

## 2026 PIONEER DAYS PLANNING MEETING

**Date:** August 13, 2025

**Time:** 4:00 PM – 5:00 PM

**Location:** Cle Elum Fire Department, Station 51

**Meeting Facilitator:** Jordan Peterson, CEDA



## MEETING MINUTES

**Meeting Start Time:** 4:06 PM

### Welcome & Introductions

#### Attendees:

- Jordan Peterson – CEDA; CEFD
- DeAnna Hamm – CEDA; Pioneer Coffee
- Bev Gonyea – Rotary; Community Member (Online)
- Darby Grimes – Kittitas County Chamber of Commerce (Online)
- Ed Mills – Cle Elum Fire Department
- Kaylee Thompson – CEDA; CEFD
- Lori Nevin – Putnam Centennial Senior Center
- Jim Hanson – Kittitas County Military Vehicle Group
- Michael Richard – CEDA; Pioneer Queen; Suncadia; UKC Rotary; NKCHS
- Ethan Bainter – CEDA Intern; CERSD Student
- Eliza Stephenson – CEDA; John L Scott
- Bette Larkin – CEDA; Committee Member
- Steven Harper – City of Cle Elum, City Council

### Review of 2025 Pioneer Days (Brief)

The group began discussing details from the 2025 event. Jordan Peterson requested that a more in-depth discussion be tabled until the next meeting. CEDA's review and the ICS After-Action Report will be shared at that time. Committee members are encouraged to send feedback to Jordan in advance of the next meeting.

### Event Goals – Activity Discussion

#### What is Pioneer Days?

Participants shared various perspectives. Key themes included:

- A celebration of American heritage and community
- Family-friendly, inclusive, and welcoming to visitors
- Showcases downtown businesses
- Encourages connection and participation
- An annual tradition with room for themed celebrations

- A mix of Independence Day and heritage celebration

### Why Are You Here Today?

Participants' reasons for involvement included:

- Sharing event information and recruiting more volunteers
- Supporting community representation
- Representing specific interest groups (e.g., seniors, veterans)
- Promoting positive public perception of Cle Elum
- Ensuring smooth event execution
- Building professional experience and community engagement
- Gathering ideas and representing organizations or businesses

### Roles and Responsibilities – Discussion

#### Participating Organizations & Coordinators

- Understand and complete necessary permits:
  - WSDOT Special Event Permit
  - City of Cle Elum Event Permit
  - 2025 Lodging Tax Application
- Stay current with permits:
  - **City of Cle Elum Event Permit:** find and complete via the City's *Forms and Applications* page under "Taxes, Events, & Tourism." [City of Cle Elum](#)
  - **WSDOT Special Event Permit:** complete the "Notification of Special Event on State Highways" form; submit at least 90 days before the event. [WSDOT](#)
- Steven Harper invited members to attend the Events & Lodging Tax Committee Meetings
  - **When:** Second Wednesday of each month, 8:30 AM
  - **Where:** Cle Elum Council Chambers (also available via Zoom and livestreamed)

#### Vendors

- Can be part of a larger organization or independent
- Responsible for full compliance with City of Cle Elum rules and regulations

#### Individuals/Public/Spectators

- Concern: Unauthorized movement of barricades during events
  - This is dangerous and illegal—report such behavior to police or staff immediately
- Candy throwing remains a major issue during the parade
  - Steven Harper emphasized that future participation may be denied to violators at the discretion of the event coordinator (currently CEDA).
  - Parade organizers must strictly enforce safety protocols

#### Event Applications

## City of Cle Elum

- Submit applications ideally **60 days in advance**, no later than **30 days prior** to avoid higher fees.
- Applications and their statuses are listed on the City’s events page.
- **Application & permit forms:** visit *Forms and Applications* → *Taxes, Events, & Tourism* to access the Event Permit Application and related forms. [City of Cle Elum](#)
- **Contact:** Whitney Prosek – wprosek@cleelum.gov | (509) 674-2262

## Washington State Department of Transportation (WSDOT)

- Required for events on state highways.
- Submit the “Notification of Special Event on State Highways” or PDF application at least 90 days before the event.
- The regional WSDOT office will review and issue a **Letter of Acknowledgement** or **Letter of Agreement** based on event impact. [WSDOT](#)

## Lodging Tax Applications

### City of Cle Elum

- Apply through the *Lodging Tax Grant Application* form available under *Forms and Applications* → *Taxes, Events, & Tourism*. [City of Cle Elum](#)
- Applications reviewed by the Events & Lodging Tax Committee, then forwarded to City Council.
- **Contact:** Debbie Lee – dlee@cleelum.gov

## Kittitas County Consolidated Lodging Tax (CLTAC – 2026)

- **Deadline:** September 19, 2025, at 4:00 PM (online submissions only).
- **Requirements:**
  - Complete the mandatory Workshop before submission for higher scoring.
  - Oral presentation scheduled for **November 14, 2025**, in Ellensburg.
- Carefully review eligible expenses to ensure reimbursement compliance.

## Vendor & Business Licensing

- Vendors must hold:
  - A **Washington State Business License** (via DOR)
  - Registration to sell in Cle Elum (indicated by checking a box in your DOR account)
- **Business License application:** apply using My DOR or Business Licensing Wizard via the Department of Revenue. [Washington Department of Revenue](#)

## Questions & Open Discussion

- **Meeting Schedule:**
  - Lori requested a poll to determine the most convenient day and time for future meetings.
  - Jordan emphasized that once a schedule is finalized, it should remain consistent for planning purposes.
  - Proposed meeting cadence:
    - Monthly meetings through January 2026
    - Twice-monthly meetings starting February 2026 (with the option to cancel the second if unnecessary)
    - Weekly meetings may begin in June 2026
  - All meetings will include a ZOOM option for remote participation.
- **Sidewalk Sale:**
  - Lori suggested organizing a downtown sidewalk sale for local businesses during Pioneer Days weekend.
  - Steven recommended reaching out to Colleda Monick, City Planner, for information on relevant City Code and event requirements.
- **Military Vehicle Group Parade Participation:**
  - Jim Hanson shared that the Kittitas County Military Vehicle Group opted not to participate in the 2025 parade due to concerns about elderly members enduring prolonged heat exposure.
  - He clarified that the group is a military vehicle club, not a performance or service group, and that he is both the lead coordinator and one of the younger members.
  - The group includes 10–15 active participants, and logistically, arriving together as a convoy is difficult.
  - He expressed a preference to be placed near the front of the parade, as they had been in the past with the VFW, so their members could both participate and watch the remainder of the parade.
- **Parade Planning & Coordination:**
  - Jordan Peterson, parade coordinator, acknowledged that the 2024 parade logistics did not work well and that coordination was haphazard.
  - Due to significant year-over-year (YOY) growth in participation, the decision was made to implement a first-come, first-served model for lineup positions, along with prior registration and a registration fee.
  - Jordan stated a willingness to continue the conversation with Jim and the Military Vehicle Group to address concerns and seek compromise, emphasizing appreciation for past collaboration.
  - This year's parade included:
    - 126 vehicles
    - 60 horses
    - 50 walking participants (grouped)
  - Jordan noted that this level of participation changes the dynamic of how the event must be managed.
  - **Note for Transparency:**  
*This was not discussed in the meeting, but for transparency, CEDA includes the following:*

The parade lineup is strategically coordinated. Leading the parade is our local VFW with flags and color guard, followed by our local Boy and Girl Scouts (also color guard). Third in line is our parade sponsor, followed by the Cle Elum Police Department, then the Cle Elum Fire Department, the Pioneer Day Queens, and the Mushroom King/Queen (part of our heritage).

Any entries with horses or animals follow next, with accompanying vehicles. We then welcome the Military Vehicle Group, followed by all remaining participants, organized on a first-come, first-served basis.

The parade concludes with the traditional Fire Department Water Fight between Roslyn and Cle Elum Fire Departments, and Johnston and Williams Funeral Home closing out the parade.

This order is carefully planned to honor our community values, service agencies, and heritage. While we understand and appreciate every participant's desire for specific placement, each event coordinator has the responsibility to act in the best interest of the event as a whole. We thank everyone for their participation, support, and understanding.

- **Volunteer & Community Involvement:**
  - Jordan voiced concern that the Pioneer Days planning meetings have become more one-directional, with the facilitator (herself) doing most of the speaking rather than engaging in collaborative planning.
  - She reminded attendees that Pioneer Days is a community event, not something to be run solely by CEDA.
  - Jordan and Kaylee Thompson, CEDA's only staff members, cannot manage all aspects alone.
  - Wider community leadership and participation are essential to grow and diversify future events.
- **Meeting Invitations & Attendance:**
  - Jordan acknowledged the late distribution of the meeting invitation and apologized for the delay.
  - Despite over 196 emailed invitations being sent, and an announcement at City Council in July, only 13 people attended, including 2 online.
  - If the community wants to see new and expanded events, there must be broader and more active participation.

## Next Meeting

- Event Review 2025 Pioneer Days
- Balancing Heritage & Independence Day
- 2026 Pioneer Days Theme

**Date:** *(TBD – September 2025)*

**Time:** *(TBD)*

**Location:** *Hybrid, Cle Elum Fire Department*

**Meeting Adjourned:** 5:07 PM