



McCleary Regular City Council Meeting

Wednesday, January 10, 2024 – 6:30 PM

McCleary Community Center & Zoom Virtual Meeting

Agenda

Join Zoom Meeting

https://us06web.zoom.us/webinar/register/WN_kkuYO8EiRPqPfxSty-U94w

Webinar ID

817 9207 7978

Webinar Passcode

144764

(253) 215-8782

Call to Order/Flag Salute/Roll Call

Agenda Modifications/Acceptance

Public Comment - Agenda Items Only

Consent Agenda

1. Accounts Payable December 1-15, 2023 Ck Numbers 52792-52848 Including EFT's totaling \$470,376.09
2. Accounts Payable Dec 16-22, 2023 Ck Numbers 52849-52876 Including EFT's totaling \$43,983.00
- [3.](#) October 11, 2023 Meeting Minutes
- [4.](#) October 25, 2023 Meeting Minutes
- [5.](#) November 1, 2024 Meeting Minutes
- [6.](#) November 4, 2023 Meeting Minutes
- [7.](#) November 15, 2023 Meeting Minutes

Updates

- [8.](#) Staff Reports - Light & Power, Water & Wastewater, Public Works, Police Activity, Fire Department, Finance

New Business

Old Business

9. Mayor Pro-Tem & Council Committee Assignments
- [10.](#) 2024 Council Meeting Schedule
- [11.](#) SAO Interagency Data Sharing Agreement
12. 2024-2026 FOP Contract

Ordinances and Resolutions

- [13.](#) Resolution Allowing Council to Serve as Fire, Ambulance or Law Enforcement Officers
- [14.](#) Resolution Honoring Paul Nott, Jerry Banks, Jeff Geer and Brad Lott's Service with McCleary Fire Department

Executive Session

Public Comment - City Business Only

Council Comments

Mayor Comments

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.

Adjourn

Please turn off Cell Phones- Thank you

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McCleary Special City Council Meeting

Wednesday, October 11, 2023 – 6:30 PM
Zoom Virtual Meeting & Community Center

Minutes

Call to Order/Flag Salute/Roll Call

Meeting called to order at 6:33pm by Mayor Pro-Tem Huff

PRESENT

Councilmember Jacob Simmons

Councilmember Brycen Huff

Councilmember Max Ross

Councilmember Andrea Dahl

Agenda Modifications/Acceptance

Motion made by Councilmember Dahl, Seconded by Councilmember Ross to approve the agenda as written.
Voting Yea: Councilmember Huff, Councilmember Ross, Councilmember Dahl, Councilmember Simmons

Public Comment - Agenda Items Only

There were no public comments.

Consent Agenda

1. Accounts Payable September 16-30, 2023 Ck Numbers 52494-52532 including EFT's totaling \$125,791.84

Motion made by Councilmember Dahl, Seconded by Councilmember Ross to approve the consent agenda as written.

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

Updates

2. Staff Reports - Light & Power, Water/Wastewater, Public Works, Finance, Police

New Business – None

Old Business

3. Agreement Renewal – Low-Income Home Heating Energy Vendor Agreement

Chad Bedlington, Director of Public Works, provided an overview of this annual contract renewal. The Low-Income Home Energy Assistance Program (LIHEAP) is a federal program administered by the Coastal Community Action Program (CCAP). This program is design to assist low-income households with electrical utility costs when needed and qualified. We renew the Vendor Agreement with CCAP every two years to outline services that each agency will provide in the process of determining eligibility and when funds can be made available to those in need. Councilmember Dahl asked if there were any changes to the contract. Mr. Bedlington stated this was the first agreement he has reviewed an did not notice anything of significance.

Motion made by Councilmember Ross, Seconded by Councilmember Dahl to approve the LIHEAP Contract renewal.

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

4. Itron Annual Renewal

Mr. Bedlington provided a staff report on the Itron renewal. Itron is the software that the city utilizes to read the water and power meters within the service areas. This is an annual renewal with a cost of \$1,551.71 for 2024. He stated this is for council knowledge and no action is necessary.

5. Annual Renewal – CivicPlus Service Agreement

Mr. Bedlington stated CivicPlus is the City website service provider. On an annual basis, the city continues the service agreement for subscription renewal and platform migration needs. This cost of \$3,110 is for support services for website maintenance and updates, as well as general subscriber costs for the website. There is no action needed, this is informational only. Councilmember Simmons asked when the website migration will be complete. Mr. Bedlington stated it is still being worked on, but there have been delays with the vendor.

Ordinances and Resolutions

6. Ordinance to Adopt a Complete Streets Policy, to the City of McCleary Municipal Code Title 12, Streets, Sidewalks, and Public Places

Mr. Bedlington provided a staff report. He reported the ordinance was most recently introduced to Council at the September 27, 2023 Council meeting. With the adoption of the Complete Streets ordinance, the City is making a good faith effort with all transportation projects to improve public streets for pedestrians, bicyclists, and transit users regardless of age or ability. It also opens additional grant opportunities to fund future transportation projects.

Councilmember Ross asked if there were any changes since the council last reviewed it. Mr. Bedlington stated there were clerical errors corrected. Councilmember Dahl asked if this assists with State and Federal guidelines. Mr. Bedlington provided information on grants he has reviewed and where this would assist in the application process and scoring. Councilmember Huff stated he spoke with the school about partnerships and the school will provide some input on projects they would like to see within the community as well. Councilmember Simmons asked about the metrics and timelines for data in prioritizing the project moving forward. Mr. Bedlington stated there is a rating process with TIB for streets and sidewalks that will assist in prioritizing and searching for funding.

Motion made by Councilmember Ross, Seconded by Councilmember Dahl to adopt Ordinance No. 884 for the Complete Streets Policy.

Voting Yea by roll call vote: Councilmember Huff, Councilmember Ross, Councilmember Dahl, Councilmember Simmons

Public Comment - City Business Only – None

Councilmember Ross asked for an update on the council vacancy publication for position 5. It was noted it is on the website and could use more visibility to receive applications.

Councilmember Huff read a letter from Joy Iversen regarding her resignation from council.

Adjourn

Meeting adjourned at 6:58pm

Motion made by Councilmember Ross, Seconded by Councilmember Dahl.

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



McCleary Regular City Council Meeting

Wednesday, October 25, 2023 – 6:30 PM

McCleary Community Center & Zoom Virtual Meeting

Minutes

Call to Order/Flag Salute/Roll Call

Meeting called to order at 6:30pm

Agenda Modifications/Acceptance

Mayor Protem Huff suggested we not take any action on the Property Tax Resolution tonight until they have time to review the revenues.

Motion made by Councilmember Dahl, Seconded by Councilmember Simmons.

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

Special Presentations

1. FCS Group Rate Study Presentation - Including Public Q&A

Sergey & Paul Quinn gave an update on the Rate Study for City Utilities and included questions and answers at the end. They discussed the preliminary findings in June, they went through revenue requirements, forecasting, operations and capital projects. They discussed the goals of cash reserves and building the capital plan funds.

Public Questions

Councilmember Huff asked about low interest loans. Sergey said no, that just spreads the burden even more.

Councilmember Simmons asked if this included the full Capital Plan. Sergey said it does. Simmons wants to know what other scenarios were looked at. Public Works Director Bedlington shared the ideas he had.

Councilmember Huff wants to keep rate increases feasible.

Councilmember Simmons asked what minimum staffing would be for each utility.

Lisa Johnson asked to see a list of the Capital Projects and how they are prioritized, and the costs.

Carri Comer said she'd like to see a Capital Facility Plan to see the projects. She wants the public to have input on what projects are going to get done in 2024.

Sergey explained the economy of scale, size of our community, and why McCleary rates are higher.

Carri Comer said there has been a lot of misuse of money this year. The financial policies from 2007 need to be updated, and used.

Monica Reeves agreed she wanted a list of capital projects, and prioritized. She'd like to see efforts to lower the operating costs, you might have more support for increases. We've seen erroneous spending and hiring.

Bob Dahl asked if residential growth would dilute rates? Sergey explained growth can help offset. Bob asked if there is consideration of large developers with residential increases.

Gary Ashworth asked if elderly or people on fixed income are getting this info with no computers? Are they getting anything mailed to them?

Councilmember Huff suggested a Town Hall Meeting with flyers handed out.

Public Hearing

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2. 2024 Budget Revenue

Public Hearing opened at 8:35pm

Carri Comer said they didn't have time to review the revenues. Clerk-Treasurer Jenna Amsbury said we just got the property tax information from the county on Friday. We will have 3 public hearings for the budget, and this is just the first of them. This is just to review, no decisions are being made. Carri said this is a bait and switch, and now you're asking for comments at this public hearing.

Chris Coker explained we are on timeframes for Public Hearings. We just got the information from the County on Friday for the Property Tax.

Councilmember Huff recommended closing the hearing and having a Special Meeting next week with another public hearing.

Council agreed, they will schedule a Special Meeting on November 1st.

Public Hearing closed at 8:47pm

Public Comment - Agenda Items Only

None

Consent Agenda

Councilmember Huff asked about the money spent on the asphalt cleanup, and it was \$25,716.81.

Huff spoke in regards to the City not trying to recoup money spent that hasn't been approved by Council. He said MRSC recommended restructuring how we do our Accounts Payable.

Councilmember Ross asked if anyone wanted to join policy committee. Councilmember Simmons will join.

Motion made by Councilmember Dahl, Seconded by Councilmember Simmons to approve the consent agenda

Voting Yea: Councilmember Simmons, Councilmember Ross, Councilmember Dahl

Voting Nay: Councilmember Huff

3. Accounts Payable October 1-15, 2033 Ck Numbers 52544-52600 including EFT's totaling \$167,341.86

4. September 30th Council Retreat Minutes

Updates

Councilmember Huff reminded everyone about the upcoming Downtown Trick or Treat and Fill the Cruiser event.

New Business

None

Old Business

Councilmember Dahl asked when we will have an Aquifer Study update. Chad Bedlington stated we needed to have a Planning Commission meeting first.

Ordinances and Resolutions

5. 2024 Property Tax Resolution

Moved to next meeting

Public Comment - City Business Only

Carri Comer thanked Brycen Huff for looking into issues. During budget development is a good time to evaluate what you are spending money on. We really want a Town Hall Meeting.

Missi Olson agreed we need a Town Hall Meeting. Meetings need to be advertised better.

Kyle Comer said the term transparency needs to be followed through.

Dustin Richey thanked Public Works staff for their work. He asked about an employee investigation and asphalt investigation. He would like to see more beautification done in town. He'd like to see something good done with our money.

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Executive Session

None

Council Comments

Councilmember Huff wants dates for a Town Hall Meeting. He will check with the VFW for dates for us to use it.

Mayor Comments

None

Adjourn

Meeting adjourned at 9:15pm

Motion made by Councilmember Dahl, Seconded by Councilmember Simmons.

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

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McCleary Special City Council Meeting

Wednesday, November 1, 2023 – 6:30 PM
Zoom Virtual Meeting & Community Center

Minutes

Call to Order/Flag Salute/Roll Call

Meeting called to order at 6:32pm by Mayor Pro-Tem Huff

PRESENT

Councilmember Jacob Simmons

Councilmember Brycen Huff

Councilmember Max Ross

Councilmember Andrea Dahl

Agenda Modifications/Acceptance

Motion made by Councilmember Dahl, Seconded by Councilmember Ross to approve the agenda as written.
Voting Yea: Councilmember Huff, Councilmember Ross, Councilmember Dahl, Councilmember Simmons

Public Hearing:

1. 2024 Budget - Revenue

The Public Hearing opened at approximately 6:33pm

Jenna Amsbury, Clerk-Treasurer, provided a staff report regarding revenue projections for 2024. She explained the revenue projections include a CPI increase to all Utility Funds in the amount of 3.8%. The remainder of the revenues were estimated conservatively by looking at trends and using data collected from MRSC for revenue received from the State.

Pro-Tem Huff called for public comment on the hearing.

Monica Reeves commented on the increase to utility rates. She explained the Mayor stated in an email that rates would not be increased.

Carrie Comer asked about the line item titled Non Rev. City Fee. Ms. Amsbury stated this is for the city-wide clean-up. Ms. Comer asked about the equipment replacement funds.

Public Hearing closed at approximately 7:07pm

Public Comment:

Bob Dahl asked when the appointment for position No. 5 would happen. It was stated this will be on the November 8, 2023 agenda.

Carrie Comer asked about the IT Server replacement project costs and the three vehicles that were supposed not be purchased to pay for it. She discussed Facebook postings of meetings and asked council to demand more advertisement of meetings.

Monica Reeves echoed the comment on posting more to social media to share pertinent information and having better communication. The website was down for a few days and there was no notification on it.

Keith Klimek noted that flyers would be better for senior citizens as not many are on Facebook.

Ms. Amsbury noted that all the meeting dates were included in the newsletter that went out to all the utility customers in the monthly bill. This was done to help with notification to everyone.

Carrie Comer asked for information on the Town Hall.

Ms. Amsbury stated she was waiting for confirmation to publish the meeting notice. Mayor Pro-Tem Huff stated the VFW is reserved. Councilmember Ross stated he does not want to hold the meeting without the Mayor being present.

Mayor Pro-Tem Huff stated there are options to look into the Mayor position and his term.

There were requests for the meeting to be publicized and flyers to be placed around town. Sandwich boards or other types of signage options were discussed for the Town Hall.

Missi Olsen, Carrie Comer and Monica Reeves stated the town hall meeting that was held earlier this year was very beneficial and not negative.

Monica Reeves discussed the budget pay billing option for utilities and noted that it would be nice if long term renters were allowed to do this as well.

Adjourn

Meeting adjourned at 7:29pm

Motion made by Councilmember Ross, Seconded by Councilmember Dahl.

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



McCleary Special City Council Meeting

Wednesday, November 4, 2023 – 9:00am
Zoom Virtual Meeting & Community Center

Minutes

Call to Order/Flag Salute/Roll Call

Meeting called to order at 9:00am by Mayor Miller

PRESENT

Councilmember Jacob Simmons

Councilmember Brycen Huff

Councilmember Max Ross

Councilmember Andrea Dahl

Mayor Chris Miller

Director of Public Works Chad Bedlington

Clerk-Treasurer Jenna Amsbury

Police Chief Sam Patrick

SPECIAL PRESENTATIONS

1. **2024 Preliminary Budget Discussion:** Jenna Amsbury and Chad Bedlington provided an overview of how the budget was crafted, the purpose of each fund and cost allocation process. Mr. Bedlington provided a spreadsheet with the wish list of projects, purchases and needs in 2024. The Council was given time to review the material and ask questions. Mr. Bedlington stated the reader board, bunker gear and drone is slated for purchase this year, but may run into 2024. He stated the budget for 2024 includes removing two vacant public works utility maintenance positions.

Council asked about the increases put forth from the salary commission for council and the mayor. There was consensus that the council did not want to have the increases included in the budget. They asked for a path forward to deny the increases. There was discussion on the number of staff and increases in staffing over the last two years.

Capital outlay line items were detailed by Mr. Bedlington for the Utility Funds. Councilmember Huff stated he would like to see all rate increases held off until after the rate study is complete. Council asked to see the Utility budgets with a 0% increase for 2024.

A recess was called from 12:16pm to 12:26 p.m.

There was further discussion on the 0% increase to utilities and what that means to the budget. Mr. Bedlington stated it would reduce the number of projects that are completed, and the Capital program would suffer. There was a discussion on the new Program Manager position and outsourced IT services.

Councilmember Simmons asked for a current organization chart and asked for a list of prioritized projects.

Ms. Amsbury will provide an updated organization chart and rerun revenue figures for the next budget meeting.

ADJOURN - Meeting adjourned at 1:07pm



McCleary City Council Town Hall

Wednesday, November 15, 2023 – 6:30 PM

VFW Building - 158 N. Summit Road

Minutes

Call to Order/Flag Salute/Roll Call

Meeting called to order at 6:30pm by Mayor Pro-Tem Brycen Huff

PRESENT

Councilmember Jacob Simmons

Councilmember Brycen Huff

Councilmember Max Ross

Councilmember Andrea Dahl

New Business

1. Town Hall Questions – Councilmember Huff read the Q+A responses from the Director of Public Works and Clerk-Treasurer from the previous Town Hall. Citizens asked questions and council provided comments.

Public Comment:

The following citizens provided public comment:

Lisa Johnson

April Wright

Carri Comer

Marylan Drake

Monica Reeves

Tom Spense

Gary Atkins

Adjourn

Meeting adjourned at 8:20pm

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City of McCleary

STAFF REPORT

To:	Mayor Miller and Council
From:	Paul Nott
Date:	12/4/2023
Department:	Light and Power

Hello All,

Since our last report we have responded to 7 more power outages and numerous customer service requests. We will start to remove all the Christmas decorations this week. We also have been working on an underground primary line extension off Elma Hicklin Rd, and a 3 pole change out on County Line Rd.

Once again, we are in storm season. Please keep clear of down power lines and let us know if your experiencing a power outage.

As always, we have been fielding customer requests and doing line maintenance when our crew structure or time allows.

Have a happy New Year.

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

Paul



City of McCleary

STAFF REPORT

To:	Mayor Miller and City Council
From:	Kevin Trewhella
Date:	December, 2023
Department:	Water and Wastewater

Water and Wastewater:

The Wastewater Treatment plant operations are going well for this time of year. The Variable Frequency Drives have now been installed at the Water Treatment plant. This will save the city wear and tear on some of the assets we have, which will save the city money.

Happy New Year!

Kevin Trewhella



City of McCleary STAFF REPORT

To:	Mayor Miller and Council
From:	Jenna Jarvis, Field Foreman
Date:	January 3, 2024
Department:	Public Works

Hello and Happy New Year!

We slowed down a little bit during the month of December with all the holidays, but we are gearing up for a busy year!

For the most part all our newly hired people are all caught up with getting basic certifications.

We were having issues with a storm manhole lid popping off while vehicles would pass over it. The crew has since replaced it within the last month.

The crew has been doing a lot of investigating work. The majority being in stormwater. We have cameraed a section of town that showed us that there is a section of line that we didn't know existed that may be affecting stormwater flow in some neighboring areas. We will be exposing a part of this section to be able to run our camera down the line as we are not able to make the sharp turn in the original storm line where we found the existing.

We have also been clearing a lot of right of ways, alleys, and curbs. We worked on Cedar St. which took the whole crew about 4 hours to complete clearing the road that had about 4 feet over overgrowth. As well as removing a steel plate that has been coving 3 valves for numerous years. Only one valve cannot be exercised at this time due to a broken stem. In this process we added 3 valve houses so that we can access these valves in the future as well as exercised the good valves that haven't been touched in years.

This time of year is when we can focus more on servicing our equipment and catching up on things that have been on the lower end of the list. We have been waiting for the water meter ERTs (Electronic Reciprocal Transfer System) for about 5 months now due to being back ordered. These ERTs are essentially like a sending unit. These send a signal to our handheld system so we don't have to individually read every meters each month.

Have a wonderful day!
Jenna Jarvis

**McCleary Police Department
Monthly Call Activity Report**



Dec-23

		1	JUVPRB
		2	Lost Property
		1	Lost/Missing/Found Person
		1	Malicious Mischief
#	Calls	3	Motorist Assist
1	911 Hangup	1	Noise
3	911 Open line		Non Blocking Accident
2	Abandoned/Disabled Vehicles		Non Blocking Vehicle
1	Abuse	1	Order violation
1	Non Injury accident Blocking	2	Open Door
1	Accidents with Injuries		Over
10	Agency Assist		Parking Problem
4	Accident non blk non Inj/unk		Paper Service
7	Assists-Citizen	7	Police Information/phone message
7	Alarm		Property/Lost/Found/Recovered
2	Animal	1	RailRoad
5	Assault	2	Reckless
	ATC (Attempt to Contact)	1	Recovered Stolen Vehicle
1	ATL (Attempt to Locate)	2	Runaway
	BITE		Service
	Blocking Accident	1	Sex Offense
	Burglary	1	Shooting/Weapons/Explosives/ Hazards
1	CUSTODY		Shoplifting
	Child Molestation/Rape/Comm	1	Subject Stop
2	Civil		Suicide
	Court Order	2	Suicide/Threats/ Attempts
	Death Investigation	1	Suspicious Person
	Disorderly conduct	2	Suspicious Vehicle
1	Disabled Vehicle	3	Suspicious/Unknown Circumstances
2	Display (unlawful)		Thefts In Progress
4	DUI	4	Thefts/ Larceny
2	DVA in Progress		Threats
	Message	75	Traffic Stops
	Extra	3	Traffic Offense
1	Firearm	3	Traffic- Other/Hazzard/Patrol
	Fight	1	Traffic Per.
	WILDFire	4	Verbal
	Forgery		Traffic/ Infractions
	Found Person	1	Trespassing
1	Found Property		Violation Controlled Substance
2	Fraud/ Scam Offences/blackmail	1	Vehicle Theft
33	Fire or Aid Responding		Wildlife
1	Harassment	3	Unknown Problem
1	Hit and Run	1	Warrants/Wanted Person
	Structure fire	5	Welfare check
96		136	

Tickets: 36 YTD: 472

Total : 232 Year To Date: 3059



City of McCleary STAFF REPORT

To:	Mayor Miller and Council
From:	Interim Andrew Pittman
Date:	January 1, 2024
Department:	Fire Department

Hello all,
 January 1, we had the retirement of 3 of our members so we have initiated changes in our organizational structure which will take us into the future of the Fire Department. We wish our retirees the best in their future endeavors.

We have 3 new recruits that are currently going through the hiring process and hope to have them on board soon. We have 1 member that has started the EMT course through the Grays Harbor EMS office and is expected to graduate in April. Our Assistant Chief Debakker will be helping instruct the Grays Harbor Firefighter Academy over the next couple of months.

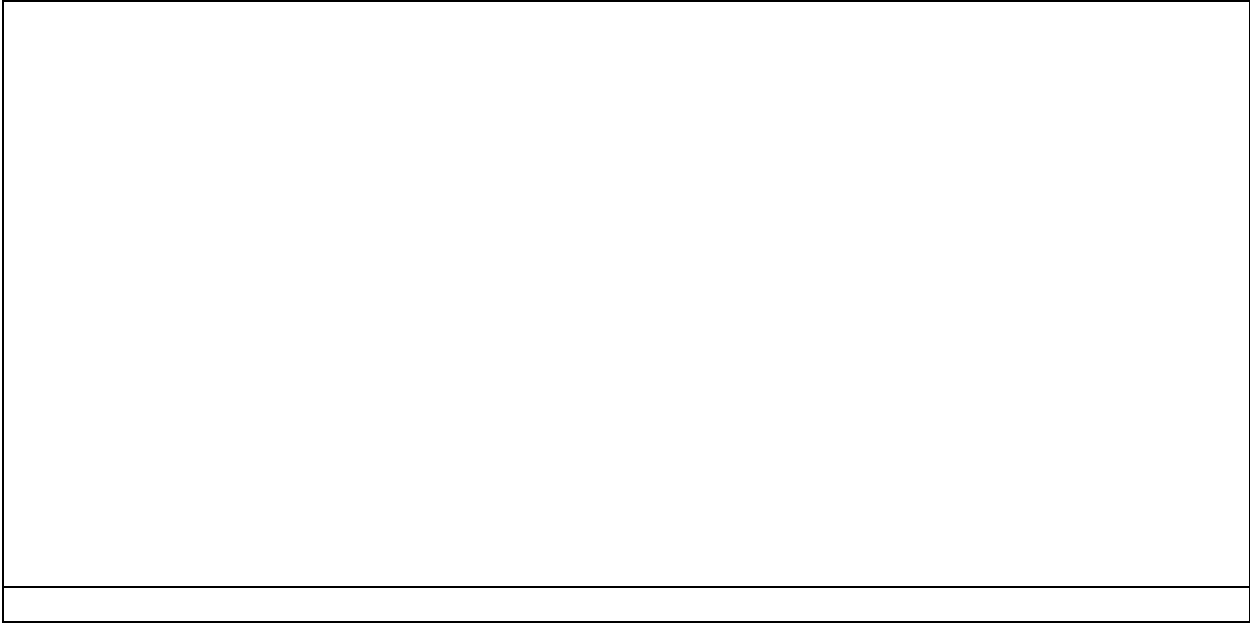
We look forward to the appointment of a permanent Fire Chief as soon as possible so that we can all focus on our department priorities and continue a good transition of shaping the department’s future and serving our community.

December Call numbers are as follows:
 Vehicle Accidents- 3 Mutual Aid Medical- 6 Structure Fires- 1 Mutual Aid Fires- 1 Fire Alarms- 1
 Total= 12

With wintertime upon us this is a reminder to our citizens that colder weather brings inclement weather which can mean black ice and snow on the roads, drive with caution and stay home if you don’t have to go out.

Thank you for the opportunity and Stay Safe,

Interim Chief Andrew Pittman





City of McCleary

STAFF REPORT

To:	Mayor and Council
From:	Jenna Amsbury, Clerk-Treasurer
Date:	January 4, 2024
Department:	Finance & Administration

2023 Accomplishments: (September through December)

- New Cost Allocation Policy for updates to Payroll and AP expenses
- New employee forms for documenting changes to payroll, Paid Family Medical Leave process and donation of leave.
- New Public Records Fee Schedule to line up with RCW
- New Draft Public Records Ordinance (with legal)
- Ordinance and Resolution electronic records and notices to paper
- Updates to internal processes for review of financials including payroll, bank reconciliations and accounts payable.
- Public Records requests: 48 total for the year in Admin. 45 closed and 3 remaining to be filled in productions.
- Cemetery audit and launched interactive map on the website.
- Added more information to the website for HR and Finance.
- Digitization and organization of records.
- LEAN Process Improvement Project re: Accounts Payable.
- Monthly Newsletter Collaboration.

2024 Goals:

- Employee Handbook Updates to Policies
- All Staff Training Process
- Onboarding Process Documentation and Training
- Payroll System Review
- Asset Management Collaboration
- Cost Allocation Tracking and updates
- Fee Schedule Review
- Risk Management Updates/ Safety Committee
- Website/Ilinx utilization
- Streamline Solar Utility Process

2024 City Council Meeting Schedule – 2nd and 4th Wednesdays of Each Month

January 10 and 24, 2024

February 14 and 28, 2024

March 13 and 27, 2024

April 10 and 24, 2024

May 8 and 22, 2024

June 12 and 26, 2024 - Summer Schedule?

July 10 and 24, 2024- Summer Schedule?

August 14 and 28, 2024- Summer Schedule?

Sept 11 and 25, 2024

October 9 and 23, 2024

November 13 and 27, 2024 (27 Cancellation)

December 11 and 25, 2024 (25 Cancellation)

INTERAGENCY DATA SHARING AGREEMENT

Between

And the Office of the Washington State Auditor

This Interagency Data Sharing Agreement (DSA) is entered into by and between City of McCleary hereinafter referred to as “Agency”, and the Office of the Washington State Auditor, hereinafter referred to as “SAO”, pursuant to the authority granted by Chapter 39.34 RCW and 43.09 RCW.

Agency

Agency Name: City of McCleary
 Contact Name: Jenna Amsbury
 Title: Clerk/Treasurer
 Address: 100 S 3rd McCleary, WA 98557
 Phone: (360) 495-3667
 E-mail: jennaa@cityofmcclary.com

SAO

Agency Name: Office of the Washington State Auditor
 Contact Name: Lisa Carrell
 Title: Program Manager
 Address: 3200 Sunset Way SE Olympia, WA 98504
 Phone: (564) 999-0882
 E-mail: carrelll@sao.wa.gov

The SAO and Agency agree that they will have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

1. PURPOSE OF THE DSA

The purpose of the DSA is to provide the requirements and authorization for the Agency to exchange confidential information with SAO and SAO to share confidential information with the Agency. This agreement is entered into between Agency and SAO to ensure compliance with legal requirements and Executive Directives (Executive Order 16-01, RCW 42.56, and OCIO policy 141, OCIO standard 141.10) in the handling of information considered confidential.

2. DEFINITIONS

“Agreement” means this Interagency Data Sharing Agreement, including all documents attached or incorporated by reference.

“Data Access” refers to rights granted to SAO employees to directly connect to Agency systems, networks and/ or applications combined with required information needed to implement these rights.

“Data Transmission” refers to the methods and technologies to be used to move a copy of the data between systems, networks and/ or employee workstations.

“Data Storage” refers to the place data is in when at rest. Data can be stored on removable or portable media devices such as a USB drive or SAO managed systems or OCIO/ State approved services.

“Data Encryption” refers to enciphering data with a NIST-approved algorithm or cryptographic module using a NIST-approved key length. Encryption must be applied in such a way that it renders data unusable to anyone but the authorized users.

“Personal Information” means information defined in RCW 42.56.590(10).

The State classifies data into categories based on the sensitivity of the data pursuant to the Security policy and standards promulgated by the Office of the state of Washington Chief Information Officer. The Data that is the subject of this DSA is classified as indicated below:

Category 1 – Public Information Public information is information that can be or currently is released to the public. It does not need protection from unauthorized disclosure, but does need integrity and availability protection controls.

Category 2 – Sensitive Information Sensitive information may not be specifically protected from disclosure by law and is for official use only. Sensitive information is generally not released to the public unless specifically requested.

Category 3 – Confidential Information Confidential information is information that is specifically protected from disclosure by law. It may include but is not limited to: a. Personal Information about individuals, regardless of how that information is obtained; b. Information concerning employee personnel records; c. Information regarding IT infrastructure and security of computer and telecommunications systems;

Category 4 – Confidential Information Requiring Special Handling Confidential information requiring special handling is information that is specifically protected from disclosure by law and for which: a. Especially strict handling requirements are dictated, such as by statutes, regulations, or agreements; b. Serious consequences could arise from unauthorized disclosure, such as threats to health and safety, or legal sanctions.

3. PERIOD OF AGREEMENT

This agreement shall begin on May 24, 2024, or date of execution, whichever is later, and end on June 1, 2027, unless terminated sooner or extended as provided herein.

4. JUSTIFICATION FOR DATA SHARING

SAO is the auditor of all public accounts in Washington State. SAO's authority is broad and includes both explicit and implicit powers to review records, including confidential records, during the course of an audit or investigation.

5. DESCRIPTION OF DATA TO BE SHARED

The data to be shared includes information and data related to audit results, financial activity, operation and compliance with contractual, state and federal programs, security of computer systems, performance and accountability for agency programs as applicable to the audit(s) performed. Specific data requests will be limited to information needed for SAO audits, investigations and related statutory authorities as identified through auditor requests.

6. DATA TRANSMISSION

Transmission of data between Agency and SAO will use a secure method that is commensurate to the sensitivity of the data being transmitted.

7. DATA STORAGE AND HANDLING REQUIREMENTS

Agency and SAO will notify each other if they are providing confidential data. All confidential data provided by Agency will be stored with access limited to the least number of SAO staff needed to complete the purpose of the DSA.

8. INTENDED USE OF DATA

The Office of the Washington State Auditor will utilize this data in support of their audits, investigations, and related statutory responsibilities as described in RCW 43.09 and 42.40.

9. CONSTRAINTS ON USE OF DATA

The Office of the Washington State Auditor agrees to strictly limit use of information obtained under this Agreement to the purpose of carrying out our audits, investigations and related statutory responsibilities as described in RCW 43.09 and 42.40.

10. SECURITY OF DATA

SAO shall take due care and take reasonable precautions to protect Agency's data from unauthorized physical and electronic access. SAO complies with the requirements of the OCIO 141.10 policies and standards for data security and access controls to ensure the confidentiality, and integrity of all data shared.

11. NON-DISCLOSURE OF DATA

SAO staff shall not disclose, in whole or in part, the confidential data provided by Agency to any individual or agency, unless this Agreement specifically authorizes the disclosure. Confidential data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the Agency's Confidential data, SAO will notify the Agency

- a. SAO shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by Agency.
- c. The SAO shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

Agency staff shall not disclose, in whole or in part, the confidential data provided by SAO to any individual or agency, unless this Agreement specifically authorizes the disclosure. Confidential data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the SAO's data, Agency will notify the SAO

- a. Agency shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by SAO.
- c. The Agency shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

12. DATA DISPOSAL

Upon request by the SAO or Agency, or at the end of the DSA term, or when no longer needed, Confidential Information/Data must be returned or destroyed, except as required to be maintained for compliance or accounting purposes.

13. INCIDENT NOTIFICATION AND RESPONSE

The compromise of Confidential Information or reasonable belief that confidential information has been acquired and/or accessed by an unauthorized person that may be a breach that requires timely notice to affected individuals under RCW 42.56.590 or any other applicable breach notification law or rule must be reported to the [Agency contact].

If the Receiving Party does not have full details about the incident, it will report what information it has and provide full details within 15 business days of discovery. To the extent possible, these initial reports must include at least: A. The nature of the unauthorized use or disclosure, including a brief description of what happened, the date of the event(s), and the date of discovery; B. A description of the types of information involved; C. The investigative and remedial actions the Receiving Party or its Subcontractor took or will take to prevent and mitigate harmful effects and protect against recurrence; D. Any details necessary for a determination of whether the incident is a breach that requires notification under RCW 42.56.590, or any other applicable breach notification law or rule. E. Any other information SAO or Agency reasonably requests.

14. OVERSIGHT

The SAO and Agency agree that they will have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

15. TERMINATION

Either party may terminate this Agreement with 30 days written notice to the other party's Agency Contact named on Page 1. However, once data is accessed by the SAO or Agency, this Agreement is binding as to the confidentiality, use of the data, and disposition of all data received as a result of access, unless otherwise amended by the mutual agreement of both parties.

16. AWARENESS AND TRAINING

SAO and the agency shall ensure that all staff with access to the data shared through this Agreement are aware of the use and disclosure requirements of OCIO 141.10 and RCW

42.56.590. SAO will comply with all state requirements and training regarding handling, storage and transmission of confidential data.

17. DISPUTE RESOLUTION

In the event that a dispute arises under this Agreement, a Dispute Board shall determine resolution in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review facts, contract terms, and applicable statutes and rules and make a determination of the dispute.

18. GOVERNANCE

- a. The provisions of this Interagency Data Sharing Agreement are severable. If any provision of this Agreement is held invalid by any court that invalidity shall not affect the other provisions of this Interagency Data Sharing Agreement and the invalid provision shall be considered modified to conform to the existing law.
- b. In the event of a lawsuit involving this Interagency Data Sharing Agreement, venue shall be proper only in Thurston County, Washington.

19. SIGNATURES

The signatures below indicate agreement between the parties.

Agency _____

Signature _____ Date _____

Title: _____

Office of the Washington State Auditor _____

Signature _____ Date _____

Title: _____

RESOLUTION NO. _____

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF MCCLEARY AUTHORIZING SITTING COUNCILMEMBERS TO SERVE AS VOLUNTEER FIREFIGHTERS, VOLUNTEER AMBULANCE PERSONNEL, OR RESERVE LAW ENFORCEMENT OFFICERS, OR TWO OR MORE OF SUCH POSITIONS, AND TO RECEIVE THE SAME COMPENSATION, INSURANCE, AND OTHER BENEFITS AS ARE APPLICABLE TO OTHER VOLUNTEER FIREFIGHTERS, VOLUNTEER AMBULANCE PERSONNEL, OR RESERVE LAW ENFORCEMENT OFFICERS EMPLOYED BY THE CITY OF MCCLEARY.

RECITALS:

A. As a small town with a limited population, the City relies on its citizens to serve the greater good by volunteering as firefighters, volunteer ambulance personnel, and reserve law enforcement officers;

B. Under Washingtons State Law, individuals serving as volunteer firefighters, volunteer ambulance personnel, and/or reserve law enforcement officers may be precluded from serving the city in said positions, while also serving as elected members of the McCleary City Council based on the premise that holding an elected council position while also being employed by the City would be incompatible;

C. Per RCW 35A.11.110, upon a two-thirds vote of the full legislative body of a code city, the legislative body may authorize any of its members to serve as volunteer firefighters, volunteer ambulance personnel, or reserve law enforcement officers, or two or

more of such positions, and to receive the same compensation, insurance and other benefits as are applicable to said volunteer positions.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY, THE MAYOR SIGNING IN AUTHENTICATION THEREOF:

SECTION I: Based upon the minimum vote of two-thirds of the full legislative body of the city of McCleary, which occurred on _____, in accordance with RCW 35A.11.110, sitting members of the City Council of the City of McCleary are hereby authorized to serve as volunteer firefighters, volunteer ambulance personnel, and/or reserve law enforcement officers. While serving on council and serving as volunteer firefighters, volunteer ambulance personnel, and/or reserve law enforcement officers, the volunteers shall be authorized to receive the same compensation, insurance and other benefits as are applicable to said volunteer positions.

SECTION II: Any other resolution or portion thereof in conflict with the provisions of this resolution shall be and are hereby repealed.

PASSED THIS _____ DAY OF JANUARY, 2024, by the City Council of the City of McCleary, and signed in authentication thereof this _____ day of January, 2024.

CITY OF McCLEARY:

CHRIS MILLER, Mayor

ATTEST:

JENNA AMSBURY, Clerk-Treasurer

APPROVED AS TO FORM:

CHRISTOPHER JOHN COKER, City Attorney

RESOLUTION NUMBER _____

RESOLUTION OF THE CITY OF MCCLEARY RECOGNIZING AND HONORING PAUL NOTT, JERRY BANKS, JEFF GEER AND BRAD LOTT FOR THEIR COMBINED 105 YEARS OF VOLUNTEER SERVICE WITH THE MCCLEARY VOLUNTEER FIRE DEPARTMENT.

WHEREAS, the City of McCleary has been notified that Paul Nott, Jerry Banks, Jeff Geer and Brad Lott intend to retire from their service with the McCleary Volunteer Fire Department at the end of 2023; AND

WHEREAS, the City of McCleary Fire Department is all volunteer and the City of McCleary wishes to thank and acknowledge the following people Paul Nott, Jerry Banks, Jeff Geer and Brad Lott individually and collectively for their commitment and years of service to the citizens of the City of McCleary; AND

WHEREAS, Chief Paul Nott joined the McCleary Fire Department in 1995 as a firefighter. Over the years Chief Nott worked his way up in leadership and has currently served as the Chief for over 10 years. Leading by example Chief Nott has guided the department in providing the best quality fire service for the residents and visitors of McCleary. While serving the citizens as a Volunteer Fire Fighter and Chief, Chief Nott also currently serves the City of McCleary working in Light and Power Department; AND

***CITY OF MCCLEARY
100 South 3rd Street
McCleary, WA 98557***

**RESOLUTION - 1
12/27/2023
CJC**

WHEREAS, Assistant Chief Jerry Banks joined the McCleary Fire Department in 1996 as a firefighter. Assistant Chief Banks has served in his current role for 10 years and also serves as a Commissioner for Grays Harbor Fire District 12. Assistant Chief Banks is one of the founding members of the annual Santa Through Town event and always volunteers to help with the McCleary Bear Festival; AND

WHEREAS, Captain Jeff Geer joined McCleary Fire Department in 1999 as a firefighter. Captain Geer has been in his current role for 10 years. Captain Geer has played a key role in the Santa Trough Town event and has worked extensively with the preparation of the bear stew for the McCleary annual Bear Festival. Captain Geer has also served the City of McCleary as a City Councilmember; AND

WHEREAS, Lieutenant Brad Lott joined the McCleary Fire Department in 1997 as a firefighter. Lieutenant Lott has held his current position for 10 years. Lieutenant Lott has been instrumental in the maintenance of the fire department vehicles and equipment as well as maintaining the fire hall. Lieutenant Lott also currently serves the City of McCleary working in the Light and Power Department.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY, THE MAYOR SIGNING IN AUTHENTICATION THEREOF:

***CITY OF McCLEARY
100 South 3rd Street
McCleary, WA 98557***

**RESOLUTION - 2
12/27/2023
CJC**

SECTION I: Individually and as the elected representatives of the citizens of the City of McCleary, the Mayor and Council wish to make clear their abundant thanks and appreciation to Paul Nott, Jerry Banks, Jeff Geer and Brad Lott for their combined 105 years of service to the City of McCleary and for the time, and efforts they have provided to the Mayors, Councilmembers, staff and citizens of the City of McCleary during their careers.

SECTION II: The Mayor and Council further wish that Paul Nott, Jerry Banks, Jeff Geer and Brad Lott enjoy a renewed sense of accomplishment for the many years of service each has provided to the City and its Citizens. The City and its citizens are grateful and humbled by all that each has done during their time volunteering for the McCleary Fire Department.

*CITY OF McCLEARY
100 South 3rd Street
McCleary, WA 98557*

**RESOLUTION - 3
12/27/2023
CJC**

PASSED THIS ____TH DAY OF JANUARY 2024, by the City Council of the
City of McCleary, and signed in authentication thereof this _____ day of January 2024.

CITY OF McCLEARY:

CHRIS MILLER, Mayor

ATTEST:

JENNA AMSBURY, Clerk-Treasurer

APPROVED AS TO FORM:

CHRISTOPHER JOHN COKER
City Attorney

CITY OF McCLEARY
100 South 3rd Street
McCleary, WA 98557

RESOLUTION - 4
12/27/2023
CJC