

# CLE ELUM LODGING TAX & EVENTS COMMITTEE

## MINUTES

NOVEMBER 12, 2025

8:30 AM

119 W FIRST STREET  
CLE ELUM, WA 98922

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

#### **Committee Member's Present:**

Steven Cook  
Audrey Malek  
Steven Harper

#### **Absent:**

#### **Staff Present:**

Matthew Lundh - Mayor  
Rob Omans - City Administrator  
Debbie Lee - Clerk  
Whitney Prosek - Office Assistant  
Mathew Bailey - Public Works Director  
Ed Mills - Fire Chief

### 2. Unfinished Business

#### a. Park Reservations Online Form Review — [Online Form](#)

Whitney Prosek, Office Assistant, noted that the current form is a good starting point and can be adjusted or expanded as needed moving forward.

Committee Member Steven Cook expressed satisfaction with the form, provided staff are in agreement.

This can be implemented as soon as possible, as no charges will be applied, the reservation will simply be documented.

**MOTION: Committee Member Cook made a motion to approve the online park reservation form and implement it; seconded by Committee Member Malek.**

**MOTION CARRIED: 2 yes 0 no.**

#### b. Update Lodging Tax Application

The committee will update the Lodging Tax Application once the county updates theirs. This should be sometime next month.

#### c. Event Code

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Committee Member Cook led a discussion regarding the absence of a specific city code governing special events. Cook noted that the draft was adapted from Yakima and edited for local use. Committee members agreed that simpler language would be preferable, suggesting the terms “special events” or simply “events.”

Several points were discussed regarding fees and cost recovery:

- Page 3 contains multiple suggestions regarding fees, some of which are intended to offset employee time and protect the city through a cost recovery system.
- The application fee is straightforward, with a possibility to add exemptions.
- Security deposits may include conditional “if/then” language.
- Fees for personnel services could be charged after the fact.
- Expressive activities' language will be reviewed by the City Attorney. Another option discussed was including fees within the lodging tax application.
- Care must be taken regarding nonprofit exemptions.

Other exemptions considered included funerals and wedding processions. Questions arose regarding whether events under 50 attendees should require approval, or if any event impacting the city should be subject to review. Funeral plans were noted as typically occurring without planning time. Additional event types were considered, including birthday parties, sports practices, and yard sales (already listed). Discussion focused on language clarity and defining what constitutes an allowed event. The approval process was clarified: committee approval may still require permitting by the Fire Department or City Council.

This item was held over until the next meeting.

### 3. New Business

- a. [Cle Elum Lodging Tax & Events Committee — Meeting Minutes — October 8, 2025](#)

**MOTION: Committee Member Malek made a motion to approve the October 8, 2025, Lodging Tax & Events Committee Meeting Minutes; seconded by Committee Member Cook.**

**MOTION CARRIED: 2 yes 0 no.**

- b. [Upper Kittitas County Basketball Club Mountain Madness — 2025 Lodging Tax Application](#)

John Hein thanked the City for its past support, noting that the program provides a valuable opportunity for children to play basketball. He added that funds raised are used to pay referees for the games.

**MOTION: Committee Member Malek made a motion to recommend the Upper Kittitas County Basketball Club Mountain Madness 2025 Lodging Tax Application for**

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**council's consideration; seconded by Committee Member Cook.  
MOTION CARRIED: 2 yes 0 no.**

c. Cle Elum Ladies Night Out — 2025 Event Application

The Chamber reported excitement for hosting the “Ladies Night Out” event tomorrow, with participation from over 25 businesses and 16 venues. Several locations will be offering beverages, and prizes will be provided for attendees.

Chief Mills reviewed the event plan and noted it appears well-organized with safety considerations in mind.

Mathew Bailey, Public Works Director, emphasized pedestrian safety, noting that with approximately 300 participants crossing streets, extra precautions should be taken. The Chamber stated policies are in place to manage alcohol use and crowd safety.

Councilmember Malek suggested that pedestrians wear visible clothing or use glow sticks and flashlights to enhance safety.

**MOTION: Committee Member Cook made a motion to approve the Cle Elum Ladies Night Out 2025 event application; seconded by Committee Member Malek.  
MOTION CARRIED: 2 yes 0 no.**

d. Event Application — Redline Version

Whitney Prosek, Office Assistant, reported that language regarding the number of days prior to event submission was corrected. On Page 3, vendor names and contact details will be updated as applicable on the vendor form.

Committee Member Cook noted that questions regarding food vendors were addressed, confirming that each vendor must have a food service permit and a Fire Life Safety permit.

Risk and liability considerations were discussed, including a hold harmless agreement and reference to parade rules listed under the Cle Elum code.

Supplemental Cle Elum fire requirements include:

- Each vendor must have their own cooking permit on site.
- Addendum two adds bullet points requiring an active Cle Elum Fire Department cooking permit, food service permit, business license, and any applicable planning permits.

Staff discussed triggers for the planning permits, like a site and design review. For example, a food truck set up in a lot without prior review would require planning to evaluate things like parking, exits, entrances, and extension cord placement to ensure the location is approved. Ed noted that anyone cooking in Cle Elum must have a Cle Elum Fire Department cooking permit and a current business license.

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Committee Member Cook expressed concern that additional planning requirements for one-off events may be excessive and requested clearer language regarding what triggers a site design review. It was suggested that language from the event packet be removed and maintained in a separate form for Fire Department use.

Staff discussed the requirement for submission of a certificate of liability insurance and recommended specifying coverage standards upfront, possibly via a hyperlink that lists all requirements.

Committee member Cook noted that as part of the current event process, crowd managers are being established, and a site plan indicates vendor placement. The department heads and committee manage these things for events rather than the planning department.

Discussion will continue at the next committee meeting.

#### 4. Other Committee Comments

Michael Richard from the Pioneer Queen Historical Society reported that they were able to hold five presentations, expressing appreciation for the City's Lodging Tax funding support. He highlighted the coronation and obituary of the last Pioneer Queen and noted that 2025 was an extremely humbling honor for Ballard.

The committee thanked Whitney Prosek, Office Assistant, for her hard work, noting that her efforts helped the committee consider different initiatives.

#### 5. Adjournment

The meeting was adjourned at 9:33 a.m.



Steven Cook, Chair



Debbie Lee, Clerk