



McCleary Policy Committee Meeting

Friday, May 01, 2026 – 10:30 AM
McCleary City Hall Council Chambers

Minutes

In Attendance:

Councilmember Brent Schiller
Councilmember Andrea Dahl, Mayor Pro Tem
Deputy City Clerk, Nakisha Pryor
Utility Manager, Lori Ann Hanson
Meeting began at 10:30am.

Public Comment

None.

Updates

None.

New Business

REVIEWED:

1. Cash Handling Policy - made updates to match current practices, (action) Nakisha will submit to Brycen for final approval.
2. Payroll Policy - made updates to match current practices, (action) Nakisha will submit to Brycen for final approval.
3. Procurement & Purchasing Policy - (action) Andrea will provide to legal for review
4. Utility Billing Policy - (action) Nakisha will put together a PowerPoint to present to Council. Also, suggested increasing after hours rate from \$50 to \$250 and service fee for shut-off notices from \$20 to \$40 based on the following costs:

L&P 4 hr minimum at \$73.83/hr \$295.32

Util. Mngr 4 hr minimum at \$37.92/hr \$151.68

Pub Works 2 hr minimum at \$33.60/hr \$67.20

Total \$514.20

Old Business

DISCUSSED:

1. The Travel Policy as one needs to be created, it was noted that when creating the policy it should be checked against current CBA's.
2. The need to update the Employee Handbook and clarify administration/exempt staff policies.

Please turn off Cell Phones- Thank you

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3. The need to work on deliverables for the Emergency Management Plan, and that the PW Assistant is currently working to implement an emergency text notification system for City staff.
4. Other fees that may need to be increased or implemented to increase City revenues, some of the items suggested included; permit, building, cemetery, and community center.

Committee Comment

Scheduled the next Policy Meeting for May 15th, 2026 9am. McCleary City Hall, Council Chambers

Adjourn

Meeting adjourned at 12:15pm.

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