

CITY ADMINISTRATOR
ROBERT OMANS

CITY CLERK
DEBBIE LEE

FINANCE DIRECTOR
ROBIN NEWCOMB

PUBLIC WORKS DIRECTOR
MATHEW BAILEY

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNER

Special Meeting
Agenda
January 6, 2025
6:00 PM



119 W FIRST STREET
CLE ELUM, WA 98922

MAYOR
MATTHEW LUNDH

MAYOR PRO TEM
STEVEN HARPER

CITY COUNCIL

BETH WILLIAMS
JERRED WEIS
KEN RATLIFF
STEVEN COOK
AUDREY MALEK

CITY ATTORNEY
ALEXANDRA KENYON

Join Virtually with Zoom: <https://zoom.us/j/7573184018?pwd=dERndjBJVC9GdVQ1d2ISRExwZFhXZz09>
Meeting ID: 757 318 4018 Passcode: 98922

Join by Phone: 1-(253)215-8782, Meeting ID: 757 318 4018, Passcode:98922

TextMyGov

Receive city text alert notifications: text CLEELUM to 91896

DISCLAIMER: The City does not guarantee that virtual or telephonic access to the City Council meeting will be available and the City does not warrant audio quality. Attendees are encouraged to attend in-person.

1. **Call to Order, Pledge of Allegiance, and Roll Call**
2. **Public Comments - Limited to 5 minutes**
3. **Unfinished Business**
4. **New Business**

- a. Appointment of Council Position No. 1

Cassidy Buechle-Curtis

Executive Session RCW 42.30.110 (1)(h) provides that an executive session may be held to evaluate a candidate's qualifications for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public.

- b. Ordinance 1692 - Revising Chapter 13.12.115 of the Cle Elum Municipal Code Related to Relief of Utility Bill - Rob Omans

5. **Adjourn**

Upcoming Meetings:

Coal Mines Trail Commission Meeting: January 6, 2025 @ 6:00 p.m.

Planning Commission Meeting: January 7, 2025 @ 6:00 p.m.

Lodging Tax & Events Committee Meeting: January 13, 2025 @ 8:30 a.m.

Regular Council Meeting: January 14, 2025 @ 6:00 p.m.

Public Safety & Health Committee Meeting: January 21, 2025 @ 1:00 p.m.

Historical Preservation Commission Meeting: January 21, 2025 @ 3:00 p.m.

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General Government Committee Meeting: January 22, 2025 @ 8:30 a.m.

Public Works & Community Development Committee Meeting: February 6, 2025 @ 12:00 p.m.

Oath of Office

STATE OF WASHINGTON)
)
COUNTY OF KITTITAS)

I, _____, do affirm that I am a citizen of the United States of America and of the State of Washington; that I am legally qualified to assume the office of **Council Position** , **City of Cle Elum**; that I will support the Constitution and laws of the United States and the State of Washington; and that I will faithfully, diligently and impartially perform the duties of this office, as such duties are prescribed by law, to the best of my judgment, skill and ability.

Signature of Official

Printed Name

Subscribed and sworn to me this _____ day of _____, 20____.

Signature of Oath Administrator

Title of Oath Administrator

Honorable Council,

Thank you for considering my application for appointment to the Cle Elum City Council. I am interested in the opportunity to serve our community and our residents as I have found this community to be one that is worth serving.

I am new to public service but have already found my experience on the planning commission and historic preservation commission to be worthwhile, gratifying, and a great opportunity to bring a unique perspective to the table. I have always had an interest and desire to be of service, and I see this as the next opportunity for me to bring my skills to a new table.

In my personal life, I have served as a volunteer mentor to small business owners, students, and career professionals. In my professional life, I have chosen fields of work and roles where I can gain an understanding of the people affected by decisions made and support responsible and thoughtful decision making with that in mind.

If appointed, I will bring to the City and Council a servant leadership approach with a balanced and thoughtful outlook on decision making. Leading teams, projects and strategic initiatives has been my focus in many of my professional roles. I have built the skills to effectively evaluate scenarios and align a path forward that engages the people involved, the people affected, and the people necessary to successfully accomplish goals, reduce barriers, and find success in ventures big and small.

Our community is a great one, with a lot of heart and passion. I look forward to the potential opportunity to serve our community.

Thank you for your consideration.

Cassidy Buechle-Curtis

Cassidy Buechle-Curtis

Washington | 253.486.7124 | cassidybuechlecurtis@gmail.com | [Cassidy Buechle-Curtis | LinkedIn](#)

Driven people experience and operations professional, with a passion for developing and implementing effective strategies to enhance organizational effectiveness. My expertise lies in overseeing operations, employee engagement programs, compliance, and strategic initiatives. I am experienced in leading and coaching teams to success, providing guidance and support in achieving their professional goals.

Skills

- Skilled empathetic leader with experience developing high performing teams and individuals.
- Creative strategist bringing a passion for developing scalable solutions for people and organizational success.
- Proficient in technologies including Workday, Taleo, Docebo, Litmos, Dynafire, E-Verify, Microsoft Office 365, Google Suite, Monday.com, RealPage, Canva, Viewpoint, Bluebeam, and more.

McKinstry Co. LLC | HR Operations Supervisor [Employee Experience]

August 2022 – Current

- Lead a high-performing team of 6 program professionals, administrators, and coordinators overseeing enterprise-wide pre-employment, onboarding, engagement programs, perks, national compliance, employee experience, and employee service, supporting over 1400 non-represented employees.
- Evaluate and improve processes, enhancing efficiency and scalability in a growing national organization.
- Contribute to department growth through strategic planning, budget management, and facilitation of key meetings, ensuring alignment of department goals with overall organizational strategy.
- Temporary assignment: Managed all HR services for over 1400 represented employees for 16-month absence, governed by over 35 collective bargaining agreements.

McKinstry Co. LLC | HR Operations Project Partner [Project Manager]

March 2022 – August 2022

- Led cross-functional teams, identifying improvement opportunities and driving strategic projects, enhancing employee experience in areas of pipeline, onboarding, and learning programs.
- Collaborated with internal HR, corporate departments, and external stakeholders to align project goals, timelines, and deliverables.
- Developed and managed comprehensive project documentation, ensuring meticulous planning and execution.
- Facilitated effective communication and stakeholder engagement.
- Monitored and controlled project scope, timelines, and budgets, ensuring on-time and within-budget delivery.
- Conducted post-project evaluations and implemented continuous improvement initiatives to enhance project performance and compliance.

McKinstry Co. LLC | HR Operations Administrator [Employee Experience]

April 2021 – March 2022

- Managed enterprise-wide onboarding for 250+ new hires annually, including day-one orientation, compliance training and a 3-day extended onboarding experience.
- Communicated company culture, safety requirements, policies and benefits to diverse audiences including new hires, interns, veteran externship members, and temp workers.
- Administered pre-employment and onboarding activities, including HRIS data entry, employee communications, and required paperwork including I9's, W4's, benefits enrollments, and more.
- Managed general HR and Learning support inboxes, triaging inquiries and resolving issues in a timely manner.
- Managed enterprise wide HRIS transactions and reporting.
- Oversaw compliance for complex job-specific programs for over 40 unique jobsites, partnering with leaders, employees, and external parties to track and meet requirements.
- Supported various HR functions including event support, employment verifications and process documentation.

McKinstry Co. LLC | Intern, [Talent Development, Fire Protection Operations]

March 2020 – April 2021

Talent Development

- Facilitated virtual training, including IT support, breakout sessions, material distribution, and communications.
- Full scope administration of LMS, including reporting on training compliance and providing user support.
- Supported pipeline and development programs (e.g., Veteran's externship, internship, leadership development)
- Conducted research projects and presented findings to stakeholders
- Provided production support, coordination, and facilitation for enterprise-wide and department wide meetings.

Fire Protection

- Created enterprise-wide pandemic impact tracking, supported executive and business unit leadership.
- Streamlined project engineer and PM training documents, RFP processes by developing tools and resources.
- Coordinated inspections, emergency work orders, and vendor coordination.
- Performed data entry in compliance systems and created consistent documentation templates.

Saratoga Capital, Inc. | Leasing Manager, Community Manager

July 2016 – June 2018

- Managed a team of 9 property professionals ensuring clear performance expectations, training, and goals.
- Created a regional leasing associate training manual, and site-specific training manuals for several roles, and launched an internal training program for all core property roles.
- Directed operations at 260- and 74-unit properties, including resident experience, communications, marketing, leasing operations, compliance programs, market research, maintenance operations, financials and vendor relationships.
- Implemented resident portal, CRM, improved marketing and automated communications.
- Launched and managed a collections program to address backlog of 6-years of delinquent accounts, effectively recovering 69% of 3 – 18-month delinquent accounts in the first 3 months.
- Conducted a full property audit on a struggling property, identifying errors and completing corrections, increasing occupancy from 72% to 91% in 3 months.

Saratoga Capital, Inc. | Leasing Associate

August 2015 – July 2016

- Executed all leasing activities with excellence at a 220-unit apartment community, maintaining an occupancy rate of 94-97% exceeding the company standard.
- Designed and executed a new marketing program to increase traffic including implementation of resident referral program and community open-house program.
- Implemented resident engagement and retention program, increasing the renewal rate by 13% within 6 months. This program was developed through thoughtful surveying of residents, identifying opportunities to improve their experience, and included various on-site activities and perks for diverse residents such as a youth focused program, senior focused program, and young adult focused program.
- Managed all administrative needs of the property, including file management, lease renewal program, new leasing activities, scheduling vendors and managing financials.

Education

B.S., IT and Administrative Management; Specialization in Project Management, Central Washington University

Volunteer Experience

City Planning Commissioner, Historic Preservation Commissioner, City of Cle Elum

Mentor, Lake Washington HR Association program, 2024

Skills that Shine Mentor, Essay Review, WA State Opportunity Scholarship

Mentor, Women's Business Enterprise Council West

Youth Mentor, Unleash the Brilliance

Continued Education

Situational Leadership

Crucial Conversations for Mastering Dialogue

9-month employer internal leadership development program

Certifications

Construction Industry Suicide Prevention Certificate, University of Washington

Veterans at Work Certificate, SHRM

Employing Abilities at Work Certificate, SHRM

People Analytics Foundations Certificate, Orgnostic

Remote Ready Certificate, Oyster

Equitable Performance Feedback, TextioU

Interrupting Bias in Hiring, TextioU

Graphic Design Essentials, Canva

Construction Industry Suicide Prevention, Forefront Suicide Prevention



Board/Commission Application

Your Personal Information

NAME

Cassidy Buechle-Curtis

EMAIL ADDRESS

cassidyjeanneb@gmail.com

ADDRESS

320 Madison Street
Cle Elum, Washington 98922
United States

PHONE NUMBER

(253) 486-7124

Minimum Requirements Verification

POSITION YOU'RE APPLYING FOR

City Council Position 1

DATE OF BEGINNING OF RESIDENCY WITHIN CITY LIMITS

10/30/2019

REQUIREMENTS VERIFICATION

- I am a registered voter within Kittitas County, City of Cle Elum
- I have continuously resided within the Cle Elum city limits since the date above

More About You

WHY ARE YOU INTERESTED IN SERVING ON THE CLE ELUM CITY COUNCIL?

I am interested in serving on the Cle Elum City Council because I am committed to our community and supporting a thriving Cle Elum for our current residents, those who engage with our community, and future generations. I believe there is an opportunity to connect with our residents, understand needs and hopes for the now and the later, and ensure voices are heard as decisions big and small are made. I am eager to collaborate with the community, council members, and others to ensure that there are sustainable, solution-oriented, and forward-facing decisions being made as we forge forward as a city.

EXPLAIN YOUR CURRENT AND PAST COMMUNITY INVOLVEMENT AND/OR SERVICE ON CITY, NON-PROFIT, OR PUBLIC BOARDS, COMMITTEES, TASK FORCES, OR COMMISSIONS.

I am a current member of the planning commission and historic preservation commission.

LIST ANY APPLICABLE EDUCATION, OCCUPATION, OR SPECIALIZED EXPERIENCE THAT YOU WOULD BRING TO THE COUNCIL.

My education is in administrative management and project management, bringing an organized and balanced

approach to understanding objectives, planning a path forward, and making decisions. I currently work in Human Resources and previously worked in property management. In both fields, understanding the needs of people in relation to their environment is a top priority and driver of decision making. In both fields, it is also crucial to understand limitations and balance the impacted people's needs with reality of any situation.

DO YOU HOLD ANY OTHER ELECTED PUBLIC OFFICE?

No

DO YOU PARTICIPATE IN OR ARE INVOLVED IN ANY CONTRACTS WITH THE CITY OF CLE ELUM OR DO YOU FORSEE ANY CONFLICTS OF INTEREST WITH YOUR CURRENT EMPLOYMENT OR CIVIC POSITIONS?

No

IF APPOINTED, DO YOU PLAN TO SEEK ELECTION TO THIS POSITION?

Yes

PLEASE ATTACH ANY RESUMES, LETTERS OF RECOMMENDATION, OR OTHER ITEMS YOU WOULD LIKE INCLUDED WITH YOUR APPLICATION BELOW:

- [Letter-to-the-Council.pdf](#)
- [Cassidy-Buechle-Curtis-Resume.pdf](#)

TERMS AND CONDITIONS

By submitting this application, I certify that the information provided is true to the best of my knowledge.

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**

CITY OF CLE ELUM
City Administration

**AGENDA STAFF
REPORT**

AGENDA DATE: January 6, 2025

ACTION REQUESTED: Approve the mayor to sign Ordinance 1692 revising the petition for relief code language.

BACKGROUND: After revising the sewer rate structure late last year, we have determined that a water leak will impact a customer's sewer bill. As a result, we have updated the petition for relief language to include 1) sewer bills and 2) increase the maximum relief amount from \$500 to \$1000. This updated language was presented at the Public Works and Community Development Committee meeting last Thursday, where it was unanimously supported by the members.

RECOMMENDATION: Approve Ordinance 1692 revising the petition for relief code language.

ATTACHMENTS: Ordinance 1692

LEAD STAFF: Rob Omans

CITY OF CLE ELUM
WASHINGTON
ORDINANCE NO. 1692

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

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

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

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

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

13.12.115 Petition for and relief from utility bill.

In the event any person is aggrieved by the amount of one hundred dollars or more in excess of the amount billed for monthly water and sewer service, they may, within fifteen days of the postmark on said bill, petition the city council in writing to the utilities clerk for a downward adjustment to their bill. Upon receipt of such petition, the utilities clerk shall notify the public works director and the public works committee and schedule a meeting to consider the petition for downward adjustment. The public works committee may consult with the city staff regarding the matter and shall, upon deliberation and oral findings following the meeting make a recommendation to the entire city council to grant a downward adjustment only upon good cause shown. No downward adjustment will be considered for leaks within the primary residential or commercial building; however, adjustment for leaks within crawlspaces may be considered on a case-by-case basis. Any bill granted a downward adjustment by the city council shall include both water and sewer totals and shall not exceed one thousand dollars in relief and shall be presented to the mayor for signature on the face thereof. Notice of the reduction shall be provided in writing by the city to the customer. No ratepayer may petition the city council more than one time per twelve-month period for such a downward adjustment. In the event that city-maintained water pipes prevent water service to a customer’s water meter due to cold or frozen weather for more than two days (forty-eight hours), the city council may, upon the recommendation of the city public works director and the public works committee, provide equitable relief to the customer by crediting up to one month’s water fees which

include water base rate fee, water reserve fee, and applicable water taxes for every two to thirty days of interrupted service, or multiples thereof. In the event any neighbor assists a customer with frozen, city-maintained water service by providing water through that neighbor's meter (i.e., through the use of a hose or similar apparatus), that neighbor will be allocated double the volume of water in the base rate for the same period of interrupted service.

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

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

CITY OF CLE ELUM

Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

Debbie Lee, City Clerk

APPROVED AS TO FORM:

Alexandra L. Kenyon, City Attorney

Date of Publication: _____

Effective Date: _____