

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
October 14, 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**
 - a. October 14, 2025, Sign In Sheet
2. **Executive Session RCW 42.30.110(i) Potential Litigation**
 - a. Executive Session Script
 - b. (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become a party.
3. **Public Comment – Limited to 5 Minutes**
 - a. Lucy Temple Letter Re: Hanson Ponds
4. **Announcements, Appointments, Awards & Recognition**
5. **Approval of Meeting Agenda**
6. **Ordinance 1709 Relating to the Public Health & Safety Emergency Moratorium on the Sale & Distribution of Kratom Within City Limits**
 - a. Ordinance 1709
7. **Ordinance 1710 Lifting the Emergency Moratorium on Siting, Establishment, Licensing, and Operation of New Retail Vape Products**
 - a. Ordinance 1710
8. **Consent Agenda**

Items listed have been distributed to Council Members in advance for study and will be enacted by

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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. September 23, 2025, City Council Meeting Minutes
- b. October 1, 2025, Committee of the Whole Meeting Minutes
- c. October 8, 2025, Cle Elum Council Special Meeting Minutes
- d. October 5, 2025, Payroll Vouchers \$312,660.84
- e. October 14, 2025, Payables \$1,135,336.85
- f. Ratifying Mayor Lundh's Signature on the Letter to the Department of Ecology and U.S. Bureau of Reclamation - Re: Municipal Water Reliability & Storage

9. **Department Head Reports**

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

- a. Rob Omans, City Administrator
- b. Colleda Monick, Planner
- c. Mathew Bailey, Public Works Director
- d. Rich Albo, Police Chief
- e. Ed Mills, Fire Chief
- f. William LaRue, Water/Wastewater Manager

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

- a. Cathy McMorris Rodgers Leadership Institute Flag Presentation - Kristina Sabestinas
- b. Transportation Benefit District (TBD) Presentation - Colleda Monick, Planner

11. **Business Requiring Public Hearings**

- a. Transportation Benefit District (TBD) - Colleda Monick, Planner
Ordinance 1705 Transportation Benefit District (TBD) - Colleda Monick, Planner
- b. Levy Certification for 2026 Property Tax — Rob Omans, City Administrator
Ordinance 1704–2026 Property Tax Levy - Rob Omans, City Administrator

12. **Unfinished Business**

13. **New Business**

- a. Waste Water Treatment Plant Variable Frequency Drives (VFD) Replacement - William LaRue, Water/Wastewater Manager
- b. Ordinance 1708 Public Safety Sales and Use Tax - Curtis Chambers, City Attorney
- c. Progress Estimate #5 Stafford Ave. Corridor Improvements Final & Project Acceptance - Mathew Bailey, Public Works Director
- d. Authorize Purchase of a Replacement Snowplow Dumptruck - Mathew Bailey, Public Works Director

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- e. Resolution 2025-022 Surplus of Public Works Equipment, City Wide Desk Phones, Fax Machine, Phone Servers & Switches - Mathew Bailey, Public Works Director
- f. Request for Leak Adjustment Larissa Zep \$202.64 - Ken Ratliff, Councilmember
- g. CEDA Placer Labs, Location Intelligence Software 2025 Lodging Tax Fund Application - Steven Cook, Councilmember
- h. 2025 Pangrazi Nominations - Steven Cook, Councilmember
Bev Gonyea - Nominated by Jordan Peterson
Bev Gonyea - Nominated by Whitney Prosek

14. **Report of Committees**

- a. Public Works & Community Development
- b. Public Safety & Health
- c. Lodging Tax & Events
- d. General Government
- e. Coal Mines Trail

15. **Councilmember Comments - Limited to 5 Minutes**

16. **Mayor's Report**

17. **Adjourn**

Upcoming Meetings:

Planning Commission Meeting: October 21, 2025, at 6:00 p.m.

General Government Committee Meeting: October 22, 2025, at 8:30 a.m.

Regular Council Meeting: October 28, 2025, at 6:00 p.m.

Coal Mines Trail Commission Meeting: November 3, 2025, at 4:00 p.m.

Public Works & Community Development Committee Meeting: November 5, 2025, at 8:30 a.m.

Lodging Tax & Events Committee Meeting: November 12, 2025, at 8:30 a.m.

Historical Preservation Commission Meeting: November 18, 2025, at 3:00 p.m.

Public Safety & Health Committee Meeting: November 19, 2025, at 2:00 p.m.

City of Cle Elum Council Meeting

October 14, 2025, 6:00 p.m.

PLEASE SIGN IN BELOW

Please sign in:

Name	Address
Lucy Temple	1003 Denny Ave, Cle Elum
Tina Harris	805 Upper Point Rd. Cle Elum

EXECUTIVE SESSION SCRIPT

Date: 10-14-25 Starting Time: 1801 p.m.

"The city council will now meet in executive session for a period of 30 minutes to discuss to discuss with legal counsel representing the agency matters relating to agency enforcement actions or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become a party per RCW 42.30.110(1)(i)."

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

"The council is extending the executive session for a period of _____ minutes, until _____ a.m. / p.m."

(Ending Time: 1832 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.

Hanson Ponds / Outfall Project

Key Facts for Council Consideration

1. The Problem

- The Yakima River is eroding toward the freeway and the City's wastewater outfall.
- Experts have repeatedly documented the risk of avulsion and expected failure of this infrastructure.
- Ignoring this risk puts public safety, infrastructure, and the environment at stake.

2. What Was Proposed (Alternative 4)

- Developed by KCT at the City's request.
- Removed infrastructure from the floodway, making it safer and easier to maintain.
- Protected the outfall while improving fish habitat, floodplain function, and recreation.
- Had strong support from: regulators, Yakama Nation, and technical advisors.
- Funding: KCT would have sought and managed grants (FEMA, Floodplains by Design, etc.).
- City would not have paid for design, permitting, or construction.
- City's role: future maintenance only.

3. What the City Did Instead

- Abandoned Alternative 4 after threats of a lawsuit from one landowner.
- Passed a resolution for Alternative 3, which:
- Keeps at risk infrastructure in the floodway.
- Provides less ecological benefit.
- Leaves the City to fund and manage a piecemeal "rock dump" solution. (This will have ZERO ecological or recreational benefit)
- Will be difficult to permit and is not sustainable long-term.

4. Why This Matters

- Waste of resources: Years of planning and ~\$1.2M in work discarded. (A total of \$1,322,195 including all the assessment, design, and permitting that was already gathered)
- Ignored science: Technical advisors, engineers, and regulators all recommended Alternative 4.
- Ignored what is best for constituents: Decision was driven by two council voices and one landowner.
- Financially short-sighted: City walked away from a no-cost, grant-funded, shovel-ready project.

- Risk remains: The river is still moving, the outfall is still vulnerable, and the next flood will be costly to the City and rate payers.
- How will you explain to voters that you voted against this no-cost solution?

5. Path Forward

- A council resolution can be overturned.
- It is not too late to bring back a balanced solution that:
 - Protects infrastructure.
 - Improves fish and floodplain health.
 - Enhances recreation.
 - Saves City funds through outside grants.
- You'll have to choose Alternative 4 and explain yourselves to KCT.

As a constituent, I urge you to revisit this decision. The City must act proactively, based on science and long-term planning — not short-term politics or loud voices.

Hanson Ponds / Outfall Project

Good evening, Councilmembers,

I'm here tonight as both a former city planner and a concerned constituent to express my disappointment with the City's recent decision to abandon the Hanson Ponds project.

Let me recap what happened.

- In 2018, the City approached KCT for help because of serious erosion and the risk that the Yakima River would avulse away from the outfall. This threat to our wastewater infrastructure has been well-documented by multiple experts.
- KCT designed a balanced restoration project, **Alternative 4**, that would have been shovel-ready, fully permitted, and grant-funded. It would have removed critical infrastructure from the floodway, protected the outfall, created fish and floodplain benefits, improved recreation, and even reduced risk to downstream landowners. The City would not have been responsible for design, permitting, or construction costs.
- Regulators, the Yakama Nation, and technical advisors all supported this approach.

So why are we here? Because of a loud community voice and a persuasive council member or two (Ken and Steven), followed by a majority vote of this body that abandoned the expert-backed solution.

Instead of choosing the alternative that would have fully funded the infrastructure replacement, you adopted **Alternative 3**, which keeps at-risk infrastructure in place, provides low benefits for the projected costs, and leaves the City on the hook to figure out and fund a piecemeal fix. Let's get real – we all know that's unlikely to happen! AND let's be honest: throwing rock in the river is not a sustainable solution, will be harder to permit, and does nothing for fish or recreation.

Here's the bottom line:

- Years of collaborative work and over a \$600,000 of planning were wasted.
- The City walked away from a no-cost infrastructure upgrade that would have left us with a grant-funded, shovel-ready project that was far easier to maintain. KCT would have secured the FEMA Brick and Floodplains by Design funding, filling in smaller gaps with RCO and YBIP funds for match funding as necessary. None of this would have been on the city's dime.

- The decision ignored science, ignored technical advisors, ignored partners, and ignored the best interests of our community.

You were elected to do the homework, to weigh the facts, and to act in the long-term best interest of this City. Instead, the majority of you listened only to the loudest voices in the room and dismissed expert guidance. That is not good governance.

The risk to the outfall has not gone away. The river is still moving. The next flood won't care about resolutions or political pressure. And when that happens, the cost will be borne by this City and its ratepayers. KCT would have gathered the funding including all the assessment, design, and permitting that would have covered the city's infrastructure payment. However, now the city will have to plan, permit, and self-fund any lower benefit future projects, including the high cost of consultants to do this work. We all know you don't have the money. NOW that you've gone bankrupt, you will be unlikely to find funding to repair future infrastructure. So you need to reverse your decision and move forward with the Hanson Ponds project.

I strongly urge you to reconsider your decision to abandon this project and no-cost plan. A resolution can be overturned. It is not too late to correct course, bring back a balanced solution, and protect our infrastructure, our environment, and our budget effectively and efficiently.

To recap: **You had a no-cost, shovel-ready project backed by experts, tribes, and regulators, and you walked away because of one loud voice, fear, and politics. The risk to our infrastructure and river hasn't gone away, and when the right flood comes along, this City will pay a high price. I urge you to reconsider and act based on science and reliable partnerships, not the vocal minority. I hope you'll take swift corrective action before KCT's 30 day notice is up so they can reactivate this beneficial project.**

This City Council didn't make the decisions that led to the bankruptcy, but this Council threw this made-for-you project out the window - a bad decision that will reflect on this body. I'm disappointed and ask you to do better.

Thank you.

Lucy Temple

ORDINANCE NO. 1709

AN ORDINANCE OF THE CITY OF CLE ELUM, WASHINGTON, RELATING TO THE PUBLIC HEALTH AND SAFETY, ESTABLISHING AN IMMEDIATE EMERGENCY MORATORIUM ON THE SALE AND DISTRIBUTION OF KRATOM WITHIN CITY LIMITS, SETTING SIX (6) MONTHS AS THE EFFECTIVE PERIOD FOR THE MORATORIUM, ESTABLISHING THE DATE OF THE PUBLIC HEARING ON THE MORATORIUM, ESTABLISHING FINES FOR VIOLATIONS OF THE MORATORIUM, AND DECLARING AN EMERGENCY.

WHEREAS, Article XI, Section 11 of the Washington State Constitution grants cities broad police powers to make and enforce within their limits regulations which are not in conflict with general laws and which include measures necessary to protect the public health, safety, and welfare; and

WHEREAS, RCW 35A.11.020 further authorizes code cities to exercise all powers possible for a city to have under the Constitution of this state, including adoption of regulations to protect public health, safety, and welfare; and

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, “kratom” refers to the plant *Mitragyna speciosa* and its leaves, or any derivative that contains any part of the leaf of the plant, or any extract, synthetic alkaloid, or synthetically derived compounds of such plant or its leaf containing mitragynine or 7-hydroxymitragynine (“7-OH”), including, but not limited to, any powder, capsule, pill, beverage, or other product intended for human consumption; and

WHEREAS, the U.S. Drug Enforcement Agency (“DEA”) has listed kratom as a Drug and Chemical of Concern, finding that consumption of kratom can produce both stimulant and sedative effects, and can lead to psychotic symptoms, psychological and physiological dependence, addiction, hallucinations, delusion, confusion, loss of appetite, anorexia, weight loss, and insomnia; and

WHEREAS, the U.S. Food and Drug Administration (“FDA”) has determined that 7-OH has a significant potential for abuse and associated harms consistent with opioid pharmacology, such that the FDA has expressed concern with the growing market of 7-OH products that may be appealing to children and teenagers, and has formally recommended regulation through scheduling under the Controlled Substances Act; and

WHEREAS, the FDA has not approved any prescription or over-the-counter drug products containing kratom or its two main chemical components, mitragynine and 7-OH; and

WHEREAS, kratom is not federally regulated in the United States and is not subject to government-mandated safety checks, resulting in a lack of oversight and accepted safety standards for use, regulation of ingredients, purity levels, and dosage; and

WHEREAS, the State of Washington has not enacted any laws or regulations governing the use of kratom; and

WHEREAS, the City Council finds that the continued sale and distribution of kratom without regulation creates an immediate threat to the public health and safety, and that a temporary moratorium is necessary to prevent harm to the community while the City evaluates

appropriate permanent controls;

NOW, THEREFORE,

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

Section 1. Definitions. For purposes of this ordinance “kratom” refers to the plant *Mitragyna speciosa* and its leaves, or any derivative that contains any part of the leaf of the plant, or any extract, synthetic alkaloid, or synthetically derived compounds of such plant or its leaf containing mitragynine or 7-hydroxymitragynine (“7-OH”), including, but not limited to, any powder, capsule, pill, beverage, or other product intended for human consumption.

Section 2. Moratorium Imposed. A moratorium is hereby imposed prohibiting the sale or distribution of kratom in the City of Cle Elum. This moratorium goes into effect ten days after passage of this Ordinance and applies to all retail establishments selling or providing kratom as of the effective date of this Ordinance and any that sells for provides kratom after its effective date.

Section 3. 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.

Section 4. Public Hearing. A public hearing, or public hearings, on this moratorium will be held within sixty (60) days of adoption of this Ordinance, at a date and time to be set by the City Council.

Section 5. Declaration of Emergency. The City Council hereby declares that an emergency exists which necessitates that this public emergency Ordinance take effect immediately upon passage, in order to preserve and protect the public health, safety, and welfare.

Section 6. Violations of Moratorium. Individuals and businesses engaging in the sale or distribution of kratom during the term of the moratorium will be issued a civil fine in the amount of \$250 for the initial violation and \$1,000 for each subsequent violation. Every sale or distribution of kratom is considered an independent violation subject to fine.

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 7. Effective Date. This Ordinance shall take effect immediately upon passage.

PASSED by the City Council of the City of Cle Elum, Washington, at a regular meeting thereof this 14th day of October, 2025.

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

ORDINANCE NO. 1710

AN ORDINANCE OF THE CITY OF CLE ELUM, WASHINGTON, LIFTING EMERGENCY MORATORIUM ON SITING, ESTABLISHMENT, LICENSING, AND OPERATION OF NEW RETAIL ESTABLISHMENTS SELLING VAPING PRODUCTS AND SMOKING PARAPHERNALIA IN THE DOWNTOWN COMMERCIAL ZONING DISTRICT, REPEALING ORDINANCE 1703, REPEALING RESOLUTION 2025-020, PROVIDING FOR SEVERABILITY AND CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, on August 12, 2025, the City of Cle Elum adopted Ordinance 1703, establishing an immediate emergency moratorium on the siting, establishment, licensing, and operation of any new structures or uses relating to the retail sale of vaping products and smoking paraphernalia in the Downtown Commercial zoning district; and

WHEREAS, the City Council held public hearings on September 9 and September 23, 2025, and received evidence and testimony regarding imposition of the moratorium; and

WHEREAS, on September 23, 2025, the City Council adopted Resolution 2025-020, adopting findings of fact supporting the six-month moratorium; and

WHEREAS, the Council deems it appropriate that the City lift the emergency moratorium related to retail locations of vaping products and smoking paraphernalia;

NOW, THEREFORE,

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

Section 1. Release of Moratorium. The City hereby lifts the emergency moratorium relating to the siting, establishment, licensing, and operation of new retail establishments selling vaping products and smoking paraphernalia in the Downtown Commercial zoning district.

Section 2. The City Council hereby repeals Ordinance 1703, adopted on August 12, 2025.

Section 3. The City Council hereby repeals Resolution 2025-020, adopted on September 23, 2025, and all findings of fact contained therein.

Section 4. 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 5. Corrections. Upon the approval of the city attorney and/or the city clerk, the code publisher is authorized to make any necessary technical corrections to this ordinance including but not limited to the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 6. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 7. Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

PASSED by the City Council of the City of Cle Elum, Washington, at a regular meeting thereof this 14th day of October 2025.

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

CLE ELUM CITY COUNCIL
MINUTES
SEPTEMBER 23, 2025
6:00 PM
119 W FIRST STREET
CLE ELUM, WA 98922

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

Present:

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

Staff Present:

Matthew Lundh - Mayor
Rob Omans - City Administrator
Debbie Lee - Clerk
Colleda Monick - Planner
William La Rue - Water/Wastewater Manager
Mathew Bailey - Public Works Director
Ed Mills - Fire Chief
Rich Albo - Police Chief

- a. [September 23, 2025, Sign In Sheet](#)

2. Executive Session RCW 42.30.110(1)(i)

- a. (i) [To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party.](#)

The Council entered Executive Session at 6:10 p.m. for a duration of 30 minutes and reconvened at 6:40 p.m. The Executive Session was then extended for an additional 15 minutes, with the Council returning to open session at 6:55 p.m. No decisions were made after the Executive Session.

- b. [September 23, 2025, Executive Session Script](#)

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3. Public Comment – Limited to 5 Minutes

Larry Stauffer, had comments regarding a presentation the Kittitas Conservation Trust was going to give, which presented the 30% design for the Hanson Ponds project. He requested that the Council defer responding to any questions or making decisions at this time, as there are still outstanding issues that require further discussion.

4. Announcements, Appointments, Awards & Recognition

a. Outstanding Treatment Plant Award, by Department of Ecology - Mayor Lundh

Department of Ecology 2024 Waste Water Treatment Plant Outstanding Performance Award:

The Mayor announced that the city received a letter from the Washington State Department of Ecology recognizing the Wastewater Treatment Plant (WWTP) with the 2024 Outstanding Performance Award. This award highlights the plant's role in providing critical services to the community.

Coleman Miller from the Department of Ecology addressed the Council, emphasizing the significance of the award. He noted that it is not a participation award, but an honor given to only a handful of treatment plants across the state. To qualify, facilities must meet all requirements of their permit, including rigorous testing, accurate reporting, and maintaining 100% compliance for an entire year with no violations or late submissions.

Coleman Miller acknowledged the following staff members for their contributions to this achievement: William LaRue, Bill Newman, Austin Simmons, and Daniel Alcaraz.

5. Approval of Meeting Agenda

MOTION: Councilmember Cook made a motion to approve the agenda with the following two changes: strike Item 8C - Shasta Marion as she is not in attendance and strike Item 11F - Airport Lease with Cody Sriver, citing concerns regarding the potential bankruptcy and the importance of preserving the airport as a valuable asset, rather than committing it to a 25-year lease at this time; seconded by Councilmember Ratliff.

MOTION CARRIED: 7 yes 0 no.

6. Consent Agenda

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- a. [September 9, 2025, Council Meeting Minutes](#)
- b. [September 23, 2025, Payables \\$539,509.87](#)
- c. [Progress Estimate No. 3 Second Street Roundabout Interwest Construction \\$3,325.00](#)

MOTION: Councilmember Cook made a motion to approve the consent agenda while making a minor correction regarding the minutes. It was noted: Chief Mills should be referenced instead of "Ed" and "Motion Failed" should be changed to "Motion Passed."

MOTION CARRIED: 7 yes 0 no

7. Department Head Reports

- a. [Rob Omans, City Administrator](#)
See attached report.
[August 2025 Budget Report](#)
See attached report.
- b. [Mathew Bailey, Public Works Director](#)
See attached report.
- c. [Rich Albo, Police Chief](#)
See attached report.

The Mayor expressed appreciation for the time and input provided by all involved in making uniformity and visibility of marked police vehicles a high priority.

It was noted that Chief Albo would continue to operate an unmarked vehicle.

- d. [Amy Pridemore, Assistant Librarian](#)
See attached report.

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Rob Omans, City Administrator, shared photos with the Council as part of the library presentation.

The Mayor thanked Amy Pridemore, Library Assistant, for her dedication and the time she puts into the program, noting that she consistently goes above and beyond. The Mayor also acknowledged Amy Pridemore, Library Assistant's passion for her work and her commitment to the community.

8. Public Appearances – 15-Minute Limit

a. [Mel Babik - Kittitas Conservation Trust Hanson Pond Update](#)

In 2018, the city requested assistance in addressing erosion issues in the area. The goals of the project included improving salmon habitat, improving infrastructure, improving flood plain connections and enhancing recreational opportunities.

One proposed solution, Alternative 3, involved completely removing the levee while maintaining existing infrastructure. However, technical advisors did not support Alternative 3, stating that the costs outweighed the benefits. Concerns were raised regarding floodplain protection and the integrity of existing infrastructure.

The Kittitas Conservation Trust (KCT) expressed a desire to step back from leading the project due to a lack of support from the Technical Advisory Group (TAG) and recognition of the risks involved. KCT issued a 30-day notice to dissolve the existing Memorandum of Understanding (MOU). The city will now look to explore creative solutions to address the outfall issues moving forward.

Councilmember Cook thanked KCT for all the work they have done on the project to date.

[Design Link](#)

b. [Jordan Peterson, Downtown Association](#)

See attached report.

Jordan Peterson attended the Rails-to-Trails event this morning, highlighting the extensive network of 3,700 miles of bike trails.

Updates on the Labor Mountain Fire are available through the Downtown Association,

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which has bulletin boards throughout town to provide current information to residents.

Jordan Peterson also noted the upcoming Places 2025 seminars and workshops scheduled to take place in Gig Harbor this year, where a local Cle Elum business will be honored. The event will recognize 49 Main Street communities selected for their achievements.

c. [Shasta Marion, Cle Elum Visitor Center](#)

Stricken from the agenda.

9. **Business Requiring Public Hearings**

a. [Vaping & Smoking Paraphernalia Retail Emergency Moratorium - Colleda Monick, Planner](#)

The Council received the attached staff report from Colleda Monick, City Planner, regarding the proposed moratorium. The purpose of the moratorium is to allow the city time to study and consider adoption of a resolution. Findings and facts already outlined in the original ordinance may be amended. The Council was asked to consider whether the moratorium should be modified or approved.

The Public Hearing opened at 7:51 p.m. and closed at 8:11 p.m.

Public Comments:

- Rhonda Holden expressed concerns related to the healthcare community about vaping and kratom, noting multiple patient overdoses from kratom and serious withdrawal consequences.
- Amy Bloodworth, a respiratory therapist, urged opposition to the proposed moratorium, citing concerns about treating lung conditions and the impact of vape stores on community health. She noted a significant drop in vaping since 2019 due to restrictions and expressed concern about the effect of vape shops on community identity and economic harm, especially to children and adults.
- Robert Markel, PA, spoke about the addiction and severe pulmonary health issues caused by vaping, emphasizing the high costs to the healthcare system and community, and opposed allowing a vape store.
- Dawn Bass, who works with young people at the Teen Center, opposed the opening of a vape shop across from the center, stating that such a presence normalizes vaping, increasing access, exposure, and risk among young people.
- Hillary Jensen, thanked the Council and the public for their stance. She opposed the vape shop in the downtown core and questioned the need for an exit clause in the

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lease with 509 Bake House, advocating for a cultural change in the downtown area.

- Holly Robbins expressed full support to the opposition of the vape shop, stating that all concerns had been thoroughly covered and emphasizing the importance of the community's voices.

Colleda Monick, City Planner provided clarifications as needed.

The Mayor and Council thanked everyone for sharing information and providing valuable insight on the topic to inform the Council and staff.

10. Unfinished Business

11. New Business

- a. Resolution 2025-020 Vaping & Smoking Paraphernalia Retail Moratorium - Colleda Monick, Planner

MOTION: Councilmember Harper made a motion to adopt Resolution 2025-020, which formalizes the findings and facts and demonstrates the city's commitment to the matter: seconded by Councilmember Ratliff.

MOTION CARRIED: 7 yes 0 no.

- b. Resolution 2025-019 Kittitas County Hazard Mitigation Plan - Colleda Monick, Planner

Colleda Monick, City Planner, presented information on the multi-jurisdictional Hazard Mitigation Plan developed over the past year in collaboration with various city departments. The plan allows the city to be eligible for Federal Emergency Management Agency (FEMA) grant funding and is updated every 5–7 years. Cle Elum has its own dedicated section within the overall plan.

Councilmember Harper noted that the draft resolution includes jurisdiction-specific language derived from the Kittitas County plan. The full plan is available on the Kittitas County website, with a direct link provided for Council and public access. Councilmember Harper emphasized that each jurisdiction contributes information relevant to their specific needs and noted that the resolution must be adopted in order to qualify for FEMA funding. He also clarified that the plan is a live document and can be updated as needed.

There were no indications of deficiencies. Multiple departments—including Public Works,

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Veolia, and Fire Chief Mills—participated in the process to identify their respective needs.

MOTION: Councilmember Cook made a motion to adopt Resolution 2025-019 related to the Kittitas County Hazard Mitigation Plan; seconded by Councilmember Malek.

MOTION CARRIED: 6 yes, 1 no. (Councilmember Ratliff)

c. [Bullfrog Flats - Memorandum of Understanding re: Water Rights - Ben Annen, HLA](#)

See attached staff report

Council reviewed the proposed transfer of water rights from Blue Fern to the city of Cle Elum. It was noted that Blue Fern holds a surplus of water rights on an annual basis. According to data from the city's Water System Plan, the existing water rights are sufficient to support the Bullfrog Flats development under current planning assumptions and regulatory guidelines. Water demand has decreased over time, largely due to successful conservation efforts. Additionally, fire suppression needs have been accounted for by incorporating water typically reserved for firefighting into peak hour demand projections, ensuring an adequate and reliable supply. Council considered approval of the Memorandum of Understanding (MOU) for the transfer, which includes Exhibits A through D. The certification of the transfer will remain in effect indefinitely but is subject to review should there be any change in application or use.

MOTION: Councilmember Harper moved to authorize the Mayor to sign the MOU for the water rights transfer, including Exhibits A-D; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

d. [Office of Firearm Safety & Violence Prevention Federal Grant - Rich Albo, Police Chief](#)

The Police Department submitted its first federal grant application to support victim advocacy and public safety technology.

Listed below is what Chief Albo would be using the grant funds for:

- Current victim advocacy efforts that focus on DUI, theft, and domestic violence cases.
- Extending the existing Flock camera contract. No new cameras will be added in Cle Elum; however, one additional camera will be installed in Roslyn. The extended contract will cover five years and is already paid in full.
- Department computers need to be upgraded to efficiently run necessary software, particularly for video viewing and redaction.
- New AI-assisted redaction software, which allows frame-by-frame video redaction—especially effective for obscuring faces. This is expected to significantly

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reduce staff time spent on manual redactions.

- The AI tool serves as a support mechanism, not a replacement for human review. It includes an accuracy estimate and will still require a secondary review to ensure compliance and accuracy.
- Chief Albo also reported recent updates to less-lethal weapon legislation requiring the department to update its taser equipment accordingly.

Council discussed authorizing the Mayor to formally delegate approval authority to Chief Albo for project implementation and contract execution related to public safety and grant administration.

MOTION: Councilmember Harper moved to authorize the Mayor to delegate project and contract authority to Chief Albo; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

- e. [Interlocal Aid Agreement Between the City of Cle Elum and Kittitas County Fire District #7 - Ed Mills, Fire Chief](#)

Chief Lowe requested an update to the existing inter-agency agreement, originally established in 2012, noting that while the agreement remains active, it is outdated. The proposed update is intended to clarify and reaffirm dual response areas between the involved agencies. Importantly, there are no changes to the current response protocols or assigned response units; the update is purely administrative to ensure the agreement accurately reflects current practices. Additionally, the amendment includes updated mailing addresses for both parties. Specifically, Amendment #20 requires the inclusion of addresses for District 7 and Cle Elum City Hall to ensure clarity and facilitate future correspondence.

MOTION: Councilmember Cook moved to authorize the Mayor to sign the updated agreement, with the mailing addresses included in Amendment #20; seconded by Councilmember Harper.

MOTION CARRIED: 7 yes 0 no.

- f. [Cle Elum Municipal Airport Lease Cody Scriver - Mathew Bailey, Public Works Director](#)

The proposed airport lease item was stricken from the agenda. Council emphasized that the airport is a valuable city asset and, in light of the ongoing bankruptcy proceedings, determined that it would not be in the city's best interest to enter into a long-term lease of 25 years at this time. As a result, no action was taken, and the item was removed from consideration.

- g. [Labor Mountain Fire Camp Purchase Agreement - Mathew Bailey, Public Works Director](#)

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Council reviewed a proposed agreement with the Okanogan National Forest/USDA to provide potable water and accept gray water disposal in support of a temporary fire camp operation. The potable water would be used for shower facilities at the camp, and the resulting gray water would be properly disposed of through city services. This request is for a one-time, emergency-use scenario prompted by the ongoing wildfire situation.

Councilmember Harper noted that, while the city typically does not sell water for personal residential use outside the Urban Growth Area (UGA), it may provide water for construction purposes within the UGA. Although this agreement falls outside the UGA, it was deemed justifiable due to its role in public safety and emergency response, supporting fire suppression operations and protecting the community.

Councilmember Williams clarified that the water would not be drawn from the standard fill station but rather directly from a fire hydrant for emergency use.

Council considered authorizing the Mayor to sign the agreement with the USDA to provide potable water and gray water disposal services under these emergency circumstances.

MOTION: Councilmember Ratliff moved to approve the agreement with the USDA and Okanogan National Forest and authorize the Mayor to sign on behalf of the city; seconded by Councilmember Williams.

MOTION CARRIED: 7 yes 0 no.

h. [Resolution 2025-021 Fee Schedule - Steven Cook, Councilmember](#)

Council reviewed proposed edits to the city's fee schedule, focusing specifically on lodging tax and events committee applications. The updates include the addition or revision of application fees to better reflect the staff and consultant time required for processing. Proposed changes also align with existing and updated city code references, including those related to right-of-way (ROW) permits. The overall intent of the revisions is to ensure the fee schedule remains consistent with current code provisions and adequately covers administrative costs.

Council considered approving the updated fee schedule as presented.

MOTION: Councilmember Cook moved to approve the edits to the fee schedule, including updates to lodging tax and events committee application fees; seconded by Councilmember Harper.

MOTION CARRIED: 7 yes 0 no.

i. [Kittitas County Public Facilities District Partnership Support - Mayor Lundh](#)

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Council discussed a proposal to support the creation or continuation of a Kittitas County-wide Public Facilities District. The district would be established to maintain and develop public facilities throughout the county, using sustainable funding mechanisms. It would have the authority to utilize a voter-approved sales tax of up to 2%, along with other revenue tools, to fund these efforts. The initiative is intended to enhance recreational and other public facilities across the county.

Council considered a motion to support ongoing partnership discussions to explore the development of the Public Facilities District.

MOTION: Councilmember Harper moved to support partnership discussions to explore development of a Kittitas County Public Facilities District for the purpose of funding recreational facilities; seconded by Councilmember Ratliff.

MOTION CARRIED: 7 yes 0 no.

12. Report of Committees

a. Public Works & Community Development

Councilmember Ratliff attended the Hanson Pond review meeting and expressed concern regarding the proposal to fill in Hanson Ponds with dirt. He suggested that excavation could be confined within the pond area and that the worksite could be dewatered to better manage the project.

b. Public Safety & Health

Council discussed initiating the planning and development of larger projects related to emergency management, with a focus on long-term preparedness and infrastructure. They also considered support efforts tied to current grant opportunities that could help fund these initiatives.

Council agreed to schedule a study session dedicated to receiving updates from the Fire Department and reviewing fire-related bylaws.

c. Lodging Tax & Events

Councilmember Cook reported receiving an email from the Consolidated Lodging Tax Advisory Committee (CLTAC) regarding the review of applications scheduled for October.

d. General Government

There is a meeting tomorrow with a light agenda.

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e. **Coal Mines Trail**

Nothing to report.

f. **Washington Collaborative Elected Leaders Institute (WA-CELI) - Mayor Lundh, Councilmembers Buechel-Curtis and Cook**

The Council of Governments (COG) is an interlocal partnership focused on promoting economic development for municipalities and counties.

Councilmembers Buechle-Curtis, Cook, and Mayor Lundh have participated in classes offered through a collaborative institute led by the Association of Washington Cities (AWC) and Washington State University (WSU). The institute is designed to address growing societal divides by promoting civil discourse and equipping participants with tools to conduct inclusive and respectful public meetings. Three in-person, two-day sessions were held in Spokane (July), Tacoma (August), and Richland (September), providing valuable networking opportunities with city leaders from across the state. Current projects include broad-scale civic engagement initiatives, along with targeted efforts to involve youth in local government. These efforts focus on developing mechanisms to encourage middle and high school students to participate in civic life and offer feedback, with outreach underway to various youth groups to better understand their interests and foster greater involvement.

13. **Councilmember Comments - Limited to 5 Minutes**

Councilmember Ratliff inquired whether the city Council could be informed about the identities of individuals submitting public records requests. It was confirmed that requester information is considered public and can be shared with the Council.

14. **Mayor's Report**

- The Douglas Munro Memorial Service is scheduled for Friday, September 26, 2025, at 11:00 AM at Laurel Hill Cemetery. The event is well attended by Coast Guard members and other distinguished guests.
- AWC District Meeting: The Association of Washington Cities (AWC) Fall District Meeting for Kittitas and Yakima counties will be held on October 9 at 11:30 AM. Council is encouraged to attend for networking opportunities. Debbie Lee, Clerk, will forward the invitation to Council members.
- Swiftwater Learning Center: Alternative program students participated in job shadowing with the city of Cle Elum and Base Camp Books. They toured various city departments and learned about city operations.
- Labor Mountain Fire Update: Buechle-Curtis, Councilmember and Mayor Lundh visited the fire operating base, describing it as well-organized. It is a small city supporting 400–

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600 firefighters. The city is providing water support to the fire camp. The council thanked all involved for their excellent work.

15. Adjourn

The meeting was adjourned at 9:18 p.m.

Matthew Lundh, Mayor

Debbie Lee, Clerk

CLE ELUM COMMITTEE OF THE WHOLE
MINUTES
OCTOBER 1, 2025
5:00 PM
119 W FIRST STREET
CLE ELUM, WA 98922

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

Present:

Cassidy Buechle-Curtis
Ken Ratliff
Beth Williams via zoom
Steven Harper
Steven Cook

Absent:

Audrey Malek
Jerred Weis

Staff Present:

Matthew Lundh - Mayor
Rob Omans - City Administrator
Debbie Lee - City Clerk
Ed Mills - Fire Chief
Rich Albo - Police Chief
Jane Agar - Library Director

2. New Business

a. [September 10, 2025, Committee of the Whole Meeting Minutes](#)

MOTION: Councilmember Cook made a motion to approve the September 10, 2025, Committee of the Whole Meeting Minutes; seconded by Councilmember Harper.
MOTION CARRIED: 5 yes 0 no.

b. [2026 Preliminary Budget Review](#)

General Budget Overview:

- All changes from the last committee meeting have been incorporated.
- The General Fund shows an excess of \$4,861.
- Page 22 comments relate to the Transportation Benefit District (TBD) sales tax.

Committee of the Whole Agenda

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- Both TBD and Public Safety Sales Tax are included in the 2026 budget.

Public Safety and Animal Control Contract:

- The current Roslyn Animal Control contract was noted as a significant line item.
- With no current animal control officer, there has been a \$25,000 reduction in the police service contract.
- The committee discussed whether officers are receiving fewer calls and noted that proactive control is not occurring as before.
- Although the priority has not changed, the duties have—with more focus now on code enforcement and parking.
- Mayor Adams and Mayor Lundh will revisit the Roslyn contract early next year to discuss potential modifications.
- Animal control pertains only to domestic animals; wild animals fall under Fish & Wildlife jurisdiction.
- The long-term goal remains to re-establish animal control, but staffing priorities are focused on police coverage.

Code Enforcement and Parking:

- Roslyn has requested more enforcement related to paid parking.
- A portion of staff time is dedicated to code enforcement, and responsibilities are divided into:
 - City ROW (Right-of-Way): Handled by police.
 - Outside City ROW: Handled by Jackie VanDongen, Code Enforcement

Budget Philosophy & Future Planning:

- Mayor Lundh emphasized caution in allocating funds to future facilities without firm timelines. Mayor Lundh recommends an annual evaluation rather than committing funds prematurely.

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- Public Utility District may assist in funding a future facility.
- Discussion included concern over discretionary spending and sustaining long-term costs, particularly in light of potential impacts from pending bankruptcy mediation in October.

Senior Center Funding:

- The initial proposal to fund the Senior Center at \$10,000 annually was raised to \$12,000, with Councilmember Harper advocating for the increase.
- Some concern was expressed about the timing of the increase given budget constraints, but the amount is reflected in the current budget.
- Mayor Lundh expressed the importance of maintaining commitments to the Senior Center to avoid disrupting their planning and operations.

Director Raises & Cost-of-Living Adjustments (COLA):

- Councilmember Buechle-Curtis expressed hesitation over the proposed 5% raises for department directors, especially before the bankruptcy is resolved. Councilmember Buechle-Curtis noted that this hesitation is not a reflection of performance, but a cautionary approach.
- Councilmember Williams clarified that department head wages are not negotiated in union contracts, but that the intent is to keep director wages aligned with staff increases.
- Discussion of national vs. local COLA trends:
 - WA State COLA is currently at 2.8%.
 - The national inflation average is ~2.5-2.7%.
 - Some members recommended adjusting the raise to 3% to balance fairness and fiscal responsibility.
- Chief Albo and other department heads stressed that retaining employees is more cost-effective than rehiring and retraining. Chief Albo emphasized that employees are the city's most valuable asset.

Committee of the Whole Agenda October 1, 2025

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MOTION: Councilmember Harper made a motion to adjust the proposed COLA from 5% to 3% for non-represented staff; seconded by Councilmember Ratliff.

MOTION CARRIED: 5 yes 0 no.

- Adjustments will be made in the budget, with savings placed in the reserve line for bankruptcy planning.

Budget Line Item – Equipment:

- Page 11, Line 522.23.005:
 - \$10,000 allocated to build a mobile-use pump trailer.
 - Councilmember Ratliff emphasized this is an essential piece of equipment, particularly for wildland and brush fire response.
 - Components include a pump from the Department of Natural Resources (DNR), a hose, trailer, and labor.
 - Councilmember Ratliff suggested reducing it to \$5,800, depending on final equipment needs.

Staffing & Position Creation:

The budget reflects plans to hire a planner, with funding already included.

- Discussion on creating new in-house positions such as assistant city administrator and water/sewer staff being in house would reduce reliance on contractors and result in cost savings.
- Discussion of the need for an assistant city administrator, particularly with the influx of new homes in Bullfrog Flats, would help free up time for Rob Omans, City Administrator, to handle inspections and broader city needs.
- The budget also reflects an increase in street maintenance funding due to ice and snow removal and purchase of snow melt for new sidewalks.
- Several 2026 street fund projects are included, though recent COG awards are not yet reflected in the budget.

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Grants & COG Updates:

- Council Of Government (COG) funding has been approved and is now in the contracting phase between municipalities.
- A new 1/10 sales tax will be on the October 14, 2025, council agenda.

Stormwater Fund & Planning:

- Continued work is planned for the Stormwater Fund.

Final Budget Process & Timeline:

- Councilmember Harper asked if one more study session would be scheduled if tightening is needed.
- Staff confirmed that future meetings could accommodate additional adjustments.

Budget Adoption Timeline:

- October 14, 2025: Property Tax, TBD, Public Safety Sales Tax discussions
- October 28, 2025: Preliminary Budget Hearing
- November 25, 2025: Final Budget Hearing and Adoption

3. Other Committee Comments

4. Adjourn

7:21 p.m.

Matthew Lundh, Mayor

Debbie Lee, Clerk

CLE ELUM SPECIAL MEETING
MINUTES
OCTOBER 8, 2025
8:00 AM
119 W FIRST STREET
CLE ELUM, WA 98922

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

Present:

Cassidy Buechle-Curtis
Ken Ratliff
Beth Williams
Steven Harper
Steven Cook
Audrey Malek

Absent:

Jerred Weis

**MOTION: Councilmember Harper made a motion to excuse Councilmember Weis;
seconded by Councilmember Cook.**

MOTION CARRIED: 6 yes 0 no.

Staff Present:

Matthew Lundh - Mayor
Rob Omans - City Administrator
Debbie Lee - Clerk
Mathew Bailey - Public Works Director

2. Executive Session RCW 42.30.110(1)(i)

- a. (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party.

The Council entered Executive Session at 8:02 a.m. for a duration of 30 minutes to discuss confidential matters. It was noted that the Council was expected to take action following the conclusion of the Executive Session. The Council returned to open session at 8:32 a.m.

3. Public Comment - Limited To 5 Minutes

4. New Business

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- a. **Ordinance 1706 Authorizing the City to Restrict Water Use in Times of Water Shortage - Mathew Bailey, Public Works Director**

Mathew Bailey, Public Works Director, presented an emergency ordinance authorizing the mayor to enact and enforce internal water conservation measures within commercial or residential properties. Currently, the city code only permits enforcement of outdoor water use restrictions. Mathew Bailey explained that the city has a buffer of 200,000 gallons per day based on well capacity. Should conditions worsen, the ordinance would enable the city to impose additional restrictions on indoor water use as necessary. Mathew Bailey asked if there were any questions regarding the language or intent of the proposed order.

Councilmember Ratliff inquired about the impact of voluntary compliance on overall water usage. Mathew Bailey responded that voluntary measures have reduced water demand by approximately one million gallons per day, down from a previous peak of 1.9 million gallons per day. He noted the city's wells can produce a maximum of 1.2 million gallons per day. A significant decrease in water usage is anticipated in November.

Mathew Bailey clarified that golf courses are not included in this ordinance as they use irrigation water, not treated water, and are currently shut off. Additionally, current usage totals do not include projected contributions from the South Cle Elum well, which has not yet been activated but could contribute up to 200,000 gallons per day. The city is currently not drawing water from the river and is doing everything possible to stay below the 1.2 million gallons per day threshold, including careful reservoir management and strategic use of available water sources.

Concerns were raised about what would happen if the city exceeds that threshold. Mathew Bailey stated that going over the limit could violate the curtailment order, potentially requiring the city to draw from the Yakima River. While the exact penalties are unclear, they could include monetary fines and possible damages to those from whom water is diverted. There were questions about whether the city could initiate a 90% flow instead of 100% and reduce distribution, but Mathew Bailey explained that operational reservoir levels are already limited to about four feet above fire storage and auxiliary reserves. Additionally, a minimum of 35 psi must be maintained for proper residential water pressure to prevent backflow and contamination, which limits the ability to restrict flow further.

MOTION: Council Member Buechle-Curtis made a motion to approve Ordinance 1706; seconded by Councilmember Cook.

MOTION CARRIED: 5 yes 1 no (Councilmember Ratliff)

Councilmember Harper expressed appreciation for the ordinance's intent but noted it shifts decision-making authority to the executive branch. He added that a supermajority of the council (five out of seven members) would be required to convene a session to override any decisions which serve as a check and balance.

Councilmember Ratliff expressed concern about the seriousness of the situation, noting that

Special Meeting Agenda October 8, 2025

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the reservoirs are nearly empty. Councilmember Ratliff voiced his support for representative governance and stated he could not support the ordinance. However, he expressed trust in both Mayor Lundh and Mayor Pro Tem Harper to make decisions when necessary. Councilmember Ratliff offered a friendly amendment that proposed changing the ordinance to allow a simple majority of a quorum to override decisions. The city attorney advised that such a change would not be legally permissible and explained the process for overriding a mayoral veto, noting that the mayor retains veto power.

The council engaged in a broader discussion about due process and governance structure. In closing, council members and staff were thanked for their dedication and contributions to managing the city's water challenges.

5. **Other Committee Comments**

6. **Adjourn**

The meeting was adjourned at 8:55 a.m.

Matthew Lundh, Mayor

Debbie Lee, Clerk

CHECK REGISTER

City Of Cle Elum

09/06/2025 To: 10/03/2025

Time: 17:27:02 Date: 10/08/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4100	09/19/2025	Payroll	1	EFT	Jane Agar	1,200.00	
4101	09/19/2025	Payroll	1	EFT	Virgil D Amick	1,500.00	
4102	09/19/2025	Payroll	1	EFT	Matthew R Anderson	2,000.00	
4103	09/19/2025	Payroll	1	EFT	Aaron G Barr	1,600.00	
4104	09/19/2025	Payroll	1	EFT	John M Butorac	1,900.00	
4105	09/19/2025	Payroll	1	EFT	Audrey M Casassa	1,300.00	
4106	09/19/2025	Payroll	1	EFT	Brian DeFrang	500.00	
4107	09/19/2025	Payroll	1	EFT	Bradley D Helgeson	2,000.00	
4108	09/19/2025	Payroll	1	EFT	Kathryn A Heller	750.00	
4109	09/19/2025	Payroll	1	EFT	Debbie Lee	1,100.00	
4110	09/19/2025	Payroll	1	EFT	David Lindseth	800.00	
4111	09/19/2025	Payroll	1	EFT	Edwin L Mills	2,500.00	
4112	09/19/2025	Payroll	1	EFT	Cheryl J Montgomery	2,000.00	
4113	09/19/2025	Payroll	1	EFT	Robin L Newcomb	3,500.00	
4114	09/19/2025	Payroll	1	EFT	Robert F Omans	2,000.00	
4115	09/19/2025	Payroll	1	EFT	Whitney Prosek	800.00	
4116	09/19/2025	Payroll	1	EFT	Jennifer E Rogers	2,000.00	
4117	09/19/2025	Payroll	1	EFT	Cornelia J Van Dongen	1,000.00	
4118	09/19/2025	Payroll	1	EFT	Anthony A Venera	2,000.00	
4119	09/19/2025	Payroll	1	EFT	Levi A Waddell	2,000.00	
4142	09/19/2025	Payroll	1	EFT	Umpqua Bank	20,000.00	941 for 9/19 draws
4342	10/03/2025	Payroll	1	EFT	Jane Agar	2,019.77	
4343	10/03/2025	Payroll	1	EFT	Richard D Albo	8,375.08	
4344	10/03/2025	Payroll	1	EFT	Virgil D Amick	3,185.18	
4345	10/03/2025	Payroll	1	EFT	Matthew R Anderson	4,041.37	
4346	10/03/2025	Payroll	1	EFT	Mathew D Bailey	5,157.30	
4347	10/03/2025	Payroll	1	EFT	Aaron G Barr	4,131.71	
4348	10/03/2025	Payroll	1	EFT	Cassidy J Buechle-Curtis	227.24	
4349	10/03/2025	Payroll	1	EFT	Audrey M Casassa	2,377.91	
4350	10/03/2025	Payroll	1	EFT	Steven Cook	227.24	
4351	10/03/2025	Payroll	1	EFT	Brian DeFrang	5,717.78	
4352	10/03/2025	Payroll	1	EFT	Mark Goodwin	49.81	
4354	10/03/2025	Payroll	1	EFT	Carl J Heimbigner	125.73	
4355	10/03/2025	Payroll	1	EFT	Bradley D Helgeson	5,187.65	
4356	10/03/2025	Payroll	1	EFT	Kathryn A Heller	2,869.51	
4357	10/03/2025	Payroll	1	EFT	Alec Johnson	5,007.78	
4358	10/03/2025	Payroll	1	EFT	Craig D Juris	4,149.69	
4359	10/03/2025	Payroll	1	EFT	Jessica T Korich	3,295.93	
4360	10/03/2025	Payroll	1	EFT	Beau M Kretschman	1,141.74	
4361	10/03/2025	Payroll	1	EFT	Debbie Lee	5,344.20	
4362	10/03/2025	Payroll	1	EFT	David Lindseth	3,821.67	
4363	10/03/2025	Payroll	1	EFT	Trent S Lombardi	2,623.87	
4364	10/03/2025	Payroll	1	EFT	Matthew Lundh	2,631.04	
4365	10/03/2025	Payroll	1	EFT	Mario M Magnotti	5,945.99	
4366	10/03/2025	Payroll	1	EFT	Audrey Malek	227.24	
4367	10/03/2025	Payroll	1	EFT	Edwin L Mills	4,311.55	
4368	10/03/2025	Payroll	1	EFT	Cheryl J Montgomery	3,158.33	
4369	10/03/2025	Payroll	1	EFT	Robin L Newcomb	3,610.82	
4370	10/03/2025	Payroll	1	EFT	Robert F Omans	4,827.58	
4371	10/03/2025	Payroll	1	EFT	Amy E Pridemore	1,653.14	
4372	10/03/2025	Payroll	1	EFT	Whitney Prosek	2,638.08	
4373	10/03/2025	Payroll	1	EFT	Kenneth C Ratliff	227.24	
4374	10/03/2025	Payroll	1	EFT	Jennifer E Rogers	4,271.88	
4375	10/03/2025	Payroll	1	EFT	Kelsey Seiser	4,661.38	

CHECK REGISTER

City Of Cle Elum

09/06/2025 To: 10/03/2025

Time: 17:27:02 Date: 10/08/2025

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4376	10/03/2025	Payroll	1	EFT	Chase M Stanley	1,086.87	
4377	10/03/2025	Payroll	1	EFT	Kaylee M Thompson	125.73	
4378	10/03/2025	Payroll	1	EFT	Cornelia J Van Dongen	1,081.36	
4379	10/03/2025	Payroll	1	EFT	Anthony A Venera	5,693.77	
4380	10/03/2025	Payroll	1	EFT	Levi A Waddell	2,432.04	
4381	10/03/2025	Payroll	1	EFT	Correy A Ware	2,527.68	
4382	10/03/2025	Payroll	1	EFT	Jerred Weis	227.24	
4383	10/03/2025	Payroll	1	EFT	Brian Welch	5,292.82	
4384	10/03/2025	Payroll	1	EFT	Elizabeth M Williams	227.24	
4398	10/03/2025	Payroll	1	EFT	Colonial Life	604.26	Pay Cycle(s) 10/03/2025 To 10/03/2025 - Colonial Insurance Pre; Pay Cycle(s) 10/03/2025 To 10/03/2025 - Colonial Insurance
4401	10/03/2025	Payroll	1	EFT	WA State Dept of Retirement Sys.	4,940.85	Pay Cycle(s) 10/03/2025 To 10/03/2025 - Deferred Comp
4408	10/03/2025	Payroll	1	EFT	WA State Dept of Retirement Sys.	26,217.42	Pay Cycle(s) 10/03/2025 To 10/03/2025 - PERS2; Pay Cycle(s) 10/03/2025 To 10/03/2025 - LEOFF2; Pay Cycle(s) 10/03/2025 To 10/03/2025 - PERS 3
4409	10/03/2025	Payroll	1	EFT	UEBT	25,523.00	Pay Cycle(s) 10/03/2025 To 10/03/2025 - UEBT Medical Vision
4430	10/03/2025	Payroll	1	EFT	Teamsters Local #760	1,758.00	Pay Cycle(s) 10/03/2025 To 10/03/2025 - Teamsters Dues
4431	10/03/2025	Payroll	1	EFT	HRA VEBA Trust Contributions	8,122.63	Pay Cycle(s) 10/03/2025 To 10/03/2025 - Veba
4432	10/03/2025	Payroll	1	EFT	AWC Health Insurance	14,633.12	Pay Cycle(s) 10/03/2025 To 10/03/2025 - Asuris 250 Med/Den/Vis
4452	10/03/2025	Payroll	1	EFT	Northwest Admin Transfer Acct	6,971.50	Pay Cycle(s) 10/03/2025 To 10/03/2025 - NW Admin RWT/Dental
4453	10/03/2025	Payroll	1	EFT	Umpqua Bank	37,523.82	941 Deposit for Pay Cycle(s) 10/03/2025 - 10/03/2025
4454	10/03/2025	Payroll	1	EFT	Washington State Support Registry	1,529.42	Pay Cycle(s) 10/03/2025 To 10/03/2025 - Child Support
4353	10/03/2025	Payroll	1	47893	Steven M Harper	217.24	
4403	10/03/2025	Payroll	1	47894	Bill Rolcik Memorial Fund	130.00	Pay Cycle(s) 10/03/2025 To 10/03/2025 - Bill Rock Mem Fund
4404	10/03/2025	Payroll	1	47895	WCTPTF	6,102.40	Pay Cycle(s) 10/03/2025 To 10/03/2025 - Teamsters Pension Trust
511 Legislative						1,883.91	
512 Judicial						5,849.07	
513 Executive						11,252.29	
514 Financial, Recording & Elections						19,178.66	
521 Police Department						122,133.49	
522 Fire Department						15,940.37	
524 Protective Inspections						4,894.52	
536 Cemetery						6,249.06	
558 Planning & Community Devel						4,825.15	
572 Libraries						11,346.06	
576 Park Facilities						6,874.12	
580 Non Expenditures						-1,467.99	
001 Current Expense/General Fund						208,958.71	
542 Streets - Maintenance						16,851.18	

CHECK REGISTER

City Of Cle Elum

09/06/2025 To: 10/03/2025

Time: 17:27:02 Date: 10/08/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		101 Street Fund				16,851.18	
		521 Police Department				21,738.88	
		104 Police 3/10's Sales Tax Fund				21,738.88	
		534 Water Utilities				33,435.67	
		401 Water Fund				33,435.67	
		537 Garbage & Solid Waste				4,273.66	
		402 Garbage Fund				4,273.66	
		535 Sewer				27,402.74	
		409 Sewer Fund				27,402.74	
						312,660.84	Payroll: 312,660.84

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 _____

CHECK REGISTER

City Of Cle Elum

Time: 17:42:58 Date: 10/08/2025

09/24/2025 To: 10/14/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4179	09/24/2025	Claims	1	EFT	WA State Dept of Licensing	18.00	Gun permit 1143
4217	10/06/2025	Claims	1	EFT	Century Link	1,220.52	Oct. 6 phone bills, fire 674-1748, PW 674-5126, fire 674-1748, library 674-2313, water plant 674-9718
4241	09/24/2025	Claims	1	EFT	Verizon Wireless	547.27	Police Dept Cell bill
4243	09/24/2025	Claims	1	EFT	United Parcel Service	14.20	Police Dept shipping
4244	09/24/2025	Claims	1	EFT	Methodworks	1,827.56	IT support for Fire, Police, Water Dept, City Hall -- August
4245	09/24/2025	Claims	1	EFT	Lumen (Level 3)	42.07	City long distance
4246	10/06/2025	Claims	1	EFT	Century Link	577.55	Police Dept telephone 674-2991
4251	09/24/2025	Claims	1	EFT	WA State Dept of Revenue	48,461.25	August Excise
4288	09/24/2025	Claims	1	EFT	Cintas Corporation	244.19	Public works mats/towels/uniforms 9/16
4299	09/26/2025	Claims	1	EFT	Crystal Springs	74.63	City hall water
4335	10/01/2025	Claims	1	EFT	Gigabeam Internet	57.00	Fire Dept Internet
4336	09/30/2025	Claims	1	EFT	Iron Mountain	104.48	Police Dept shredding
4339	10/01/2025	Claims	1	EFT	Methodworks	1,028.85	PC upstairs replacement
4410	10/04/2025	Claims	1	EFT	Methodworks	752.69	Sept IT monitoring and patching/backups
4411	10/04/2025	Claims	1	EFT	Wholesail Networks	1,262.25	City internet
4412	10/04/2025	Claims	1	EFT	Xpress Bill Pay	699.69	September merchant fees
4413	10/04/2025	Claims	1	EFT	Inland Networks	30.00	Police Dept alarm monitoring
4414	10/04/2025	Claims	1	EFT	Inland Networks	30.00	Library alarm monitoring
4415	10/04/2025	Claims	1	EFT	T-Mobile	94.05	City backup internet
4427	09/25/2025	Claims	1	EFT	Chase Paymentech	377.96	August merchant fees
4428	09/25/2025	Claims	1	EFT	Chase Paymentech	1,035.87	August merchant fees
4429	10/03/2025	Claims	1	EFT	BoxCast Inc.	210.04	Boxcast Sept 1-Sept 30
4437	09/24/2025	Claims	1	EFT	Microsoft	41.15	Microsoft 8-10-25 9-9-25
4438	09/24/2025	Claims	1	EFT	Microsoft	2,183.33	Microsoft 08/10/2025-09/09/2025
4439	09/24/2025	Claims	1	EFT	Microsoft	151.62	Microsoft 08/10/2025-09/09/2025
4440	09/24/2025	Claims	1	EFT	Cintas Corporation	244.19	Public works mats/towels/uniforms 9/23
4470	10/08/2025	Claims	1	EFT	Cintas Corporation	422.16	Public works mats, towels, uniforms 10/3; City Hall First Aid Kit, Public Works First Aid Kit
4471	10/08/2025	Claims	1	EFT	Methodworks	15,117.60	Network reconfiguration - city wide
4472	10/08/2025	Claims	1	EFT	U.S. Cellular	509.81	Cell phones - Administration/fire dept/public works
4473	10/08/2025	Claims	1	EFT	U.S. Cellular	124.10	Water plant M2M connection
4474	10/08/2025	Claims	1	EFT	United Health Care Insurance Company	591.75	Leoff 1 Krahenbuhl medicare supplement
4475	10/08/2025	Claims	1	47892	Copiers Northwest Inc.		Error
4476	10/14/2025	Claims	1	47896	509 Facility Services	11,280.76	Library mini split install
4477	10/14/2025	Claims	1	47897	Aaron G Barr	160.00	Reimb Public Works Barr CDL Physical
4478	10/14/2025	Claims	1	47898	Brown and Jackson Septic	750.00	Port A Potty Sept 2025-- Roslyn Coal Mine Trail location; Ronald Coal Mine Trail location; Coal Mine Trailhead location; Port A Potty Sept 2025 1002 Forest Service Rd Cemetery; Port A Potty Sept 2025;
4479	10/14/2025	Claims	1	47899	Central Cleaning	480.00	Cleaning city hall 10/6, Shop 10/7; 10/14, Police 10/8; 10/16, Fire dept 10/10

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City Of Cle Elum

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4480	10/14/2025	Claims	1	47900	Central Cleaning	240.00	Cleaning city hall 9/29; Shop 9/23, 9/30
4481	10/14/2025	Claims	1	47901	Cle Elum Farm and Home	437.18	Library acct 429 --lube spray lock; Fire Dept Acct 24 -- b511 outfit, fan; Police Dept Acct 23 -- lithium battery; City Acct 22 -- parks, streets, sewer, water
4482	10/14/2025	Claims	1	47902	Cle Elum Hardware	182.57	City shop/public works Acct 90 - Sewer camera, cemetery, trk 21, forklift
4483	10/14/2025	Claims	1	47903	Consolidated Supply Co.	1,792.25	Water meter supplies
4484	10/14/2025	Claims	1	47904	Copiers Northwest Inc.	311.87	Copier usage city hall base 9/19 to 10/18 and usage 8/19 to 9/18; Public works/Library copier usage 9/1 to 9/30; Copier usage city hall overage charge 9/1 to 9/30 overage period
4485	10/14/2025	Claims	1	47905	Brian DeFrang	86.99	Police Dept employee - pistol magazine holder equipment
4486	10/14/2025	Claims	1	47906	Excavation West, Inc	10,000.00	Stafford Ave Improvements HLA project No 21241 Payrequest #5 final progress estimate and project acceptance
4487	10/14/2025	Claims	1	47907	General Code	84.48	Code updates of 1701, 1702, and 1703
4488	10/14/2025	Claims	1	47908	General Pacific Inc.	5,254.72	Police Dept L&J Grant for Drones
4489	10/14/2025	Claims	1	47909	Gibson and Son Road Building INC	1,191.30	Super dump loads - 5/8" rock
4490	10/14/2025	Claims	1	47910	H.D. Fowler	1,923.24	Water meter supplies - water line supplies - saddles, whole saw, 1" in TAPS, bushings; Water line supplies - hole saw 1" in TAPS, hole saw 3/4" TAPS, Pilot bit Simtap, Freight charge
4491	10/14/2025	Claims	1	47911	Brad Helgeson	204.00	Police Dept employee reimbursement for PEER Support Training CISM 9/15 to 9/18
4492	10/14/2025	Claims	1	47912	Heritage Law	1,350.00	Sept Defense Attorney Fees -- Case 12987, 09646, 13026, 12786
4493	10/14/2025	Claims	1	47913	Inslee Best Doezie & Ryder, P.S.	19,288.50	August attorney fees -- Moratorium, park agreement, code enforcement, planning, public records requests, City Heights bankruptcy, Blue Fern, McCann, Wildwood
4494	10/14/2025	Claims	1	47914	James Oil Company	1,170.62	Public works fuel 9/16 to 9/30; Police Dept fuel 9/16 to 9/30
4495	10/14/2025	Claims	1	47915	Jerrol's	158.07	Copy paper & pre perforated paper
4496	10/14/2025	Claims	1	47916	Alec Johnson	258.00	Police Dept employee - street crimes training
4497	10/14/2025	Claims	1	47917	Kenyon Disend, PLLC	30.00	September auditor letter
4498	10/14/2025	Claims	1	47918	Kittitas County Solid Waste	106.00	Homeless camp garbage - Public Works 9/19/25; Parks garbage - Public Works 9/30/25
4499	10/14/2025	Claims	1	47919	Law Office of Mark W. Garka, PLLC	4,000.00	Sept prosecution services
4500	10/14/2025	Claims	1	47920	Matthew Lundh	1,260.75	Matthew Lundh Steven Cook WA CELIA session #6 Richland 09/12/2025

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City Of Cle Elum

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4501	10/14/2025	Claims	1	47921	Marson & Marson	151.59	14" Segmented turbo rim; 12" diamond segmented - returned
4502	10/14/2025	Claims	1	47922	Mountain Auto Parts	1,446.33	City/Public Works Acct 2385-- Cemetery tie downs, 22 vactor air/oil filter, Trk 21 oil, filters, brake cleaner, paint; Police Dept Acct 2387 -- Battery accessories, Madina Battery; Fire Dept Acct 23
4503	10/14/2025	Claims	1	47923	Robin L Newcomb	746.14	WFOA hotel/mileage/parking/meal expenses for Finance Officer
4504	10/14/2025	Claims	1	47924	Northern Kittitas County Tribune	136.40	Oct 14 Public Hearing Property tax levy; Sept 9 2025 public hearing Ordinance 1703
4505	10/14/2025	Claims	1	47925	One Call Concepts, Inc	50.04	September call before digging
4506	10/14/2025	Claims	1	47926	Pioneer Days Queen Committee	2,159.85	2025 Pioneer queen lodging tax requests
4507	10/14/2025	Claims	1	47927	Poster Compliance Center	303.03	Poster compliance city hall fire library public work s
4508	10/14/2025	Claims	1	47928	Pro Rentals & Sales Inc.	211.14	Public works rental of mini excavator on 9/23
4509	10/14/2025	Claims	1	47929	Puget Sound Energy	697,661.23	Downtown project First St Final Phase Oakes to Peoh/includes luminaires, poles and arm/DOT, TIB, COG Grant
4510	10/14/2025	Claims	1	47930	RWC	304.01	Reservoir power steering pump
4511	10/14/2025	Claims	1	47931	Jennifer E Rogers	11.86	Police employee uniform - work gloves
4512	10/14/2025	Claims	1	47932	Cody Scriver	1,184.82	Refunded Airport Ground Lease - Block C, Lot 2 Cle Elum Municipal Airport from Invoice 8625 -- Billed In Error
4513	10/14/2025	Claims	1	47933	Kelsey Seiser	204.00	Police Dept employee reimbursement for PEER Support CISM Training 9/15 to 9/18
4514	10/14/2025	Claims	1	47934	Timesaver PC	151.62	City Hall Employee monitor
4515	10/14/2025	Claims	1	47935	Van Ness Feldman LLP	38,512.00	August attorney fees -- Wildwood Ranch; August attorney fees -- Teanaway Court; August attorney fees -- Bailey Hansen Easement; August attorney fees -- Blue Fern Development; August attorney fees -- B
4516	10/14/2025	Claims	1	47936	Anthony A Venera	204.00	Police Dept employee reimbursement for PEER Support Training CISM 9/15 to 9/18
4517	10/14/2025	Claims	1	47937	Veolia Water North America	154,221.25	WWTP August 2025 PSE Electric Owens Road August July Kone Cranes 09/24/2025 invoice date; WWTP September 2025 invoice date 09/02/2025; Water Treatment Plant Pctpber 2025; Water Treatment Plant Septemb
4518	10/14/2025	Claims	1	47938	WA State Dept of Trans.	1,883.59	SR903 Stafford Ave Grant Expense; Signal Maint W 1st and SCE Way
4519	10/14/2025	Claims	1	47939	WA State Dept of Transportation	3,319.55	Police Dept fuel for Sept
4520	10/14/2025	Claims	1	47940	WA State Treasurer	817.66	Court State Revenues for August
4521	10/14/2025	Claims	1	47941	Waste Management of Ellensburg	91,517.11	September solid waste collection and disposal
4417	09/30/2025	Claims	9	EFT	U.S. Bank	42.50	September safekeeping fees

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City Of Cle Elum

09/24/2025 To: 10/14/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			511 Legislative			220.88	
			513 Executive			1,260.75	
			514 Financial, Recording & Elections			746.14	
			515 Legal Services			30,432.00	
			518 Centralized Services			9,123.58	
			521 Police Department			11,338.74	
			522 Fire Department			1,404.56	
			536 Cemetery			273.10	
			572 Libraries			11,498.48	
			576 Park Facilities			334.71	
			594 Capital Expenditures			7,861.15	
		001 Current Expense/General Fund				74,494.09	
			515 Legal Services			375.00	
		004 City Heights WCIA Settlement Agreement 2023				375.00	
			542 Streets - Maintenance			1,585.41	
			543 Streets Admin & Overhead			260.89	
			594 Capital Expenditures			1,058.24	
			595 Capital Expenditures- Streets			623,253.36	
		101 Street Fund				626,157.90	
			595 Capital Expenditures- Streets			85,882.80	
		102 TIB Complete Streets Grant				85,882.80	
			521 Police Department			990.22	
		104 Police 3/10's Sales Tax Fund				990.22	
			557 Community Services			2,159.85	
		106 Tourist/Lodging Tax Fund				2,159.85	
			542 Streets - Maintenance			330.00	
		110 Coal Mine Trail Fund				330.00	
			515 Legal Services			10,336.00	
		131 Blue Fern DA # 2002-01 CRA 2024-01,03				10,336.00	
			515 Legal Services			17,182.50	
		132 Wildwood Ranch DA #2024-001 CRA 2024-02				17,182.50	
			515 Legal Services			4,855.00	
		140 Teanaway Court/Hopesource Devel. Fund				4,855.00	
			534 Water Utilities			36,671.50	
			594 Capital Expenditures			3,325.87	
		401 Water Fund				39,997.37	
			537 Garbage & Solid Waste			97,166.19	
		402 Garbage Fund				97,166.19	
			360 Interest & Other Earnings			1,050.00	
		403 Airport Fund				1,050.00	
			534 Water Utilities			109,826.46	
		404 Water Regional Fund				109,826.46	

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City Of Cle Elum

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09/24/2025 To: 10/14/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			535 Sewer			15,024.56	
			594 Capital Expenditures			2,872.34	
		409 Sewer Fund				17,896.90	
			535 Sewer			45,666.09	
		410 Sewer Regional Fund				45,666.09	
			380 Non Revenues			134.82	
			580 Non Expeditures			835.66	
		699 State Agency Fund 380/580				970.48	
							Claims:
		* Transaction Has Mixed Revenue And Expense Accounts				1,135,336.85	1,135,336.85

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 _____



October 13, 2025

Mr. Casey Sixkiller
 Director
 Washington State Department of Ecology
 P.O. Box 47600
 Olympia, WA 98504

Ms. Candace Carmack
 Acting Manager, Columbia–Cascades Area Office
 U.S. Bureau of Reclamation
 1917 Marsh Road
 Yakima, WA 98901

Re: Strengthening Municipal Water Reliability and Storage Priorities Under the Yakima Basin Integrated Plan

Dear Director Sixkiller and Ms. Carmack,

On behalf of Kittitas County, the Cities of Roslyn, Cle Elum, Ellensburg, Kittitas, and the Town of South Cle Elum, we write to express our concern regarding the abrupt timing of the recent Yakima River curtailment and to reaffirm our shared commitment to cooperative, basin-wide water management.

We recognize the impacts of this situation to thousands of users across Central Washington. Along with that, we also understand and respect the Bureau of Reclamation’s responsibility to operate the Yakima Project in accordance with legal mandates and obligations and the Department of Ecology’s responsibility to administer the state’s water rights system and uphold senior water rights. However, the lack of advanced coordination leading up to this curtailment created immediate operational and public communication challenges for our communities. Affected municipalities in Upper Kittitas County depend substantially, or entirely in the case of Roslyn and the unincorporated community of Ronald, on surface diversions for municipal supply. When those diversions are suddenly curtailed, the ability to protect public health and maintain essential services is severely constrained.

Leadership in Municipal Water Resource Management

Kittitas County, with support from your agencies, has made sustained investments to ensure that local groundwater development proceeds responsibly and in balance with the Yakima River system. Cities within the County have contributed to instream flows. The County’s water bank, one of the most successful in the state and managed in partnership with the Department of Ecology, has provided legally reliable mitigation for groundwater uses while returning significant quantities of water to instream flow which exceed consumptive use by municipalities. This program has

served as a practical demonstration that local governments can be active partners in protecting both senior rights and environmental flows when supported through sound planning and coordination.

The Need for Collaborative Municipal Planning

The current situation underscores the importance of integrating municipal water reliability into basin-level management. As active participants in the **Yakima Basin Integrated Plan (YBIP)**, we value the partnership among state, federal, tribal, agricultural, and local entities. However, the recent events reveal a gap in municipal coordination within that framework.

We respectfully request that the Department of Ecology and the Bureau of Reclamation work with our local governments through YBIP to bolster the Municipal Workgroup representation that would:

- Improve early communication and coordination between state agencies, municipal providers, and other affected users in advance of curtailment events via a formal after-action exercise with broad agency participation
- Ensure that available tools, such as trust water right management and the storage and exchange contract between Reclamation and Ecology, are fully utilized to meet municipal water supply needs along with other priority users
- Develop contingency, drought-forecasting, and response tools tailored to municipal systems
- Identify long-term measures to enhance reliability and resilience of municipal supplies.

Storage as a Central Basin Priority

Finally, we urge that **increased water storage** remain a driving priority of YBIP. While conservation, flow restoration, and groundwater management are essential, the foundation of basin reliability—particularly during extended drought cycles—depends on expanding storage capacity to serve both ecological and human needs. The protection of municipal water supply and the continued recovery of river systems depend equally on the basin's ability to manage and store water during times of abundance for use in scarcity.

Our jurisdictions share the same goal as Ecology and Reclamation: to manage this basin's water resources responsibly, sustainably, and collaboratively. We are committed to continuing that work and to ensuring that municipal perspectives are included as the Yakima Basin Integrated Plan advances.

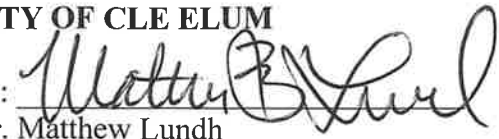
We appreciate your consideration and partnership.

Respectfully,

KITTITAS COUNTY

By: _____
Ms. Laura Osiadacz
Chair, Kittitas County Board of Commissioners

CITY OF CLE ELUM

By: 
Mr. Matthew Lundh
Mayor

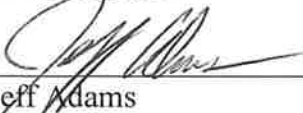
CITY OF ELLENSBURG

By: _____
Mr. Rich Elliott
Mayor

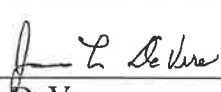
CITY OF KITTITAS

By: _____
Mr. Richard Hink
Mayor

CITY OF ROSLYN

By:  _____
Mr. Jeff Adams
Mayor

TOWN OF SOUTH CLE ELUM

By:  _____
Mr. Jim De Vere
Mayor

cc: Mr. Phil Rigdon, Director of Natural Resources – Yakama Nation
Mr. Roland Springer, Acting Regional Director – USBR Columbia-Pacific NW Region
Ms. Ria Burns, Water Resources Section Manger, Department of Ecology
Mr. Larry Mattson, Director Office of Columbia River, Department of Ecology
Senator Judy Warnick (13th Legislative District - WA)
Representative Tom Dent (13th Legislative District – WA)
Representative Alex Ybarra (13th Legislative District – WA)
Representative Kim Schrier (WA 8th District)
Senator Patti Murray (WA)
Senator Maria Cantwell (WA)

City Administrator

Staff Report
(October 14, 2025)

ParkMobile Notice:

About two and a half weeks ago, there was a scam text message circulating that appeared to come from ParkMobile. The message claimed things like “you owe this amount” and urged recipients to make immediate payment. City Hall received several calls from concerned residents about this. Each time, staff explained that the message was a scam and that ParkMobile would never contact users directly to request payment in this way. I just wanted to share this publicly as a reminder for everyone to stay alert and exercise caution with unsolicited messages.

Public Records Request update:

Over the past two weeks, we have received 11 new public records requests. As a reminder, the City’s Public Records Resolution 2025-010 limits the amount of time that can be spent on processing these requests. For example: Administration is allowed 10 hrs. per month, Police Department 25 hrs. and the attorneys 5 hrs. per month. Attached to my report is a list of all public records requests received over the past year. The requests are organized by department: Administration has received 129 requests, the Fire Department 8, and the Police Department 266—for a total of 403 requests. This demonstrates the importance of having the resolution in place; without it, we would likely need a full-time staff member dedicated solely to handling public records requests.

Outdoor Watering Curtailment:

Public Works may have more details, but I want to give kudos to all residents for their response to the recent water curtailment order. Even though the order took us somewhat by surprise, everyone has pitched in to comply, and we are now saving approximately 1,000,000 gallons of water per day. Again, Public Works may have additional details, but great job, Cle Elum!

Public Records Request Over the Past Year

Request Date	Status	Departments	Requester Name	Requester City
03/28/2025 02:26:45 PM	Closed	Administration	Amelia Oates	Seattle
11/07/2024 12:00:00 AM	Closed	Administration	Angel Tormis	Conroe
07/09/2025 08:08:41 AM	Closed	Administration	Anita Osman	Cle Elum
06/12/2025 08:48:58 AM	Closed	Administration	Anna Rose	Ellensburg
03/26/2025 02:18:33 PM	Closed	Administration	Anna Rose	Ellensburg
01/30/2025 12:24:14 PM	Closed	Administration	Anna Rose	Ellensburg
07/18/2025 12:25:14 PM	Closed	Administration	Brandon Gable	Nampa
08/17/2025 05:51:04 PM	Closed	Administration	Brennen Strachan	Bothell
08/27/2025 09:44:06 AM	Closed	Administration	Brian Kelly	Ellensburg
06/25/2025 02:24:06 PM	Closed	Administration	Brian Kelly	Ellensburg
01/15/2025 08:18:07 AM	Open	Administration	Brian Kelly	Ellensburg
12/12/2024 12:00:00 AM	Closed	Administration	Brian Tate	South Cle Elum
01/15/2025 01:04:44 PM	Closed	Administration	Brian Tate	South Cle Elum
04/16/2024 04:39:08 AM	Closed	Administration	Cara Hartman	Ellensburg
07/07/2025 05:53:09 AM	Closed	Administration	CARY R PETTY	SEATTLE
09/04/2025 09:57:34 PM	Closed	Administration	Cherie Tourangeau	Cle Elum
04/11/2024 02:27:56 AM	Closed	Administration	Cheryl Montgomery	Cle Elum
12/16/2024 01:31:38 PM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
12/12/2024 12:09:27 PM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
12/12/2024 11:56:14 AM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
12/12/2024 10:45:36 PM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
12/11/2024 02:42:19 PM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
12/11/2024 02:20:40 PM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
12/10/2024 01:05:58 PM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
12/04/2024 05:55:10 AM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
11/26/2024 12:47:41 PM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
11/26/2024 12:45:44 PM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
11/26/2024 04:40:12 PM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
11/19/2024 06:33:59 PM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
11/08/2024 12:00:00 AM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
10/31/2024 01:43:21 PM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
10/08/2025 12:00:00 AM	Open	Administration	Christine Heimbigner Simpson	Cle Elum
10/08/2025 12:00:00 AM	Open	Administration	Christine Heimbigner Simpson	Cle Elum
10/08/2025 12:00:00 AM	Open	Administration	Christine Heimbigner Simpson	Cle Elum
10/08/2025 12:00:00 AM	Open	Administration	Christine Heimbigner Simpson	Cle Elum
10/08/2025 12:00:00 AM	Open	Administration	Christine Heimbigner Simpson	Cle Elum
10/08/2024 09:35:19 AM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
10/08/2024 07:30:15 PM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
10/02/2024 12:00:00 AM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
09/27/2024 12:00:00 AM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
09/26/2024 12:00:00 AM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
08/26/2025 12:00:00 AM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
08/26/2025 12:00:00 AM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
08/26/2025 12:00:00 AM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
08/26/2025 12:00:00 AM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
08/26/2025 12:00:00 AM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
08/26/2025 12:00:00 AM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
08/26/2025 12:00:00 AM	Open	Administration	Christine Heimbigner Simpson	Cle Elum
08/26/2025 12:00:00 AM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
08/26/2025 12:00:00 AM	Open	Administration	Christine Heimbigner Simpson	Cle Elum
05/27/2025 05:09:01 PM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum

10/08/2024 12:00:00 AM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
09/16/2024 10:04:18 AM	Closed	Administration	Christine Heimbigner Simpson	Cle Elum
09/03/2025 01:26:04 PM	Closed	Administration	christine kipp	cle elum
09/08/2025 01:10:23 PM	Closed	Administration	Craig Bell	Bellevue
09/11/2024 12:00:00 AM	Closed	Administration	Dave Bridgeman	Cle Elum
01/14/2025 09:09:29 AM	Closed	Administration	David Watts	Chewelah
09/24/2025 09:07:16 PM	Closed	Administration	Deep D.	Sheridan
11/02/2024 01:43:13 AM	Closed	Administration	DEEP DESAI	SHERIDAN
10/06/2025 11:16:37 AM	Open	Administration	Deidrah Wright	Cle Elum
01/30/2025 10:32:07 AM	Closed	Administration	Deidrah Wright	Cle Elum
06/19/2025 09:55:19 AM	Closed	Administration	Elizabeth (Betsy) Weyer	Ronald
09/17/2025 10:40:37 AM	Closed	Administration	ESM Consulting Engineers	Lynnwood
03/19/2025 10:42:53 AM	Closed	Administration	Fred Mattison	Cle Elum
02/14/2025 04:32:04 PM	Closed	Administration	Isabelle Schreiner	Boca Raton
02/14/2025 04:30:43 PM	Closed	Administration	Isabelle Schreiner	Boca Raton
02/14/2025 06:31:27 AM	Closed	Administration	Jacob Oyler	Lewisville
03/21/2025 01:03:36 PM	Closed	Administration	Janeen McAvoy	Palm Bay
09/24/2024 10:43:31 AM	Closed	Administration	Jennifer Danison	Seattle
09/23/2024 02:19:18 PM	Closed	Administration	Jennifer Danison	Seattle
08/29/2024 11:06:39 AM	Closed	Administration	Jennifer Danison	Seattle
08/08/2024 07:48:42 AM	Closed	Administration	Jessica Cranefield	Cle Elum
07/15/2025 07:02:27 AM	Closed	Administration	john kennedy	Everett
06/26/2025 12:45:05 PM	Closed	Administration	john kennedy	Everett
10/02/2024 10:34:09 AM	Closed	Administration	John Storch	Roslyn
09/30/2024 10:39:38 AM	Closed	Administration	John Storch	Roslyn
09/20/2024 09:52:35 AM	Closed	Administration	John Storch	Roslyn
10/02/2024 10:20:24 AM	Closed	Administration	Joseph Haughney	Seattle
10/02/2024 10:17:50 AM	Closed	Administration	Joseph Haughney	Seattle
09/13/2024 12:00:00 AM	Closed	Administration	Justin Cunningham	
01/26/2025 02:07:41 PM	Closed	Administration	Karen Gray	Cle Elum
03/26/2025 02:26:33 PM	Closed	Administration	Karl Ohlemann	Roslyn
03/24/2025 02:06:56 AM	Closed	Administration	Karl Ohlemann	Roslyn
03/23/2025 08:01:01 PM	Closed	Administration	Karl Ohlemann	Roslyn
02/27/2025 09:46:01 AM	Open	Administration	Karl Ohlemann	Roslyn
02/27/2025 09:40:40 AM	Closed	Administration	Karl Ohlemann	Roslyn
02/27/2025 09:33:25 AM	Closed	Administration	Karl Ohlemann	Roslyn
02/20/2025 05:12:26 PM	Closed	Administration	Karl Ohlemann	Roslyn
05/20/2025 11:43:51 AM	Closed	Administration	Kaysie	Seattle
08/12/2025 11:08:51 AM	Closed	Administration	Kaysie Rozsonits	Seattle
10/17/2024 07:29:21 AM	Closed	Administration	KC L Brooks-Laub	KITTITAS
11/05/2024 03:43:46 PM	Closed	Administration	Keenan Landon	Richland
10/13/2024 01:57:16 PM	Closed	Administration	Kristopher Erik Sweet	Cle Elum
04/23/2024 07:42:27 AM	Closed	Administration	Kyle Walker	
04/09/2025 08:02:50 AM	Closed	Administration	Kyler Kelly	Redmond
12/19/2024 12:57:57 PM	Closed	Administration	Larry Stauffer	Cle Elum
05/16/2025 09:53:42 AM	Closed	Administration	Larry Stauffer	Cle Elum
08/26/2024 09:49:05 AM	Closed	Administration	Lexis Nexis	
02/12/2025 12:40:46 PM	Closed	Administration	Leyda Greenwood	Seattle
01/09/2025 01:16:10 PM	Closed	Administration	Lydia LaRae Robertson	Olympia
05/09/2025 10:12:17 AM	Closed	Administration	Madeline Renner	Yakima
01/27/2025 02:35:42 PM	Closed	Administration	Mai Hoang	Seattle
02/12/2025 01:44:46 PM	Closed	Administration	Mario Silva	Seattle

09/11/2025 03:12:28 PM	Closed	Administration	Melinda lamont	Cle Elum
06/19/2025 04:59:13 AM	Closed	Administration	Michele Hohenstein	Covington
09/30/2024 10:11:42 AM	Closed	Administration	mike	Cle Elum
06/07/2025 10:02:19 AM	Closed	Administration	Monica	Fort Worth
05/07/2025 09:04:54 AM	Closed	Administration	Pat Kelleher	ellensburg
12/23/2024 09:05:22 PM	Closed	Administration	Patricia Ann Garris	South Cle Elum
07/09/2025 01:20:51 PM	Closed	Administration	Priscilla Oakley	Johnson City
08/01/2025 12:31:56 PM	Closed	Administration	Ramona Brandes	Seattle
03/31/2025 12:00:00 AM	Closed	Administration	Reba Norman	Yakima
04/14/2025 05:24:53 PM	Closed	Administration	Rich	Snohomish
08/19/2025 10:25:58 AM	Closed	Administration	Rich Davis	Kent
12/09/2024 08:47:04 AM	Closed	Administration	Ruth Magana	Puyallup
10/03/2024 02:30:17 PM	Closed	Administration	Sally Vlas	mountlake terrace
10/03/2025 09:58:36 AM	Closed	Administration	Sarah Thompson	Cle Elum
07/17/2025 09:43:04 AM	Closed	Administration	Sarah Thompson	Cle Elum
10/28/2024 10:17:35 AM	Closed	Administration	Sean Edward Wolter	Monroe
11/13/2024 10:19:20 AM	Closed	Administration	Seth	Elma
04/17/2024 08:55:38 AM	Closed	Administration	Shannette Epperson	Cle Elum
01/15/2025 12:00:00 AM	Closed	Administration	Stacy Groh	Ellensburg
10/22/2024 12:00:00 AM	Closed	Administration	Steve Talerico Tom Nendick	Roslyn
02/19/2025 03:49:51 PM	Closed	Administration	Taylor Denny	Yakima
08/21/2024 02:39:57 AM	Closed	Administration	Tony Swartz	Ellensburg
09/11/2025 12:02:23 PM	Open	Administration	Travis Harris	CLE ELUM
08/21/2024 01:49:34 AM	Closed	Administration	TROY YOUNG	RONALD
12/26/2024 02:13:16 PM	Closed	Administration	Victor Alan	Irvine
01/13/2025 08:55:05 PM	Closed	Administration	Whitney Prosek	Cle Elum
04/23/2025 11:02:35 AM	Closed	Fire Department	Amelia Oates	Seattle
04/25/2025 11:29:43 AM	Closed	Fire Department	April Keeter	Issaquah
03/24/2025 02:26:13 PM	Closed	Fire Department	Heather Gaytan	Yakima
04/04/2025 04:01:38 PM	Closed	Fire Department	Joshua Rowe	Vancouver
10/15/2024 12:00:00 AM	Closed	Fire Department	Lee Ann Konstantinov	Ellensburg
06/08/2025 02:23:19 PM	Closed	Fire Department	Priscilla Oakley	Johnson City
12/09/2024 08:48:59 AM	Closed	Fire Department	Ruth Magana	Puyallup
10/21/2024 08:53:38 AM	Closed	Fire Department	Sally Vlas	mountlake terrace
09/08/2025 12:11:25 PM	Closed	Police	Aaliyah Petito	Sp
10/03/2024 09:07:29 AM	Closed	Police	Aaron Bennett	Buckeye
10/03/2024 09:04:02 AM	Closed	Police	Aaron Bennett	Buckeye
02/18/2025 12:00:00 AM	Closed	Police	Aeighla Nelson	Cle Elum
05/22/2025 12:00:00 AM	Closed	Police	Agapito Rizo	
07/25/2025 10:27:59 PM	Closed	Police	Albany Clark	Cle Elum
05/21/2025 09:50:30 AM	Closed	Police	ALEXIS L HABERMAN	ELLENSBURG
04/17/2025 09:45:47 AM	Closed	Police	Alyssa	WESTBY
10/26/2024 04:10:14 PM	Closed	Police	AMY TURNBULL	Doty
06/17/2025 07:24:24 AM	Closed	Police	Anna Rose	Ellensburg
04/25/2025 11:28:06 AM	Closed	Police	April Keeter	Issaquah
05/02/2025 08:39:29 AM	Closed	Police	Araceli Alvarez	Yakima
05/21/2025 12:56:21 PM	Closed	Police	Audrey Luke	Roslyn
09/09/2024 12:00:00 AM	Closed	Police	Brandis Van Iterson	Cle Elum
07/24/2025 01:07:40 PM	Closed	Police	Brandon Gable	Nampa
06/27/2025 02:19:47 PM	Closed	Police	Brandy Crawford	Goldendale
05/09/2025 12:00:00 AM	Closed	Police	Bret Chopp	Cle Elum
12/02/2024 12:00:00 AM	Closed	Police	Brian Tate	South Cle Elum

04/08/2025 03:21:55 PM	Closed	Police	Brian Tate	South Cle Elum
04/03/2025 12:00:00 AM	Closed	Police	Brian Tate	South Cle Elum
12/26/2024 01:26:24 PM	Closed	Police	Byron Parks	South Cle Elum
10/09/2024 09:42:18 AM	Closed	Police	Caitlin Copp	Ellensburg, WA
06/02/2025 08:51:28 AM	Closed	Police	Caitlin Copp	Ellensburg, WA
09/09/2025 08:11:53 AM	Closed	Police	Cara Hartman	Ellensburg
07/22/2025 12:51:45 PM	Closed	Police	Cara Hartman	Ellensburg
01/07/2025 12:00:00 AM	Closed	Police	Cara Hartman	Ellensburg
07/09/2025 07:27:57 AM	Closed	Police	catherine I zimmerman	Roslyn
08/20/2025 11:53:48 AM	Closed	Police	Christina Davis	Ellensburg
08/11/2025 03:48:34 PM	Closed	Police	Christina Davis	Ellensburg
06/16/2025 12:00:00 AM	Closed	Police	Consuelo Villa	Ellensburg
10/08/2024 12:30:00 PM	Closed	Police	Corrie Reagan	Roslyn
05/09/2025 12:56:07 AM	Closed	Police	Corry L Smith	Cle Elum
01/10/2025 04:44:04 PM	Closed	Police	Corry L Smith	Cle Elum
01/08/2025 12:45:53 AM	Closed	Police	Corry L Smith	Cle Elum
03/26/2025 06:11:51 PM	Closed	Police	Corry Smith	Cle Elum
09/03/2025 05:14:13 PM	Closed	Police	Crue Erickson	Ellensburg
07/14/2025 12:34:24 PM	Closed	Police	Dawn Angelique Carnahan	Benton City
08/07/2025 04:43:31 PM	Closed	Police	Dean Schlaman	Wenatchee,
11/01/2024 02:56:01 AM	Closed	Police	DEEP DESAI	SHERIDAN
10/29/2024 12:19:37 AM	Closed	Police	DEEP DESAI	SHERIDAN
09/24/2024 09:10:33 PM	Closed	Police	DEEP DESAI	SHERIDAN
09/24/2024 09:08:20 PM	Closed	Police	DEEP DESAI	SHERIDAN
09/20/2024 12:00:00 AM	Closed	Police	DEEP DESAI	SHERIDAN
04/13/2025 03:35:54 AM	Closed	Police	DEEP DESAI	SHERIDAN
02/25/2025 10:25:12 AM	Closed	Police	Denise Wilson	Everett
02/25/2025 10:21:14 AM	Closed	Police	Denise Wilson	Everett
12/30/2024 11:39:54 AM	Closed	Police	Deseree Leahy	Ellensburg
12/16/2024 07:55:31 AM	Closed	Police	Deseree Leahy	Ellensburg
05/30/2025 01:31:27 PM	Closed	Police	Deseree Leahy	Ellensburg
12/27/2024 12:00:00 AM	Closed	Police	Devyn Seier	Cle Elum
08/02/2025 11:53:12 PM	Closed	Police	Drew McCoy	Roslyn
07/28/2025 06:45:17 PM	Closed	Police	Drew McCoy	Roslyn
09/06/2024 12:00:00 AM	Closed	Police	Elizabeth Sweesy & Harold Nendick	cle elum
06/13/2025 01:20:34 PM	Closed	Police	Emily Shelley	Puyallup
08/07/2025 10:50:08 AM	Closed	Police	Evan Ward	Royal Oak
08/19/2025 07:12:20 PM	Closed	Police	Frances M Gonzalez	So cle elum
09/19/2024 08:36:44 AM	Closed	Police	Ganna Moshniakov	Soap Lake
12/10/2024 12:00:00 AM	Closed	Police	Gary Keizer	Cle Elum
01/29/2025 12:00:00 AM	Closed	Police	Giulia Eiken	
07/07/2025 12:00:00 AM	Closed	Police	GLEN DALLMAN	Cle Elum
07/28/2025 02:35:23 PM	Closed	Police	Grace Martindale	Tacoma
09/09/2024 12:00:00 AM	Closed	Police	Greg Reichenberger	YAKIMA
07/08/2025 01:46:41 PM	Closed	Police	Heather Gable	Ontario
03/20/2025 12:40:28 PM	Closed	Police	Heather J Kelly	Seattle
03/13/2025 03:49:20 PM	Closed	Police	Heather J Kelly	Seattle
06/10/2025 01:29:13 PM	Closed	Police	Helen Claire Wanechek	Cle Elum
06/05/2025 12:00:00 AM	Closed	Police	Helen Claire Wanechek	Cle Elum
04/15/2025 02:32:27 PM	Closed	Police	Hillary sample	Cle elum
04/14/2025 09:49:58 PM	Closed	Police	Hillary sample	Cle elum
02/10/2025 12:00:00 AM	Closed	Police	Isael Torres	

06/04/2025 09:16:11 PM	Closed	Police	J. Becker	Olympia
11/12/2024 12:00:00 AM	Closed	Police	Jackie Van Dongen	Cle Elum
08/27/2024 12:00:00 AM	Closed	Police	Jackie Vaughn	Cle Elum
10/28/2024 08:14:29 AM	Closed	Police	Jaclyn Clarke	Schaumburg
09/19/2025 10:42:41 AM	Closed	Police	JACOB HOOD	Billings
01/15/2025 09:11:59 AM	Closed	Police	James Balkman	Yakima
08/19/2025 07:53:42 PM	Closed	Police	James Kapenstein	Los Angeles
09/05/2025 11:29:48 AM	Closed	Police	Jared Watkins	Corning
12/10/2024 05:46:06 PM	Closed	Police	Jasmine Goeschl	
12/09/2024 12:00:00 AM	Closed	Police	Jasmine Goeschl	
12/09/2024 10:36:54 PM	Closed	Police	Jasmine Goeschl	
07/17/2025 03:13:17 PM	Closed	Police	Jason Harper	Cle elum
01/17/2025 04:30:11 PM	Closed	Police	Jeannette Surplus	Richland
01/17/2025 04:28:27 PM	Closed	Police	Jeannette Surplus	Richland
09/06/2024 12:00:00 AM	Closed	Police	Jeff Tingelstad	Sequim
07/16/2025 11:13:21 AM	Closed	Police	Jeff Vanderbilt	Seattle
11/05/2024 12:00:00 AM	Closed	Police	JENCI RANDALL	ROSLYN
10/03/2025 05:07:38 PM	Closed	Police	Jenna Hitchcock	Cle Elum
08/02/2025 02:12:49 PM	Closed	Police	Jessica Ingraham	Roslyn
02/18/2025 12:00:00 AM	Closed	Police	Joanie Lee	Ellensburg
06/28/2025 03:29:37 PM	Closed	Police	John Njus	Wenatchee
12/17/2024 07:08:51 AM	Closed	Police	Jorn Ingebrigtsen	Pasco
05/31/2025 11:53:57 AM	Closed	Police	Jose	n/a
05/21/2025 09:14:06 AM	Closed	Police	Judith Hennessy	Ellensburg
06/27/2025 01:28:53 PM	Closed	Police	Julia burrell	Ellensburg
11/07/2024 02:33:37 PM	Closed	Police	Justin Ward	Seattle
09/13/2024 12:00:00 AM	Closed	Police	Karen Kremer	ROSLYN
03/10/2025 12:25:15 PM	Closed	Police	Karl Ohlemann	Roslyn
02/21/2025 11:59:59 AM	Closed	Police	Karl Ohlemann	Roslyn
10/11/2024 12:00:00 AM	Closed	Police	Kasia (Kate) Pawluskiewicz	Cle Elum
04/19/2025 07:59:48 PM	Closed	Police	Kassie albrecht	Woodinville
04/18/2025 04:30:59 PM	Closed	Police	Kassie albrecht	Woodinville
02/07/2025 12:00:00 AM	Closed	Police	Katie Heller	
06/25/2025 02:00:46 PM	Closed	Police	Katie Kauffman	Vancouver
10/15/2024 12:00:00 AM	Closed	Police	katie Rybar for Dibin Law Group	
09/08/2025 04:54:45 PM	Closed	Police	Katrina Bielefeld-Sandwith	Seattle
08/24/2025 07:56:13 PM	Closed	Police	Katrina Lovett	Oak Harbor
09/01/2025 05:18:37 AM	Closed	Police	Kenyatta Ray	San Diego
08/26/2025 04:01:05 AM	Closed	Police	Kenyatta Ray	San Diego
07/19/2025 10:50:20 AM	Closed	Police	Kenyatta Ray	Washington
12/17/2024 03:03:52 PM	Closed	Police	Kenzie Zehrung	Spokane
08/27/2025 11:26:48 AM	Closed	Police	Kimberly Elliott	Ellensburg
07/03/2025 01:03:40 PM	Closed	Police	Kristen Christensen	Cle Elum
12/30/2024 12:00:00 AM	Closed	Police	Kristen Garka	Roslyn
05/08/2025 10:50:26 AM	Closed	Police	Kristen Kossow	Ellensburg
09/22/2025 10:06:58 AM	Closed	Police	Kristen tandberg	Cle elum
11/26/2024 12:00:00 AM	Closed	Police	KRISTI CRANKOVICH	RONALD
07/21/2025 04:28:34 PM	Closed	Police	Kristina Owens	Cle Elum
05/07/2025 12:37:16 PM	Closed	Police	Larisa Hamada, Office of Equity and Co	Long Beach
01/30/2025 12:02:15 PM	Closed	Police	Laura Gonzalez-Covert	Auburn
07/22/2025 12:00:00 AM	Closed	Police	Lauren Jackson	
03/20/2025 12:48:23 PM	Closed	Police	Lauren Treolo	Ellensburg

10/10/2024 12:00:00 AM	Closed	Police	Laurie Monette	Cle Elum
04/08/2025 02:08:18 PM	Closed	Police	Lenette Roehl	Coos Bay
11/05/2024 12:00:00 AM	Closed	Police	Lexis Nexis	
10/29/2024 12:00:00 AM	Closed	Police	Lexis Nexis	
10/14/2024 12:00:00 AM	Closed	Police	Lexis Nexis	
10/03/2024 12:00:00 AM	Closed	Police	Lexis Nexis	
09/03/2024 12:00:00 AM	Closed	Police	Lexis Nexis	
01/09/2025 12:00:00 AM	Closed	Police	Lucia Dawson	Kennewick
08/18/2025 08:20:06 AM	Closed	Police	Lukas	Ronald
06/08/2025 08:33:17 PM	Closed	Police	Lynnett Lockie	Monroe
02/15/2025 09:56:36 AM	Closed	Police	Lynnett Lockie	Monroe
06/02/2025 11:06:04 AM	Closed	Police	Marcus Morissette	North Bend
08/11/2025 07:18:08 PM	Closed	Police	MARIO GIORGIANNI	ELLENSBURG
08/10/2025 12:24:31 AM	Closed	Police	Mark Bissell	Cle Elum
11/12/2024 01:10:04 PM	Closed	Police	Matt McCue	Torrance
06/27/2025 02:29:37 PM	Closed	Police	Mayra Rios	Ellensburg
05/21/2025 10:56:11 AM	Closed	Police	Mayra Rios	Ellensburg
09/10/2025 09:12:41 AM	Closed	Police	Meagen Roybal	Grandview
11/19/2024 01:19:28 PM	Closed	Police	megan goodyear	olympia
05/03/2025 07:45:21 PM	Closed	Police	megan goodyear	olympia
09/23/2025 04:21:54 PM	Closed	Police	Melinda Lamont	Cle Elum
02/05/2025 12:00:00 AM	Closed	Police	Metropolitan Reporting Bureau	Philadelphia
03/03/2025 12:00:00 AM	Closed	Police	Michael Hernandez-Jones	
07/10/2025 12:09:17 PM	Closed	Police	michael olney	Ellensburg
10/19/2024 02:59:23 PM	Closed	Police	Michel Renee Swenson	Everett
09/11/2025 01:39:00 PM	Closed	Police	Mike Magnotti	Wenatchee
11/12/2024 10:59:53 AM	Closed	Police	Mishani Jack-Gonzalez	Toppenish
07/16/2025 04:27:23 PM	Closed	Police	Nancy vogel	Cle elum
07/15/2025 12:34:20 PM	Closed	Police	Nancy vogel	Cle elum
10/01/2025 10:12:28 AM	Closed	Police	Natalie Morrison	Wenatchee
06/02/2025 09:54:28 AM	Closed	Police	Natasha Attenweiler	Pocatello
04/03/2025 11:37:33 AM	Closed	Police	Navid Raza	Kent
07/17/2025 03:31:30 PM	Closed	Police	Nicole Groves	Cle Elum
07/14/2025 03:27:13 PM	Closed	Police	Nicole Groves	Cle Elum
01/07/2025 12:00:00 AM	Closed	Police	Nicole Groves	Cle Elum
01/07/2025 04:34:39 PM	Closed	Police	Nicole Groves	Cle Elum
08/18/2025 12:00:00 AM	Closed	Police	Nicole Roseberry	
10/29/2024 08:27:58 AM	Closed	Police	Nicole Wachsmith	Ellensburg
07/31/2025 02:15:11 PM	Closed	Police	Nirav chandra	Seattle
07/30/2025 11:34:20 AM	Closed	Police	Nirav chandra	Seattle
02/18/2025 12:00:00 AM	Closed	Police	Nolan Weis	roslyn
09/18/2025 12:08:33 PM	Closed	Police	Owen Racer	Bellingham
11/18/2024 12:15:38 PM	Closed	Police	Patricia Thomas	Cartersville
09/29/2025 08:29:12 AM	Closed	Police	Polly Reuther	Olympia
09/27/2025 09:27:44 PM	Closed	Police	Polly Reuther	Olympia
09/24/2025 02:59:28 AM	Closed	Police	Polly Reuther	Olympia
09/16/2025 11:29:17 AM	Closed	Police	Polly Reuther	Olympia
12/18/2024 07:55:47 AM	Closed	Police	Priscilla Oakley	Johnson City
12/17/2024 08:28:27 AM	Closed	Police	Priscilla Oakley	Johnson City
12/13/2024 11:17:13 AM	Closed	Police	Priscilla Oakley	Johnson City
12/06/2024 01:26:58 PM	Closed	Police	Priscilla Oakley	Johnson City
12/03/2024 08:21:03 AM	Closed	Police	Priscilla Oakley	Johnson City

11/21/2024 08:03:25 AM	Closed	Police	Priscilla Oakley	Johnson City
10/09/2025 09:23:09 AM	Open	Police	Priscilla Oakley	Johnson City
09/19/2025 05:35:57 AM	Closed	Police	Priscilla Oakley	Johnson City
09/19/2025 05:34:31 AM	Closed	Police	Priscilla Oakley	Johnson City
09/19/2025 05:33:17 AM	Closed	Police	Priscilla Oakley	Johnson City
09/11/2025 07:43:01 AM	Closed	Police	Priscilla Oakley	Johnson City
09/01/2025 09:16:31 PM	Closed	Police	Priscilla Oakley	Johnson City
08/20/2025 04:28:36 AM	Closed	Police	Priscilla Oakley	Johnson City
08/04/2025 08:29:32 AM	Closed	Police	Priscilla Oakley	Johnson City
07/25/2025 09:21:26 AM	Closed	Police	Priscilla Oakley	Johnson City
07/09/2025 01:22:06 PM	Closed	Police	Priscilla Oakley	Johnson City
07/01/2025 01:02:34 PM	Closed	Police	Priscilla Oakley	Johnson City
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06/20/2025 07:17:11 AM	Closed	Police	Priscilla Oakley	Johnson City
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04/22/2025 07:04:55 AM	Closed	Police	Priscilla Oakley	Johnson City
04/16/2025 04:46:53 PM	Closed	Police	Priscilla Oakley	Johnson City
04/05/2025 02:18:43 PM	Closed	Police	Priscilla Oakley	Johnson City
03/11/2025 04:52:31 PM	Closed	Police	Priscilla Oakley	Johnson City
02/04/2025 07:53:53 AM	Closed	Police	Priscilla Oakley	Johnson City
01/13/2025 09:01:40 AM	Closed	Police	Priscilla Oakley	Johnson City
01/03/2025 07:38:08 AM	Closed	Police	Priscilla Oakley	Johnson City
09/25/2024 05:51:51 PM	Closed	Police	Randy Stewart	El Mirage
09/19/2025 01:14:19 PM	Closed	Police	Regeena Lewis	Sacramento
02/23/2025 01:50:15 PM	Closed	Police	Remaya Campbell	Washington
09/29/2025 11:28:14 AM	Closed	Police	richard wynn	poulsbo
07/08/2025 10:59:01 AM	Closed	Police	Robert Black	San Diego
01/22/2025 02:43:32 PM	Closed	Police	ROBERT POWER	Cle Elum
11/14/2024 12:45:32 PM	Closed	Police	RONALD W ANDERSON	SPANAWAY
11/14/2024 12:34:49 PM	Closed	Police	RONALD W ANDERSON	SPANAWAY
11/14/2024 04:05:31 PM	Closed	Police	RONALD W ANDERSON	SPANAWAY
09/06/2024 12:00:00 AM	Closed	Police	Roslyn Covais	
08/15/2025 11:15:03 AM	Closed	Police	Roy Cookey	Cle Elum
08/25/2025 04:46:30 PM	Closed	Police	Ryan Minton	Cle Elum
05/15/2025 02:01:43 PM	Closed	Police	SA Daniel Lewis	Williston
12/12/2024 12:00:00 AM	Closed	Police	Samantha Allen	Cle Elum
02/14/2025 01:25:30 PM	Closed	Police	Sara Brusseau	MOUNT VERNON
10/11/2024 01:16:20 PM	Closed	Police	Sara McCoy	Roslyn
07/19/2025 04:52:49 PM	Closed	Police	Sarah Thompson	Cle Elum
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12/26/2024 07:43:40 PM	Closed	Police	Scott Krebs	MAPLE VALLEY
01/03/2025 11:20:15 AM	Closed	Police	SCOTT SHELTON	CLE ELUM
08/04/2025 12:32:02 PM	Closed	Police	Sergio	Vancouver
08/27/2025 12:12:27 PM	Closed	Police	Shane Peterson	Ronald
07/29/2025 05:21:24 PM	Closed	Police	Shannette Epperson	Cle Elum
07/16/2025 09:52:51 AM	Closed	Police	Shannette Epperson	Cle Elum
04/30/2025 11:54:01 AM	Closed	Police	Shannon Hadeed	gig harbor
04/30/2025 03:05:15 PM	Closed	Police	Shannon Hadeed	gig harbor
08/26/2024 12:00:00 AM	Closed	Police	Sheila Kukuk	Cle Elum

09/23/2025 04:14:42 PM	Closed	Police	Shenna Redding, Mgr	Cle Elum
08/28/2024 12:00:00 AM	Closed	Police	Shenna Redding, Mgr	Cle Elum
01/16/2025 11:57:46 AM	Closed	Police	Shenna Redding, Mgr	Cle Elum
01/23/2025 09:55:00 AM	Closed	Police	Shenoa Carlucci	White salmon
05/12/2025 12:00:00 AM	Closed	Police	Staci Foster	Ellensburg
01/13/2025 12:00:00 AM	Closed	Police	STEPHANIE PENDER	CLE ELUM
05/28/2025 11:32:58 AM	Closed	Police	Stephanie Stump	Ellensburg
03/28/2025 06:07:08 AM	Closed	Police	Steve Cichlar	Schaumburg
03/07/2025 01:16:11 PM	Closed	Police	Steve harper	Cle Elum
03/05/2025 12:00:00 AM	Closed	Police	Steve harper	Cle Elum
02/10/2025 03:02:56 PM	Closed	Police	Steve harper	Cle Elum
03/14/2025 02:31:14 PM	Closed	Police	Sumer Jordan paralegal to Kelly Murray	Yakima
11/27/2024 12:00:00 AM	Closed	Police	Tami Willette	ROSLYN
09/30/2025 08:24:28 PM	Closed	Police	Tanner vinson	Cle Elum
10/18/2024 12:00:00 AM	Closed	Police	Tara Symons	Kennewick
09/02/2025 10:33:31 AM	Closed	Police	Tara Symons	Kennewick
01/28/2025 12:00:00 AM	Closed	Police	Tara Symons	Kennewick
01/13/2025 12:00:00 AM	Closed	Police	Teanaway Nale	Ellensburg
07/20/2025 08:10:27 PM	Closed	Police	Tiffany Lee	Jersey
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07/20/2025 08:05:46 PM	Closed	Police	Tiffany Lee	Jersey
08/17/2025 01:48:40 AM	Closed	Police	Timmy Tayson	Springfield
03/06/2025 06:52:54 AM	Closed	Police	Todd Daniels	Easton
09/05/2024 12:00:00 AM	Closed	Police	TOM NENDICK	ROSLYN
05/14/2025 12:00:00 AM	Closed	Police	TOM NENDICK	ROSLYN
08/01/2024 12:00:00 AM	Closed	Police	Tom Ovens	
12/06/2024 12:00:00 AM	Closed	Police	Toni Smith	Puyallup
08/14/2025 01:11:25 PM	Closed	Police	Traci JoAnn Snook	Ellensburg
08/14/2025 01:05:09 PM	Closed	Police	Traci JoAnn Snook	Ellensburg
08/07/2025 09:40:03 AM	Closed	Police	Traci JoAnn Snook	Ellensburg
05/27/2025 01:18:11 PM	Closed	Police	Traci JoAnn Snook	Ellensburg
05/07/2025 10:37:57 AM	Closed	Police	Traci JoAnn Snook	Ellensburg
02/19/2025 12:13:45 PM	Closed	Police	Traci JoAnn Snook	Ellensburg
09/09/2025 12:28:35 PM	Closed	Police	Travis Ramsey	Cle Elum
04/08/2025 07:55:38 PM	Closed	Police	Trevor Keehr	Puyallup
07/29/2025 12:00:00 AM	Closed	Police	Umar Ramirez	Cle Elum
05/15/2025 09:58:50 AM	Closed	Police	Victoria Studebaker	South cle elum
08/28/2025 12:13:50 PM	Closed	Police	WA State DNR Fire Investigator Bruce L	Leavenworth
04/25/2025 10:49:31 AM	Closed	Police	William (Roy) Beard	Ellensburg
01/21/2025 12:00:00 AM	Closed	Police	Yanibel Woods Polanco	

CITY OF CLE ELUM WASHINGTON

RESOLUTION NO. 2025-010

A RESOLUTION OF THE CITY OF CLE ELUM, WASHINGTON, ADOPTING A POLICY LIMITING THE NUMBER OF HOURS CITY STAFF WILL EXPEND TO RESPOND TO PUBLIC RECORD REQUESTS; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, on November 5, 2024, an arbitrator issued an award of \$22,230,175.00, and on January 22, 2025, a supplemental award of \$2,316,548.58, against the City of Cle Elum ("City"); and

WHEREAS, since that time the City has been considering filing for Chapter 9 bankruptcy including the City Council's authorization to file a petition in bankruptcy on January 28, 2025, through Resolution No. 25-006; and

WHEREAS, the City's resources are accordingly scarce, and the City wishes to best ensure adequate funding for public safety or other essential City services while also complying with its obligations under the Washington State Public Records Act – Chapter 42.56 RCW; and

WHEREAS, the City has a duty to maintain a General Fund sufficient to fund public safety and other essential City services; and

WHEREAS, the City has seen an increase in both the number and complexity of public records requests submitted to the City in the aftermath of the arbitrator's decisions; and

WHEREAS, RCW 42.56.100 states that the City "shall adopt and enforce reasonable rules and regulations . . . to prevent excessive interference with other essential functions of the agency"; and

WHEREAS, the City's Public Records Officer is also the City Clerk who carries out other essential City functions such as preparing and distributing agendas and support materials for City Council and other meetings as needed; attending meetings and recording and maintaining meeting minutes; maintaining an accurate up-to-date filing of City Ordinances, agreements, resolutions and minutes of the City Council and committees; conducting duties as the Cemetery Sexton; providing backup for the Finance Director; and performing other duties as assigned; and

WHEREAS, the City likewise relies on its legal counsel to assist in reviewing public records for potential redactions and exemptions and creation of exemption logs; and

WHEREAS, it is in the best interest of the City and its residents, and the preservation of the public health and safety, to regulate the number of hours expended responding to public

records requests in order to properly balance the City's dual obligations to comply with the Public Records Act while also ensuring the City's ability to provide for public safety or other essential City services.

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

Section 1. Recitals Incorporated. The above-stated recitals are incorporated as if fully set forth herein.

Section 2. Public Records Request – Hours. The City Council hereby declares the policy of the City of Cle Elum for responses to public records requests to be as follows:

- a. The City Clerk and staff shall limit the time expended locating records and responding to public records requests to approximately ten hours per month. This limit may be increased or decreased at the direction of the Mayor or his designee based on workload or other circumstances impacting public safety or other essential functions of the City.
- b. The Police Records Clerk and staff shall limit the time expended locating records and responding to public records requests to approximately 25 hours per month. This limit may be increased or decreased at the direction of the Mayor or his/her designee based on workload or other circumstances impacting public safety or other essential functions of the City.
- c. If the City must request records from its contractors in order to respond to a public records request, the Mayor may limit the hours billable to the City expended in locating records as the Mayor determines appropriate based on budgetary impacts that may affect the City's ability to provide for public safety or other essential City services.
- d. The City's legal counsel and staff shall limit locating records, reviewing records for redactions or exemptions, creating exemption logs, and providing legal advice related to public records requests to approximately five hours per month. This limit may be increased or decreased at the direction of the Mayor or his designee based on workload or other circumstances impacting public safety or other essential functions of the City.

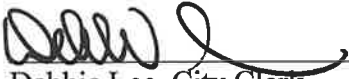
Section 3. Effective Date. This Resolution shall become effective upon adoption.

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

CITY OF CLE ELUM

Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:


Debbie Lee, City Clerk

Filed with the City Clerk: **5-13-25**
Passed by the City Council: **5-13-25**
Resolution No.: **2025-010**
Date Posted: **n/a**

CITY OF CLE ELUM
Planning Department

AGENDA
STAFF REPORT

AGENDA DATE:	October 14, 2025
ACTION REQUESTED:	None, Current Planning Update: September 3, 2025 – October 8, 2025
LEAD STAFF:	Colleda Monick, HLA

BACKGROUND:

Current Planning Permits:

1. **Pre-Application:**
 - a. PREAP-2025-003: Habitat for Humanity, summary issued
2. **Short Term Rental:**
 - a. STR-2024-002 (amended): Decision issued (*approved*)
3. **Boundary Line Adjustment:**
 - a. Cascade Investments/DruBru – request for assistance with re-submittal, ongoing
4. **Site and Design Review:**
 - a. SDR-2025-003: Teelak Thai, Decision issued
 - b. SDR-2025-004: Teanaway Court, under review
5. **Conditional Use Permit:**
 - a. CUP-2025-001: Teanaway Court, under review
6. **SEPA:**
 - a. SEP-2025-002: Teanaway Court, under review
7. **Variance:**
 - a. VAR-2025-002: 202 W Sixth, These Guys LLC (notice of incomplete issued 1/22/25)
8. **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
9. **Building Permits:**
 - a. Upper Kittitas County Community Recreation Center: on hold
 - b. SUP-2025-002: Christmas Tree stand, approved
 - c. BDG-2025-057: planning review completed
 - d. BDG-2025-054: planning review completed
10. **Franchise Agreement:**
 - a. FA-2025-001: under review by applicant.
11. **Final Plats:**
 - a. FP-2025-001: Bullfrog Flats, Phase 1, S-1, under review
 - b. FP-2025-002: Bullfrog Flats, Phase 1, J, under review
 - c. FP-2025-003: Bullfrog Flats, Phase 1, S-2, under review

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): Met with the mayor and Legal Counsel to discuss the moratorium and subsequently drafted a memo and resolution related to Ordinance 1703. A cover statement and materials were finalized and sent to the Clerk for the Council packet. Prepared and delivered a moratorium presentation to City Council and drafted Resolution 2025-018 for legal review. Follow-up work included additional legal coordination, agenda review, updating project lists, and preparing for City Council meetings and executive sessions.

Staff and Public Support: Responded to development-related inquiries including removal of trees in a wildlife habitat corridor, residential and commercial zoning development project questions, setback deviations, model homes, stormwater detention, and floodplain development.

Affordable Housing and Connecting Housing to Infrastructure Program (CHIP) Grant Research: Coordinated grant submittal to Department of Commerce for the Habitat for Humanity development.

Code and Policy Work: Work included research of ordinances and code amendments, analysis of waterline easements, transportation benefit district discussions with engineer, and review of SEPA Handbook changes.

3. **Planning Commission.** Over the past month, I facilitated one Planning Commission meetings and prepared for two, 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 proposed edits to Nonconforming Uses (17.04.040).

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 presentation from DAHP on the WISSARD mapping system. The City also received a request for a Special Valuation which the commission will review.

5. **Council Presentations**
Planning Department Reports

Public Works Council Update

- **2nd Street Roundabout:** Complete
- **PSE Electric Vehicle Charging Stations:** PSE currently working on charging station. They have replaced Curb, Gutter, Sidewalk, and installed new pole at Harris location. Pending EV charging hookups, signage, and pavement markings.
- **1st Street Revitalization:** Punch list and project timeline received. ACI and subs are currently working on punch list items. Concrete repairs, ADA ramp replacement, and irrigation repair.
- **Montgomery Water main replacement:** Received 90% plans from HLA planning on going to bid end of October beginning of November.
- **Sewer main Lining project:** Received 90% plans from HLA planning on going to bid end of October beginning of November.
- **Public Works Transitioning to Fall Maintenance:** Crews are focused on seasonal maintenance activities. Manhole raising along Coal Mines Trail and Preparing for snow
- **Stormwater Survey:** HLA surveying of our Stormwater System Complete. Currently working on Stormwater Plan and Stormwater Utility Fund. Part of Department of Ecology grant/loan
- **Fall Clean Up:** Waste Management Mailed 861 customers. Transfer station received 250 customers 37.85 Tons garbage a 6775.15 savings to our residents. Brush Dump received 60 yards of brush and limbs.
- **Bullfrog Flats**

Water, Sewer, Storm: All City underground utilities finished in S-1,S-2,and J

Curb and Gutter: Complete in S-1,S-2 and J

Asphalt: First lift of asphalt installed following curb

Bullfrog Roundabout: Revised plans resubmitting. Pending County approval

Final Plat: Final plat submission for S-1,S-2, and J. Pending planning review

- **Bullfrog Apartments**

Water, Sewer, Storm: All City underground utilities finished and signed off by City inspection

Construction: Planning on foundation installation this month.

Council Meetings

Honorable Mayor and council,

- Roslyn Flock Camera was damaged. Cable was cut and the solar panel was smashed
 - Don't have a picture of the suspect because Flock does not take pictures of people
 - There is a person of interest we are looking into, but the investigation is still on going
- Went to emergency management class with Mayor Lundh
 - A couple of take aways were that federal funding/FEMA looks different, local jurisdictions are going to be stuck holding the bill
 - Can't be too prepared
- Boo Elum October 31st 4-6
 - Road will be closed starting at 3 PM between Pennsylvania and Wright
 - Reminder to be safe, difficult to see people in the dark without reflective material or flashlights
- Surplus 2 vehicles
 - Thank you to Dave and Brad for the help getting it on Gov Deals
 - Interceptor- \$4,850
 - Truck- \$7,251
 - Total- Roughly \$12,100
- Recap of what was spent on vehicles
 - Bought two used vehicles (Interceptor SUV's)
 - Vehicles and Taxes were \$37,665
 - Various installation and equipment \$6,534
 - Total \$44,200
 - Offset cost including surplus vehicles \$32,100

- Have \$32,500 in the budget for mini splits
 - Leaves \$27,000 in Maintenance and repair
- Looking into new bodycams
 - Lease is up in April
 - Looking for grant funding for it
 - Potential WASPC Grant opportunity

Cle Elum Fire Department

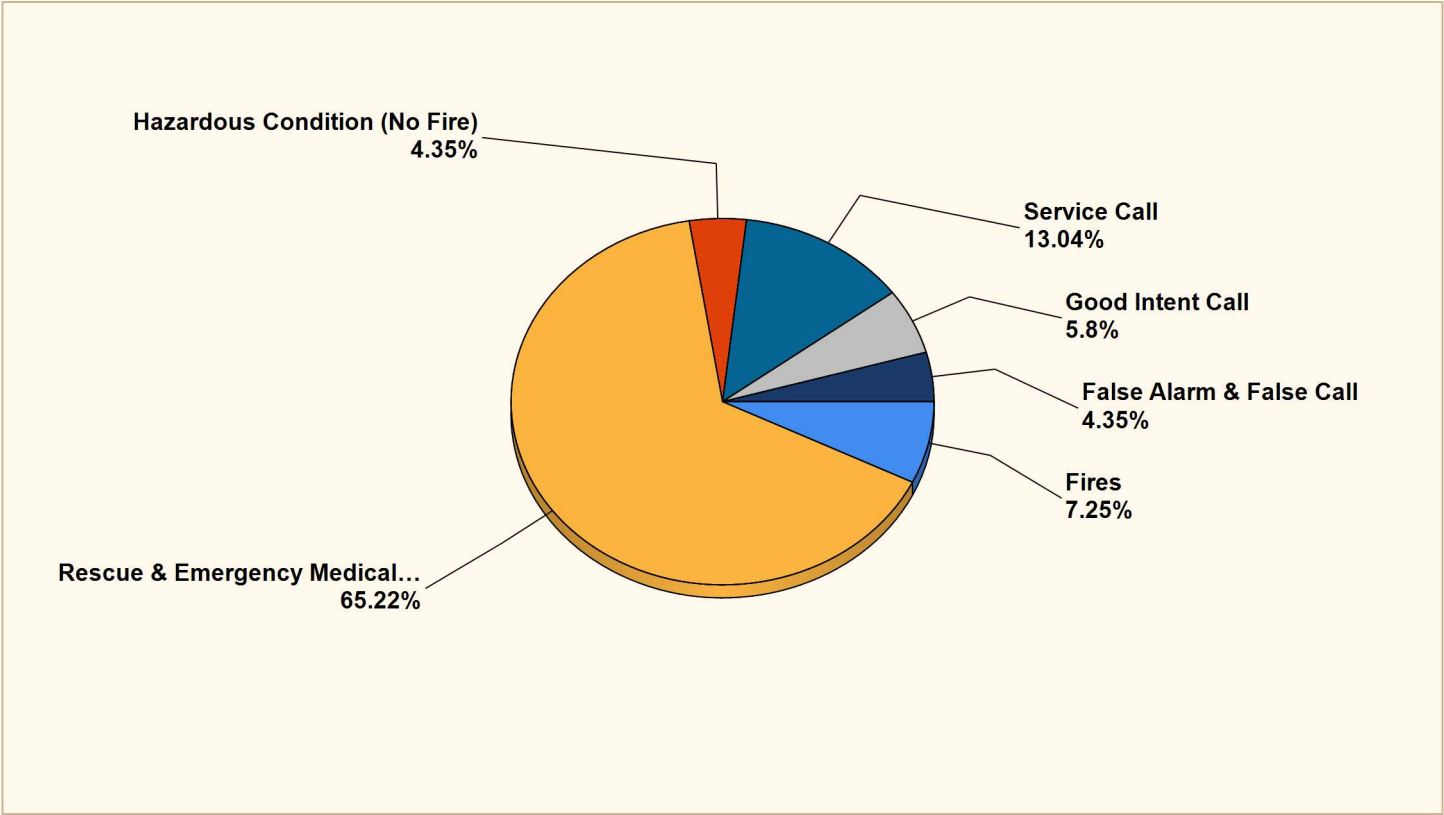
Cle Elum, WA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2025 | End Date: 10/31/2025



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	7.25%
Rescue & Emergency Medical Service	45	65.22%
Hazardous Condition (No Fire)	3	4.35%
Service Call	9	13.04%
Good Intent Call	4	5.8%
False Alarm & False Call	3	4.35%
TOTAL	69	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.



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
122 - Fire in motor home, camper, recreational vehicle	1	1.45%
141 - Forest, woods or wildland fire	2	2.9%
142 - Brush or brush-and-grass mixture fire	1	1.45%
143 - Grass fire	1	1.45%
311 - Medical assist, assist EMS crew	4	5.8%
321 - EMS call, excluding vehicle accident with injury	39	56.52%
324 - Motor vehicle accident with no injuries.	1	1.45%
381 - Rescue or EMS standby	1	1.45%
411 - Gasoline or other flammable liquid spill	1	1.45%
424 - Carbon monoxide incident	1	1.45%
440 - Electrical wiring/equipment problem, other	1	1.45%
500 - Service Call, other	1	1.45%
510 - Person in distress, other	1	1.45%
511 - Lock-out	2	2.9%
550 - Public service assistance, other	4	5.8%
571 - Cover assignment, standby, moveup	1	1.45%
611 - Dispatched & cancelled en route	1	1.45%
631 - Authorized controlled burning	1	1.45%
651 - Smoke scare, odor of smoke	1	1.45%
653 - Smoke from barbecue, tar kettle	1	1.45%
700 - False alarm or false call, other	3	4.35%
TOTAL INCIDENTS:	69	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.



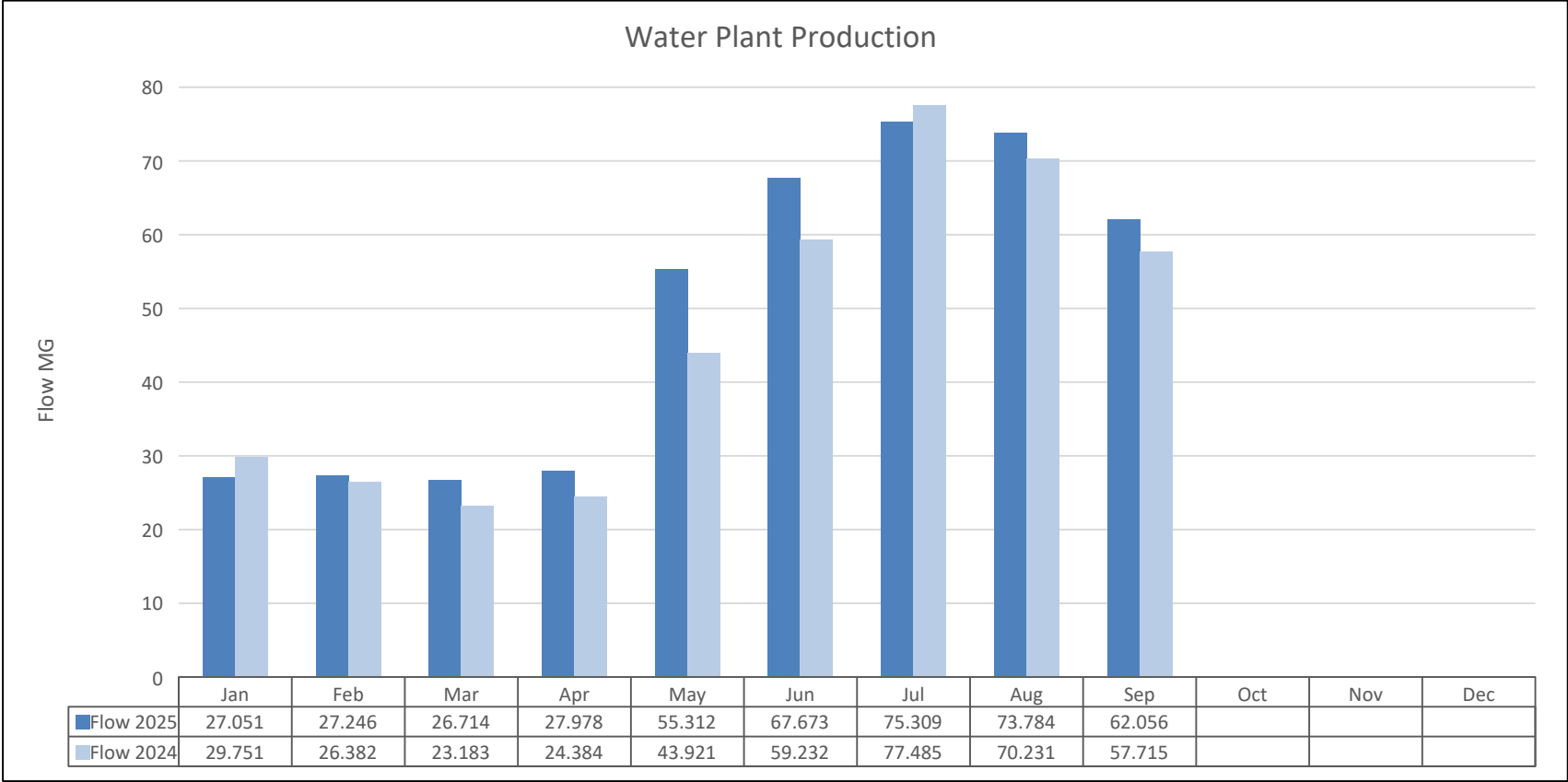
Officer Report Council Meeting 10-14-2025

Your honorable Mayor and city council,

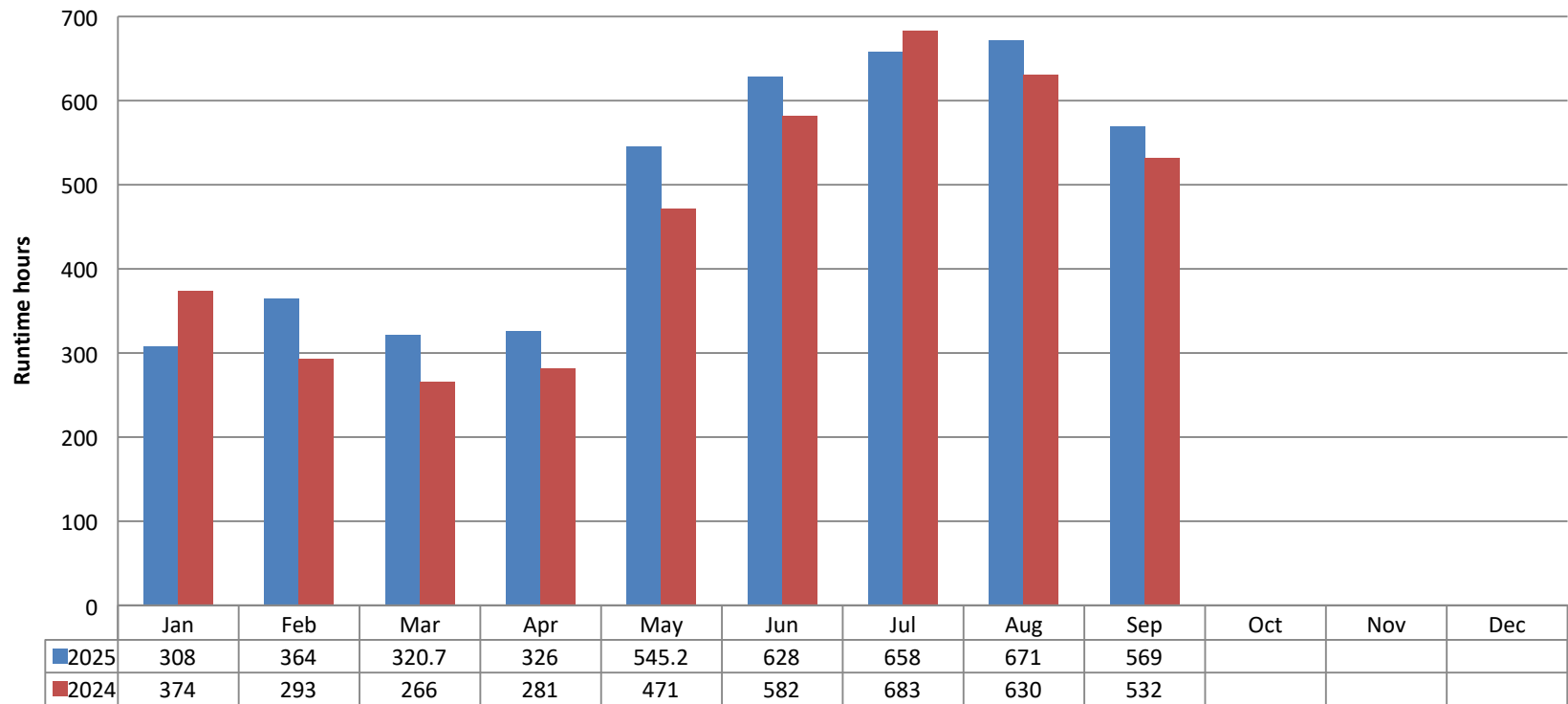
1. Report of calls in the month of September we had 69 calls, 5 fires 45 Ems, 16 others and 3 false alarms.

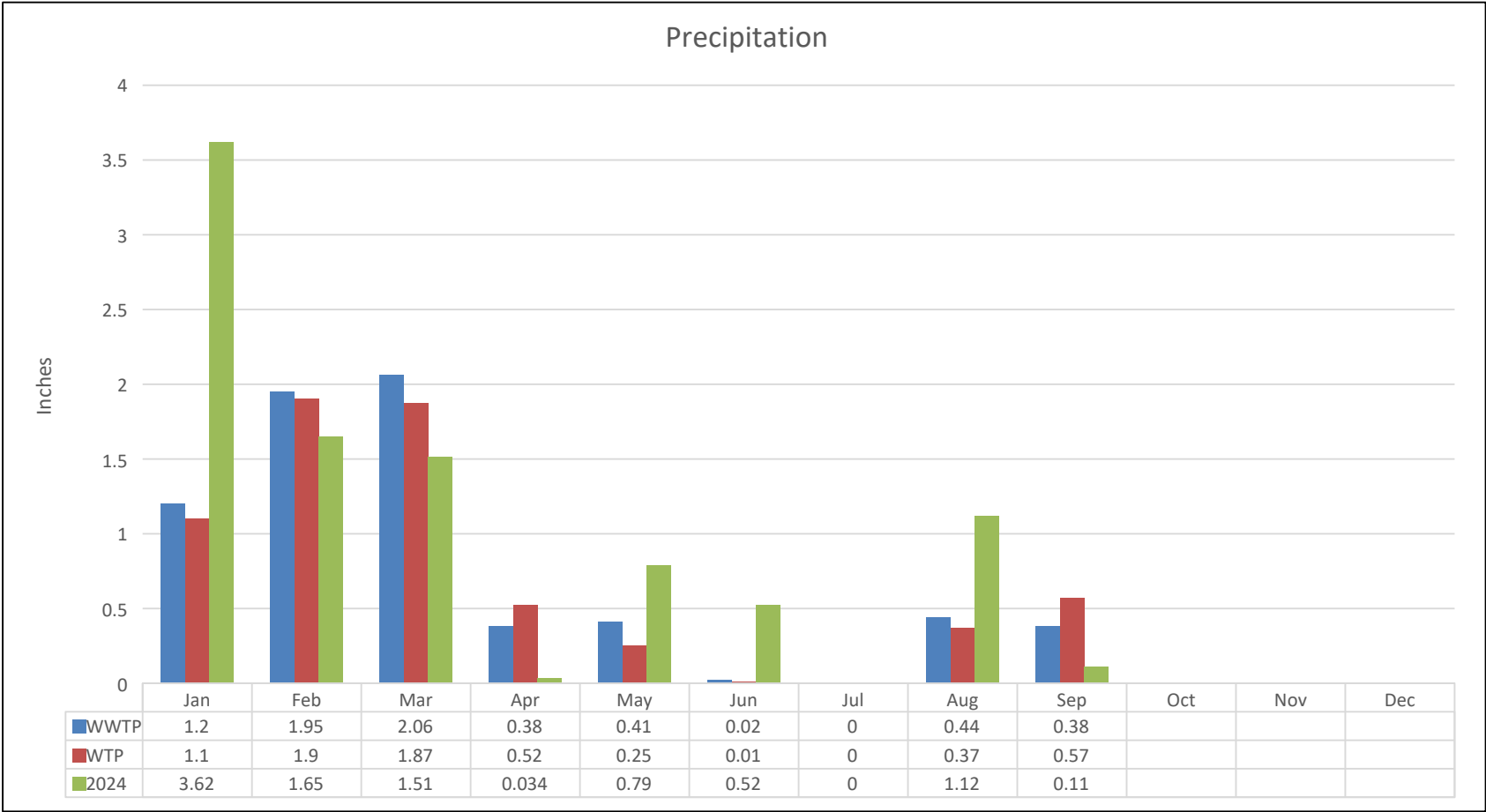
Fire reports break down. 5 fires 1 was mutual aid given to Chelan County sugar loaf fire. 4 additional fires were auto or requested aid to district 7. No Fires in City limits. We did have several calls for fire with 3 false alarms with smoke scares.

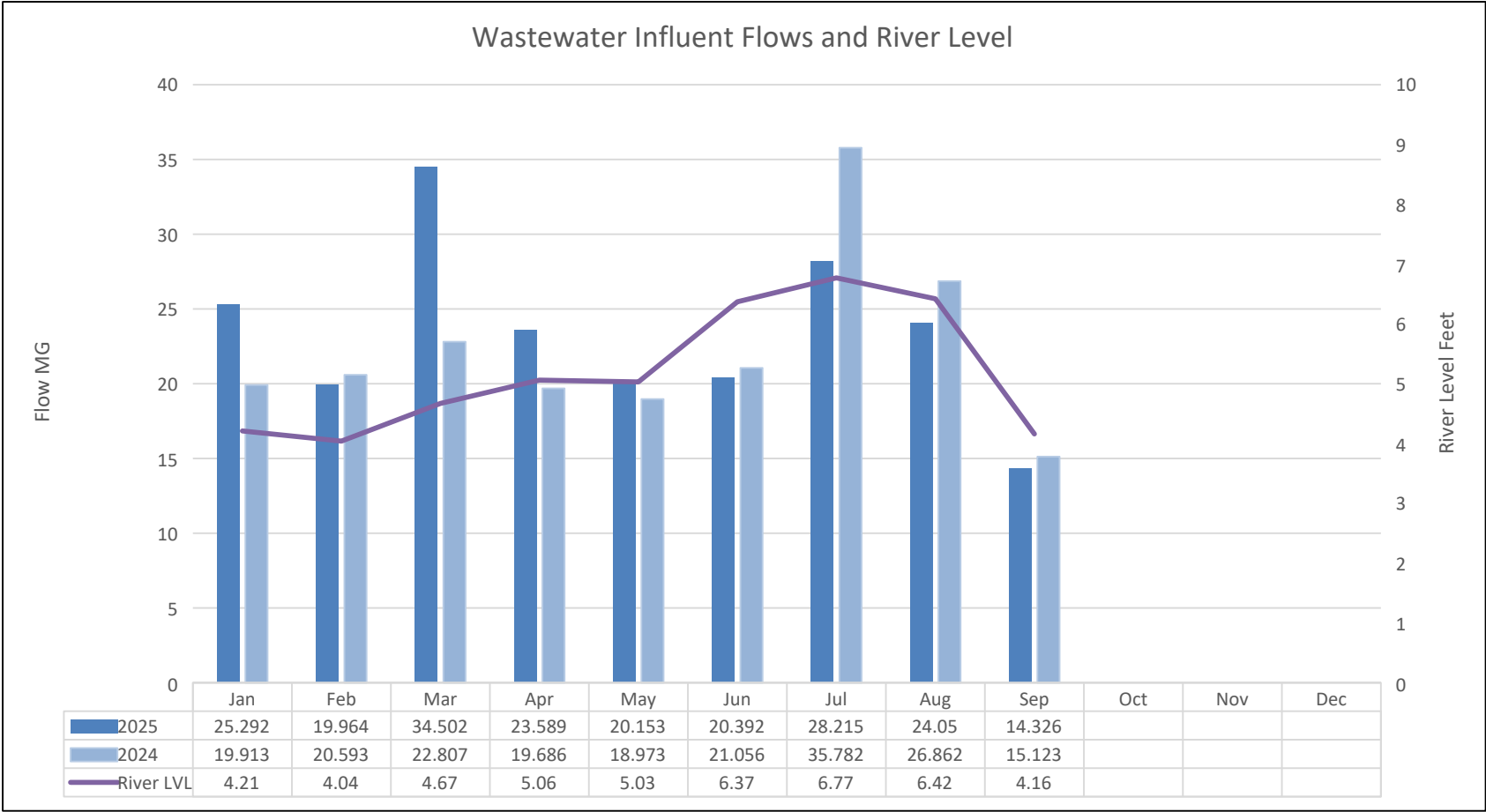
2. Burn Ban has been lifted please be careful and remember only fires allowed in city limits are contained ornamental fires with dry legal firewood.
3. Bio Char and flame cap Kelm. Demos and site training for possible hazard piles.
4. Any questions for me currently

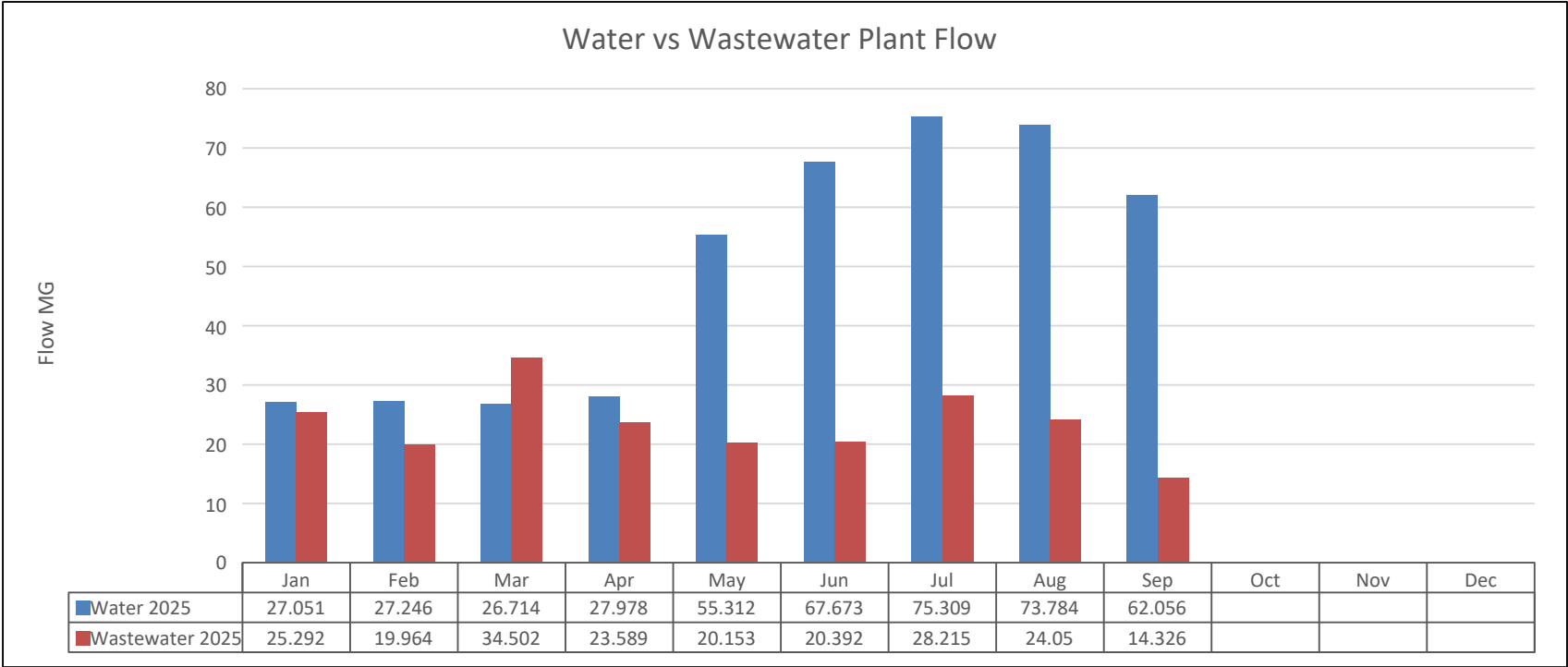


Water Plant Run Time

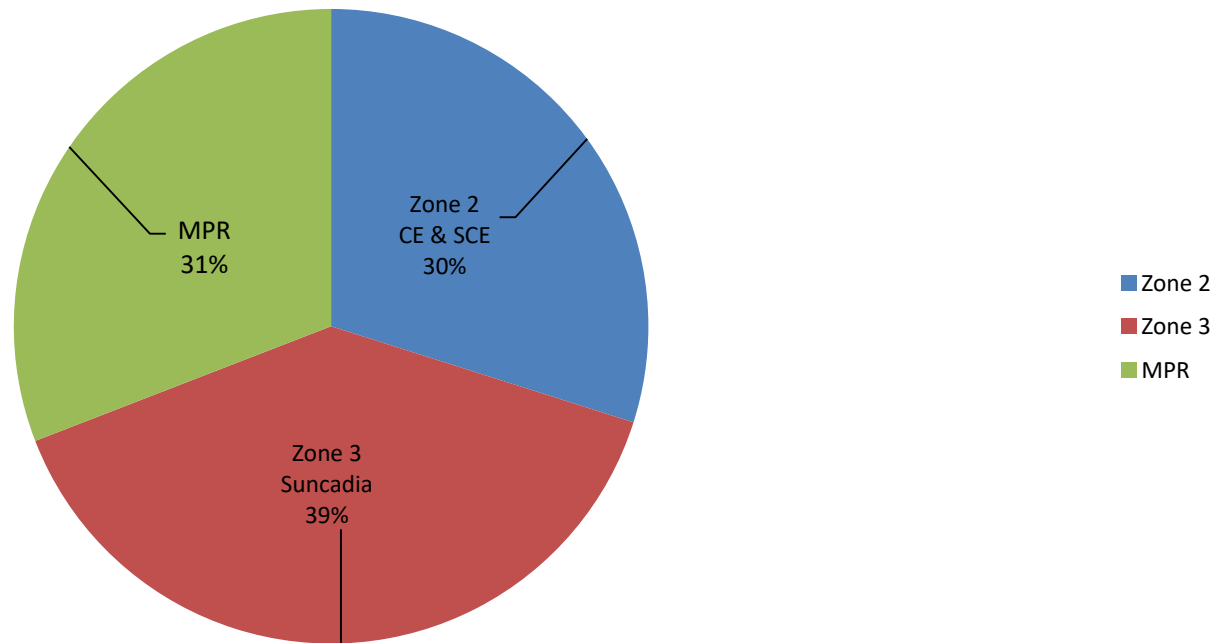








Percent of Flow - September



October 14, 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.
 - October has been a pretty intense month so far with the Curtailment order from the Department of Ecology, to this point we have been able to meet system demands through constant reservoir management.
 - October is our Emergency Preparedness month, generators are serviced and fuel tanks filled
 - Reactor #1 is fully online at the WWTP



August 6, 2025

The Honorable Matthew Lundh
Mayor, City of Cle Elum
119 West First Street
Cle Elum, WA 98922

Dear Mayor Lundh,

Congratulations! On behalf of the Cathy McMorris Rodgers Leadership Institute, I'm delighted to inform you that your town has been selected as a recipient of *The Flag Project*.

Through this initiative, we are honored to donate U.S. flags to towns across Washington State. Your community was selected because of its strong sense of civic pride, patriotic spirit, and commitment to honoring the values that have shaped our nation.

As part of this gift, your town will receive 50 high-quality American flag kits to be displayed on your Main Street. We hope these flags will serve as a visible reminder of the sacrifices made by generations past—and a call to unity, citizenship, and engagement for generations to come.

Thank you for your dedication to fostering a community rooted in American ideals. We look forward to working with you on the logistics of delivery and installation, and to seeing your town fly these flags with pride.

If you have any questions or to coordinate next steps, please feel free to reach out directly to Kristina Sabestinas at kristina@cmrli.org or 509-279-4574.

Warm Regards,

A handwritten signature in blue ink that reads "Cathy McMorris Rodgers".

Cathy McMorris Rodgers
Founder, Cathy McMorris Rodgers Leadership Institute
www.cmrli.org

CITY OF CLE ELUM
Planning Department

Presentation

AGENDA DATE: October 14, 2025

ITEM TITLE: Presentation on Transportation Benefit Districts

SUMMARY: A short presentation on Transportation Benefit Districts. What they are, how they work, what they can fund, and considerations for adoption.

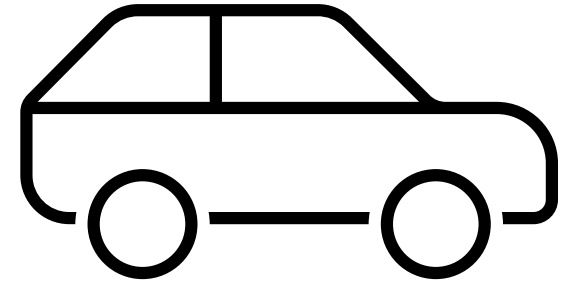
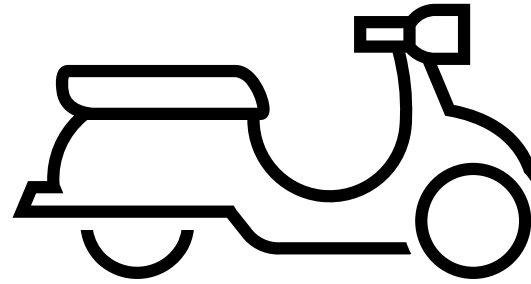
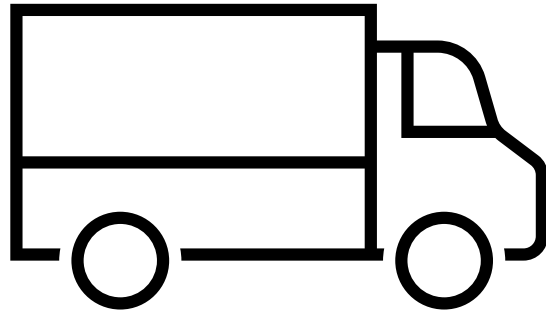
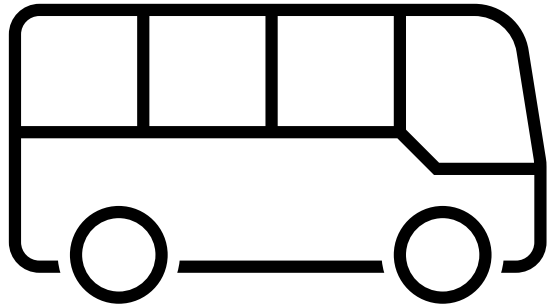
ATTACHMENTS: Transportation Benefit Districts, presentation slides

LEAD STAFF: Colleda Monick, Planning Consultant for the City of Cle Elum
Mike Heit, PE, Engineering Consultant for the City of Cle Elum

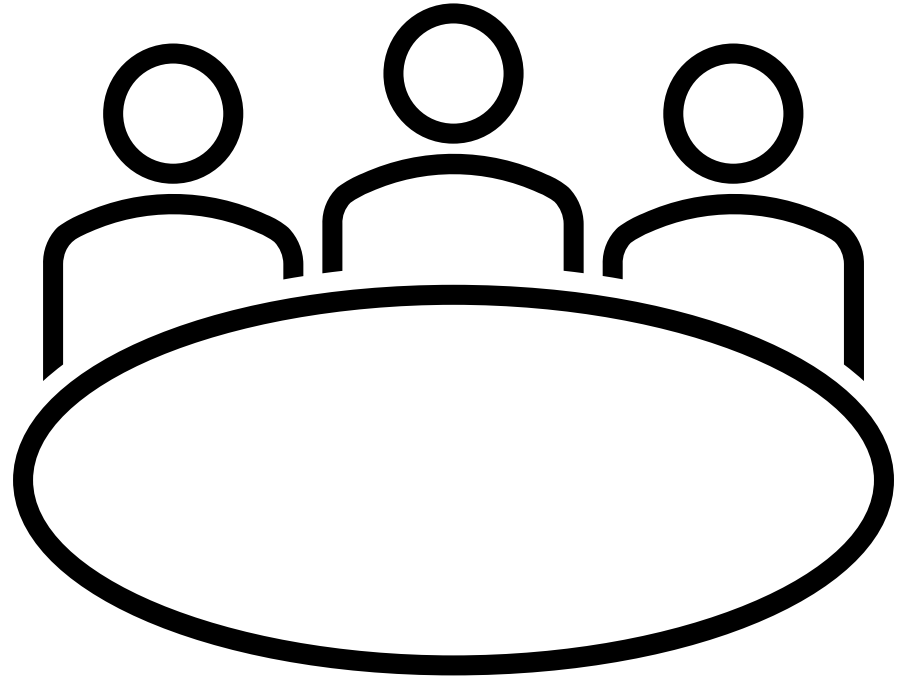


Transportation Benefit Districts (TBDs)

**What they are, how they work, what they can
fund, and considerations for adoption.**

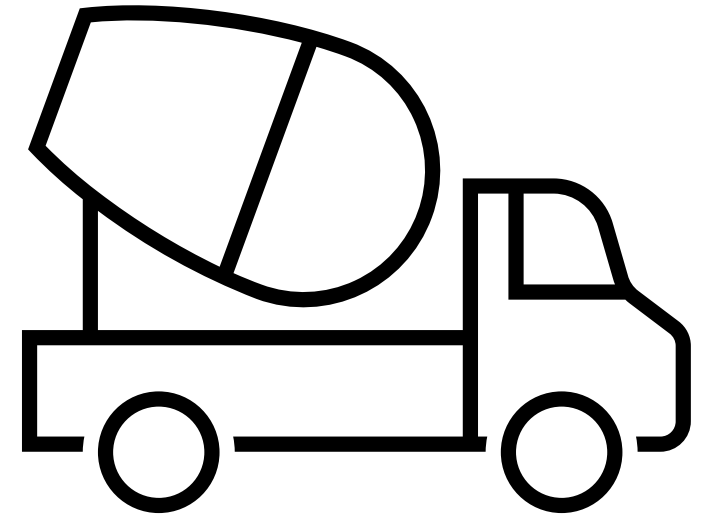
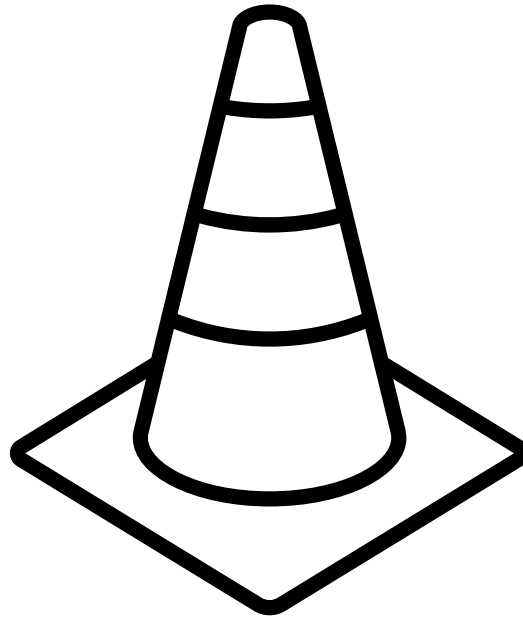
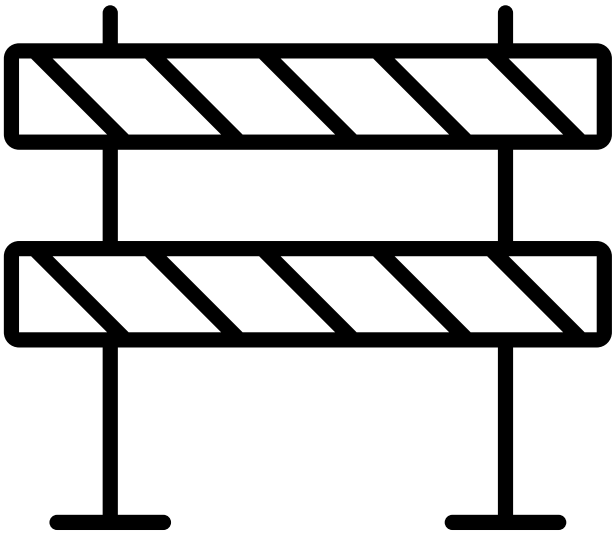


What Is a Transportation Benefit District?



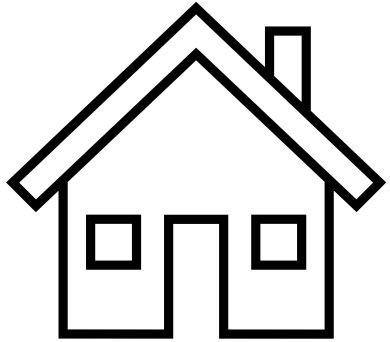
How TBDs are formed and function

What transportation improvements can be funded by a TBD



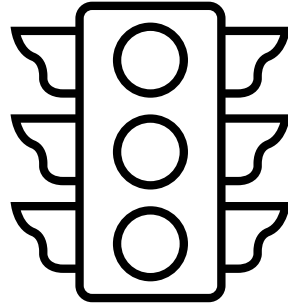
What revenue options do TBD's have

property
taxes



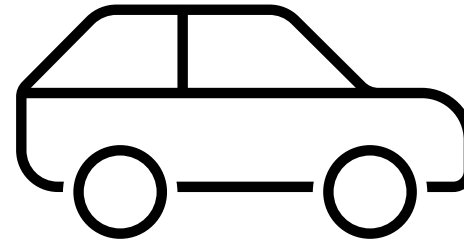
requires voter
approval

vehicle toll



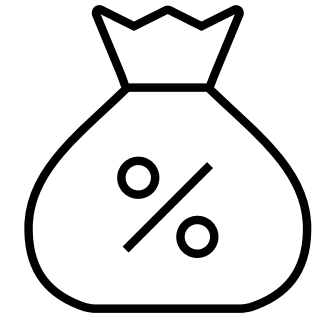
requires voter
approval

vehicle license
fees



council decision up
to \$20, may increase
further with voter
approval

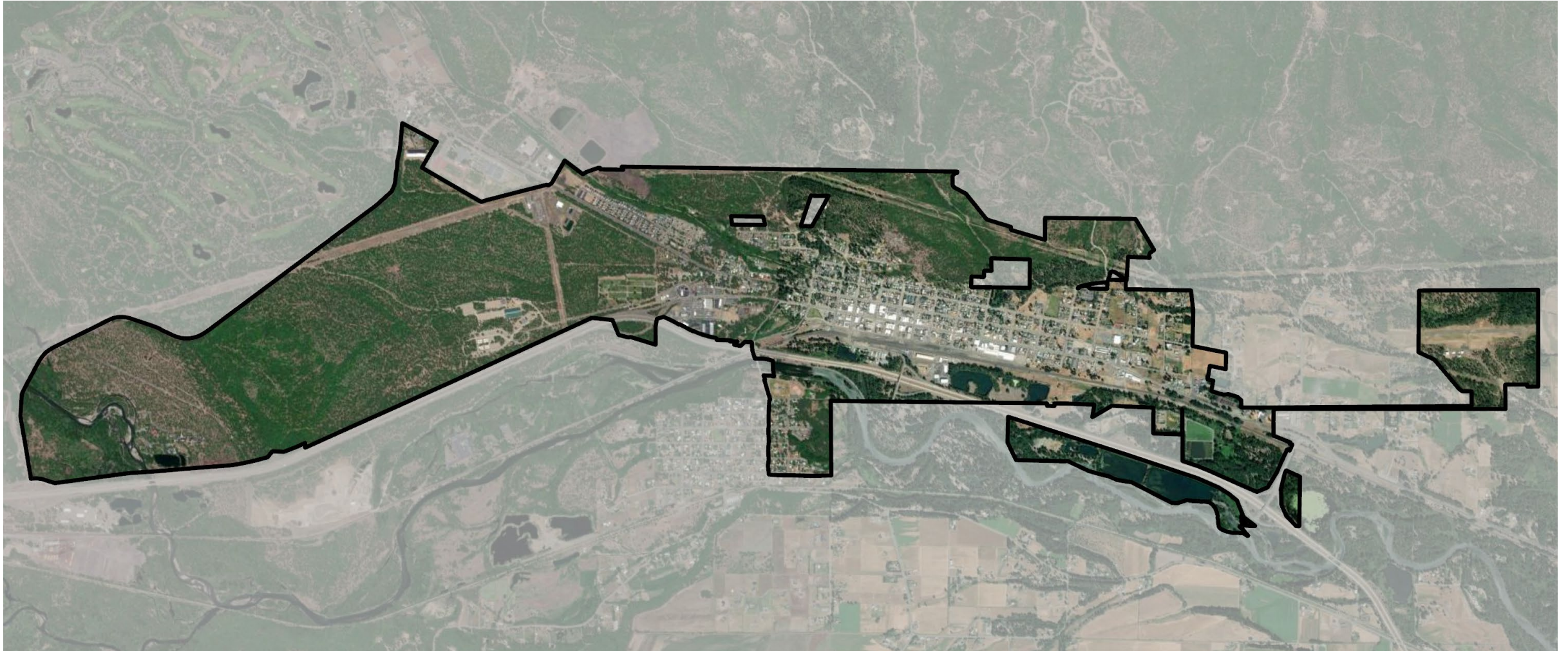
sales and
use tax



council decision to
0.1%, may increase
further with voter
approval

MOST COMMON

What are the proposed TBD boundaries



Next Steps

Establish a Transportation Benefit District

Ordinance 1705 would establish a Transportation Benefit District.

Transportation Benefit District Board Meeting

If approved, hold a Special Meeting of the TBD Board would meet to establish a funding mechanism. Councilmanic actions are limited to of a \$20/car tab fee or a 0.1% sales and use tax.

Assumption of Powers

If Council would like to assume all the TBD's rights, powers, functions, and obligations, they would pass a Resolution setting a date and time for a public hearing to consider the proposed assumption of the Transportation Benefit District by the City Council, as authorized under RCW 36.73.050(6).

Questions

CITY OF CLE ELUM
Planning Department

Ordinance 1705

AGENDA DATE: October 14, 2025

ITEM TITLE: **Public Hearing:** Ordinance No. 1705 – Establishing a Transportation Benefit District (TBD) and Adding Chapter 12.30 to the Cle Elum Municipal Code

SUMMARY: Ordinance No. 1705 establishes the Cle Elum Transportation Benefit District (TBD) pursuant to RCW 35.21.225 and Chapter 36.73 RCW. The TBD boundary includes all areas within the current and future corporate limits of the City. The Cle Elum City Council will serve as the governing board of the TBD, acting in an independent and ex officio capacity, with the City Treasurer serving as Treasurer for the District.

The TBD is authorized to generate revenue for transportation improvements through mechanisms allowed by state law, which may include vehicle license fees, sales and use tax, or development-related charges. All funds collected will be dedicated to the preservation, maintenance, operation, and improvement of the City's transportation infrastructure, consistent with the City's Transportation Improvement Program and applicable state and regional transportation plans.

The ordinance adopts a new Chapter 12.30 of the Cle Elum Municipal Code titled "*Transportation Benefit District*", defining the TBD's purpose, powers, governance structure, eligible transportation improvements, and procedures for dissolution. The ordinance includes standard provisions for corrections, severability, and effective date, taking effect five days after publication.

If approved, the TBD Board will hold a special meeting on October 16, 2025, to determine a revenue mechanism.

ATTACHMENTS: Ordinance 1705

LEAD STAFF: Colleda Monick, Planning Consultant for the City of Cle Elum
Mike Heit, PE, Engineering Consultant for the City of Cle Elum

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CITY OF CLE ELUM

ORDINANCE NO. 1705

AN ORDINANCE OF THE CITY OF CLE ELUM, WASHINGTON, ESTABLISHING A TRANSPORTATION BENEFIT DISTRICT; SPECIFYING THE BOUNDARIES FOR THE TRANSPORTATION BENEFIT DISTRICT; SPECIFYING ITS POWERS AND FUNCTIONS AND THE TRANSPORTATION IMPROVEMENTS TO BE FUNDED BY THE TRANSPORTATION BENEFIT DISTRICT; ADOPTING A NEW CHAPTER 12.30 OF THE CLE ELUM MUNICIPAL CODE ENTITLED TRANSPORTATION BENEFIT DISTRICT; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE AND SUMMARY PUBLICATION.

WHEREAS, the City of Cle Elum has the responsibility, to the extent of its resources, to improve, maintain, and protect public rights-of-way (ROW) within the corporate limits of the City pursuant to Chapter 35A.47 RCW and RCW 35A.11.020; and

WHEREAS, the current estimated transportation improvements within the City is estimated at over \$20,500,000.00 pursuant to the Cle Elum Transportation Improvement Program (TIP); and

WHEREAS, while dedicated revenues have decreased, the ongoing annual costs continue to rise and the City has limited transportation funding to maintain, operate, replace, expand, and improve its transportation infrastructure and implement the TIP; and

WHEREAS, Chapter 36.73 RCW provides for the establishment of Transportation Benefit Districts (TBD) and for the levying of additional revenue sources for transportation improvements within the TBD that are consistent with state, regional, and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels; and

WHEREAS, RCW 35.21.225 authorizes the City Council to establish a TBD subject to the provisions of Chapter 36.73 RCW, and the City Council desires to form a TBD that includes the entire City of Cle Elum as the boundaries currently exist or are hereafter expanded due to annexation; and

WHEREAS, the establishment of the TBD is categorically exempt under SEPA, WAC 197-11-800(19) as a program relating solely to governmental procedures and

1 containing no substantive standards respecting use or modification of the environment; and

2
3 WHEREAS, the City, after giving proper notice, conducted a public hearing and took
4 public comment regarding the proposed establishment of a TBD in accordance with RCW
5 36.73.050; and

6
7 WHEREAS, the City desires to fund transportation improvements, as defined in state
8 law, including maintenance and improvements to city transportation infrastructure
9 necessitated by existing or reasonably foreseeable congestion levels; and

10
11 WHEREAS, the City Council finds it to be in the interest of the City and its residents
12 and businesses to establish a citywide TBD for the preservation and maintenance of the
13 City's transportation infrastructure consistent with Chapter 36.73 RCW, to protect the City's
14 long-term investments in that infrastructure, to reduce the risk of transportation facility
15 failure, to improve safety, to continue optimal performance of the infrastructure over time,
16 and to avoid more expensive infrastructure replacements in the future; and

17
18 WHEREAS, the City Council desires to adopt a new Chapter 12.30 of the Cle Elum
19 Municipal Code, entitle "Transportation Benefit District"; and

20
21 WHEREAS, the City Council of the City of Cle Elum shall be the governing body for
22 the TBD acting in ex officio and independent capacity; now, therefore,

23
24 THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, DO
25 ORDAIN AS FOLLOWS:

26 Section 1. Recitals. The City Council adopts and incorporates the recitals above as
27 findings in support of this ordinance.

28
29 Section 2. Purpose & Findings.

30 A. The purpose of this Ordinance is to establish a Transportation Benefit District
31 pursuant to RCW 35.21.225 and Chapter 36.73 RCW.

32 B. The City Council finds the establishment of the Transportation Benefit District to
33 provide adequate levels of funding for transportation improvements, as authorized
34 in Chapter 36.73 RCW, to be in the public interest.

35 Section 3. Transportation Benefit District Established – Governance - Powers. A new
36 Chapter 12.30 of the Cle Elum Municipal Code, entitled "Transportation Benefit District," is
37 adopted and added to read as follows:

38 **Chapter 12.30 Transportation Benefit District**

39
40 **12.30.010 Purpose – Findings.**

1 **12.30.020 Transportation Benefit District Established.**

2 **12.30.030 Governing Board - Treasurer.**

3 **12.30.040 Functions and Authority of District.**

4 **12.30.050 Transportation Improvements Funded.**

5 **12.30.060 Dissolution of District.**

6 **12.30.070 Liberal Construction.**

7
8 **12.30.010 Purpose – Findings.**

9
10 A. The purpose of this chapter is to establish a Transportation Benefit District
11 pursuant to Chapter 36.73 RCW.

12
13 B. The Cle Elum City Council finds it is in the public interest to establish a
14 Transportation Benefit District to fund transportation improvements within the
15 Transportation Benefit District that are consistent with any existing state,
16 regional, or local transportation plans and are necessitated by existing or
17 reasonably foreseeable congestion levels.

18
19 C. The Cle Elum City Council further finds that it is in the public interest to
20 provide for transportation improvements that, without limitation, improve
21 modal connectivity and address congestion throughout the city and that protect
22 the City's long-term investments in its infrastructure, reduce the risk of
23 transportation facility failure, improve safety, continue optimal performance of
24 the infrastructure over time, and avoid more expensive replacements in the
25 future.

26
27 D. The Cle Elum City Council further finds that the City's Transportation
28 Improvement Program shall be annually updated to identify projects that
29 constitute transportation improvements that may be funded by the
30 Transportation Benefit District as funding becomes available.

31
32 **12.30.020 Transportation Benefit District Established.**

33 There is established and created a Transportation Benefit District to be known
34 as the Cle Elum Transportation Benefit District or "TBD" with geographical
35 boundaries comprised of the corporate limits of the City of Cle Elum as they
36 now exist or as they may exist following future annexations.

37
38 **12.30.030 Governing Board - Treasurer.**

39
40 A. The governing board or "TBD Board" of the Cle Elum Transportation
41 Benefit District shall be the Cle Elum City Council acting in an ex officio and
42 independent capacity. The TBD Board shall have the authority to exercise the
43 statutory powers set forth in Chapter 36.73 RCW, as may be amended.

1 B. The City Treasurer shall act as the ex officio treasurer of the Cle Elum
2 Transportation Benefit District.

3
4 C. The TBD Board shall develop a material change policy to address major
5 plan changes that affect project delivery or the ability of the TBD District to
6 finance the plan, pursuant to RCW 36.73.160(1).

7
8 D. The TBD Board shall issue an annual report meeting the requirements of
9 RCW 36.73.160(2).

10
11 **12.30.040 Authority and Functions of District.**

12
13 A. The TBD shall have and may exercise any and all powers and functions
14 provided by Chapter 36.73 RCW to fulfill the purposes for which the TBD
15 is established as described in this chapter.

16
17 B. The TBD Board shall have the authority to establish all fees, taxes, charges,
18 and other revenue sources authorized by Chapter 36.73 RCW, as may be
19 amended. Pursuant to RCW 36.75.065, the Board may, by majority vote, (1)
20 impose a vehicle license fee as provided in RCW 36.73.065(4) and RCW
21 82.80.140; (2) impose a fee or charge on building construction or land
22 development as authorized by RCW 36.73.065(4) and RCW 36.73.120; and
23 (3) impose a one-tenth of one percent sales tax as authorized by RCW
24 36.73.065 and RCW 82.14.0455.

25
26 C. When approved by voters pursuant to Chapter 36.73 RCW, the TBD District
27 may assess other taxes, fees, charges, and tolls and impose increases in the
28 same for the uses and purposes identified in this chapter.

29
30 D. The TBD District may issue general obligation bonds or revenue bonds in
31 accordance with the provisions of RCW 36.73.070.

32
33 **12.30.050 Transportation Improvements Funded.**

34 A. The funds generated by the TBD District shall be used for any purpose
35 allowed by law including the operation of the TBD District, and to acquire,
36 construct, improve, operate, maintain, preserve, provide, and fund
37 transportation improvements within the TBD District that are consistent
38 with any existing state, regional, or local transportation plans and
39 necessitated by existing or reasonably foreseeable congestion levels
40 pursuant to Chapter 36.73 RCW.

41
42 B. Consistent with RCW 36.73.015(6), the funds generated by the TBD
43 District may be used for transportation improvements that preserve and
44 maintain transportation infrastructure, improve public safety, or implement

the projects identified in the Cle Elum Transportation Improvement Program, as may be amended.

C. Consistent with RCW 36.73.020(1), to the extent practicable, the TBD District will consider the following criteria when selecting transportation improvements: (1) protection of long-term investments in its infrastructure, (2) reduced risk of transportation facility failure and improved safety, (3) improved travel time, (4) improved air quality, (5) increases in daily and peak period trip capacity, (6) improved modal connectivity, (7) improved freight mobility, (8) cost-effectiveness of the investment, (9) optimal performance of the infrastructure over time, (10) improved accessibility, as described in RCW 36.73.020(1)(i), or (11) avoids more expensive infrastructure replacements in the future.

D. Additional transportation improvements not within the scope authorized by this chapter may only be funded after compliance with the provisions of RCW 36.73.050(2)(b) following notice, public hearing, and enactment of an authorizing ordinance.

12.30.060 Dissolution of District.

Pursuant to the procedures of Chapter 36.73 RCW, the TBD District shall be automatically dissolved when all indebtedness of the TBD District has been retired and when all of the TBD District's anticipated responsibilities have been satisfied.

12.30.070 Liberal Construction.

This chapter shall be liberally construed to permit the accomplishment of the TBD District's purposes.

Section 4. Corrections. Upon approval of the City Attorney, the City Clerk and Code Publishing Company, codifier of the ordinance, are authorized to make necessary corrections to this ordinance, including, but not limited to, the correction of scrivener and clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

Section 5. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 6. Effective Date. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

PASSED BY THE CITY COUNCIL, the _____ day of _____, 2025.

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APPROVED:

Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

Debbie Lee
Clerk

APPROVED AS TO FORM:

Curtis J. Chambers
City Attorney

FILED WITH ADMINISTRATIVE SERVICES: _____
PASSED BY THE CITY COUNCIL: _____
PUBLISHED: _____
EFFECTIVE DATE: _____
ORDINANCE NUMBER: _____

1
2 On the _____ day of _____, 2025, the City Council of the City of Cle
3 Elum, Washington, passed Ordinance No. _____. A summary of the content of said ordinance,
4 consisting of the title, provides as follows:
5

6 AN ORDINANCE OF THE CITY OF CLE ELUM,
7 WASHINGTON, ESTABLISHING A TRANSPORTATION
8 BENEFIT DISTRICT; SPECIFYING THE BOUNDARIES
9 FOR THE TRANSPORTATION BENEFIT DISTRICT;
10 SPECIFYING ITS POWERS AND FUNCTIONS AND THE
11 TRANSPORTATION IMPROVEMENTS TO BE FUNDED
12 BY THE TRANSPORTATION BENEFIT DISTRICT;
13 ADOPTING A NEW CHAPTER 12.30 OF THE CLE ELUM
14 MUNICIPAL CODE ENTITLED TRANSPORTATION
15 BENEFIT DISTRICT; PROVIDING FOR SEVERABILITY;
16 AND ESTABLISHING AN EFFECTIVE DATE AND
17 SUMMARY PUBLICATION.
18

19 The full text of this Ordinance will be mailed upon request.
20

21 DATED this _____ day of _____, 2025.
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Debbie Lee, Clerk

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CITY OF CLE ELUM

ORDINANCE NO. 1705

AN ORDINANCE OF THE CITY OF CLE ELUM, WASHINGTON, ESTABLISHING A TRANSPORTATION BENEFIT DISTRICT; SPECIFYING THE BOUNDARIES FOR THE TRANSPORTATION BENEFIT DISTRICT; SPECIFYING ITS POWERS AND FUNCTIONS AND THE TRANSPORTATION IMPROVEMENTS TO BE FUNDED BY THE TRANSPORTATION BENEFIT DISTRICT; ADOPTING A NEW CHAPTER 12.30 OF THE CLE ELUM MUNICIPAL CODE ENTITLED TRANSPORTATION BENEFIT DISTRICT; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE AND SUMMARY PUBLICATION.

WHEREAS, the City of Cle Elum has the responsibility, to the extent of its resources, to improve, maintain, and protect public rights-of-way (ROW) within the corporate limits of the City pursuant to Chapter 35A.47 RCW and RCW 35A.11.020; and

WHEREAS, the current estimated transportation improvements within the City is estimated at over \$20,500,000.00 pursuant to the Cle Elum Transportation Improvement Program (TIP); and

WHEREAS, while dedicated revenues have decreased, the ongoing annual costs continue to rise and the City has limited transportation funding to maintain, operate, replace, expand, and improve its transportation infrastructure and implement the TIP; and

WHEREAS, Chapter 36.73 RCW provides for the establishment of Transportation Benefit Districts (TBD) and for the levying of additional revenue sources for transportation improvements within the TBD that are consistent with state, regional, and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels; and

WHEREAS, RCW 35.21.225 authorizes the City Council to establish a TBD subject to the provisions of Chapter 36.73 RCW, and the City Council desires to form a TBD that includes the entire City of Cle Elum as the boundaries currently exist or are hereafter expanded due to annexation; and

WHEREAS, the establishment of the TBD is categorically exempt under SEPA, WAC 197-11-800(19) as a program relating solely to governmental procedures and

1 containing no substantive standards respecting use or modification of the environment; and

2
3 WHEREAS, the City, after giving proper notice, conducted a public hearing and took
4 public comment regarding the proposed establishment of a TBD in accordance with RCW
5 36.73.050; and

6
7 WHEREAS, the City desires to fund transportation improvements, as defined in state
8 law, including maintenance and improvements to city transportation infrastructure
9 necessitated by existing or reasonably foreseeable congestion levels; and

10
11 WHEREAS, the City Council finds it to be in the interest of the City and its residents
12 and businesses to establish a citywide TBD for the preservation and maintenance of the
13 City's transportation infrastructure consistent with Chapter 36.73 RCW, to protect the City's
14 long-term investments in that infrastructure, to reduce the risk of transportation facility
15 failure, to improve safety, to continue optimal performance of the infrastructure over time,
16 and to avoid more expensive infrastructure replacements in the future; and

17
18 WHEREAS, the City Council desires to adopt a new Chapter 12.30 of the Cle Elum
19 Municipal Code, entitle "Transportation Benefit District"; and

20
21 WHEREAS, the City Council of the City of Cle Elum shall be the governing body for
22 the TBD acting in ex officio and independent capacity; now, therefore,

23
24 THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, DO
25 ORDAIN AS FOLLOWS:

26 Section 1. Recitals. The City Council adopts and incorporates the recitals above as
27 findings in support of this ordinance.

28
29 Section 2. Purpose & Findings.

30 A. The purpose of this Ordinance is to establish a Transportation Benefit District
31 pursuant to RCW 35.21.225 and Chapter 36.73 RCW.

32 B. The City Council finds the establishment of the Transportation Benefit District to
33 provide adequate levels of funding for transportation improvements, as authorized
34 in Chapter 36.73 RCW, to be in the public interest.

35 Section 3. Transportation Benefit District Established – Governance - Powers. A new
36 Chapter 12.30 of the Cle Elum Municipal Code, entitled "Transportation Benefit District," is
37 adopted and added to read as follows:

38 **Chapter 12.30 Transportation Benefit District**

39
40 **12.30.010 Purpose – Findings.**

1 **12.30.020 Transportation Benefit District Established.**

2 **12.30.030 Governing Board - Treasurer.**

3 **12.30.040 Functions and Authority of District.**

4 **12.30.050 Transportation Improvements Funded.**

5 **12.30.060 Dissolution of District.**

6 **12.30.070 Liberal Construction.**

7
8 **12.30.010 Purpose – Findings.**

9
10 A. The purpose of this chapter is to establish a Transportation Benefit District
11 pursuant to Chapter 36.73 RCW.

12
13 B. The Cle Elum City Council finds it is in the public interest to establish a
14 Transportation Benefit District to fund transportation improvements within the
15 Transportation Benefit District that are consistent with any existing state,
16 regional, or local transportation plans and are necessitated by existing or
17 reasonably foreseeable congestion levels.

18
19 C. The Cle Elum City Council further finds that it is in the public interest to
20 provide for transportation improvements that, without limitation, improve
21 modal connectivity and address congestion throughout the city and that protect
22 the City's long-term investments in its infrastructure, reduce the risk of
23 transportation facility failure, improve safety, continue optimal performance of
24 the infrastructure over time, and avoid more expensive replacements in the
25 future.

26
27 D. The Cle Elum City Council further finds that the City's Transportation
28 Improvement Program shall be annually updated to identify projects that
29 constitute transportation improvements that may be funded by the
30 Transportation Benefit District as funding becomes available.

31
32 **12.30.020 Transportation Benefit District Established.**

33 There is established and created a Transportation Benefit District to be known
34 as the Cle Elum Transportation Benefit District or "TBD" with geographical
35 boundaries comprised of the corporate limits of the City of Cle Elum as they
36 now exist or as they may exist following future annexations.

37
38 **12.30.030 Governing Board - Treasurer.**

39
40 A. The governing board or "TBD Board" of the Cle Elum Transportation
41 Benefit District shall be the Cle Elum City Council acting in an ex officio and
42 independent capacity. The TBD Board shall have the authority to exercise the
43 statutory powers set forth in Chapter 36.73 RCW, as may be amended.

1 B. The City Treasurer shall act as the ex officio treasurer of the Cle Elum
2 Transportation Benefit District.

3
4 C. The TBD Board shall develop a material change policy to address major
5 plan changes that affect project delivery or the ability of the TBD District to
6 finance the plan, pursuant to RCW 36.73.160(1).

7
8 D. The TBD Board shall issue an annual report meeting the requirements of
9 RCW 36.73.160(2).

10
11 **12.30.040 Authority and Functions of District.**

12
13 A. The TBD shall have and may exercise any and all powers and functions
14 provided by Chapter 36.73 RCW to fulfill the purposes for which the TBD
15 is established as described in this chapter.

16
17 B. The TBD Board shall have the authority to establish all fees, taxes, charges,
18 and other revenue sources authorized by Chapter 36.73 RCW, as may be
19 amended. Pursuant to RCW 36.75.065, the Board may, by majority vote, (1)
20 impose a vehicle license fee as provided in RCW 36.73.065(4) and RCW
21 82.80.140; (2) impose a fee or charge on building construction or land
22 development as authorized by RCW 36.73.065(4) and RCW 36.73.120; and
23 (3) impose a one-tenth of one percent sales tax as authorized by RCW
24 36.73.065 and RCW 82.14.0455.

25
26 C. When approved by voters pursuant to Chapter 36.73 RCW, the TBD District
27 may assess other taxes, fees, charges, and tolls and impose increases in the
28 same for the uses and purposes identified in this chapter.

29
30 D. The TBD District may issue general obligation bonds or revenue bonds in
31 accordance with the provisions of RCW 36.73.070.

32
33 **12.30.050 Transportation Improvements Funded.**

34 A. The funds generated by the TBD District shall be used for any purpose
35 allowed by law including the operation of the TBD District, and to acquire,
36 construct, improve, operate, maintain, preserve, provide, and fund
37 transportation improvements within the TBD District that are consistent
38 with any existing state, regional, or local transportation plans and
39 necessitated by existing or reasonably foreseeable congestion levels
40 pursuant to Chapter 36.73 RCW.

41
42 B. Consistent with RCW 36.73.015(6), the funds generated by the TBD
43 District may be used for transportation improvements that preserve and
44 maintain transportation infrastructure, improve public safety, or implement

the projects identified in the Cle Elum Transportation Improvement Program, as may be amended.

C. Consistent with RCW 36.73.020(1), to the extent practicable, the TBD District will consider the following criteria when selecting transportation improvements: (1) protection of long-term investments in its infrastructure, (2) reduced risk of transportation facility failure and improved safety, (3) improved travel time, (4) improved air quality, (5) increases in daily and peak period trip capacity, (6) improved modal connectivity, (7) improved freight mobility, (8) cost-effectiveness of the investment, (9) optimal performance of the infrastructure over time, (10) improved accessibility, as described in RCW 36.73.020(1)(i), or (11) avoids more expensive infrastructure replacements in the future.

D. Additional transportation improvements not within the scope authorized by this chapter may only be funded after compliance with the provisions of RCW 36.73.050(2)(b) following notice, public hearing, and enactment of an authorizing ordinance.

12.30.060 Dissolution of District.

Pursuant to the procedures of Chapter 36.73 RCW, the TBD District shall be automatically dissolved when all indebtedness of the TBD District has been retired and when all of the TBD District's anticipated responsibilities have been satisfied.

12.30.070 Liberal Construction.

This chapter shall be liberally construed to permit the accomplishment of the TBD District's purposes.

Section 4. Corrections. Upon approval of the City Attorney, the City Clerk and Code Publishing Company, codifier of the ordinance, are authorized to make necessary corrections to this ordinance, including, but not limited to, the correction of scrivener and clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

Section 5. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 6. Effective Date. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

PASSED BY THE CITY COUNCIL, the _____ day of _____, 2025.

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APPROVED:

Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

Debbie Lee
Clerk

APPROVED AS TO FORM:

Curtis J. Chambers
City Attorney

FILED WITH ADMINISTRATIVE SERVICES: _____
PASSED BY THE CITY COUNCIL: _____
PUBLISHED: _____
EFFECTIVE DATE: _____
ORDINANCE NUMBER: _____

1
2 On the _____ day of _____, 2025, the City Council of the City of Cle
3 Elum, Washington, passed Ordinance No. __. A summary of the content of said ordinance,
4 consisting of the title, provides as follows:

5
6 AN ORDINANCE OF THE CITY OF CLE ELUM,
7 WASHINGTON, ESTABLISHING A TRANSPORTATION
8 BENEFIT DISTRICT; SPECIFYING THE BOUNDARIES
9 FOR THE TRANSPORTATION BENEFIT DISTRICT;
10 SPECIFYING ITS POWERS AND FUNCTIONS AND THE
11 TRANSPORTATION IMPROVEMENTS TO BE FUNDED
12 BY THE TRANSPORTATION BENEFIT DISTRICT;
13 ADOPTING A NEW CHAPTER 12.30 OF THE CLE ELUM
14 MUNICIPAL CODE ENTITLED TRANSPORTATION
15 BENEFIT DISTRICT; PROVIDING FOR SEVERABILITY;
16 AND ESTABLISHING AN EFFECTIVE DATE AND
17 SUMMARY PUBLICATION.

18
19 The full text of this Ordinance will be mailed upon request.

20
21 DATED this _____ day of _____, 2025.

22
23
24 _____
25 Debbie Lee, Clerk

CITY OF CLE ELUM
City Administration

**AGENDA STAFF
REPORT**

AGENDA DATE: October 14, 2025

ACTION REQUESTED: Approve the mayor to sign Ordinance No. 1704, approving the 1% property tax levy increase as permitted under RCW 84.55.

BACKGROUND: Pursuant to Washington State law (RCW 84.55), cities are authorized to increase their regular property tax levy by up to 1% per year over the previous year's actual levy amount, without voter approval, in addition to any revenue generated from new construction and improvements.

It is important to note that the 1% limit applies to the total levy amount, not to individual property tax bills. Individual property owners may see more or less change in their tax bills depending on how their property's assessed value changes relative to others.

For example, if the City currently collects \$1.00 per \$1,000 of assessed valuation, a 1% increase would allow the City to collect \$1.01 per \$1,000 of assessed valuation.

As outlined in the proposed ordinance, this 1% levy increase would generate an additional \$9,301.46 in revenue.

RECOMMENDATION: Staff recommend that the City Council adopt Ordinance No. 1704, approving the 1% property tax levy increase as permitted under RCW 84.55.

ATTACHMENTS: Ordinance 1704 & Levy Certification

LEAD STAFF: Rob Omans

Form 64 0100

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I _____ (Name),
_____, (Title), for _____ (District name),
do hereby certify to the _____ (Name of county) County legislative authority
that the _____ (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in _____ (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on _____ (Date of public hearing).

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount , which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount , which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ **Date:** _____

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

Ordinance / Resolution No. Ord. #1704
RCW 84.55.120

WHEREAS the Council of City of Cle Elum has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2026; and

WHEREAS the districts actual levy amount from the previous year was \$ \$930,145.63; and
(Previous year's levy amount)

WHEREAS the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2026 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 9,301.46
which is a percentage increase of 1 % from the previous year. This increase is exclusive of
(Percentage increase)
additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations
that have occurred and refunds made.

Adopted this 14 day of October, 2025.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

Form 64 0100

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I _____ (Name),
_____, (Title), for _____ (District name),
do hereby certify to the _____ (Name of county) County legislative authority
that the _____ (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in _____ (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on _____ (Date of public hearing).

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount , which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount , which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ **Date:** _____

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

CITY OF CLE ELUM
Wastewater Treatment Plant

**AGENDA STAFF
REPORT**

AGENDA DATE: October 7, 2025

ACTION REQUESTED: Recommend to the City Council to authorize Veolia Water to proceed with the replacement of the Influent Pump #3 Variable Frequency Drive (VFD) at the Wastewater Treatment Plant. Work to be completed by Whitney Equipment Company, with a not to exceed in the amount of \$7,704.41 (7,113.96.00 plus 590.45 tax). Funds are available in Regional Capital Expenditures account 594.35.64.415.

BACKGROUND: All of the wastewater from the City of Cle Elum, South Cle Elum, and Roslyn/Ronald collection systems enters the influent pump station at the treatment plant. A series of pumps (two constant speed and two variable speed) transmits the wastewater to the headworks to begin the treatment process. One of the variable frequency pump drive has failed and needs to be replaced before the pump can be used again.

RECOMMENDATION: Recommend to the City Council to authorize Veolia Water to proceed with the replacement of the pump #3 variable frequency drives at the Wastewater Treatment Plant.

ATTACHMENTS: Whitney Equipment Company Inc. Quotation dated October 6, 2025

LEAD STAFF: William LaRue, Veolia Water Project Manager



16120 Woodinville-Redmond Road NE, Suite 3
Woodinville, WA 98072 Phone: (425) 486-9499

2501 Columbia Way Suite 300
Vancouver, WA 98661 Phone: (360) 694-9175

10/6/2025

Quote #: 46002 - 0

To: Cle Elum Wastewater Plant (Veolia)
Attn: William (Willy) LaRue
Email: william.larue@veolia.com
Phone: 5092060276

Project Name: Cle Elum VFD replacement (ABB)

The following is Whitney Equipment Company's proposal for equipment we can furnish for the above referenced project. A detailed list of the equipment and services included in this proposal is shown in the following Scope of Supply. Only items listed in the Scope of Supply are included in this proposal. This proposal is valid for 30 days from the date listed above. Please contact us to verify pricing and availability beyond 30 days as pricing and availability may vary. This proposal is subject to and incorporates by reference the Master Terms and Conditions of Sale available at www.vesscowater.com/Master-TCs.

Engineering calculations and design services are included only when specifically listed in the Scope of Supply. Field or startup services are not included unless specifically listed in the Scope of Supply. If additional field or onsite assistance is needed beyond what is included in the Scope of Supply, it can be supplied at a rate of \$193.00/hour at the job site, plus travel time and expense. Unless specifically listed in the following Scope of Supply, we do not include haulage, unloading including provision of lifting equipment, permits, bonds, insurance, installation, sales or use taxes or duties of any kind, power, chemicals, water, concrete, grout, anchor bolts, controls, wire, conduit, lights, fans, piping, valves, fittings, drains, meters, gauges, signs, safety equipment, labor, tools, field paint, lubricants, or any other items not listed as included.

Prices are firm for 30 days. Purchaser must also pay any costs incurred for additional field or onsite assistance no later than 30 days after receipt of an invoice for field or onsite services from Whitney Equipment Company.

The equipment will be coated with the manufacturers' standard preparation and coatings unless special coatings are listed in the Scope of Supply. Equipment will be prepared for shipment per the manufacturers' standard packing procedure. The purchaser is responsible for receiving all items including promptly inspecting for damage, noting damages, and filing for all missing or damaged items in a timely manner. Freight shall be standard ground or ocean freight unless otherwise listed. The purchaser is responsible for proper storage and handling of the equipment per the manufacturer's recommendations prior to installation to ensure warranty coverage. Warranty coverage shall be manufacturer's standard warranty unless specifically listed in the Scope of Supply.

This job is being handled by Steven Bartholomew, phone 360-335-4083. Please call if you need further information or prices.

This quote reflects current pricing as of the issued quote date. If the order is subject to changes in tariffs between the quote date and delivery of product, the product pricing may need to be adjusted accordingly.



Quote # : **46002 - 0**
Quote name : Cle Elum VFD replacement
(ABB)
Customer name : Cle Elum Wastewater Plant
(Veolia)
Salespersons name : Steven Bartholomew

SCOPE OF SUPPLY

Willy,

Here is the quote for a drive and the install with startup.
please look over the details and let us know if you have any questions.

Quantity	Product / Description	Price per Unit	Total Price
1 each	ACQ580-01-052A-4 ACQ580 Water/Wastewater drive - supply voltage at 480 VAC Three Phase. 52 Rated Output Amps (40 HP), ACQ580 Water/Wastewater drive - supply voltage at 480 VAC Three Phase. 52 Rated Output Amps (40 HP), UL (NEMA) Type 1, Frame size - R4	\$4,755.20	\$4,755.20
1 each	DPMP-EXT Panel mounting kit Control panel mounting kit includes HMI and cable Control panel mounting kit, surface mount, Type 12/IP65 (DPMP-EXT) (includes DPMP-02 and CDPI-01)	\$228.76	\$228.76
1 each	1041 Start-up Service Startup, And swapping of older drive.	\$2,000.00	\$2,000.00
			Sub-Total: \$6,983.96
			Freight: \$130.00
			TOTAL: \$7,113.96

Lead Times: 2-4 Weeks
Freight Terms: Prepaid & Add

Sales tax is not included unless specified.
Payment Terms: NET30

Sincerely,
Steven Bartholomew, Aftermarket Sales



WECI

Whitney Equipment Company, Inc.

Quote # : **46002 - 0**

Quote name : Cle Elum VFD replacement
(ABB)

Customer name : Cle Elum Wastewater Plant
(Veolia)

Salespersons name : Steven Bartholomew

Purchaser's Signature: By signing below, I certify that I am an authorized representative with the authority to enter into contracts on behalf of the company identified below, and that I accept the terms included with this proposal.

Signature

Date

Print Name and Title

BILL TO

SHIP TO

Company or Organization Bill To

Company or Organization Ship To

Bill To Address

Ship To Address

City/State/Zip

City/State/Zip

Billing Contact Name

Shipping Contact Name

Billing Contact Email

Shipping Contact Email

Billing Contact Phone Number

Shipping Contact Phone Number

PO # if applicable _____

If using a Purchase Order:

Make PO out to

Whitney Equipment Company Inc

16120 Woodinville Redmond Rd NE #3

Woodinville, WA 98072

Email: sales@weci.com

Whitney Equipment Company, Inc.

Page 3 of 3

Ordinance 1708 - - STAFF REPORT

To:

Mayor and City Council

From:

City Attorney's Office

Date:

October 14, 2025

Subject:

Recommendation Regarding Implementation of a Public Safety Sales and Use Tax

Background

During the 2025 supplemental legislative session, the Washington State Legislature passed ESHB 2015¹, which allows the legislative authorities of cities and counties to impose a sales and use tax of 0.1% for criminal justice purposes. Cities or counties are eligible to impose this tax only if the city or county meets the requirements to receive funding from the grant program created under the same act. Additionally, cities or counties are qualified if voters have not repealed by referendum a tax imposed pursuant to RCW 82.14.340 or rejected a ballot proposition to impose a tax pursuant to RCW 82.14.450 in the past 12 months.

To impose the public safety sales and use tax, the city must submit documentation to the Criminal Justice Training Commission ("CJTC") showing it meets the grant program requirements. To qualify for the grant program, and in turn to impose the public safety sales and tax in turn, the law enforcement agency must have:

- Issued and implemented policies and practices consistent with RCW 43.17.425 and 10.93.160, and the office of the attorney general's keep Washington working act guide, model policies, and training recommendations for state and local law enforcement agencies;
- Participated in commission training as required by RCW 43.101.455 and 36.28A.445;
- Issued and implemented policies and practices regarding use of force and de-escalation tactics consistent with RCW 10.120.030 and the office of the attorney general's model policies, and all other commission and attorney general model policies regarding use of force for law enforcement including, but not limited to, duty to intervene and training and use of canine teams;

¹ Section 201, Chapter 350, Laws of Washington 2025.

- Implemented use of force data collection and reporting consistent with chapters 10.118 and 10.120 RCW when the program is operational, as confirmed by a notice from the attorney general's office to all police chiefs and sheriffs;
- Issued and implemented policies and practices consistent with chapters 7.105 and 9.41 RCW and the commission model policies and training addressing firearm relinquishment pursuant to court orders;
- A 25% officer completion rate with the commission's forty-hour crisis intervention team training;
- 100% officer compliance rate for those officers required to complete trauma-informed, gender-based violence interviewing, investigation, response, and case review training developed or approved by the commission pursuant to RCW 43.101.272 and 43.101.276, and if requested by the commission, participated in agency case reviews;
- Received funding from a sales and use tax authorized pursuant to RCW 82.14.340;
- A police chief who is certified by CJTC, and who has not been convicted of a felony anywhere in the United States or under foreign law, or been convicted of a gross misdemeanor involving moral turpitude, dishonesty, fraud, or corruption; and
- Issued and implemented policies and practices that prohibit volunteers who assist with agency work from enforcing criminal laws, other than for assistance with special event traffic and parking, including engaging in pursuits, detention, arrests, the use of force, or the use of deadly force, carrying or the use of firearms or other weapons, or the use of dogs to track people or animals other than for purposes of search and rescue; and that set forth the required supervision of volunteers, including that they must be clearly identifiable by the public as distinguishable from peace officers and any identifying insignia must be officially issued by the agency and used only when on duty.

The CJTC, in consultation with the Attorney General's Office, has 45 days to verify the submission or notify the agency of any deficiencies. If any deficiencies are identified, the legislative authority may still authorize the tax, conditioned on the submission of supplemental documentation addressing the deficient areas, after which CJTC will have an additional 45 days to verify compliance. If full compliance is not achieved within 180 days of the initial submission, the State Treasurer will withhold \$100,000 per month from the tax proceeds until the CJTC verifies compliance.

Although the CJTC has not yet created the program structure establishing how cities should submit documentation, the law specifically states that a city or county that wishes to impose the tax may submit documentation to the commission before the commission finalizes the form and manner of such submittals and may not be penalized for doing so.

Once the tax is implemented, revenues collected must be used for criminal justice purposes. Criminal justice purposes means activities that substantially assist the criminal justice system, which may include circumstances where ancillary benefit to the civil justice and behavioral health systems occur, including domestic violence services, staffing adequate public defense counsel,

diversion programs, reentry work for incarcerated individuals, programs that have a reasonable relationship to reducing the numbers of people interacting with the criminal justice system, programs improving behavioral health, reducing incidents of homelessness, community placements for juvenile offenders, and community outreach and assistance programs.

If a city decides to pass legislation imposing the tax, it must notify the Department of Revenue **before October 17, 2025**, in order to begin collecting the tax on January 1, 2026. King County approved this tax on July 22, 2025, and other cities are moving forward with implementation before the reporting deadline.

Budget Impact

It is expected to raise approximately \$180,000 in revenue next year, and the Police Department will incorporate the additional training into their regular program—resulting in minimal budget impact.

Recommendation

Adopt the ordinance imposing the Public Safety Sales and Use Tax and adding a new section to CEMC for such tax.

ORDINANCE NO. 1708

AN ORDINANCE OF THE CITY OF CLE ELUM, WASHINGTON, RELATING TO THE IMPLEMENTATION OF A PUBLIC SAFETY SALES AND USE TAX FOR CRIMINAL JUSTICE PURPOSES; ADDING A NEW SECTION 3.114 PUBLIC SAFETY SALES AND USE TAX TO THE CLE ELUM MUNICIPAL CODE; PROVIDING FOR SEVERABILITY AND CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Cle Elum currently provides many regional and local services which advance community health and public safety through the criminal justice system; and

WHEREAS, the City's public safety expenses are increasing annually, creating negative budget impacts and the inability to maintain services at their current level or expand to address increased demands on community health and public safety programs; and

WHEREAS, through Section 201, Chapter 350, Laws of Washington 2025, the Washington State Legislature has authorized the legislative authority of a qualified city to implement, by resolution or ordinance, a sales and use tax by June 30, 2028; and

WHEREAS, in order to be eligible to implement the authorized public safety sales and use tax, the City must meet the requirements to receive the public safety grant authorized in Section 201, Chapter 350, Laws of Washington 2025, and must issue and implement policies and procedures as required under the law; and

WHEREAS, the City, through its law enforcement agency, will submit documentation to the Criminal Justice and Training Commission ("CJTC") concurrently with the adoption of this ordinance, demonstrating that it has met the requirements of Section 201, Chapter 350, Laws of Washington 2025, and is eligible to receive the public safety grant and to implement the public safety sales and use tax, and will submit any additional documentation required by the CJTC to obtain such eligibility; and

WHEREAS, the authorized tax is in addition to any other taxes authorized by law and must be collected from those persons who are taxable by the State pursuant to Chapters 82.08 and 82.12 RCW upon the occurrence of any taxable event within the city; and

WHEREAS, the rate of tax shall be equal to one-tenth of one percent (0.1%) of the selling price, in the case of sales tax, or value of the article used, in the case of a use tax; and

WHEREAS, revenue received from the public safety sales and use tax must be used for criminal justice purposes, meaning activities that substantially assist the criminal justice system, including circumstances where ancillary benefits to civil justice and behavioral health system occur, which may include domestic violence victim services, staffing of adequate public defense counsel, diversion programs, reentry work for incarcerated individuals, programs that have a reasonable relationship to reducing the number of individuals interacting with the criminal justice system, improving behavioral health, reducing incidents of homelessness, community placements for juvenile offenders, and community outreach and assistance programs; and

WHEREAS, cities implementing the public safety sales and use tax shall, within one calendar year of implementation of the tax, and annually thereafter, make a report to the Association of Washington Cities ("AWC") and such report shall include information on how the revenues received from the public safety sales and use tax were expended by the city; and

WHEREAS, the City Council finds that it is in the best interests of the public health, safety, and welfare of its citizens to implement the public safety sales and use tax of .01%, effective January 1, 2026, and use the revenues collected for criminal justice purposes;

NOW, THEREFORE,

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

Section 1. Findings. The findings and recitals set forth above are hereby adopted and incorporated by reference.

Section 2. A new chapter of the Cle Elum Municipal Code, Chapter 3.114 entitled "Public Safety Sales and Use Tax" is hereby added to read as follows:

Chapter 3.114

PUBLIC SAFETY SALES AND USE TAX

Sections:

3.114.010 Imposition and Collection of Public Safety Sales and Use Tax.

3.114.020 Rate.

3.114.030 Expiration.

3.114.010 Imposition and Collection of Public Safety Use and Sales Tax.

Pursuant to Chapter 82.14 RCW, as enacted or hereinafter amended, there is authorized, fixed, and impose a public safety sales and use tax on every taxable event within the City of Cle Elum. The tax shall be imposed upon and collected from those persons from whom the state sales tax or use tax is collected pursuant to Chapters 82.08 and 82.12 RCW.

3.114.020 Rate.

The rate of tax imposed by CEMC 3.114.010 shall be one-tenth of one percent (0.1%) of the selling price in the case of a sales tax, or value of the article used, in the case of a use tax.

3.114.030 Expiration.

The tax imposed by this Chapter does not expire.

Section 3. 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 4. Corrections. Upon the approval of the city attorney and/or the city clerk, the code publisher is authorized to make any necessary technical corrections to this ordinance including but not limited to the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 5. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 6. Effective Date. This Ordinance shall be effective five (5) days after publication as provided by law EXCEPT Section 2 which shall be effective January 1, 2026.

Section 7. Clerk's Action. The City Clerk shall promptly transmit a copy of this Ordinance to the State Department of Revenue following passage.

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

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

October 3, 2025

City of Cle Elum
119 West 1st Street
Cle Elum, WA 98922

Attn: Matthew Lundh
Mayor

Re: City of Cle Elum
Stafford Avenue Improvements
HLA Project No.: 21241
CDBG Project No.: 21-62210-026
Final Progress Estimate and Project Acceptance

Dear Mayor Lundh:

Enclosed is Progress Estimate No. 5 designated as the Final for work performed by Excavation West, Inc. through September 30, 2025 in connection with their contract on the above referenced project. The amount due to the contractor is \$10,000.00, as per the contract documents. We recommend this Final Progress Estimate be considered and accepted by the Cle Elum City Council.

This letter also serves as our recommendation for acceptance of the project by City Council. We have reviewed the work performed by Excavation West, Inc. and believe it has been completed satisfactorily.

Once the project has been accepted as complete by the City Council, the required "Notice of Completion of Public Works Contract" will be completed by our office and sent to the Department of Revenue (DOR), Department of Labor and Industries (L&I), and Employment Security Department (ESD), through the City's L&I Awarding Agency Portal. If the City prefers to submit the Notice of Completion, please notify our office.

Retainage Bond No. 55230623 may be released to Excavation West, Inc. after acceptance of the project, when lien releases have been received from DOR, L&I, and ESD, and when the City has confirmed no liens have been received related to this project.

Once the above items have occurred, this project may be considered complete:

The City will be receiving the following project files from HLA Engineering and Land Surveying, Inc. (HLA) in a One Drive Link for download:

- A completed copy of project punch list items identified during the final walk-through inspection.
- A PDF set of Record Drawings for the project.
- Final Contract Voucher Certification from the Contractor certifying all labor and materials furnished on this project have been paid for.
- Required project labor and equal employment opportunity documents including:
 - Requests to Sublet and verifications for the Prime Contractor and all subcontractors who performed work on this project.
 - Statements of Intent to Pay Prevailing Wages and Affidavits of Wages Paid approved by L&I.
 - Certified Payroll Reports for work performed by Prime Contractor and their subcontractors.

Our office will retain an electronic copy of the project files should the City need them in the future.

Please forward a copy of your Council Resolution authorizing project acceptance to our office for inclusion in the project file.

Contact our office if you have any questions or if we may provide additional information.

Sincerely,

Michael R. Heit, PE

MRH/asr

Enclosures

Copy: Chip Bacus, Nick Wylie, Excavation West
Taylor Denny, Angie Ringer, Janell Buchanan, HLA

CONSTRUCTION PROGRESS ESTIMATE

Stafford Avenue Corridor Improvements

CITY OF CLE ELUM

119 WEST 1ST STREET

CLE ELUM, WA 98922

TO: Excavation West, Inc.
8465 Harrison Rd
Sedro Woolley, WA 98284

HLA PROJECT NO.: 21241

CDBG PROJECT NO. 21-62210-026

PROGRESS ESTIMATE NO.: 5 & Final

FROM: Jul. 01, 2025

TO: Sep. 30, 2025



BID ITEM NO.	SCH. OF WORK	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
				QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
1	A	Minor Change	FA	0.70	\$ 25,000.00	\$ 17,410.50	0.60	\$ 14,909.44	0.60	\$ 14,909.44	0	\$ -	86%
2	A	SPCC Plan	LS	1	\$ 507.33	\$ 507.33	1	\$ 507.33	1	\$ 507.33	0	\$ -	100%
3	A	Mobilization	LS	1	\$ 100,000.00	\$ 100,000.00	1	\$ 100,000.00	1	\$ 100,000.00	0	\$ -	100%
4	A	Project Temporary Traffic Control	LS	1	\$ 6,218.58	\$ 6,218.58	1	\$ 6,218.58	1	\$ 6,218.58	0	\$ -	100%
5	A	Clearing and Grubbing	LS	1	\$ 13,140.00	\$ 13,140.00	1	\$ 13,140.00	1	\$ 13,140.00	0	\$ -	100%
6	A	Removal of Structures and Obstructions	LS	1	\$ 42,115.00	\$ 42,115.00	1	\$ 42,115.00	1	\$ 42,115.00	0	\$ -	100%
7	A	Unclassified Excavation Incl. Haul	CY	2,350	\$ 18.51	\$ 43,498.50	2,350	\$ 43,498.50	2,350	\$ 43,498.50	0	\$ -	100%
8	A	Crushed Surfacing Base Course	TON	1,550	\$ 27.40	\$ 42,470.00	1,506	\$ 41,264.40	1,506	\$ 41,264.40	0	\$ -	97%
9	A	Crushed Surfacing Top Course	TON	825	\$ 26.15	\$ 21,573.75	876.60	\$ 22,923.09	876.60	\$ 22,923.09	0	\$ -	106%
10	A	HMA Cl. 1/2-Inch PG 64H-28	TON	800	\$ 141.75	\$ 113,400.00	837.11	\$ 118,660.34	837.11	\$ 118,660.34	0	\$ -	105%
11	A	Reinforced Concrete Wall	SF	2,700	\$ 70.64	\$ 190,728.00	2,700	\$ 190,728.00	2,700	\$ 190,728.00	0	\$ -	100%
12	A	Storm Sewer Pipe 12 In. Diam.	LF	450	\$ 59.75	\$ 26,887.50	436	\$ 26,051.00	436	\$ 26,051.00	0	\$ -	97%
13	A	Underdrain Pipe Infiltration Trench System 12 In. Diam.	LF	150	\$ 159.65	\$ 23,947.50	150	\$ 23,947.50	150	\$ 23,947.50	0	\$ -	100%
14	A	Catch Basin Type 2 48 In. Diam.	EA	3	\$ 4,402.00	\$ 13,206.00	3	\$ 13,206.00	3	\$ 13,206.00	0	\$ -	100%
15	A	Catch Basin Type 1	EA	7	\$ 1,492.00	\$ 10,444.00	7	\$ 10,444.00	7	\$ 10,444.00	0	\$ -	100%
16	A	Adjust Manhole	EA	3	\$ 918.00	\$ 2,754.00	3	\$ 2,754.00	3	\$ 2,754.00	0	\$ -	100%
17	A	Shoring or Extra Excavation	LF	150	\$ 3.55	\$ 532.50	150	\$ 532.50	150	\$ 532.50	0	\$ -	100%
18	A	Select Backfill, as Directed	CY	75	\$ 21.18	\$ 1,588.50	0	\$ -	0	\$ -	0	\$ -	0%
19	A	Erosion Control and Water Pollution Control	FA	1	\$ 5,000.00	\$ 5,000.00	0.92	\$ 4,592.56	0.92	\$ 4,592.56	0	\$ -	92%
20	A	Landscape Restoration	FA	1	\$ 7,500.00	\$ 7,500.00	0	\$ -	0	\$ -	0	\$ -	0%
21	A	Cement Conc. Traffic Curb and Gutter	LF	1,675	\$ 33.56	\$ 56,213.00	1,675	\$ 56,213.00	1,675	\$ 56,213.00	0	\$ -	100%
22	A	Beam Guardrail Type 31 - 6 Ft. Long Post	LF	0	\$ 52.25	\$ -	0	\$ -	0	\$ -	0	\$ -	0%
23	A	Beam Guardrail Type 31 - 8 Ft. Long Post	LF	230	\$ 62.71	\$ 14,423.30	244	\$ 15,301.24	244	\$ 15,301.24	0	\$ -	106%
24	A	Beam Guardrail Anchor Type 11	EA	4	\$ 3,777.00	\$ 15,108.00	4	\$ 15,108.00	4	\$ 15,108.00	0	\$ -	100%
25	A	Chain Link Fence Type 6	LF	250	\$ 35.53	\$ 8,882.50	250	\$ 8,882.50	250	\$ 8,882.50	0	\$ -	100%
26	A	Permanent Signing	LS	1	\$ 5,577.00	\$ 5,577.00	1	\$ 5,577.00	1	\$ 5,577.00	0	\$ -	100%
27	A	Pavement Markings	LS	1	\$ 5,659.00	\$ 5,659.00	1	\$ 5,659.00	1	\$ 5,659.00	0	\$ -	100%
28	B	Minor Change	FA	1	\$ 25,000.00	\$ 25,000.00	0.97	\$ 24,365.52	0.97	\$ 24,365.52	0	\$ -	97%
29	B	Mobilization	LS	1	\$ 24,250.00	\$ 24,250.00	1	\$ 24,250.00	1	\$ 24,250.00	0	\$ -	100%
30	B	Clearing and Grubbing	LS	1	\$ 1,632.00	\$ 1,632.00	1	\$ 1,632.00	1	\$ 1,632.00	0	\$ -	100%

CONSTRUCTION PROGRESS ESTIMATE
Stafford Avenue Corridor Improvements
CITY OF CLE ELUM
119 WEST 1ST STREET
CLE ELUM, WA 98922

TO: Excavation West, Inc.
8465 Harrison Rd
Sedro Woolley, WA 98284

HLA PROJECT NO.: 21241
CDBG PROJECT NO. 21-62210-026
PROGRESS ESTIMATE NO.: 5 & Final
FROM: Jul. 01, 2025 TO: Sep. 30, 2025



BID ITEM NO.	SCH. OF WORK	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
				QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
31	B	Removal of Structures and Obstructions	LS	1	\$ 4,900.90	\$ 4,900.90	1	\$ 4,900.90	1	\$ 4,900.90	0	\$ -	100%
32	B	Shoring or Extra Excavation	LF	1,120	\$ 1.12	\$ 1,254.40	1,238	\$ 1,386.56	1,238	\$ 1,386.56	0	\$ -	111%
33	B	Select Backfill, as Directed	CY	120	\$ 17.23	\$ 2,067.60	100	\$ 1,723.00	100	\$ 1,723.00	0	\$ -	83%
34	B	PVC Pipe for Water Main 12 In. Diam.	LF	920	\$ 92.92	\$ 85,486.40	946	\$ 87,902.32	946	\$ 87,902.32	0	\$ -	103%
35	B	PVC Pipe for Water Main 8 In. Diam.	LF	200	\$ 74.37	\$ 14,874.00	292	\$ 21,716.04	292	\$ 21,716.04	0	\$ -	146%
36	B	Butterfly Valve 12 In.	EA	6	\$ 3,283.00	\$ 19,698.00	6	\$ 19,698.00	6	\$ 19,698.00	0	\$ -	100%
37	B	Gate Valve 8 In.	EA	3	\$ 2,976.00	\$ 8,928.00	3	\$ 8,928.00	3	\$ 8,928.00	0	\$ -	100%
38	B	Relocate Comb. Air Release/Air Vacuum Valve Assembly	EA	1	\$ 343.00	\$ 343.00	1	\$ 343.00	1	\$ 343.00	0	\$ -	100%
39	B	Hydrant Assembly	EA	1	\$ 9,437.00	\$ 9,437.00	1	\$ 9,437.00	1	\$ 9,437.00	0	\$ -	100%
40	B	Bollard	EA	2	\$ 1,529.00	\$ 3,058.00	2	\$ 3,058.00	2	\$ 3,058.00	0	\$ -	100%
41	B	Service Connection 1 In. Diam.	EA	3	\$ 2,875.00	\$ 8,625.00	3	\$ 8,625.00	3	\$ 8,625.00	0	\$ -	100%
42	B	Reconnect Existing Service Connection	EA	1	\$ 1,539.00	\$ 1,539.00	3	\$ 4,617.00	3	\$ 4,617.00	0	\$ -	300%
43	CO1	Daily Traffic Control associated with delays	DAY	5	\$ 36.98	\$ 184.90	5	\$ 184.90	5	\$ 184.90	0	\$ -	100%
44	CO2	Beam Guardrail Type 31 - 11 Ft Long Post	LF	162.50	\$ 91.72	\$ 14,904.50	162.50	\$ 14,904.50	162.50	\$ 14,904.50	0	\$ -	100%

CONSTRUCTION PROGRESS ESTIMATE

Stafford Avenue Corridor Improvements

CITY OF CLE ELUM

119 WEST 1ST STREET

CLE ELUM, WA 98922

HLA PROJECT NO.: 21241

CDBG PROJECT NO. 21-62210-026

PROGRESS ESTIMATE NO.: 5 & Final

FROM: Jul. 01, 2025

TO: Sep. 30, 2025

TO: Excavation West, Inc.
8465 Harrison Rd
Sedro Woolley, WA 98284



BID ITEM NO.	SCH. OF WORK	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
				QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
		Schedule A Subtotal				\$ 788,784.46		\$ 782,232.98		\$ 782,232.98	\$ -		99%
		Schedule B Subtotal				\$ 211,093.30		\$ 222,582.35		\$ 222,582.35	\$ -		105%
		New Sales Tax Rate Effective 01/01/25 (8.3%)				\$ 17,520.74		\$ 18,474.33		\$ 18,474.33	\$ -		
		Schedule B Materials on Hand Subtotal						\$ -		\$ -	\$ -		
		SCHEDULE B - TOTAL				\$ 228,614.04		\$ 241,056.68		\$ 241,056.68	\$ -		
		Schedule CO1 Subtotal				\$ 184.90		\$ 184.90		\$ 184.90	\$ -		
		8.3% Sales Tax - Schedule CO1				\$ 15.35		\$ 15.35		\$ 15.35	\$ -		
		SCHEDULE CO1 - TOTAL				\$ 200.25		\$ 200.25		\$ 200.25	\$ -		100%
		Schedule CO2 Subtotal				\$ 14,904.50		\$ 14,904.50		\$ 14,904.50	\$ -		100%
		Project Total (Including Sales Tax and MOH)				\$ 1,032,503.25		\$ 1,038,394.41		\$ 1,038,394.41	\$ -		101%
		Payment Deferral for Project Closeout						\$ -		\$ (10,000.00)	\$ 10,000.00		
		Retainage Bond No. 55230623 0%						\$ -		\$ -	\$ -		
		Amount Due Progress Estimate No. 5 & Final						\$ 1,038,394.41		\$ 1,028,394.41	\$ 10,000.00		

I hereby certify that the foregoing is a true and correct statement of the work performed under this contract.

Michael R. Heit, PE

I hereby accept the Final Progress Estimate and Final Contract Voucher Certification, in accordance with Section 1-09.9 of the WSDOT Standard Specifications.

Nick Wylie

Digitally signed by Nick Wylie
DN: C=US, E=nick@excavationwest.com,
O=Excavation West, OU=Project Manager,
CN=Nick Wylie
Date: 2025.09.30 16:38:25-07'00'

Excavation West, Inc.

Stafford Avenue Corridor Improvements



CONSTRUCTION PROGRESS ESTIMATE - SCHEDULE OF VALUES

City of Cle Elum

TO: Excavation West, Inc.
8465 Harrison Rd
Sedro Woolley, WA 98284

HLA PROJECT NO.: 21241

CDBG Project No. 21-62210-026

<i>BID ITEM NO.</i>	<i>BID ITEM NAME</i>	<i>DESCRIPTION</i>	<i>QUANTITY</i>	<i>UNIT</i>	<i>UNIT PRICE</i>	<i>TOTAL PRICE</i>	<i>PERCENT OF ITEM COMPLETE</i>
2	SPCC Plan	100% Complete - Submittal Received and Approved.	1	LS	\$ 507.33	\$ 507.33	100%
3	Mobilization	5% Completion = 50% Payment of Mobilization	1	LS	\$ 50,000.00	\$ 50,000.00	100%
3	Mobilization	10% Completion = 100% Payment of Mobilization	1	LS	\$ 50,000.00	\$ 50,000.00	100%
4	Project Temporary Traffic Control	4.01 - Traffic Control Set Up	1	LS	\$ 2,000.00	\$ 2,000.00	100%
4	Project Temporary Traffic Control	4.02 - Daily Traffic Control	60	DAY	\$ 36.98	\$ 2,218.58	100%
4	Project Temporary Traffic Control	4.03 - Traffic Control Take Down	1	LS	\$ 2,000.00	\$ 2,000.00	100%
5	Clearing and Grubbing	25% Completion = 50% Payment	1	LS	\$ 6,570.00	\$ 6,570.00	100%
5	Clearing and Grubbing	50% Completion = 100% Payment	1	LS	\$ 6,570.00	\$ 6,570.00	100%
6	Removal of Structures and Obstructions	25% Completion = 50% Payment	1	LS	\$ 21,057.50	\$ 21,057.50	100%
6	Removal of Structures and Obstructions	50% Completion = 100% Payment	1	LS	\$ 21,057.50	\$ 21,057.50	100%
26	Permanent Signing	100% Complete	1	LS	\$ 5,577.00	\$ 5,577.00	100%
27	Pavement Markings	100% Complete	1	LS	\$ 5,659.00	\$ 5,659.00	100%
29	Mobilization	5% Completion = 50% Payment of Mobilization	1	LS	\$ 12,125.00	\$ 12,125.00	100%
29	Mobilization	10% Completion = 100% Payment of Mobilization	1	LS	\$ 12,125.00	\$ 12,125.00	100%
30	Clearing and Grubbing	100% Complete	1	LS	\$ 1,632.00	\$ 1,632.00	100%
31	Removal of Structures and Obstructions	25% Completion = 50% Payment	1	LS	\$ 2,450.45	\$ 2,450.45	100%
31	Removal of Structures and Obstructions	50% Completion = 100% Payment	1	LS	\$ 2,450.45	\$ 2,450.45	100%



Final Contract
Voucher Certification
City of Cle Elum

PROJECT NAME: Stafford Avenue Corridor Improvements

PROJECT NUMBER: 21241

Date Work Physically Completed: June 24, 2025

Final Contract Amount: \$1,038,394.41

All work on the above referenced project has been completed in accordance with the contract documents and the final inspection has been completed, including all required project documentation.

I, the undersigned, certify and declare, under penalty of perjury under the laws of the State of Washington, that the foregoing is true and correct: I am authorized to sign for the claimant; that in connection with the work performed and, to the best of my knowledge, no loan, gratuity or gift in any form whatsoever has been extended to any employee of the City of Cle Elum; nor have I rented or purchased any equipment or materials from any employee of the City of Cle Elum; that the attached final estimate is a true and correct statement showing all the monies due the claimant from the City of Cle Elum for work performed and material furnished under this Contract; that I have carefully examined said final estimate and understand the same and; that I, on behalf of the claimant, hereby release and forever discharge the City of Cle Elum from any and all claims of whatsoever nature which I or the claimant may have, arising out of the performance of said Contract, which are not set forth in said final estimate.

The undersigned, Excavation West, Inc., also hereby certifies that all subcontractors, suppliers, and employees have been paid in accordance with the Contract Documents and all applicable laws, except for Retainage, if any, remaining to be paid.

Contractor: Excavation West, Inc.

Address: 8465 Harrison Rd.
Sedro Woolley, WA 98284

Nick Wylie

Digitally signed by Nick Wylie
DN: C=US,
E=nick@excavationwest.com,
O=Excavation West, OU=Project
Manager, CN=Nick Wylie
Date: 2025.09.30 13:22:28-07'00'

Authorized Official: _____

Contractor Signature

Date: _____

Print Name: _____ Title: _____

CITY OF CLE ELUM
City Administration

**AGENDA STAFF
REPORT**

AGENDA DATE: October 14, 2025

ACTION REQUESTED: Authorize purchase of a replacement snow plow dump truck to replace Truck 21, and approve funding and procurement process.

BACKGROUND:

Truck 21 (International 2575) has been in use for winter plowing and haul operations. During routine maintenance this season, serious engine damage was discovered (metal fragments in oil pan), raising questions about its remaining life expectancy. Compounding that, the truck suffers severe corrosion in its frame, wiring, and structural components; the subframe has rust-holes, and suspension components are worn to the point of causing interference and frame damage. Given the safety, reliability, and cost risks, staff recommends replacing Truck 21 rather than repair, or continuing to use it under restricted service.

The new truck must meet the following criteria:

- Heavy-duty chassis suitable for snow-plowing and salt/dirt hauling
- Stainless or corrosion-resistant dump body
- Front-mount snowplow compatibility (plow mount, hydraulics)
- Recent model year (or in good mechanical condition)

A replacement vehicle has been identified on GovDeals (asset #159/4851) which could serve as a cost-effective option. Link: [2012KenworthT800SnowPlowTruck | GovDeals](#)

RECOMMENDATION: Staff recommends that the City Council authorize staff to pursue acquisition of the GovDeals asset #159/4851

LEAD STAFF: Mathew Bailey, Public Works Director

CITY OF CLE ELUM
City Administration

**AGENDA STAFF
REPORT**

AGENDA DATE: October 14, 2025

ACTION REQUESTED: Approve the surplus of unneeded and nonfunctional equipment.

BACKGROUND: The Public Works Department has identified several pieces of equipment that are either nonfunctional, obsolete, or no longer necessary for City operations. These items have been replaced with newer units or are beyond economical repair. Details for each item are summarized below:

1. **Truck 21 (International 2575 Dump Truck)**
 - Used for plowing and hauling operations.
 - Metal fragments found in oil pan during maintenance, indicating internal engine failure.
 - Severe corrosion throughout frame and electrical systems.
 - Subframe has structural rust-through; suspension components worn beyond repair.
 - Currently in restricted service pending engine failure.
 - Recommendation: Auction while still operational.
2. **Freightliner Snow Plow Attachment**
 - Previously used on the white Freightliner dump truck.
 - Plow has not operated correctly in years; spring camover bar was re-welded incorrectly, preventing proper function.
 - Additional welded braces have made the plow face rigid and inoperable.
 - All mounting hardware has been removed and scrapped.
 - The truck it was used on is no longer in service.
3. **Hustler Mower (Airport Unit)**
 - Hydrostatic twin-lever drive unit; starts and runs but has low power.
 - Body-lean control not functioning properly (likely solenoid or switch issue).
 - Mower deck spindles and hubs are worn; drive belt easily dislodges.
 - Operator visibility and safety are poor due to front-deck configuration.
4. **Champion Road Grader**
 - Extremely difficult to start in cold weather unless plugged in.

- Hydraulic cylinders for front tire lean bleed off, causing lean to one side.
- Transmission display inoperative; gear indication unreliable.
- Engine coolant system patched with temporary hoses.
- Radiator louvers malfunction intermittently, causing overheating.
- Manufacturer (Champion) no longer supported; parts unavailable.

5. State Water Truck

- Fully operational but no longer needed following acquisition of the Fire Department's water truck.
- Recommended for surplus due to redundancy.

6. Equipment Trailer

- Broken springs and bent axles due to maxloading.
- Replaced with a larger trailer capable of hauling the City's mini excavator.
- Recommended for surplus.

RECOMMENDATION: Staff recommends that the City Council approve the surplus of the listed equipment in accordance with City policy and state surplus requirements.

LEAD STAFF: Mathew Bailey, Public Works Director

CITY OF CLE ELUM
WASHINGTON
RESOLUTION NO. 2025-022

A RESOLUTION PROVIDING FOR THE DISPOSAL OF CERTAIN INVENTORY ITEMS:

- **Public Works Equipment**
 - International 2575 Dump Truck (Truck 21)
 - Freightliner Snowplow Attachment
 - Hustler Mower (Airport Unit)
 - Champion Road Grader
 - State Water Truck
 - Equipment Trailer
- **Miscellaneous City-Wide Desk Phones**
- **Brother Fax Machine Inventory 000149**
- **Shoretell Servers and Switches**

WHEREAS certain items of equipment belonging to the City of Cle Elum and Public Works are obsolete and no longer used by the city or damaged.

WHEREAS the value, obsolescence, and condition of these items of inventory make it impractical to trade the same in the future purchase of new inventory items. It would be in the best interest of the city to dispose of the same in a manner that will be to the best advantage to the City of Cle Elum.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cle Elum as follows:

1. Based on the findings and recommendations of the city, the items of inventory for said City as shown attached hereto, are declared to be surplus to the foreseeable needs of the city.
2. That it is deemed to be for the common benefit of the residents of said City to depose of said inventory.
3. That the City Public Works Director is authorized to dispose of items attached in a manner that will be to the best advantage to the City of Cle Elum

Passed by the City Council and approved by the Mayor on the 14th day of October 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:

Resolution No:

2025-022

Passed by the City Council:

Date Posted:

Water Leak Adjustment Request submitted 9/16/2025

Justin and Lara Zepp

906 East Fourth St

Account # 1472

I contacted Justin and Laura on 9/9/2025 when discovering their meter detected a leak on our Harmony meter system.

Picture attached indicates the leak was in the ground.

The Leak was repaired the next day 9/10/2025

Credit amount for August billing

Consumption overage \$130.56

Reserve Overage 60.61

Tax overage 11.47

Totaling \$202.64

I attached the leak report which indicates the leak times. Attached

They are asking for credit on the July billing, but the leak started Aug 4th.

Audrey Casassa

Utilities Clerk



REQUEST FOR LEAK ADJUSTMENT

Please review the City of Cle Elum Code 13.12.115 Petition for and relief from water bill. If you feel you are entitled to an adjustment, please complete this form, and return this to the Utilities Department acasassa@cleelum.gov, or in person at City Hall or by mail to

City of Cle Elum
119 West First St
Cle Elum, WA 98922

For Any questions, please call 509 674-2262

Date: 9/12/25

Name: Larissa Zepf Account #: 1472

Service Address: 906 E 4th St

City: CLE ELUM State: WA Zip: 98922

Phone: (360) 490-5581

Mailing Address if different than property address: _____

Date leak was discovered: 9/9/25

Date leak was fixed: 9/10/25

Description of leak including location and how it was fixed:

WE WERE NOTIFIED OF A LEAK AT OUR HOUSE ON 9/9. THE WATER DEPT CAME AND TURNED THE WATER OFF THAT DAY. THAT NIGHT I EXPOSED THE PIPE AND FOUND THAT A FITTING WHERE THE PIPE TRANSITIONS FROM COPPER TO PVC HAD BROKEN. THE PIPE WAS REPAIRED THE NEXT DAY USING ALL NEW COPPER AND PVC FITTINGS. IT APPEARS THE LEAK WAS CAUSED BY A TREE ROOT FROM A TREE PLANTED BY THE PREVIOUS OWNER. WE ARE CURRENTLY DEVELOPING A PLAN TO REMOVE THIS TREE TO PREVENT THIS IN THE FUTURE. IT LOOKS LIKE THIS LEAK SPANS TWO BILLING CYCLES. IF POSSIBLE WE ARE REQUESTING AN ADJUSTMENT TO BOTH. IF NOT PLEASE CONSIDER AN ADJUSTMENT TO THE HIGHER BILL. THANK YOU.

9/9/2025

13.12.115 Petition for and relief from utility bill.

In the event any person is aggrieved by the amount of one hundred dollars or more in excess of the amount billed for monthly water and sewer service, they may, within fifteen days of the postmark on said bill, petition the city council in writing to the utilities clerk for a downward adjustment to their bill. Upon receipt of such petition, the utilities clerk shall notify the public works director and the public works committee and schedule a meeting to consider the petition for downward adjustment. The public works committee may consult with the city staff regarding the matter and shall, upon deliberation and oral findings following the meeting, make a recommendation to the entire city council to grant a downward adjustment only upon good cause shown. No downward adjustment will be considered for leaks within the primary residential or commercial building; however, adjustment for leaks within crawlspaces may be considered on a case-by-case basis. Any bill granted a downward adjustment by the city council shall include both water and sewer totals and shall not exceed one thousand dollars in relief and shall be presented to the mayor for signature on the face thereof. Notice of the reduction shall be provided in writing by the city to the customer. No ratepayer may petition the city council more than one time per twelve-month period for such a downward adjustment. In the event that city-maintained water pipes prevent water service to a customer's water meter due to cold or frozen weather for more than two days (forty-eight hours), the city council may, upon the recommendation of the city public works director and the public works committee, provide equitable relief to the customer by crediting up to one month's water fees which include water base rate fee, water reserve fee, and applicable water taxes for every two to thirty days of interrupted service, or multiples thereof. In the event any neighbor assists a customer with frozen, city-maintained water service by providing water through that neighbor's meter (i.e., through the use of a hose or similar apparatus), that neighbor will be allocated double the volume of water in the base rate for the same period of interrupted service.

(Ord. 1692 § 1, 2025; Ord. 1464 § 1, 2017; Ord. 1312 § 4, 2009; Ord. 1158 § 1, 2001; Ord. 1122 § 2, 2000)

The Cle Elum Municipal Code is current through Ordinance 1703, passed August 12, 2025.

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

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

[City Telephone: \(509\) 674-2262](tel:5096742262)

[Hosted by General Code.](#)



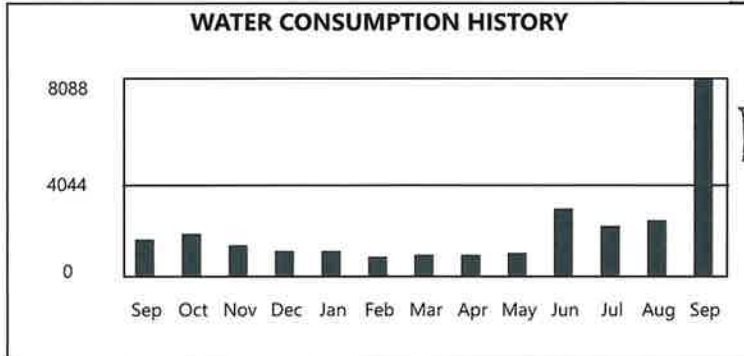
9106 East fourth St
Lepp



City of Cle Elum
119 W First Street
Cle Elum, WA 98922
509-674-2262

BILLING PERIOD	
August	
DUE DATE	ACCOUNT NUMBER
09/25/2025	1472
BILL DATE	AMOUNT DUE
09/08/2025	398.07
ACCOUNT HOLDER	
Larissa & Justin Zepp	
SERVICE LOCATION	
1948.0 - 906 E FOURTH ST	

SERVICE	READING DATE	METER READINGS		FACTOR	USAGE	CHARGES
Water	08/27/2025	PREVIOUS 77127	PRESENT 85215	1.0000	8088	
						Previous Balance: 220.75
						Adjustments: 0.00
						Payments: 220.75
						Balance Forward: 0.00
						Water 61.93
						Water Consumption 130.56
						Water Reserve 10.88 71.49
						Water Tax 6% 4.37 15.84
						Sewer 60.26
						Sewer Tax 6% 3.62
						Garbage 38.04
						Recycling 16.33
						Current Charges: 398.07
						Balance: 398.07
						30: 0.00 60: 0.00 90+: 0.00



Fall Cleanup and Brush dump return this September! The free garbage voucher you got in the mail had the wrong year(2024). New Vouchers with the correct 2025 date are being sent out. Please note only 2025 vouchers will be accepted at the Transfer Station.

Detach Here and Return Bottom Stub



City of Cle Elum
119 W First Street
Cle Elum, WA 98922

DUE DATE	AMOUNT DUE
09/25/2025	398.07
SERVICE LOCATION	
1948.0 - 906 E FOURTH ST	
ACCOUNT NO.	AMOUNT ENCLOSED
1472	

Larissa & Justin Zepp
P.O. Box 67
S Cle Elum, WA 98943

City of Cle Elum
119 W First Street
Cle Elum, WA 98922

Consumption Last Read (Meter Status Read Method Consumption Day

98	91692	OK	Fixed Network	9/16/2025	
35	91594	OK	Fixed Network	9/15/2025	
37	91559	OK	Fixed Network	9/14/2025	
25	91522	OK	Fixed Network	9/13/2025	
23	91497	OK	Fixed Network	9/12/2025	
27	91474	OK	Fixed Network	9/11/2025	
19	91447	OK	Fixed Network	9/10/2025	
290	91428	Leak Alarm	Fixed Network	9/9/2025	Leak Fixed
555	91138	Leak Alarm	Fixed Network	9/8/2025	
513	90583	Leak Alarm	Fixed Network	9/7/2025	
501	90070	Leak Alarm	Fixed Network	9/6/2025	
539	89569	Leak Alarm	Fixed Network	9/5/2025	
490	89030	Leak Alarm	Fixed Network	9/4/2025	
1503	88540	Leak Alarm	Fixed Network	9/3/2025	
451	87037	Leak Alarm	Fixed Network	8/31/2025	
712	86586	Leak Alarm	Fixed Network	8/30/2025	
203	85874	Leak Alarm	Fixed Network	8/29/2025	
438	85671	Leak Alarm	Fixed Network	8/28/2025	
499	85233	Leak Alarm	Fixed Network	8/27/2025	
448	84734	Leak Alarm	Fixed Network	8/26/2025	
492	84286	Leak Alarm	Fixed Network	8/25/2025	
414	83794	Leak Alarm	Fixed Network	8/24/2025	
421	83380	Leak Alarm	Fixed Network	8/23/2025	
401	82959	Leak Alarm	Fixed Network	8/22/2025	
509	82558	Leak Alarm	Fixed Network	8/21/2025	
377	82049	Leak Alarm	Fixed Network	8/20/2025	
453	81672	Leak Alarm	Fixed Network	8/19/2025	
371	81219	Leak Alarm	Fixed Network	8/18/2025	
374	80848	Leak Alarm	Fixed Network	8/17/2025	
328	80474	Leak Alarm	Fixed Network	8/16/2025	
356	80146	Leak Alarm	Fixed Network	8/15/2025	
412	79790	Leak Alarm	Fixed Network	8/14/2025	
302	79378	Leak Alarm	Fixed Network	8/13/2025	
373	79076	Leak Alarm	Fixed Network	8/12/2025	
276	78703	Leak Alarm	Fixed Network	8/11/2025	
294	78427	Leak Alarm	Fixed Network	8/10/2025	
168	78133	Leak Alarm	Fixed Network	8/9/2025	
222	77965	Leak Alarm	Fixed Network	8/8/2025	
94	77743	Leak Alarm	Fixed Network	8/7/2025	
85	77649	Leak Alarm	Fixed Network	8/6/2025	
188	77564	Leak Alarm	Fixed Network	8/5/2025	
163	77376	Leak Alarm	Fixed Network	8/4/2025	Leak Started
5	77213	OK	Fixed Network	8/2/2025	

40	77208 OK	Fixed Netw	8/1/2025
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50	77045 OK	Fixed Netw	7/29/2025
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66	76880 OK	Fixed Netw	7/26/2025
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25	76770 OK	Fixed Netw	7/24/2025
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123	76607 OK	Fixed Netw	7/21/2025
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73	76456 OK	Fixed Netw	7/19/2025
26	76383 OK	Fixed Netw	7/18/2025
125	76357 OK	Fixed Netw	7/17/2025
37	76232 OK	Fixed Netw	7/16/2025
60	76195 OK	Fixed Netw	7/15/2025
88	76135 OK	Fixed Netw	7/14/2025
30	76047 OK	Fixed Netw	7/13/2025
56	76017 OK	Fixed Netw	7/12/2025
67	75961 OK	Fixed Netw	7/11/2025
17	75894 OK	Fixed Netw	7/10/2025
153	75877 OK	Fixed Netw	7/9/2025
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86	75637 OK	Fixed Netw	7/7/2025
87	75551 OK	Fixed Netw	7/6/2025
81	75464 OK	Fixed Netw	7/5/2025
82	75383 OK	Fixed Netw	7/4/2025
86	75301 OK	Fixed Netw	7/3/2025
79	75215 OK	Fixed Netw	7/2/2025
79	75136 OK	Fixed Netw	7/1/2025

Meter ID 0006712173

Meter ID

0006712173

Account Number

1948 0

Customer Name

Z900 LARSEN & JUSTIN

Serial Number

19993355

Location Number

-1948 0

Last Read (Cubic feet)

91625

Service Type

Water

Meter Size

Location Address

906 E FOURTH ST

Mailing Address

Last Read Time

09/16/2025 10:57 AM

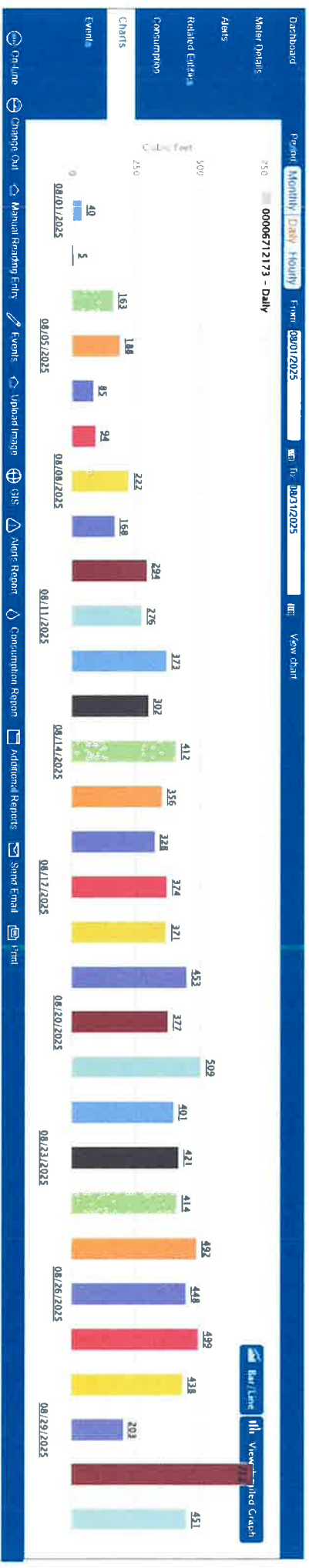
Status

OK

Email

Mobile Phone

Location Notes



August



2025 Lodging Tax Fund Application

Name of Applicant: Cle Elum Downtown Association

Name of Event: Placer Labs, Location Intelligence Software

Date Received: _____

Received By: _____

City of Cle Elum
119 West First Street
Cle Elum, WA 98922
509-674-2262

Lodging Tax Funds - General Information

The City of Cle Elum imposes a lodging tax assessed on the sale or charge made for furnishings of lodging according to RCW 67.28.180 and RCW 67.28.181. The committees' purpose is to advise and recommend to the legislative authority of the city how excise taxes on lodging should be allocated to support tourism which in turn generates revenue.

Uses According to Law:

According to State Statute funds awarded under this process may be used for the following:

1. Tourism marketing;
2. The marketing and operations of special events and festivals designed to attract tourists;
3. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501 (c) (3) and 26 U.S.C. Sec. 501 (c) (6) of the internal revenue code of 1986, as amended.

Definitions included in state law which should be considered in any application requesting funding include:

- (1) **Tourism** means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- (2) **Tourism promotion** means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing or the operation of special events and festivals designated to attract tourists.
- (3) **Tourism-related facility** means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a) (i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501 (c) (3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501 (c) (6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Review Process:

The Committee will review grant applications and award lodging tax funds for special events and festivals.

The Committee will compile the score sheets, rankings, and funding recommendations for further consideration.

Scoring sheets which determine the overall ranking of applications are included in this packet for your reference and information.

Local Policy on Disallowed Uses:

The Committee has determined that certain types of activities are not eligible for funding awards even if they may be tourism related. These include anything affiliated with the following: prizes for contestants, resale items, food and drink, beautification, fundraising, and membership drives. This list should not be considered comprehensive and all funding recommendation decisions are at the discretion of the committees and subject to change by majority opinion.

Application Definitions:

Below is a list of terms and phrases which have specific meaning within this application. It may be helpful for you to review these as you prepare responses so that you have a better understanding of the reviewers' expectations.

Date-specific is an event or project which occurs over less than one month.

Matching Funds is the amount of funding your organization is contributing to the project or event. This includes both direct and indirect fund support. Direct funds can be in the form of cash funding from your organization or funding secured from elsewhere but dedicated to the project or event such as other grants, loans, donations, etc. Indirect funding support includes in-kind support like labor, volunteer support, supplies, and services which directly relate to the project or event, including those provided by your organization and others.

New Projects/Events are projects/events which are in the first four years of existence. For example, a proposal for a barbeque competition which is in its third year would be defined as a new project/event. Likewise, a project by an existing museum which expands its current offerings, or a specific new strategy for appealing to a different target market that is in its first year, would be considered a new project. Ongoing general marketing and advertising campaigns or general operational support requests for organizations/event which have existed for longer than four years are not defined as a new project/event.

Ongoing Projects/Events are defined as projects/events that have been established for more than four years. Applications that qualify under this definition may be awarded up to 10% of the project's/event's expense budget.

Partnerships are agreements between events/organizations/groups which enhance the overall project/event by providing additional value-added benefits or opportunities for attendees as well as the participating partners. For instance, as part of your event, you may have partnered with a local hotel or campground for a special group rate for overnight attendees. You may have also partnered with a local restaurant to provide a special meal discount or drink offer. You may have also agreed to refer your attendees to another event simultaneously occurring in another part of the county.

Project Budget is a written description of the complete budget for your project or event. It must include anticipated revenues, expenses, and any potential profit or loss.

Seasonal means a project or event which operates at least 1 month and up to 6 months, and during at least 2 seasons (Spring, Summer, Fall, Winter).

Self-Sustaining is being able to provide for your own needs without the assistance of grant funds.

Supports County as a Tourism Destination means including strategies within your proposal which will assist in attracting tourists to our County during times of the year other than for your project/event alone. This may include cross-promotion agreements with other projects/events, it may include active marketing of other projects/events at your project/event, it may include referring attendees directly to other tourist opportunities in Kittitas County, etc.

Year-round means a project or event is ongoing and actively working to attract tourists for at least 6 months, and at least 3 seasons (Spring, Summer, Fall, Winter).

SUBMITTAL INSTRUCTIONS

Please return **ONE COPY** of the entire original application (including the cover sheet and instructions sheets) and answers to narrative questions to:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Incomplete applications will not be considered. Applications may not be changed or amended by the applicant after the deadline for submission.

Project Management:

Successful applicants shall be required, as a condition of the funding award, to enter into a contract. The agreement may include, but not be limited to, the specific amount of the award and what it may be used for, all reporting requirements associated with this funding, payment terms, and any and all other appropriate terms of the funding. The City of Cle Elum will be the contracting agent for all approved projects.

All funds awarded under this program will be available in the form of reimbursable grants. The funds will be available for reimbursement beginning January 31 and ending December 31 of the calendar year immediately following award notification. Any unexpended funds will be returned to the Lodging Tax accounts from where they came and made available for re-appropriation. All requests for reimbursement shall be made to the Treasurer's office at the following address:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

For specific information and requirements regarding the reimbursement process, please contact the Treasurer's office at 509-674-2262

Project Reporting Requirements:

State law requires that all recipients of Lodging Tax revenues must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:

- A. Away from their place of residence or business and staying overnight in paid accommodations;
- B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- C. From another country or state outside of their place of residence or their business.

A report form will be provided as part of the contract for receiving funds. We ask that you provide this information within 60 days after your event is complete once you have critiqued your event.

In addition, any reports which are produced as a result of a grant award must be submitted within 60 days of completion as part of your project reporting requirements. This will provide evidence that the work paid for by the grant has been completed.

Applicant Categories and Eligibility:

Grants from lodging tax funds are provided for two types of applicants, New Projects/Events and Ongoing Event Support. An organization may only apply for funding from one category per year. The categories are defined as follows:

The **New Project/Events** category is for applications from events/projects which are within the first three years of existence. Applications may be considered in this category from established events (older than four years) which are proposing a new or expanded project designed to increase tourism as part of an ongoing event.

The **Ongoing Project/Event Support** category is for applications from established events (ongoing for more than four years) which may request continuing support. Grant awards are limited in this category to no greater than 10% of the event's expense budget. This category includes project/events which may be operating under a new board or organization, moving venues, changing dates, or implementing other non-substantial changes to a project/event which is ongoing for more than four years.

Other Information:

Insurance: As part of its contract for performance, a municipality may require contractors to maintain liability insurance in the amount of \$1,000,000 or more and name the municipality as an additional insured on its liability insurance policy.

Application Form: This packet is available at:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Grant Preferences:

In the review of applications, the Lodging Tax Advisory Committee or designees will grant preference to those proposals which (1) increase tourism, and (2) demonstrate ability toward eventual self-sustainability. **Applications from non-for-profit organizations will be given preference over those from for-profit entities.**

Guidelines and Requirements for Advertising Expenditures of Lodging Tax:**Branding**

Contractors who have been approved to utilize grant awards for advertising expenditures must incorporate appropriate City of Cle Elum information as follows:

A. Websites and Social Media Sites must include the City's tourism website logo with an operational link to the site(s). The logo must be displayed on the contractor's home page, it must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

B. Print Advertising and Online Display Advertising of all types (including but not limited to newspaper, periodicals, flyers, posters, billboards, direct mail, e-newsletters, third-party websites, streaming displays, etc.) and must include the City's tourism

website logo. The logo must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

C. Video Advertising of all types (including but not limited to television, online, electronic kiosks, motion billboards, etc.) must include the City's tourism website logo. The logo must be size no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

All logos and website information may be obtained by contacting the City of Cle Elum administration.

Advertising Reimbursements

Contractors seeking reimbursement from Lodging Tax Funds for advertising expenditures must adhere to the following guidelines and requirements for each type of advertising media utilized:

A. Print Advertising:

1. Print advertising placed with any media provider which operates exclusively outside of Kittitas County may be reimbursed at 100% of the cost, including any production costs. To operate exclusively outside of Kittitas County, the provider must not be physically located in the County and/or not distribute any media within the County.
2. Print advertising placed with any media provider which operates inside Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 A, (2)(a) above, advertising reimbursement requests must include a statement from the media provider specifying the percentage distribution to areas outside of Kittitas County. Reimbursements will be allowed for the amount distributed outside of Kittitas County, including any production costs.

B. Television Advertising:

1. Television advertising placed with any media provider outside the Yakima/Kittitas DMA will be reimbursed at 100% of the cost, including any production cost.
2. Television advertising placed with any media provider inside the Yakima /Kittitas DMA will be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 B, 2(a) above, advertising may be reimbursed at the rate of 70% of the total cost, including any production costs.

C. Online Advertising:

1. Online advertising and promotion may be reimbursed at 100% of the cost, including any production cost.
2. Streamed media (radio, television, other) requests for reimbursement must include a statement from the media provider specifying the percentage of recipients which are outside of Kittitas County. Reimbursements will be allowed for the percentage distributed outside of Kittitas County, including any production costs.

D. Direct Mail:

1. Direct mail advertising may be reimbursed at 100% of the cost, including any production cost, for each item mailed or shipped to a destination outside of Kittitas County. In order to receive reimbursement, a list of the addresses and a signed statement from the contractor that the list is accurate, or other proof of delivery, must be provided along with other required documentation.

E. Flyers/Posters:

1. Flyers or posters which are placed outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost. In order to receive reimbursement, a list of the locations where flyers or posters were posted outside of Kittitas County and a signed statement from the contractor that the list is accurate must be provided along with other required documentation.

F. Radio Advertising:

1. Radio advertising placed with any media provider located outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost.
2. Radio advertising placed with any media provider located inside of Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production cost.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 F, 2(a) above, advertising may be reimbursed at the rate of 30% of the total cost, including any production costs.

APPLICATION FOR LODGING TAX GRANT FUNDING

Application Year: 2025
Name of Organization: Cle Elum Downtown Association
Organization mailing address: PO Box 106
Cle Elum, WA 98922
Organization contact person & title: Jordan Peterson, Executive Director
Organization/contact phone: 509-433-7330
Email: jordan@cleelumdowntown.org
Organization Website: cleelumdowntown.com
Federal Tax ID Number: 20-3716010 UBI Number: 602-525-709

Organization is a (select one):
☐ Government Entity
☒ 501(c)3
☐ 501(c)6
☐ Other _____
(note: you must submit 501(c)3 or 501(c)6 approval documentation – see sample document)

Project/Event Name: Placer Labs
Project/Event Date: May 22, 2025 - December 31, 2025 (Year 1)
Project/Event Location: Cle Elum, WA
Amount of Funding Requested: \$ 11,479.80

For which funding category do you qualify (check one) (see instructions for definitions):
☒ New Project/Event ☐ Ongoing Project/Event Support
Estimated # of overnight stays: 13.1k

Tourism Seasons: From the list below, what season will your project enhance tourism? Please indicate the appropriate season.

Season:	Months:
☒ Year-round	January – December
☐ Off season	November – February
☐ Shoulder season	October or March - May
☐ High season	June – September

APPLICATION QUESTIONS

Please answer each question completely, in the order listed, on a separate sheet attached to this application. Please include any supporting data within the response narrative.

1. Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. You must include an itemized list of exactly how any grant funds awarded will be utilized.
2. Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:
 - I. Away from their place of residence or business and staying overnight in paid accommodations;
 - II. To a place fifty miles or more away from their place of residence or business for the day or staying overnight; or
 - III. From another country or state outside of their place of residence or business.

You must provide the evidence utilized in determining your projections.

3. What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:
 - I. Is your project/event year-round or is it seasonal or date-specific?
 - II. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?
 - III. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?
4. Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the available funding you have for the project, including any volunteer and in-kind sources, and/or the sources and amounts for which you have applied. Please note which funding sources are secured and in hand so a true matching fund determination may be determined. What changes would occur if the project couldn't be funded?
5. If your organization collaborates or has created partnerships with other organizations, other groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?
6. Please explain what plans exist to allow this project to become self-sustaining. Include any plans for ticket sales, event sponsors, and other cost-recovery models.
7. **Additional information:** Provide any additional information which will assist the Committee in evaluating your project and its benefit to tourism. Please limit any additional written information to one page and any other additional attachments to 3 pages.
8. **Project Budget:** Please attach a copy of the complete budget for this project/proposal. If your agency operates independently of this project application it may not be

necessary to submit the entire agency budget. You must submit a budget which specifically pertains to the project/event for which you are requesting funding and adheres to the basic budget format shown below.

The budget must include anticipated revenues, expenditures, and any potential profit or loss. For projects/events which are ongoing for more than 1 year, please also submit actuals from the previous three years of operations for the project/proposal if applicable. Also, please supply any narratives necessary to understand the budget being submitted and list separately any in-kind or volunteer contributions.

Please assure your budget, and actuals from previous years (if applicable), are in the following basic format:

Revenues:
 Cash
 Donations/Sponsorships
 Sales
 Vendor Fees
 Grants
 Etc.
 Total Revenues

In-Kind Contributions:
 Volunteer Labor
 Donated Services
 Donated Materials
 Etc.
 Total In-kind

Expenses:
 Venue
 Insurance
 Services
 Advertising
 Security
 Etc.
 Total Expenses

Profit/Loss (Revenue less Expenses)

9. Has your event received Lodging Tax funds in previous years?
 Yes ☐ No ☒

If yes, please list each year and the amount received for that year.

All applicants must also provide the following information regarding the event/project:

A.	How many participants and spectators attended last year's activity and/or will attend this year?	Prior Year 1.1M	Projected 1.1M
----	--	------------------------	-----------------------

- B. How many days did/will your event occur? 365 365
- C. How many room nights were and /or will be booked as a result of your project/event?
(You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.) 63.1k 63.1k

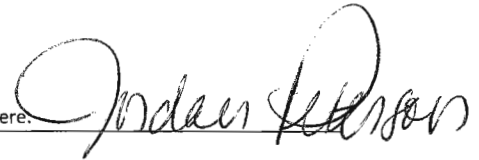
Based on Placer Labs data, see attached

10. **Application Certification:**

The applicant here certifies and affirms: 1. That it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, military status, sexual orientation, creed, place of birth, or disability; 2. That it will abide by all relevant local, state and federal laws and regulations and; 3. That it has read the information contained in the Instructions on pages 1 and 2 and understands and will comply with all provisions thereof.

Certified by:
(signature)

Or sign here.



(print name)

Jordan Peterson

Title:

Executive Director

Date:

8/6/2025

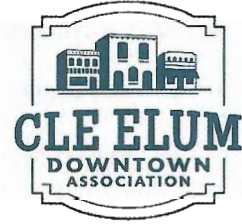
City of Cle Elum – LTAC Grant Request

Submitted by: Cle Elum Downtown Association

Project Title: Placer.ai Visitor Intelligence Subscription

Amount Requested: \$11,479.80

Date: July 28, 2025



We respectfully request \$11,479.80 in funding from the City of Cle Elum Lodging Tax Advisory Committee (LTAC) to cover the first year of a two-year subscription to Placer.ai, a location intelligence platform that will provide Cle Elum with critical insights into visitor behavior, origin markets, seasonal traffic, dwell time, and downtown foot traffic trends. These insights will guide tourism marketing strategies, help evaluate the impact of local events, and support long-term economic development through data-driven decision-making.

This discounted rate is part of a two-year locked-in contract, with Year Two billed at \$12,627.78. At this time, we are seeking funding for Year One only.

Project Purpose and Alignment with LTAC Goals

As a gateway to the Cascades and a destination for outdoor enthusiasts, Cle Elum relies heavily on tourism for economic activity. However, we currently lack precise, real-time data on where our visitors come from, how long they stay, and how they interact with our community.

Placer.ai provides anonymized mobile device data to reveal these patterns—empowering the City of Cle Elum and its tourism stakeholders to:

- Better understand visitor demographics
- Tailor marketing to high-potential overnight markets
- Quantify the economic impact of tourism events
- Support tourism-dependent businesses with actionable data
- Strategically grow lodging tax revenues

These goals directly support the City’s use of lodging tax funds, which are intended to promote overnight tourism and strengthen the visitor economy.

Project Scope & Deliverables

- Access to the Placer.ai platform for the Cle Elum city area and surrounding region
- Monthly reports showing:
 - Visitor volume, origin markets, and length of stay
 - Downtown Cle Elum foot traffic trends
 - Pre- and post-event visitor comparison
- Dashboards to share data with stakeholders and business partners
- Training and support included in the subscription

Budget

- Placer.ai Subscription – Year One (discounted rate): \$11,479.80
- Placer.ai Subscription – Year Two: \$12,627.78
- Total Two-Year Contract Value: \$24,107.58

We are requesting LTAC funding for Year One only at this time. Continued access to the platform beyond Year One will be contingent on funding availability and demonstrated success.

Evaluation & Reporting

We will provide LTAC with a mid-year and year-end report outlining:

- Changes in visitor volume and demographics
- Event impact analysis (e.g., Pioneer Days, Christmas in Cle Elum, etc.)
- Marketing strategy adjustments based on data
- Recommendations for Year Two and future planning

Conclusion

Tourism is a vital pillar of Cle Elum's economy. With the support of the LTAC, we can bring advanced analytics to our tourism efforts, ensuring that lodging tax dollars are invested

strategically and transparently. The \$11,479.80 requested for Year One will lay the foundation for data-driven growth, improved visitor engagement, and long-term economic benefits for the Cle Elum community.

We appreciate your consideration and welcome the opportunity to present this proposal in more detail.

Sincerely,

A handwritten signature in black ink, reading "Jordan Peterson". The signature is fluid and cursive, with the first name "Jordan" and last name "Peterson" clearly distinguishable.

Jordan Peterson
Executive Director
Cle Elum Downtown Association

Your Placer Labs, Inc. receipt [#1017-9255]

From Placer Labs, Inc. <receipts+acct_1F87LnJf52PKZGRK@stripe.com>

Date Thu 5/29/2025 6:09 AM

To jordan@cleelumdowntown.com <jordan@cleelumdowntown.com>

Bill Approval
\$ 11,479.80
GL Admin 5255
Init OP

Receipt from Placer Labs, Inc.

Receipt #1017-9255

AMOUNT PAID

\$11,479.80

DATE PAID

May 22, 2025, 10:00:25 AM

SUMMARY

Payment to Placer Labs, Inc.

\$11,479.80

Amount paid

\$11,479.80

If you have any questions, contact us at accounting@placer.ai or call us at **+1 415-228-2444**.

Something wrong with the email? [View it in your browser.](#)

You're receiving this email because you made a purchase at Placer Labs, Inc., which partners with [Stripe](#) to provide invoicing and payment processing.

Lodging Tax Grant Application Rating Form

Criteria	Points Possible	Application Questions	Points Awarded
Partnerships	5 Yes = 5 No = 0	Question 5	
Length of Impact	15 Date specific = 5 Seasonal = 10 Year Round = 15	Question 3	
Attracts Tourists from at least 50 miles away	15 yes = up to 15 No = 0	Question 3	
Supports County as Tourism Destination	15 yes = up to 15 No = 0	Question 2, 3, 5, 7	
Attributable Lodging Stays	20 0 = 0 1-30 = 5 31-100 = 10 101-250 = 15 More than 250 = 20	Question 9	
Applicant's Matching Funds	20 Less than 5% = 0 5% - 25% = 5 25% - 49% = 10 50% - 99% = 15 100% or more = 20	Question 4, 8	
Sustainable Future Funding Identified	10 yes = 10 No = 0	Question 6	

Nomination Letter
Judge Paul P. Pangrazi Memorial Service Award
City of Cle Elum

September 16, 2025

To the Honorable Mayor and City Council,



It is my honor to nominate Bev Gonyea for the 2025 Judge Paul P. Pangrazi Memorial Service Award. Bev is the very definition of a community-minded citizen—humble, hardworking, and always willing to serve. She embodies the same spirit of selfless dedication that Judge Pangrazi displayed throughout his life of service.

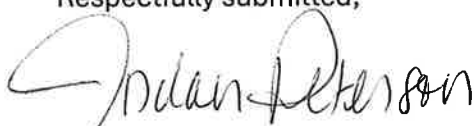
Bev is not someone who seeks the spotlight or asks for recognition. Instead, she quietly and consistently shows up, ready to do whatever is needed to make Cle Elum a better place. She is the person you'll find behind the scenes at community events, making sure the details come together seamlessly. She is the one who doesn't hesitate to roll up her sleeves, pick up trash, plant flowers, organize supplies, or lend a hand with the "dirty work" that ensures our community looks welcoming and cared for. For those who benefit from her efforts, it is nothing short of generosity in action.

A proud Rotarian, Bev lives out the values of "service above self" every day. She gives her time, energy, and care without hesitation or expectation of thanks. Her selflessness is genuine, and her quiet reliability has made her an anchor of support in countless projects and initiatives. She has volunteered on community cleanup days, assisted with local fundraisers, supported events that promote arts and culture, and been a steady presence in Rotary-led service projects that improve the daily lives of Cle Elum residents. While others may be recognized on stage, Bev is often working just off to the side—ensuring that everything runs smoothly, beautifully, and with heart.

Her service has made a lasting difference in Cle Elum, not only in the way our community looks, but in the spirit of togetherness and pride she inspires. Bev leads by example, showing that true leadership doesn't always come with a title or recognition, but through humility, dedication, and a willingness to do the small things that add up to something great. Her actions remind us all that meaningful change often comes from consistent, quiet effort rather than grand gestures.

For these reasons, and in recognition of her unwavering dedication to our community, I wholeheartedly nominate Bev Gonyea for the Judge Paul P. Pangrazi Memorial Service Award. She exemplifies the best of Cle Elum: quiet strength, genuine kindness, and a commitment to making this a wonderful place to live. Bev's lifelong service reflects the values of integrity, generosity, and civic responsibility that this award was created to honor, and she is truly deserving of this recognition.

Respectfully submitted,


Jordan Peterson

September 16, 2025

Whitney Prosek
215 N Montgomery Ave
Cle Elum, WA 98922



Nomination for the 2025 Judge Paul P. Pangrazi Memorial Service Award

Honorable Mayor and City Council,

I would like to nominate Bev Gonyea for this award. We first met Bev when she was handpicked as a mentor for my young daughter through the Youth Mentor Program. My daughter, at 7 years old, had lost her grandma who she spent time with everyday. Bev came and played games with her and spent quality time with her every week for years. Since that program ended Bev has continued a committed mentorship and friendship to not only my daughter, but our whole family.

During these years, I have known Bev to be an upstanding community member who volunteers in numerous places, even substitute teaching at the school knowing they need help, donating blood, her commitment to Rotary club, teaching yoga, community garden, teen center, senior center, following up on people and standing in the gap for the rest of us reliably. Bev is a consistent giver to this community. When she hears of something going on, she looks to see how she can help.

She is a truly community-minded citizen who's contribution to our city and surrounding area is above and beyond.

In this way, I would like to nominate Bev Gonyea for this award.

Whitney R. Prosek