

# CLE ELUM LODGING TAX & EVENTS COMMITTEE

## MINUTES

DECEMBER 10, 2025

8:30 AM

119 W FIRST STREET  
CLE ELUM, WA 98922

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

#### **Committee Members Present:**

Steven Harper  
Audrey Malek  
Steven Cook

#### **Staff Present:**

Matthew Lundh - Mayor  
Debbie Lee - Clerk  
Whitney Prosek - Office Assistant  
Mathew Bailey - Public Works Director

### 2. Unfinished Business

#### a. Update Lodging Tax Application

The committee stated that their goal for the day was to talk through the unfinished business and determine what needs to happen moving forward with the new committee members.

Concerning the Lodging Tax Application, the committee is still waiting for the consolidated process to be completed at the county. It will be up to the new committee members to suggest any necessary changes.

It was also noted that nothing funded as a gift to the organization should be approved unless it is essential to the function of the event — for example, items such as awards or corsages are acceptable, but chairs should not be purchased and instead rented when needed. These have been the unofficial rules historically followed by the committee.

Amy McGuffin was recommended as a great resource for guidance.

#### b. Event Code

The discussion focused on fees—specifically, that the issue was not about requiring a deposit, but rather that charging fees after the fact would be the most effective way to recover expenses incurred by the city. Questions were raised about exemptions and maintaining fairness, particularly in relation to nonprofit organizations. Steven Harper reminded the group that fees have been waived for nonprofits in the past because they provide free services to the community. However, if any property were damaged during their use, they would still be responsible for those costs.

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Steven Cook then asked for guidance on next steps, inquiring whether the committee wished to recommend the proposed edits to the city council and whether the revisions were clear and cohesive for council's consideration.

**MOTION: Committee Member Harper made a motion to recommend the Event Code to the council for consideration; seconded by Committee Member Malek.**

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

c. [Event Application — Redline Version](#)

Corrections and edits are still required, and the committee continues to work on refining the event application.

3. **New Business**

a. [Cle Elum Lodging Tax & Events Committee — Meeting Minutes — November 12, 2025](#)

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

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

4. **Other Committee Comments**

The committee thanked everyone for their work.

a. [Lodging Tax 2025 Budget Position](#)

5. **Adjournment**

The meeting was adjourned at 8:46 a.m.



Steven Cook, Chair



Debbie Lee, Clerk