

CITY ADMINISTRATOR
ROBERT OMANS

ASSISTANT CITY
ADMINISTRATOR
ERICA KRUM

CITY CLERK

FINANCE DIRECTOR
ROBIN NEWCOMB

PUBLIC WORKS DIRECTOR
MATHEW BAILEY

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNING DIRECTOR
SHANNON JOHNSON

**City Council
Agenda
July 14, 2026
6:00 PM**



119 W FIRST STREET
CLE ELUM, WA 98922

MAYOR
MATTHEW LUNDH

DEPUTY MAYOR
CASSIDY BUECHLE - CURTIS

CITY COUNCIL
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.

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1. **Call to Order, Pledge of Allegiance, and Roll Call**
 2. **Public Comment – Limited to 5 Minutes per Speaker**
 3. **Announcements, Appointments, Awards, and Recognition**
 - a. Ratify the Mayor's Appointment of Fire Advisory Committee Members
Kenny Becker — Business Owner Position
J Michelle Swope — Cle Elum Resident Position
 4. **Approval of Meeting Agenda**
 5. **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. Special Council Meeting Minutes — June 22, 2026
 - b. Payables — July 14, 2026 — \$581,075.65
 - c. Payroll Vouchers — July 2, 2026 — \$407,939.43
 - d. Montgomery Street Watermain Project Acceptance
 6. **Department Head Reports**

City Council Agenda

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- a. Rob Omans — City Administrator
 - b. Shannon Johnson — Planning Director
 - c. Mathew Bailey — Public Works Director
 - d. Rich Albo — Police Chief
 - e. Ed Mills — Fire Chief
 - f. William LaRue — Utilities Operations Manager
7. **Public Appearances – 15-Minute Limit**
8. **Business Requiring Public Hearings**
9. **Unfinished Business**
10. **New Business**
- a. Timesaver PC Payables — July 8, 2026 — \$198.01
 - b. Intermountain Foundation — Crave! TV — Lodging Tax Application — Councilmember Malek
 - c. Seasonal Library Aide Job Description — Rob Omans — City Administrator
 - d. Ordinance 1730 — Salary Schedule Amendment — Rob Omans — City Administrator
 - e. Stormwater Plan Amendment — Mathew Bailey — Public Works Director
 - f. Resolution 2026-024 — Ratification of Emergency Fire Hydrant and Isolation Valve Repair — Mathew Bailey — Public Works Director
 - g. Resolution 2026-025 — Annexation Portion of State Route 903 — Mathew Bailey — Public Works Director
11. **Report of Committees**
- a. Public Works & Community Development
 - b. Public Safety & Health
 - c. Lodging Tax & Events
 - d. General Government
12. **Councilmember Comments - Limited to 5 Minutes**
13. **Mayor's Report**
14. **Executive Session**
- Pursuant to RCW 42.30.110(g): To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.
15. **Adjournment**

Upcoming Meetings:

Regular Council Meeting — July 14, 2026, at 6:00 p.m.

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

Historic Preservation Commission Meeting — July 21, 2026, at 3:00 p.m.

City Council Agenda July 14, 2026

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Planning Commission Meeting — July 21, 2026, at 6:00 p.m.

General Government Committee Meeting — July 22, 2026, at 8:30 a.m.



Board/Commission Application

Your Personal Information

NAME

Kenny Becker

EMAIL ADDRESS

kenny@muleandelk.com

ADDRESS

650 Goat Peak Ranch Rd
Cle Elum, Washington 98922
United States

PHONE NUMBER

(425) 443-8062

NUMBER OF YEARS RESIDING IN CLE ELUM

5

Board or Commission You're Applying For

BOARD OR COMMISSION YOU'RE APPLYING FOR

Fire Advisory Committee

FIRE ADVISORY POSITION YOU'RE APPLYING FOR

City Business Owner

IF YOUR FIRST CHOICE ISN'T AVAILABLE, ARE YOU INTERESTED IN SERVING ON ANOTHER BOARD OR COMMISSION?

No

Character References

LOCAL REFERENCES

Name	Phone	Email
Mike Bain	+1 (425) 359-0125	Mike@muleandelk.com
Jeff Sjoden	+1 (206) 462-8363	
Jake O'Brien	+1 (253) 569-5403	

More About You

WHY ARE YOU INTERESTED IN SERVING ON A CITY OF CLE ELUM BOARD OR COMMISSION?

I'm interested in serving on the City of Cle Elum commission because I care deeply about our community and want to

play a more active role in its future.

PERSONAL QUALIFICATIONS AND/OR WORK EXPERIENCE

While I don't have previous experience serving on a city commission, I own and operate two businesses, one of which is in Cle Elum.. This has given me valuable experience in problem-solving, budgeting, planning, customer service, and working with a wide range of people.

COMMUNITY INVOLVEMENT (INCLUDING PREVIOUS CITY BOARD/COMMISSION SERVICE)

As a local business owner, We been committed to giving back to the people of Cle Elum by hosting fundraisers for local organizations and providing opportunities for small businesses and vendors through pop-up events.

ARE YOU ABLE TO REGULARLY ATTEND MEETINGS?

Yes

WOULD YOUR APPOINTMENT CREATE A CONFLICT OF INTEREST OR AN APPEARANCE OF A CONFLICT OF INTEREST?

No

TERMS AND CONDITIONS

By submitting this application, I certify that the information provided is true to the best of my knowledge. I further certify that I am a resident of the City of Cle Elum (or of the Cle Elum-Roslyn School District for applicable positions on the Planning Commission, Historic Preservation Commission, or the Library Board). I authorize the city to contact character references provided herein.

Pursuant to the Washington Public Disclosure Act, (RCW 42.56), this form constitutes a public record and is subject to public release upon request. Prior to release, the following information may be redacted pursuant to RCW 42.56.250(3): Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, driver's license numbers, identicard numbers, and emergency contact information of employees or volunteers of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of dependents of employees or volunteers of a public agency.

Applicants are considered for appointment without regard to race, color, religion, gender, national origin, sexual orientation, age, genetic information, marital or veteran status, or the presence of any disability.

☒ **I agree to these terms and conditions**



Board/Commission Application

Your Personal Information

NAME

J Michelle Swope

EMAIL ADDRESS

crowcreekguide@gmail.com

ADDRESS

1015 East 2nd street
Cle Elum, Washington 98922
United States

PHONE NUMBER

(360) 349-0743

NUMBER OF YEARS RESIDING IN CLE ELUM

3

Board or Commission You're Applying For

BOARD OR COMMISSION YOU'RE APPLYING FOR

Fire Advisory Committee

IF YOUR FIRST CHOICE ISN'T AVAILABLE, ARE YOU INTERESTED IN SERVING ON ANOTHER BOARD OR COMMISSION?

Yes

SECOND CHOICE BOARD OR COMMISSION

Tree Board

THIRD CHOICE BOARD OR COMMISSION

Coal Mines Trail Commission

Character References

LOCAL REFERENCES

Name	Phone	Email
Audrey Malek	206-790-8565	amalek@cleelum.gov

More About You

WHY ARE YOU INTERESTED IN SERVING ON A CITY OF CLE ELUM BOARD OR COMMISSION?

I want to be involved in making my community a great place to live, work and recreate!

PERSONAL QUALIFICATIONS AND/OR WORK EXPERIENCE

I own and operate a fly shop here in upper Kittitas County, and I love this area. I have recreated/fished/guided here

since the late 1980's and now I live in Cle Elum full time. I have worked in state government as a trainer and executive coach, I have been in Human Resources in several state agencies and several non-profits. I have a masters in conflict negotiation and leadership development.

COMMUNITY INVOLVEMENT (INCLUDING PREVIOUS CITY BOARD/COMMISSION SERVICE)

I have been on several committees over in Pierce and Thurston county regarding homeless issues and food scarcity. I am keenly interested in contributing to our community in ways that are meaningful. I hope to be able to contribute in a meaningful way to my community of Cle Elum

ARE YOU ABLE TO REGULARLY ATTEND MEETINGS?

Yes

WOULD YOUR APPOINTMENT CREATE A CONFLICT OF INTEREST OR AN APPEARANCE OF A CONFLICT OF INTEREST?

No

TERMS AND CONDITIONS

By submitting this application, I certify that the information provided is true to the best of my knowledge. I further certify that I am a resident of the City of Cle Elum (or of the Cle Elum-Roslyn School District for applicable positions on the Planning Commission, Historic Preservation Commission, or the Library Board). I authorize the city to contact character references provided herein.

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Applicants are considered for appointment without regard to race, color, religion, gender, national origin, sexual orientation, age, genetic information, marital or veteran status, or the presence of any disability.

✓ I agree to these terms and conditions

CLE ELUM CITY COUNCIL
MINUTES
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1. Call to Order, Pledge of Allegiance, and Roll Call

Roll Call

Present:

Cassidy Buechle-Curtis
Ken Ratliff
Beth Williams
Steven Harper
Sarah Hubbard
Audrey Malek
Steven Cook

Staff Present:

Matthew Lundh - Mayor
Rob Omans - City Administrator
Erica Krum - Assistant City Administrator
Shannon Johnson - Planning Director
Mathew Bailey - Public Works Director

2. Public Comment – Limited to 5 Minutes per Speaker

The following individuals addressed the Council:

Wendy Hill
Lucy Temple
Christine Heimbigner

3. Announcements, Appointments, Awards, and Recognition

Mayor Lundh stated that the court's ruling permits the City of Clum to remain in bankruptcy and provided an explanation of the court's decision regarding this matter. The ruling offers a clear path forward, and the Mayor will continue to keep everyone updated.

- a. [Ratify the Mayor's Appointment of Kerrie Spoonemore to the Historic Preservation Commission](#)

MOTION: Councilmember Harper made a motion to ratify the Mayor's appointment of all the appointments in #3 ; seconded by Councilmember Williams.

MOTION : 7 yes 0 no.

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- b. Ratify the Mayor's Appointment of Brian Browitt to the Library Board of Trustees

Approved by Motion in 3a.

- c. Ratify the Mayor's Appointment of Tree Board Members

Approved by Motion in 3a.

Gary Berndt

Jon Cornelius

Debbie Cernick

Michelle Swope

4. Approval of Meeting Agenda

Mayor Lundh added an executive session at the end of the meeting.

MOTION: Councilmember Harper made a motion to approve the meeting agenda as amended; seconded by Councilmember Cook.

MOTION : 7 yes 0 no.

5. Consent Agenda

MOTION: Councilmember Harper made a motion to adopt the consent agenda as is; seconded by Councilmember Hubbard.

MOTION : 7 yes 0 no.

- a. Council Meeting Minutes — June 9, 2026

- b. Payables — June 22, 2026 — \$490,692.59

- c. Ratify Mayor's Signature — Menke Jackson Beyer, LLP Engagement Letter

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6. Department Head Reports

a. Rob Omans — City Administrator

Please see attached report.

b. Mathew Bailey — Public Works Director

Please see attached report.

c. Amy Pridemore — Library Director

Please see attached report.

d. Rich Albo — Police Chief

Please see attached report.

7. Public Appearances – 15-Minute Limit

8. Business Requiring Public Hearings

a. 2027-2032 Six-Year Transportation Improvement Program — Mathew Bailey — Public Works Director

Public hearing opened at 6:40 PM. Mathew Bailey, Public Works Director, presented the six-year transportation improvement program, also known as a TIP. All cities are legally required to have a TIP every six years. Attached is a draft of all the projects that are included in this program. Councilmember Harper stated that priority #7, a roundabout at 1st and Pine, should be reassessed as he believes it will create a bottleneck in that area. Individuals who addressed the city council included Lucy Temple, who recommended the provision of maps for the community to offer educational commentary and expressed support for roundabouts, and Christine Heiminger, who also advocated for maps and suggested that the roundabout on 2nd Street is too small and requested a sidewalk. Additionally, she recommended decreasing transportation on Second and Third Streets to slow traffic. Councilmember Cook inquired of Mathew Bailey about a restricted left-hand turn from the ranger station to 903 and the proposed roundabout at Pine. The discussion included three projects in that area: 1st and Pine, 2nd and Pine, and the ranger station. They also addressed the possibility of lane narrowing with striping on Third Street without

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incorporating a micro roundabout, noting that four-way stop signs are not effective in reducing traffic speed. Speed humps were mentioned as potentially complicating fire response and snow plowing during winter. Public hearing closed at 6:56 PM.

9. Unfinished Business

- a. [Authorize Submittal of 2025 Annual Report — Robin Newcomb — Finance Director](#)

MOTION: Councilmember Cook made a motion to authorize the submittal of the 2025 Annual Report; seconded by Councilmember Williams.

MOTION : 6 yes 0 no.

10. New Business

- a. [Resolution 2026-023 — Six-Year Transportation Improvement Program, 2027-2032 — Mathew Bailey — Public Works Director](#)

Councilmember Harper believes that items #7 and #14 should be switched, citing community opposition to roundabouts. Councilmember Buechle-Curtis expressed appreciation for the staff's work and community feedback. Councilmember Hubbard inquired about the timeline, to which Mayor Lundh responded that approval must be secured by the end of June. Mayor Lundh also noted that funding has been secured for the railroad project, emphasizing that the priority order is based on immediate needs, available funding, and existing building agreements. Councilmember Cook expressed confidence in roundabouts, stating they would be an improvement over current conditions and voiced his full support.

MOTION: Councilmember Cook made a motion to adopt Resolution 2026-023 ; seconded by Councilmember Williams.

MOTION : 5 yes 1 no.

- b. [Bid Award for Preservation and Safety Improvement Project — Mathew Bailey — Public Works Director](#)

Mathew Bailey, Public Works Director, presented the bid award for the Preservation and Safety Improvement project. A total of two bids were received for this project; however, one bid was disqualified due to improper bond documentation. Funding for the project will be sourced from WSDOT, specifically HSIP federal improvement projects, which will cover all costs except for the \$21,000 discussed at the previous meeting. While WSDOT may cover the \$21,000, this is contingent and may not ultimately be required.

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MOTION: Councilmember Cook made a motion to award the 2026 Preservation and Safety Improvement Project bid to American Rock Products; seconded by Councilmember Harper.

MOTION : 6 yes 0 no.

- c. [Type III Traffic Barricade Lodging Tax Application — Mathew Bailey — Public Works Director](#)

Mathew Bailey, Public Works Director, presented the lodging tax application for a reflective barricade featuring three different bars. Both the Cle Elum Downtown Association (CEDA) and the Police Department indicated that these barriers would be beneficial, stating that no city apparatus would need to be utilized in the future to block roads.

MOTION: Councilmember Cook made a motion to approve lodging tax for the amount of \$2368.02; seconded by Councilmember Malek.

MOTION : 6 yes 0 no.

- d. [Whispering Pines Petition for Annexation — Shannon Johnson — Planning Director](#)

Shannon Johnson, Planning Director, presented the Whispering Pines Petition for Annexation. Councilmember Cook inquired about the process, to which Johnson responded that the Council's initial decision would determine if the proposal would be entertained, followed by Kittitas County's review for parcel correctness. The County would then provide a sufficiency determination, necessitating a public hearing. At the subsequent hearing, the Council would either approve the annexation or review the proposal further. Keith Watts presented his petition for annexation, stating that the city would benefit from the associated revenue, including connection fees, lodging tax fees, and sales tax. Last year, approximately 22,000 guests contributed to this revenue. Watts emphasized his commitment to protecting the surrounding areas by working with nature rather than reshaping it and proposed an addition of 50 sites. Staff recommended consideration of the annexation.

MOTION: Councilmember Harper made a motion that we set the annexation area as shown on the map, that we direct simultaneous adoption of zoning as provided in this agenda, and that we require the assumption of the correct commensurate portion of existing city or town indebtedness by the area to be annexed, comparable to previous annexations; seconded by Councilmember Hubbard.

MOTION : 6 yes 0 no.

11. Report of Committees

Next meeting will be July 7th

- a. [Public Works & Community Development](#)

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Councilmember Cook stated the next meeting will be held on July 7, 2026.

b. Public Safety & Health

Councilmember Buechle-Curtis reported that a lively conversation took place regarding garbage services and encouraged participants to watch the live stream. Councilmember Williams indicated that e-bikes would be a topic of discussion. Councilmember Buechle-Curtis sought the Council's opinion on the potential alteration of fees in the code, proposing either to change them within the code or to relocate them to a fee schedule, allowing for updates by resolution rather than by ordinance. Mayor Lundh commented that state law may require garbage fee changes to be enacted through ordinances.

c. Lodging Tax & Events

d. General Government

Councilmember Harper stated that the meeting scheduled for June has been canceled and that they will reconvene next month.

e. Coal Mines Trail

12. Councilmember Comments - Limited to 5 Minutes

Councilmember Cook addressed Lucy Temple's comment regarding data centers and expressed approval of her thoughts on proactive planning. Councilmember Buechle-Curtis commended the public for attending the meeting for public comment and expressed appreciation for their insights, emphasizing the importance of partnering with the community in the future. Councilmember Hubbard commended Lucy Temple for enhancing public visibility regarding the transportation plan.

13. Mayor's Report

Mayor Lundh acknowledged the feedback from Lucy and Christine on the transportation plan. He reported attending the Suncadia social, describing it as a valuable addition to the community, and encouraged visits to Roslyn Grocery. The Mayor noted that council members and staff will attend the AWC Conference. He mentioned that the Public Disclosure Commission will evaluate PDC exemption this Thursday and expressed enthusiasm for attending the Pioneer Queen event,

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encouraging public participation. He also highlighted his favorite event, the Pancake Breakfast.

14. Executive Session

Entered Executive Session at 7:40 p.m. The Executive Session concluded at 7:50 p.m.

15. Adjournment

Adjourned at 7:51 p.m.

Matthew Lundh, Mayor

City Clerk

CHECK REGISTER

City Of Cle Elum

Time: 10:39:16 Date: 07/13/2026

06/24/2026 To: 07/14/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2683	06/24/2026	Claims	1	EFT	Crystal Springs	196.24	City hall water
2684	06/24/2026	Claims	1	EFT	Methodworks	2,034.38	IT Services -- Fire Dept print issues, Police Dept plotter and scanner, City Hall MAC laptop , printing issues, suspicious emails, disk clean up, phone issues
2685	06/30/2026	Claims	1	EFT	Puget Sound Energy	7,665.17	Power for City hall/rental/restrooms/police/fire/c chlorinator/old water plant/cemetery/street lights/library/park
2686	07/01/2026	Claims	1	EFT	Puget Sound Energy	70.12	May 2026 -1009 E 3rd Shop #8160
2687	07/01/2026	Claims	1	EFT	U.S. Cellular	689.73	Cell phones -- public works, regional water and sewer, admin, planning, building
2693	06/24/2026	Claims	1	EFT	Methodworks	3,051.56	New Police Dept. Federal DOJ Grant equipment purchases
2694	06/24/2026	Claims	1	EFT	WA State Dept of Licensing	36.00	Gun permits 1197, 1199
2695	06/24/2026	Claims	1	EFT	Chase Paymentech	653.95	5/1 to 5/31 non - utility merchant fees
2696	06/24/2026	Claims	1	EFT	Chase Paymentech	1,197.03	5/1 to 5/31 utility merchant fees
2712	06/24/2026	Claims	1	EFT	Cintas Corporation	250.52	Public works mats/towels/uniforms 6/16
2713	06/24/2026	Claims	1	EFT	United Parcel Service	20.36	Police Dept shipping
2737	07/01/2026	Claims	1	EFT	U.S. Cellular	124.10	Water plant M2M connection
2763	07/01/2026	Claims	1	EFT	Inland Networks	35.00	Library alarm monitoring
2764	07/01/2026	Claims	1	EFT	Inland Networks	25.00	Police alarm monitoring
2765	07/01/2026	Claims	1	EFT	Inland Networks	134.00	Shop and park fiber internet
2784	07/01/2026	Claims	1	EFT	T-Mobile	42.15	Internet backup
2800	06/29/2026	Claims	1	EFT	Cintas Corporation	279.25	Public works mats/towels/uniforms 6/23
2801	06/29/2026	Claims	1	EFT	Cle Elum Downtown Association		Wrote as EFT
2817	06/30/2026	Claims	1	EFT	Iron Mountain	112.81	Police Dept shredding 5/27 to 6/23
2819	07/01/2026	Claims	1	EFT	T-Mobile	95.55	Mobile internet 509-701-2829, 509-741-5973, 509-910-0832
2820	06/30/2026	Claims	1	EFT	WA State Dept of Licensing	36.00	Gun Permit 1202, 1203
2821	06/30/2026	Claims	1	EFT	WA State Dept of Licensing	18.00	Gun Permit 1200
2826	06/30/2026	Claims	1	EFT	Puget Sound Energy	190.11	May 2026 -- 500 Owens Rd #8264
2827	06/30/2026	Claims	1	EFT	Puget Sound Energy	22,473.51	May 2026 -- 331 S Cle Elum Way #8199
2829	06/30/2026	Claims	1	EFT	WA State Dept of Ecology	765.00	Regional sewer lab accreditation fees 6/2/26 to 6/1/27
2843	07/01/2026	Claims	1	EFT	Methodworks	1,425.69	June IT monthly desktop monitoring and patching
2844	07/01/2026	Claims	1	EFT	Puget Sound Energy	1,401.04	May 2026 -- First & Oakes Project- Oakes to Peoh Lights #9289
2845	07/01/2026	Claims	1	EFT	Puget Sound Energy	163.07	May 2026 -- 2000 Bullfrog Rd, Pump #8231
2846	07/01/2026	Claims	1	EFT	Puget Sound Energy	257.47	May 2026 -- First St & Pennsylvania Lights #0910
2900	07/01/2026	Claims	1	EFT	Cintas Corporation	711.21	Regional sewer and water mats/towels/uniforms for June
2919	07/01/2026	Claims	1	EFT	Xpress Bill Pay	689.80	June merchant fees
2932	07/06/2026	Claims	1	EFT	United Parcel Service	15.85	Police Dept shipping
2938	06/26/2026	Claims	1	EFT	Cintas Corporation	-5.15	Wrong amount entered

CHECK REGISTER

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2947	07/06/2026	Claims	1	EFT	Columbia Bank	282.54	Police Chief First Tactical pants and Safe Life Belt
2952	07/06/2026	Claims	1	EFT	Columbia Bank	33,735.51	Regional Home Depot hot water tank/hose, temp control labor, DF supply gate opener, Wapiti return gate control; Fire Dept Firehose Direct male end, Amazon chargers/leak detectors/First Net-AT&T phones
2963	07/07/2026	Claims	1	EFT	Puget Sound Energy	32,133.63	April 2026 & May 2026 Delayed charges -- 500 Owens Rd, WH20T #8249
2965	07/07/2026	Claims	1	EFT	American Express	67.92	June American Express merchant fees
2966	07/07/2026	Claims	1	EFT	Cintas Corporation	316.27	Public works mats/towels/uniforms 6/30
2976	07/14/2026	Claims	1	48638	Abadan	21.98	Police Dept copier overage 5/2 to 6/1 and surcharge 11441
2977	07/14/2026	Claims	1	48639	Ashley Berline	250.00	2026 Summer Reading Program 1/2
2978	07/14/2026	Claims	1	48640	Brown and Jackson Septic	1,400.00	Port A Potty June 2026 -- Roslyn Coal Mine Trail location; Ronald Coal Mine Trail location; Coal Mine Trailhead location; Port A Potty June 2026 -- 221 E First Public Restrooms; Port A Potty June 2026
2979	07/14/2026	Claims	1	48641	Central Cleaning	240.00	Cleaning -- City Hall 6/29, Shop 6/30, Police 7/1
2980	07/14/2026	Claims	1	48642	Cle Elum Farm and Home	139.83	City Acct 22 -- park bolts, water meter cleaning supplies, HWH Dri Scr flags, plug ground 2PL durapech, cemetery irrigation hose bib
2981	07/14/2026	Claims	1	48643	Cle Elum Hardware	504.60	City shop/public works Acct 90 -- Street Dynapac bulk items, Durapatch ground plugs, generator cord, wire, power outlet
2982	07/14/2026	Claims	1	48644	Copiers Northwest Inc.	472.63	City Hall copier LB524 base rate 6/19/26 to 7/18/26; overage charge for 5/19/26 to 6/18/26; City Hall copier JN888 overage charge 6/1-6/30 plus tax; Library JQ716/ Public Works JQ717 copier overage c
2983	07/14/2026	Claims	1	48645	FCI Custom Vehicles	11,007.38	Police Dept - Remove Getac, Gamber dock with power supply - Equipment swap Federal Grant; Police Dept - Remove Getac, Gamber and Hays dock with power supply - Equipment setup Federal Grant
2984	07/14/2026	Claims	1	48646	General Code	195.00	Code web update 10 pages
2985	07/14/2026	Claims	1	48647	Gibson and Son Road Building INC	1,868.18	Public Works -- 3 loads of sand
2986	07/14/2026	Claims	1	48648	Huntington National Bank	3,668.35	Police Dept camera lease 4 cameras; Police Dept camera lease 11 cameras
2987	07/14/2026	Claims	1	48649	James Oil Company	1,661.18	Police Dept fuel 6/16 to 6/30; Fire Dept fuel 6/16 to 6/30; Public works fuel 6/16 to 6/30

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2988	07/14/2026	Claims	1	48650	Jerrold's	494.91	City hall paper; City Hall supplies, Planning Dept supplies - sign here stickers; City Hall office supplies; janitorial supplies - notepads, Toilet paper, file folders, Lysol, scissors; City Hall offi
2989	07/14/2026	Claims	1	48651	Alec Johnson	868.10	Police Dept - per diem reimbursement for CIT Training -- 206 HB2015 Grant
2990	07/14/2026	Claims	1	48652	Kittitas County Sheriff Department	19,769.91	County Sheriff Inmate Contract Quarter 2
2991	07/14/2026	Claims	1	48653	Lab Test	1,190.75	Regional sewer testing 6/10; Regional sewer testing 6/22; Regional water tests 6/23; Regional sewer testing 6/16; Regional sewer testing 6/17; Regional sewer testing 6/23; Regional sewer labs 6/24
2992	07/14/2026	Claims	1	48654	Rachel Laskody	250.00	2026 Summer Reading Program 1/2
2993	07/14/2026	Claims	1	48655	Law Office of Mark W. Garka, PLLC	4,000.00	June prosecution services
2994	07/14/2026	Claims	1	48656	Matthew Lundh	2,066.53	Reimbursement for batteries, web hosting, and AWC Annual Conference for 3 council members
2995	07/14/2026	Claims	1	48657	Marson & Marson	81.60	Public Works - streets felt underlayment; Felt underlayment - street maintenance
2996	07/14/2026	Claims	1	48658	Mountain Auto Parts	3,378.30	City/Public Works Acct 2385- Durapatch, street cold patch, KWT800, 621 E Case; Police Acct 2387 -- PD oil changes, Battery trk; Fire Dept Acct 2388 -- Seagraves battery, oil filters, fuel filters, air
2997	07/14/2026	Claims	1	48659	Northern Kittitas County Tribune	27.50	Name place for council Hubbard
2998	07/14/2026	Claims	1	48660	Northstar Chemical	2,458.62	Regional water chemicals; Regional water sodium hypochlorite
2999	07/14/2026	Claims	1	48661	One Call Concepts, Inc	65.33	June Call Before Digging x 47
3000	07/14/2026	Claims	1	48662	P&A Civil, LLC	179,287.14	Alleyway Sewer Main Improvements Not approved
3001	07/14/2026	Claims	1	48663	PNW-Web Designers		
3002	07/14/2026	Claims	1	48664	Stoel Rives	42,556.18	January legal fees -- Bankruptcy
3003	07/14/2026	Claims	1	48665	Summit Law Group, PLLC	308.00	5/13/26 personnel services
3004	07/14/2026	Claims	1	48666	Suncadia	33,018.00	Water and Sewer capital reimbursement fees for 56 Mustang court, Lot 3, Permit 2026-047; Water and Sewer Capital Reimb Fees -- Permits 2026-048 to 052, Lots 150-154, 90/96/102/106/114 Prairie Loop
3005	07/14/2026	Claims	1	48667	The Bunker	205.01	Police Dept gear/Chief
3007	07/14/2026	Claims	1	48669	U.S. Bank N.A. Custody	24.00	June bank investment fees
3008	07/14/2026	Claims	1	48670	Cornelia J Van Dongen	219.71	Reimburse footwear/code enforcer
3009	07/14/2026	Claims	1	48671	Van Ness Feldman LLP	10,338.00	May attorney fees -- Wildwood; May attorney fees -- Blue Fern
3010	07/14/2026	Claims	1	48672	WA State Dept of Trans.	1,564.39	Public works signs
3011	07/14/2026	Claims	1	48673	WA State Treasurer	692.13	June court remittance to state

CHECK REGISTER

City Of Cle Elum

06/24/2026 To: 07/14/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3012	07/14/2026	Claims	1	48674	Washington Assoc of Sheriff Police Chief	436.40	Police Chief conference/Spring
3013	07/14/2026	Claims	1	48675	Waste Management Corp. Serv.	112,000.60	June solid waste collection and removal
3047	07/14/2026	Claims	1	48676	Cle Elum Downtown Association	32,886.47	CEDA Pioneer Days Lodging Tax Grant
2955	06/30/2026	Claims	10	EFT	U.S. Bank N.A. Custody	68.55	Fees on matured 2.5M Bond
					511 Legislative	1,891.89	
					513 Executive	1,901.34	
					515 Legal Services	46,864.18	
					518 Centralized Services	8,808.37	
					521 Police Department	46,742.83	
					522 Fire Department	4,499.79	
					524 Protective Inspections	219.71	
					536 Cemetery	2,818.37	
					558 Planning & Community Devel	43.79	
					572 Libraries	1,419.49	
					576 Park Facilities	1,828.41	
					594 Capital Expenditures	868.10	
					001 Current Expense/General Fund	117,906.27	
					542 Streets - Maintenance	18,992.01	
					543 Streets Admin & Overhead	1,708.18	
					101 Street Fund	20,700.19	
					557 Community Services	35,254.49	
					106 Tourist/Lodging Tax Fund	35,254.49	
					542 Streets - Maintenance	360.00	
					110 Coal Mine Trail Fund	360.00	
					515 Legal Services	6,771.00	
					131 Blue Fern DA # 2002-01 CRA 2024-01,03	6,771.00	
					515 Legal Services	3,567.00	
					132 Wildwood Ranch DA #2024-001 CRA 2024-02	3,567.00	
					534 Water Utilities	14,422.35	
					401 Water Fund	14,422.35	
					537 Garbage & Solid Waste	112,062.27	
					402 Garbage Fund	112,062.27	
					546 Airports, Port, Terminal	1,426.79	
					403 Airport Fund	1,426.79	
					534 Water Utilities	26,826.41	
					404 Water Regional Fund	26,826.41	
					535 Sewer	26,029.75	
					594 Capital Expenditures	179,287.14	
					409 Sewer Fund	205,316.89	
					535 Sewer	35,679.86	
					410 Sewer Regional Fund	35,679.86	

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City Of Cle Elum

06/24/2026 To: 07/14/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			580 Non Expenditures			782.13	
			699 State Agency Fund 380/580			782.13	
						581,075.65	Claims:

Payroll

CHECK REGISTER

City Of Cle Elum

Time: 14:46:19 Date: 07/02/2026

06/06/2026 To: 07/02/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2568	06/18/2026	Payroll	1	EFT		1,500.00	
2569	06/18/2026	Payroll	1	EFT		2,000.00	
2570	06/18/2026	Payroll	1	EFT		1,600.00	
2571	06/18/2026	Payroll	1	EFT		1,300.00	
2572	06/18/2026	Payroll	1	EFT		500.00	
2573	06/18/2026	Payroll	1	EFT		2,000.00	
2574	06/18/2026	Payroll	1	EFT		750.00	
2575	06/18/2026	Payroll	1	EFT		4,000.00	
2576	06/18/2026	Payroll	1	EFT		1,000.00	
2577	06/18/2026	Payroll	1	EFT		1,500.00	
2578	06/18/2026	Payroll	1	EFT		1,100.00	
2579	06/18/2026	Payroll	1	EFT		800.00	
2580	06/18/2026	Payroll	1	EFT		2,000.00	
2581	06/18/2026	Payroll	1	EFT		2,500.00	
2582	06/18/2026	Payroll	1	EFT		2,000.00	
2583	06/18/2026	Payroll	1	EFT		1,000.00	
2584	06/18/2026	Payroll	1	EFT		3,500.00	
2585	06/18/2026	Payroll	1	EFT		2,000.00	
2586	06/18/2026	Payroll	1	EFT		800.00	
2587	06/18/2026	Payroll	1	EFT		2,000.00	
2588	06/18/2026	Payroll	1	EFT		1,000.00	
2589	06/18/2026	Payroll	1	EFT		2,000.00	
2590	06/18/2026	Payroll	1	EFT		2,000.00	
2591	06/18/2026	Payroll	1	EFT	Columbia Bank	40,000.00	941 taxes for draws
2852	07/02/2026	Payroll	1	EFT		8,640.42	
2853	07/02/2026	Payroll	1	EFT		4,298.36	
2854	07/02/2026	Payroll	1	EFT		3,377.88	
2855	07/02/2026	Payroll	1	EFT		5,339.93	
2856	07/02/2026	Payroll	1	EFT		5,662.56	
2857	07/02/2026	Payroll	1	EFT		3,860.37	
2858	07/02/2026	Payroll	1	EFT		1,586.47	
2859	07/02/2026	Payroll	1	EFT		226.85	
2860	07/02/2026	Payroll	1	EFT		2,541.72	
2861	07/02/2026	Payroll	1	EFT		226.85	
2862	07/02/2026	Payroll	1	EFT		7,352.89	
2864	07/02/2026	Payroll	1	EFT		125.68	
2865	07/02/2026	Payroll	1	EFT		6,889.46	
2866	07/02/2026	Payroll	1	EFT		3,247.67	
2867	07/02/2026	Payroll	1	EFT		226.85	
2868	07/02/2026	Payroll	1	EFT		7,001.30	
2869	07/02/2026	Payroll	1	EFT		3,559.34	
2870	07/02/2026	Payroll	1	EFT		4,167.64	
2871	07/02/2026	Payroll	1	EFT		3,573.08	
2872	07/02/2026	Payroll	1	EFT		4,393.17	
2873	07/02/2026	Payroll	1	EFT		6,584.39	
2874	07/02/2026	Payroll	1	EFT		12,051.55	
2875	07/02/2026	Payroll	1	EFT		3,845.47	
2876	07/02/2026	Payroll	1	EFT		2,491.73	
2877	07/02/2026	Payroll	1	EFT		7,039.99	
2878	07/02/2026	Payroll	1	EFT		226.85	
2879	07/02/2026	Payroll	1	EFT		2,154.83	
2880	07/02/2026	Payroll	1	EFT		4,534.71	
2881	07/02/2026	Payroll	1	EFT		3,520.28	
2882	07/02/2026	Payroll	1	EFT		4,501.63	
2883	07/02/2026	Payroll	1	EFT		4,327.02	
2884	07/02/2026	Payroll	1	EFT		6,178.10	
2885	07/02/2026	Payroll	1	EFT		3,681.56	

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City Of Cle Elum

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2886	07/02/2026	Payroll	1	EFT		2,733.67	
2887	07/02/2026	Payroll	1	EFT		226.85	
2888	07/02/2026	Payroll	1	EFT		5,791.31	
2889	07/02/2026	Payroll	1	EFT		4,316.02	
2890	07/02/2026	Payroll	1	EFT		3,746.31	
2891	07/02/2026	Payroll	1	EFT		1,035.36	
2892	07/02/2026	Payroll	1	EFT		125.68	
2893	07/02/2026	Payroll	1	EFT		1,291.50	
2894	07/02/2026	Payroll	1	EFT		7,567.68	
2895	07/02/2026	Payroll	1	EFT		2,579.61	
2896	07/02/2026	Payroll	1	EFT		5,978.82	
2897	07/02/2026	Payroll	1	EFT		226.85	
2909	07/02/2026	Payroll	1	EFT	AWC Health Insurance	22,166.86	Pay Cycle(s) 07/02/2026 To 07/02/2026 - Asuris 250 Med/Den/Vis
2910	07/02/2026	Payroll	1	EFT	Colonial Life	541.85	Pay Cycle(s) 07/02/2026 To 07/02/2026 - Colonial Insurance Pre; Pay Cycle(s) 07/02/2026 To 07/02/2026 - Colonial Insurance
2911	07/02/2026	Payroll	1	EFT	Columbia Bank	37,996.07	941 Deposit for Pay Cycle(s) 07/02/2026 - 07/02/2026
2912	07/02/2026	Payroll	1	EFT	HRA VEBA Trust Contributions	10,021.46	Pay Cycle(s) 07/02/2026 To 07/02/2026 - Veba
2913	07/02/2026	Payroll	1	EFT	Northwest Admin Transfer Acct	7,562.50	Pay Cycle(s) 07/02/2026 To 07/02/2026 - NW Admin RWT/Dental
2914	07/02/2026	Payroll	1	EFT	Teamsters Local #760	2,055.00	Pay Cycle(s) 07/02/2026 To 07/02/2026 - Teamsters Dues
2915	07/02/2026	Payroll	1	EFT	UEBT	28,950.00	Pay Cycle(s) 07/02/2026 To 07/02/2026 - UEBT Medical Vision
2916	07/02/2026	Payroll	1	EFT	WA State Dept of Retirement Sys.	2,651.43	Pay Cycle(s) 07/02/2026 To 07/02/2026 - Deferred Comp
2917	07/02/2026	Payroll	1	EFT	WA State Dept of Retirement Sys.	34,774.21	Pay Cycle(s) 07/02/2026 To 07/02/2026 - PERS2; Pay Cycle(s) 07/02/2026 To 07/02/2026 - LEOFF2; Pay Cycle(s) 07/02/2026 To 07/02/2026 - PERS 3
2918	07/02/2026	Payroll	1	EFT	Washington State Support Registry	1,529.42	Pay Cycle(s) 07/02/2026 To 07/02/2026 - Child Support
2863	07/02/2026	Payroll	1	48635		216.85	
2898	07/02/2026	Payroll	1	48636	Bill Rolcik Memorial Fund	120.00	Pay Cycle(s) 07/02/2026 To 07/02/2026 - Bill Rock Mem Fund
2899	07/02/2026	Payroll	1	48637	WCTPTF	7,447.52	Pay Cycle(s) 07/02/2026 To 07/02/2026 - Teamsters Pension Trust
						511 Legislative	1,883.91
						512 Judicial	5,849.07
						513 Executive	18,394.73
						514 Financial, Recording & Elections	26,297.09
						521 Police Department	145,076.30
						522 Fire Department	16,652.72
						524 Protective Inspections	5,286.00
						536 Cemetery	2,575.48
						558 Planning & Community Devel	19,944.88
						572 Libraries	6,969.53
						576 Park Facilities	5,439.54
						580 Non Expenditures	-5,524.74

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City Of Cle Elum

06/06/2026 To: 07/02/2026

Time: 14:46:19 Date: 07/02/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 Current Expense/General Fund				248,844.51	
		542 Streets - Maintenance				31,872.68	
		101 Street Fund				31,872.68	
		521 Police Department				13,018.86	
		104 Police Sales Tax Reserve Fund				13,018.86	
		534 Water Utilities				32,740.97	
		401 Water Fund				32,740.97	
		537 Garbage & Solid Waste				4,630.12	
		402 Garbage Fund				4,630.12	
		534 Water Utilities				18,217.21	
		404 Water Regional Fund				18,217.21	
		535 Sewer				28,611.46	
		409 Sewer Fund				28,611.46	
		535 Sewer				30,003.62	
		410 Sewer Regional Fund				30,003.62	
						407,939.43	Payroll:

**AGENDA STAFF
REPORT**

AGENDA DATE: July 14, 2026

ACTION REQUESTED: Acceptance of N. Montgomery Avenue Watermain Improvements Project and Authorization of Final Payment

BACKGROUND: Construction was completed by Flowline LLP under contract with the City. Project engineering, construction oversight, and final inspection services were provided by HLA Engineering. Cle Elum Public Works and HLA Engineering have completed its final review of the project and has determined that all work has been completed in accordance with the approved plans, specifications, and contract requirements. The final progress estimate (Progress Estimate No. 03) identifies a final payment due to the contractor in the amount of \$13,163.54.

RECOMMENDATION: Staff recommends that the City Council approve project acceptance for the N. Montgomery Avenue Watermain Improvements Project and authorize final payment to Flowline LLP in the amount of \$13,163.54, contingent upon all contract requirements being satisfied. Staff also recommends authorization for release of retainage in the amount of \$5,103.06 upon receipt of all required releases from the Department of Revenue (DOR), Department of Labor & Industries (L&I), Employment Security Department (ESD), and confirmation that no liens have been filed against the project.

ATTACHMENTS: Final Progress Estimate No. 03
HLA Recommendation for Project Acceptance Letter

LEAD STAFF: Mathew Bailey

Cle Elum 1st Qtr Summary

	JAN	FEB	MAR	1st Qtr Total
BOOKINGS				
DUI	1			1
Assault DV		1		1
Assault				0
Felony Arrests	1			1
Other Arrests	1		1	2
Juvenile Arrest				0
Warrant Arrests	2	2		4
				0
TOTAL MONTHLY BOOKINGS	5	3	1	9
TOTAL 1ST HALF BOOKINGS				9
Citations/Infractions	JAN	FEB	MAR	1st Qtr Total
Traffic Infractions	5	6	6	17
Non-Traffic Infractions		1	1	2
Criminal Traffic Citations	2	1	2	5
Criminal Non- Traffic Citations	8	4		12
DUI Traffic Criminal Citations	1	1		2
Parking Citations				0
MONTHLY CITATION/INFRACTIONS	16	13	9	38

2026

Monthly Report to Cle Elum City Council 2nd Qtr

	April '26	May '26	June '26	2nd Qtr TOTAL
Traffic Stops	42	27		69
DUI		3		3
Domestic Violence		1		1
Assault	2	1		3
Assault - Child				0
Suicidal		1		1
Burglary	1			1
Vio of Order		2		2
Mal Misch				0
Theft	7	6		13
Alarm Calls	10	11		21
Public Assist				
Civil Matter				
Check Welfare	27	29		56
Overdose				0
Kidnapping				0
Homicide				0
Robbery				0
Stab/Gunshot Wound				0
Animal at Large	4	5		9
Animal Problems	2	9		11
Motor Vehicle Collision	5	8		
TOTAL CALLS	271	251		522
2025 Total Calls	265			265

Roslyn 2nd Qtr Summary

			APR	MAY	JUN	2nd Qtr Totals
BOOKINGS						
DUI			0			0
Assault DV			0			0
Assault			0			0
Felony Arrests			0			0
Other Arrests			0	2		2
Juvenile Arrest			0			0
Warrant Arrests			0			0
						0
TOTAL MONTHLY BOOKINGS			0	2	0	
TOTAL 1Qtr HALF BOOKINGS						2
Citations/Infractions			APR	MAY	JUN	2nd Qtr Totals
Traffic Infractions			2	2		4
Non-Traffic Infractions						0
Criminal Traffic Citations			2	1		3
Criminal Non- Traffic Citations						0
DUI Traffic Criminal Citations						0
Parking Infractions			1			1
MONTHLY CITATION/INFRACTIONS			5	3	0	8

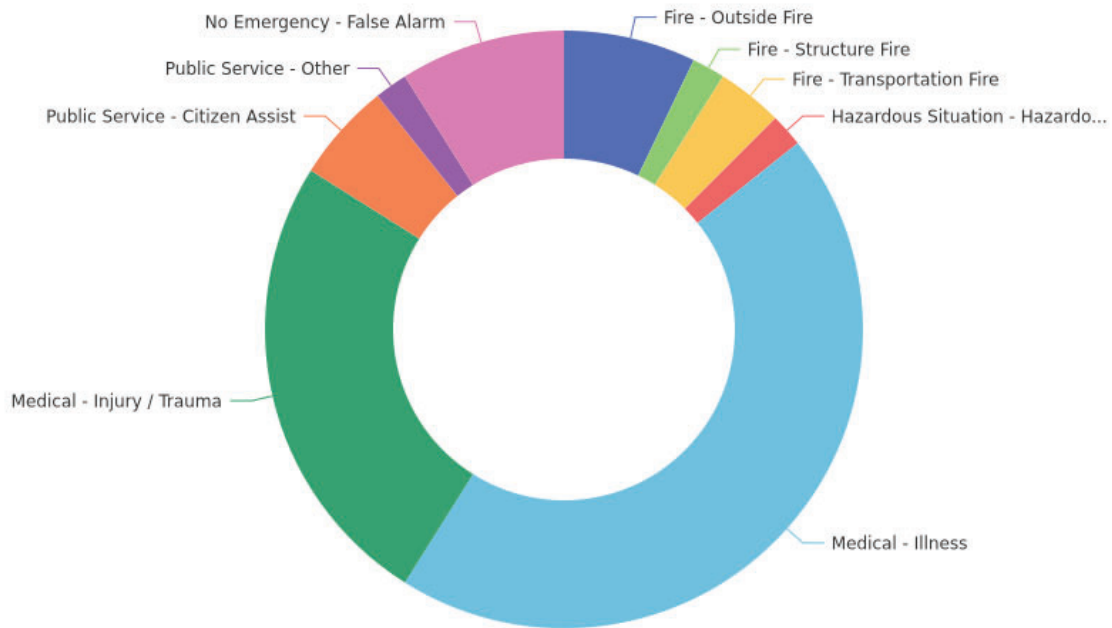
Monthly Report to Roslyn City Council

2nd Qtr

	April '26	May '26	June '26	2nd Qtr TOTAL
Traffic Stops	22	11		33
DUI				
Domestic Violence	1	1		2
Assault		1		1
assault - Child				
Suicidal				
Burglary				
Vio of Order				
Mal Misch		1		1
Theft	2	1		3
Alarm Calls	5	4		9
Public Assist	4	5		9
Overdose				
Kidnapping				
Homicide				
Robbery				
Stab/Gunshot Wound				
Animal at Large				
Animal Problems	2	3		5
TOTAL CALLS	97	100		197
2025 Total Calls	89	91	87	267



FDR-IR: Incident Count by Primary Incident Sub Group



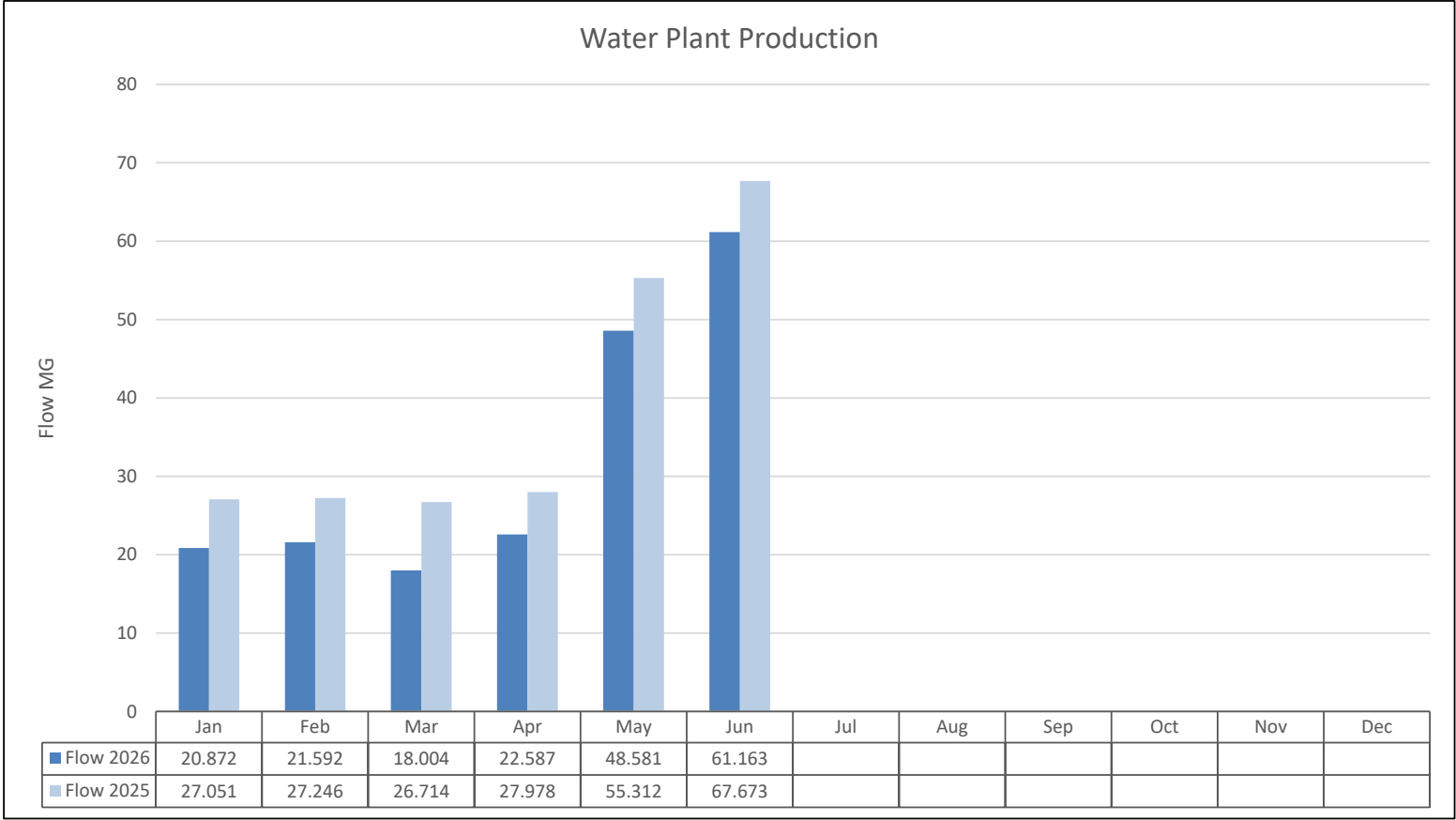
PRIMARY INCIDENT GROUP / PRIMARY INCIDENT SUB GROUP	COUNT	PERCENT OF TOTAL
Fire	7	12.50%
Fire - Outside Fire	4	7.14%
Fire - Structure Fire	1	1.79%
Fire - Transportation Fire	2	3.57%
Hazardous Situation	1	1.79%
Hazardous Situation - Hazardous Materials	1	1.79%
Medical	39	69.64%
Medical - Illness	25	44.64%

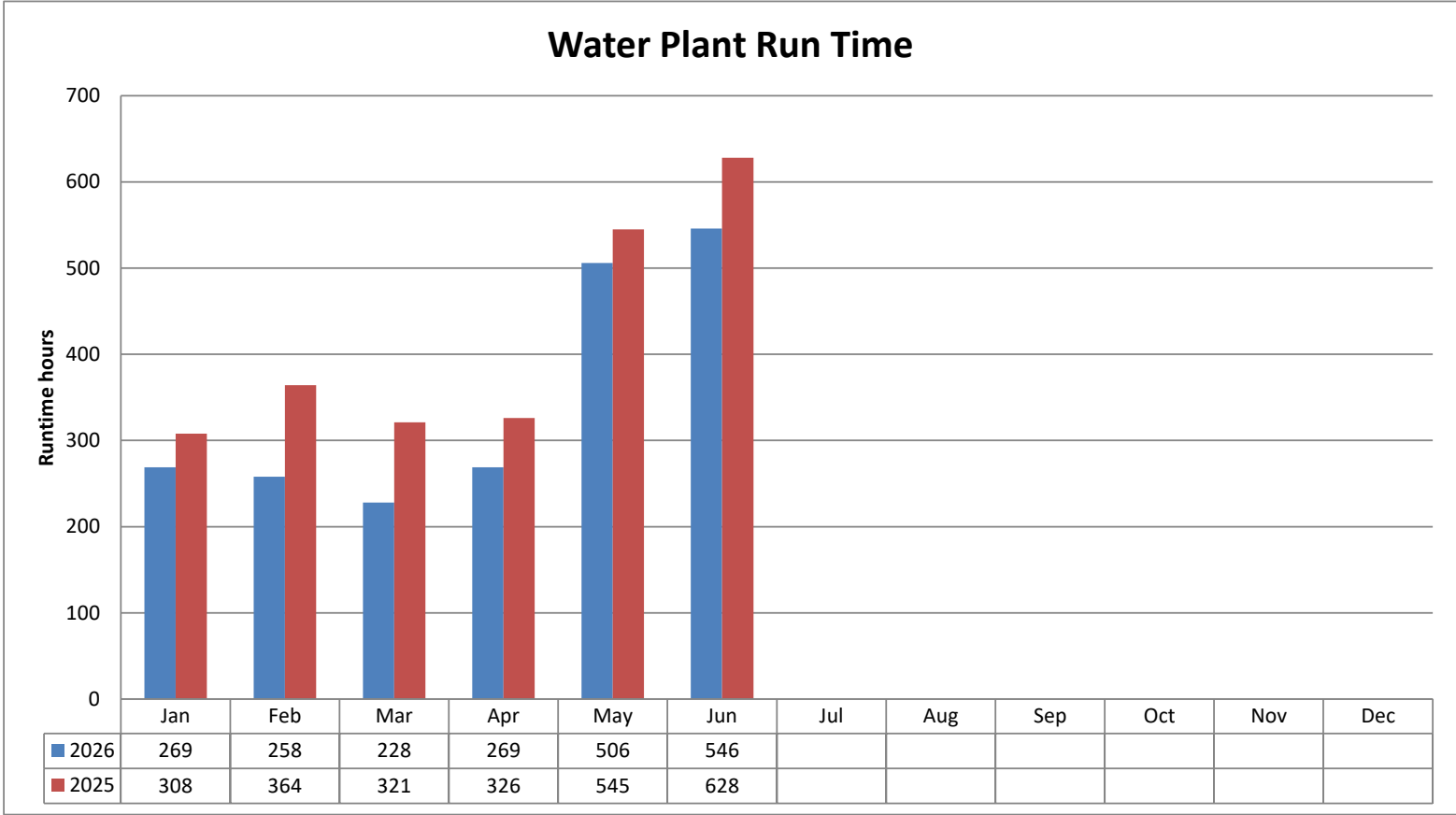
FDR-IR: Incident Count by Primary Incident Sub Group

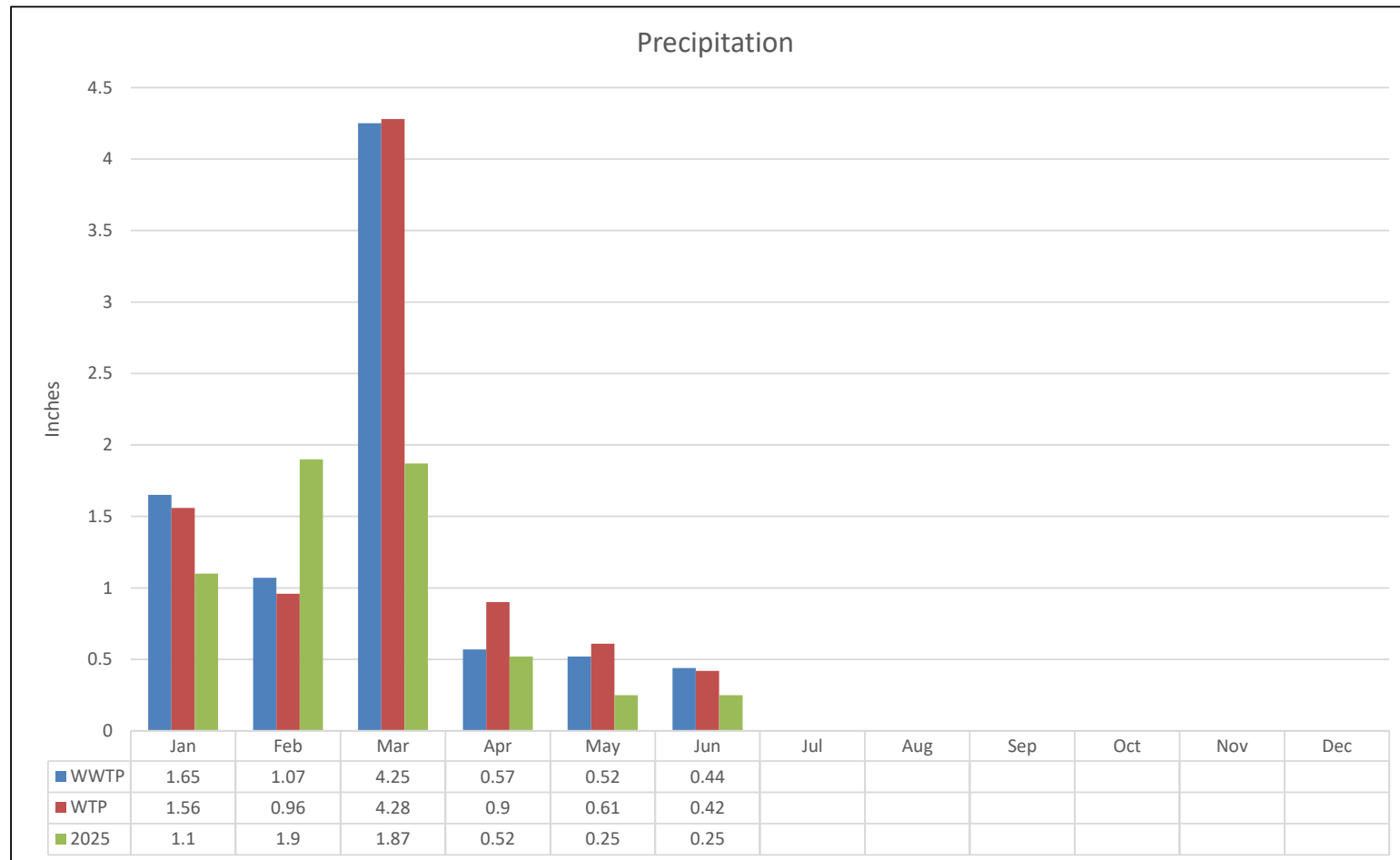
Cle Elum FD WA
Address: 301 N Pennsylvania Ave, Cle Elum, WA, 98922

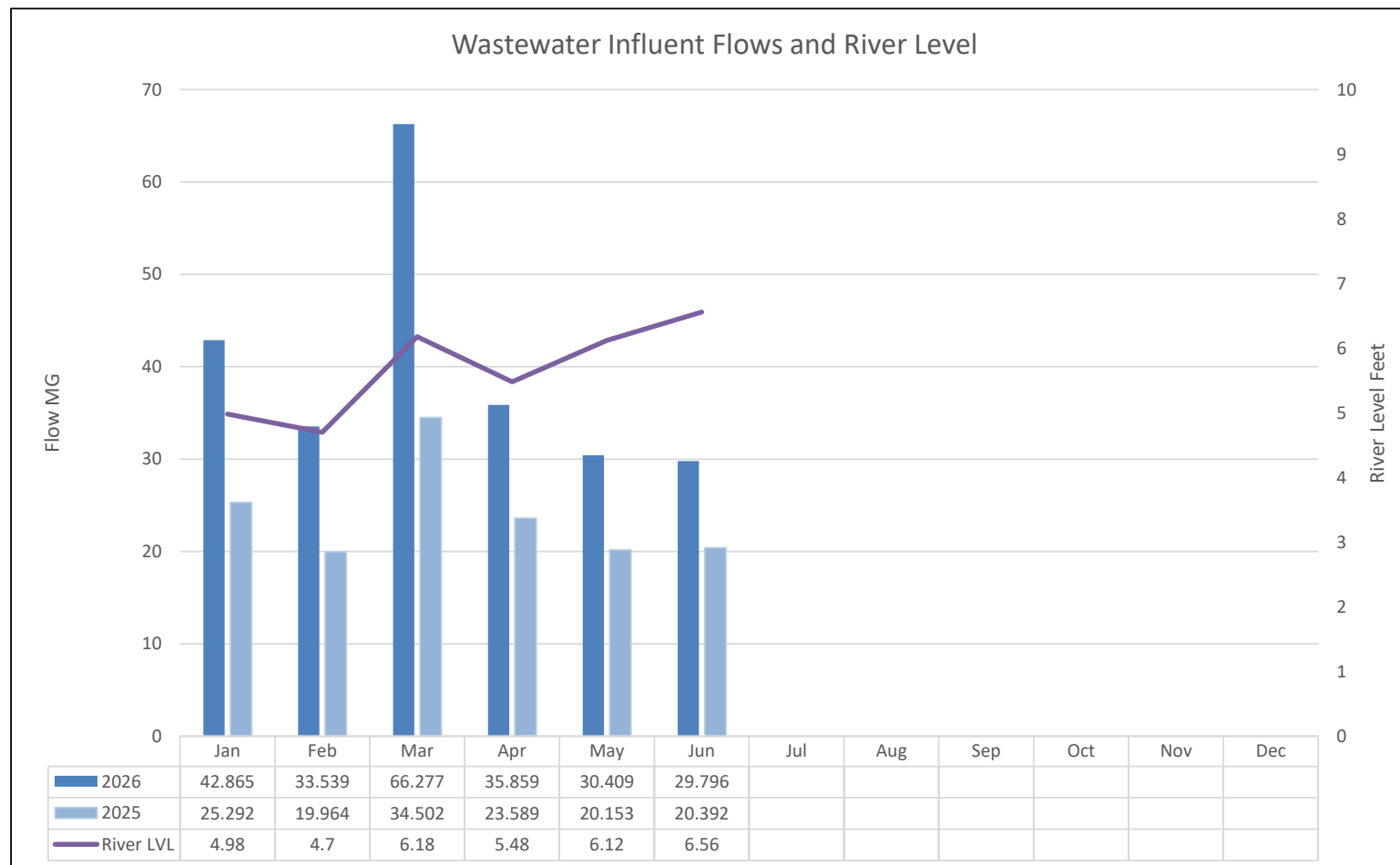


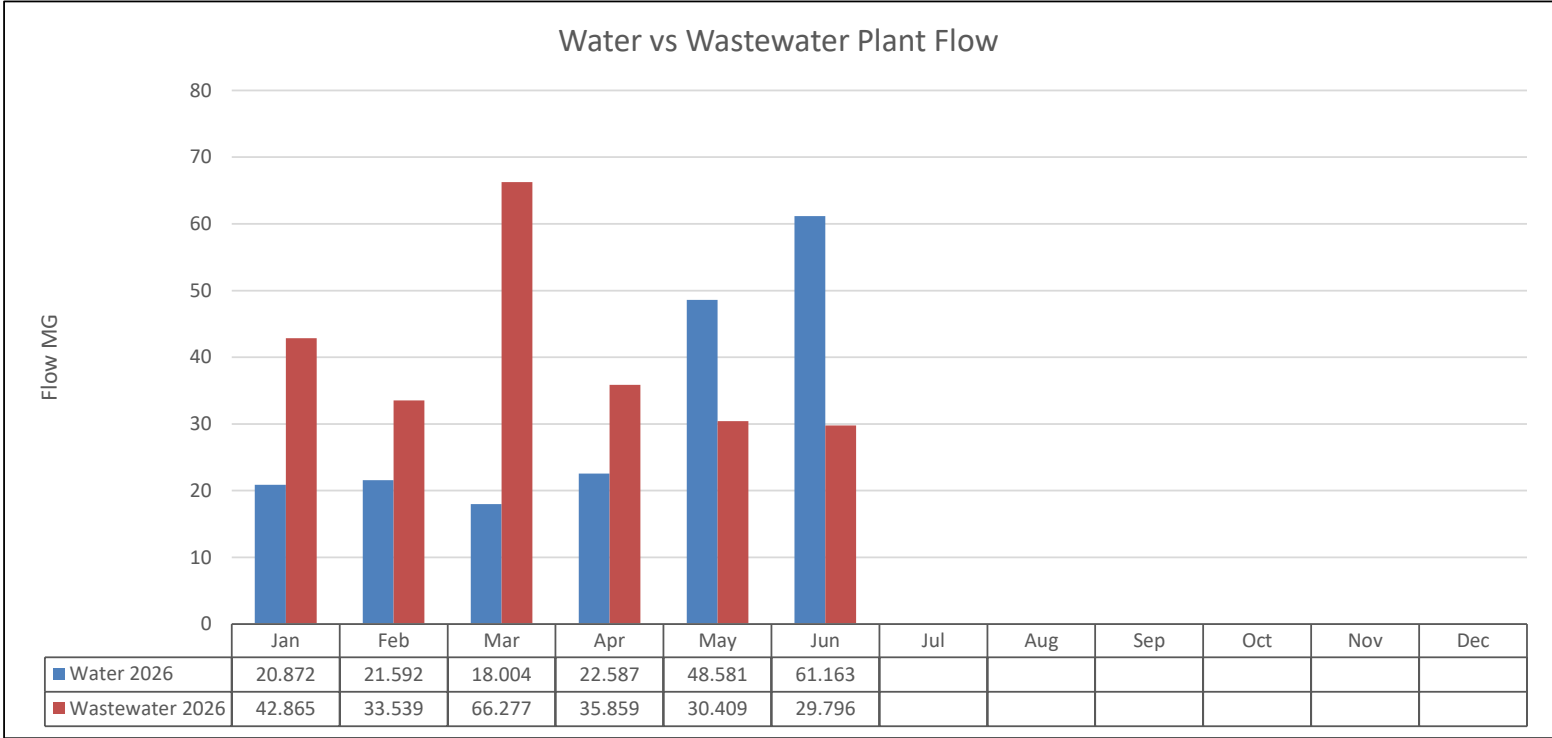
PRIMARY INCIDENT GROUP / PRIMARY INCIDENT SUB GROUP	COUNT	PERCENT OF TOTAL
Medical - Injury / Trauma	14	25.00%
Public Service	4	7.14%
Public Service - Citizen Assist	3	5.36%
Public Service - Other	1	1.79%
No Emergency	5	8.93%
No Emergency - False Alarm	5	8.93%
Total	56	100.00%



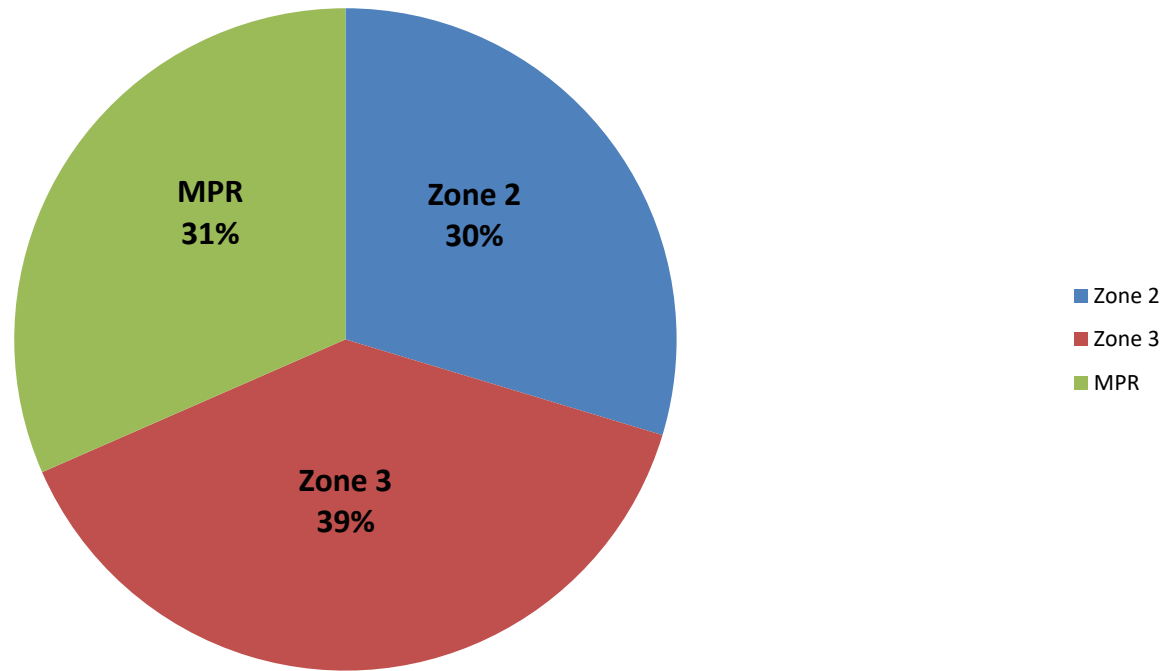








Percent of Flow - June



CHECK REGISTER

City Of Cle Elum

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07/15/2026 To: 07/15/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2948	07/15/2026	Claims	1	EFT	Columbia Bank	97.62	Fire Dept Timesaver PC ink x 2
3006	07/15/2026	Claims	1	48668	Timesaver PC	100.39	Police Dept -- Office supplies printer ink; Library battery
001 Current Expense/General Fund						198.01	
						198.01	Claims: 198.01



City Of Cle Elum
119 W First Street
Cle Elum WA 98922

Columbia Bank
201 East First St
Cle Elum, WA 98922-1105

*Separate
Check Req.*

Direct Deposit Advice	
Account	Amount
*****	97.62

Columbia Bank
201 East First St
Cle Elum, WA 98922-1105

Check:	EFT	Amount:	97.62
Date:	07/05/2026	Account:	
For:	Fire Dept Timesaver PC ink x 2		

Invoices:

FIRE TIMESAVER JUNE Fire Dept Timesaver PC ink x 2	97.62
--	-------

Rekenus 7/6/26

Columbia Bank
201 East First St
Cle Elum, WA 98922-1105

Check:	EFT	Amount:	97.62
Date:	07/05/2026		
For:	Fire Dept Timesaver PC ink x 2		

001 - 522 20 49 003 - Supplies -- Other

97.62 Fire Dept Timesaver PC ink x 2

Separate check Reg.

Outlook

Receipt from Timesaver PC #deMc

From Timesaver PC <messenger@messaging.squareup.com>

Date Wed 6/17/2026 3:56 PM

To Ed Mills <emills@cleelum.gov>

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Square automatically sends receipts to the email address you used at any Square seller. [Learn more](#)



Timesaver PC



Let Timesaver PC know how your experience was

\$97.62

Generic Ink x 2	\$79.98
(\$39.99 ea.)	
Paper	\$9.99
Purchase Subtotal	\$89.97
Sales Tax (8.5%)	\$7.65
Total	\$97.62



Timesaver PC
109 E 1ST ST
Cle Elum, WA 98922
(509) 304-8080



Visa 0096 (Chip) Jun 17 2026 at 3:56 PM
#deMc
FIRE DEPARTMENT Auth code: 660338
AID: A0000000031010
Signature Verified

Paid Visa
522-20-49-003
6-18-2026

Edwin Mills



Receipt Settings



Timesaver PC
109 E 1ST ST
Cle Elum, WA 98922 United States
timesaverpc@gmail.com | (509) 304-8080

Invoice #14539

Issue date
Jul 7, 2026

Invoice #14539

We appreciate your business.

Customer

Robin Newcomb
CITY OF CLE ELUM
rnewcomb@cleelum.gov
(509) 674-2262
119 WEST FIRST STREET
CLE ELUM, WA 98922

Invoice Details

PDF created July 7, 2026
\$35.31

Payment

Due July 7, 2026
\$35.31

Items	Quantity	Price	Amount
Batteries <i>Library apc battery</i>	1	\$32.54	\$32.54
Subtotal			\$32.54
Sales Tax			\$2.77

Total Due

\$35.31

Signature on following Page



Pay online

To pay your invoice go to <https://squareup.com/u/lrsw5r1>

Or open the camera on your mobile device and place the QR code in the camera's view.

Page 1 of 1

For Library
Battery

Timesaver PC

109 E 1ST ST
Cle Elum, WA 98922
(509) 304-8080
www.timesaverpc.com

Jul 1, 2026
2:40 PM

Ticket: \$32.54 Payment
Receipt: VgLO
Authorization: 602701

VISA CREDIT
AID A0 00 00 00 03 10 10

Batteries x 1 \$29.99

Subtotal \$29.99
Sales Tax \$2.55

Total \$32.54
Visa 9040 (Contactless) \$32.54

Amy Ridmore
7/1/2026

Cheryl Montgomery

From: Timesaver PC <messenger@messaging.squareup.com>
Sent: Wednesday, June 17, 2026 3:18 PM
To: Cheryl Montgomery
Subject: You received a new invoice (#14500)

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.



Timesaver PC

New Invoice

\$65.08

Due on June 17, 2026

Pay Invoice

*Office Supplies
521.20.31.001
Printer Ink
Cheryl & Katie*

*com/200
6/17/26*

Invoice #14500

June 17, 2026

ENTERED

Customer

cmontgomery@cleelum.gov
CLE ELUM POLICE DEPARTMENT
cmontgomery@cleelum.gov
(509) 674-2991
807 W. 2ND STREET
CLE ELUM, WA 98922

[Download Invoice PDF](#)

Message

We appreciate your business.

Invoice summary

Generic Ink	\$59.98
(\$29.99 ea.) x 2	

Subtotal	\$59.98
----------	---------

Sales Tax	\$5.10
-----------	--------

Total Due	\$65.08
------------------	----------------

Timesaver PC

109 E 1ST ST

Cle Elum, WA 98922 United States

timesaverpc@gmail.com

(509) 304-8080

Please contact Timesaver PC about its privacy practices.



CITY OF CLE ELUM
City Clerk

**AGENDA STAFF
REPORT**

AGENDA DATE: July 14, 2026

ACTION REQUESTED: Approve the Intermountain Foundation Crave! TV Lodging Tax Application in the amount of \$5000.00.

BACKGROUND: The Intermountain Foundation submitted a 2026 Lodging Tax funding application requesting \$15,000.00 to support the production and regional broadcast of a destination-focused episode of Crave! TV highlighting Cle Elum and Kittitas County.

Crave! TV is a regional television program that showcases culinary destinations, local agriculture, craft beverages, outdoor recreation, and the unique character of communities throughout the Pacific Northwest. The proposed episode will feature Cle Elum restaurants, local businesses, outdoor recreation opportunities, and tourism experiences intended to promote the area as a destination and encourage overnight visitation.

The Lodging Tax & Events Committee reviewed the application and determined that while the project provides promotional value for the community, only a limited amount of Lodging Tax funding was available for allocation. As a result, the Committee recommends awarding \$5000.00 toward the project rather than the full requested amount of \$15,000.00.

RECOMMENDATION: The Lodging Tax & Events Committee recommends that City Council approve the Intermountain Foundation Crave! TV Lodging Tax Application in the amount of \$5000.00.

ATTACHMENTS: 2026 Intermountain Foundation Crave! TV Lodging Tax Application

LEAD STAFF: Erica Krum



2025 Lodging Tax Fund Application

Name of Applicant: Intermountain Foundation

Name of Event: Crave! TV

Date Received: _____



Received By: *[Signature]*

APPLICATION FOR LODGING TAX GRANT FUNDING

Application Year: 2026

Name of Organization: Intermountain Foundation

Organization mailing address: 9922 E montgomery Dr. STE 14

Spokane Valley WA 99206

Organization contact person & title: Rachael Ludwick

Executive Director

Organization/contact phone: (509)690-0353

Email: rachael@intermountainpnw.org

Organization Website: intermountainpnw.org

Federal Tax ID Number: 815319087 UBI Number: 604085875

Organization is a (select one):

☐
☒
☐
☐

Government Entity

501(c)3

501(c)6

Other

(note: you must submit 501(c)3 or 501(c)6 approval documentation – see sample document)

Project/Event Name: Crave! TV

Project/Event Date: TBD on agreed upon filming date

Project/Event Location: City of CleElum

Amount of Funding Requested: \$15000

For which funding category do you qualify (check one) (see instructions for definitions):

☒ New Project/Event ☐ Ongoing Project/Event Support

Estimated # of overnight stays: 100-250

Tourism Seasons: From the list below, what season will your project enhance tourism? Please indicate the appropriate season.

Season:	Months:
☒ Year-round	January – December
☐ Off season	November – February
☐ Shoulder season	October or March - May
☐ High season	June – September

LTAC Grant Responses – CRAVE! TV Destination Episode (Cle Elum / Kittitas County)

1. Project Description & Tourism Audience

CRAVE! TV is a regional television program dedicated to showcasing culinary destinations, local agriculture, craft beverages, outdoor recreation, and the people who define the unique culture of the Pacific Northwest.

This project will produce a **destination-focused episode of CRAVE! TV highlighting Cle Elum and Kittitas County** as a travel destination for food, outdoor adventure, and agritourism experiences. The episode will feature local restaurants, farms, producers, outdoor landscapes, and tourism activities that encourage viewers to travel to the region.

The completed episode will be broadcast during Sunday primetime on **FOX 13 Seattle, FOX 41 Tri-Cities, and FOX 28 Spokane**, reaching viewers across three major Washington media markets.

The purpose of this broadcast is to inspire regional travelers to visit Cle Elum and explore Kittitas County through its food, hospitality, and outdoor recreation offerings. By highlighting local businesses and experiences, the program encourages weekend travel, overnight stays, and extended visits to the region.

Target Tourism Audience

CRAVE! TV is designed to reach and inspire the following tourism audiences:

- Culinary travelers seeking regional food experiences
- Outdoor recreation travelers interested in hiking, biking, and mountain destinations
- Couples and friend groups planning weekend getaways
- Wine, brewery, and farm-to-table enthusiasts
- Residents of Western Washington seeking short-drive destination trips

These audiences are primarily located in the Seattle metropolitan area and surrounding regions, making Cle Elum an ideal **drive-to tourism destination**.

Itemized Use of LTAC Funds

The requested **\$15,000 in LTAC funding** will directly support the production and regional broadcast distribution of the Cle Elum destination episode of CRAVE! TV.

Itemized Budget

\$8,000 – Video Production

Filming of tourism segments featuring Cle Elum restaurants, farms, outdoor destinations, and local experiences. Cast and crew plus travel fees.

\$2,500 – Broadcast Distribution

Regional television placement and broadcast scheduling across Fox affiliate stations in the Seattle, Spokane, and Tri-Cities markets.

\$2,500 – Post-Production & Editing

Professional editing, motion graphics, music licensing, and tourism-focused storytelling.

\$2,000 – Broadcast Delivery & Media Encoding

Formatting, encoding, and delivery of the episode to Fox affiliate stations for scheduled primetime broadcast.

This funding will ensure the episode reaches a broad regional audience and effectively promotes Cle Elum and Kittitas County as a travel destination.

2. Estimated Increase in Tourism Travel

The CRAVE! TV Cle Elum destination episodes will be produced and broadcast at least twice across regional FOX affiliate stations, including **FOX 13 Seattle, FOX 41 Tri-Cities, and FOX 28 Spokane**. Once aired twice, it will be placed in the lineup for reruns as well as be live on our Crave! Youtube channel forever. These combined broadcast markets reach approximately three million households across Washington State, providing significant exposure to potential visitors within driving distance of Cle Elum and Kittitas County.

Based on typical viewership estimates for regional lifestyle programming and standard tourism marketing conversion models, the broadcast is projected to inspire measurable increases in visitor travel to the area.

Estimated tourism travel generated by the project includes:

I. Visitors staying overnight in paid accommodations:

Approximately **200–400 visitors**, representing an estimated **100–200 hotel room nights**, assuming an average travel party size of two people per room.

II. Visitors traveling more than 50 miles for the day or overnight:

Approximately **500–900 visitors** traveled from outside the immediate Cle Elum area, primarily from the Seattle metropolitan region and other parts of Washington State.

III. Visitors traveling from outside Washington State or internationally:

Approximately **50–100 visitors**, including travelers who live outside Washington but regularly visit the state for outdoor recreation and leisure travel.

Evidence supporting these projections includes broadcast household reach estimates for the FOX affiliate markets, tourism marketing conversion benchmarks showing that approximately **0.5%–2% of viewers exposed to destination media develop travel intent**, and statewide tourism research from the **Washington Tourism Marketing Authority**, which reports strong demand for regional leisure travel and outdoor recreation experiences within Washington State.

Because Cle Elum is located within a convenient drive from major population centers, destination storytelling through CRAVE! TV is expected to be particularly effective in motivating short-distance tourism visits to the area.

3. Estimated Tourism Impact

Based on regional broadcast reach and typical tourism marketing conversion rates, the Cle Elum destination episode of CRAVE! TV is expected to generate measurable tourism interest.

Projected Tourism Impact

- **Visitors traveling more than 50 miles:** 400–700 individuals
- **Visitors staying overnight in paid accommodations:** 200–350 individuals
- **Visitors traveling from outside Washington State:** 50–100 individuals

Because Cle Elum is a popular **drive-to destination from the Seattle area**, the broadcast on **FOX 13 Seattle** is expected to generate the greatest tourism interest and visitation.

Evidence Used for Projections

These estimates are based on:

- Nielsen broadcast household reach for Fox affiliate markets
 - Typical tourism marketing conversion rates (0.1–0.5% engagement leading to travel intent)
 - Travel behavior patterns for short-distance tourism destinations
 - Regional tourism trends showing strong demand for culinary and outdoor experiences
-

Measuring Tourism Impact

CRAVE! TV will measure the effectiveness of this project through several tourism tracking tools.

Impact Measurement Methods

Website Traffic Monitoring

Traffic spikes to CRAVE! TV online content featuring Cle Elum will be monitored following broadcast airings.

Viewer Engagement Metrics

Digital versions of the episode will be tracked for views, shares, and engagement across online platforms.

Business Participation Feedback

Participating restaurants, farms, and businesses will provide feedback regarding visitor inquiries and increased traffic following the broadcast.

Tourism Referral Tracking

Businesses featured in the episode may track visitor inquiries referencing the CRAVE! TV feature.

These tools provide both quantitative and qualitative insight into the episode's tourism impact.

Project Timeline

The CRAVE! TV Cle Elum destination episode is **date-specific and seasonal**, with filming occurring during peak seasonal activity in Kittitas County to best showcase local tourism experiences.

Broadcast airing will occur following production to maximize tourism visibility during peak travel planning periods.

Strategies to Attract Visitors from More Than 50 Miles Away

CRAVE! TV specifically targets audiences beyond the 50-mile threshold through regional broadcast distribution and digital media promotion.

Key strategies include:

- Primetime broadcast exposure in the Seattle media market
- Digital distribution and social media promotion targeting regional travelers
- Highlighting Cle Elum as an accessible weekend getaway from Western Washington
- Featuring local food, agritourism, and outdoor recreation experiences

These strategies focus on audiences most likely to travel to Cle Elum for short-stay tourism.

Promoting Kittitas County as a Tourism Destination

The Cle Elum episode will highlight multiple experiences within Kittitas County to encourage visitors to explore the broader region.

Segments may include:

- Local restaurants and culinary experiences
- Agricultural producers and farm experiences
- Outdoor recreation such as hiking, biking, and river access
- Scenic landscapes and natural attractions

By showcasing a range of experiences, the episode encourages visitors to explore **multiple locations within the county**, supporting broader tourism development.

4. Other Funding Sources

CRAVE! TV production is supported through a combination of:

- Media sponsorship partnerships - Eat Good Group, Spokane Eats
- Business participation contributions - Eat Good Group
- Private production funding - Coho Media Group
- LTAC from Gray's Harbor episode

In-kind contributions include:

- Location access from participating businesses
- Local tourism collaboration and coordination

If funding is not secured, the Cle Elum destination episode would likely not be produced or be reduced in production scope or may not receive the same level of regional broadcast distribution.

5. Partnerships & Collaboration

CRAVE! TV works closely with local businesses, hospitality providers, tourism organizations, and producers to highlight authentic regional experiences. Crave! Cross references with our Food & Wine festival in Spokane Washington. This grows brand awareness and cross promotion between vendors, viewers and attendees. Recommendations for Cle Elum restaurants and drink makers to vend at Crave! Spokane to continue to grow awareness and strengthen the bond between Crave! NW and Cle Elum destination.

For the Cle Elum episode, collaborations may include:

- Restaurants and hospitality businesses
- Agricultural producers and farms
- Outdoor recreation providers
- Local tourism advocates and community partners

These partnerships help ensure the episode accurately represents the region while promoting a diverse range of visitor experiences.

6. Long-Term Sustainability

CRAVE! TV is designed to be a sustainable tourism media platform through a combination of revenue sources, including:

- Broadcast sponsorship placements
- Featured business partnerships
- Digital content distribution opportunities
- Regional advertising partnerships

As the audience grows, these partnerships help support ongoing production while continuing to promote Pacific Northwest destinations.

7. Additional Information

CRAVE! TV serves as a storytelling platform that highlights the unique food culture, landscapes, and communities that make the Pacific Northwest an exceptional travel destination.

By dedicating an episode to Cle Elum and Kittitas County, the project will provide a powerful visual introduction to the region for viewers across Washington State, encouraging them to visit, explore local businesses, and experience the natural beauty and hospitality of the area.

Why Television Is Effective for Drive-To Tourism Destinations

Regional television remains one of the most effective tools for inspiring travel to **drive-to destinations like Cle Elum and Kittitas County**. Visual storytelling allows viewers to experience a destination through food, landscapes, and authentic local voices, creating an emotional connection that motivates travel decisions.

Unlike traditional advertisements, destination storytelling programs such as CRAVE! TV showcases real places, businesses, and experiences in a narrative format that helps viewers imagine themselves visiting the location. Research in destination marketing consistently shows that **visual media featuring authentic local experiences increases travel intent**, particularly for short-distance leisure trips.

Broadcast exposure on **FOX 13 Seattle, FOX 41 Tri-Cities, and FOX 28 Spokane** allows CRAVE! TV to reach audiences in major regional population centers within easy driving distance of Cle Elum. These markets include millions of potential visitors who frequently travel within Washington for weekend recreation, dining experiences, and outdoor exploration.

By highlighting the natural beauty, culinary offerings, and welcoming hospitality of Cle Elum and Kittitas County, CRAVE! TV encourages viewers to consider the area for their next getaway. This type of destination storytelling supports tourism growth by increasing awareness, inspiring travel planning, and directing visitors toward local businesses and overnight accommodations.

Projected Economic Impact

The CRAVE! TV Cle Elum destination episode is designed to generate measurable tourism activity by inspiring regional travel to Kittitas County. Based on projected visitation generated through the broadcast exposure and typical visitor spending

patterns for short-distance leisure travelers, this project is expected to produce a significant return on tourism marketing investment.

Estimated Visitor Spending Projections

Projected visitors traveling more than 50 miles: **400–700 individuals**

Average spending per visitor for day or overnight trips in Washington State typically includes lodging, dining, retail, fuel, and recreation activities. According to statewide tourism data, visitor spending for similar leisure trips averages **\$150–\$350 per person**, depending on whether the trip includes overnight accommodations.

Estimated Economic Impact

- **Low Estimate:**
400 visitors × \$150 average spending = **\$60,000 in visitor spending**
- **Moderate Estimate:**
550 visitors × \$225 average spending = **\$123,750 in visitor spending**
- **High Estimate:**
700 visitors × \$350 average spending = **\$245,000 in visitor spending**

These expenditures support local restaurants, lodging properties, retail businesses, recreation providers, and other tourism-related businesses throughout Cle Elum and Kittitas County.

Given a **\$15,000 marketing investment**, the CRAVE! TV destination episodes have the potential to generate **4x to 16x return in visitor spending**, demonstrating strong economic value for lodging tax funding dedicated to tourism promotion.

In addition to immediate economic activity, the broadcast episode will continue to serve as long-term promotional content through digital distribution and social media sharing, extending the tourism marketing impact beyond the initial broadcast period.

8. PROJECT BUDGET

In-Kind Contribution	Estimated Value
Volunteer Coordination / Local Assistance	\$1,000
Donated Filming Locations from Local Businesses	\$1,500
Donated Hospitality / Production Support	\$1,000

Expense Category	Amount
Video Production (filming, crew, equipment)	\$8,000
Post-Production Editing & Graphics	\$3,500
Broadcast Distribution (FOX regional placements)	\$5,500
Travel & Production Logistics	\$2,000
Music Licensing & Media Formatting	\$1,000
Insurance & Production Administration	\$1,000
Marketing & Digital Promotion	\$1,500
TOTAL	\$22,500

Video Production

Filming of tourism segments featuring Cle Elum restaurants, farms, outdoor destinations, and local experiences. Cast and crew plus travel fees.

Broadcast Distribution

Regional television placement and broadcast scheduling across Fox affiliate stations in the Seattle, Spokane, and Tri-Cities markets.

Post-Production & Editing

Professional editing, motion graphics, music licensing, and tourism-focused storytelling.

Broadcast Delivery & Media Encoding

Formatting, encoding, and delivery of the episode to Fox affiliate stations for scheduled primetime broadcast.

necessary to submit the entire agency budget. You must submit a budget which specifically pertains to the project/event for which you are requesting funding and adheres to the basic budget format shown below.

The budget must include anticipated revenues, expenditures, and any potential profit or loss. For projects/events which are ongoing for more than 1 year, please also submit actuals from the previous three years of operations for the project/proposal if applicable. Also, please supply any narratives necessary to understand the budget being submitted and list separately any in-kind or volunteer contributions.

Please assure your budget, and actuals from previous years (if applicable), are in the following basic format:

Revenues:

Cash
Donations/Sponsorships
Sales
Vendor Fees
Grants
Etc.

Total Revenues

In-Kind Contributions:

Volunteer Labor
Donated Services
Donated Materials
Etc.

Total In-kind

Expenses:

Venue
Insurance
Services
Advertising
Security
Etc.

Total Expenses

Profit/Loss (Revenue less Expenses)

9. Has ~~your~~ event received Lodging Tax funds in previous years?

Yes ☐

No ☒

Not from CleElum – other LTAC

If yes, please list each year and the amount received for that year.

Received for Spokane Valley \$36,000

All applicants must also provide the following information regarding the event/project:

A.	How many participants and spectators attended last year's activity and/or will attend this year?	Prior Year	Projected
		<u>1.8 million</u>	<u>3.8 million</u>

- B. How many days did/will your event occur? _____ 2 days of
filming
- C. How many room nights were and /or will be
booked as a result of your project/event?
*(You must provide a verifiable source of information as
evidence for your response to item C. Failure to do so
will disqualify your application.)* _____ 100-250 hotel
room nights

10. **Application Certification:**

The applicant here certifies and affirms: 1. That it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, military status, sexual orientation, creed, place of birth, or disability; 2. That it will abide by all relevant local, state and federal laws and regulations and; 3. That it has read the information contained in the Instructions on pages 1 and 2 and understands and will comply with all provisions thereof.

Certified by:

(signature)



Or sign here: _____

(print name)

Rachael Ludwick

Title:

Executive Director

Date:

3/12/26

Applicant Checklist

For applicant use prior to submission

- ☒ My application title page states: Request for Proposals, Lodging Tax Fund (YEAR).
- ☒ My application is for a new project/event and/or for an ongoing project/event as defined on page 2 of the application packet.
- ☒ I have attached proof of non-profit status if applicable which matches the sample document provided.
- ☒ I have included an itemized list in response to item 1 in the application of how any grant funds awarded will be utilized.
- ☒ I have attached additional information in response to item 7 in the application, if needed, which includes written information limited to one page and other attachments limited to three pages.
- ☒ I have attached a project budget, properly formatted according to item 8 in the application.
- ☒ If this event is ongoing for more than one year, I have also submitted actual financial data from the previous three years if applicable, formatted properly according to item 8 in the application.
- ☒ The application certification in item 10 is signed and dated by the proper authority.
- ☒ I have included one copy of the entire original application according the submittal instructions on page 4.
- ☒ My application is being delivered to:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) JAKT Foundation		
	2 Business name/disregarded entity name, if different from above. JAKT Foundation		
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☒ Other (see instructions) Non profit corporation		
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)		
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. ☐		
5 Address (number, street, and apt. or suite no.). See instructions. 9922 E Montgomery Rd, ST 14,		Requester's name and address (optional)	
6 City, state, and ZIP code Spokane, WA 99206			
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date 1/22/26
-----------	------------------------------	------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CITY OF CLE ELUM
City Administration

**AGENDA STAFF
REPORT**

AGENDA DATE: July 14, 2026

ACTION REQUESTED: Motion to approve the Seasonal Library Aide position description and authorize staff to recruit and hire for the position as needed.

BACKGROUND: In order to provide additional support for the library during busy periods and staff absences, staff has developed a Seasonal Library Aide position. The position is temporary, part-time (8–15 hours per week for less than five months), and paid at \$18.00 per hour.

RECOMMENDATION: Approve the Seasonal Library Aide position description and authorize staff to recruit and hire for the position as needed.

ATTACHMENTS: Job Description

LEAD STAFF: Robert Omans



City of Cle Elum

POSITION DESCRIPTION
JULY 2026

POSITION TITLE: LIBRARY AIDE

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

SALARY RANGE: \$18.00 per Hour

STATUS: Seasonal
(Less than 5-months)

AFFILIATION: Non-Union

WORKWEEK BASIS: 8-15 hrs.

JOB SUMMARY: Provides general assistance in the daily operation of the City library by supporting library staff with routine tasks, maintaining an organized and welcoming environment, assisting patrons with basic needs, and performing light clerical and shelving duties. This seasonal, part-time position is intended to provide supplemental assistance during busy periods or staff absences, will work minimal hours as assigned, and includes a regular four-hour Saturday shift.

TEMPORARY LIBRARY AIDE ESSENTIAL JOB FUNCTIONS:

1. Shelf library materials accurately and maintain organized collections.
2. Assist with checking in and organizing returned library materials.
3. Help maintain the cleanliness and appearance of public library spaces, including tables, shelves, and displays.
4. Assist patrons with locating library materials and provide basic directional assistance.
5. Prepare materials for programs, displays, and special events as directed.
6. Assist with opening and closing tasks as assigned.
7. Perform related duties as required.

NECESSARY KNOWLEDGE:

Knowledge of:

- Customer service principles.
- General office procedures and equipment.
- Safe work practices.
- Basic computer operation and office software.
- Language and reasoning skills.

NECESSARY ABILITIES:***Ability to:***

- Work independently with a moderate degree of judgment and initiative.
- Provide courteous and professional service to library patrons.
- Organize materials accurately and efficiently.
- Follow oral and written instructions.
- Maintain confidentiality of library and patron information.
- Work cooperatively with library staff and the public.
- Perform routine clerical and organizational tasks with attention to detail.

MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age.
- Previous customer service or volunteer experience is desirable but not required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Must have the ability to sit, stand, walk, bend, stoop, reach, and use hands to handle books, materials, and office equipment. The employee must frequently lift and carry library materials weighing up to 10 pounds and occasionally move carts containing books or materials. Work is primarily performed indoors in a library environment. Occasional evening or weekend hours may be required based on library programming or operational needs.

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.

CITY OF CLE ELUM
City Administrator

**AGENDA STAFF
REPORT**

AGENDA DATE: July 14, 2026

ACTION REQUESTED: Authorize the Mayor to sign Ordinance No. 1730 amending the 2026 Salary Schedule to add the position of Seasonal Library Aide.

BACKGROUND: The library has identified a need for a part-time employee to assist with daily operations, provide customer service, and help maintain library services during the Library Director's absences. This ordinance adds the Seasonal Library Aide position to the City's 2026 Salary Schedule and establishes the associated pay rate.

RECOMMENDATION: Approve Ordinance No. 1730 amending the 2026 Salary Schedule to add the position of Seasonal Library Aide.

ATTACHMENTS: Ordinance No. 1730
Revised 2026 Salary Schedule

LEAD STAFF: Robert Omans

CITY OF CLE ELUM WASHINGTON

ORDINANCE NO. 1730

**AN ORDINANCE OF THE CITY OF CLE ELUM, WASHINGTON,
AMENDING THE 2026 SALARY SCHEDULE, ATTACHED HERETO AS
ATTACHMENT A AND INCORPORATED HEREIN BY THIS
REFERENCE, TO ADD THE POSITION OF SEASONAL LIBRARY AIDE**

WHEREAS, the City of Cle Elum maintains a public library for the benefit of the community; and

WHEREAS, the City Council has determined that the addition of a Seasonal Library Aide position will support library operations and improve service to the public; and

WHEREAS, the City desires to amend the 2026 Salary Schedule to include the classification and corresponding compensation for the Seasonal Library Aide position;

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

Section 1. The City of Cle Elum 2026 Salary Schedule, attached hereto as Attachment A and incorporated herein by this reference, is hereby amended to add the position of “Seasonal Library Aide” at the compensation rate set forth in Attachment A.

Section 2. Severability. Should any portion of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. 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.

PASSED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING THEREOF
ON THE 14th DAY OF JULY 2026.

CITY OF CLE ELUM

Matthew Lundh, Mayor

ATTEST/AUTHENTICATED

Erica Krum, City Clerk
Approved as to form:

Curtis Chambers, City Attorney

Filed with City Clerk:
Passed by the City Council:
Ordinance No.:
Date Posted:

ATTACHMENT A

JULY 2026 SALARY AND WAGE PLAN BASE PAY

	0-11 MONTHS			12-23 MONTHS			24-35 MONTHS			36-47 MONTHS			48+ MONTHS		
	ANNUAL	MONTHLY	HOURLY	ANNUAL	MONTHLY	HOURLY	ANNUAL	MONTHLY	HOURLY	ANNUAL	MONTHLY	HOURLY	ANNUAL	MONTHLY	HOURLY
City Administrator	127,716	10,643	61.40	134,102	11,175	64.47	140,807	11,734	67.70	147,847	12,321	71.08	155,239	12,937	74.63
Assistant City Administrator	86,668	7,222	41.67	91,002	7,583	43.75	95,552	7,963	45.94	100,329	8,361	48.24	105,346	8,779	50.65
Finance Director/Deputy Clerk	114,281	9,523	54.94	119,995	10,000	57.69	125,994	10,500	60.57	132,294	11,025	63.60	138,909	11,576	66.78
Planning Director	104,590	8,716	50.28	109,820	9,152	52.80	115,311	9,609	55.44	121,076	10,090	58.21	127,130	10,594	61.12
City Clerk	84,115	7,010	40.44	88,338	7,361	42.47	92,726	7,727	44.58	97,365	8,114	46.81	102,253	8,521	49.16
Building / Planning Tech	65,458	5,455	31.47	68,723	5,727	33.04	72,176	6,015	34.70	75,754	6,313	36.42	79,539	6,628	38.24
Code Enforcement Officer	55,224	4,602	26.55	57,970	4,831	27.87	60,882	5,073	29.27	63,939	5,328	30.74	67,142	5,595	32.28
Billing Clerk	54,808	4,567	26.35	57,533	4,794	27.66	60,424	5,035	29.05	63,419	5,285	30.49	66,602	5,550	32.02
Office Assistant	46,222	3,852	22.22	48,526	4,044	23.33	50,939	4,245	24.49	53,518	4,460	25.73	56,181	4,682	27.01
Library Director	52,345	4,362	25.17	54,962	4,580	26.42	57,710	4,809	27.75	60,595	5,050	29.13	63,625	5,302	30.59
Library Assistant (part-time)															23.60
Seasonal Library Aide															18.00
Public Works Director	107,211	8,934	51.54	112,571	9,381	54.12	118,200	9,850	56.83	124,110	10,342	59.67	130,315	10,860	62.65
Public Works Field Supervisor	74,443	6,204	35.79	78,146	6,512	37.57	82,056	6,838	39.45	86,154	7,179	41.42	90,459	7,538	43.49
Mechanic	64,168	5,347	30.85	67,392	5,616	32.40	70,762	5,897	34.02	74,277	6,190	35.71	77,979	6,498	37.49
Operator/Maintenance	59,488	4,957	28.60	62,483	5,207	30.04	65,603	5,467	31.54	68,869	5,739	33.11	72,322	6,027	34.77
Maintenance Worker	51,501	4,292	24.76	54,080	4,507	26.00	56,784	4,732	27.30	59,613	4,968	28.66	62,587	5,216	30.09
Cemetery / Parks Caretaker (seasonal)			23.60												
Utilities Operations Manager	122,556	10,213	58.92	128,684	10,724	61.87	135,118	11,260	64.96	141,874	11,823	68.21	148,968	12,414	71.62
Water/Wastewater Treatment Operator 2	74,277	6,190	35.71	78,000	6,500	37.50	81,890	6,824	39.37	85,987	7,166	41.34	90,293	7,524	43.41
Water/Wastewater Treatment Operator 1	64,168	5,347	30.85	67,371	5,614	32.39	70,741	5,895	34.01	74,277	6,190	35.71	78,000	6,500	37.50
Police Chief	116,901	9,742	56.20	122,746	10,229	59.01	128,883	10,740	61.96	135,327	11,277	65.06	142,094	11,841	68.31
Sergeant	102,228	8,519	49.15	109,416	9,118	52.60									
Corporal	98,928	8,244	47.56	101,472	8,456	48.78									
Police Officer	78,672	6,556	37.82	82,608	6,884	39.72	86,712	7,226	41.69	91,068	7,589	43.78	95,616	7,968	45.97
Adm Asst/Records Mng.	74,292	6,191	35.72	79,008	6,584	37.98	81,900	6,825	39.38	85,992	7,166	41.34	90,300	7,525	43.41
Rec Tech/Recpt	58,260	4,855	28.01	61,152	5,096	29.40	64,212	5,351	30.87	67,440	5,620	32.42	70,824	5,902	34.05
Fire Chief Administrator	98,929	8,244	47.56	103,876	8,656	49.94	109,070	9,089	52.44	114,523	9,544	55.06	120,249	10,021	57.81
Fire Admin Assistant (part-time)	14,400	1,200													

**AGENDA STAFF
REPORT**

AGENDA DATE: July 14, 2026

ACTION REQUESTED: Council to authorize the Mayor to execute Amendment No. 3 to Agreement No. WQC-2022-CoCle-00102 with the Washington State Department of Ecology for the Cle Elum Stormwater Plan Project.

BACKGROUND: In 2022, the City entered into an agreement with the Washington State Department of Ecology to complete the Cle Elum Stormwater Plan. The project has included stormwater system inventory, condition assessment, hydraulic and hydrologic modeling, and development of a comprehensive stormwater management plan. The City has substantially completed the primary planning efforts and has remaining funds available within the existing agreement budget. Amendment No. 3 allows the City to utilize those remaining funds to complete additional Geographic Information System (GIS) improvements that will provide long-term operational benefits to the City's stormwater utility. Amendment No. 3 extends the agreement expiration date from July 31, 2026, to August 31, 2026.

RECOMMENDATION: Staff recommends that the City Council authorize the Mayor to execute Amendment No. 3 to Department of Ecology Agreement No. WQC-2022-CoCle-00102 for the Cle Elum Stormwater Plan Project.

ATTACHMENTS: Amendment No. 3 to Agreement No. WQC-2022-CoCle-00102
Amortization Schedule 1291

LEAD STAFF: Mathew Bailey

**AMENDMENT NO. 3
TO AGREEMENT NO. WQC-2022-CoCle-00102
BETWEEN
THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY
AND
CITY OF CLE ELUM**

PURPOSE: To amend the above-referenced agreement (AGREEMENT) between the state of Washington Department of Ecology (ECOLOGY) and CITY OF CLE ELUM (RECIPIENT) for the Cle Elum Stormwater Plan (PROJECT).

This AMENDMENT is needed to extend the agreement expiration date from 7/31/2026 to 8/31/2026 and to modify the Scope of Work to add GIS deliverables. The RECIPIENT has completed the primary Stormwater Plan planning efforts and has additional funds remaining in the AGREEMENT budget. The RECIPIENT has proposed to do additional GIS improvement efforts utilizing a portion of the remaining funds, which also requires additional time to complete. This AMENDMENT will modify the Task 3 - Stormwater Facilities and Connections Inventory task description and add additional deliverables. The Budget remains unchanged.

The Scope of Work is modified as follows:

1. Task 3 task description is modified to add part D.
2. Task 3 task description is modified to add part E.
3. Deliverable 3.4 is added to Task 3.

IT IS MUTUALLY AGREED that the AGREEMENT is amended as follows:

Expiration Date:

Original: 07/31/2026 Amended: 08/31/2026

CHANGES TO SCOPE OF WORK

Task Number: 3

Task Cost: \$400,000.00

Task Title: Stormwater Facilities and Connections Inventory

Task Description:

The RECIPIENT shall ensure the following items are completed and provide the associated deliverables to ECOLOGY. The RECIPIENT must approve all materials prior to submitting them to ECOLOGY for acceptance.

- A. The RECIPIENT will perform a video inspection of the existing system condition. Pipes will be cleaned prior to the video inspection. Cleaning and video inspection may be contracted out to a company experienced in this type of work who will coordinate with, and report results to, the RECIPIENT. The RECIPIENT will include a copy of the final

report in Final Stormwater System Plan.

B. The RECIPIENT will develop a stormwater basemap and system exhibit for the existing stormwater system within their service area. The basemap will be used to show areas where improvement needs have been identified and future system components are anticipated to be needed and installed. Both will be included in the Final Stormwater System Plan.

C. The RECIPIENT will develop an illicit connections exhibit. The exhibit will be included in the Final Stormwater System Plan.

D. The RECIPIENT will develop a GIS database navigation tool that includes:

1. A dashboard that provides more detail for each city parcel,
2. Integrates field maps functionality,
3. Incorporates asset management functionality.

E. The RECIPIENT will develop and submit a GIS shapefile of the RECIPIENT's stormwater system.

Task Goal Statement:

The RECIPIENT will complete all facilities and inventory tasks and notify ECOLOGY when they are completed.

Task Expected Outcome:

The project will use storm drain video data to create exhibits showing the stormwater system in Cle Elum, including illicit connection to the Waste Water system.

Deliverables

Number	Description	Due Date
3.1	Dates, field notes, or maps showing storm drain video inspection. Upload to EAGL and notify Ecology Project Manager.	
3.2	Stormwater basemap and system exhibit. Upload to EAGL and notify Ecology Project Manager.	
3.3	Illicit connections exhibit. Upload to EAGL and notify Ecology Project Manager.	
3.4	GIS shapefile of RECIPIENT's stormwater system.	

CHANGES TO THE BUDGET

Funding Distribution EL220660

Funding Title: SRF Standard Loan

Funding Type: Loan

Funding Effective Date: 07/01/2021

Funding Expiration Date: 08/31/2026

Funding Source:

Title: CWSRF-SFY22 (State)

Fund: FD0727

Type: State

Funding Source %: 100%

Description: The Clean Water Act (CWA) (33 U.S.C 1251-1387) established the State Revolving Fund (SRF) low interest loans program (40. C.F.R. Part 31, 35 Sub Part K). Washington State administers the program under Chapter 173-98 WAC. The portion of this project funded with this funding distribution comes from non-federal source and are not subject to Federal Funding Accountability and Transparency Act (FFATA) and Single Audit Act (SAA). However, this project is subject to the federal requirements outlined in Section 4 and 5 of agreement terms and conditions.

Approved Indirect Costs Rate: Approved State Indirect: 0 %

Recipient Match %: 0%

InKind Interlocal Allowed: No

InKind Other Allowed: No

Is this Funding Distribution used to match a federal grant? No

Effective Interest Rate: 0.6% Interest Rate: 0.3% Admin Charge: 0.3%

Terms: 5 years

Project Start Date: 07/01/2021

Project Completion Date: 07/31/2026

Estimated Initiation of Operation date:

Loan Security: General Obligation Debt of the Recipient or the state of Washington

Final Accrued Interest: \$

Final Loan Amount: \$

Repayment Schedule Number: 1106

SRF Standard Loan	Task Total
Grant and Loan Administration	\$ 15,000.00
Cultural and Environmental Reviews, and Permitting	\$ 3,327.50
Stormwater Facilities and Connections Inventory	\$ 200,000.00
Stormwater System Hydraulic/Hydrologic Model	\$ 20,000.00
Stormwater Plan	\$ 50,000.00

O&M Plan, Rate Study and Ordinance Development	\$ 27,500.00
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Total: \$ 315,827.50

CHANGES TO THE BUDGET

Funding Distribution EF220659

Funding Title: SRF Forgivable Principal

Funding Type: Forgivable Loan

Funding Effective Date: 07/01/2021

Funding Expiration Date: 08/31/2026

Funding Source:

Title: CWSRF-SFY22 (State)

Fund: FD0727

Type: State

Funding Source %: 100%

Description: The Clean Water Act (CWA) (33 U.S.C 1251-1387) established the State Revolving Fund (SRF) low interest loans program (40. C.F.R. Part 31, 35 Sub Part K). Washington State administers the program under Chapter 173-98 WAC. The portion of this project funded with this funding distribution comes from non-federal source and are not subject to Federal Funding Accountability and Transparency Act (FFATA) and Single Audit Act (SAA). However, this project is subject to the federal requirements outlined in Section 4 and 5 of agreement terms and conditions.

Approved Indirect Costs Rate: Approved State Indirect: 0 %

Recipient Match %: 0%

InKind Interlocal Allowed: No

InKind Other Allowed: No

Is this Funding Distribution used to match a federal grant? No

SRF Forgivable Principal	Task Total
Grant and Loan Administration	\$ 15,000.00
Cultural and Environmental Reviews, and Permitting	\$ 3,327.50
Stormwater Facilities and Connections Inventory	\$ 200,000.00
Stormwater System Hydraulic/Hydrologic Model	\$ 20,000.00
Stormwater Plan	\$ 50,000.00

O&M Plan, Rate Study and Ordinance Development	\$ 27,500.00
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Total: \$ 315,827.50

Funding Distribution Summary

Recipient / Ecology Share

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
SRF Forgivable Principal	0 %	\$ 0.00	\$ 315,827.50	\$ 315,827.50
SRF Standard Loan	0 %	\$ 0.00	\$ 315,827.50	\$ 315,827.50
Total		\$ 0.00	\$ 631,655.00	\$ 631,655.00

Estimated loan repayment schedule

Loan number:	EL220660	Loan amount:	\$315,827.50
Agreement #:	WQC-2022-CoCle-00102	Term of loan:	5 Years
Recipient name:	CLE ELUM CITY OF	Effective interest rate:	0.600%
Amortization method:	Compound-365 D/Y	Interest compounded:	Monthly
Project Completion:	8/31/2026	Loan date:	8/31/2027
Schedule number:	AS-000001291	Schedule creation date:	7/8/2026

Payment number	Due date	Payment amount	Principal amount	Interest amount	Admin amount	Balance amount
1	8/31/2027	32,203.31	30,303.13	950.09	950.09	285,524.37
2	2/29/2028	32,203.31	31,345.67	428.82	428.82	254,178.70
Subtotal	FY 2028	64,406.62	61,648.80	1,378.91	1,378.91	254,178.70
3	8/29/2028	32,203.31	31,439.82	381.74	381.75	222,738.88
4	2/28/2029	32,203.31	31,534.26	334.52	334.53	191,204.62
Subtotal	FY 2029	64,406.62	62,974.08	716.26	716.28	191,204.62
5	8/28/2029	32,203.31	31,628.98	287.16	287.17	159,575.64
6	2/28/2030	32,203.31	31,723.98	239.66	239.67	127,851.66
Subtotal	FY 2030	64,406.62	63,352.96	526.82	526.84	127,851.66
7	8/28/2030	32,203.31	31,819.28	192.01	192.02	96,032.38
8	2/28/2031	32,203.31	31,914.85	144.23	144.23	64,117.53
Subtotal	FY 2031	64,406.62	63,734.13	336.24	336.25	64,117.53
9	8/28/2031	32,203.31	32,010.72	96.29	96.30	32,106.81
10	2/28/2032	32,203.25	32,106.81	48.22	48.22	0.00
Subtotal	FY 2032	64,406.56	64,117.53	144.51	144.52	0.00
Grand total		322,033.04	315,827.50	3,102.74	3,102.80	0.00

**AGENDA STAFF
REPORT**

AGENDA DATE: July 14, 2026

ACTION REQUESTED: Approve Resolution No. 2026-024 Ratification of Emergency Public Works Contract for Fire Hydrant and Isolation Valve Repair.

BACKGROUND: City staff identified a failure of a municipal fire hydrant and the associated isolation valve located at the intersection of 3rd Street and Billings Avenue. Both the hydrant and the isolation valve had failed and were actively leaking, resulting in significant water loss and creating an immediate threat to the integrity and reliability of the City's water distribution system.

Because the isolation valve had also failed, the hydrant could not be isolated from the water main. The failure required immediate excavation and replacement of both the hydrant assembly and the valve to prevent continued water loss, maintain system reliability, and preserve adequate fire protection within the surrounding service area.

Delaying repairs to conduct a formal competitive bidding process would have unnecessarily prolonged the emergency conditions, increased water loss, and exposed the City to additional operational and public safety risks.

The total cost of the emergency repair is \$37,975.00.

RECOMMENDATION: Staff recommends adoption of Resolution No. 2026-024 ratifying the declaration of an emergency, waiving competitive bidding requirements pursuant to RCW 39.04.280

ATTACHMENTS: Resolution 2026-024
P&A Civil fire hydrant replacement contract

LEAD STAFF: Mathew Bailey

CITY OF CLE ELUM WASHINGTON

RESOLUTION NO. 2026-024

**A RESOLUTION OF THE CITY OF CLE ELUM,
WASHINGTON, RATIFYING THE DECLARATION OF AN
EMERGENCY, WAIVING COMPETITIVE BIDDING
REQUIREMENTS PURSUANT TO RCW 39.04.280,
RATIFYING THE AWARD OF AN EMERGENCY PUBLIC
WORKS CONTRACT FOR THE REPAIR OF A FAILED
FIRE HYDRANT AND ISOLATION VALVE, AND
AUTHORIZING PAYMENT.**

WHEREAS, the City of Cle Elum experienced an unforeseen failure of a municipal fire hydrant and its associated isolation valve located at the intersection of 3rd Street and Billings Avenue; and

WHEREAS, City staff determined that both the fire hydrant and the isolation valve had failed and were actively leaking, creating an immediate loss of water, reducing the reliability of the City's water distribution system, and compromising available fire protection within the service area; and

WHEREAS, the failure presented an immediate threat to the continued operation of the City's essential public water system and created the potential for significant property damage and risks to public health and safety if immediate repairs were not undertaken; and

WHEREAS, due to the urgent nature of the failure, there was insufficient time to complete the normal competitive bidding process without jeopardizing the City's ability to protect public infrastructure and maintain adequate fire protection; and

WHEREAS, RCW 39.04.280 authorizes municipalities to waive competitive bidding requirements for public works performed in the event of an emergency; and

WHEREAS, the City retained Pacifica Civil to perform the emergency repairs, including replacement of the fire hydrant, installation of a new 12-inch gate valve, associated fittings, traffic control, and asphalt restoration, for a total cost of \$37,975.00, including applicable sales tax;

**THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, DOES
HEREBY RESOLVE AS FOLLOWS:**

Section 1. Recitals Adopted as Findings.

The City Council finds that:

- A. An unforeseen failure occurred involving a municipal fire hydrant and its associated isolation valve.

B. The failed infrastructure was actively leaking and required immediate repair to prevent continued water loss, maintain reliable operation of the City's public water system, and preserve adequate fire protection.

C. These circumstances constituted an emergency as defined in RCW 39.04.280 because they presented a real and immediate threat to the proper performance of essential municipal functions and, if not immediately addressed, were likely to result in material property damage and increased risks to public safety.

Section 2. Ratification of Emergency.

The City Council hereby ratifies the declaration that an emergency existed and determines that immediate procurement of emergency public works services was necessary to protect the City's water system and the public health, safety, and welfare.

Section 3. Waiver of Competitive Bidding.

Pursuant to RCW 39.04.280, the City Council ratifies the waiver of competitive bidding requirements for this emergency public works project.

Section 4. Ratification of Contract.

The City Council hereby ratifies the emergency public works contract for the replacement of the failed fire hydrant and isolation valve and authorizes payment in the amount of Thirty-Seven Thousand Nine Hundred Seventy-Five Dollars (\$37,975.00), including applicable sales tax.

Section 5. Effective Date.

This Resolution shall take effect immediately upon its adoption.

PASSED by the City Council the 14th day of July, 2026.

CITY OF CLE ELUM

Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

City Clerk

Filed with the City Clerk:
Passed by the City Council:
Resolution No.:
Date Posted:

City of Cle Elum



Emergency Hydrant Repair

Prepared for: City of Cle Elum Public Works

Attn: Mathew Bailey

Contact: Email: mbailey@cleelum.gov

Prepared by: Casey McFarlen
Project Manager
Phone: (360) 460-8659
Email: cmcfarlen@p-acivil.com

Date of Plans N/A
Revision Date: N/A

Tax Rate: 8.3%

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
* 100	Replace Hydrant @ 3rd & Billings	1.00	LS	35,000.00	35,000.00

PRE-TAX GRAND TOTAL **\$35,000.00**

TAX **\$2,975.00**

GRAND TOTAL **\$37,975.00**

NOTES:

Inclusions:

- Water tee cut in with 12" gate valve
- Hydrant assembly
- Asphalt Patching
- Traffic Control

Exclusions:

- Public notification/coordination for shutdown of main

CITY OF CLE ELUM
Public Works Department

AGENDA
STAFF REPORT

AGENDA DATE: July 14, 2026
ACTION REQUESTED:
LEAD STAFF: Mathew Bailey, Public Works Director

BACKGROUND: The City and Kittitas County are proposing a revision to the City corporate boundary pursuant to RCW 35A.21.210 to incorporate a portion of the State Route 903 right-of-way into City limits. The adjacent properties are already located within the City; however, a portion of the roadway right-of-way was not included in previous annexations. This boundary adjustment will place the entire right-of-way within the City limits, allowing the City to exercise municipal authority over the full roadway corridor, including the future use of automated traffic safety cameras.

The boundary revision requires action by both the City and Kittitas County. At the County's request, the City will first adopt a Resolution authorizing the Mayor to execute the Agreement. Once the Agreement has been executed by both parties, the Mayor will sign the Ordinance formally revising the corporate boundary, completing the process.

Process:

1. City Council adopts the Resolution.
2. Mayor executes the Agreement on behalf of the City.
3. Kittitas County approves the Agreement and adopts its Resolution.
4. Following the County's actions, the Mayor executes the Ordinance previously authorized by the City Council.
5. The corporate boundary revision becomes effective in accordance with the Agreement and Ordinance.

Potential Motion: *I move to adopt Resolution No. 2026-025 authorizing the Mayor to execute the Agreement with Kittitas County for the SR 903 corporate boundary revision and, following execution by Kittitas County, authorize the Mayor to execute the Ordinance revising the City corporate boundary in accordance with the Agreement.*

RECOMMENDATION: Public Works recommends that the City Council adopt Resolution No. 2026-025 authorizing the Mayor to execute the Agreement with Kittitas County for the SR 903 corporate boundary revision and, upon execution by Kittitas County, authorize the Mayor to execute the Ordinance revising the City corporate boundary to include the remaining State Route 903 right-of-way.

ATTACHMENTS: Staff Report; Resolution 2026-025, Agreement, Ordinance, Exhibits

LEAD STAFF: Mathew Bailey, Public Works Director

RESOLUTION NO. 2026-025

A RESOLUTION AUTHORIZING THE MAYOR OF THE CITY OF CLE ELUM, WASHINGTON, TO SIGN THE AGREEMENT CITY OF CLE ELUM - COUNTY OF KITTITAS REVISION OF CORPORATE BOUNDARY TO INCORPORATE SECTIONS OF STATE ROUTE 903 INTO CITY LIMIT BOUNDARIES; AND FURTHER, AUTHORIZE THE MAYOR TO EXECUTE THE AGREEMENT DOCUMENTS.

WHEREAS, RCW 35A.21.210 authorizes code cities and countries to revise any part of a corporate boundary to include or exclude a segment of a public street, road, or highway; and

WHEREAS, the City of Cle Elum (City) holds an interest in the right-of-way of State Route 903 (also known as W. Second Street) within portions of the Northeast Quarter of Section 28 and the Northwest Quarter of Section 27, Township 20 North, Range 15 East, W.M., as more particularly described herein; and

WHEREAS, a portion of said State Route 903 right-of-way lies along and adjacent to the City limits of the City of Cle Elum, with segments of the right-of-way extending beyond the City limits and remaining within unincorporated Kittitas County; and

WHEREAS, the City of Cle Elum desires to adjust its municipal boundary to include the westerly right-of-way line of State Route 903 (W. Second Street), in coordination with Kittitas County, in order to allow for consistent application of City urban design, maintenance, and operational standards along this segment of roadway;

WHEREAS, the attached Agreement along with Exhibits, titled "Agreement City of Cle Elum - County of Kittitas Revision of Corporate Boundary," ("Agreement") outlines the terms and conditions for this boundary revision, including the revision process, necessary actions by both parties, and resolution of disputes; and

WHEREAS, it is necessary for the City to authorize the Mayor to execute this Agreement on behalf of the City to formalize the incorporation of SR 903 sections into the City's boundaries.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, hereby resolves as follows:

That the Mayor of the City of Cle Elum, Washington, is hereby authorized and directed to execute and sign the Agreement for the incorporation of sections of SR 903 into the City's corporate boundaries.

Be It Further Resolved that the Mayor of the City of Cle Elum, Washington, is further authorized to execute all necessary documents and take all necessary actions to prompt the revision of corporate boundary in accordance with the terms of the Agreement.

Be It Further Resolved that this Resolution shall take effect and be in full force immediately upon passage by the City Council.

ADOPTED this ____ day of July 2026, by the City Council of the City of Cle Elum, Washington, and signed in authentication of its passage this ____ day of July 2026.

Resolution 2026-025 filed and recorded in the office of the City Clerk of the City of Cle Elum, Washington, this ____ day of July 2026.

Matthew Lundh, Mayor

Attest:

City Clerk

RESOLUTION

**BEFORE THE BOARD OF COMMISSIONERS OF KITTITAS COUNTY,
WASHINGTON:**

**IN THE MATTER OF AN AGREEMENT BETWEEN KITTITAS COUNTY AND
THE CITY OF CLE ELUM FOR THE REVISION OF CORPORATE
BOUNDARY FOR THE CITY OF CLE ELUM**

WHEREAS, RCW 35A.21.210 authorizes code cities and counties to revise any part of a corporate boundary of a city which "coincides with the centerline, edge, or any portion of a public street, road or highway right of way by substituting therefor a right of way line of the same public street, road or highway so as fully to include or fully to exclude that segment of the public street, road or highway from the corporate limits of the city"; and

WHEREAS, the City of Cle Elum seeks to revise a portion of the corporate boundary of the city to include the right-of-way of State Route 903 (also known as W. Second Street) within portions of the Northeast Quarter of Section 28 and the Northwest Quarter of Section 27, Township 20 North, Range 15 East, W.M., as more particularly described herein; and

WHEREAS, the City of Cle Elum desires to apply City urban design standards to this segment of SR 903; and

WHEREAS, pursuant to RCW 36.01.010 and RCW 36.32.120 the legislative authority of each county is authorized to enter into contracts on behalf of the County and have the care of County property and management of County funds and business; and

WHEREAS, the Board of Kittitas County Commissioners constitute the legislative authority of Kittitas County and desires to enter into the attached agreement as being in the best interest of Kittitas County; **NOW THEREFORE**,

BE IT RESOLVED that the Board of Kittitas County Commissioners hereby approves the attached agreement between Kittitas County and the City of Cle Elum for the revision of corporate boundary for the City of Cle Elum; and

BE IT FURTHER RESOLVED that the Chairman or the Chairman Pro Tern of the Board of Kittitas County Commissioners be, and hereby is, authorized to sign the attached agreement on behalf of Kittitas County.

APPROVED this ____ day of July 2026.

Chairman

Attest:

Chairman Pro Tern

Clerk of the Board

Commissioner

Constituting the Board of County
Commissioners Kittitas County,
Washington

Original: Clerk of the Board

Copy: City of Cle Elum via Kittitas
County Public Works Auditor

AGREEMENT
CITY OF CLE ELUM-----COUNTY OF KITTITAS
REVISION OF CORPORATE BOUNDARY

WHEREAS, RCW 35A.21.210 authorizes code cities and counties to revise any part of a corporate boundary of a city which "coincides with the centerline, edge, or any portion of a public street, road or highway right of way by substituting therefore a right of way line of the same public street, road or highway so as fully to include or fully to exclude that segment of the public street, road or highway from the corporate limits of the city"; and

WHEREAS, the City of Cle Elum (City) holds an interest in that portion of the State Route 903 (W. Second Street) right-of-way located within the Northeast Quarter of Section 28 and the Northwest Quarter of Section 27, Township 20 North, Range 15 East, W.M., as more particularly described herein; and

WHEREAS, the westerly portion of the State Route 903 right-of-way is located outside the City limits, while adjacent lands and roadway segments are situated within both incorporated City limits and unincorporated Kittitas County; and

WHEREAS, the City seeks to adjust its corporate boundary to include the westerly right-of-way line of State Route 903 in coordination with Kittitas County; and

WHEREAS, the City of Cle Elum desires to apply City urban design standards to this segment of SR 903; and

WHEREAS, the area subject to the proposed corporate boundary adjustment is legally described on Exhibit A and depicted on Exhibit B, both attached hereto and incorporated herein by this reference (the "Right-of-Way"); and

WHEREAS, the Right of Way was not included with previous annexations; and

WHEREAS, the City and the County have the authority to enter into this agreement pursuant to RCW 35A.21.210;

NOW THEREFORE, City and County agree as follows:

1. City shall pass an Ordinance in the form attached hereto as **Exhibit D** revising the City's corporate boundary by authority of this agreement to include the real property described on **Exhibit A** and depicted on **Exhibit B**.
2. County shall pass a Resolution in the form attached hereto as **Exhibit C** approving the City's Ordinance revising its corporate limits to include the property listed on **Exhibit A** and depicted on **Exhibit B**.

3. The revision of the City's corporate boundary will not become effective until the County's Resolution is passed by the Kittitas County Commissioners and the City's Ordinance is passed by the City Council.
4. The Mayor of City and the County Engineer of County are jointly designated as responsible for implementing and administering this agreement.
5. The City and County will not acquire any joint property pursuant to this agreement.
6. Should a dispute arise regarding this agreement, the parties hereto shall first meet and attempt in good faith to resolve their differences. In the event a mutually agreed resolution is not reached, then the parties shall submit this matter to binding arbitration in accordance with the rules of the American Arbitration Association.
7. The parties agree that the revision to City's corporate boundary is not subject to review by the Kittitas County Boundary Review Board pursuant to RCW 35A.21.210(2) and RCW 36.93.105(2).
8. This agreement may be amended or modified only by written agreement duly executed by the parties hereto. This agreement is executed in duplicate originals. One original shall go to each party. The City shall record this agreement with the Kittitas County Auditor after it has been approved by City and County.

DATED:

COUNTY BY:

CHAIR OF THE KITTITAS
COUNTY BOARD OF COMMISSIONERS

ATTEST:

CLERK OF THE BOARD

APPROVED AS TO FORM:

DEPUTY PROSECUTING ATTORNEY

CITY BY:

MATTHEW LUNDH, MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

EXHIBIT A

DESCRIPTION OF RIGHT OF WAY TO BE INCORPORATED

That portion of SR 903 (also known as W. Second St.) right of way, lying within the Northeast quarter of Section 28 and the Northwest quarter of Section 27, Township 20 North, Range 15 East, W.M., described as follows:

Beginning at the most Northerly corner of Parcel K of that Survey recorded in Book 46 of Surveys, Pages 249-273, records of Kittitas County, Washington;

Thence Northeasterly to the most Westerly corner of Parcel 1 of that Survey recorded in Book 42 of Surveys, Pages 74-75, records of Kittitas County, Washington, said point being on the Northeasterly right of way line of said SR 903;

Thence Southeasterly along said right of way line to the Westerly City of Cle Elum City Limits line;

Thence Southwesterly along said City Limits line to the Southwesterly right of way line of said SR 903;

Thence Northwesterly along said right of way line to the Point of Beginning;

Situate in Kittitas County, State of Washington.

EXHIBIT B

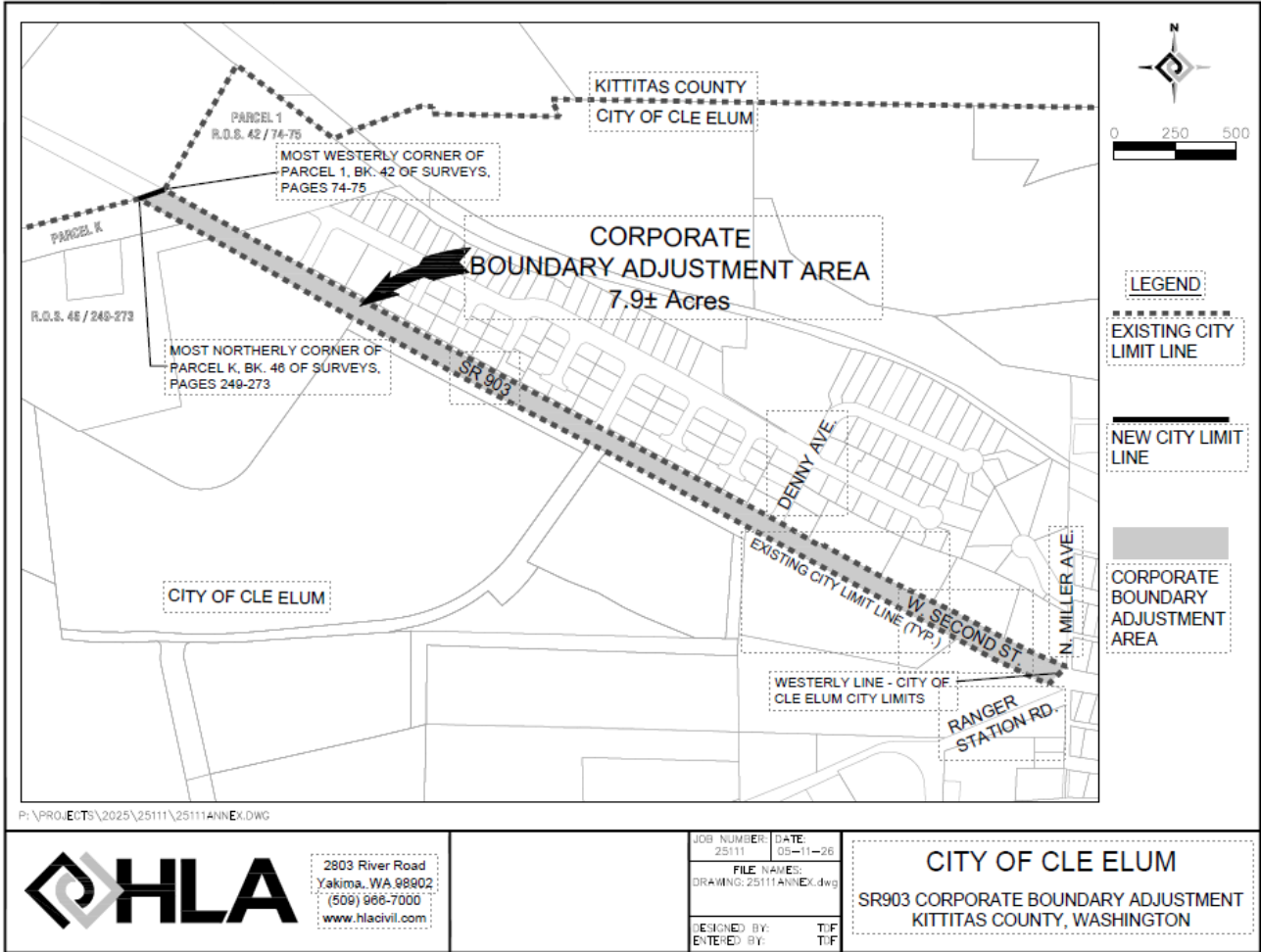


EXHIBIT D

ORDINANCE NO. 1731

AN ORDINANCE OF THE CITY OF CLE ELUM, WASHINGTON, REVISING THE CORPORATE BOUNDARY OF THE CITY OF CLE ELUM TO INCLUDE A PORTION OF STATE ROUTE 903. THE ORDINANCE ALSO DECLARES THAT THE PROVISIONS OF THE ORDINANCE ARE SEVERABLE FROM ONE ANOTHER AND SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE AND PROVIDES FOR PUBLICATION BY SUMMARY.

WHEREAS, the City of Cle Elum and the County of Kittitas have entered into an Agreement for the revision of the corporate boundary of the City of Cle Elum (hereinafter Agreement) pursuant to RCW 35A.21.210; and

WHEREAS, the City of Cle Elum must pass an Ordinance to revise its corporate limits in compliance with the Agreement; and

WHEREAS, this action is exempt from review under the State Environmental Policy Act (RCW 43.21 C.222) and is exempt from review by the Kittitas County Boundary Review Board pursuant to RCW 35A.21.210(2) and RCW 36.93.105(2); and

WHEREAS, the revision of the corporate boundary of the City of Cle Elum to include the property described below is consistent with the City's Comprehensive Plan since the adjusted area is ADJACENT TO EXISTING PROPERTIES WITHIN THE CITY LIMITS.

Section 1. The corporate limits of the City of Cle Elum are hereby revised to include the following described real property which consists of roadway and road right-of-way

That portion of SR 903 (also known as W. Second St.) right of way, lying within the Northeast quarter of Section 28 and the Northwest quarter of Section 27, Township 20 North, Range 15 East, W.M., described as follows:

Beginning at the most Northerly corner of Parcel K of that Survey recorded in Book 46 of Surveys, Pages 249-273, records of Kittitas County, Washington;

Thence Northeasterly to the most Westerly corner of Parcel 1 of that Survey recorded in Book 42 of Surveys, Pages 74-75, records of Kittitas County, Washington, said point being on the Northeasterly right of way line of said SR 903;

Thence Southeasterly along said right of way line to the Westerly City of Cle Elum City Limits line;

Thence Southwesterly along said City Limits line to the Southwesterly right of way line of said SR 903;
Thence Northwesterly along said right of way line to the Point of Beginning;
Situate in Kittitas County, State of Washington.

TOGETHER WITH THE CURRENT CITY LIMITS.

Section 2. All property within the revised corporate boundary shall be assessed and taxed at the same rate and on the same basis as property within the City, including assessments for taxes and payment of any bonds issued or debts contracted prior to or existing as of the date of annexation and be further subject to the indebtedness of the City of Cle Elum.

Section 3. From and after the effective date of this Ordinance, the above-described property shall be subject to all of the laws and ordinances then and thereafter in force and effect of the City of Cle Elum.

Section 5. SEVERABILITY. The provisions of this Ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remainder of this Ordinance shall not, as a result of said section, subsection, sentence, clause, or phrase, be held unconstitutional or invalid.

Section 6. This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

PASSED by the City Council and approved by the Mayor, this _____ day of _____, 2026.

MATTHEW LUNDH, MAYOR

ATTEST:

CITY CLERK

Approved as to form:

CURTIS CHAMBERS, CITY ATTORNEY

Date of Publication: _____

EXHIBIT C

BOARD OF COUNTY COMMISSIONERS COUNTY OF KITTITAS STATE OF WASHINGTON

RESOLUTION NO. 2026 - _____

ACCEPT THE CITY OF CLE ELUM UPDATE TO THE CORPORATE BOUNDARY OF THE CITY OF CLE ELUM

WHEREAS: the City of Cle Elum (City) is the owner of a right of way located on State Route 903, adjacent to the City limits; and

WHEREAS: the City desires to have the corporate boundary line adjusted to include the right of way within City limits; and

WHEREAS: an Agreement was entered into by the City of Cle Elum and Kittitas County describing the process for said boundary line adjustment on _____ month, 2026; and

WHEREAS: pursuant to said agreement the City of Cle Elum passed an Ordinance on ,2026 initiating said adjustment.

NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners, in the best interest of the public, does hereby accept the City of Cle Elum City's Ordinance Number _____ as the corporate boundary of the City described as follows:

That portion of SR 903 (also known as W. Second St.) right of way, lying within the Northeast quarter of Section 28 and the Northwest quarter of Section 27, Township 20 North, Range 15 East, W.M., described as follows:

Beginning at the most Northerly corner of Parcel K of that Survey recorded in Book 46 of Surveys, Pages 249-273, records of Kittitas County, Washington;

Thence Northeasterly to the most Westerly corner of Parcel 1 of that Survey recorded in Book 42 of Surveys, Pages 74-75, records of Kittitas County, Washington, said point being on the Northeasterly right of way line of said SR 903;

Thence Southeasterly along said right of way line to the Westerly City of Cle Elum City Limits line;

Thence Southwesterly along said City Limits line to the Southwesterly right of way line of said SR 903;

Thence Northwesterly along said right of way line to the Point of Beginning;

Situate in Kittitas County, State of Washington.

Together with the current City Limits.

DATED this 21st day of July 2026, at Ellensburg, Washington.

BOARD OF COUNTY COMMISSIONERS
KITITITAS COUNTY, WASHINGTON

Attest:

- ☐ Clerk of the Board- Julie Kjorsvik
- ☐ Deputy Clerk of the Board- Mandy Buchholz

Cory Wright, Chairman

Brett Wachsmith, Vice-Chairman

Laura Osiadacz, Commissioner

EXHIBIT D

RESOLUTION

**BEFORE THE BOARD OF COMMISSIONERS OF KITTITAS COUNTY,
WASHINGTON:**

IN THE MATTER OF COUNTY ROADS, RE: CITY OF CLE ELUM - COUNTY OF
KITTITAS, REVISION OF CORPORATE BOUNDARY

WHEREAS, the City of Cle Elum (City) is the owner of a right of way located on
State Route 903, adjacent to the City limits, and

WHEREAS, the City desires to have the corporate boundary line adjusted to include the
right of way within City limits, and

WHEREAS, an Agreement was entered into by the City of Cle Elum and Kittitas
County describing the process for said boundary line adjustment on _____ month,
2026, and

WHEREAS, pursuant to said agreement the City of Cle Elum passed an Ordinance on
_____, 2026
initiating said adjustment. **NOW, THEREFORE**,

BE IT RESOLVED that the City of Cle Elum City's Ordinance Number XXX is hereby
approved, and

BE IT FURTHER RESOLVED that the corporate boundary of the City of Cle Elum
is revised to include the real property described as follows:

That portion of SR 903 (also known as W. Second St.) right of way, lying within the
Northeast quarter of Section 28 and the Northwest quarter of Section 27, Township 20
North, Range 15 East, W.M., described as follows:

Beginning at the most Northerly corner of Parcel K of that Survey recorded in Book 46 of
Surveys, Pages 249-273, records of Kittitas County, Washington;

Thence Northeasterly to the most Westerly corner of Parcel 1 of that Survey recorded in
Book 42 of Surveys, Pages 74-75, records of Kittitas County, Washington, said point being
on the Northeasterly right of way line of said SR 903;

Thence Southeasterly along said right of way line to the Westerly City of Cle Elum City
Limits line;

Thence Southwesterly along said City Limits line to the Southwesterly right of way line of

said SR 903;
Thence Northwesterly along said right of way line to the Point of Beginning;
Situate in Kittitas County, State of Washington.
Together with the current City Limits.

Dated this ____Day of _____,2026.

Chairman

Chairman Pro-Tern

Commissioner

Attest:_____
Clerk of the Board

Constituting the Board of
County Commissioners
of Kittitas County,
Washington