

# CLE ELUM LODGING TAX & EVENTS COMMITTEE

## MINUTES

SEPTEMBER 10, 2025

8:30 AM

119 W FIRST STREET  
CLE ELUM, WA 98922

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

Steven Cook - present  
Steven Harper - present  
Audrey Malek - present

Matthew Lundh - Mayor  
Debbie Lee - Clerk  
Rich Albo - Police Chief  
Ed Mills - Fire Chief  
Matthew Bailey - Public Works Director  
Whitney Prosek - Office Assistant

### 2. Unfinished Business

#### a. [Park Reservations](#)

Steven gave an update on the park reservations. He stated he'd like a simple online form on the city's website that would include City Park, Centennial Field, Fireman's Park, Memorial Ball fields, Wye Park for reservations. Steven will have more information at the next meeting.

#### b. [Update Lodging Tax Application](#)

The committee is waiting on updating the Lodging Tax Application until after the county updates theirs so they are more aligned.

#### c. [CEDA Placer Labs, Location Intelligence Software 2025 Lodging Tax Fund Application](#)

Steven will talk with Amy McGuffin and get back together with the committee. The committee wants to make sure that this would be a covered expense through lodging tax.

#### d. [Event Code](#)

Points of discussion:

- The detailed description needs to be clarified, possibly by an example.
- Onsite security, wristbands, this information should be in the application packet and not the code.
- Expand who can approve events from the Mayor and designee.
- Does the fire chief or chief of police need to know parade routes?
- For handing out candy, maybe capitalize HAND OUT, so people understand this is

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mandatory.

- Who has revoking authority? Mayor or designee and events committee?
- Penalties would need to be enforced by Code Enforcement. This would not be a criminal offense.

Steven Cook will make the edits and present the document at the next meeting.

### 3. New Business

- a. [August 12, 2025, Cle Elum Lodging Tax & Events Committee Study Session Meeting Minutes](#)

**MOTION: Committee Member Harper made a motion to approve the August 12, 2025, Lodging Tax & Events meeting minutes; seconded by Committee Member Malek.**

**MOTION CARRIED: 3 yes 0 no.**

- b. [August 13, 2025, Cle Elum Lodging Tax & Events Committee Meeting Minutes](#)

**MOTION: Committee Member Harper made a motion to approve August 13, 2025, Lodging Tax & Events meeting minutes; seconded by Committee Member Malek.**

**MOTION : 3 yes 0 no.**

- c. [Fee Schedule Suggested Updates](#)

When stating how many days ahead fees need to be paid, it should state 60 days or less. The code will need to be double-checked. The fee schedule will need to be updated at the next Council Meeting.

- d. [Horse Park/Baseball Park Event Packet Required - Discussion](#)

Discussion was had regarding the Horse Park and whether they should apply for one Event Packet and list all events for the entire season so the police and fire are aware of the activity and number of people who would be attending. They talked about having a discussion with Wendy at the Horse Park as the next step.

The committee also discussed the number of people that attend different events at the ballpark, senior center, horse park and if this causes concern regarding traffic control and event management.

- e. [Lodging Tax Fund Balance - Update](#)

The 2026 beginning fund balance is projected to be lower than previous years. The committee should be mindful of the bottom line. There has been some bigger funding in the last couple of years for the skate park, visitor center, recreation center, etc. It was discussed

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that they need an electricity update at Wye park.

f. Event Tracker


4. **Other Committee Comments**

5. **Adjourn**

The meeting was adjourned at 9:13 a.m.



Steven Cook, Chair



Debbie Lee, Clerk