

**CLE ELUM GENERAL GOVERNMENT COMMITTEE**

**MINUTES**

**FEBRUARY 25, 2026**

**8:30 AM**

**119 W FIRST STREET**

**CLE ELUM, WA 98922**

**1. Call to Order and Pledge of Allegiance**

**Committee Members Present:**

Cassidy Buechle-Curtis

Steven Harper

Jon Cornelius

**Staff Present:**

Rob Omans - City Administrator

Debbie Lee - Clerk

Robin Newcomb - Finance Director

**2. Unfinished Business**

**3. New Business**

a. [General Government Meeting Minutes — January 28, 2026](#)

**MOTION: Committee Member Malek made a motion to approve the meeting minutes dated January 28, 2026; seconded by Committee Member Buechle-Curtis.**

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

b. [Hearing Examiner Contract — Update](#)

Rob Omans, City Administrator, provided an update regarding the Hearing Examiner Contract, indicating that the matter is currently under review by the attorney.

c. [Forte —Third Party Billing — Building Permits, Planning, Code Enforcement](#)

Rob Omans, City Administrator, presented information referencing the new building permitting software, indicating that customers can make payments through this software, which is a different vendor from the city's utility billing.

Robin Newcomb, Finance Director, noted that there are fees associated with this payment method and questioned whether the city would pass the fee to the customer. Currently, fees related to utility billing are not passed on to the customer. It was mentioned that the industry standard typically involves passing such fees onto the customer, which could be categorized

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as a convenience fee. There were no objections to implementing this practice, and customers would still have the option to pay with check or cash. The attorney has reviewed the contract, confirming it as a boilerplate contract.

A question arose regarding whether the committee could make the decision or if it should be escalated to the council concerning the service fee option.

Recommendation: When this goes into effect, conduct public outreach to ensure customers are aware that a fee will be associated with paying by credit card.

**MOTION: Committee Member Malek made a motion to recommend the Forte third party billing contract to the Council for consideration; seconded by Committee Member Buechle-Curtis.**

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

4. **Other Committee Comments**

5. **Adjournment**

The meeting was adjourned at 8:40 a.m.

  
Steven Harper, Chair

  
Debbie Lee, Clerk