

CITY ADMINISTRATOR
ROBERT OMANS

ASSISTANT CITY
ADMINISTRATOR
ERICA KRUM

CITY CLERK
DEBBIE LEE

FINANCE DIRECTOR
ROBIN NEWCOMB

PUBLIC WORKS DIRECTOR
MATHEW BAILEY

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNING DIRECTOR
SHANNON JOHNSON

Public Works & Community Development Committee

Agenda
May 5, 2026
1:00 PM



119 W FIRST STREET
CLE ELUM, WA 98922

MAYOR
MATTHEW LUNDH

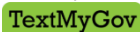
DEPUTY MAYOR
CASSIDY BUECHLE - CURTIS

PUBLIC WORKS &
COMMUNITY
DEVELOPMENT
COMMITTEE
STEVEN COOK - CHAIR
KEN RATLIFF
JON CORNELIUS

CITY ATTORNEY
CURTIS CHAMBERS

Join Virtually via 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 alerts: 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 and Pledge of Allegiance**
2. **Unfinished Business**
 - a. Cemetery Rates — Discussion
 - b. Municipal Code — Petition for and Relief from Utility Bill
3. **New Business**
 - a. Cle Elum Public Works & Community Development Committee — Meeting Minutes — April 7, 2026
 - b. Carpenter Museum — Water/Sewer Rate Discussion
 - c. Non Payment Accounts — Water/Sewer — Discussion
4. **Other Committee Comments**
5. **Adjournment**

Upcoming Meetings:

Planning Commission Meeting — May 5, 2026, at 6:00 p.m.

Regular Council Meeting — May 12, 2026, at 6:00 p.m.

Lodging Tax & Events Committee Meeting — May 13, 2026, at 8:30 a.m.

Public Safety & Health Committee Meeting — May 14, 2026, at 9:00 a.m.

Historic Preservation Commission Meeting — May 19, 2026, at 3:00 p.m.

**Public Works & Community Development Committee Agenda
May 5, 2026**

119 W FIRST STREET
CLE ELUM, WA 98922

Civil Service Commission Meeting — May 20, 2026, at 5:15 p.m.

General Government Committee Meeting — May 27, 2026, at 8:30 a.m.

Coal Mines Trail Commission Meeting — June 1, 2026, at 4:00 p.m.

Public Works & Community Development Committee Meeting — June 2, 2026, at 1:00 p.m.

EXHIBIT A - 2021 Cemetery Rates

Fees and Charges for Residents within the corporate boundaries of Cle Elum

	<u>Cemetery Rates</u>	<u>Endowment</u>	<u>Curent Rate</u>
a. Adult Grave Space	\$ 1,500.00	\$ 300.00	\$ 1,800.00
b. Infant and Child Grave Space	\$ 800.00	\$ 160.00	\$ 960.00
c. Liner:	\$ 675.00	\$ 135.00	\$ 810.00
d. Cremains Space	\$ 750.00	\$ 150.00	\$ 900.00
e. Open/Close One Grave Space	\$ 1,375.00	\$ 275.00	\$ 1,650.00
f. Open/Close One Cremains	\$ 662.50	\$ 132.50	\$ 795.00
g. Cremains Liner	\$ 162.50	\$ 32.50	\$ 195.00
h. Two cremains in one grave opening	\$ 995.83	\$ 199.17	\$ 1,195.00
i. Saturday Burial	\$ 291.67	\$ 58.33	\$ 350.00
j. Sunday Burial	\$ 500.00	\$ 100.00	\$ 600.00
k. Cemetery Marker Placement Fee			\$ 50.00

Fees and Charges for non-city residents, but for those residing within the boundaries of the Cle Elum School District

a. Adult Grave Spaces	\$2,000.00	\$400.00	\$ 2,400.00
b. Infant and Child Grave Space	\$1,025.00	\$205.00	\$ 1,230.00
c. Liner:	\$675.00	\$135.00	\$ 810.00
d. Cremains Space	\$1,000.00	\$200.00	\$ 1,200.00
e. Open/Close One Grave Space	\$1,375.00	\$275.00	\$ 1,650.00
f. Open/Close One Cremains	\$662.50	\$132.50	\$ 795.00
g. Cremains Liner	\$162.50	\$32.50	\$ 195.00
h. Two cremains in one grave opening	\$995.83	\$199.17	\$ 1,195.00
i. Saturday Burial	\$291.67	\$58.33	\$ 350.00
j. Sunday Burial	\$500.00	\$100.00	\$ 600.00
k. Cemetery Marker Placement Fee			\$ 50.00

Fees and Charges for non-residents and those residing outside the boundaries of the Cle Elum Roslyn School District

			<u>Current Rate</u>
a. Adult Grave Spaces	\$2,500.00	\$500.00	\$ 3,000.00
b. Infant and Child Grave Space	\$1,250.00	\$250.00	\$ 1,500.00
c. Liner:	\$675.00	\$135.00	\$ 810.00
d. Cremains Space	\$1,250.00	\$250.00	\$ 1,500.00
e. Open/Close One Grave Space	\$1,375.00	\$275.00	\$ 1,650.00
f. Open.Closes One Cremains	\$662.50	\$132.50	\$ 795.00
g. Cremains Liner	\$162.50	\$32.50	\$ 195.00
h. Two cremains in one grave opening	\$995.83	\$199.17	\$ 1,195.00
i. Saturday Burial	\$291.67	\$58.33	\$ 350.00
j. Sunday Burial	\$500.00	\$100.00	\$ 600.00
k. Cemetery Marker Placement Fee			\$ 50.00

*Residency: Those persons who reside in the City prior to taking residence in a nursing home, convalescent center or hospital for a period of twenty-four months are considered residents for purposes of fee assessment.

Presented to City Council 09/13/2021- Resolution 2021-023

	2021 Rates	Current Cost	hr
Open/Close One Grave Space	\$ 1,375.00	Man Hours	25
Endowment	\$275.00	Excavator	2
Total	\$1,650.00	Dump Truck	2
		Trailer	2
		Truck	7
Open/Close One Cremains	\$662.50	Man Hours	10
Endowment	\$132.50	Truck	4
Total	\$795.00		

	cost		over time
average cost	57.49	1437.25	2155.88
	59	118	118
	61	122	122
	14	28	28
	35	245	245
		1950.25	2668.88
	57.49	574.9	862.35
	35	140	140
		714.9	1002.35

EXHIBIT A - 2026 Cemetery Rates Draft

Fees and Charges for Residents within the corporate boundaries of Cle Elum

	<u>Cemetery Rates</u>	<u>Endowment</u>	<u>Curent Rate</u>
a. Adult Grave Space	\$ 1,500.00	\$ 300.00	\$ 1,800.00
b. Infant and Child Grave Space	\$ 800.00	\$ 160.00	\$ 960.00
c. Liner:	\$ 675.00	\$ 135.00	\$ 810.00
d. Cremains Space	\$ 750.00	\$ 150.00	\$ 900.00
e. Open/Close One Grave Space	\$ 1,993.75	\$ 398.75	\$ 2,392.50
f. Open/Close One Cremains	\$ 960.63	\$ 192.13	\$ 1,152.76
g. Cremains Liner	\$ 162.50	\$ 32.50	\$ 195.00
h. Two cremains in one grave opening	\$ 1,443.95	\$ 288.80	\$ 1,732.75
i. Saturday Burial	\$ 790.00	\$ 158.00	\$ 948.00
j. Sunday Burial	\$ 790.00	\$ 158.00	\$ 948.00
k. Cemetery Marker Placement Fee			\$ 50.00

Fees and Charges for non-city residents, but for those residing within the boundaries of the Cle Elum School District

a. Adult Grave Spaces	\$2,000.00	\$400.00	\$ 2,400.00
b. Infant and Child Grave Space	\$1,025.00	\$205.00	\$ 1,230.00
c. Liner:	\$675.00	\$135.00	\$ 810.00
d. Cremains Space	\$1,000.00	\$200.00	\$ 1,200.00
e. Open/Close One Grave Space	\$1,993.75	\$398.75	\$ 2,392.50
f. Open/Close One Cremains	\$960.63	\$192.13	\$ 1,152.76
g. Cremains Liner	\$162.50	\$32.50	\$ 195.00
h. Two cremains in one grave opening	\$1,443.95	\$288.80	\$ 1,732.75
i. Saturday Burial	\$790.00	\$158.00	\$ 948.00
j. Sunday Burial	\$790.00	\$158.00	\$ 948.00
k. Cemetery Marker Placement Fee			\$ 50.00

Fees and Charges for non-residents and those residing outside the boundaries of the Cle Elum Roslyn School District

			<u>Current Rate</u>
a. Adult Grave Spaces	\$2,500.00	\$500.00	\$ 3,000.00
b. Infant and Child Grave Space	\$1,250.00	\$250.00	\$ 1,500.00
c. Liner:	\$675.00	\$135.00	\$ 810.00
d. Cremains Space	\$1,250.00	\$250.00	\$ 1,500.00
e. Open/Close One Grave Space	\$1,993.75	\$398.75	\$ 2,392.50
f. Open.Closes One Cremains	\$960.63	\$192.13	\$ 1,152.76
g. Cremains Liner	\$162.50	\$32.50	\$ 195.00
h. Two cremains in one grave opening	\$1443.95	\$288.80	\$ 1,732.75
i. Saturday Burial	\$790.00	\$158.00	\$ 948.00
j. Sunday Burial	\$790.00	\$158.00	\$ 948.00
k. Cemetery Marker Placement Fee			\$ 50.00

*Residency: Those persons who reside in the City prior to taking residence in a nursing home, convalescent center or hospital for a period of twenty-four months are considered residents for purposes of fee assessment.

Presented to City Council 09/13/2021- Resolution 2021-023

**AGENDA STAFF
REPORT**

AGENDA DATE: May 5, 2025

ACTION REQUESTED: Forward the updated cemetery labor rate schedule to City Council for approval.

BACKGROUND: The City’s cemetery labor rates have not been comprehensively updated in several years. During this time, labor-related expenses including wages, benefits, equipment operation, and overhead have increased significantly. The review found that labor costs associated with cemetery services have increased on average by approximately 145%. The attached draft rate schedule reflects updated labor rates that more accurately align with current operational costs.

RECOMMENDATION: Staff recommends the Public Works Committee review and forward the updated cemetery labor rate schedule to City Council for approval. The proposed rates, as reflected in the attached draft, incorporate necessary adjustments to align with current labor costs.

ATTACHMENTS: 2026 Draft Cemetery Rates

LEAD STAFF: Mathew Bailey

CITY OF CLE ELUM
WASHINGTON
ORDINANCE NO. 1692

**AN ORDINANCE OF THE CITY OF CLE ELUM,
WASHINGTON, REVISING CHAPTER 13.12.115 OF THE
CLE ELUM MUNICIPAL CODE (“CEMC”) RELATED TO
THE RELIEF OF A UTILITY BILL FOR A WATER LEAK;
AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City of Cle Elum has recently revised its sewer rate structure to base the sewer charge on water consumption; and

WHEREAS, the City Council acknowledges the need to provide financial relief from the sewer bill for a water leak now that it is linked to water usage.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. CEMC 13.12.115 “Petition for and relief from water bill.” Cle Elum Municipal Code Section 13.12.115 is hereby revised to read as follows:

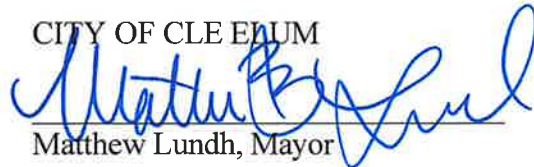
13.12.115 Petition for and relief from utility bill.

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

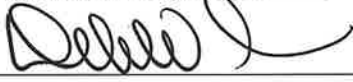
include water base rate fee, water reserve fee, and applicable water taxes for every two to thirty days of interrupted service, or multiples thereof. In the event any neighbor assists a customer with frozen, city-maintained water service by providing water through that neighbor's meter (i.e., through 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.

Section 2. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CLE ELUM CITY COUNCIL AT A SPECIAL MEETING THEREOF ON THE 6TH DAY OF JANUARY 2025.

CITY OF CLE ELUM

Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:



Debbie Lee, City Clerk

APPROVED AS TO FORM:

Alexandra L. Kenyon, City Attorney

Date of Publication: 1-9-25

Effective Date: 1-14-25

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 1720, passed January 13, 2026.

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:(509)674-2262)

[Hosted by General Code.](#)

**CLE ELUM PUBLIC WORKS & COMMUNITY DEVELOPMENT
COMMITTEE
MINUTES
APRIL 7, 2026
1:00 PM
119 W FIRST STREET
CLE ELUM, WA 98922**

1. Call to Order and Pledge of Allegiance

Committee Members Present:

Ken Ratliff
Jon Cornelius
Steven Cook

Staff Present:

Rob Omans - City Administrator
Debbie Lee - City Clerk
Shannon Johnson - Planning Director
Mathew Bailey - Public Works Director

2. Unfinished Business

a. Upper Kittitas County Youth Baseball and Softball (UKCYB) Further Discussion — (UPDATE)

Rob Omans, City Administrator, informed the committee that he has received an update from the city attorney regarding revisions to the insurance language. The updated documentation is nearly ready for submission to the council for consideration. Omans will email the changes to the committee for review. If the committee approves the revisions, the documentation can proceed to the council for consideration.

b. Cemetery Rates — Discussion

Mathew Bailey, Public Works Director, provided a breakdown of cemetery open and close costs. Current rates are set at \$1,375 for a full space open and close; however, the actual cost to the city is \$1,925.50, excluding overtime. This indicates a potential revenue loss for the cemetery.

The average time for a full burial by the Public Works crew is 25 working hours. Costs for preparation do not include the endowment fee. There has been a 5% increase in recent years, which suggests the need to adjust the endowment fee.

The discussion proposed amending the code to state that the endowment fee increases

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annually.

This matter will be brought back to the committee for further review.

c. [Stormwater Rate Discussion](#)

The funding model established under option 6B with a graduated rate is the recommended approach. This will be forwarded to HLA for the development of code language.

Committee Member Ratliff has expressed concerns regarding the timing.

3. **New Business**

a. [Cle Elum Public Works & Community Development Committee — Meeting Minutes — March 4, 2026](#)

The word annual should be monthly on page 2 of 3. This was corrected.

MOTION: Committee Member Cornelius made a motion to approve the minutes as amended; seconded by Committee Member Cook.

MOTION CARRIED: 3 yes 0 no.

b. [Cle Elum Public Works & Community Development Committee — Study Session Minutes — March 20, 2026](#)

MOTION: Committee Member Cornelius made a motion to approve the March 20, 2026, meeting minutes; seconded by Committee Member Ratliff.

MOTION CARRIED: 3 yes 0 no.

c. [Municipal Code — Petition for and Relief from Utility Bill](#)

The City of Cle Elum's current municipal code concerning water meter technology should be reviewed in light of recent advancements that facilitate instant notification of meter readings. Recommendations include establishing a clear description of where the meter is located, and where the leak is located for issuing relief.

Further discussion on these topics will occur at the next meeting, with potential revisions to the code to be considered.

It may also be advisable to differentiate between commercial and residential rate structures in the code revisions.

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d. **Municipal Code — Snow Removal**

Committee Member Cook expressed interest in understanding the capacity of the Public Works (PW) Department to improve this situation of snow removal and sidewalks.

Currently, the city hires a seasonal worker for snow removal on downtown core sidewalks. Once the new sidewalks are fully cured, maintenance responsibility would be transferred back to property owners. The Public Works Department is currently at full capacity with snow removal efforts.

Rob Omans, City Administrator, added that once the Second Street Pathway was complete, he suggested a quick snow removal sweep for that area, acknowledging that the city clears Progress Path currently. According to the municipal code, adjacent landowners are responsible for snow removal. However, traditionally this has only been enforced on a complaint basis.

Committee discussions proposed that periodic emphasis on code enforcement may provide value. It was suggested to consider sending out a friendly reminder regarding the winter snow removal code.

4. **Other Committee Comments**

Concerns have been raised regarding the future construction at Bullfrog Flats and its potential impact on events at the Horse Park. Specific issues include noise generated during construction activities, which may occur Monday through Saturday. It is essential to examine the enforcement of applicable codes to address potential overlaps between construction noise and scheduled events at the Horse Park.

5. **Adjournment**

The meeting was adjourned at 1:54 p.m.

Steven Cook, Chair

Debbie Lee, Clerk