



McCleary McCleary Regular City Council Meeting

Wednesday, May 14, 2025 – 6:30 PM

McCleary Community Building & Zoom Virtual Meeting

Agenda

Join Zoom Meeting

<https://us06web.zoom.us/j/81436777733>

Meeting ID: 814 3677 7733

Call in: (253) 215-8782

Call to Order/Flag Salute/Roll Call

Councilmember Jacob Simmons

Councilmember Brycen Huff, Mayor Pro Tem

Councilmember Brent Schiller

Councilmember Andrea Dahl

Councilmember Keith Klimek

Agenda Modifications/Acceptance

Proclamations/Announcements

1. Open Positions on the Civil Service Committee

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.

Campaigning for a specific candidate or cause is prohibited. 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 54527 to 54559 including EFT's dated 04/11/25-05/10/25 in the amount of \$212,821.42.

ii. Approval of payroll disbursement for April 2025 in the amount of \$239,617.39

(Period: 04/01/25-04/15/25 \$91,117.54 for 04/20/25 payroll. Period 04/16/25-04/30/25 \$148,499.85 for 05/05/25 payroll).

Updates

4. Staff Reports - Mayor's Report, Building Dept., Finance & Administration, Fire Dept., Police Dept., Public Works, Water & Wastewater

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.

5. Finance Update; presented by City Administrator Jon Martin

New Business

- [6.](#) Six Year Transportation Plan
7. Budget Revision - Police Officer Position

Old Business

8. Continued Discussion - Change of Government
9. Capital Budget for Beerbower Park
- [10.](#) Security cameras, previous resolution.

Public Comment - City Business Only

11. *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.

Campaigning for a specific candidate or cause is prohibited. If, at any time, the dialogue does not meet these criteria, a citizen will be asked to stop public comment.

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Council Comments

City Administrator Comments

Adjourn

Please turn off Cell Phones- Thank you

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PUBLIC NOTICE CIVIL SERVICE COMMISSION POSITIONS

The City of McCleary is accepting applications for two (2) volunteer positions on the Civil Service Commission.

ABOUT THE COMMISSION: The Civil Service Commission oversees the merit-based employment system for the City's Police Department, ensuring fair hiring and promotion processes.

TERM OF SERVICE: 6 years

MEETING SCHEDULE: Quarterly

REQUIREMENTS:

- McCleary resident for at least three years
- United States citizen
- Not have held compensated employment with the City within three (3) years preceding the appointment
- Have no criminal conviction, misdemeanor or felony
- Interest in public service

TO APPLY: To be eligible for consideration, a letter of interest is required to be submitted to the Mayor, 100 South 3rd Street, McCleary, WA 98557 or emailed to chrism@cityofmccleary.com

For more information, contact Jon Martin at 360-495-3667.

WARRANT/CHECK REGISTER

City Of McCleary

Time: 13:10:26 Date: 05/09/2025

Item 3.

04/11/2025 To: 05/10/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1791	04/30/2025	Claims	1	EFT	Umpqua Bank	848.17	Amazon - 3M prismatic markings; Home Depot - store room fan; Amazon - wire for dump bed cap; Amazon - cable clamps for dump bed cab; Amazon - wiring for security cameras; Galls - uniform; Aberdeen Au
2075	04/22/2025	Claims	1	EFT	Department of Revenue	23,045.35	March 2025 Excise Tax
2128	04/28/2025	Claims	1	EFT	Wex Bank	964.04	Fuel 4-2025_1
2129	04/17/2025	Claims	1	EFT	City of McCleary	13,086.57	MAR 2025 utility bills
2136	04/29/2025	Claims	1	EFT	Vaughan	13,829.21	Chopper pump
2212	05/02/2025	Claims	1	EFT	Association of Washington Cities	930.00	IACC Conference 2024 - C. Bedlington; IACC Conference not attended by C. Bedlington; EOE 2025 registration; Labor Relations 2025; Labor Relations 2025
2293	04/30/2025	Claims	1	EFT	Bonneville Power Administration	114,789.00	MAR 2025 Power
2294	04/30/2025	Claims	1	EFT	Bonneville Power Administration	17,355.00	MAR 2025 Transmission
2304	04/11/2025	Claims	1	EFT	Umpqua Bank	5,476.12	Jiffy lube - F150 oil change; WSU - pesticide safety booklet; UPS - oil testing; Home Depot - toilet seat L&P; Amazon - Wall clock L&P; Kenetrek Boots - boots PW; Pointe Pest Control - pesticide spray
2090	05/10/2025	Claims	1	54527	Advance Environmental, Inc.	325.00	Abestos and mold sample analysis
2091	05/10/2025	Claims	1	54528	Amazon Capital Svcs.	173.76	Ink toner, file folders; Soap dispenser for PD; Measuring wheel and soap PW; Garden hose PW; Calculator ink; Angle broom, PW & LP
2092	05/10/2025	Claims	1	54529	Anixter Inc.	149.62	Bolts and electrical tape LP
2093	05/10/2025	Claims	1	54530	BHC Consultants	2,251.50	MAR2025 Building Inspection Svcs
2094	05/10/2025	Claims	1	54531	Bayview Building Material	769.55	Materials for wall in PD; Cleaning supplies WWTP; Backpack sprayer PW; Material for wall PD; Material for wall PD
2095	05/10/2025	Claims	1	54532	Cascade Natural Gas	21.20	ACCT: 114 241 0000 3
2096	05/10/2025	Claims	1	54533	Cascade Natural Gas	85.44	ACCT: 334 241 0000 7
2097	05/10/2025	Claims	1	54534	Cascade Natural Gas	21.20	ACCT: 748 575 0898 5
2098	05/10/2025	Claims	1	54535	Cintas	196.76	Medicine cabinets
2099	05/10/2025	Claims	1	54536	Comcast	115.39	ACCT: 8498 37 009 0136911 WTR
2100	05/10/2025	Claims	1	54537	Comcast	106.17	ACCT: 8498 37 009 0035840 SWR
2101	05/10/2025	Claims	1	54538	Comcast	313.67	ACCT: 8498 37 009 0142893
2102	05/10/2025	Claims	1	54539	Comcast	243.20	ACCT: 8498 37 009 0142901
2103	05/10/2025	Claims	1	54540	Confederated Tribes of the Chehalis Res	180.00	MAR025 booking and holding fee
2104	05/10/2025	Claims	1	54541	Cut Rate Auto	371.72	New batteries for backhoe PW and LP
2105	05/10/2025	Claims	1	54542	Dennis Company	15.88	Hose barb WWTP
2106	05/10/2025	Claims	1	54543	Evergreen Consulting Group, LLC	542.00	T&M direct support contract
2107	05/10/2025	Claims	1	54544	Express Services, Inc.	6,441.77	Office clerk and ap clerk; Office clerk, AP clerk; AP clerk
2108	05/10/2025	Claims	1	54545	GH County Corrections	90.28	Housing bill - Mar 2025
2109	05/10/2025	Claims	1	54546	GH Fire District 12	140.00	E12-11 Maintenance
2110	05/10/2025	Claims	1	54547	Grainger	432.68	Mop handles and disinfectant; Toilet brushes; Glove and tp PW
2111	05/10/2025	Claims	1	54548	Grays Harbor Pud No.1	238.94	Oil sampling
2112	05/10/2025	Claims	1	54549	Instrument Technologies	851.00	Supplies WWTP
2113	05/10/2025	Claims	1	54550	Steven Jay	445.20	006490.0 - 602 S4TH ST

WARRANT/CHECK REGISTER

City Of McCleary

Time: 13:10:26 Date: 05/09/2025

Item 3.

04/11/2025 To: 05/10/2025

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
2114	05/10/2025	Claims	1	54551	Lexipol	3,855.18	Annual Fire policy manuals and procedures
2115	05/10/2025	Claims	1	54552	Cory J Marsh	175.00	DOT physical
2116	05/10/2025	Claims	1	54553	May, Ersel	111.77	Prescriptions; Prescriptions; Prescriptions
2117	05/10/2025	Claims	1	54554	Pitney Bowes Inc	370.55	Glue & ink for postage machine
2118	05/10/2025	Claims	1	54555	Sound Publishing, Inc.	1,241.22	SEPT 2024 billing; FEB 2025 billing; JAN 2025 billing; MAR 2025 billing
2119	05/10/2025	Claims	1	54556	Vaughan		Paying via ACH
2120	05/10/2025	Claims	1	54557	Vestis	69.36	Rug svcs; Rug svcs
2121	05/10/2025	Claims	1	54558	Washington State Auditor's Office	2,016.95	22-23 Audit, MAR 2025
2122	05/10/2025	Claims	1	54559	Water Management Labs Inc	136.00	Water testing; Water testing
						14,587.54	001 Current Expense
						1,000.41	102 Street Fund
						157,150.61	401 Light And Power Fund
						11,986.60	405 Water Fund
						26,853.66	407 Sewer Fund
						1,057.78	409 Storm Water Fund
						184.82	413 Ambulance Fund
							Claims:
						212,821.42	212,821.42
							* Transaction Has Mixed Revenue And Expense Accounts

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

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Time: 12:16:31 Date: 05/09/2025

Item 3.

04/18/2025 To: 05/06/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1995	04/18/2025	Payroll	1	EFT		2,428.34	Arl 1-15, 2025
1996	04/18/2025	Payroll	1	EFT		2,095.81	Arl 1-15, 2025
1997	04/18/2025	Payroll	1	EFT		2,930.29	Arl 1-15, 2025
1998	04/18/2025	Payroll	1	EFT		45.84	Arl 1-15, 2025
1999	04/18/2025	Payroll	1	EFT		1,810.20	Arl 1-15, 2025
2000	04/18/2025	Payroll	1	EFT		53.64	Arl 1-15, 2025
2001	04/18/2025	Payroll	1	EFT		358.90	Arl 1-15, 2025
2002	04/18/2025	Payroll	1	EFT		2,176.40	Arl 1-15, 2025
2003	04/18/2025	Payroll	1	EFT		1,718.70	Arl 1-15, 2025
2004	04/18/2025	Payroll	1	EFT		45.84	Arl 1-15, 2025
2005	04/18/2025	Payroll	1	EFT		1,959.05	Arl 1-15, 2025
2006	04/18/2025	Payroll	1	EFT		45.55	Arl 1-15, 2025
2007	04/18/2025	Payroll	1	EFT		3,849.85	Arl 1-15, 2025
2008	04/18/2025	Payroll	1	EFT		3,441.40	Arl 1-15, 2025
2009	04/18/2025	Payroll	1	EFT		1,629.83	Arl 1-15, 2025
2010	04/18/2025	Payroll	1	EFT		3,629.96	Arl 1-15, 2025
2011	04/18/2025	Payroll	1	EFT		275.08	Arl 1-15, 2025
2012	04/18/2025	Payroll	1	EFT		2,783.50	Arl 1-15, 2025
2013	04/18/2025	Payroll	1	EFT		3,027.94	Arl 1-15, 2025
2014	04/18/2025	Payroll	1	EFT		3,243.29	Arl 1-15, 2025
2015	04/18/2025	Payroll	1	EFT		88.89	Arl 1-15, 2025
2016	04/18/2025	Payroll	1	EFT		2,128.54	Arl 1-15, 2025
2017	04/18/2025	Payroll	1	EFT		2,166.02	Arl 1-15, 2025
2018	04/18/2025	Payroll	1	EFT		762.54	Arl 1-15, 2025
2019	04/18/2025	Payroll	1	EFT		3,817.32	Arl 1-15, 2025
2020	04/18/2025	Payroll	1	EFT		44.76	Arl 1-15, 2025
2021	04/18/2025	Payroll	1	EFT		45.55	Arl 1-15, 2025
2022	04/18/2025	Payroll	1	EFT		2,355.06	Arl 1-15, 2025
2023	04/18/2025	Payroll	1	EFT		2,503.10	Arl 1-15, 2025
2024	04/18/2025	Payroll	1	EFT		2,668.82	Arl 1-15, 2025
2039	04/21/2025	Payroll	1	EFT	EFTPS	21,800.78	941 Deposit for Pay Cycle(s) 04/18/2025 - 04/18/2025
2066	04/22/2025	Payroll	1	EFT	Department of Retirement - Def Comp	2,319.61	Pay Cycle(s) 04/18/2025 To 04/18/2025 - DRS Def Comp; Pay Cycle(s) 04/18/2025 To 04/18/2025 - DRS Def. Comp. ROTH
2067	04/22/2025	Payroll	1	EFT	Department of Retirement Systems	12,617.14	Pay Cycle(s) 04/18/2025 To 04/18/2025 - PERS 2; Pay Cycle(s) 04/18/2025 To 04/18/2025 - PERS 3; Pay Cycle(s) 04/18/2025 To 04/18/2025 - LEOFF II
2134	04/21/2025	Payroll	1	EFT	WA ST DEPT OF DSHS, (DCS)	250.00	Pay Cycle(s) 04/18/2025 To 04/18/2025 - WA ST DEPT OF DSHS (DCS)
2172	05/02/2025	Payroll	1	EFT		2,167.05	Apr 16-30, 2025
2173	05/02/2025	Payroll	1	EFT		2,094.02	Apr 16-30, 2025
2174	05/02/2025	Payroll	1	EFT		2,941.26	Apr 16-30, 2025
2175	05/02/2025	Payroll	1	EFT		45.84	Apr 16-30, 2025
2176	05/02/2025	Payroll	1	EFT		1,804.26	Apr 16-30, 2025
2177	05/02/2025	Payroll	1	EFT		53.64	Apr 16-30, 2025
2178	05/02/2025	Payroll	1	EFT		298.19	Apr 16-30, 2025
2179	05/02/2025	Payroll	1	EFT		2,179.65	Apr 16-30, 2025
2180	05/02/2025	Payroll	1	EFT		1,714.51	Apr 16-30, 2025
2181	05/02/2025	Payroll	1	EFT		45.84	Apr 16-30, 2025
2182	05/02/2025	Payroll	1	EFT		3,178.19	Apr 16-30, 2025
2183	05/02/2025	Payroll	1	EFT		45.55	Apr 16-30, 2025
2184	05/02/2025	Payroll	1	EFT		3,857.36	Apr 16-30, 2025

WARRANT/CHECK REGISTER

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Time: 12:16:31 Date: 05/09/2025

Item 3.

04/18/2025 To: 05/06/2025

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
2185	05/02/2025	Payroll	1	EFT		3,444.05	Apr 16-30, 2025
2186	05/02/2025	Payroll	1	EFT		1,743.58	Apr 16-30, 2025
2187	05/02/2025	Payroll	1	EFT		3,616.77	Apr 16-30, 2025
2188	05/02/2025	Payroll	1	EFT		275.08	Apr 16-30, 2025
2189	05/02/2025	Payroll	1	EFT		2,780.79	Apr 16-30, 2025
2190	05/02/2025	Payroll	1	EFT		3,050.21	Apr 16-30, 2025
2191	05/02/2025	Payroll	1	EFT		3,258.98	Apr 16-30, 2025
2192	05/02/2025	Payroll	1	EFT		1,668.82	Apr 16-30, 2025
2193	05/02/2025	Payroll	1	EFT		88.89	Apr 16-30, 2025
2194	05/02/2025	Payroll	1	EFT		2,001.24	Apr 16-30, 2025
2195	05/02/2025	Payroll	1	EFT		2,241.74	Apr 16-30, 2025
2196	05/02/2025	Payroll	1	EFT		1,235.14	Apr 16-30, 2025
2197	05/02/2025	Payroll	1	EFT		2,463.75	Apr 16-30, 2025
2198	05/02/2025	Payroll	1	EFT		44.76	Apr 16-30, 2025
2199	05/02/2025	Payroll	1	EFT		45.55	Apr 16-30, 2025
2200	05/02/2025	Payroll	1	EFT		2,001.44	Apr 16-30, 2025
2201	05/02/2025	Payroll	1	EFT		2,500.40	Apr 16-30, 2025
2202	05/02/2025	Payroll	1	EFT		3,233.15	Apr 16-30, 2025
2203	05/02/2025	Payroll	1	EFT			Apr 16-30, 2025
2204	05/05/2025	Payroll	1	EFT			Deleted Payroll Entry - Jamie Vinyard
2224	05/06/2025	Payroll	1	EFT		346.45	Apr 16-30, 2025 Bruce Watts - CORRECTION
2229	04/30/2025	Payroll	1	EFT	Dept of Labor & Industry	16,814.15	1ST Quarter L&I: 01/01/2025 - 03/31/2025
2230	04/30/2025	Payroll	1	EFT	Employment Security, Department of	1,016.40	1st Quarter Unemployment: 01/01/2025 - 03/31/2025
2248	05/06/2025	Payroll	1	EFT	EFTPS	21,936.67	941 Deposit for Pay Cycle(s) 05/02/2025 - 05/02/2025
2249	05/06/2025	Payroll	1	EFT	EFTPS	174.98	941 Deposit for Pay Cycle(s) 05/06/2025 - 05/06/2025
2254	05/05/2025	Payroll	1	EFT	WA ST DEPT OF DSHS, (DCS)	250.00	Pay Cycle(s) 05/02/2025 To 05/02/2025 - WA ST DEPT OF DSHS (DCS)
2255	05/05/2025	Payroll	1	EFT	Washington Teamsters Welfare Trust	1,926.40	Pay Cycle(s) 04/07/2025 To 05/05/2025 - Teamsters Vision Plan; Pay Cycle(s) 04/07/2025 To 05/05/2025 - Teamsters Dental Plan A
2259	05/05/2025	Payroll	1	EFT	AWC Employee Benefit Trust	34,673.10	Pay Cycle(s) 04/07/2025 To 05/05/2025 - AWC-Medical; Pay Cycle(s) 04/07/2025 To 05/05/2025 - AWC - Basic Life; Pay Cycle(s) 04/07/2025 To 05/05/2025 - AWC - LTD; Pay Cycle(s) 04/07/2025 To 05/05/2025
2260	05/05/2025	Payroll	1	EFT	AFLAC Remittance Processing	995.38	Pay Cycle(s) 04/07/2025 To 05/05/2025 - AFLAC - 125 (Pre-tax); Pay Cycle(s) 04/07/2025 To 05/05/2025 - AFLAC - (After Tax)
2062	04/21/2025	Payroll	1	54526	WA ST DEPT OF DSHS, (DCS)		Paid as EFT
2278	05/06/2025	Payroll	1	54560	IBEW Local #77 (PAC Dues)	30.01	Pay Cycle(s) 04/18/2025 To 05/02/2025 - IBEW Local # 77 - PAC
2279	05/06/2025	Payroll	1	54561	IBEW Local #77	1,195.12	Pay Cycle(s) 04/18/2025 To 05/02/2025 - IBEW Local # 77

WARRANT/CHECK REGISTER

City Of McCleary

Time: 12:16:31 Date: 05/09/2025
Page: 3

Item 3.

04/18/2025 To: 05/06/2025

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
2280	05/06/2025	Payroll	1	54562	LEOFF Health and Welfare Trust	857.71	Pay Cycle(s) 04/18/2025 To 05/02/2025 - LEOFF Health Trust - Dental
2281	05/06/2025	Payroll	1	54563	LEOFF Health and Welfare Trust	10,490.51	Pay Cycle(s) 04/18/2025 To 05/02/2025 - LEOFF Health Trust - Medical
2282	05/06/2025	Payroll	1	54564	Life Secure LTC	879.87	Pay Cycle(s) 04/07/2025 To 05/05/2025 - Life Secure LTC
2283	05/06/2025	Payroll	1	54565	NFOP Labor Services Division	302.00	Pay Cycle(s) 04/07/2025 To 05/05/2025 - FOP - Police Labor Services
2284	05/06/2025	Payroll	1	54566	Olympic Mountain Lodge #23	54.00	Pay Cycle(s) 04/07/2025 To 05/05/2025 - Olympic Mountain Lodge Dues
2285	05/06/2025	Payroll	1	54567	Teamster Local 252	292.00	Pay Cycle(s) 04/18/2025 To 05/02/2025 - Teamsters Union Local 252
2286	05/06/2025	Payroll	1	54568	UNUM Life Insurance Co	72.90	Pay Cycle(s) 04/07/2025 To 05/05/2025 - UNUM
2287	05/06/2025	Payroll	1	54569	Umpqua Bank	72.50	Pay Cycle(s) 04/07/2025 To 05/05/2025 - Sunshine Fund
						65,499.96	001 Current Expense
						2,364.93	102 Street Fund
						111,375.69	401 Light And Power Fund
						28,583.81	405 Water Fund
						24,920.74	407 Sewer Fund
						6,704.55	409 Storm Water Fund
						167.71	413 Ambulance Fund
						239,617.39	Payroll:
							239,617.39

WARRANT/CHECK REGISTER

City Of McCleary

Time: 12:16:31 Date: 05/09

Item 3.

04/18/2025 To: 05/06/2025

Page:

4

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***Home of the McCleary Bear Festival*

100 South 3rd Street, McCleary, WA 98557 • 360.495.3667(phone) 360.495.3097(fax) CityofMcCleary.com

May 7, 2025

To: Council and Residents of the City of McCleary

From: Chris Miller, Mayor, City of McCleary

RE: May Updates

Dear Council and Fellow Residents,

I'm excited to announce that a year of hard work has paid off as we have received \$253,000 in capital funding for Beerbower Park. This is a tremendous achievement for our city, and I thank Senator Wilson, Representative Walsh and Representative McEntire for their assistance in pushing this through. It is still subject to final signature by the Governor who is planning on taking the next few weeks to review all the changes in the budget that he requested. This will assist us in improving our playground, sidewalks, restroom, pickleball and basketball court resurfacing.

What I am asking of the council is what order do you view the priorities so we know where we should focus on the improvements?

We are still in the process to see if we also receive the RCO grant, which we will not know until June or July when the final list is approved and released. This grant also included a digital reader board sign, community garden, replacing the park amenities (kiosk, water fountain) and adding amenities (tables, benches, landscaping). We have identified other potential grants that we can apply for and are working with a couple of organizations to help with the potential improvements we will be short on. This includes improvements to the park train that the museum would like to update and renovate before the anniversary next year and grants for playground equipment. Playground equipment grants can potentially help with 50% of the cost of the equipment.

After working with Gray & Osborne and our TIB regional engineer, we have been able to update the State Transportation Improvement Plan to prepare for the chance to compete for state and federal grants. The TIB window will be opening this month. We are meeting with the Grays Harbor Council of Governments to help us with the next available federal grants to continue moving the city forward. The federal government is combining three grants into one major

multimodal grant program. Being that the GHCOG helped Chad Bedlington and I with the grant for the lower 3rd Street project a couple years ago, we are hopeful to continue this progression.

I'm excited to see the Maple Street sidewalk going in this summer. This is something I was working on as a push during my campaign to improve the safety and walkability of that area by connecting the Beehive Retirement Community to the transit station. It's a good start, but we have so much more work to do to continue to improve the safety and walkability of our city.

I am also happy after discussions with the Transportation Investment Board back in February that we were able to switch from Otta seal to chip seal given the problems that other cities were dealing with. Bid for the chip seal is opening and this will improve the rest of our streets in the city, increasing the PCR level. In three years, we have crack and chip sealed all the needed areas and can prove to TIB we are ready for higher level road improvement projects. This will be a great success and continues to improve our roadways.

Chris Miller

Mayor

City of McCleary



City of McCleary: **STAFF REPORT**

To:	Mayor Miller and City Council Members
From:	Dalyn Davis
Date:	April. 3rd, 2025
Department:	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: **8.16.20(4)(8)(13)**

Our department has received 0 written complaints. The status of the one previous complaint is: Documentation has been provided to the City Attorney; no further information has been communicated. 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

ACTIVITY	TOTAL	Notes
Customer Service	13	
Building Permits Issued	0	
Plan Reviews	0	
Inspections Performed	4	
Complaints Received	0	Verbal communication needs Nuisance Form
Code Violations Identified	0	Code 8.16.020 (4)(8)(13)
Verbal Communication	0	
Nuisance Letters Sent	0	
Lemay's Garbage Letters Sent	0	

Surplus:

DES Surplus Operations has mailed all LEA's titles back and I am waiting to receive them, they were unable to sell them. The process will now be to recycle them and get \$65 per ton from each vehicle. Miscellaneous surplus items include two more deliveries.

Conservation Program

Month	Applications Received	Conservation Permits Issued	Rebates Paid This Month	Total Rebates Paid to Date
April 30th	0	0	0	\$5,119.80

City of McCleary

STAFF REPORT

To:	Mayor and Council
From:	Jamie Vinyard, Clerk-Treasurer
Date:	May 14, 2025
Department:	Finance & Administration

Finance & Administration:

We have posted the Deputy Clerk position and will begin scheduling interviews accordingly.

The city's annual report has begun, and I will work with our CPA to complete the report before month end.

The audit with State Auditor's Office has continued...The auditors final report was returned from management review to seek additional clarification on a few items. I will continue working with the auditor to resolve the additional information requested and will keep the Mayor and Council advised of the exit interview when this information becomes available.

We have begun coordinating reviews of information and responses to IRS audit on limited tax general obligation bond.

City Clerk Treasurer attended the annual Labor Relations Institute, sponsored by AWC and is eager to apply invaluable knowledge to the ongoing operations of McCleary City Hall.

Please feel free to reach out with any questions.

Jamie Vinyard
Clerk-Treasurer



City of McCleary

STAFF REPORT

To:	City Council and Citizens
From:	Fire Chief Andrew Pittman
Date:	May 1, 2025
Department:	Fire Department

Hello all,

Our member that attended the Grays Harbor Fire Academy Has completed his training and will be graduating this month, Congratulations!

We had 2 members receive certification as CPR/First aid instructors. We have hopes to begin to host some CPR classes for citizens and staff in the near future, so if you are looking to attend keep an eye out for announcements.

We Have multiple members re-certifying or getting certified in Wildland Firefighter training this month for the upcoming wildland season.

With Fire Season approaching I will remind everyone to burn responsibly and visit ORCCA's website to obtain burn permits and get updates on burning restrictions that come with the warmer and drier weather.

March Calls are as follows=

Public assists-2 Fire Alarms=3 Accident=1 Fire=1
Total=7

April calls are as follows=

Public assists-4 fires-1 Fire Alarms=1 Haz Mat=2
Total=8

Thank you for the opportunity and Stay Safe,

Fire Chief Andrew Pittman

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City of McCleary

STAFF REPORT

To:	City Council
From:	Chief Ryan Miskell
Date:	May 2025
Department:	Police Department

Department Report:

Department Restructure:

- The department has been restructured to better align with the needs of the community and to enhance operational efficiency. After evaluating staffing levels and workload, it was determined that having the sergeant positioned filled is not practical.

Reserve Program:

- We have added two lateral reserve officers to our program, and their contributions have already proven valuable. This month, we were able to utilize two reserve officers to cover shifts due to full-time officers being out sick.

Policy:

- A meeting is scheduled with Lexipol to explore the costs associated with using their policy services. Lexipol provides regularly updated policies to reflect changes in legislation, which would help ensure compliance and accuracy. A body-worn camera policy will be included and submitted to the City Council for approval.

Declaration of Compliance:

- We have received our Declaration of Compliance from the Washington State Criminal Justice Training Commission, confirming that we met the required training hours for 2024. -See Attached.

Department Tools:

- We have been set up to search for or acquire military and government equipment, including traffic control devices such as digital speed trailers. All the items are low or no cost to the department.

Respectfully,

Chief Ryan Miskell



WASHINGTON STATE
CRIMINAL JUSTICE TRAINING COMMISSION

Monica Alexander, Executive Director

19010 1st Avenue South • Burien, WA 98148 • Phone: 206-835-7300 • www.cjtc.wa.gov

Item 4.

April 15, 2025

Chief Ryan Miskell
McCleary Police Department
100 South 3rd Street
McCleary, WA 98557

Dear Chief Miskell:

The Washington State Criminal Justice Training Commission is responsible for ensuring that all local law enforcement agencies in the state meet the requirement of Washington Administrative Code (WAC) 139-05-300 for 24 hours of annual in-service training.

Thank you for sending in your Declaration of Compliance form attesting that you have verified through training records, that all certified peace officers and reserve officers in your agency have received at least 24 hours of qualifying training for 2024. This puts your agency in compliance with WAC 139-05-300. I want to thank and congratulate you and your organization for meeting this requirement. The efforts of you and your staff demonstrate a strong commitment to maintaining the high level of professionalism of Washington peace officers.

I look forward to our continued collaboration in providing in-service training for you and members of your organization.

Sincerely,

A handwritten signature in black ink, appearing to read "Monica Alexander", is written over a light blue horizontal line.

Monica Alexander
Executive Director

Enclosure



City of McCleary

STAFF REPORT

To:	Mayor and Council
From:	Jenna Jarvis, Public Works Field Foreman
Date:	May 9, 2025
Department:	Public Works

Hello everyone!

To say we have been busy is an understatement, and I am beyond proud of this crew!

After a long couple months, we have finally added a fourth crew member! During this transition we will continue to struggle for a while as we train, and he learns where everything is. Even with four full-time crew members I believe we will continue to struggle to get projects done all while completing our normal day-to-day routines.

We were also asked to install a wall in the police department to divide one of the offices. It has since been completed.

The crew has also completed our biannual hydrant flushing. During this time, it gives us time to be able to inspect our hydrants and flush the water mains. While conducting our hydrant flushing, we ran into one hydrant that needs some further investigation as to why it shut off so abruptly.

A couple weeks ago we had our annual city wide clean up that went on without any major complications. We had the perfect amount of staffing for the event, and I appreciate all the staff that were able to attend. The day of the event was the smoothest I have seen it go.

I would also like to give a huge shout out to one of our crew members! He recently passed his Water Distribution Manager Test as well as passing level 2 of the 4 possible levels. Having these types of certifications ensures that the city will have clean and safe potable drinking water for the public.

Have a wonderful day!
Jenna Jarvis



City of McCleary

STAFF REPORT

To:	Mayor Miller and City Council
From:	Kevin Trehwella
Date:	May, 2025
Department:	Water and Wastewater

Wastewater:

On April 3 we had Utilities Service Company work on our Effluent pumps. Effluent pump #3, had a bad mechanical seal, and they found that the spider bushing was not where it was supposed to be. They pulled the pump, Joe cleaned up the pump and they loaded it onto their truck.

Fortunately for us, when this city's WWTP was rebuilt, there were spare parts for the Effluent pumps were ordered. Joe was able to get those parts to the mechanics. This saved the city \$9500.00.

This coming week, Effluent pump#3 will be put back in place.

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

Kevin Trehwella

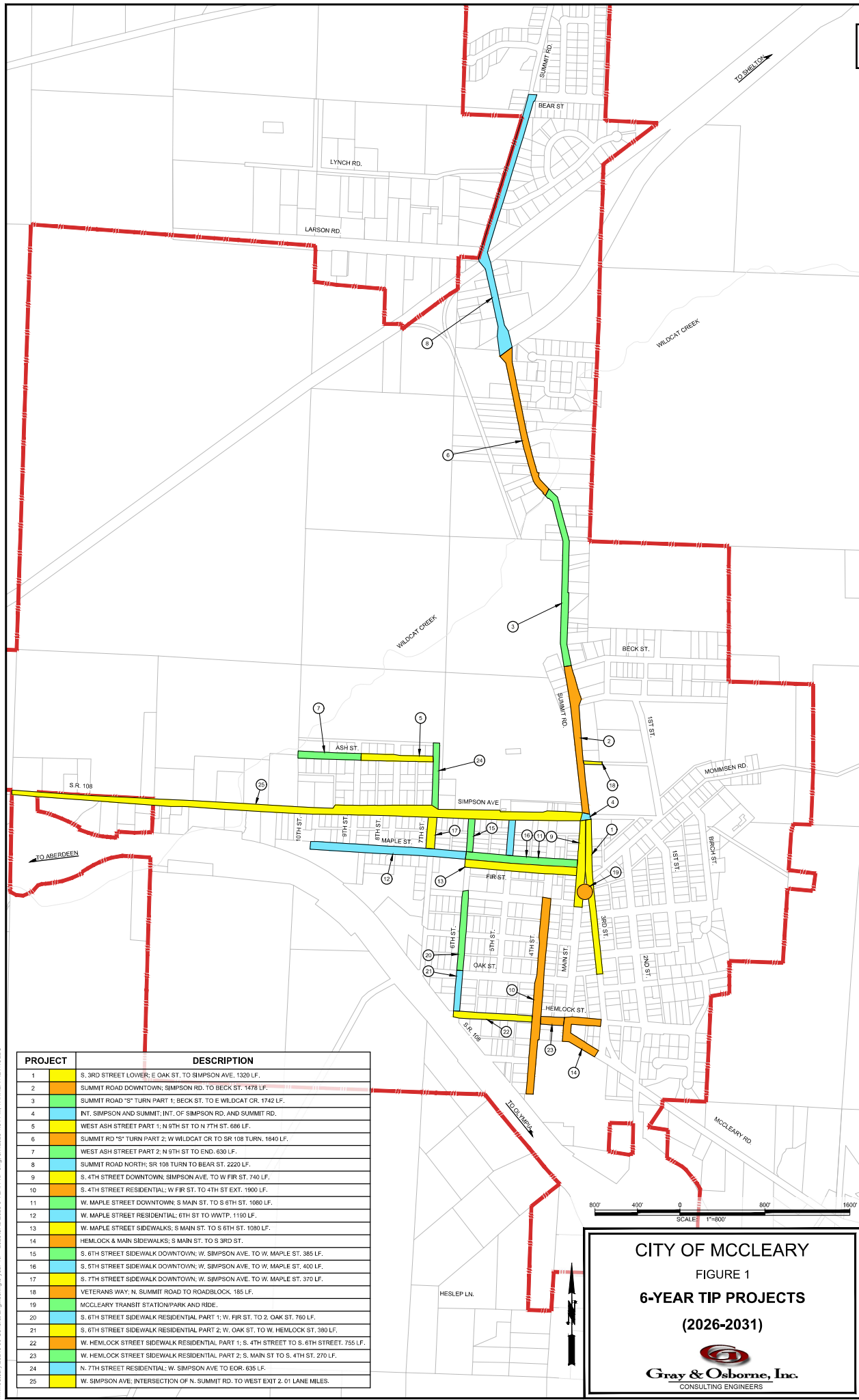
2025 TIP Priority #	Year Planned (2025-2030)	2026 TIP Priority #	Year Planned (2026-2031)		Project Name	Estimated Costs for 2026-2031 TIP				Fundraising Breakdown			
2025 TIP Approved by City Council June 26, 2024		2026 TIP will be presented to City Council June 2025		WSDOT ID Number		Design Costs	Right of Way Costs	Construction Costs	Total Costs	Federal - 13.5% Match	State - 5% Match	County / Other	Local
1	2026	1	2026	WA-#####	S. 3rd Street Lower	\$532,130	\$178,120	\$1,995,470	\$2,705,720	\$2,340,448			\$365,272
2	2027	2	2027		Summit Road Downtown	\$383,770		\$1,918,800	\$2,302,570	\$1,991,723			\$310,847
3	2028	3	2028		Summit Road "S" Turn Part 1	\$535,980		\$2,143,910	\$2,679,890	\$2,318,105			\$361,785
4	2027	4	2027		Intersection Simpson and Summit	\$653,260	\$55,000	\$3,266,250	\$3,974,510	\$3,437,951			\$536,559
5	2028	5	2028		West Ash Street Part 1	\$384,000	\$110,000	\$1,919,980	\$2,413,980		\$2,293,281		\$120,699
6	2030	6	2030		Summit Road "S" Turn Part 2	\$572,250		\$2,288,960	\$2,861,210	\$2,474,947			\$386,263
7	2029	7	2029		West Ash Street Part 2	\$379,670	\$110,000	\$1,898,260	\$2,387,930		\$2,268,534		\$119,397
8	2027	8	2031		Summit Road North	\$621,420		\$2,485,660	\$3,107,080		\$2,951,726		\$155,354
9	2027	9	2027		S. 4th Street Downtown	\$375,750		\$1,878,740	\$2,254,490		\$2,141,766		\$112,725
10	2028	10	2028		S. 4th Street Residential	\$414,840		\$2,074,140	\$2,488,980		\$2,364,531		\$124,449
11	2029	11	2029		W. Maple Street Downtown	\$542,360		\$2,711,800	\$3,254,160		\$3,091,452		\$162,708
12	2030	12	2030		W. Maple Street Residential	\$518,260		\$2,591,270	\$3,109,530		\$2,954,054		\$155,477
13	2026	13	2027		W. Maple Street Sidewalk	\$60,220		\$461,720	\$521,940		\$495,843		\$26,097
13	2026	14	2026		Hemlock & Main Sidewalks	\$64,380		\$493,580	\$557,960		\$530,062		\$27,898
N/A	N/A	15	2026		S. 6th Street Sidewalk Downtown	\$21,399		\$164,681	\$186,080		\$176,776		\$9,304
N/A	N/A	16	2026		S. 5th Street Sidewalk Downtown	\$22,231		\$171,084	\$193,315		\$183,649		\$9,666
N/A	N/A	17	2026		S. 7th Street Sidewalk Downtown	\$20,564		\$158,251	\$178,815		\$169,874		\$8,941
N/A	N/A	18	2026		Veterans Way	\$40,230		\$202,120	\$242,350		\$230,233		\$12,118
N/A	N/A	19	2027		McCleary Transit Station/Park and Ride	\$19,253		\$148,167	\$167,420	\$133,936			\$33,484
N/A	N/A	20	2027		S. 6th Street Sidewalk Residential Part 1	\$42,239		\$325,056	\$367,295		\$348,930		\$18,365
N/A	N/A	21	2028		S. 6th Street Sidewalk Residential Part 2	\$21,119		\$162,526	\$183,645		\$174,463		\$9,182
N/A	N/A	22	2029		W. Hemlock Street Sidewalk Residential Part	\$41,961		\$322,914	\$364,875		\$346,631		\$18,244
N/A	N/A	23	2030		W. Hemlock Street Sidewalk Residential Part	\$15,006		\$115,479	\$130,485		\$123,961		\$6,524
N/A	N/A	24	2030		N. 7th Street Residential	\$180,429		\$906,493	\$1,086,922		\$1,032,576		\$54,346
N/A	N/A	25	2030		W. Simpson Ave	\$659,331		\$3,312,544	\$3,971,875	\$3,435,672	\$3,773,281		\$198,594
Total						\$7,122,052	\$453,120	\$34,117,855	\$41,693,027	\$16,132,781	\$25,651,622	\$0	\$3,344,296

Project Descriptions	
S. 3rd Street Lower	Between E. Oak Street and Simpson Ave. 1320 LF. Resurface and repair, New curb and gutter, stormwater, planter strip, sidewalk on both sides with ADA compliant ramps and shared bike lane. Replace water main.
Summit Road Down Town	Simpson to Beck. 1478 LF Resurface, landscaping and/or planter strips and bike lanes; install needed curb, gutter, sidewalk, street lights, street trees, stormwater and parallel parking along both sides of roadway. Replace water main.
Summit Road "S" Turn Part 1	Beck St to E. Wildcat Creek. 1742 LF. Resurface, landscaping and/or planter strips and bike lanes; install needed curb, gutter, sidewalk, street lights, street trees, and stormwater. Replace water main.
Intersection Simpson and Sum	Intersection improvements. Roundabout with ADA compliance ramps, walkways, crosswalks, installation of landscaped island. Improve walkability and bicycle access for increased access to local businesses and park.
W. Ash Street Part 1	N. 9th St to N. 7th St. 686 LF. Resurface, landscaping and/or planter strips and bike lanes; install curb, gutter, sidewalk, street lights, street trees, and stormwater. Replace water main.
Summit Road "S" Turn Part 2	E. Wildcat Creek to SR 108 turn. 1640 LF. Resurface, landscaping and/or planter strips and bike lanes; install curb, gutter, sidewalk, street lights, street trees, and stormwater. Replace water main
W. Ash Street Part 2	N. 9th to end. 630 LF. Resurface, landscaping and/or planter strips and bike lanes; install curb, gutter, sidewalk, street lights, street trees, and stormwater. Replace water main.
Summit Road North	SR 108 turn to Bear St. 2220 LF. Full Depth Reclamation; Resurface, widen, new curb and gutter, stormwater, sidewalk, planter strips, and bike lanes.
S. 4th Street Downtown	Simpson Ave. to W. Fir St. 740 LF. Full Depth Reclamation; Resurface, widen, new curb and gutter, stormwater, sidewalk, planter strips, bicycle lanes.
S. 4th Street Residential	W. Fir St to 4th St Extension. 1900 LF. Full Depth Reclamation; Resurface, new curb/gutter and sidewalks, stormwater.
W. Maple Street Downtown	S. Main ST to S. 6th ST. 1,080 LF Resurface, planter strips, bike lanes, curb, gutter, street lights, street trees, and stormwater. Replace water main.
W. Maple Street Residential	S. 6th ST to WWTP. 1,190 LF. Resurface, planter strips, bike lanes, curb, gutter, sidewalk, street lights, street trees, and stormwater. Replace water main.
W. Maple Street Sidewalks	S. Main ST to S. 6th St. 1,080 LF. Replace sidewalk on one side. Replace ADA ramps.
Hemlock & Main Sidewalks	On Hemlock from Main to S. 3rd ST, Replace sidewalks on both sides. On Main from Hemlock to 3rd ST, Replace sidewalk on one side. Replace ADA ramps.
S. 6th Street Sidewalk Downtown	W. Simpson Ave. to W. Maple St. 385 LF. Replace sidewalk on one side. Replace ADA ramps.
S. 5th Street Sidewalk Downtown	W. Simpson Ave. to W. Maple St. 400 LF. Replace sidewalk on one side. Replace ADA ramps.
S. 7th Street Sidewalk Downtown	W. Simpson Ave. to W. Maple St. 370 LF. Replace sidewalk on one side. Replace ADA ramps.
Veterans Way	N. Summit Road to roadblock 185 LF. Resurface and repair, New curb and gutter, stormwater, replace sidewalk on one side and add ADA ramps, replace water main.
McCleary Transit Station/Park and Ride	Resurface and repair, New curb and gutter, stormwater, irrigation, replace water main.
S. 6th Street Sidewalk Residential Part 1	W. Fir St. to W. Oak St. 760 LF. Add sidewalk on one side and ADA ramps for safe route to school and connecting loop for Beehive Retirement Community.
S. 6th Street Sidewalk Residential Part 2	W. Oak St. to W. Hemlock St. 380 LF. Add sidewalk on one side and ADA ramps for safe route to school and connecting loop for Beehive Retirement Community.
W. Hemlock Street Sidewalk Residential Part	S. 4th St. to S. 6th St. 755 LF. Add sidewalk on one side and ADA ramps for safe route to school and connecting loop for Beehive Retirement Community.
W. Hemlock Street Sidewalk Residential Part	S. Main St. to S. 4th St. 270 LF. Add sidewalk on one side and ADA ramps for safe route to school and connecting loop for Beehive Retirement Community.
N. 7th Street Residential	W. Simpson Ave to EOR 635 LF. Resurface, planter strips, bike lanes, curb, gutter, street lights, street trees, and stormwater. Replace water main connecting to new development.
W. Simpson Ave	Intersection of N. Summit Rd. to west exit 1.01 lane miles. Resurface, planter strips, bike lanes, extend sidewalk, curb, gutter, street lights, street trees, and stormwater.

Other Possible Ideas	
Simpson Rail Trail	Create a pedestrian walkway/trail from Summit Road area near Beck Street to City property and back to Summit Road.
Simpson Ash Trail	Create a pedestrian walkway/trail from Ash Street to City Property and back to Summit Road.
Spruce Street - Lowest Rated Street	Reconstruct Spruce Street including replacement of storm drains and related storm-water facilities. Possible curb gutter and sidewalks on both sides. Water and Sewer Main replacements. Possible underground power and communication utilities. Could potentially use a cement treated base if existing ground is sufficient.
8th Street - 2nd Lowest Rated Street	Resurface, landscaping and/or planter strips and bike lanes where possible; install needed curb, gutter, sidewalk, street lights, street trees, and stormwater improvements. Water Main replace.

Oak Street - 3rd Lowest Rated	Resurface, install needed curb, gutter, sidewalk, street lights, street trees, and stormwater improvements. Water Main replace. Sewer extension.
Birch Street - 4th Lowest	Resurface, install needed curb, gutter, sidewalk, street lights, street trees, and stormwater improvements. Water Main replace. Sewer extension.

Re-Occuring Projects (As Funded)	
Pavement Overlay Program- To protect the city's investment in its roadway system, regular maintenance is required. One of the maintenance components includes providing overlays to extend the life of the street surface and protect the roadway base. The ideal program would provide \$412,500 per year of overlay work at various street locations. The locations are currently determined by the pavement management system provided by the TIB. Currently, the city does not have a set budget per year and applies for grants from the Transportation Improvement Board (TIB). The City currently has 9.5 miles of roadway that we are responsible for the pavement. If pavement overlays were on a 20 year rotation, we would be paving about 2,500 feet a year. At current cost for installation of asphalt, that cost is \$412,500 a year.	
Alley Reconstruct and Pavement Patching (annual cost) - Various locations. Develop an annual program to reconstruct and overlay alleys and roadway pavement patching to reduce maintenance costs.	
Crack Seals - Various locations. Develop an annual crack seal program to preserve the City investment in newly constructed and overlaid roads.	
Sidewalk Trip Hazard Elimination - Trip hazards in the existing sidewalk system will be systematically repaired through either removal of affected sidewalk panels, removing the cause of the problem, and re-pouring the panels, or by grinding the problem areas and resurfacing the affected areas.	
Inactive: Chip Seals - Various locations. Develop an annual chip seal program to preserve the City investment in newly constructed and overlaid roads.	



PROJECT	DESCRIPTION
1	S. 3RD STREET LOWER; E OAK ST. TO SIMPSON AVE. 1320 LF.
2	SUMMIT ROAD DOWNTOWN; SIMPSON RD. TO BECK ST. 1478 LF.
3	SUMMIT ROAD "S" TURN PART 1; BECK ST. TO E WILDCAT CR. 1742 LF.
4	INT. SIMPSON AND SUMMIT; INT. OF SIMPSON RD. AND SUMMIT RD.
5	WEST ASH STREET PART 1; N 9TH ST TO N 7TH ST. 686 LF.
6	SUMMIT RD "S" TURN PART 2; W WILDCAT CR TO SR 108 TURN. 1640 LF.
7	WEST ASH STREET PART 2; N 9TH ST TO END. 630 LF.
8	SUMMIT ROAD NORTH; SR 108 TURN TO BEAR ST. 2220 LF.
9	S. 4TH STREET DOWNTOWN; SIMPSON AVE. TO W FIR ST. 740 LF.
10	S. 4TH STREET RESIDENTIAL; W FIR ST. TO 4TH ST EXT. 1900 LF.
11	W. MAPLE STREET DOWNTOWN; S MAIN ST. TO S 6TH ST. 1080 LF.
12	W. MAPLE STREET RESIDENTIAL; 6TH ST TO WWTP. 1190 LF.
13	W. MAPLE STREET SIDEWALKS; S MAIN ST. TO S 6TH ST. 1080 LF.
14	HEMLOCK & MAIN SIDEWALKS; S MAIN ST. TO S 3RD ST.
15	S. 6TH STREET SIDEWALK DOWNTOWN; W. SIMPSON AVE. TO W. MAPLE ST. 385 LF.
16	S. 6TH STREET SIDEWALK RESIDENTIAL PART 2; W. OAK ST. TO W. HEMLOCK ST. 380 LF.
17	S. 7TH STREET SIDEWALK DOWNTOWN; W. SIMPSON AVE. TO W. MAPLE ST. 370 LF.
18	VETERANS WAY N. SUMMIT ROAD TO ROADBLOCK. 185 LF.
19	MCCLEARY TRANSIT STATION PARK AND RIDE.
20	S. 6TH STREET SIDEWALK RESIDENTIAL PART 1; W. FIR ST. TO 2. OAK ST. 760 LF.
21	S. 6TH STREET SIDEWALK RESIDENTIAL PART 2; W. OAK ST. TO W. HEMLOCK ST. 380 LF.
22	W. HEMLOCK STREET SIDEWALK RESIDENTIAL PART 1; S. 4TH STREET TO S. 6TH STREET. 755 LF.
23	W. HEMLOCK STREET SIDEWALK RESIDENTIAL PART 2; S. MAIN ST TO S. 4TH ST. 270 LF.
24	N. 7TH STREET RESIDENTIAL; W. SIMPSON AVE TO EOR. 635 LF.
25	W. SIMPSON AVE; INTERSECTION OF N. SUMMIT RD. TO WEST EXIT 2. 01 LANE MILES.

CITY OF MCCLEARY
FIGURE 1
6-YEAR TIP PROJECTS
(2026-2031)



Resolution No. 763**A RESOLUTION ADOPTING THE CITY OF
MCCLEARY VIDEO SURVEILLANCE POLICY**

WHEREAS, the City of McCleary has installed video surveillance cameras to enhance public safety and protect city resources; and

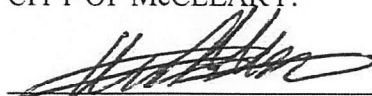
WHEREAS, a policy is needed to govern the use of the City's Video Surveillance, electronic recordings, and to set parameters restricting the non-court ordered use of video surveillance in public places in a manner consistent with accepted rights of privacy; and

WHEREAS, these policy recommendations have been reviewed by the policy committee and the City Attorney; and

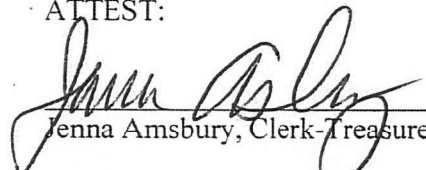
THEREFORE, be it resolved, the City of McCleary shall adopt the Video Surveillance Policy labeled as Attachment #1 to this Resolution. The Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED THIS 24 DAY OF July, 2024, by the City Council of the City of McCleary, and signed in authentication thereof this 24 day of July, 2024.

CITY OF McCLEARY:


Chris Miller, Mayor

ATTEST:


Jenna Amsbury, Clerk-Treasurer

APPROVED AS TO FORM:


CHRISTOPHER JOHN COKER, City Attorney

CITY OF MCCLEARY VIDEO SURVEILLANCE POLICY

For Video Surveillance Monitoring and Recording of Public Areas for Safety and Security Purposes

PURPOSE

The purpose of this policy is to govern the use of the City's Video Surveillance and electronic recording. This policy applies to all use of the City's video surveillance monitoring and/or recording devices affixed to city property. This policy is established to set parameters restricting the non-court ordered use of video surveillance in public places and to enhance public safety and security in a manner consistent with accepted rights of privacy.

DEFINITIONS

1. "Extracting" means copying images from the hard drive or Internet site to some other media (CD ROM, external hard drive, USB drive, etc.).
2. "Monitoring" means real-time viewing or viewing footage.
3. "Personnel" means authorized police officers or non-sworn police department personnel.
4. "Recording" means capturing images on a computer disk or drive, Internet storage site, CD-ROM, or videotape 24 hours a day, seven days a week, yearlong.
5. "Surveillance" means continuous observation of a place, person, group or ongoing activity.

GENERAL PRINCIPLES

The principle objectives of video surveillance monitoring and/or recording in public areas include:

1. Promote a safe environment by preventing/deterring acts of theft, vandalism, harassment, and/or assault.
2. Assist in identification of individuals involved in criminal activity on City owned or managed property.
3. Assist in the safe daily operation of City parks and related facilities.
4. Assist law enforcement agencies in investigating criminal activity.

To assure there is no violation of a person's reasonable expectation of privacy, video surveillance cameras shall be focused on public areas and the images shall not be used or

disseminated improperly.

The City shall comply with all local, federal and state law applicable to the use of surveillance cameras in public space.

Video surveillance monitoring and/or recording will be conducted in a professional, ethical, and legal manner. Personnel using the video surveillance camera system will be appropriately trained by software recommendations and supervised in the responsible use of this system. Violations of this policy and procedures may result in disciplinary action and may subject those involved to criminal and/or civil liability under applicable state and federal law.

Information obtained through video monitoring and/or recording will be used exclusively for safety, security, and other police purposes. Information obtained through monitoring and/or recording will only be released in accordance with this policy or as required by law or as required by the Public Records Act.

Video surveillance monitoring and/or recording of public areas will be conducted in a manner consistent with all City policies. Except for police investigations involving person(s) whose description is known, this policy prohibits monitoring and/or recording based solely on characteristics and classifications (e.g., race, gender, sexual orientation, national origin, disability, etc.).

Video surveillance monitoring of public areas and dwellings in the City of McCleary is limited to uses that do not violate the reasonable expectation of privacy as defined by law.

Video surveillance shall not be used to monitor city employees.

To maintain an informed community, the City will list on its web page information describing the purpose and location of video surveillance cameras and the policy for their use.

INSTALLATION AND APPROVAL

Placement of additional cameras at other City facilities or buildings, such as City Hall, other City properties, public parks, open space areas, public streets or other public locations, requires review by the Chief of Police and approval by the City Council.

When seeking approval, staff will address the following issues and concerns in supporting their request:

1. Explanation for why the camera is needed in the location.

2. Equipment needed, including:
 - Type of camera needed.
 - Location of camera – where to be affixed.
 - Location of necessary equipment.
3. Other deterrence or detection measures that were considered, and why video monitoring is the best solution.
4. Any specific, verifiable reports of incidents of crime or significant safety concerns that have occurred in the location to be placed under video monitoring.
5. Possible effects of the proposed video monitoring system on personal privacy, if any, and how they will be mitigated.
6. Appropriate consultation with stakeholders, including the public or reasons why surveillance is necessary.
7. Approach to installing and maintaining the system.
8. Fiscal impact and availability of funding.

Permanent, fixed-mounted cameras will not be placed in areas where a reasonable expectation of privacy is standard, such as inside restrooms.

1. Cameras located internally will not be directed to look through windows to areas outside the building, unless necessary to protect external assets, provide for the personal safety of individuals or deter criminal activity from occurring.
2. Cameras will not be directed to look into adjacent, non-City owned buildings.
3. Placement of cameras will also take into consideration physical limitations such as availability of power, cell reception and reasonable mounting facilities.

OPERATING PROCEDURES

Nothing in this policy is intended to limit the reasonable and legal use of the video surveillance cameras during exigent circumstances involving matters of public and/or officer safety. All recording or monitoring of public areas for security and safety purposes by City authorized cameras is limited exclusively to practices that will not violate the standards of a reasonable expectation of privacy as defined by law. All video recordings will be video only, no audio recording is allowed.

Oversight/Administration:

The City of McCleary Police Department (MPD) is the department authorized and responsible to oversee and coordinate the use of public cameras in the City. The MPD has primary responsibility for ensuring adherence to this policy and for disseminating the policy to persons requesting information on the policy and procedures.

The Chief of MPD, or his/her designee of another certified law enforcement officer has the responsibility to authorize all video surveillance monitoring and or recording for safety and security purposes in the City. The Chief will have the administrative rights to the system including setting up staff access and log in credentials. City Council and the Mayor shall not have access to the system, nor any non-police department employees.

The MPD is responsible for following new developments in the relevant laws and in security industry practices to ensure that video surveillance monitoring and/or recording in the City is consistent with high standards and protections.

The MPD will assist in aiming and focusing the cameras during the installation phase and will view and manage data from the cameras.

The Chief of Police or Police Sergeant will ensure that responsible and proper camera monitoring/recording practices by personnel are followed by conducting quarterly audits of the video surveillance camera system with the Public Safety Committee.

Log in data shall be provided to council members when requested.

Training:

1. All personnel operating the video surveillance system will be trained in the technical, legal, and ethical parameters of appropriate camera use.
 - a. Personnel will receive a copy of this policy and provide written acknowledgement that they have read and understood its contents.
 - b. Personnel will receive updated training on this policy as needed. In circumstances in which video surveillance cameras are monitored, all personnel involved in monitoring and/or recording of public areas will perform their duties in accordance with the law and this policy.

Operation:

1. The video surveillance cameras will be monitored by police department personnel. The Chief of Police will assign a designee to review video systems at least once a month to insure they are functioning properly and recording correctly using the proper date/time stamp.
3. Video surveillance cameras shall be used to observe locations that are in public view and where there is no reasonable expectation of privacy. Any view provided by a video surveillance camera shall be no greater than what is available from the public vantage point.

4. Personnel shall not monitor/record individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or classification such as national origin, etc. protected by state and federal laws. Personnel will monitor/record based on suspicious behavior, not individual characteristics. **EXCEPTION:** Police investigations involving person(s) whose description is known.
5. The monitoring equipment will be configured to prevent personnel from tampering or duplicating recorded information without authorization.
6. Personnel shall not disseminate information learned from monitoring video surveillance public cameras unless such release complies with the law, this policy of other information release laws or policies.
7. Camera positions and views of residential housing shall be limited. The City will strive to block out private property within view of the cameras to maintain privacy. Furthermore, the view of a residential housing facility must not violate the standard of "reasonable expectation of privacy". If a citizen is concerned over the camera placement they may contact the Chief of Police.

RETENTION, EXTRACTION AND STORAGE

Recorded video records are stored on the cloud until the record is superseded by being overwritten with new records, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Chief of Police. Images obtained through video camera monitoring/recording will be retained for a length of 30 days, unless such images need to be retained longer for the final resolution of a case.

Downloaded/ archived video recorded images will be stored in a secure location with access by authorized police department personnel only.

Only trained Staff authorized by the Chief of Police shall be authorized to extract video from footage from the Internet, computer disk, or drive.

Any video footage extracted for investigation purposes shall be stored in a manner that will exclude access by unauthorized personnel. Video footage, which is evidence, will be processed and stored in the evidence room with access by authorized personnel only.

Login access logs shall be kept for three years by the police department in accordance with Public Records Laws.

EXCLUSIONS

This policy does not apply to the use of surveillance, or to the conduct of surveillance monitoring or recording by a law enforcement agency engaged in a legitimate criminal

investigation. This policy does not apply to the use of hand-held video cameras, police body cameras or police dash cameras.