McCleary Regular City Council Meeting

Wednesday, November 04, 2026 – 6:30 PM

City of McCleary Community Center and Zoom Virtual Meeting

Agenda

Join Zoom Meeting

https://us06web.zoom.us/j/8475654151?pwd=sHgAXVySaVP3FGMUah3jOb9CY97MJC.1&omn=85292274783

Meeting ID: 847 565 4151

Passcode: 547687

(253) 215-8782

Call to Order/Flag Salute/Roll Call

Mayor Andrea Dahl, Councilmember Jacob Simmons, Mayor Pro Tem, Councilmember Don Kuismi, Councilmember Brent Schiller, Councilmember Mark Vessey, Councilmember Keith Klimek

Approval of Agenda

Public Comment - Agenda Items Only

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

Consent Agenda

2. Claims Agenda

   None.

Updates

3. City Administrator Council Update
4. Building and Planning Update
5. Finance Update
6. Light & Power Update
7. Police Dept Update
8. Public Works Update
9. Water & Wastewater Update

New Business

10. Council Committee Assignments
    Bargaining Committee and Rognlins' Committee
11. Sewer Effluent Pump

Old Business

12. FOP Contract Vote
13. Camera Policy; a discussion.
14. Change of Government; a discussion.

Council Comments

Mayor Comments

Public Comment - City Business Only

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 as un proveedor de igualdad de oportunidades y el empleador.

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

Executive Session

Litigation or potential litigation as authorized by RCW 42.30.110(1)(a)(i)

Adjourn

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 as un proveedor de igualdad de oportunidades y el empleador.

City of McCleary
STAFF REPORT

To:	Mayor Andrea Dahl and City Councilmembers
From:	Darrin C. Raines, City Administrator
Date:	November 4, 2026
Department:	City Hall

Action Items

Item 1) **Sewer Effluent Pump Rebuild:** As I mentioned in my last Council Report, we recently had a service call to remove a sewer effluent pump with a delivery to Utilities Service Co., Inc. for a rebuild inspection. Once in the shop, they disassembled the motor, checked all bearing housing and shaft fitment. The dissembled pump has a broken seal. They also removed impellers from bowl assembly and found severe wear in the bowl castings.

They determined the pump needs to be cleaned and revarnish stator windings, supply and install new bearings, with assembly and testing.

Findings: Pump cannot be repaired, they would supply a new bowl assembly and reassemble unit, deliver to site, install and connect electrically, set impellers to proper specs and test for proper operations. **Total materials & labor: $34,000**.

We have been in contact with Department of Ecology to see if we can use their emergency funding. DOE said they have a **0% loan option for 5 years.** If we choose to pursue this option, we will need Mayor Dahl to declare an emergency to qualify for this funding option. This is considered an emergency as this sewer effluent pump is what feeds the new Chiller System that was installed earlier this year and is an essential component to making sure our discharge effluent is within temperature parameters required by the Department of Ecology and our Wastewater Discharge Permit. We are currently in violation of our Discharge Permit and are at risk of a daily fine from the Department of Ecology if we do not replace this pump immediately as this has an adverse impact on the stream that we discharge too.

For Information Only

Item 1) **Planning and Community Development Services:** We are in need of a comprehensive update of Titles 15 through 18 of the McCleary Municipal Code, creation of a new Title 19 addressing code enforcement, and preparation of every ordinance, form, notice, and administrative document required to adopt and implement the update.

This is a 3 phased need, of which $9,500 is funded by the Washington State Department of Commerce GMA Periodic Update Grant. Phase 2 is the update of Titles 15 through 18, and Phase 3 is the creation of Title 19.

We will be advertising an RFQ – Request for Qualifications for Planning and Community Development Services. We will submit this for advertisement on Friday 10/30/26 with a due date of 11/20/26. This will give us one week for evaluations, with an expected selection date of 12/2/26.

Item 2) **FEMA Update for 4906DR-WA:** I'm happy to report almost all the work from this Disaster in December 2025 has been completed. I want to thank Paul Nott and Austin Neary for their outstanding work representing Light & Power, and Cory Marsh from Public Works in not only getting most of this work done already, but for their assistance in working with FEMA on the project estimating, reporting, and endless meetings attended to bring the City of McCleary to date, **$43,138.26** in federal funds.

This is a process that I have had several opportunities over the years to experience, and this was the first opportunity for Paul, Austin, and Cory. I'm sure they will tell you it is not an easy process, however all 3 did an outstanding job and this was a great training opportunity for them.

Item 3) **I&I Grant/Loan*:*** We are opening any submitted RFQ's for the Engineering Services for the I&I Study on Monday November 2nd. We will bring to the November 18th meeting the recommended Consulting Firm for approval by the City Council.

Item 4) **GHCOG - SWRTPO TAC Committee:** On Wednesday October 28th, I attended a meeting with the Grays Harbor Council of Government, Southwest Washington Regional Transportation Planning Organization as a member of the Technical Advisory Committee for GHCOG. We discussed upcoming construction projects in the Olympic Region, Local Agency Maintenance Agreements with WSDOT, and safety needs in our communities.

One of the projects I discussed for McCleary with the potential growth we may receive, and the increased freight and mobility challenges we are seeing, is the intersection of Summit Road and Simpson Road (SR 108). I was able to discuss the need for an evaluation of this intersection for improvements, including evaluating a possible roundabout.

Item 5) **YMCA Update:** Mayor Dahl and I had an opportunity to meet with YMCA of Grays Harbor staff, YMCA Consultants, Rognlin's and Summit Pacific representatives to discuss the possible location of a McCleary YMCA. There was a presentation of statistics on how many people were contacted within the potential service area, interest of potential users, demand statistics, a draft financial model, and recommendations going forward.

After evaluating McCleary versus other East County areas, the recommendation is to locate in the McCleary community when and if enough growth occurs, or if there are future partnering opportunities to operate a facility. The need is there according to many of the statistics to provide some of the services that are currently provided by the YMCA of Grays Harbor, but currently not enough projected demand to operate a full-blown facility with many of the amenities like we have at the facility in Hoquiam.

Planning and studies will continue looking for opportunities to place a facility of some sort in McCleary when and if the demand arises after projected growth occurs, as well as if opportunities arise to locate in some sort of combined facility.

Other possibilities that will continue to be investigated are financial models that could make a smaller facility feasible with other outside operational funding sources.

Respectfully,

Darrin C. Raines
City Administrator

City of McCleary
STAFF REPORT

To:	Mayor and Council
From:	Dalyn Beaulieu
Date:	October 31, 2026
Department:	Building/Conservation/Code Enforcement/IT

Good evening, Mayor and Council,

Building Department:

We are in need of a Comprehensive Plan Implementation. The website will advertise an RFQ (Request for Qualifications) for a Municipal Code Update.

Complaints:

Code Enforcement matters include: **10.20.010 (C)(D)(E) 8.16.20 (1)(3)(6)(7abc)(8)**
Proactive actions continue to be taken to communicate vegetation concerns with courtesy door tags.

New Software:

iWorQ, the online permitting and code enforcement platform, is currently in the training phase and is scheduled to go live before the end of the year.

ACTIVITY	TOTAL	Notes
Customer Service	21	
Permits Issued	4	
Plan Reviews	0	
Inspections Performed	3	
Complaints Received	1	
Code Violations Identified	2	Code10.20.010 (C)(D) (E) 8.16.020 (1)(3)(6) (7abc) (8)
Communications	3	
Nuisance Letters	1	
Thank you, Compliance Letters	0	
Lemay's Garbage Letters Sent	0	

Conservation Program

Month	Applications Received	Conservation Permits Issued	Rebates Paid This Month	Total Rebates Paid to Date
Oct.	1	1	$9000	$34,640.33

City of McCleary
STAFF REPORT

To:	Mayor and Council
From:	Nakisha Pryor, Deputy City Clerk
Date:	11/04/2026
Department:	Finance

Mayor and Council,

We are all looking forward to the upcoming holidays and the approaching New Year. Working with the new Administration we have all been busy with updating policies and processes, while learning and implementing additional tools that allow us to better serve our citizens.

Year-End Processes
Along with the 2027 Budget preparation we are beginning to start our year end processes for several items including; budget pay for utilities, year-end payouts to the fire department and police departments, calculating benefit increases for 2027, 1099 prep, W2 prep, and year-end records management.

New Software
The Civic Plus software that Council approved has started its implementation. DocAccess is now available through the City's website. All documents on the City's website can now be accessed by everyone, including people who use screen readers, read in another language, or are visually impaired.

Next Request, the public records request platform is currently in the training phase and is scheduled to go live before the end of the year.

Auditing Committee
As required by the SAO implementation of vouchers in the accounts payable process has begun. The voucher process provides transparency of payments that are issued by the City. These vouchers are attached to the invoice that is being paid and provide the expense(s) allocation for that payment. The voucher is then approved by the department head responsible for the expense. Lastly the vouchers are approved by the Auditing Committee.

Thank you all for the collaboration and opportunities that have been provided to the City.

Respectfully,

Nakisha Pryor
Deputy City Clerk

City of McCleary

STAFF REPORT

To:	Mayor Dahl and Council
From:	Paul Nott
Date:	10/27/2026
Department:	Light and Power

Hello All,

This last month we completed the work for cutover of the Sand Creek area, trimmed some trees in preparation for storm season, line maintenance in numerous areas of the distribution system and customer service work.

After the outage last month at the 12KV substation, we had GHPUD substation crew come and change out the damaged relay, and we are coordinating a time to have them back again to do some maintenance work on the circuit breakers at the substation.

With Sand Creek ready for cutover we have approximately 4 more customers and some rebuild left to do in proximity to the 4KV substation. We have changed our direction and have decided to just have one outage and complete the cut over vs. two separate outages.

Later this month we will be getting everything ready for the holidays.

Have a great Thanksgiving!!

If anyone has any questions or concerns, feel free to contact us…

Paul

City of McCleary
STAFF REPORT

To:	City Council
From:	Chief Ryan Miskell
Date:	October 2026
Department:	Police Department

October Staff Report

Hiring

The department anticipates a new officer beginning employment with MCPD next week, pending completion of the remaining hiring requirements. This will be an important step in addressing the department's current staffing needs.

Lateral Position

The department has opened a new lateral police officer position. There have already been multiple individuals expressing interest in the position, and we are looking forward to beginning the hiring process.

Training

Officer Moutaftsis attended Field Training Officer (FTO) training this month. This training will provide additional knowledge and resources to support the department's field training program.

Officer Campbell is currently signed up to attend de-escalation training. This training will provide additional tools and techniques for handling calls involving individuals in heightened or potentially volatile situations.

Verkada Camera System

The video recording function on the department's Verkada camera system has been disabled. The cameras are currently not recording video in accordance with executive order 2026-02.

Outside Agency Coverage

The department has not required any outside agency coverage during the month of October. This has allowed MCPD to maintain coverage of the community without relying on assistance from neighboring agencies.

Thank you,

Chief Miskell

City of McCleary

STAFF REPORT

To:	Mayor and Council
From:	Cory Marsh
Date:	10/30/2026
Department:	Public Works

Hello Everyone,

The crew has been working hard completing projects for FEMA, we currently have 1 left that we can complete before the rainy season. One project was extended till April 2027 as this project pertains to us getting certain permits and a open window so we are not disturbing the salmon coming up stream.

As we finish that, we are looking into getting prepared for the rainy season ahead of us which involves ditch cleaning in town and on Simpson Ave and Summit Rd.

We also will be doing our annual valve exercise to keep our water valves operable and our 6-month hydrant flushing.

Starting November 3rd, we will have our first training with IamGIS, all of our data has been sent over and implemented into their system, now we are moving into phase 2. Our goal is to have everyone understand the system and be fully running in the start of 2027.

Just as a reminder to everyone, when we are being hit with a lot of rain, Public Works will have a pallet of sandbags that is available to the public to come grab to help divert water if needed. The pallet will be at the Public Works office in the alley between City Hall and Shell.

If you have any questions, feel free to reach out to me at anytime…

Thank You

Cory Marsh

City of McCleary
STAFF REPORT

To:	Mayor and Council
From:	Joe Pittman
Date:	10/21/2026
Department:	WWTP/WTP

Both water and wastewater plants are running smoothly. We did get a hit on the 18th of high flows out of nowhere. A normal day now is 100k gallons a day, on the 18th ,19th and 20th we received over 700K gallons of influent. Which puts the plant in a bit of turmoil but is recovering.

The new depth sensor was installed in the Water reservoir and is working fine. The change over from radio signal to hard wire is taking longer than anticipated due to TSI scheduling techs to come out and do the job.

CITY OF MCCLEARY
Council Agenda Item Submission Form

SUBMISSION INFORMATION

Department: Sanitary Sewer **Submitted By:** Darrin Raines
Title / Position: City Administrator **Meeting Date:** November 4, 2026

AGENDA ITEM INFORMATION

Agenda Item Title: Sewer Effluent Pump Replacement

Item Type: ☐ Discussion ■ Action ☐ Information ☐ Presentation ☐ Consent

Brief Summary:
The Sanitary Sewer Effluent Pump has failed. This pump is what feeds the new Chiller that was installed earlier this year. The Chiller is working fine, however the old pump was worn out and needs to be replaced. We are currently in violation with the Department of Ecology because of outflow temperatures being to high. (See full description in report from City Admin.)

Purpose / Background:
This pump feeds the chiller at the WWTP to cool the discharged effluent to meet permit requirements from DOE. Engineers from DOE have been working with WWTP staff to remedy the problem including holding off on any fines at this time.
Approve Replacement of Sewer Effluent Pump

RECOMMENDED COUNCIL ACTION

Recommended Motion / Action: _____

FISCAL IMPACT

Fiscal Impact? ■ Yes ☐ No
Estimated Cost: $34,000 **Funding Source / Account #:** 407 Sewer Fund
Budget Available? ■ Yes ☐ No
If yes, describe:

ATTACHMENTS

■ Staff Report ☐ Resolution / Ordinance ☐ Contract / Agreement ☐ Budget Information
☐ Maps / Diagrams ☐ Photos ■ Other: Quote with Description.

APPROVALS

Department Head: _____ **Date:** _____

City Administrator: Darrin C. Raines **Date:** 10/29/26

City Attorney Review: _____ **Date:** _____

UTILITIES SERVICE CO., INC.

12608 E MARGINAL WAY S
SEATTLE, WA 98168

PHONE: 206-246-5674
FAX: 206-248-3410
EMAIL: usci4@comcast.net

Date: 10/6/2026

Attn: Joe Pittman
City of McCleary
Re: Effluent Pump

We are pleased to submit the following information for your review:

Service call to remove effluent pump and deliver to our shop for inspection. Disassembled motor, checked all bearing housing and shaft fitts. Cleaned and revarnished stator windings, supplied and installed new bearings, assembled and tested.

Dissembled pump and found broken seal. Removed impellers from bowl assembly and found severe wear in the bowl castings.

Findings: Pump cannot be repaired, we would supply new bowl assembly and reassemble unit, deliver to site, install and connect electrically, set impellers to proper specs and test for proper operations.

Total materials & labor: $34,000.

This estimate is good for 30 days and does not include taxes, permits, or shipping and handling if needed. This job is bid as close to actual requirements as possible; however, due to the nature of this particular job, additional work may be needed for unforeseen circumstances. Customer will be notified when additional work is identified and estimated for approval. Additional work will be billed at our current labor rates and additional materials at cost plus 15%.

Thank you.

Ed Mola
Estimator

Please indicate acceptance by completing the information requested below and faxing or emailing estimate back to us. Thank you.

Date_____ Accepted By_____

PO #_____Title_____

OFFICE OF THE MAYOR
CITY OF McCLEARY
WASHINGTON

EXECUTIVE ORDER No. 2026-0002
MAYOR ANDREA DAHL
October 28, 2026

AN EXECUTIVE ORDER DISCONTINUING THE RECORDING OF CITY-OWNED AND CITY-OPERATED SURVEILLANCE CAMERAS, LIMITING SUCH CAMERAS TO REAL-TIME LIVE MONITORING ONLY, DIRECTING THE DEACTIVATION OF RECORDING FUNCTIONS, PROVIDING FOR THE RETENTION OF EXISTING RECORDINGS, AND RELATED MATTERS.

WHEREAS, the City of McCleary is committed to protecting the privacy, civil liberties, and constitutional rights of residents, visitors, and businesses within the Cit; and

WHEREAS, the use of government-operated video surveillance systems raises concerns regarding privacy, government transparency, data security, and the potential for misuse of collected information; and

WHEREAS, the City of McCleary finds that the continued recording and retention of video footage by a city-wide surveillance camera system is not necessary to accomplish the City's current operational objectives; and

WHEREAS, the collection and retention of video recordings create ongoing administrative, storage, records management, and public disclosure obligations; and

WHEREAS, the existence of recorded footage may expose the City to increased legal costs and potential litigation regarding public records requests, retention schedules, disclosure requirements, privacy concerns, evidentiary preservation obligations, and claims arising from the use or release of such recordings; and

WHEREAS, the City finds that reducing the collection and retention of video records serves the public interest by minimizing privacy concerns, reducing legal exposure, and limiting unnecessary accumulation of government-held records;

NOW, THEREFORE, by the authority vested in me as Mayor of the City of McCleary, I, ANDREA DAHL, do hereby order as follows:

Section 1. Termination of Recording Activities. Effective immediately upon signature of this Executive Order, all City-owned and City-operated surveillance cameras shall cease recording

video footage. Such cameras may continue to provide real-time, live monitoring only, with no capability to record, store, or retain video footage.

Section 2. Deactivation of Recording Functions. All employees responsible for the operation of surveillance equipment shall:

(1) Disable all video recording functions;

(2) Disable all motion-activated recording features;

(3) Disable all cloud-based or local storage functions associated with surveillance cameras; and

(4) Ensure that no new video footage is created or retained after the effective date of this Order.

The City may elect to leave camera hardware in place in a non-recording status for equipment preservation, maintenance, or future policy review, but no footage shall be collected or stored.

Section 3. Existing Recordings. This Executive Order applies prospectively only. All video recordings created before the effective date of this Executive Order shall be retained and managed in accordance with applicable federal, state, and local laws and the City's established records retention schedules and policies. Nothing in this Executive Order requires, authorizes, or shall be construed to require the deletion of any existing recording.

Section 4. No Future Recording Without Authorization. No City employee shall resume recording, retain video footage, install new recording equipment, or reactivate surveillance recording systems unless specifically authorized by future action of the City Council or Mayor.

Section 5. Exemptions. Nothing in this Executive Order shall be construed to prohibit, restrict, or otherwise affect the use of:

(1) Body-worn cameras utilized by law enforcement personnel in accordance with applicable laws, regulations, departmental policies, and evidentiary requirements; or

(2) In-car or dashboard camera systems installed in police vehicles.

The intent of this Executive Order is to discontinue the routine operation and recording of fixed city-wide surveillance cameras monitoring public spaces and rights-of-way. Nothing herein shall impair the ability of law enforcement officers to utilize body-worn cameras, dashboard cameras, or other authorized recording equipment as required for public safety, accountability, evidence collection, and compliance with state law.

Section 6. Findings. The City finds that the discontinuation of surveillance recording serves the public interest by:

(1) Ending the routine collection of video records concerning the public;

(2) Reducing records retention and storage costs;

(3) Limiting risks associated with public records requests and disclosure obligations;

(4) Reducing potential legal liability arising from retention, preservation, or release of surveillance footage; and

(5) Promoting public confidence through a reduced reliance on municipal surveillance.

Section 7. Effective Date. This Executive Order shall take effect immediately upon signature.

DATED this 28 day of October, 2026.

CITY OF McCLEARY:

Andrea Dahl, Mayor