



McCleary Regular City Council Meeting

Wednesday, April 10, 2024 – 6:30 PM

McCleary City Hall Council Chambers & Zoom Virtual Meeting

Agenda

Join Zoom Meeting

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Meeting ID: **817 9207 7978**

Passcode: **144764**

(253) 215-8782

Call to Order/Flag Salute/Roll Call

Agenda Modifications/Acceptance

Public Hearing

1. City of McCleary Comprehensive Plan Update

Public Comment - Agenda Items Only

Consent Agenda

2. Meeting Minutes - November 8, 2023

Updates

3. Staff Reports - Finance, Police Activity, Fire Dept, Public Works Director, Public Works

New Business

Old Business

Ordinances and Resolutions

Public Comment - City Business Only

Executive Session

Council Comments

Mayor Comments

Adjourn

Please turn off Cell Phones- Thank you

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McCleary Regular City Council Meeting

Wednesday, November 8, 2023 – 6:30 PM
Zoom Virtual Meeting & City Hall Council Chambers

Minutes

Call to Order/Flag Salute/Roll Call

Meeting called to order at 6:30 pm by Mayor Miller

PRESENT

Councilmember Jacob Simmons
Councilmember Brycen Huff
Councilmember Max Ross
Councilmember Andrea Dahl

Agenda Modifications/Acceptance

A motion was made by Councilmember Simmons and seconded by Councilmember Dahl to approve the agenda as modified, adding salary commission discussion to new business and moving item #5 after Item #6 so that if a new member is appointed, they can vote.

Voting Yea: Councilmember Huff, Councilmember Ross, Councilmember Dahl, Councilmember Simmons.

Public Hearing:

1. 2024 Preliminary Budget:

Mayor Miller opened the hearing at 6:32 p.m.

Councilmember Huff stated he spoke to Sergeant Bunch regarding the police vehicle purchase and the ability to use ARPA funds to purchase a replacement for the explorer. He noted that there may be a need to do a reduction in force and would like to see the number of employees from 2021 put back in place.

Public Comment on the hearing was provided as follows:

Monica Reeves stated she noticed there were increases to the mayor and councilmember salaries. She challenges the validity of the salary commission decision. She reviewed neighboring council and mayor salaries and the increases do not make sense. She asked council to decline the increases, noting that due to the actions of the mayor he should not be getting an increase.

Carri Comer echoed the request to not increase council or mayor salaries. She also asked the council to deny the program manager position as there needs to be a demonstrated need for the position.

The hearing was closed at 6:42pm.

Public Comment – Agenda items:

Carri Comer stated she appreciates when the public can hear the council discussion on items and then ask questions or make comments throughout the meeting. Councilmember Huff states he likes feedback after discussion as well. Councilmember Ross stated he can agree to that for public hearings, but not every agenda item. Carri added that there could be a better balance, because once a decision is made comments are too late.

Jeff Geer got hit with a curveball when I saw an email from Jenna saying someone cannot be a volunteer firefighter and a council member. There has always been volunteer firefighters as council members and even a mayor. The City needs to figure this out. He asked why Joy Iversen resigned, he is pretty sure he knows.

Consent Agenda

2. Accounts Payable October 16-31, 2023 Ck Numbers 52601-52657 totaling \$143,070.55

A motion was made by Councilmember Ross, seconded by Councilmember Huff and passed to approve the consent agenda as written.

Voting Yea: Councilmember Huff, Councilmember Ross, Councilmember Dahl, Councilmember Simmons.

Updates

3. Staff Reports – Wastewater/Water, Police, Finance, Public Works, Light & Power and Fire

Andrew Pittman stated the Mayor and Clerk-Treasurer met with senior leadership from the Fire Department regarding budget items requested for 2024. He stated some of those items have been removed. He would have liked to have had a councilmember there so there was a better understanding of their requests. Mayor Miller stated the areas that were reduced are being requested through a grant process, so they are not completely removed, the City is looking into other funding sources.

New Business:

Added item: Salary Commission Discussion:

Councilmember Dahl asked to repeal the commission. Councilmember Huff agreed. He stated while it is uncomfortable to discuss your own salary there needs to be a process in place. In a year where others are having to make budget cuts, it is not right to take an increase. There was no public notice of the meeting. Councilmember Ross stated the council discussed gifting the raise back to the city and not taking it at the budget workshop. Councilmember Dahl stated there should be other priorities for committees like the planning committee and civil service. Councilmember Simmons asked what staff member oversees the Committees. It was noted there was not a Clerk-Treasurer during the time of the meeting.

Old Business

4. Interview of Councilmember Position No. 5 Candidates

The two candidates that supplied letters of interest for the vacant position were Keith Klimek and Odd Debakker. They each took turns providing information about themselves and answering council questions as follows:

Keith Klimek stated he has lived in McCleary going on five years. He stated he cares about the city and enjoys walking down the street saying hi to other members of the community. He volunteers for the food bank and is currently on the planning commission. He stated he regularly attends city council meetings and would be someone that anyone could feel comfortable talking to. He wants to see the city prosper.

Odd Debakker stated he has been in the community since 2008 and serving as a volunteer firefighter since 2010. He works as a Firefighter for the City of Seattle and wants the city to be prosperous. He wants to be more involved in public service from the decision making role. He has experience with budgeting and he has gotten his hands dirty and has a very good understanding of the constituency.

Councilmember Ross asked both candidates what priorities they would advocate for if they were selected.

Mr. Debakker stated he believes the city needs more affordable housing and more families to move into town. We need to have more people for a bigger tax base and can spread the expense across a larger base.

Mr. Klimek explained he learned from the recent meetings regarding the utility rates and the need to spread out the expense over more people, so growth of the city is important. He discussed the current budget issues and meetings he has attended to learn about the current shortfall in revenue. He believes the budget this year is important moving forward.

Councilmember Huff asked about the email regarding the firefighter serving on council and rules. Chris Coker, City Attorney, stated the City does not have a Resolution in place that allows a volunteer firefighter to serve on council. It is legal, the Council just needs to address it through Resolution. When asked to draft one he stated he would.

Councilmember Simmons asked if either member had time constraints for serving. Mr. Klimek stated he is visually impaired and does not work, so his calendar is open. Mr. Debakker stated he only works nine days a month for 24-hour shifts, so he is available as well.

Public Comment – City Business:

Carri Comer stated she appreciates the cuts but is confused on how the city got here when just months ago the Mayor stated only 37% of the City funds had been spent. She stated the rate study did not look good for ratepayers. She made comments on the salary commission, IT position and website. She stated seven positions were added last year.

Jeff Geer discussed the staff reports and stated there was a major fail on 2nd Street from manhole flooding there was no direction. He made comments on the salary commission and their addresses. He stated they need to do what's best for McCleary.

Missi Olsen asked where the council was at with setting up a town hall. Voices need to be heard. She discussed the town hall held two months prior and noted there was good energy and interaction. She stated she would like to see McCleary grow and have more business.

Executive Session

6. Executive Session – RCW 42.30.110 (1) (h) – Evaluate candidates for appointment to elective office. At 7:42 pm Mayor Miller moved out of regular session and into an executive session for 10 minutes under RCW 42.30.110 (1)(h). At 7:54 pm the Mayor moved back into regular session and announced no decisions were made.

Councilmember Ross stated there are two qualified individuals for the position. He asked to have the decision postponed to the next meeting in order to have more in depth discussions with each candidate. Council members agreed.

Appointment of Councilmember Position No. 5 – no action taken, moved to the next meeting.

Ordinances and Resolutions

5. Property Tax Ordinance (Ad Valorem)

Council asked to move this to the November 29, 2024 meeting in order to further review the material. The Clerk-Treasurer stated they must adopt an ordinance before the end of November.

Council Updates

Councilmember Huff thanked to the community for the donations during the annual downtown trick-or-treat event for fill the cruiser. He stated there will be an event for veterans over the weekend.

Councilmember Simmons asked about the utility tax budget line item. Jenna Amsbury will look into the trends and what is in the budget for 2024. He asked about capital outlay in Light and Power, Chad Bedlington noted this is for the transformers. He noted the forklift was removed. There was discussion on the chiller for the sewer plant and why the item was not in the CIP.

Councilmemembr Dahl discussed internal employees versus contracted. She asked about a recent overpayment she was made aware of. Jenna stated she can discuss the issue after the meeting as it is a personnel/collective bargaining issue.

Adjourn

Meeting adjourned at 8:09pm

Motion made by Councilmember Ross, Seconded by Councilmember Iversen.

Voting Yea: Councilmember Huff, Councilmember Ross, Councilmember Dahl, Councilmember Simmons.



City of McCleary **STAFF REPORT**

To:	Mayor and Council
From:	Jenna Amsbury, Clerk-Treasurer
Date:	April 1, 2024
Department:	Finance & Administration

March was heavy in online training and preparation for the annual report for me. Nellie has been working on records management and cleaning up the contract folders. Lori Ann has been working on utility accounts and solar customer accounts. Lindsay has been busy with accounts payable, catching up on past minutes and working on a spreadsheet of annual leases for the annual report.

All 2023 public records requests have been fulfilled and closed. There are currently four open requests for 2024 and eight are closed.

**McCleary Police Department
Monthly Call Activity Report**



Mar-24

		Malicious Mischief
		Message
		Motorist Assist
	1	Noise
#	Calls	Non Blocking Accident
	911 Hangup	Non Blocking Vehicle
	911 Open line	Open Door
	Abandoned/Disabled Vehicles	1 Order Violation
	Abuse	1 Over
1	Accident Blocking	Paper Service
1	Accidents non blocking/unk	1 Parking Problem
1	Accidents with injuries	12 Police Information/phone message
11	Agency Assist	Property/Lost/Found/Recovered
2	Alarm	1 Prowler
2	Animal	2 Reckless
2	Assault	Robbery
	Assault in Progress	Runaway
7	Assists-Citizen	Service
	ATC (Attempt to Contact)	1 Sex Offense
	ATL (Attempt to Locate)	Shooting/Weapons/Explosives/ Hazards
	Blocking Accident	Shoplifting
	Burglary	Structure fire
	Child Molestation/Rape/Comm	Subject Stop
2	Civil/Public	Suicide
1	Code	1 Suicide/Threats/ Attempts
	Controlled Substance	1 Suspicious Person
	Death Investigation	2 Suspicious Vehicle
1	Disabled Vehicle	3 Suspicious/Unknown Circumstances
1	Disorderly conduct	Thefts In Progress
	Display (unlawful)	1 Thefts/ Larceny
	DUI	1 Threats
1	DVA in Progress	89 Traffic/ Infractions
	Extra	1 Traffic Offense
	Fight	2 Traffic- Other/Hazzard/Patrol
28	Fire or Aid Responding	Traffic Per.
	Firearm	
	Forgery	Trespassing
1	Found Person / Child	3 Unknown Problem
1	Found Property	Vehicle Alarm
	Fraud/ Scam Offences/blackmail	1 Verbal
1	Harassment	2 Violation Controlled Substance
1	Hit & Run	Voided incident
1	JUVPRB	1 Warrants/Wanted Person
1	Lost Property	5 Welfare check
	Lost/Missing/Found Person	Wild Fire
67		133

Tickets: 51 YTD: 147

Total : 200 Year To Date: 627



City of McCleary STAFF REPORT

To:	Mayor Miller and Council
From:	Fire Chief Andrew Pittman
Date:	April 1, 2024
Department:	Fire Department

Hello all,

Most of our department completed EVIP training in March, EVIP is the standard for operating our Firetrucks. The department with complete their Wildland FF2 refresher training as well as A couple of us will take the initial certification go get ready for wildfire season. 1 member is still in the EMT-B class, as well as Assistant Chief Debakker is helping instruct the grays harbor fire academy.

I attended a hose and nozzle class last month which gave me some great knowledge on how to pair them together to achieve maximum flow while still making the hose line user friendly. I also attended the newly Elected officials and senior managers workshop put on form the GHDEM, this gave a broad overview of how the county EOC operates and when they needed activated. I also attended the Northwest Leadership conference, which was a great opportunity to listen to industry leaders that shape the way policies and procedures are written for law, fire, and Ems.

Don't forget as we come into the dry season that we do encourage burn permits in the city as well as the fire district. These permits are free of charge and can be obtained through the ORCCA website. They have useful information on their website about what is considered a legal fire, what you can and cannot burn as well as updates on any burn restrictions that are put into place.

Copy and paste into your browser or just go to the ORCCA website

[Residential Yard-Waste Burn Permits - ORCAA](#)

March Call numbers are as follows:

Vehicle Accidents = 5 Fire = 1 Public assists = 2 Mutual Aid Medical = 1
Fire Alarm = 1
Total= 10

Thank you for the opportunity and Stay Safe,

Fire Chief Andrew Pittman



City of McCleary

STAFF REPORT

To:	Mayor Miller and City Councilmembers
From:	Chad Bedlington, Director of Public Works
Date:	April 10, 2024
Department:	Public Works Administration

Updates:

Aquifer Study

City staff, in cooperation with EA Engineering, have submitted a grant application to the Department of Ecology (DOE) for a stream restoration grant. This will help support the second phase of the Aquifer Study by potentially providing funding to allow for the continuing field investigation of in-stream flows and aquifer recharge potential within and around Wildcat Creek. The grant award period is in September of 2024 and the City hopes for the opportunity to continue its research into protecting its aquifer.

Comprehensive Plan Update

The city draft Comprehensive plan is under review by the state Department of Commerce for compliance. A public hearing is scheduled for tonight to accept further public comments on the plan. Staff intends to bring forward an Ordinance on April 24th for City Council's consideration for plan adoption once all public comments have been received.

West Maple Street Sidewalk Project

This project is in early stage design and permitting with the consultant, Gray and Osborne.

Spring Clean-up 2024

The City's annual clean-up is scheduled for April 20th and we highly encourage folks to take advantage of the opportunity for free refuse disposal at the McCleary Public Park lot at 100 S 3rd Street. Information on the event is available at City Hall or customers can contact City Hall for detailed information at 360.495.3667. The event is only open to utility customers and a utility bill is required as proof of customer status when dropping of refuse items. Assistance is also offered for seniors 65 and older.

Energy Conservation Program

Staff is making updates to the city website on energy saving opportunities that can be made available to our customers. Examples include heat pump installation credits, solar credits, and Energy efficient window replacement credits just to give a few examples. We encourage customers to contact city hall for details.

Utility Rate Review

Currently the consultant on the project is working on a new water rate structure to help with improved cost distribution for some lower-consuming customers. They are also evaluating our Pole Attachment fees for the Light and Power utility. The attachment fees are paid for by franchised utilities like Comcast. Once the analysis of these two remaining tasks is completed, information will be brought forward to the City Council.

Clean Energy Transformation Audit

Every four years the city is required to be audited for its compliance with the Clean Energy Transformation Act (CETA). The Audit this year will be reviewing three areas:

- Greenhouse gas content calculation, 2020-2021
- Energy Assistance to low-income households, 2019-2020
- Clean energy implementation plan development, 2022-2025

The cost of the audit is estimated to be \$11,300 and is performed by the State Auditors Office. A kickoff meeting with SAO was conducted on March 26th and staff are working on compiling information for the auditors.

Information Technology Upgrades

A kickoff meeting was conducted on April 4th to begin formal engagement of Right! Systems to complete the implementation of the City’s new IT infrastructure. More information will become available once the project is underway this month.

Hazard Mitigation Plan

The City has received formal approval from FEMA that the County Hazard Mitigation Plan is approved. Staff were extensively involved in providing McCleary’s information into the plan. An ordinance will be brought to the City Council in early May to adopt the plan. By adopting the plan, the city can then consider applying for Stafford Act Grants for emergency preparedness.

Grant Pursuits

Below is a list of current grants that have either been submitted or are being pursued this year by City staff. This list will be updated monthly to keep the community and Council informed of progress. It is not to be considered comprehensive as additional opportunities may materialize and will be added to the list:

Grant Type	Description	Proposed Purpose	Status
Private	Elison Foundation	Food Bank Expansion	Submitted
State	Department of Natural Resources	Acquisition of Fire Dept. command vehicle and	Submitted

		additional equipment needs	
Private	Quadra Tech	ROW beautification	In Progress
Private	T-Mobile	TBD	In Progress
Private	AARP	Improvements to Pickleball courts	Submitted
Private	City Foundation, Community progress makers	Food Bank new construction and downtown infrastructure	Pending
Private	Blue Diamond	New food bank to allow for expansion of existing community commercial grade kitchen	Pending
State	Dept of Ecology	On-going aquifer monitoring	Submitted
State	Department of Commerce – Decarbonization Grant	Solar grant to support power independence and resiliency	Submitted
State	Recreation & Conservation Office (RCO), Youth Athletic Facilities	Upgrades to Beerbower park athletic facilities	In Progress
State	WCIA risk grant	Address sidewalk tripping hazard's around Beerbower park.	Submitted



City of McCleary STAFF REPORT

To:	Mayor Miller and Council
From:	Jenna Jarvis, Field Foreman
Date:	April 5, 2024
Department:	Public Works

Hello everyone!

We've had a lot of repetitive work happening since the last update.

A little update on the lead and copper inventory. We have completed about 53 percent of the 125 meters that need to be visually inspected.

We have also successfully completed getting a GPS coordinate for all our water meters which totals 824. This includes businesses and residential meters. We are currently getting coordinates for all our fire hydrants. Not only is this beneficial for Public Works knowing where major flushing points are but as well as the volunteer fire department. I have been working with the new Fire Chief Andrew Pittman with this needed information.

Part of the crew has been doing our annual valve exercises this last week. This ensures that all valves are in working condition and greases the shaft inside the valve. There are some valves that we will have to go back and repack the valve, readjust the valve house, and/or fix the valve nut. After the crew has completed the valve exercises, we will then get a GPS coordinate for every valve in our system.

We have officially switched all our water meters over to our radio read system. We no longer need to read certain meters by hand once a month. In return we do have a water meter re-read list that is still long, but we are still working to shorten that list. We have a couple registers that are still on backorder for our larger meters. We also have been replacing the ERTs and meters as needed.

Next month we will be having our citywide clean up as well as our bi-annual hydrant flushing. You may see Public Works around flushing water out of hydrants. This is to reduce the amount of mineral build up that may happen within the main lines. We will always do the best we can to keep the water off the road but in the rare case that we do leave water on the road, please be aware of hydroplaning.

Have a wonderful day!
-Jenna Jarvis