencies
- Coordinate with contractors, consultants, and other staff on water system projects
- Perform related duties as required

NECESSARY KNOWLEDGE:

Knowledge of:

- Principles and practices of drinking water treatment and distribution
- Applicable Washington State Department of Health and EPA drinking water regulations
- Operation and maintenance of pumps, motors, and instrumentation
- Operation, maintenance, and safety practices of hydraulic systems
- Operation, maintenance, and safety practices of electrical systems
- Safety practices related to hazardous chemicals and confined space entry
- Basic laboratory techniques and equipment used in water testing
- Computer systems used for data logging and SCADA monitoring

NECESSARY ABILITIES:

Ability to:

- Work independently and as part of a team
- Use and calibrate laboratory and field testing instruments
- Troubleshoot operational problems and perform corrective actions
- Keep accurate records and write clear reports
- Read and interpret gauges, meters, and flow charts
- Communicate effectively both orally and in writing

- Respond calmly and professionally in emergency situations

MINIMUM QUALIFICATIONS:

- High school diploma or GED
- Valid Washington State Driver's License
- Washington State Water Treatment Plant Operator I certification (or ability to obtain within 12 months)
- Water Treatment Plant Operator II certification required for Operator II classification
- Minimum of one year experience in water treatment operations preferred for Operator I; three years preferred for Operator II
- Must be able to pass a background check and drug screening

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Must have the ability to sit, stand, walk, climb, stoop, kneel, crouch, bend, crawl, grasp; use hands to finger, handle, feel or operate objects, tools or controls; and reach with arms and legs. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Must be able to work extended hours, rotating on-call shifts, and occasional weekends or holidays. Work is performed both indoors and outdoors, occasionally in inclement weather and confined spaces.

NOTICE:

The above position description does not include ALL essential and non-essential duties of this job. All employees with disabilities are encouraged to contact the personnel department to review and discuss the essential and non-essential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if the essential functions can be performed safely with or without reasonable accommodations.

The City of Cle Elum is an Equal Opportunity Employer.

POSITION TITLE:

WASTEWATER TREATMENT OPERATOR I-II

REPORTS TO:

Reports directly to the Utility Operations Manager under the guidance of State and City regulations and procedures. Also maintains a close working relationship with other city personnel and regulatory agencies such as the Washington State Department of Ecology.

SALARY RANGE:

\$64,168.00 – \$90,459.20 annually (Depending on qualifications and certifications)

STATUS:

Full-Time

AFFILIATION:

Union

WORKWEEK BASIS:

40 hrs. (Monday–Friday, with occasional weekends and on-call rotations)

JOB SUMMARY:

Performs a variety of skilled and semi-skilled tasks related to the operation, maintenance, and repair of the City's wastewater treatment plant. Ensures compliance with all federal, state, and local environmental and safety regulations. This position requires availability for rotating weekend, holiday, and on-call shifts. May assist utility maintenance as needed, may assist with water plant operations and maintenance as needed.

ESSENTIAL JOB FUNCTIONS:

- Operate, monitor, and maintain wastewater treatment plant systems including pumps, blowers, filters, clarifiers, disinfection units, and related equipment.
- Collect and analyze samples for process control and regulatory reporting.
- Perform preventative and corrective maintenance on plant and lift station equipment.
- Maintain accurate records of operations, maintenance activities, and lab results.
- Respond to alarms and emergencies related to plant operations.
- Perform inspections and maintenance of lift stations.
- Assist with preparation of regulatory compliance reports as required.
- Operate a variety of vehicles, tools, and heavy equipment.

- Follow safety and environmental regulations and participate in training.
- Perform related duties as required.

NECESSARY KNOWLEDGE:

Knowledge of:

- Principles and practices of wastewater treatment.
- Operation and maintenance of pumps, valves, motors, and other mechanical equipment.
- Laboratory sampling and testing procedures.
- Applicable safety standards, environmental regulations, and reporting requirements.
- Computer systems and software for data entry and SCADA monitoring.

NECESSARY ABILITIES:

Ability to:

- Work independently with sound judgment and initiative.
- Read and interpret equipment manuals, technical documents, and regulations.
- Operate mechanical and laboratory equipment safely and effectively.
- Maintain accurate records and prepare reports.
- Respond to emergency situations in a timely manner.
- Communicate clearly and courteously with coworkers, supervisors, and the public.
- Perform physically demanding tasks and work in inclement weather.

MINIMUM QUALIFICATIONS:

- High school diploma or GED.
- Possession of a valid Washington State Driver's License.
- Washington State Wastewater Operator Certification Group I or II (or ability to obtain within 12 months of hire, depending on classification).
- Ability to pass background check and drug screening.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Must have the ability to sit, stand, walk, climb, stoop, kneel, crouch, bend, crawl, grasp; use hands to finger, handle, feel or operate objects, tools or controls; and reach with arms and legs. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Must be able to work extended hours including weekends, holidays, and participate in an on-call rotation. Work assignments include outdoor work in all weather conditions and exposure to hazardous chemicals and confined spaces.

NOTICE:

The above position description does not include ALL essential and non-essential duties of this job. All employees with disabilities are encouraged to contact the personnel department to review and discuss the essential and non-essential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if the essential functions can be performed safely with or without reasonable accommodations.

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POSITION TITLE:

UTILITIES OPERATIONS MANAGER

REPORTS TO:

Reports directly to the Public Works Director. Works under the guidance of State and City regulations and maintains oversight of the Drinking Water and Wastewater Treatment operations. Coordinates closely with other city personnel and regulatory agencies, including the Washington State Department of Ecology and the Department of Health.

SALARY RANGE:

\$122,553.60 – \$148,964.70 annually (Depending on qualifications and certifications)

STATUS:

Full-Time

AFFILIATION:

Non-Union

WORKWEEK BASIS:

40 hrs. (Monday–Friday, 24 hour on-call availability)

JOB SUMMARY:

The Utilities Operations Manager is responsible for supervising, coordinating, and participating in the daily operations, maintenance, and regulatory compliance of the City of Cle Elum's water and wastewater treatment facilities. This role ensures safe and efficient operation of both the Drinking Water Treatment Plant and the Wastewater Treatment Plant, manages assigned personnel, and serves as the primary liaison with regulatory agencies for compliance reporting and inspections.

ESSENTIAL JOB FUNCTIONS:

- Supervise, schedule, and support the work of Drinking Water and Wastewater Treatment Operators.
- Ensure operational compliance with all local, state, and federal regulations (e.g., DOH, DOE, EPA).
- Oversee facility performance including treatment processes, plant maintenance, data collection, employee safety, and site security.
- Monitor chemical usage, inventory, and ensure proper handling and storage.
- Maintain and review accurate logs, reports, and operational records; submit required reports.
- Coordinate regulatory inspections, audits, and responses.
- Assist with budget preparation and cost control measures.
- Provide technical support for troubleshooting and optimizing system performance.

- Respond to operational emergencies and participate in on-call rotation as needed.
- Lead by example in promoting a culture of safety, teamwork, and accountability.
- Provide training and mentorship to staff, including certification tracking and professional development.
- Communicate effectively with city staff, contractors, consultants, and the public.
- Perform related duties as required.

NECESSARY KNOWLEDGE:

Knowledge of:

- Principles and practices of water and wastewater treatment operations.
- State and federal environmental and health regulations affecting municipal utilities.
- Supervisory principles, personnel management, and staff scheduling.
- Mechanical, electrical, hydraulic, and chemical processes in water and wastewater treatment.
- SCADA systems, lab sampling procedures, and emergency response protocols.
- State and Federal reporting procedures.
- Public works budgeting and reporting procedures.

NECESSARY ABILITIES:

Ability to:

- Plan, direct, and evaluate the work of others.
- Interpret complex regulations and ensure compliance.
- Identify and solve operational problems efficiently.
- Maintain organized, accurate records and submit clear reports.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain cooperative relationships with coworkers, agencies, and the public.
- Operate treatment facility equipment, vehicles, and software tools.
- Perform physically demanding tasks and work in various environmental conditions.

MINIMUM QUALIFICATIONS:

- High school diploma or GED required; Associate or Bachelor's Degree in Environmental Science, Engineering, or related field preferred.
- Minimum 5 years of experience in water or wastewater operations, with at least 3 years in a supervisory or lead role.
- Possession of a valid Washington State Driver's License.
- Possession of a valid Washington State Water Treatment Plant Operator III or higher certification.
- Possession of a valid Washington State Wastewater Treatment Plant Operator Group III or higher certification.

- Possession of a valid Washington State Water Distribution Manager II or higher certification.
- Possession of a valid Washington State Cross Connection Specialist certification.
- Must be able to pass a background check and drug screening.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Must have the ability to sit, stand, walk, climb, stoop, kneel, crouch, bend, crawl, grasp; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with arms and legs. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Must be able to work extended hours, respond to emergency situations, and participate in an on-call rotation. Work occurs in both indoor and outdoor environments and may involve hazardous materials and confined spaces.

NOTICE:

The above position description does not include ALL essential and non-essential duties of this job. All employees with disabilities are encouraged to contact the personnel department to review and discuss the essential and non-essential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if the essential functions can be performed safely with or without reasonable accommodations.

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**CITY OF CLE ELUM
WASHINGTON
RESOLUTION NO. 2025-018
A RESOLUTION OF THE CITY OF CLE ELUM, WASHINGTON,
ESTABLISHING AN ADVISORY COMMITTEE FOR PLANNED CITY PARK
WITHIN THE BULLFROG FLATS DEVELOPMENT**

WHEREAS, plans for the Bullfrog Flats development include a new public park to be added to the city park's inventory; and

WHEREAS, the city wishes to ensure the new park and its amenities fit community needs and desires and, thus, wishes to engage residents in a collaborative process to collect feedback; and

WHEREAS, the city ultimately will be responsible for maintenance and, thus, has an interest in ensuring it has the capability to do so as efficiently as possible; and

WHEREAS, the Developer has a desire to begin construction as soon as conditions permit.

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

Section 1. Establishment. The City Council hereby establishes an advisory committee to recommend park design and amenities.

Section 2. Composition. The committee shall comprise 5-7 volunteer community members, two Councilmembers, and Public Works Director or designee, the latter of whom shall serve as Chair. The Mayor shall designate the Councilmembers to serve on the committee. At their discretion, a representative of the Developer shall be welcomed and encouraged to participate as a full member in order to ensure a collaborative process. The committee at times may also invite additional city staff or topical experts to attend meetings and/or provide insight.

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

Approved as to form:

Curtis Chambers, City Attorney

Filed with the City Clerk:

Passed by the City Council:

Resolution No.

Date Posted:

EXECUTIVE SESSION SCRIPT

Date: 9/9/25 Starting Time: 9:15 p.m.

"The city council will now meet in executive session for a period of 10 minutes to discuss to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee per RCW 42.30.110(g)."

(Identify the RCW that applies)

"The council is/not expected to take final action following the executive session."

If an extension is required, the mayor/presiding officer emerges from the room in which the session is being held and makes the following announcement:

(Time: 9:25 a.m. / p.m.)

"The council is extending the executive session for a period of 10 minutes, until 9:35 a.m. / p.m."

(Ending Time: _____ a.m. / p.m.)

Note: The city council may hold executive sessions from which the public may be excluded, for those purposes set forth in [RCW 42.30.110](#). Before convening an executive session, the mayor/presiding officer must announce the purpose of the session and the anticipated time when the session will be concluded. Should the session require more time, a public announcement shall be made that the session is being extended.

Give this form to the city clerk upon completion.

This form does not constitute legal advice. Consult with counsel regarding sufficiency of your script.