

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

General Government Committee

Agenda
July 22, 2026
8:30 AM



119 W FIRST STREET
CLE ELUM, WA 98922

MAYOR
MATTHEW LUNDH

DEPUTY MAYOR
CASSIDY BUECHLE - CURTIS

GENERAL GOVERNMENT
COMMITTEE
CASSIDY BUECHLE - CURTIS
STEVEN HARPER - CHAIR
AUDREY MALEK

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 and Pledge of Allegiance**
 2. **Unfinished Business**
 3. **New Business**
 - a. General Government Meeting Minutes — May 27, 2026
 - b. Review City Clerk Job Description
 4. **Other Committee Comments**
 5. **Adjournment**

Upcoming Meetings:

Regular Council Meeting — July 28, 2026, at 6:00 p.m.

Public Works & Community Development Committee Meeting — August 4, 2026, at 1:00 p.m.

Regular Council Meeting — August 11, 2026, at 6:00 p.m.

Lodging Tax & Events Committee Meeting — August 12, 2026, at 8:30 a.m.

Public Safety & Health Committee Meeting — August 13, 2026, at 9:00 a.m.

**CLE ELUM GENERAL GOVERNMENT COMMITTEE
MINUTES**

MAY 27, 2026

8:30 AM

119 W FIRST STREET
CLE ELUM, WA 98922

1. Call to Order and Pledge of Allegiance

Roll Call

Present:

Cassidy Buechle-Curtis
Steven Harper
Audrey Malek

Staff Present:

Matthew Lundh - Mayor
Rob Omans - City Administrator
Erica Krum - Assistant City Administrator

2. Unfinished Business

- a. [Forte Third Party Billing — Building Permits, Planning, Code Enforcement — Rob Omans — City Administrator](#)

Mayor Lundh and Rob Omans, City Administrator, presented this contract for the City's building permits, Planning, and Code Enforcement.

Councilmember Buechle-Curtis indicated that the contract appears to be standard and has been modified slightly based on recommendations by legal. Councilmember Harper expressed concerns regarding data security and potential data breaches, noting that the program states it may utilize the information provided. The committee discussed the potential benefit of adding a disclaimer on the website prior to processing payments.

MOTION: Councilmember Buechle-Curtis made a motion to recommend the Forte Third Party Billing agreement to council ; seconded by Councilmember Malek.

MOTION : 3 yes 0 no.

3. New Business

- a. [General Government Meeting Minutes — April 22, 2026](#)

MOTION: Councilmember Buechle-Curtis made a motion to adopt General Government meeting minutes from April 22, 2026; seconded by Councilmember Malek.

CLE ELUM GENERAL GOVERNMENT COMMITTEE

MINUTES

MAY 27, 2026

8:30 AM

**119 W FIRST STREET
CLE ELUM, WA 98922**

MOTION : 3 yes 0 no.

4. Other Committee Comments

5. Adjournment

The meeting was adjourned at 8:39 a.m.

Steven Harper, Chair

Erica Krum, Clerk



City of Cle Elum

POSITION DESCRIPTION
JULY 2026

POSITION TITLE: CITY CLERK

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

SALARY RANGE: \$ 40.44 - \$ 49.16 per Hour

STATUS: Full Time

AFFILIATION: Union

WORKWEEK BASIS: 40

JOB SUMMARY: The City Clerk manages and records activities and decisions of the City Council and maintains official City records; coordinates assigned activities with other departments within the City and other outside agencies; and provides administrative support ~~to the City Administrator, Mayor and City Council~~. This position requires a high degree of independent judgment, leadership, initiative and discretion.

CITY CLERK ESSENTIAL JOB FUNCTIONS:

1. Prepares and distributes agendas and support materials for City Council and other meetings as needed; compose and issue legal notices in compliance with state law. Publish notices and maintain official City records for Council and other meetings. ~~Attends~~ Attend meetings and records minutes; follows-up on action items as necessary.
2. ~~Maintains accurate up-to-date filing of City ordinances, agreements, resolutions and minutes of City Council and committees; sign and certify official City documents.~~ Serve as custodian of official City records and public documents; maintain filing system for official City records; manage records program (including destruction of records) for the City assuring compliance with legal requirements and disclosure regulations; maintain inventory of records within the City.
3. Ensure City agreements, contracts, and other legal documents are signed and recorded, associated records and documents are obtained, and public notices and ordinances are published.
4. Serves as the City's Election Official; administers Oath of Office; facilitates training of City officials; works closely with Kittitas County Elections Department; and maintains custody of official City seal.
5. ~~Receives and coordinates responses to all records requests; assist with city liability insurance; and process claims against the city.~~ Respond to public records requests and inquiries from citizens, civic groups and other agencies, and provide information accordingly. Communicate with City officials, City Attorney, City departments, citizens, advisory boards and commissions, and outside agencies, performing research and providing information as required.
- 5-6. Serves as the liaison with the insurance pool. Accepts claims for damages and other legal process papers. Maintains the City's property and auto schedule, ensuring information is accurate and up to date. Ensure incident reports and other claims paperwork are completed.

6.7. Maintain and organize records for state audits; report monthly and quarterly to the State department of Revenue; administer the Records Retention and Storage program; Pangrazi award program; and assist public works with the six-year street program.

7.8. Process lodging tax grant requests, including attending committee meetings, compiling and maintaining required documentation, preparing local and state reports, and processing payment requests.

9. Acts as the city's Cemetery Sexton – maintaining records; meeting with public; perform on-site survey measurements; and coordinate cemetery activities.

8.10. Perform general administrative duties for the administrative staff as well as perform backup duties and responsibilities to the City's front counter.

9.11. Provides backup and cross-trains with the Finance Director when needed.

10.12. Performs other duties and responsibilities as required or assigned.

NECESSARY KNOWLEDGE AND ABILITIES:

Knowledge of:

- Operational characteristics, services and activities of a City Clerk's Office.
- Principles, practices and methods of municipal government and organizations.
- BARS – governmental Baseline Accounting and Reporting System.
- Rules and regulations governing local municipal elections.
- Applications and implementation of computer systems.

Ability to:

- Maintain a high level of customer service in all interactions with the public.
- Establish, evaluate and implement administrative/operational policies, practices and procedures.
- Maintain confidential data and information.
- Perform at a level commensurate with length of service and produce a quality product in a timely and efficient manner.
- Coordinate functions and activities between departments and outside agencies.
- Prepare and analyze complex reports.
- Communicate effectively and persuasively in both oral and written form.
- Analyze and solve problems using good judgment in making decisions.

MINIMUM QUALIFICATIONS:

- Associate degree in office management, business, communications, government, or related field (experience may substitute degree).
- At least 4 years' experience working for a governmental municipality.
- Certified Municipal Clerk (CMC) designation must be obtained within the first year of hire.
- Valid Washington State Driver's License.

COMPENSATION AND BENEFITS:

Wage Range:	\$ 40.44 to \$ 49.16 per Hour	Benefits:	Medical / Dental / Vision Holidays / Vacation / Sick Leave
Incentive Pay:	Longevity		\$214 VEBA per Month Many others

PHYSICAL DEMANDS AND WORKING CONDITIONS:

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

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

NOTICE:

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

The City of Cle Elum is an Equal Opportunity employer.