



# McCleary Regular City Council Meeting

Wednesday, April 09, 2025 – 6:30 PM

McCleary Community Building & Zoom Virtual Meeting

## Agenda

### Join Zoom Meeting

<https://us06web.zoom.us/j/83410869062>

Meeting ID: 834 1086 9062

(253) 205-0468

### Call to Order/Flag Salute/Roll Call

### Agenda Modifications/Acceptance

### Special Presentations

1. McCleary Historical Society - Park improvement presentation: presented by Karen & Sue

### Public Comment - Agenda Items Only

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

*Please refrain from interrupting the speaker. Your comments should be respectful and courteous. If, at any time, the dialogue does not meet these criteria, a citizen will be asked to stop public comment. Please note that this is for comment only, and the council or staff cannot engage in conversations with the public.*

### Consent Agenda

3. Claims Approval:

*The following items are distributed to Councilmember in advance for study and review, and the recommended action will be accepted in a single motion. Any item may be removed for further discussion if requested by councilmember.*

*i. Approval of checks/vouchers/disbursements numbers 54440 to 54460 including EFT's in the amount of \$54,016.38.*

*ii. Approval of payroll disbursement for March 2025 in the amount of \$171,612.59*

*(Period: 03/01/25-03/15/25 \$90,522.05 for 03/20/25 payroll. Period 03/16/25-03/31/25 \$81,090.54 for 04/04/25 payroll).*

### Updates

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

### Old Business

5. Public Records Policy: presented by attorney Madison Pleasant

### New Business

6. Discussion - Change of government: presented by Councilmember Andrea Dahl
7. Discussion - West Maple St. sidewalk bids: presented by City Administrator Jon Martin
8. Discussion - Requesting Civil Service rule update: presented by Chief Miskell

### Ordinances and Resolutions

9. Public Records Resolution: presented by Mayor Pro Tem Brycen Huff

### 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 es un proveedor de igualdad de oportunidades y el empleador.

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#### **Executive Session**

11. *Per RCW 42.30.110 (1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, litigation, or potential litigation.*

#### **Council Comments**

#### **City Administrator Comments**

#### **Adjourn**

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As a Historical Society /Museum Board, we have discussed the need for the information at Beerbower Park to be historically accurate and as complete as possible. We feel there could be more about our city for the public to read while visiting our park and we could do that on the current tourism information sign, using both sides and incorporating the general area information.

We held a meeting to which we invited any and everyone to join us in discussing, recommending and implementing improvements to BeerBower Park. We had the mayor and a council member, a representative of the McCleary City Renewal Council along with several of our own board members in attendance. We discussed possible projects at the park, how to fund them and what committees we might need to accomplish such improvements.

Disappointed in the amount of interest shown, it was determined to share the information gathered with the City Council in the hope that they can seek grants and funding to accomplish some or all of these suggestions.

### **Things that were mentioned as needed improvements to the park are as follows:**

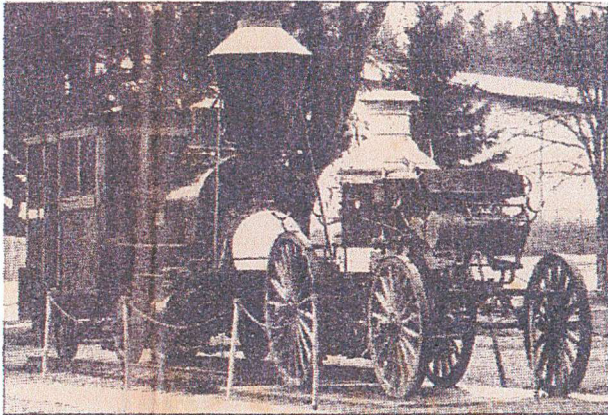
1. Improvements and repairs to the Train enclosure, with Glass instead of Chain Link or at least nicer looking fence, and new siding or cedar shingles on the lower skirt.
  - a. Replace wood and maybe different style of metal Fence (apx cost \$5000)
  - b. Repair wood and install glass fence (APX cost \$40,000)
  - c. Remove chain Link fence and install Cameras and Warning Signs (Less for sure)
2. Repairs to the train itself (Cost depends on extent of repair)
3. Signage for the train area improved ( Apx Cost \$500-\$8000)
4. Lighting in the train enclosure improved (led spotlights or overhead lights) Apx \$300
5. Better local info on the INFORMATION BOARD? And use the back for more info. (Sign is 57 x 81open area.) (Apx cost \$500)
6. Maybe a Visitor Information pamphlet area?
7. An arch sign with the name of the park to be made by the Artist who created the bears. (He is working on a bid for this project and knows it would need grant money and is also willing to donate some of his time.)
8. Tree Shaped Picnic table to be more Unique and attract more guests (ask MCRC)
9. Bathrooms or PortaPotty near the playground (Porta Potty Cost: \$5000 plus \$200 mo)
10. Dog Park (It was suggested that this be built at the community center.)
11. Christmas Lights on the remaining big tree (no cost?)
12. Community Bulletin board or Reader board sign to announce events in our area (maybe with a clock?) or to hang signs like Volunteer firefighters needed... so they don't block seeing the train. (Cost Apx: 3K-9K for non digital... 50 K for Digital?)

### **The Museum Board members are willing to help in the following ways;**

1. Research and design for improved signage in the Train Enclosure area.
2. Research and design for historical information to be added to the Info Sign.
3. Provide knowledge and help with any historical projects done in the future in the park or anywhere in the city (like at the community center, cemetery).

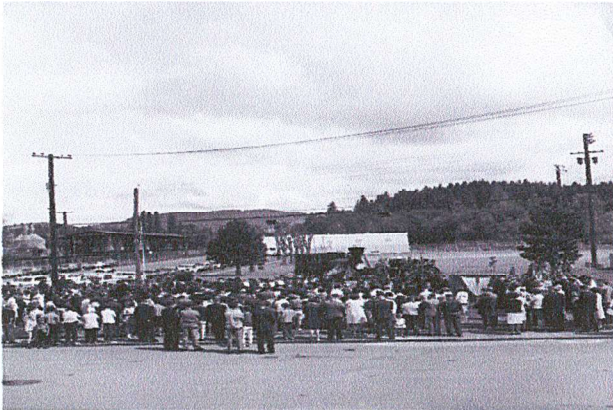


4. Be supportive in helping with grant applications, any necessary Historical research, and participation in specific projects done by community volunteers.



**Here is some history and more is available.**

**Train Picture from 1983. No fence no Roof...**



**This is the ceremony for the sign that dedicates the park to Beerbower. 1966?**

The train sat in the yard at the Simpson Door plant from the time Simpson bought the plant in 1940's until it was given to the city. (sometime before this picture which was taken in 1966?)

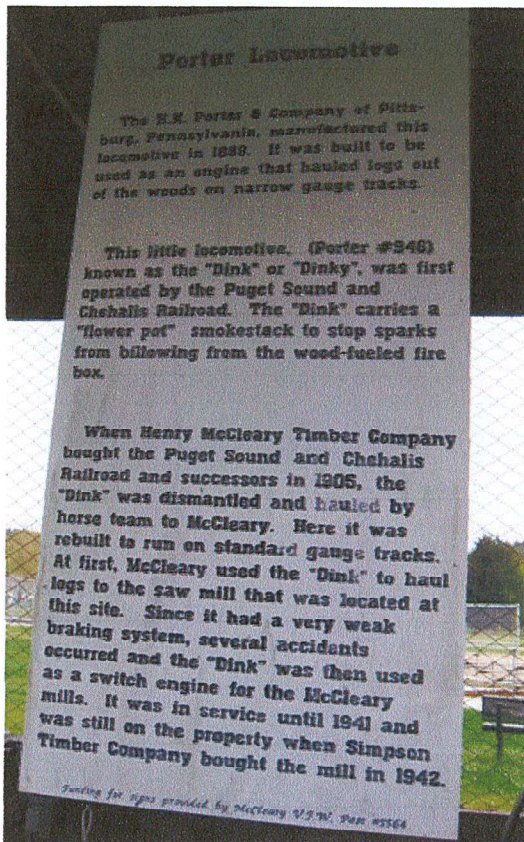


"Dinky" and Firecart pictures taken by visitor in 2012. It has gotten much worse in the last 12 years. After a paragraph about Steven and Helen Lake this photographer said this in the comments:

"We walked across the street to the city park which had a steam engine and a horse drawn fire engine on display (behind a fence). Never seen one so well protected before in all the places that we have seen engines on display. Kind of sad, as it was really hard to see them very well, and of course, the photos aren't the best." (<https://www.mytripjournal.com/travel-675536>)



## Picture of Sign when it was still hanging up.



### PORTER LOCOMOTIVE:

The HK porter and Company of Pittsburg, Pennsylvania, manufactured this locomotive in 1888. It was built to be used as an engine that hauled logs out of the woods on narrow gauge tracks.

This little locomotive. (porter #946) Known as the "Dink" or "Dinky" was first operated by Puget Sound and Chehalis Railroad. The "Dink" carries a "flower pot" smokestack to stop sparks from billowing from the wood-fueled fire box.

When Henry McCleary Timber company bought the Puget Sound and Chehalis Railroad and successors in 1905, the "Dink" was dismantled and hauled by horse team to McCleary. Here it was rebuilt to run on standard gauge tracks. At first, McCleary used "dink" to haul logs to the sawmill that was located at this site. Since it had a very weak braking system, several accidents occurred, and the "dink" was then used as a switch engine for the McCleary Mills. It was in service until 1941 and was still on the property when Simpson Timber Company bought the mill in 1942.

Sign funded by McCleary VFW 5564 (eagle project?)

BOTH signs are worn and need replaced or at least repainted and

hung back up.

## Words from Fire Pump Sign:

Powered Fire Pump (sign.... Can't read whole thing)

Fire fighting equipment has changed ??? As Early as 1678 in Boston ??? powered pumps were used to spray ??? Fires. By the mid 18?? ??? had powered pumps would??? More than a dozen men to operate. ??? American steam-driven fire pumps ??? in 1852 by the ????? and ????? ?? of Cincinnati Ohio. A??rens turbine company purchased the company and produced 500 steam ?? fire pumps between ??60 and this engine #112 was named ?????????

The fire alarm was sounded. Firefighters hurried to hitch ??? this fire pump and ??art and fire box underneath the boiler. A ?? raced toward the fire steam ?? generated in the boiler which ??? the engine that pumped??L of the hose.




?? of 1906 the original saw mill ??? burned. To avoid further ??? Henry McCleary purchased ??? Powered fire pump from the??? In 1906. He also purchased?? Steam powered fire pump from ?? in 1914. Which is now on display in Aberdeen Museum.??



The train in Shelton isn't in a cage.



## Info about Train found online:

<b>Simpson Timber Co. 0-4-2T No. 1</b> McCleary, WA, United States		<b>Location: Beerbauer Park</b> <b>Status: Display</b>		<a href="#">Add Note</a>  	
 <p>Copyright © Dale Brown Click Photo to Enlarge</p>	<b>Wheels:</b>	0-4-2T	<b>Record Created:</b>	Before June 10, 2017	
	<b>Builder:</b>	H.K. Porter	<b>Record Updated:</b>	Never	
	<b>Build Date:</b>	06/1888	<b>Action:</b>	None	
	<b>Construction No.:</b>	946	<b>Change History:</b>	<a href="#">Show</a>	
	<b>Empty Weight:</b>	29,000	<b>Views:</b>	1482	
	<b>WOD:</b>	22,000	<b>Photo Album:</b>	No	
	<b>Driver Diameter:</b>	33	<b>Video:</b>	No	
	<b>Tractive Effort:</b>	4,550	<b>Notes:</b>	<a href="#">Show</a>	
	<b>Boiler Pressure:</b>	140	<b>Links:</b>	<a href="#">Add</a>	
	<b>Cylinders:</b>	9.5x14	<b>Ownership:</b>	<a href="#">Show</a>	
	<b>Fuel:</b>	Wood	<b>Date of Photo:</b>	Unknown	
	<b>Gauge:</b>	56.5"			

**Posted: May 12, 2013 @ 08:05:19 by John Taubeneck**  
 Puget Mill Co. Port Gamble for use at Puget Sound & Chehalis Valley #1 "Skookum" Olympia Mosher & McDonald Olympia 04-93 Puget Mill Co. Olympia 04-98 J. S. Jamison Log. Co. Olympia 1901 Henry McCleary Tbr. Co. #1(1st) McCleary 12-05 Simpson Tbr. Co. (never used) McCleary 12-31-41 City of McCleary display 1962

<https://www.steamlocomotive.info/vlocomotive.cfm?Display=1267>

Date: 01/11/18 11:53

**McCleary Lumber Dinky locomotive**

Author: [christopherhoage](#)

[https://scontent-dft4-1.xx.fbcdn.net/v/t1.0-9/20604340\\_1632262716846511\\_3767628658770178760\\_n.jpg?oh=92e73fcd0bd0b882783c692e82804c9d&oe=5AF1A616](https://scontent-dft4-1.xx.fbcdn.net/v/t1.0-9/20604340_1632262716846511_3767628658770178760_n.jpg?oh=92e73fcd0bd0b882783c692e82804c9d&oe=5AF1A616)

Here is a locomotive whose history has been a mystery to me ever since I saw her on a road trip in the summer of 2015...I have done as much research as possible on her and this is what I have been able to find out

This Porter 0-4-2T narrow gauge logging locomotive was built in 1888, and was apparently delivered to the Puget Sound & Chehalis Railroad (owned by the Puget Mill Co.) as PS&CV #1. The PS&CV was also known as the Mosher and McDonald Railroad and was the first logging road in the area. From here the record gets even more sketchy...according to the info plaque on display with the locomotive there were successors to the PS&CV, and I recently found a December 1905 newspaper article from the Olympia Daily Recorder mentioning the locomotive being used on the 'Old Jameson Road'. According to an article on Griffin area logging railroads, the Jameson Logging Company Railroad did indeed run in the area, but limited information was available other than it appeared to be built in 1905 and may have been an early part of the McCleary line. The 1905 newspaper story states that both the Mosher & McDonald and Jameson lines were owned by the Wolverine Co. of Seattle (information on which I was unable to find), who in turn was selling them to the Henry McCleary Timber Co. At this point we do now that the locomotive was sold in 1905/06 to McCleary Timber and was converted to run on standard gauge tracks. She was dismantled and hauled by horse to the main McCleary mill in McCleary WA and continued to be used for logging duties. At some point (either on the PS&CV or with McCleary) she acquired the nickname 'Dinky' or 'Dink' like many small tank engines of her type and she was operated at the mill until 1941. In 1943 McCleary sold the entire town and logging operation to the Simpson Logging Co. (now Simpson Timber) and the little Dinky was still there.

However, no records exist of the locomotive being operated by Simpson, so she was probably never relettered. At some point she was placed on display in Beerbower Park in McCleary, WA where she can be seen alongside a steam powered fire engine in a covered display shed. She is the second-oldest locomotive in Washington and can be seen on display in the park to this day.

Can anyone confirm any of this history and does anyone have any period photographs of the locomotive at any time during her career? Anything would help

<https://www.trainorders.com/discussion/read.php?11,4459002>

## About Porter Company who built the train

### Summary

Founded in 1866, the H.K. Porter Company of Pittsburgh, Pennsylvania, built light industrial locomotives. These smaller engines were used in mines, mills, factories, construction sites, agricultural operations, and other specialized applications. Porter manufactured more than 8,000 steam, gasoline, and diesel-powered locomotives before exiting the business in 1950.

# WARRANT/CHECK REGISTER

City Of McCleary

Time: 12:09:13 Date: 03/28/2025

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03/16/2025 To: 03/28/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1598	03/25/2025	Claims	1	EFT	Department of Revenue	19,894.13	February 2025 Excise Tax
1637	03/28/2025	Claims	1	54440	Advance Environmental, Inc.	1,960.20	Removal of sheetrock from Building F
1638	03/28/2025	Claims	1	54441	Amazon Capital Svcs.	134.06	File folders; Blank id cards, color ribbon; Doc. holder, file folders; White noise machine; Door catch for community center; Knobs for community center; Door for community center; DUP pymt of inv# 1VR
1639	03/28/2025	Claims	1	54442	Anixter Inc.	74.81	Electrical tape
1640	03/28/2025	Claims	1	54443	BHC Consultants	1,523.00	FEB 2025 Building Inspection Svcs
1641	03/28/2025	Claims	1	54444	Bayview Building Material	762.44	Supplies for storage closet at community center; Nuts, bolts, screws; Sheet rock for community center; Vinyl tube, drill bit; Adhesive for tiles at community center; Stain and finish for shelf; Painte
1642	03/28/2025	Claims	1	54445	CINTAS FIRE	299.29	Extinguisher inspection - PD
1643	03/28/2025	Claims	1	54446	Coast Controls & Automation Inc	5,453.71	Flowmeter
1644	03/28/2025	Claims	1	54447	Comcast	557.32	ACCT: 8498 37 009 0142893; ACCT: 8498 37 009 0142901
1645	03/28/2025	Claims	1	54448	Express Services, Inc.	7,519.31	Office clerk, AP clerk; Office clerk, AP clerk; Office clerk, AP clerk
1646	03/28/2025	Claims	1	54449	General Pacific Inc	1,787.76	Invoice #1502687 over paid by \$4000; Copper line wire; Cockle overhead triplex; Flex Bail
1647	03/28/2025	Claims	1	54450	Grays Harbor Communications	1,586.17	April 2025
1648	03/28/2025	Claims	1	54451	Minuteman Press	86.69	Business cards, J. Martin
1649	03/28/2025	Claims	1	54452	National Utility Industry Training Fund	111.56	3rd year online courses - Neary
1650	03/28/2025	Claims	1	54453	Austin M Neary	507.72	Mileage and tuition reimbursement
1651	03/28/2025	Claims	1	54454	Pointe Pest Control	245.03	Pesticide spraying
1652	03/28/2025	Claims	1	54455	Right! Systems, Inc.	6,131.62	March IT services; Ilinx data recovery
1653	03/28/2025	Claims	1	54456	Tenelco	2,735.48	Transport biosolids
1654	03/28/2025	Claims	1	54457	Vestis	34.68	Rug svcs
1655	03/28/2025	Claims	1	54458	WA Assoc. of Sheriffs & Police Chiefs	400.00	2024 Conf. registration
1656	03/28/2025	Claims	1	54459	Washington State Auditor's Office	2,086.50	22-23 Audit, FEB 2025
1657	03/28/2025	Claims	1	54460	Water Management Labs Inc	124.90	Water testing; Water testing
001 Current Expense						6,960.01	
102 Street Fund						207.49	
401 Light And Power Fund						23,281.25	
405 Water Fund						7,405.17	
407 Sewer Fund						15,290.05	
409 Storm Water Fund						710.23	
413 Ambulance Fund						162.18	
						<hr/>	
						54,016.38	Claims:
						54,016.38	



WARRANT/CHECK REGISTER

City Of McCleary

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
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WE, the members of the City Council of the City of McCleary Washington, DO HEREBY certify that the merchandise or services listed above have been received and that the above listed vouchers and the related checks have been reviewed and approved for the payment by the City of McCleary City Council.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

ATTEST:

X \_\_\_\_\_  
Councilmember Simmons

X \_\_\_\_\_  
Councilmember Huff

X \_\_\_\_\_  
Councilmember Schiller

X \_\_\_\_\_  
Councilmember Dahl

X \_\_\_\_\_  
Councilmember Klimek

## WARRANT/CHECK REGISTER

City Of McCleary

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1490	03/20/2025	Payroll	1	EFT		2,473.55	Mar 1-15, 2025
1491	03/20/2025	Payroll	1	EFT		2,236.30	Mar 1-15, 2025
1492	03/20/2025	Payroll	1	EFT		2,945.01	Mar 1-15, 2025
1493	03/20/2025	Payroll	1	EFT		45.84	Mar 1-15, 2025
1494	03/20/2025	Payroll	1	EFT		1,805.88	Mar 1-15, 2025
1495	03/20/2025	Payroll	1	EFT		53.64	Mar 1-15, 2025
1496	03/20/2025	Payroll	1	EFT		357.82	Mar 1-15, 2025
1497	03/20/2025	Payroll	1	EFT		2,191.44	Mar 1-15, 2025
1498	03/20/2025	Payroll	1	EFT		1,610.26	Mar 1-15, 2025
1499	03/20/2025	Payroll	1	EFT		45.84	Mar 1-15, 2025
1500	03/20/2025	Payroll	1	EFT		2,182.55	Mar 1-15, 2025
1501	03/20/2025	Payroll	1	EFT		45.55	Mar 1-15, 2025
1502	03/20/2025	Payroll	1	EFT		3,867.44	Mar 1-15, 2025
1503	03/20/2025	Payroll	1	EFT		3,450.89	Mar 1-15, 2025
1504	03/20/2025	Payroll	1	EFT		1,634.42	Mar 1-15, 2025
1505	03/20/2025	Payroll	1	EFT		3,632.80	Mar 1-15, 2025
1506	03/20/2025	Payroll	1	EFT		275.08	Mar 1-15, 2025
1507	03/20/2025	Payroll	1	EFT		2,789.39	Mar 1-15, 2025
1508	03/20/2025	Payroll	1	EFT		1,882.50	Mar 1-15, 2025
1509	03/20/2025	Payroll	1	EFT		3,066.13	Mar 1-15, 2025
1510	03/20/2025	Payroll	1	EFT		3,267.06	Mar 1-15, 2025
1511	03/20/2025	Payroll	1	EFT		88.89	Mar 1-15, 2025
1512	03/20/2025	Payroll	1	EFT		2,005.30	Mar 1-15, 2025
1513	03/20/2025	Payroll	1	EFT		2,243.42	Mar 1-15, 2025
1514	03/20/2025	Payroll	1	EFT		782.00	Mar 1-15, 2025
1515	03/20/2025	Payroll	1	EFT		1,694.86	Mar 1-15, 2025
1516	03/20/2025	Payroll	1	EFT		44.76	Mar 1-15, 2025
1517	03/20/2025	Payroll	1	EFT		45.55	Mar 1-15, 2025
1518	03/20/2025	Payroll	1	EFT		1,995.69	Mar 1-15, 2025
1519	03/20/2025	Payroll	1	EFT		2,502.56	Mar 1-15, 2025
1520	03/20/2025	Payroll	1	EFT		3,296.26	Mar 1-15, 2025
1548	03/21/2025	Payroll	1	EFT	EFTPS	21,267.50	941 Deposit for Pay Cycle(s) 03/20/2025 - 03/20/2025
1549	03/24/2025	Payroll	1	EFT	WA ST DEPT OF DSHS, (DCS)	250.00	Pay Cycle(s) 03/20/2025 To 03/20/2025 - WA ST DEPT OF DSHS (DCS)
1596	03/25/2025	Payroll	1	EFT	Department of Retirement - Def Comp	2,309.02	Pay Cycle(s) 03/20/2025 To 03/20/2025 - DRS Def Comp
1607	03/26/2025	Payroll	1	EFT	IBEW Local #77 (PAC Dues)		Need to create ACHG file first
1608	03/26/2025	Payroll	1	EFT	IBEW Local #77		Need to create ACHG file first
1609	03/26/2025	Payroll	1	0	IBEW Local #77 (PAC Dues)		ACH file error will pay with check
1610	03/26/2025	Payroll	1	0	IBEW Local #77		ACH file error will pay with check
1625	03/27/2025	Payroll	1	EFT	Department of Retirement - Def Comp	75.00	Pay Cycle(s) 03/20/2025 To 03/20/2025 - DRS Def. Comp. ROTH
1626	03/27/2025	Payroll	1	EFT	Department of Retirement Systems	12,061.85	Pay Cycle(s) 03/20/2025 To 03/20/2025 - PERS 2; Pay Cycle(s) 03/20/2025 To 03/20/2025 - PERS 3; Pay Cycle(s) 03/20/2025 To 03/20/2025 - LEOFF II
1711	04/04/2025	Payroll	1	EFT		2,386.63	Mar 16-31, 2025
1712	04/04/2025	Payroll	1	EFT		2,161.57	Mar 16-31, 2025
1713	04/04/2025	Payroll	1	EFT		2,946.66	Mar 16-31, 2025
1714	04/04/2025	Payroll	1	EFT		45.84	Mar 16-31, 2025
1715	04/04/2025	Payroll	1	EFT		1,806.69	Mar 16-31, 2025
1716	04/04/2025	Payroll	1	EFT		53.64	Mar 16-31, 2025
1717	04/04/2025	Payroll	1	EFT		357.82	Mar 16-31, 2025



# WARRANT/CHECK REGISTER

City Of McCleary

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1718	04/04/2025	Payroll	1		EFT	2,181.62	Mar 16-31, 2025
1719	04/04/2025	Payroll	1		EFT	1,609.17	Mar 16-31, 2025
1720	04/04/2025	Payroll	1		EFT	45.84	Mar 16-31, 2025
1721	04/04/2025	Payroll	1		EFT	2,178.36	Mar 16-31, 2025
1722	04/04/2025	Payroll	1		EFT	45.55	Mar 16-31, 2025
1723	04/04/2025	Payroll	1		EFT	3,858.98	Mar 16-31, 2025
1724	04/04/2025	Payroll	1		EFT	3,442.97	Mar 16-31, 2025
1725	04/04/2025	Payroll	1		EFT	1,432.83	Mar 16-31, 2025
1726	04/04/2025	Payroll	1		EFT	5,964.74	Mar 16-31, 2025
1727	04/04/2025	Payroll	1		EFT	275.08	Mar 16-31, 2025
1728	04/04/2025	Payroll	1		EFT	2,778.68	Mar 16-31, 2025
1729	04/04/2025	Payroll	1		EFT	3,049.94	Mar 16-31, 2025
1730	04/04/2025	Payroll	1		EFT	3,260.60	Mar 16-31, 2025
1731	04/04/2025	Payroll	1		EFT	88.89	Mar 16-31, 2025
1732	04/04/2025	Payroll	1		EFT	2,203.82	Mar 16-31, 2025
1733	04/04/2025	Payroll	1		EFT	2,685.80	Mar 16-31, 2025
1734	04/04/2025	Payroll	1		EFT	1,117.00	Mar 16-31, 2025
1735	04/04/2025	Payroll	1		EFT	2,971.56	Mar 16-31, 2025
1736	04/04/2025	Payroll	1		EFT	44.76	Mar 16-31, 2025
1737	04/04/2025	Payroll	1		EFT	45.55	Mar 16-31, 2025
1738	04/04/2025	Payroll	1		EFT	1,999.77	Mar 16-31, 2025
1739	04/04/2025	Payroll	1		EFT	2,484.94	Mar 16-31, 2025
1740	04/04/2025	Payroll	1		EFT	3,391.30	Mar 16-31, 2025
1756	04/03/2025	Payroll	1		EFT EFTPS	22,992.51	941 Deposit for Pay Cycle(s) 04/04/2025 - 04/04/2025
1658	03/28/2025	Payroll	1	54461	IBEW Local #77 (PAC Dues)	30.01	Pay Cycle(s) 02/06/2025 To 03/05/2025 - IBEW Local # 77 - PAC
1659	03/28/2025	Payroll	1	54462	IBEW Local #77	1,151.42	Pay Cycle(s) 02/06/2025 To 03/05/2025 - IBEW Local # 77
						37,137.72	001 Current Expense
						1,369.73	102 Street Fund
						89,481.58	401 Light And Power Fund
						20,533.22	405 Water Fund
						18,656.07	407 Sewer Fund
						4,272.71	409 Storm Water Fund
						161.56	413 Ambulance Fund

171,612.59 Payroll: 171,612.59

# WARRANT/CHECK REGISTER

City Of McCleary

Time: 14:31:14 Date: 04/04/2025  
Page: 3

03/20/2025 To: 04/04/2025

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
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WE, the members of the City Council of the City of McCleary Washington, DO HEREBY certify that the merchandise or services listed above have been received and that the above listed vouchers and the related checks have been reviewed and approved for the payment by the City of McCleary City Council.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

ATTEST:

X \_\_\_\_\_  
Councilmember Simmons

X \_\_\_\_\_  
Councilmember Huff

X \_\_\_\_\_  
Councilmember Schiller

X \_\_\_\_\_  
Councilmember Dahl

X \_\_\_\_\_  
Councilmember Klimek





## City of McCleary: **STAFF REPORT**

<b>To:</b>	Mayor Miller and City Council Members
<b>From:</b>	Dalyn Davis
<b>Date:</b>	April. 3rd, 2025
<b>Department:</b>	Building Permitting/Conservation Program/Public Works

Good evening, Mayor, and Council,  
I wanted to take a moment to provide an update on some crucial matters that have been unfolding in the city of McCleary.

### **Code Enforcement and Complaints:**

Code Enforcement matters include: **6.04.020, 8.16.20(13)(1)**

Our department has received 0 written complaints. The status of the one previous complaint is: Documentation has been provided to the City Attorney. We believe in maintaining the integrity of our city. Thank you for entrusting us with the responsibility of serving you, the wonderful citizens of McCleary.

### **Building Department**

<b>ACTIVITY</b>	<b>TOTAL</b>	<b>Notes</b>
Customer Service	21	
Building Permits Issued	0	
Plan Reviews	0	
Inspections Performed	3	
Complaints Received	2	Verbal communication needs Nuisance Form
Code Violations Identified	2	Code 6.04.020 8.16.020 (13: 1)
Verbal Communication	0	
Nuisance Letters Sent	0	
Lemay's Garbage Letters Sent	0	

### **Surplus:**

DES Surplus Operations has two titles in hand. I am waiting on confirmation that they have received the last one to start the selling process of the only 3 vehicles left. Miscellaneous surplus will be hauled to surplus operations the week before the City Wide Clean-Up. After City Wide Clean-Up the City should be purged of items needing to be rid of.

### **Conservation Program**

<b>Month</b>	<b>Applications Received</b>	<b>Conservation Permits Issued</b>	<b>Rebates Paid This Month</b>	<b>Total Rebates Paid to Date</b>
March 31st	1	1 Window Rebate	\$1,170.00	\$5,119.80

# City of McCleary

## STAFF REPORT

<b>To:</b>	Mayor and Council
<b>From:</b>	Jamie Vinyard, Clerk-Treasurer
<b>Date:</b>	April 03, 2025
<b>Department:</b>	Finance & Administration

Hello Mayor, Council and Citizens,

In Finance and Administration here are a few highlights of things we have been working on:

- Accounts Payable – continues to clean up vendor accounts, reconciling statements that have not been reconciled in several years, recovering thousands of dollars of unaccounted overpayments to vendors and using best practices to apply credits for unused credit balances.
- Processed demand letters and collected outstanding past due funds owed to city from 2022, 2023 & 2024  
\$1,164 for police equipment that left with employee at time of resignation  
\$3,539.00 from telecommunications company, for outstanding pole rental charges
- Office Temp position in front office has concluded. Lora W's last day with McCleary was Tuesday April 1<sup>st</sup>, 2025.
- We have begun developing SOP's for all AP processes.
- We are also developing procedure and timelines for bank reconciliations to coincide with production of monthly financial statements to be reviewed and discussed at our newly established finance meetings with each department, as well as finance committee.
- We continue to work through red tape and difficult, timely processes to gain all necessary authorizations. Access to a wide variety of city accounts have been hindered due to authorizations not finalized as requested of previous deputy clerk prior their departure from their role with the city.

Please feel free to reach out with any questions.

Jamie Vinyard  
Clerk-Treasurer





# City of McCleary

## STAFF REPORT

<b>To:</b>	Council
<b>From:</b>	Paul Nott
<b>Date:</b>	4/7/2025
<b>Department:</b>	Light and Power

Hello All,

This last month we have had 2 outages. One on Mommsen and the other on Summit Rd. We've completed 3 other customer service work orders and have built and installed the new 2 new cameras. One at the park and the other at the bus station.

The crew has also started a 5-pole replacement project on the Elma Hicklin Rd. We did the test run for the new meter reader with Ferguson, afterwards we had to do a audit of the readings, all in all it went pretty smooth.

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

Paul



# City of McCleary

## STAFF REPORT

<b>To:</b>	City Council
<b>From:</b>	Chief Ryan Miskell
<b>Date:</b>	April 2025
<b>Department:</b>	Police Department

### Department Report:

#### Reserve Officer Update:

- Background processes have been completed for two reserve officers. They will soon be in uniform and introduced to the community in the coming weeks.

#### Equipment Management:

- The sale of the police Jeep has been finalized. Two used police vehicles are arriving this week, they were purchased at a cost lower than what the Jeep was sold for.

#### Budgeting:

- We are still receiving invoices for trainings and purchases that occurred in 2024. These expenditures are being paid out of the 2025 police budget.

Respectfully,

Chief Ryan Miskell



# City of McCleary

## STAFF REPORT

To:	Mayor and Council
From:	Jenna Jarvis, Public Works Field Foreman
Date:	April 3, 2025
Department:	Public Works

Hello everyone!

This last month has been a whirlwind of a month. Since we have lost a couple crew members, we haven't been able to get as much done as I would like. We were hit with some unexpected projects but nothing we couldn't complete. Since the city is officially having council meetings at the community center, we have built a storage closet to keep all the equipment safe instead of hauling the equipment to and from city hall. This has been a tremendous time saver with the last meeting! An unexpected expenditure we had at the community center was the mini split on the outside of the building was pulling away from the building due to not having a secure footing. We have since had Bradely Air mount it on a solid surface.



We also helped the staff in city hall move offices/office equipment. This took a couple days in total of moving furniture and equipment all while trying to accomplish our normal routine business.

This month we have a couple major events. First off, we have the city wide clean up on April 26<sup>th</sup>. With the few days prior the public works crew will pick up garbage for seniors only.

The following week, April 28<sup>th</sup> through May 2<sup>nd</sup>, the crew will be flushing fire hydrant for our biannual hydrant flushing.

Spring is coming up on us fast this year! We will be focusing more on mowing, weed eating, spraying weeds along curbs, and edging.

Have a wonderful day!  
-Jenna Jarvis





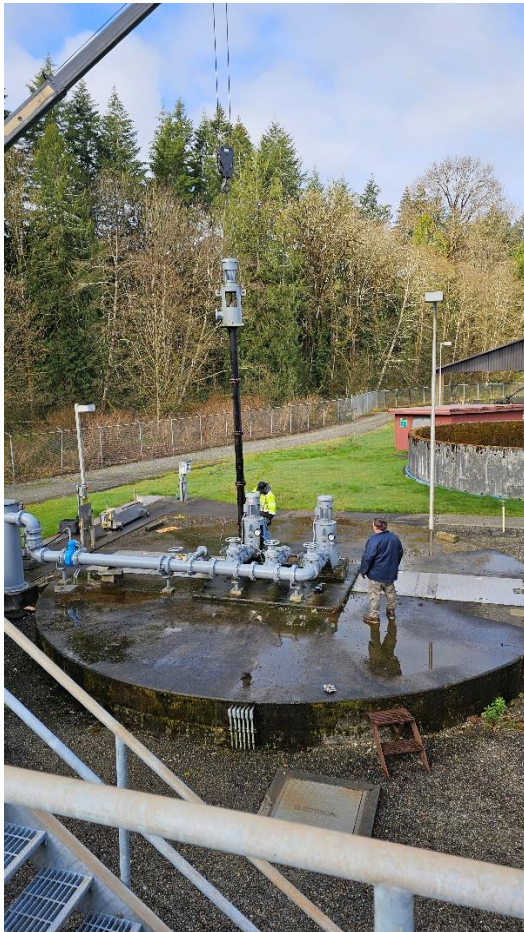
# City of McCleary

## STAFF REPORT

<b>To:</b>	Mayor Miller and City Council
<b>From:</b>	Kevin Trehwella
<b>Date:</b>	April, 2025
<b>Department:</b>	Water and Wastewater

### Wastewater:

On April 3 we had a pump company put to work on our Effluent pumps. Effluent Pump #2 had to be pulled so that we could see why it would not pump. The inlet of the pump was full of grease and human hair. After removing the yuk, we reinstalled the pump and it ran perfectly. The other pump, Effluent pump #3, had a bad mechanical seal. When the mechanic went to replace the seal, they found that the Spider Bearing was not where it



was supposed to be. They pulled the pump, Joe cleaned up the pump and they loaded it onto their truck. It will be back in 2 weeks



In the city many of the lift stations are getting to a stage where replacements need to be made. On the lift station control panels, the parts are not available anymore. On Simpson lifts station the pumps are, intermittently, not getting the message to shut down after the floats send a signal to shut down. This is causing overheating of the pumps. NOT GOOD! If we do not get that control panel replaced, we may as well throw away the \$7500 we spent on a new pump last year.. The lead time on lift station control panels is 4 to 6 months.

Also, the ethernet cable between wellhouses 2 & 3 needs to be replaced.

Kevin Trehwella



## Public Records Act – City of McCleary Procedures & Policy

The purpose of these rules is to establish the procedures the City of McCleary will follow to provide full access to public records. These procedures provide information to persons wishing to access public records of the City of McCleary and to City employees to assist members of the public in obtaining such access.

### 1. Public Records Officer:

**General City Information:** The City Clerk-Treasurer has been designated as the City's public records officer for general information requests and may be contacted at:

City of McCleary  
100 South 3rd Street  
McCleary, WA 98557  
Phone: (360) 495-3667  
Fax: (360) 495-3097  
[publicrecords@cityofmcclary.com](mailto:publicrecords@cityofmcclary.com)

**Police Records:** Due to the special requirements related to the release of criminal history record information (CHRI), requests for law enforcement records and police-worn body camera records should be directed to:

McCleary Police Department  
100 South 3rd Street  
McCleary, WA 98557  
Phone: (360) 495-3107  
Fax: (360) 495-4483  
[pdclerk@cityofmcclary.com](mailto:pdclerk@cityofmcclary.com)

**Fire and Emergency Medical Services Incident records:** Requests to inspect or copy records for fire and emergency medical services incidents, maintained by the City's Fire Department should be made to the City Clerk-Treasurer at:

City of McCleary  
100 South 3rd Street  
McCleary, WA 98557  
Phone: (360) 495-3667  
Fax: (360) 495-3097  
[publicrecords@cityofmcclary.com](mailto:publicrecords@cityofmcclary.com)

**Municipal Court Records:** Requests to inspect or copy records maintained by the McCleary Municipal Court, should be made through the Grays Harbor District Court #1 by filling out a records request form and emailing it to [dcrecords@graysharbor.us](mailto:dcrecords@graysharbor.us) or printing and sending the completed form to:

Grays Harbor County District Court #1  
*Attention: Records Custodian*  
 102 W. Broadway Ave., Room 202  
 Montesano, WA 98563:

The public records officer will oversee compliance with the Public Records Act, but another staff member may process the request. Therefore, these procedures may refer to the public records officer or designee. The public records officer will provide the fullest assistance to requestors; ensure that public records are protected from damage or disorganization; and prevent the fulfillment of public records requests from causing excessive interference with essential functions of the City of McCleary.

## **2. Requests for public records:**

- Requestors must give reasonable notice that a request is for public records. A request using the terms “public records,” “public disclosure,” “FOIA,” or “Freedom of Information Act” (terms commonly used for federal records) is reasonable notice to the City. The requested record must also be clearly identified so the City can locate it.
- A public records request form is available but is not mandatory. The form is available online at <https://www.cityofmccleary.com/administration/page/city-public-records-request-form> under the “I Want To...” tab or the “Local Government” tab. The written request should plainly state that it is a request for public records and include the following information:
  - 1) Name and address of requestor.
  - 2) Other contact information, including telephone number and an email address (if available).
  - 3) Identification of the public records sufficient for the public records officer or designee to reasonably identify and adequately locate the records.
  - 4) The date of the request.
  - 5) Whether the request is to inspect the records or have copies provided (either paper or electronic). (See Section 7 for applicable fees).
- City staff receiving any request for public records should immediately forward the request to the public records officer of each department. The request does not need to be made on the City’s form. No email requests shall be made

except to the designated email address for the public records officer. Email requests will be deemed received on the date the email is opened and read and not the date the email is received on the City's email system.

- The public records officer, and/or designees, will maintain a log of requests as required by RCW 42.56.
- Within five (5) days of receiving the public records request, the public records officer will provide an initial response. This initial response will do one of four things:
  - 1) Provide the record;
  - 2) Acknowledge that the City received the request and provide a reasonable estimate of the time necessary to fully respond;
  - 3) Seek clarification of the request; or
  - 4) Deny the request.
- Notice to Third Parties. If a public record contains personal information that identifies an individual or organization other than the subject of the requested public record, the City may notify that individual or organization to allow the third party to seek relief pursuant to RCW 42.56.540. The City may take this into account when providing an estimate for when the records will be available. The City should also review any contracts with third parties that may contain special notice provisions. Nothing in this policy is intended to create any right to such notice.
- The City will process non-routine record requests in the order allowing the most requests to be processed in the most efficient manner.

### **3. Inspection of records:**

After notification of availability, public records will be accessible for inspection and/or copying during the normal business hours of the City as designated in the McCleary Municipal Code Section 1.04.100. (Currently, 8:00 a.m. through 4:00 p.m. Monday through Friday, of each week, but shall not include holidays occurring during the normal business week of the City as may be established by state law or actions of City Council.)

The City shall provide space to inspect public records. The public shall not be allowed to inspect the City's records in cabinets or vaults.

The public may not remove any documents from the viewing area or disassemble or alter any document. To select a paper record for copying during an inspection, a requestor must flag the page or document by use of a non-permanent method such

as a removable adhesive note. A requestor is not to take pictures of any documents via phone.

A requestor shall indicate which documents he or she wishes the City to copy. Since copying facilities are located in "employee only" areas of City facilities, for security purposes and to avoid unreasonable disruption of operations, the City cannot offer these facilities for public use. City staff will make the requested copies or arrange for copying and the requestor will be charged in accordance with the City's fees.

#### **4. Failure to respond to a public records request:**

If the City of McCleary does not respond in writing within five (5) business days of the receipt of the request for records, the requestor should contact the public records officer to determine the reason for the failure to respond.

If within a thirty-day (30) period after notification of availability by the City, the requestor or a representative of the requestor fails to claim or review the records; fails to pay any required deposit; or fails to make other arrangements, the public records officer may close the request; have the assembled records re-filed; and indicate to the requestor that the request has been closed and abandoned.

#### **5. Providing records in installments:**

A public records request may cover a large number of records. The public records officer may determine that it would be practical to provide access for inspection and copying in installments. If, within thirty (30) days of being notified of availability, the requestor fails to inspect the entire set of records or one or more of the installments, the public records officer or designee may stop searching for the remaining records and close the request.

#### **6. Procedure for review of denials of requests:**

Any person objecting to an initial denial or partial denial of a records request may petition in writing (including e-mail) to the public records officer for a review of that decision. The petition shall include a copy of or identify the written statement by the public records officer or designee denying the request.

The public records officer shall give the petition for review of denial and any other relevant information to the City Attorney. The City Attorney will consider the petition and either affirm or reverse the denial within five (5) business days following receipt of the petition, or within such other time as the City Attorney determines to be necessary to review the petition.

Any person may obtain a court review of denials of public records requests pursuant to RCW 42.56.550 prior to the conclusion of two (2) business days after the initial denial regardless of any internal administrative appeal.



## 7. Fees:

The fees set forth in this section are default fees set pursuant to RCW 42.56.120. The City finds that calculating the actual cost of providing public records would be unduly burdensome given the limited staff resources and funding to dedicate to a comprehensive study to determine actual copying costs and that conducting such a study would interfere with the City's other essential agency functions.

No fee shall be charged for the inspection of Public Records.

The City may charge one or more of the following fees for copies of public records:

- Fifteen cents (0.15) per page for photocopies of public records or printed copies of electronic public records when requested by the person requesting records; payable at the time of pick-up;
- Electronic copies of records: Free, unless more than 80 files and/or 1 GB;
- The actual cost of any digital storage media or device provided by the City;
- Cost, including taxes, actually charged by any third-party vendor used to make copies;
- Postage and shipping costs, including the cost of any containers used in shipping;
- The actual cost of Body-Worn and/or Car Camera Video Redaction is at a rate of \$6.10 per minute of video and/or audio recorded. A deposit of an estimated 10% of the total amount will be required prior to completing and providing the request.

*The McCleary Police Department bases the costs of redaction on studies performed by the Spokane and Seattle Police Departments. These studies were based on staff time spent reviewing and redacting video, audio, or video and audio footage for the purposes of public records requests. Due to the Washington State Public Records Act certain images, information, and audio statements are protected from release through a public record request and therefore must be redacted prior to the release of the record.*

**Time Studies:**

Stopwatch-style time studies were conducted to determine the amount of time it takes to redact body camera recordings including how long it takes to remove audio from an entire video, eliminate one minute of video, redact one minute of audio, and redact one minute of video.

**TIME STUDY RESULTS:**

Redaction Type	Video Time	Average Redaction Time
Targeted Video Redaction without Targeted Audio Redaction	1 minute per individual or object redacted	10 minutes per individual or object redacted

**Estimating Redaction Costs:**

Based on the results of the cost study, McCleary Police Records Personnel will calculate estimated redaction costs at the following rates:

Redaction Method	Estimated Cost Per Minute To Redact	Minutes to Redact Per Minute of Raw Footage	Estimated Cost of Redaction Per Minute of Raw Footage
Targeted Video Redaction with Targeted Audio Redaction	\$0.61 per individual or object redacted	10 minutes per individual or object redacted	\$6.10 per individual or object redacted

**Reference RCW 42.56.240 (14) (f)(I)** A law enforcement or corrections agency responding to a request to disclose body worn camera recordings may require any requester not listed in (e) of this subsection to pay the reasonable costs of redacting, altering, distorting, pixelating, suppressing, or otherwise obscuring any portion of the body worn camera recording prior to disclosure only to the extent necessary to comply with the exemptions in this chapter or any applicable law.

(ii) An agency that charges redaction costs under this subsection (14)(f) must use redaction technology that provides the least costly commercially available method of redacting body worn camera recordings, to the extent possible and reasonable.

(iii) In any case where an agency charges a requestor for the costs of redacting a body worn camera recording under this subsection (14)(f), the time spent on redaction of the recording shall not count towards the agency's allocation of, or limitation on, time or costs spent responding to public records requests under this chapter, as established pursuant to local ordinance, policy, procedure, or state law

## 8. Disclaimer of Liability:

Neither the City nor any officer, employee, official, or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of Public Records if the person releasing the records acted in good faith in attempting to comply with this policy.

This policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of any mandatory terms such as “shall,” nothing in this policy is intended to impose mandatory duties on the City beyond those imposed by state and federal law.

## 9. Exemptions:

The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. These exemptions are listed in Chapter 42.56 RCW, including the prohibition of disclosing lists of individuals for commercial purposes. In addition, documents are exempt from disclosure if any “other statute” exempts or prohibits disclosure. The following are exemptions, outside the Public Records Act, that restrict the availability of some documents held by the City of McCleary:

### Washington State Statutes

RCW 2.64.111	Judicial conduct commission investigations of judges and initial proceedings
RCW 4.24.550	Information on sex offenders
RCW 4.24.601 and .611	Trade secrets and confidential research, development or commercial information re products or business methods
RCW 5.60.060	Privileged communications
RCW 5.60.070; RCW 7.07.070	Mediation records
RCW 7.68.140	Victims’ compensation claims
RCW 7.69A.030(4)	Name, address and photograph of child victim or child witness
RCW 7.69A.050	Child victims and witnesses of certain crimes – protection of address
RCW 7.75.050	Records of Dispute Resolution Centers
RCW 9.02.100	Reproductive privacy
RCW 9.41.097(2)	Mental health information re persons buying pistols or applying for CPLs
RCW 9.41.129	Concealed pistol license applications
RCW 9.73.230	Name of confidential informants in written report on wire tapping
RCW 9.51.050	Disclosing transaction of grand jury

RCW 9.51.060	Disclosure of grand jury deposition
RCW 9.73.090(1)(c)	Prohibition on disclosure of law enforcement dash cam videos until final disposition of litigation
RCW 9A.44.138	Offender registration information given to high school or institution of higher education re an employee or student
RCW 7.75.050	Records of Dispute Resolution Centers
RCW 9.02.100	Reproductive privacy
RCW 9.41.097(2)	Mental health information re persons buying pistols or applying for CPLs
RCW 9.41.129	Concealed pistol license applications
RCW 9.73.230	Name of confidential informants in written report on wire tapping
RCW 9.51.050	Disclosing transaction of grand jury
RCW 9.51.060	Disclosure of grand jury deposition
RCW 9.73.090(1)(c)	Prohibition on disclosure of law enforcement dash cam videos until final disposition of litigation
RCW 9A.44.138	Offender registration information given to high school or institution of higher education re an employee or student
RCW 9A.82.170	Financial institution records re criminal profiteering act
RCW 10.27.090	Grand jury testimony/evidence
RCW 10.27.160	Grand jury reports – release to public only by judicial order
RCW 10.52.100	Records identifying child victims of sexual assault
RCW 10.77.205	Information re victims, next of kin, or witnesses requesting notice of release of person found not guilty of a sex, violent, or felony harassment offense by reason of criminal insanity and the notice itself
RCW 10.52.100	Records identifying child victim of sexual assault
RCW 10.77.210	Records of persons committed for criminal insanity
RCW 10.97.040	Criminal history information released must include disposition, with some exceptions
RCW 10.97.050	Conviction and criminal history information
RCW 10.97.060	Deletion of certain criminal history record information, conditions
RCW 10.97.070	Disclosure of identity of suspect to victim
RCW 10.97.080	Inspection of criminal record by subject
RCW 10.97.130	Information about victims of sexual assault under age eighteen
RCW 10.101.020(3)	Information given by an accused regarding determination for indigent defense
RCW 13.34.115	Court dependency proceedings
RCW 13.40.217	Juveniles adjudicated of sex offenses – release of information
RCW 13.50.010	Maintenance of and access to juvenile records



RCW 13.50.050	Juvenile offender records
RCW 13.50.100	Juvenile/children records not relating to offenses
RCW 13.60.020	Missing children or endangered person information
RCW 18.04.405	Confidentiality of information gained by CPA
RCW 18.19.060	Notification to clients by counselors
RCW 18.19.180	Confidential communications with counselors
RCW 19.215.020	Destruction of personal health and financial information
RCW 19.34.240(3)	Private digital signature keys
RCW 19.215.030	Compliance with federal rules
RCW 26.04.175	Name and address of domestic violence victim in marriage records
RCW 26.12.170	Reports of child abuse/neglect with courts
RCW 26.23.050	Child support orders
RCW 26.23.120	Child support records
RCW 26.26.041	Uniform Parentage Act – protection of participants
RCW 26.26.450	Confidentiality of genetic testing
RCW 26.33.330	Sealed court adoption records
RCW 26.33.340	Agency adoption records
RCW 26.33.343	Access to adoption records by confidential intermediary
RCW 26.33.380	Adoption – identity of birth parents confidential
RCW 26.44.010	Privacy of reports on child abuse and neglect
RCW 26.44.031	Information related to reports of child abuse or neglect
RCW 26.44.125	Reports, reviews and hearings related to a review of abuse finding
RCW 27.53.070	Records identifying the location of archaeological sites
RCW 29A.08.720	Voter registration records – place of registration and any decision not to register to vote confidential
RCW 29A.08.710	Voter registration records – certain information exempt
RCW 35.102.145	Municipal business and occupation tax – local ordinance can protect return or tax information
RCW 36.28A.060(8)	Tactical and intelligence information provided to WASPC
RCW 39.10.470(2)	Alternative public works - trade secrets or other proprietary information submitted by bidder in connection with an alternative public works transaction if data identified and reasons stated in writing
RCW 39.10.470(3)	Alternative public works – proposals submitted by design-build finalists until notification of highest scoring finalist is made

RCW 42.23.070(4)	Municipal officer disclosure of confidential information prohibited
RCW 42.41.030(7)	Identity of local government whistleblower
RCW 42.41.045	Non-disclosure of protected information (whistleblower)
RCW 43.43.762	Contents of statewide criminal street gang database
RCW 46.52.065	State toxicologist records relating to analyses of blood samples
RCW 46.52.080	Traffic accident reports – confidentiality
RCW 46.52.083	Traffic accident reports – available to interested parties
RCW 46.52.120	Traffic crimes and infractions – confidential use by police and courts
RCW 46.52.130(2)	Abstract of driving record – limited disclosure
RCW 48.62.101	Local government insurance/risk management liability reserve funds established to settle claims
RCW 50.13.060	Access to employment security records by local government agencies
RCW 50.13.100	Disclosure of confidential employment security records allowed if identifying information deleted or with consent
RCW 51.28.070	Worker's compensation records confidential–limited disclosure
RCW 51.36.060	Physician information on injured workers
RCW 60.70.040	No duty to disclose record of common law lien
RCW 68.50.105	Autopsy reports – confidential – limited disclosure
RCW 68.50.320	Dental identification records – available to law enforcement agencies
Ch. 70.02 RCW	Medical records – access and disclosure – entire chapter (information from HC providers)
RCW 70.05.170	Child mortality reviews by local health departments
RCW 70.24.022	Public health agency information regarding sexually transmitted disease investigations – confidential
RCW 70.24.024	Transcripts and records of hearings regarding sexually transmitted diseases
RCW 70.28.020	Local health department TB records–confidential
RCW 70.41.200	Hospital quality improvement committee records and accreditation reports
RCW 70.48.100	Jail records and booking photos
RCW 70.58.055	Birth certificates – certain information confidential
RCW 70.58.104	Vital records, research confidentiality safeguards
RCW 70.94.205	Washington Clean Air Act – confidentiality of data.
RCW 70.96A.150	Registration and other records of alcohol and drug abuse treatment programs

RCW 70.123.075	Client records of domestic violence programs
RCW 70.125.065	Records of community sexual assault program and underserved populations provider in discovery
RCW 71.05.425	Notice of release or transfer of committed person after offense dismissal
RCW 71.05.445	Release of mental health information to Dept. of Corrections
RCW 71.05.620	Access to court records related to mental health cases under chapter 71.05 RCW
RCW 71.24.035(5)(g)	Mental health information system – state, county and regional support networks – confidentiality of client records
RCW 71.34.335	Mental health treatment of minors – records confidential
RCW 71A.14.070	Records regarding developmental disability– confidentiality
RCW 72.09.345	Notice to public about sex offenders – department of corrections access to information
RCW 72.09.585	Disclosure of inmate records to local agencies – confidentiality
RCW 73.04.030	Veterans discharge papers exemption (see related RCW 42.56.440)
RCW 74.04.060	Applicants and recipients of public assistance
RCW 74.04.520	Food stamp program confidentiality
RCW 74.13.075(5)	Juvenile's status as a sexually aggressive youth and related info
RCW 74.13.280	Children in out-of-home placements – confidentiality
RCW 74.20.280	Child support enforcement – local agency cooperation, information
RCW 74.34.095	Abuse of vulnerable adults - confidentiality of investigations and reports
RCW 82.32.330 information	Disclosure of tax
RCW 84.36.389	Confidential income data in property tax records held by assessor
RCW 84.40.020	Confidential income data supplied to assessor regarding real property

### **Selected Federal Confidentiality Statutes and Rules**

18 USC § 2721 - 2725	Driver and License Plate Information
20 USC § 1232g	Family Education Rights and Privacy Act
23 USC § 409	Evidence of certain accident reports
42 USC 290dd-2	Confidentiality of Substance Abuse Records

42 USC § 405(c)(2)(C)(viii) (I)	Limits on Use and Disclosure of Social Security Numbers
42 USC 654(26)	State Plans for Child Support
42 USC 671(a)(8)	State Plans for Foster Care and Adoption Assistance
42 USC 1396a(7)	State Plans for Medical Assistance
7 CFR 272.1(c)	Food Stamp Applicants and Recipients
34 CFR 361.38	State Vocational Rehabilitation Services Programs
42 CFR Part 2 (2.1 - 2.67)	Confidentiality of Alcohol and Drug Abuse Patient Records
42 CFR 431.300 - 307	Safeguarding Information on Applicants and Recipients of Medical Assistance
42 CFR 483.420	Client Protections for Intermediate Care Facilities for the Mentally Retarded
42 CFR 5106a	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
45CFR 160-164	HIPAA Privacy Rule
46CFR 40.321	USCG regulations regarding confidentiality



**CURRENT**

## 2.56.135 - Lateral entry registry.

A. In addition to the existing registry created for individuals not possessing the qualifications specified within this section but who desire to obtain appointment to service with the police department, there shall be created a registry designated as "lateral entry."

B. This register shall contain the names of all individuals seeking placement with the police department who meet the following qualifications:

1. Have been previously employed as a full-time member of a law enforcement department agency for a period of no less than one year of consecutive service within the **two calendar years immediately prior to the date of application;**
2. Able to successfully complete such oral examinations or physical or manual dexterity tests as may be required by the civil service commission;
3. Have successfully completed the Criminal Justice Training Basic Academy required of full-time police officers by the state of Washington or an academy in such other state as may be accepted as an equivalent by said Washington State Criminal Justice Training Commission or its successor.

**REQUESTED CHANGE**

## 2.56.135 - Lateral entry registry.

A. In addition to the existing registry created for individuals not possessing the qualifications specified within this section but who desire to obtain appointment to service with the police department, there shall be created a registry designated as "lateral entry."

B. This register shall contain the names of all individuals seeking placement with the police department who meet the following qualifications:

1. Have been previously employed as a full-time member of a law enforcement department agency for a period of no less than one year of consecutive service within the **past sixty (60) months to the date of application;**
2. Able to successfully complete such oral examinations or physical or manual dexterity tests as may be required by the civil service commission;
3. Have successfully completed the Criminal Justice Training Basic Academy required of full-time police officers by the state of Washington or an academy in such other state as may be accepted as an equivalent by said Washington State Criminal Justice Training Commission or its successor.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF McCLEARY, WASHINGTON, RELATING TO  
COMPLIANCE WITH THE PUBLIC RECORDS ACT,  
RCW 42.56, ADOPTING A PUBLIC RECORDS POLICY  
AND PUBLIC RECORDS FEE SCHEDULE, AND  
ORDERING PUBLICATION OF THIS RESOLUTION  
AND THE PUBLIC RECORDS ACT RULES.**

**R E C I T A L S:**

WHEREAS, the Public Records Act (“PRA”), Chapter 42.56 of the Revised Code of Washington (RCW) requires the City to make nonexempt public records available for inspection and copying; and

WHEREAS, RCW 42.56.040 requires the City to establish and display rules to facilitate the disclosure of public records; and

WHEREAS, the PRA requires all cities and public agencies to maintain and make available a current index of all public records; and

WHEREAS, RCW 42.56.070(4) provides that an agency need not maintain such an index if to do so would be unduly burdensome, but it must issue and publish a formal order specifying the reasons why and the extent to which compliance would be unduly burdensome or would interfere with agency operations; and

WHEREAS, the City is comprised of numerous departments, their divisions, and subdivisions, many if not all of which maintain separate databases and/or systems for the indexing of records and information; and

**RESOLUTION - 1  
12/18/2024  
MAP**

**CITY OF McCLEARY  
100 SOUTH 3RD STREET  
McCLEARY, WASHINGTON 98557**

WHEREAS, currently, the City's public records requirements are codified in Chapter 2.72 of the McCleary Municipal Code (MMC), which was last updated in 1997; and

WHEREAS, providing copies of public records is a growing expense for taxpayers; and

WHEREAS, RCW 42.56.070(7), RCW 42.56.240(14), and RCW 42.56.120 prescribes that agencies may be reimbursed for the cost of providing copies of records; and

WHEREAS, RCW 10.97.100 and RCW 46.52.085 prescribe that law enforcement agencies may establish and collect reasonable fees for the dissemination of criminal history record information to agencies and persons and to cover the costs of furnishing copies of traffic accident reports; and

WHEREAS, RCW 42.56.070(7) requires a public hearing be held regarding adopting a fee schedule; and

WHEREAS, a public hearing was held on \*\*\*, 2025; and

WHEREAS, the City considered the fees at the meetings of \*\*\*, 2025, and \*\*\*, 2025; and

WHEREAS, the City Council wishes to adopt the Public Records Act – Policy & Procedures to replace the provisions in the McCleary Municipal Code;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF McCLEARY, WASHINGTON, DOES RESOLVE AS FOLLOWS:

SECTION I: The Public Records Rules attached as Attachment A are hereby adopted as the rules the City will follow in handling public records requests.

SECTION II: The City Clerk-Treasurer is designated as the City's Public Records Officer and thus is hereby directed to publish this Resolution and the availability of these Rules,

post and maintain the Rules on the City's website, and make them available for inspection and copying at the City Clerk-Treasurer's Office.

SECTION III: The City adopts the Public Records Fee Schedule set forth on pages 5 and 6 of Attachment A. The factors and manner used to determine actual costs for producing copies are based on studies performed by Spokane and Seattle Police Departments and further set forth on pages 5 and 6 of Attachment A.

SECTION IV: Pursuant to RCW 42.56.070(4), the City adopts the above “whereas” clauses as findings and has determined that maintaining a records index is unduly burdensome, costly, and would interfere with agency operations due to the number and complexity of records generated as a result of the wide range of City activities and office locations.

SECTION V: This resolution shall take effect and be in full force upon passage and signature hereon.

PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025, by the City Council of the City of McCleary, and signed in authentication thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

CITY OF McCLEARY:

\_\_\_\_\_  
BRYCEN HUFF, Pro-Tem Mayor

ATTEST:

\_\_\_\_\_  
, City Clerk-Treasurer

**RESOLUTION - 3**  
**12/18/2024**  
**MAP**

**CITY OF McCLEARY**  
**100 SOUTH 3RD STREET**  
**McCLEARY, WASHINGTON 98557**



APPROVED AS TO FORM:

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MADISON A. PLEASANT, City Attorney

**RESOLUTION - 4**  
**12/18/2024**  
**MAP**

**CITY OF McCLEARY**  
**100 SOUTH 3RD STREET**  
**McCLEARY, WASHINGTON 98557**