



McCleary Regular City Council Meeting

Wednesday, September 10, 2025 – 6:30 PM

McCleary Community Building & Zoom Virtual Meeting

Minutes

Join Zoom Meeting

<https://us06web.zoom.us/join/83111433361>

Meeting ID: **881 1143 3361**

(253) 215-8782

Meeting was called to order by Councilmember Brycen Huff, Mayor Pro Tem, at 6:32pm. After the flag salute, roll call was taken by City Clerk Treasurer Jamie Vinyard.

PRESENT

Councilmember Jacob Simmons

Councilmember Brent Schiller

Councilmember Brycen Huff, Mayor Pro Tem

Councilmember Andrea Dahl

Councilmember Keith Klimek

Moment of Silence

There were audio issues for the first 7.5 minutes of the Zoom meeting.

A moment of silence was recognized for the Minnesota school shooting victims and the 24th Anniversary of the 9/11 attacks.

1. For the Minnesota school shooting victims, presented by Councilmember Brycen Huff, Mayor Pro Tem

Agenda Modifications/Acceptance

None.

Announcements

2. Bear Fest Proclamation

Councilmember Huff, Mayor Pro Tem read the Bear Fest Proclamation and Council thanked the volunteers for their service.

Public Comment - Agenda Items Only

3. Public comment is limited to a maximum of three minutes per person.

Please refrain from interrupting the speaker. Your comments should be respectful and courteous.

NOTICE: Per RCW 42.17A.555 the use of public facilities to support or oppose candidates or ballot issues is prohibited. Members of the public and the legislative body are not allowed to speak in support of, or in opposition to, a ballot measure or individual candidacy during an open public meeting. Please refrain from raising campaign issues when addressing the Council.

Please note that this is for comment only, and the council or staff cannot engage in conversations with the public.

Skipped.

Please turn off Cell Phones- Thank you

Americans with Disabilities Act (ADA) Accommodation is Provided Upon Request.

The City of McCleary is an equal opportunity provider and employer.

La ciudad de McCleary es un proveedor de igualdad de oportunidades y el empleador.

4. Introduction of Mark Studer; by City Administrator Jon Martin

Mark Studer introduced himself, there was then further issues with the sound. He spoke about the planned subdivision.

Councilmember Huff, Mayor Pro Tem mentioned Mark Studer's interest in annexation, to which Mark Studer elaborated. He also mentioned past projects that he had worked on.

Councilmember Dahl asked how many acres the planned subdivision is to which Mr. Studer replied approximately 43.

Councilmember Huff, Mayor Pro Tem asked how many homes were planned, to which Mr. Studer replied 65 - 70 homes, depending on retention pond and additional requirements.

Councilmember Dahl asked what the timeline was for the project, Mr. Studer replied as soon as possible once the annexation and other requirements are completed.

Consent Agenda

5. Claims Agenda

The following items are distributed to Councilmembers in advance for study and review, and the recommended action will be accepted in a single motion.

Any item may be removed for further discussion if requested by a Councilmember.

i. Approval of checks/vouchers/disbursements numbers 54870 to 54976 including EFT's dated 08/11/25-09/05/25 in the amount of \$496,690.01

ii. Approval of payroll disbursement for August 2025 in the amount of \$209,049.70 (Period: 08/01/25-08/15/25 \$143,009.16 for 08/20/25 payroll. Period 08/16/25-08/31/25 \$66,040.54 for 09/05/25 payroll).

(There were issues with the recording at this point, the minutes for the Claims Agenda has been drafted based on notes taken at the meeting).

Councilmember Dahl asked if the payout for the police department was completed.

City Clerk Treasurer Vinyard informed her it was not.

Motion made by Councilmember Dahl to approve the Consent Agenda and Minutes, Seconded by Councilmember Klimek.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller

Motion was approved.

6. Meeting Minutes:

July 08, 2025 Regular City Council Meeting

August 13, 2025 Regular City Council Meeting

August 21, 2025 Special Council Meeting

Minutes approved with the Consent Agenda.

Updates

7. Staff Updates - Building Dept., Finance & Administration, Light & Power, Police Dept., Public Works, and Water & Wastewater

Councilmember Dahl asked Chief Miskell about replacing firearms as discussed in the Safety Meeting. Chief Miskell replied that prices are being checked with different vendors.

Councilmember Dahl asked about Civil Service meeting establishing Officer Watts as a provisional officer. Chief Miskell confirmed that he is filling the open position.

Councilmember Dahl asked additional questions regarding specifics of provisional officer and reserve officers to which Chief Miskell replied.

Please turn off Cell Phones- Thank you

Americans with Disabilities Act (ADA) Accommodation is Provided Upon Request.

The City of McCleary is an equal opportunity provider and employer.

La ciudad de McCleary es un proveedor de igualdad de oportunidades y el empleador.

Councilmember Huff, Mayor Pro Tem, asked about WADOT's approval to move the radar sign. Chief Miskell responded that the approval has been finalized and it will be moved next week. Permit radar sign is good for 5 years.

Councilmember Dahl asked about the issue with the water that was reported by Public Works, City Administrator Jon Martin described the low flow with water with a residence.

Councilmember Schiller asked about the billing issue with Mason County Fire District, City Clerk Treasurer Vinyard reviewed the steps that led to the discovery of the underbilling of invoices over the last 12 years and that she is working with the Mason County Fire District and City Attorney Madison Pleasant to recoup the funds that should have been invoiced for.

Councilmember Dahl asked about the 3 power outages, how the system was working and what caused the power outages.

Sr. Lineman Paul Nott provided the details including an accident with an animal, a blown jumper, and a fault.

8. Budget Update; presented by City Clerk Treasurer Jamie Vinyard.

City Clerk Treasurer reviewed the 2025 Budget, which is currently on target.

She then discussed the 2026 Budget, stating that she has received input from department heads, next week Administration be working on the preliminary 2026 budget to submit to the Mayor and bring back to the Council.

She asked if the Council has any input regarding 2026 Budget items to submit to herself or City Administrator Martin.

Councilmember Dahl mentioned that the last Finance meeting, which needs to be coordinated with Councilmember Simmons

9. Annexation Process: presented by City Administrator Jon Martin and City Attorney Madison Pleasant
City Administrator Martin reiterated that Mark Studer's has submitted the paperwork for the annexation of his property.

The process of annexation would be the petition filing, notice of land use intention, Council accepts, rejects, or modifies proposal. If the Council votes no, there is no appeal process. If Council votes yes, then public hearing, marking of the property, then goes to County Accessor. Next Grays Harbor boundary review board, where public comment is heard by the review board. Finally filing with all of the necessary agencies.

City Administrator Martin notes that this is process is only regarding annexation of the land, not actual building. Also notes, if the annexation does not go through, the property owner can still build on the land, it would just be considered as part of the County and not part of the City.

Councilmember Huff, Mayor Pro Tem mentions that a conversation needs to be had with the school district and it's capacity. He feels this development is more reasonable than the previous proposed project of 200 houses.

To which City Administrator Martin replied that when development plans are started, conversations with the schools will be important as well as having the Planning Commission started back up.

Councilmember Schiller asked about the required Public Works services that would be necessary. City Attorney Pleasant said that would be a post-annexation discussion, not a pre-annexation discussion.

10. Aquifer Study; presented by City Administrator Jon Martin

City Administrator Martin presented a Powerpoint of the Wildcat Creek Aquifer that supplies the City of McCleary's water.

Please turn off Cell Phones- Thank you

Americans with Disabilities Act (ADA) Accommodation is Provided Upon Request.

The City of McCleary is an equal opportunity provider and employer.

La ciudad de McCleary es un proveedor de igualdad de oportunidades y el empleador.

The current data supports that the aquifer is a stable water supply when properly managed.

The average water level is 15 feet below ground surface, seasonal variation is only 3 feet as opposed to a typical drop of 10 - 15 feet, per the report.

Current system meets all state requirements; there are some 4-inch mains that need replacement to support fire flow.

Councilmember Huff, Mayor Pro Tem asked about the effect of drought or climate change. City Administrator Martin said that the aquifer would not be affected unless it was an extreme drought.

Councilmember Dahl suggested adding the Powerpoint to the City of McCleary website.

Old Business

11. Change of Government Discussion; present by Councilmember Brycen Huff, Mayor Pro Tem

Councilmember Huff, Mayor Pro Tem reviewed the ongoing conversation being had to either change the form of government from Mayor-Council to a Council-Manager format. Versus updating or re-writing some ordinances to give the Council more power and restrict the Mayor.

He asked which idea if any would the Council like to proceed with as time is running out.

Councilmember Schiller says he supports changing the form of government.

Councilmember Huff suggest revisiting some of the City ordinances.

Councilmember Simmons and Klimek agree that they also support changing to a Council-Manager form of government.

City Attorney Pleasant suggest having a committee to assist with locating the ordinances that will need to be update.

Councilmember Klimek made a motion to draft a resolution for a change in the form of City government, Motion seconded by Councilmember Dahl.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller

The motion is approved.

Public Comment - City Business Only

Gary Atkins, McCleary citizen, thanked the Council for minutes for public speaking. He also mentions a pending lawsuit.

Executive Session

12. Per RCW 42.30.110 (1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, litigation, or potential litigation.

Executive session called at 7:32 pm to last 30 minutes. An additional 15 minutes added to the Executive session which convened at 8:16pm with no action taken.

Council meeting resumed at 8:16pm.

Council Comments

Councilmember Huff, Mayor Pro Tem, stated that the National Night Out went well. He reminded everyone of the City-Wide garage sale that is the weekend of the 19th.

City Administrator Comments

City Administrator Martin confirmed that the Chip Seal project is completed.

He thanked Dalyn Davis for issuing door tags for code enforcement and the positive compliance that has resulted.

He mentioned issues with citizens regarding retention pond access for the City, he said conversations with the citizens have been going well.

Please turn off Cell Phones- Thank you

Americans with Disabilities Act (ADA) Accommodation is Provided Upon Request.

The City of McCleary is an equal opportunity provider and employer.

La ciudad de McCleary es un proveedor de igualdad de oportunidades y el empleador.

Conversation being had with citizens regarding building of new homes, and that while growth is good, it needs to be managed well, and a Planning Commission could assist with this item.

He brought up that outsourcing will need to occur once building begins. He notified the Council of another audit that is being done by CETA (Clean Energy Transportation Act) and that the City would be charged for the audit.

City Clerk Treasurer Vinyard stated that audits for years 2022, 2023 with CETA had not been complete but that the auditor was willing to combine the previous years audits with the current audit to save money.

Councilmember Schiller had a question regarding work done on the sidewalk curbs which City Administrator Martin responded to that it was a TIB requirement to keep cars from cutting corners.

Councilmember Dahl mentioned that the notification that was provided to the public during the sidewalk project went well.

Adjourn

Motion made by Councilmember Klimek to adjourn the meeting, Seconded by Councilmember Dahl.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller

Motion was approved. Meeting adjourned at 8:26pm.

Please turn off Cell Phones- Thank you

Americans with Disabilities Act (ADA) Accommodation is Provided Upon Request.

The City of McCleary is an equal opportunity provider and employer.

La ciudad de McCleary es un proveedor de igualdad de oportunidades y el empleador.