

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

City Council
Special Meeting Agenda
July 2, 2026
3:00 PM



119 W FIRST STREET
CLE ELUM, WA 98922

MAYOR
MATTHEW LUNDH

DEPUTY MAYOR
CASSIDY BUECHLE - CURTIS

CITY COUNCIL
CASSIDY BUECHLE - CURTIS
BETH WILLIAMS
SARAH HUBBARD
KEN RATLIFF
STEVEN COOK
AUDREY MALEK
STEVEN HARPER

CITY ATTORNEY
CURTIS CHAMBERS

Join Virtually via Zoom: <https://zoom.us/j/7573184018?pwd=dERndiBJVC9GdVQ1d2ISRExwZFhXZz09>
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, Pledge of Allegiance, and Roll Call**
2. **Announcements, Appointments, Awards, and Recognition**
 - a. Confirm Mayor's Appointment of Erica Krum as City Clerk
3. **Approval of Meeting Agenda**
4. **Consent Agenda**

Items listed below have been distributed to Council Members in advance for review and will be enacted by one motion. If separate discussion is desired on an item, it may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Council Member or a member of the public with concurrence from a Council Member:

 - a. Payables — July 2, 2026 — \$20,711.04
 - b. Finance Director — Job Description
5. **Unfinished Business**
6. **New Business**
 - a. Audit Entrance Conference
7. **Adjournment**

Upcoming Meetings:

Public Works & Community Development Committee Meeting — July 7, 2026, at 1:00 p.m.

City Council Agenda

July 2, 2026

119 W FIRST STREET
CLE ELUM, WA 98922

Coal Mines Trail Commission Meeting — July 7, 2026, at 4:00 p.m.

Planning Commission Meeting — July 7, 2026, at 6:00 p.m.

Lodging Tax & Events Committee Meeting — July 8, 2026, 8:30 a.m.

Public Safety & Health Committee Meeting — July 9, 2026, 9:00 a.m.

CITY OF CLE ELUM
City Administration

**AGENDA STAFF
REPORT**

AGENDA DATE: July 2, 2026

ACTION REQUESTED: Motion to confirm the Mayor's appointment of Erica Krum as the City Clerk

BACKGROUND: Washington State law requires cities to have a City Clerk, and Section 2.10 of the City's Municipal Code provides that the City Clerk shall be appointed by the Mayor, subject to confirmation by the City Council. Erica Krum has been serving as the City Clerk role temporary and now with the position recently becoming vacant, the Mayor is appointing Erica Krum on a temporary basis as the City Clerk subject to City Council confirmation.

RECOMMENDATION: Approve the appointment of Erica Krum as City Clerk.

ATTACHMENTS: None

LEAD STAFF: Robert Omans

CHECK REGISTER

City Of Cle Elum

Time: 10:33:44 Date: 07/01/2026

06/29/2026 To: 06/29/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2802	06/29/2026	Claims	1	48634	Cle Elum Downtown Association	20,711.04	CEDA Lodging Tax Grant for 2026 Visitor Center expenses; CEDA Lodging Tax Grant Placer Labs Software expenses
106 Tourist/Lodging Tax Fund						20,711.04	
						20,711.04	Claims: 20,711.04



City of Cle Elum

POSITION DESCRIPTION
JULY 2026

POSITION TITLE: FINANCE DIRECTOR/~~DEPUTY CLERK~~

REPORTS TO: Reports directly to the Mayor and City Administrator under the guidance of State and City regulations and procedures. Also maintains a close working relationship with other city personnel.

SALARY RANGE: \$ 9,523 - \$ 11,576 per Month

STATUS: Full Time / Exempt

AFFILIATION: Non-Union

WORKWEEK BASIS: 40

JOB SUMMARY: The City Finance Director/~~Deputy Clerk~~ position is a senior level position and is responsible for the management and monitoring of all city funds, including, maintaining the accounting system and records to readily reflect the financial condition of the City. Responsibilities shall include oversight with respect to budgeting, financial planning, accounting operations, grant management, loans, investments, financial reporting. The various types of funds being managed under this position include, but are not limited to, the general fund, special revenue funds, debt services funds, capital improvement funds and enterprise funds. ~~This position also has supervisor responsibilities and will oversee city hall front office operations and manage front office staff.~~ The City Finance Director/~~Deputy Clerk~~ is also responsible for the accounting and financial reporting of the City's regional water and wastewater utilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintain and operate the general accounting system(s) for the City.
- ~~2. Ensures all departments operate within approved budget parameters by implementing effective cost-control measures and monitoring revenues and expenditures to maintain sound fiscal management. Establish and/or maintain procedures and controls over municipal revenue and expenditures for the City.~~
- ~~2. Perform all municipal functions and duties relating to the preparation, audit, presenting and disbursement of claims and demands and payroll obligations of against the City, including payrolls; manage major contracts for auditing, accounting, consulting, investment, insurance, etc.~~
3. Administers and manages all City Grants, ensuring compliance with grant requirements, monitoring expenditures, and completing all required reporting throughout the grant lifecycle.
4. Assist the City Mayor and Administrator in the preparation and administration of the annual budget.

5. Assist in developing City fiscal policy; recommend and approve City-wide financial policies.
6. Prepare and present to the City Council ~~an~~ monthly, quarterly and annual statement and report of the financial condition of the City, and other required financial reports as needed.
7. Establish policies for and monitor all investment activities for the City's investments.
8. ~~Oversee internal and external City audits.~~
- 8.9. Prepare a comprehensive annual financial report in accordance with standards of the Washington State Auditor's Office.
- 9.10. Oversee finance system replacement and/or enhancements and maintains an investment program for the city.
- 10.11. Present issues and recommendations on major issues requiring policy direction to appropriate bodies and to the City Council.
- 11.12. Keep informed of new trends, developments, laws, and regulations impacting the activities of the City.
- ~~12. Supervisor Responsibilities include overseeing City Hall front office operations and managing front office employees. These supervisory responsibilities include but not limited to planning/assigning/directing work, rewarding and disciplining employees interviewing, training employees, hiring recommendations and addressing complaints and resolving problems.~~
13. Performs other-related duties and responsibilities as required or assigned.

NECESSARY KNOWLEDGE AND ABILITIES:

Knowledge of:

- Variety of office equipment, including computers, fax machines, copiers, phone systems and calculations.
- Principles, practices and methods of municipal government and organizations.
- BARS – governmental Baseline Accounting and Reporting System.
- Mathematical, language and reasoning skills.
- Applications and implementation of computer systems and filing systems.

Ability to:

- Project a professional and friendly image through in-person and phone interaction.
- Maintain a high level of customer service in all interactions with the public.
- Type and proofread materials, documents and reports for accuracy, grammar, punctuation, etc.
- Fax, file and do general data entry.
- A high degree of independent judgment, initiative and discretion.
- Maintain confidential data and information.

- Communicate effectively in both oral and written form.
- Analyze and solve problems.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in accounting, finance, business administration, or other closely related field.
- At least 5 or more years of progressively responsible experience in municipal government finance.
- Certified Public Finance Administrator Certification preferred.
- Valid Washington State Driver's License.

COMPENSATION AND BENEFITS:

Wage Range:	\$114,281 - \$138,909 per Year \$ 9,523 - \$ 11,576 per Month	Benefits:	Paid Medical Benefits PERS Retirement System \$275 VEBA per Month Vacation / Sick Time 12 Paid Holidays + 1 Personal Day
Incentive Pay:	Longevity		

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Typically work is performed in a private office located in a moderately noise office environment of City Hall. Work may occasionally be performed with exposure to inclement weather including temperature extremes and windy/dusty conditions will occur. Must have the ability to sit, stand, walk, climb, stoop, kneel, crouch, bend, crawl, grasp; use hands to finger, handle, feel or operate objects, tools or controls; and reach with arms and legs.

The work schedule is generally maintained during normal office hours, but may include early, evening or weekend hours as required. Attendance at night meetings may be required, and meeting project deadlines may require working more than forty hours per week.

NOTICE:

The above position description does not include ALL essential and non-essential duties of this job. All employees with disabilities are encouraged to contact the personnel department to review and discuss the essential and non-essential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if the essential functions can be performed safely with or without reasonable accommodations.

The City of Cle Elum is an Equal Opportunity employer.