



McCleary Regular City Council Meeting

Wednesday, August 13, 2025 – 6:30 PM

McCleary Community Building & Zoom Virtual Meeting

Minutes

Join Zoom Meeting

<https://us06web.zoom.us/j/81759829536>

Meeting ID: 817 5982 9536

(253) 215-8782

Meeting was called to order by Councilmember Brent Schiller, at 6:30 pm. After the flag salute, roll call was taken by City Clerk Treasurer Jamie Vinyard.

PRESENT

Councilmember Jacob Simmons

Councilmember Brent Schiller

Councilmember Keith Klimek

ABSENT

Councilmember Brycen Huff, Mayor Pro Tem

Councilmember Andrea Dahl

Motion requested by Councilmember Klimek to excuse the absence of Councilmember Huff, Mayor Pro Tem and Councilmember Dahl.

Motion made by Councilmember Schiller, Seconded by Councilmember Klimek.

Voting Yea: Councilmember Simmons, Councilmember Schiller, Councilmember Klimek

Motion approved.

Agenda Modifications/Acceptance

Councilmember Simmons requested moving the Bear Fest Proclamation to the next regular meeting when Councilmember Dahl is present.

He also requested the New Business item, Call to Council - Employment Contracts, be moved to the next Council meeting, when all five council members would be present to discuss.

City Administrator Jon Martin and Councilmembers discussed the Call to Council - Employment Contracts item and their opinions about moving the item.

Councilmember Schiller suggested having a special meeting for the item.

Motion to move Bear Fest Proclamation to next meeting was approved. New Business item, Call to Council - Employment Contracts would remain as item 12 on this meeting's Agenda.

Announcements

1. Train Restoration Proclamation
Councilmember Schiller read the Train Restoration Proclamation
2. Bear Fest Proclamation
Tabled until next Council meeting.
3. Planning Commission; presented by Councilmember Brent Schiller
Councilmember Schiller read info for the Planning Commission.

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4. Civil Service Commission - A letter of interest, submitted by John Heley. Recommendation by Mayor and confirmation by Council.

Councilmember Schiller asked if John Heley would like to speak.

John Heley, Principal of McCleary School spoke briefly about himself and the opportunity to join the Civil Service Commission.

Councilmembers asked questions.

John Heley responded.

A motion was requested by Councilmember Klimek to accept John Heley on the Civil Service Commission. Councilmember Simmons made a motion. Councilmember Huff seconded.

Motion was accepted.

Public Comment - Agenda Items Only

5. 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.

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None.

Consent Agenda

6. 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 54763 to 54853 including EFT's dated 07/04/25-08/11/25 in the amount of \$273,954.96

ii. Approval of payroll disbursement for July 2025 in the amount of \$353,130.77

(Period: 07/01/25-07/15/25 \$204,116.74 for 07/20/25 payroll. Period 07/16/25-07/31/25 \$149,014.03 for 08/05/25 payroll).

Councilmember Schiller read the Consent Agenda.

A motion was made by Councilmember Simmons to accept the Consent Agenda. Councilmember Klimek seconded.

Motion was approved.

7. Approval of minutes from December 18, 2024 meeting and June 11, 2025.

Councilmember Schiller requested a motion be made to accept the minutes.

A motion was made by Councilmember Simmons to accept the Consent Agenda. Councilmember Klimek seconded.

Motion was approved.

8. 2026 Budget Calendar

City Administrator Martin stated the calendar is straight forward.

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Councilmembers had question about certain due dates on the calendar, to which City Administrator Martin replied and provided details on how the meetings for the budget might progress.

Updates

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

Councilmember Schiller asked if any of the Council had questions regarding the Staff Updates, there were none.

10. Audit Action Plan-recap of audit findings and actions taken by Administration to date; presented by City-Clerk Treasurer, Jamie Vinyard.

City Clerk Treasurer Vinyard gave an overview of the audit conducted by the Washington State Auditor's office for the 2022 to 2023 audit that was completed mid-July of 2025.

She spoke about two findings from the audit.

The first was payroll control deficiencies which identified inadequate internal controls over payroll operations, including but not limited to the lack of documentation and improper payroll verification processes.

The second was a procurement compliance issue, which states that the City of McCleary is in noncompliance with the state procurement requirements.

City Clerk Treasurer Vinyard also reported on two items that were addressed in the audit through a management letter. The first item was financial reporting deficiencies; the errors were in the financial statement preparation. The second item was with cost allocation problems; improper methods were used to apply the cost allocations.

She mentioned that prior findings from the 2021 financial reporting have been fully corrected to the satisfaction of the State Auditor's Office.

Next City Clerk Treasurer Vinyard discussed what has been done so far to in regard to the findings of the 2022-2023 audit. These measures included implementing checklists and required documentation for payroll. Verification for pay increases tying to union contracts and separation of duties. Also, use of an outside CPA for external financial oversight and implementation of new codes for the new cost allocations.

Councilmember Schiller provided his feedback on City Clerk Treasurer's audit overview, including that he understood it was a heavy lift from previous years.

Council continued to discuss details of the audit including budget, policies, and payroll deficiencies.

11. Finance Updates; presented by City Administrator Jon Martin

City Administrator Martin presented information of the City's current standing as it relates to the 2025 Budget. He stated that department staff are doing a great job of being intentional with its spending and reviewing all line items of expenditures.

He mentioned that there are no remaining ARPA funds as the unused amounts were used for operational expenses.

City Administrator Martin next discussed the upcoming 2026 Budget, which will be a challenge as there are many capital projects that need to be planned for and there is no new revenue planned for 2026.

He circled back to the current Budget and detailed all of the line items which were on target for this year. However, the police budget is concerning due to the \$24,000 payout for unpaid overtime. Also concerning are the Light & Power revenues which are currently less than expenditures.

In summation, the revenue tracking is on or ahead of scheduled, the expenditures are under control, the city has healthy case reserves and there are no significant budget overages. Although the budget is tight and moving forward no new revenues are coming in.

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New Business

12. Call to Council - Employment Contracts, a discussion item; presented by City Administrator Martin
City Administrator Martin read and discussed the need for employment contracts for City Clerk Treasurer Vinyard and Police Chief Ryan Miskell.

His idea would be that if either of them were to be let go through no fault of their own, that they would receive a payout or severance.

He mentioned the challenges of working under a government with uncertainties regarding job security. The staff turnovers last year and the difficulties in recruiting staff in the City were also noted.

At this time that Councilmember Klimek asked to speak and stated that he did not agree with City Administrator Martin on this point and discussed his reasons.

City Administrator Martin then clarified that the city itself is a positive place, however, working within the government of the city can be a challenge.

Councilmember Klimek then stated he felt that things will be improving in the upcoming year.

Councilmember Simmons stated that he was unaware that the two positions mentioned did not have contracts and he felt that the two at will positions mentioned should have contracts.

The Council continued to discuss the issue including the ability of the Council to legally offer a contract for these positions and the ability to fire someone without just cause and the need to change the form of government.

City Attorney Madison Pleasant replied about what the Council and Mayor can and can't do as far as employment contracts are concerned.

City Administrator Martin then continued his presentation discussing not having staff in October, confirmations of the Police Chief and City Clerk Treasurer not happening at six months, the five ongoing audits, and wanting the opportunity to discuss the option of employment contracts with the City Attorney. He also emphasized that the contracts would not be payable if someone was let go due to them not doing their job or just cause.

Councilmember Klimek made a motion to have a Special Meeting next Wednesday at 6:30pm in order for the absent Councilmembers to discuss this topic. Councilmember Schiller seconded.

Motion was approved.

Old Business

None.

Ordinances and Resolutions

13. Guestbook Resolution

Councilmember Schiller read Resolution 781, to gift the guestbook found at City Hall from the opening of City Hall.

Councilmember Simmons made a motion to approved Resolution 781. Councilmember Klimek seconded the motion.

Motion was approved.

Public Comment - City Business Only

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Paul Nott, McCleary resident, gave his view regarding the employment contract and how he felt about the City of McCleary.

Nakisha Pryor, Deputy City Clerk, spoke regarding her opinion on how the City administration staff cared about the City of McCleary.

Council Comments

Councilmember Simmons discussed the Council's support of City of McCleary's employees. He discussed the success of Bear Festival and thanked the staff for their assistance and thanked staff for the improved roads.

Councilmember Klimek discussed hearing that citizens appreciated the streets chip seal. He also addressed City Administrator Martin in saying that things might get worse before they get better but he felt that things would turn around in January.

City Administrator Comments

City Administrator Martin spoke about the upcoming Friday planned power outage which begins at midnight.

He also discussed the Maple St and Chip Seal projects completion, that they went well and were completed within budget.

Adjourn

Councilmember Klimek called for the meeting to be adjourned. Councilmember Simmons seconded.

Meeting was adjourned at 7:55 pm.

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