



McCleary Regular City Council Meeting

Wednesday, August 13, 2025 – 6:30 PM

McCleary Community Building & Zoom Virtual Meeting

Agenda

Join Zoom Meeting

<https://us06web.zoom.us/j/81759829536>

Meeting ID: 817 5982 9536

(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

Announcements

- [1.](#) Train Restoration Proclamation
- [2.](#) Bear Fest Proclamation
- [3.](#) Planning Commission; presented by Councilmember Brent Schiller
- [4.](#) Civil Service Commission - A letter of interest, submitted by John Heley. Recommendation by Mayor and confirmation by Council.

Public Comment - Agenda Items Only

5. 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.

NOTICE: Per RCW 42.17A.555 the use of public facilities to support or oppose candidates or ballot issues is prohibited. Members of the public and the legislative body are not allowed to speak in support of, or in opposition to, a ballot measure or individual candidacy during an open public meeting. Please refrain from raising campaign issues when addressing the Council.

Please note that this is for comment only, and the council or staff cannot engage in conversations with the public.

Consent Agenda

- [6.](#) The following items are distributed to Councilmembers 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 a Councilmember.

- i. Approval of checks/vouchers/disbursements numbers 54763 to 54853 including EFT's dated 07/04/25-08/11/25 in the amount of \$273,954.96
- ii. Approval of payroll disbursement for July 2025 in the amount of \$353,130.77

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.

(Period: 07/01/25-07/15/25 \$204,116.74 for 07/20/25 payroll. Period 07/16/25-07/31/25 \$149,014.03 for 08/05/25 payroll).

[7.](#) Approval of minutes from December 18, 2024 meeting and June 11, 2025.

[8.](#) 2026 Budget Calendar

Updates

[9.](#) Staff Updates - Building Dept., Finance & Administration, Light & Power, Police Dept., Public Works, Water & Wastewater

[10.](#) Audit Action Plan-recap of audit findings and actions taken by Administration to date; presented by City-Clerk Treasurer, Jamie Vinyard.

[11.](#) Finance Updates; presented by City Administrator Jon Martin

New Business

[12.](#) Call to Council - Employment Contracts, a discussion item; presented by City Administrator Martin

Old Business

None.

Ordinances and Resolutions

[13.](#) Guestbook Resolution

Public Comment - City Business Only

14. 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.

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Please note that this is for comment only, and the council or staff cannot engage in conversations with the public.

Council Comments

City Administrator Comments

Adjourn

Please turn off Cell Phones- Thank you

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CITY OF MCCLEARY

Proclamation

WHEREAS, the City of McCleary is proud of its strong sense of community and tradition of volunteerism; and

WHEREAS, Beerbower Park serves as a beloved public space, offering recreational, historical, and cultural value to the citizens of McCleary and its visitors; and

WHEREAS, the train enclosure located within Beerbower Park is a treasured landmark, representing the city's rich heritage and serving as an iconic feature of our community; and

WHEREAS, the skirting around the train enclosure had fallen into disrepair, requiring attention, care, and restoration to preserve the integrity and appearance of this community asset; and

WHEREAS, a dedicated group of volunteers generously gave their time, effort, and skills to restore the skirting around the enclosure, enhancing both the safety and beauty of the area; and

WHEREAS, their work reflects the spirit of civic pride, responsibility, and selfless service that strengthens our neighborhoods and uplifts our city;

NOW, THEREFORE, I, Brycen Huff, Mayor Pro-Tem of the City of McCleary, do hereby proclaim gratitude and commendation to the volunteers who restored the skirting around the train enclosure at Beerbower Park, and encourage all citizens to recognize and celebrate their contribution to our community.

DATED this ____ day of _____, 2025.

CITY OF MCCLEARY:

Brycen Huff, Mayor Pro-Tem

CITY OF MCCLEARY

Proclamation

WHEREAS, the McCleary Bear Festival has been a cherished tradition in our community since its founding in 1959, bringing residents and visitors together to celebrate the unique spirit, heritage, and hospitality of McCleary, Washington; and

WHEREAS, the 2025 – 66th McCleary Bear Festival once again showcased the very best of our town through its grand parade, live music, family activities, car show, soapbox derby, softball tournament, and, of course, its famous bear stew; and

WHEREAS, none of this would be possible without the tireless efforts of the many dedicated volunteers who gave their time, energy, creativity, and care to plan, organize, and carry out every detail of this beloved event; and

WHEREAS, these volunteers worked behind the scenes for months to coordinate logistics, manage vendors, decorate venues, welcome guests, and ensure a safe and joyful celebration for all;

NOW, THEREFORE, I, Brycen Huff, Mayor Pro-Tem of the City of McCleary, do hereby proclaim appreciation and gratitude to the volunteers of the 2025 – 66th McCleary Bear Festival, and recognize them as vital contributors to the success of the festival and to the strength and unity of our community.

DATED this ____ day of _____, 2025.

CITY OF MCCLEARY:

Brycen Huff, Mayor Pro-Tem

CITY COUNCIL ANNOUNCEMENT

Establishment of Planning Commission

TO BE READ AT CITY COUNCIL MEETING

The City has openings on the Planning Commission.

Commission Structure and Membership

The Planning Commission shall consist of five members, or such lesser number as may be established by written resolution of the City Council from time to time. All members will be appointed by the Mayor with the approval of the City Council.

Terms of Office

To ensure continuity of service, the initial appointive members will serve staggered terms ranging from one to five years, structured so that no more than one member's term expires in any given year. Following these initial appointments, all subsequent terms will be four years in length.

All members must possess and maintain the qualifications required under RCW 35A.63 throughout their service. Any vacancies occurring before the natural expiration of a term will be filled for the remainder of the unexpired term.

Member Qualifications

Residency Requirements:

- At least sixty percent of sitting members must be residents living within the city limits
- Up to forty percent of sitting members may reside outside the city limits, provided they live within a two-mile radius of the city limits and are current utility customers of the city

Next Steps

The Mayor will begin the appointment process for the initial Planning Commission members. Citizens interested in serving are encouraged to contact the Mayor's office for information about the application process.

This Planning Commission will play a vital role in guiding the future development and growth of our community in accordance with state law and local needs.

This announcement is made pursuant to RCW 35A.63 and related statutes.

John I. Heley

652 W Camas Ct.
McCleary WA 98557
johnheley@yahoo.com
208.750.5538

July 9, 2025

City of McCleary
Attention: Civil Service Commission
100 S 3rd St.
McCleary, WA 98557

Dear Mayor Chris Miller:

I am writing to express my strong interest in serving on the Civil Service Commission for the City of McCleary. As the principal for the McCleary School District, I have a vested interest in the well-being of our community and the families we serve. I believe that a well-functioning civil service system is vital to maintaining public trust and supporting the dedicated professionals who serve our city. I would be honored to contribute to that effort.

My role as an educator has given me a unique perspective on the importance of public institutions that work with integrity and accountability. Every day, I see the direct impact that community decisions have on students and families. I am also a parent of four children, and like many McCleary residents, I want to help ensure that we are building a safe, welcoming, and vibrant community—now and for the future.

I bring to this role strong communication skills, a collaborative mindset, and a deep sense of civic responsibility. I understand the importance of working as part of a team, listening to diverse perspectives, and making thoughtful, fair decisions. These are principles I uphold in my work as a school leader, and they are the same values I would bring to the Civil Service Commission.

Thank you for considering my application. I care deeply about McCleary and would welcome the opportunity to serve and support our city in this important way.

Sincerely,

John I Heley



City of McCleary
Home of the McCleary Bear Festival

Item 4.

MEMORANDUM

DATE: August 7, 2025
TO: John Heley
FROM: Chris Miller, Mayor
SUBJECT: Civil Service Commission

I, Chris Miller, Mayor of the City of McCleary, acting under the provisions of RCW 35A.12.090, and the M.M.C. Chapter 2.56 Civil Service for the City Police, do appoint John Heley as Commissioner of the McCleary Civil Service Commission, Position #2. This is an initial four (4) year appointment with an end date through August 7, 2029; and who shall serve such times as I may designate during that time.

Mayor Chris Miller

Date

Attest: Clerk-Treasurer

Date

WARRANT/CHECK REGISTER

City Of McCleary

Time: 15:44:07 Date: 08/11/2025

Item 6.

07/04/2025 To: 08/11/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
3314	07/10/2025	Claims	1	EFT	Bonneville Power Administration		To correct date to 6.30.25
3315	07/10/2025	Claims	1	EFT	Bonneville Power Administration		To correct date to 6.30.25
3511	07/23/2025	Claims	1	EFT	City of McCleary	10,453.93	June 2025 utilities
3512	07/23/2025	Claims	1	EFT	Jamie L Vinyard	50.13	Expense reimb for employee appreciation
3513	07/23/2025	Claims	1	EFT	Wex Bank	4,377.60	Fuel - June 2025
3520	07/24/2025	Claims	1	EFT	Umpqua Bank	3,393.01	Amazon - Late fee reversal; Green River College - hydraulic training; Amazon - plug for caustic pump; Home Depot - ballest for lab light; Amazon - oil filter for bucket truck; Home Depot - flowers for
3521	07/24/2025	Claims	1	EFT	Department of Revenue	17,896.03	June 2025 Excise Tax
3692	07/30/2025	Claims	1	EFT	Bonneville Power Administration	119,879.00	June 2025 Power; June 2025 Transmission
3795	08/11/2025	Claims	1	EFT	Nakisha Harris Pryor	107.00	Expense for AWC budget conference
3796	08/11/2025	Claims	1	EFT	Jamie L Vinyard	399.92	Expenses for AWC budget conference
3255	07/10/2025	Claims	1	54763	ALS Environmental	246.00	2025 Quarter 2 samples
3256	07/10/2025	Claims	1	54764	Amazon Capital Svcs.	311.73	Soap dispensers for park rest. and transit station; Soap for park rest and transit station; Hand soap; Hose and sprinkler timer for city hall
3257	07/10/2025	Claims	1	54765	Anixter Inc.	181.21	Bolts
3258	07/10/2025	Claims	1	54766	Association of Washington Cities	250.00	Budgeting workshop - NP
3259	07/10/2025	Claims	1	54767	Auno LLC	20.21	003330.0 - 128 S6TH ST
3260	07/10/2025	Claims	1	54768	Bayview Building Material	99.50	Numbers for detour sign; Framing material for LB banner; Framing material for LB banner; Break clean PW
3261	07/10/2025	Claims	1	54769	CCS	2,830.34	Vacuum out grit washer
3262	07/10/2025	Claims	1	54770	Jeffrey T Catterlin	175.00	CDL physical
3263	07/10/2025	Claims	1	54771	Penny Challstedt	881.60	011620.5 - 300 NSUMMIT RD
3264	07/10/2025	Claims	1	54772	Comcast	363.28	ACCT: 8498 37 009 0143370
3265	07/10/2025	Claims	1	54773	Comcast	115.39	ACCT: 8498 37 009 0136911
3266	07/10/2025	Claims	1	54774	Comcast	10.47	ACCT: 8498 37 009 0008664
3267	07/10/2025	Claims	1	54775	Comcast	29.49	ACCT: 8498 37 009 0145854
3268	07/10/2025	Claims	1	54776	Cut Rate Auto	83.98	Def Primeguard L&P; 7 qts oil
3269	07/10/2025	Claims	1	54777	Darren Parse	65.00	Interpreter services for court
3270	07/10/2025	Claims	1	54778	Dept. of Labor and Industries - DOSH	1,224.00	Citation
3271	07/10/2025	Claims	1	54779	East Grays Harbor Fire & Rescue	10,681.53	EMS Services
3272	07/10/2025	Claims	1	54780	Emergency Vehicle Solutions, LLC	1,415.13	Install radio and apply decals to 2018 Ford PIU- PD
3273	07/10/2025	Claims	1	54781	Express Services, Inc.	2,507.64	AP clerk; AP clerk - eval hire; AP clerk
3274	07/10/2025	Claims	1	54782	Gordon's Select Market	44.11	Water WWTP; Water WWTP; Water L&P; Water WWTP
3275	07/10/2025	Claims	1	54783	Grainger	448.10	Paper towels all facilities, paid for water and sewer; Cleaning Supplies - FD
3276	07/10/2025	Claims	1	54784	Gray & Osborne Inc	33,292.57	2025 Roadway Treatment - TIB funded; West Maple St sidewalk - TIB funded; Gen. Engineering - Right of Way Map & WWTP Chiller
3277	07/10/2025	Claims	1	54785	Grays Harbor Communications	1,586.17	July 2025
3278	07/10/2025	Claims	1	54786	Grays Harbor District Court #1	2,950.00	2025 Q2 contract fees

WARRANT/CHECK REGISTER

City Of McCleary

Time: 15:44:07 Date: 08/11/2025

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07/04/2025 To: 08/11/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
3279	07/10/2025	Claims	1	54787	Grays Harbor EMS & Trauma Care Council	2,203.38	Quarterly EMS classes, records, certs
3280	07/10/2025	Claims	1	54788	Grays Harbor Fire District 12	140.00	E12-11 maintenance
3281	07/10/2025	Claims	1	54789	Hach Company	361.33	Lab supplies WWTP; Water testing supplies
3282	07/10/2025	Claims	1	54790	Harbor Disposal Co.	29.70	Treatment plant
3283	07/10/2025	Claims	1	54791	Harbor Disposal Co.	152.34	City of McCleary
3284	07/10/2025	Claims	1	54792	Harbor Disposal Co.	232.17	Community Center
3285	07/10/2025	Claims	1	54793	Harbor Disposal Co.	146.11	Treatment plant
3286	07/10/2025	Claims	1	54794	Harbor Disposal Co.	1,235.62	City-wide clean up final bill
3287	07/10/2025	Claims	1	54795	Harbor Disposal Co.	11.87	City-wide clean up late fee
3288	07/10/2025	Claims	1	54796	Harbor Disposal Co.	838.48	City of McCleary
3289	07/10/2025	Claims	1	54797	Ingram, Zelasko & Goodwin LLP	700.00	Public Defender contract
3290	07/10/2025	Claims	1	54798	Inland Environmental Res.	2,491.09	ALKA-Mag
3291	07/10/2025	Claims	1	54799	JD Construction	114.19	009961.0 - 218 COTTONWOOD CT
3292	07/10/2025	Claims	1	54800	Kelley Create	970.57	Scanners and copiers
3293	07/10/2025	Claims	1	54801	LeMay Mobile Shredding	34.22	City hall shredding; City hall shredding
3294	07/10/2025	Claims	1	54802	Loomis	173.20	Armored services -\$13.64 per vendor
3295	07/10/2025	Claims	1	54803	May, Ersel	170.10	Medicare reimbursement
3296	07/10/2025	Claims	1	54804	Chris & Sarah Miller	4.11	010187.0 - 420 S1ST ST
3297	07/10/2025	Claims	1	54805	Northstar Chemical, Inc	677.90	Sodium hypochlorite
3298	07/10/2025	Claims	1	54806	One Call Concepts, Inc.	15.21	Excavation notifications
3299	07/10/2025	Claims	1	54807	Pape' Machinery	168.50	Parts for ztrack
3300	07/10/2025	Claims	1	54808	Petro Card	1,103.58	Fuel for L&P
3301	07/10/2025	Claims	1	54809	Pitney Bowes Inc	147.83	2025 Q2 billing
3302	07/10/2025	Claims	1	54810	Pointe Pest Control	245.03	Quarterly pest control
3303	07/10/2025	Claims	1	54811	Powerplan	684.33	Tires and wheels for ztrack; Fork and bearing kit for ztrack
3304	07/10/2025	Claims	1	54812	Tracie Reopelle	36.16	003360.0 - 116 S6TH ST
3305	07/10/2025	Claims	1	54813	Right! Systems, Inc.	6,178.41	IT services; Tax on 2025-2026 Fortinet renewal
3306	07/10/2025	Claims	1	54814	Seawestern	82.72	Filter for air compressor FD
3307	07/10/2025	Claims	1	54815	South Sound Appliance	1,600.00	Incenter for low income washer/dryer
3308	07/10/2025	Claims	1	54816	TMG	715.58	Replace UV control cabinet heater
3309	07/10/2025	Claims	1	54817	Tara Dunford, CPA	1,657.50	June services
3310	07/10/2025	Claims	1	54818	Vestis	104.04	Rug svcs; Rug svcs; Rug svcs
3311	07/10/2025	Claims	1	54819	Water Management Labs Inc	196.00	Water testing; Water testing
3312	07/10/2025	Claims	1	54820	Westlake Hardware	65.28	Number for road closure sign; Gfci 20 amp outlet; Grease for gear motor housing
3524	07/24/2025	Claims	1	54821	Always Safe & Lock	52.70	Duplicate key for park kitchen
3525	07/24/2025	Claims	1	54822	Amazon Capital Svcs.	123.81	Toilet seat for city hall; Window cover; Data card - FD; Spark plug; Safety vest for JW; Clock for council meeting
3526	07/24/2025	Claims	1	54823	BHC Consultants	2,157.00	JUNE 2025 building inspection
3527	07/24/2025	Claims	1	54824	Bayview Building Material	278.83	Hose and nozzle for park kitchen; Water heating for park kitchen; Mag tubing 40'; Cement and primer L&P; Supplies to mount light bar on F250; Power cord and misc screws
3528	07/24/2025	Claims	1	54825	Brumfield Construction, Inc.	1,647.55	Gravel
3529	07/24/2025	Claims	1	54826	Cascade Natural Gas	21.20	ACCT: 114 241 0000 3

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
3530	07/24/2025	Claims	1	54827	Cascade Natural Gas	21.20	ACCT: 334 241 0000 7
3531	07/24/2025	Claims	1	54828	Cascade Natural Gas	21.20	ACCT: 748 575 0898 5
3532	07/24/2025	Claims	1	54829	City of Lakewood	395.00	Drone training - PD
3533	07/24/2025	Claims	1	54830	Comcast	106.17	ACCT: 8498 37 009 0035840
3534	07/24/2025	Claims	1	54831	Comcast	243.19	ACCT: 8498 37 009 0142901
3535	07/24/2025	Claims	1	54832	Comcast	313.65	ACCT: 8498 37 009 0142893
3536	07/24/2025	Claims	1	54833	Comcast	1,328.48	Phone/internet JULY 2025
3537	07/24/2025	Claims	1	54834	Norah Curtis	1,000.00	Rebate for air source heat pump
3538	07/24/2025	Claims	1	54835	Eubanks	822.76	Poolife granular shock
3539	07/24/2025	Claims	1	54836	Evergreen Consulting Group, LLC	1,082.50	T&M support May 2025 - June 2025
3540	07/24/2025	Claims	1	54837	Ferguson Enterprises, Inc #3007	574.10	Sewer pipe, compression couplers
3541	07/24/2025	Claims	1	54838	Grainger	605.07	Toilet paper; Disinfectant; Cleaner, trash bags, tp
3542	07/24/2025	Claims	1	54839	Inland Environmental Res.	1,945.42	Emergency purchase mag hydrox mixer replace
3543	07/24/2025	Claims	1	54840	John Newman	800.00	Ductless heat pump incentive
3544	07/24/2025	Claims	1	54841	Parkson Corporation	1,799.08	Brush assembly on Influent Heliseve
3545	07/24/2025	Claims	1	54842	Powerplan	90.12	Axle bolt for ztrack; Nuts and air filter for ztrack
3546	07/24/2025	Claims	1	54843	Purchase Power	777.37	ACCT: 8000-9090-1132-0731
3547	07/24/2025	Claims	1	54844	Quick Lube	496.89	Oil change and trans. on 2017 Tahoe
3548	07/24/2025	Claims	1	54845	Right! Systems, Inc.	3,608.42	Cisco networking
3549	07/24/2025	Claims	1	54846	South Sound Appliance	1,600.00	Incentive for low income washer/dryer C. Dalton
3550	07/24/2025	Claims	1	54847	South Sound Appliance	1,600.00	Incentive for low income washer/dryer J. Hobbs
3551	07/24/2025	Claims	1	54848	TSI, Inc.	3,920.40	IT services for dept 405 and 407
3552	07/24/2025	Claims	1	54849	Vestis	34.68	Rug svcs
3553	07/24/2025	Claims	1	54850	WABO	29.40	2021 WA energy code R-37
3554	07/24/2025	Claims	1	54851	Washington State Auditor's Office	904.15	22-23 Audit, JUNE 2025
3555	07/24/2025	Claims	1	54852	Water Management Labs Inc	196.00	Water testing; Water testing
3556	07/24/2025	Claims	1	54853	Younglove & Coker	5,303.00	JUNE 2025 prosecution; JUNE 2025 services; Services for PD
						27,142.74	001 Current Expense
						33,954.59	102 Street Fund
						155,403.52	401 Light And Power Fund
						14,618.81	405 Water Fund
						30,025.91	407 Sewer Fund
						1,846.54	409 Storm Water Fund
						10,962.85	413 Ambulance Fund
						273,954.96	Claims:
						273,954.96	* Transaction Has Mixed Revenue And Expense Accounts

WARRANT/CHECK REGISTER

City Of McCleary

Time: 15:44:07 Date: 08/11/2025

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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

Time: 11:45:30 Date: 08/12/2025

Item 6.

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3199	07/07/2025	Payroll	1	EFT	WA ST DEPT OF DSHS, (DCS)	250.00	Pay Cycle(s) 07/01/2025 To 07/31/2025 - WA ST DEPT OF DSHS (DCS)
3201	07/07/2025	Payroll	1	EFT	EFTPS	25,253.59	941 Deposit for Pay Cycle(s) 07/03/2025 - 07/03/2025
3204	07/07/2025	Payroll	1	EFT	Department of Retirement - Def Comp	2,346.70	Pay Cycle(s) 07/01/2025 To 07/31/2025 - DRS Def Comp; Pay Cycle(s) 07/01/2025 To 07/31/2025 - DRS Def. Comp. ROTH
3206	07/07/2025	Payroll	1	EFT	AWC Employee Benefit Trust	34,684.49	Pay Cycle(s) 06/06/2025 To 07/04/2025 - AWC-Medical; Pay Cycle(s) 06/06/2025 To 07/04/2025 - AWC - Basic Life; Pay Cycle(s) 06/06/2025 To 07/04/2025 - AWC - LTD; Pay Cycle(s) 06/06/2025 To 07/04/2025
3207	07/07/2025	Payroll	1	EFT	Washington Teamsters Welfare Trust	3,715.20	Pay Cycle(s) 06/06/2025 To 07/04/2025 - Teamsters Vision Plan; Pay Cycle(s) 06/06/2025 To 07/04/2025 - Teamsters Dental Plan A
3208	07/07/2025	Payroll	1	EFT	AFLAC Remittance Processing	995.38	Pay Cycle(s) 06/06/2025 To 07/04/2025 - AFLAC - 125 (Pre-tax); Pay Cycle(s) 06/06/2025 To 07/04/2025 - AFLAC - (After Tax)
3221	07/08/2025	Payroll	1	54753	IBEW Local #77 (PAC Dues)	30.01	Pay Cycle(s) 06/06/2025 To 07/04/2025 - IBEW Local # 77 - PAC
3222	07/08/2025	Payroll	1	54754	IBEW Local #77	1,186.77	Pay Cycle(s) 06/06/2025 To 07/04/2025 - IBEW Local # 77
3223	07/08/2025	Payroll	1	54755	LEOFF Health and Welfare Trust	639.88	Pay Cycle(s) 06/06/2025 To 07/04/2025 - LEOFF Health Trust - Dental
3224	07/08/2025	Payroll	1	54756	LEOFF Health and Welfare Trust	7,708.81	Pay Cycle(s) 06/06/2025 To 07/04/2025 - LEOFF Health Trust - Medical
3225	07/08/2025	Payroll	1	54757	Life Secure LTC	879.87	Pay Cycle(s) 06/06/2025 To 07/04/2025 - Life Secure LTC
3226	07/08/2025	Payroll	1	54758	NFOP Labor Services Division	302.00	Pay Cycle(s) 06/06/2025 To 07/04/2025 - FOP - Police Labor Services
3227	07/08/2025	Payroll	1	54759	Olympic Mountain Lodge #23	54.00	Pay Cycle(s) 06/06/2025 To 07/04/2025 - Olympic Mountain Lodge Dues
3228	07/08/2025	Payroll	1	54760	Teamster Local 252	451.50	Pay Cycle(s) 06/06/2025 To 07/04/2025 - Teamsters Union Local 252
3229	07/08/2025	Payroll	1	54761	UNUM Life Insurance Co	72.90	Pay Cycle(s) 06/06/2025 To 07/04/2025 - UNUM
3230	07/08/2025	Payroll	1	54762	Umpqua Bank	85.00	Pay Cycle(s) 06/06/2025 To 07/04/2025 - Sunshine Fund
3424	07/18/2025	Payroll	1	EFT		2,609.97	July 01-15, 2025
3425	07/18/2025	Payroll	1	EFT		2,085.76	July 01-15, 2025
3426	07/18/2025	Payroll	1	EFT		2,940.72	July 01-15, 2025
3427	07/18/2025	Payroll	1	EFT		45.84	July 01-15, 2025
3428	07/18/2025	Payroll	1	EFT		1,690.77	July 01-15, 2025
3429	07/18/2025	Payroll	1	EFT		53.64	July 01-15, 2025

WARRANT/CHECK REGISTER

City Of McCleary

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
3430	07/18/2025	Payroll	1	EFT		357.51	July 01-15, 2025
3431	07/18/2025	Payroll	1	EFT		2,211.84	July 01-15, 2025
3432	07/18/2025	Payroll	1	EFT		1,735.98	July 01-15, 2025
3433	07/18/2025	Payroll	1	EFT		45.84	July 01-15, 2025
3434	07/18/2025	Payroll	1	EFT		2,206.88	July 01-15, 2025
3435	07/18/2025	Payroll	1	EFT		1,233.33	July 01-15, 2025
3436	07/18/2025	Payroll	1	EFT		45.55	July 01-15, 2025
3437	07/18/2025	Payroll	1	EFT		3,912.76	July 01-15, 2025
3438	07/18/2025	Payroll	1	EFT		3,533.81	July 01-15, 2025
3439	07/18/2025	Payroll	1	EFT		1,605.32	July 01-15, 2025
3440	07/18/2025	Payroll	1	EFT		3,677.03	July 01-15, 2025
3441	07/18/2025	Payroll	1	EFT		275.08	July 01-15, 2025
3442	07/18/2025	Payroll	1	EFT		2,783.50	July 01-15, 2025
3443	07/18/2025	Payroll	1	EFT		3,054.83	July 01-15, 2025
3444	07/18/2025	Payroll	1	EFT		3,325.29	July 01-15, 2025
3445	07/18/2025	Payroll	1	EFT		1,665.04	July 01-15, 2025
3446	07/18/2025	Payroll	1	EFT		88.89	July 01-15, 2025
3447	07/18/2025	Payroll	1	EFT		2,048.54	July 01-15, 2025
3448	07/18/2025	Payroll	1	EFT		2,158.46	July 01-15, 2025
3449	07/18/2025	Payroll	1	EFT		2,539.05	July 01-15, 2025
3450	07/18/2025	Payroll	1	EFT		1,306.53	July 01-15, 2025
3451	07/18/2025	Payroll	1	EFT		3,390.23	July 01-15, 2025
3452	07/18/2025	Payroll	1	EFT		44.76	July 01-15, 2025
3453	07/18/2025	Payroll	1	EFT		45.55	July 01-15, 2025
3454	07/18/2025	Payroll	1	EFT		2,309.90	July 01-15, 2025
3455	07/18/2025	Payroll	1	EFT		2,536.89	July 01-15, 2025
3456	07/18/2025	Payroll	1	EFT		3,203.94	July 01-15, 2025
3457	07/18/2025	Payroll	1	EFT			July 01-15, 2025
3458	07/18/2025	Payroll	1	EFT		561.56	July 01-15, 2025
3465	07/18/2025	Payroll	1	EFT	EFTPS	23,884.43	941 Deposit for Pay Cycle(s) 07/18/2025 - 07/18/2025
3496	07/21/2025	Payroll	1	EFT	WA ST DEPT OF DSHS, (DCS)	250.00	Pay Cycle(s) 07/18/2025 To 07/18/2025 - WA ST DEPT OF DSHS (DCS)
3504	07/22/2025	Payroll	1	EFT	Department of Retirement - Def Comp	2,449.43	Pay Cycle(s) 07/18/2025 To 07/18/2025 - DRS Def Comp; Pay Cycle(s) 07/18/2025 To 07/18/2025 - DRS Def. Comp. ROTH
3563	07/28/2025	Payroll	1	54854		2,127.31	PD 2023/2024 BackpaySettlement
3564	07/28/2025	Payroll	1	54855			Deleted Payroll Entry - Jamie Vinyard
3565	07/28/2025	Payroll	1	54856			Deleted Payroll Entry - Jamie Vinyard
3566	07/28/2025	Payroll	1	54857		4,766.78	PD 2023/2024 BackpaySettlement
3523	07/29/2025	Payroll	1	EFT	Department of Retirement Systems	7,852.12	Pay Cycle(s) 07/18/2025 To 07/18/2025 - PERS 2; Pay Cycle(s) 07/18/2025 To 07/18/2025 - PERS 3
3580	07/29/2025	Payroll	1	EFT	Employment Security, Department of	981.50	2nd Quarter Unemployment: 04/01/2025 - 06/30/2025
3582	07/29/2025	Payroll	1	EFT	Dept of Labor & Industry	16,824.55	2ND Quarter L&I: 04/01/2025 - 06/30/2025
3606	07/31/2025	Payroll	1	EFT	EFTPS	2,981.83	941 Deposit for Pay Cycle(s) 07/28/2025 - 07/28/2025
3630	08/01/2025	Payroll	1	EFT	Department of Retirement Systems	2,529.03	Pay Cycle(s) 06/05/2025 To 06/05/2025 - LEOFF II

WARRANT/CHECK REGISTER

City Of McCleary

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07/04/2025 To: 08/05/2025

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
3631	08/01/2025	Payroll	1	EFT	Department of Retirement Systems	2,464.90	Pay Cycle(s) 06/20/2025 To 06/20/2025 - LEOFF II
3632	08/01/2025	Payroll	1	EFT	Department of Retirement Systems	2,584.40	Pay Cycle(s) 07/03/2025 To 07/03/2025 - LEOFF II
3633	08/01/2025	Payroll	1	EFT	Department of Retirement Systems	2,686.55	Pay Cycle(s) 07/18/2025 To 07/18/2025 - LEOFF II
3689	08/04/2025	Payroll	1	EFT	WA ST DEPT OF DSHS, (DCS)	250.00	Pay Cycle(s) 08/05/2025 To 08/05/2025 - WA ST DEPT OF DSHS (DCS)
3691	08/04/2025	Payroll	1	EFT	AFLAC Remittance Processing	995.38	Pay Cycle(s) 07/18/2025 To 08/05/2025 - AFLAC - 125 (Pre-tax); Pay Cycle(s) 07/18/2025 To 08/05/2025 - AFLAC - (After Tax)
3694	08/04/2025	Payroll	1	EFT	AWC Employee Benefit Trust	34,684.49	Pay Cycle(s) 07/18/2025 To 08/05/2025 - AWC-Medical; Pay Cycle(s) 07/18/2025 To 08/05/2025 - AWC - Basic Life; Pay Cycle(s) 07/18/2025 To 08/05/2025 - AWC - LTD; Pay Cycle(s) 07/18/2025 To 08/05/2025
3697	08/04/2025	Payroll	1	EFT	Washington Teamsters Welfare Trust	2,339.20	Pay Cycle(s) 07/18/2025 To 08/05/2025 - Teamsters Vision Plan; Pay Cycle(s) 07/18/2025 To 08/05/2025 - Teamsters Dental Plan A
3695	08/04/2025	Payroll	1	54858	Umpqua Bank		Not ready to print check. Processed inadvertently. JV 08/08/25
3732	08/05/2025	Payroll	1	EFT	Department of Retirement - Def Comp	2,528.12	Pay Cycle(s) 08/05/2025 To 08/05/2025 - DRS Def Comp; Pay Cycle(s) 08/05/2025 To 08/05/2025 - DRS Def. Comp. ROTH
3635	08/05/2025	Payroll	1	EFT		2,091.44	July 16-31, 2025
3636	08/05/2025	Payroll	1	EFT		2,093.07	July 16-31, 2025
3637	08/05/2025	Payroll	1	EFT		4,166.82	July 16-31, 2025
3638	08/05/2025	Payroll	1	EFT		45.84	July 16-31, 2025
3639	08/05/2025	Payroll	1	EFT		1,686.04	July 16-31, 2025
3640	08/05/2025	Payroll	1	EFT		53.64	July 16-31, 2025
3641	08/05/2025	Payroll	1	EFT		410.01	July 16-31, 2025
3642	08/05/2025	Payroll	1	EFT		2,208.24	July 16-31, 2025
3643	08/05/2025	Payroll	1	EFT		1,736.65	July 16-31, 2025
3644	08/05/2025	Payroll	1	EFT		45.84	July 16-31, 2025
3645	08/05/2025	Payroll	1	EFT		1,999.59	July 16-31, 2025
3646	08/05/2025	Payroll	1	EFT		1,513.27	July 16-31, 2025
3647	08/05/2025	Payroll	1	EFT		45.55	July 16-31, 2025
3648	08/05/2025	Payroll	1	EFT		3,907.08	July 16-31, 2025
3649	08/05/2025	Payroll	1	EFT		3,532.45	July 16-31, 2025
3650	08/05/2025	Payroll	1	EFT		1,981.40	July 16-31, 2025
3651	08/05/2025	Payroll	1	EFT		3,677.65	July 16-31, 2025
3652	08/05/2025	Payroll	1	EFT		275.08	July 16-31, 2025
3653	08/05/2025	Payroll	1	EFT		4,170.58	July 16-31, 2025
3654	08/05/2025	Payroll	1	EFT		3,050.75	July 16-31, 2025
3655	08/05/2025	Payroll	1	EFT		3,332.81	July 16-31, 2025

WARRANT/CHECK REGISTER

City Of McCleary

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
3656	08/05/2025	Payroll	1	EFT		1,657.08	July 16-31, 2025
3657	08/05/2025	Payroll	1	EFT		88.89	July 16-31, 2025
3658	08/05/2025	Payroll	1	EFT		2,013.22	July 16-31, 2025
3659	08/05/2025	Payroll	1	EFT		2,157.15	July 16-31, 2025
3660	08/05/2025	Payroll	1	EFT		2,164.77	July 16-31, 2025
3661	08/05/2025	Payroll	1	EFT		1,191.20	July 16-31, 2025
3662	08/05/2025	Payroll	1	EFT		3,696.48	July 16-31, 2025
3663	08/05/2025	Payroll	1	EFT		44.76	July 16-31, 2025
3664	08/05/2025	Payroll	1	EFT		45.55	July 16-31, 2025
3665	08/05/2025	Payroll	1	EFT		2,008.40	July 16-31, 2025
3666	08/05/2025	Payroll	1	EFT		293.27	July 16-31, 2025
3667	08/05/2025	Payroll	1	EFT		2,518.54	July 16-31, 2025
3668	08/05/2025	Payroll	1	EFT		2,484.38	July 16-31, 2025
3669	08/05/2025	Payroll	1	EFT		456.25	July 16-31, 2025
3670	08/05/2025	Payroll	1	EFT		633.21	July 16-31, 2025
3688	08/05/2025	Payroll	1	EFT	EFTPS	25,002.38	941 Deposit for Pay Cycle(s) 08/05/2025 - 08/05/2025
3698	08/05/2025	Payroll	1	54859	IBEW Local #77 (PAC Dues)	30.01	Pay Cycle(s) 07/18/2025 To 08/05/2025 - IBEW Local # 77 - PAC
3699	08/05/2025	Payroll	1	54860	IBEW Local #77	1,186.76	Pay Cycle(s) 07/18/2025 To 08/05/2025 - IBEW Local # 77
3700	08/05/2025	Payroll	1	54861	LEOFF Health and Welfare Trust	639.88	Pay Cycle(s) 07/18/2025 To 08/05/2025 - LEOFF Health Trust - Dental
3701	08/05/2025	Payroll	1	54862	LEOFF Health and Welfare Trust	7,708.81	Pay Cycle(s) 07/18/2025 To 08/05/2025 - LEOFF Health Trust - Medical
3702	08/05/2025	Payroll	1	54863	Life Secure LTC	879.87	Pay Cycle(s) 07/18/2025 To 08/05/2025 - Life Secure LTC
3703	08/05/2025	Payroll	1	54864	NFOP Labor Services Division	317.00	Pay Cycle(s) 07/18/2025 To 08/05/2025 - FOP - Police Labor Services
3704	08/05/2025	Payroll	1	54865	Olympic Mountain Lodge #23	54.00	Pay Cycle(s) 07/18/2025 To 08/05/2025 - Olympic Mountain Lodge Dues
3705	08/05/2025	Payroll	1	54866	Teamster Local 252	505.50	Pay Cycle(s) 07/18/2025 To 08/05/2025 - Teamsters Union Local 252
3706	08/05/2025	Payroll	1	54867	UNUM Life Insurance Co	72.90	Pay Cycle(s) 07/18/2025 To 08/05/2025 - UNUM
3707	08/05/2025	Payroll	1	54868	Umpqua Bank	90.00	Pay Cycle(s) 07/18/2025 To 08/05/2025 - Sunshine Fund
						132,824.97	001 Current Expense
						4,981.91	102 Street Fund
						136,865.38	401 Light And Power Fund
						37,069.10	405 Water Fund
						31,476.64	407 Sewer Fund
						9,621.42	409 Storm Water Fund
						291.35	413 Ambulance Fund
						353,130.77	Payroll:
							353,130.77

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



McCleary Regular City Council Meeting

Wednesday, December 18, 2024 – 6:30 PM

McCleary City Hall Council Chambers & Zoom Virtual Meeting

Minutes

Join Zoom Meeting

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

Meeting ID: **817 9207 7978**

Passcode: **144764**

(253) 215-8782

Call to Order/Flag Salute/Roll Call

Meeting called to order by Councilmember Brycen Huff, Mayor Pro Tem at 6:33pm

PRESENT

Councilmember Jacob Simmons

Councilmember Brycen Huff

Councilmember Brent Schiller

Councilmember Andrea Dahl

Councilmember Keith Klimek

Agenda Modifications/Acceptance

Councilmember Huff, Mayor Pro Tem proposed a motion to accept the Agenda as is.

Motion made by Councilmember Dahl, Seconded by Councilmember Klimek.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek

Special Presentations

None.

Public Comment - Agenda Items Only

None.

Consent Agenda

1. A/P Nov. 22 - Dec 10, 2024 Check numbers 53976-54036 Including EFT's Totaling \$208,662.01
Councilmember "unidentified", asked about a charge for CCS in the amount of approximately \$2300, he wanted to know what it was for if this was an emergency charge or an annual charge.
City Administrator, Jon Martin, replied that he would research and let Councilmember "unidentified" know the following day.
2. Meeting Minutes - December 4, 2024
3. Payroll November 1-30, 2024 Ck Numbers 53953-53974 Including EFT's (and Fire Department Payroll) Totaling \$200,979.17
Councilmember Huff, Mayor Pro Tem proposed a motion to accept the Consent Agenda.
Motion made by Councilmember Dahl, Seconded by Councilmember "unidentified"
Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek

Please turn off Cell Phones- Thank you

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Updates

None.

New Business

None.

Old Business

4. Grays Harbor Emergency Management Contract

City Administrator Martin stated that law requires the City to have an emergency management plan and by joining it will save the City money. He recommends that the City sign the contract.

Motion made by Councilmember Klimek to accept the contract. Seconded by "unidentified"

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek

5. 2025 Budget Discussion

City Administrator Martin spoke about the challenges of the past regarding the budget, specifically the lost of key staff positions and the decrease in the City funds.

He spoke about the main goal of the 2025 budget being to maintain staffing and resources for the community. He also listed several key assumptions being made when considering the budget.

Lastly City Administrator Martin spoke about his plans to implement metrics for the 2026 budget and he looks forward to collaborating with Council.

Councilmembers had several questions and comments that were discussed including salary comparisons, interest funds going to the general fund, ARPA funds, financial reporting, and Clerk-Treasurer salary and job duties.

City Administrator Martin spoke about providing regular financials to the Council more timely so that they could see the City's monthly budget position.

He also spoke about working with the union on updating job descriptions and though no positions are being eliminated but the office clerk position will not be filled.

Councilmember "unidentified" asked about moving the Closed Session on the Agenda to occur after the 2025 Budget Discussion as opposed to having the Closed Session after the final Public Comment.

Motion made by Councilmember Klimek to move up Close Session. Seconded by Councilmember Dahl.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek

Motion approved.

Closed Session

6. Closed Session for Collective Bargaining under RCW 42.30.140

City Administrator Martin estimated time of close session to last for 30 minutes.

Closed session began at 6:52pm and ended at 7:25pm.

Per Councilmember Huff, Mayor Pro Tem, no action was taken or decisions made during the meeting.

The regular Council meeting was reconvened at 7:25pm.

Old Business Continued

7. Olympic Ambulance Discussion

City Attorney Madison Pleasant reviewed the current ambulance contract at determined the only way to terminate the contract is with good cause, she discussed the steps that would need to be taken to terminate the contract and mentioned that there is 4 years remaining on the current contract.

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City Attorney Pleasant answered questions from the Council regarding the contract including who determines good cause, the contractor agreeing to terminate the contract and the approval of the original contract which expires in December 2028.

Councilmember "unidentified" suggested forming a committee regarding this subject.

City Resident, Paul Nott provided suggestions to the Council on how to handle this subject.

Councilmembers discussed opinions regarding the current contract and possible future contracts. City Administrator Martin provided suggestions to the Council.

Ordinances and Resolutions

8. Electrical Service Rates

Councilmember Huff, Mayor Pro Tem, brought forward the electrical service rates, Resolution 764.

City Administrator Martin provided details.

Councilmember Klimek made a motion to approve Resolution 764. Councilmember "unidentified" seconded.

Voting Yea: Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek

Voting Nay: Councilmember Simmons

Motion approved.

9. Water and Sewer Rates

Councilmember Huff, Mayor Pro Tem, brought forward the water and sewer rates, Resolution 765.

Councilmember Klimek had a question regarding the rates.

Councilmember Dahl made a motion to approve Resolution 765. Councilmember Klimek seconded.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek

Motion approved.

10. Interest Income To Current Expense Resolution

Councilmember Huff, Mayor Pro Tem, brought forward the interest income to current expense, Resolution 766.

Councilmember "unidentified" made a motion to approve Resolution 766. Councilmember Dahl seconded.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek

Motion approved.

11. LGIP Resolution - Signers

Councilmember Huff, Mayor Pro Tem, brought forward the LGIP signers, Resolution 767.

City Administrator Martin provided details.

Councilmembers discussed a name being required for signers versus a position being required.

Councilmember Dahl made a motion to approve Resolution 767. Councilmember Klimek seconded.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek

Motion approved.

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12. Resolution to Repeal Utility Rate CPI for 2025

Councilmember Huff, Mayor Pro Tem, brought forward the repeal utility rates CPI for 2025, Resolution 768.

City Administrator Martin provided details.

Councilmembers asked for clarification.

Councilmember Dahl made a motion to approve Resolution 768. Councilmember "unidentified" seconded.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek

Motion approved.

13. Ordinance to Amend Utility Tax

Councilmember Huff, Mayor Pro Tem, brought forward the amendment of the utility tax, Ordinance 893.

Councilmember Dahl made a motion to adopt Ordinance 893. Councilmember Klimek seconded.

Roll call taken:

Voting Yea: Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek

Voting Nay: Councilmember Simmons

Motion adopted.

14. Storm Rates

Councilmember Huff, Mayor Pro Tem, brought forward storm water rates, Resolution 769.

Councilmember Simmons made a request for the Council to review what is being gained.

Councilmember Dahl made a motion to approve Resolution 769. Councilmember "unidentified" seconded.

Voting Yea: Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek

Voting Nay: Councilmember Simmons

Motion approved.

15. Final 2025 Budget Ordinance

Councilmember Huff, Mayor Pro Tem, brought forward the final 2025 budget, Ordinance 894.

Councilmembers discussed the ordinance of what is and isn't included in ordinance.

Councilmember Dahl made a motion to adopt Ordinance 894. Councilmember Dahl seconded.

Roll call taken:

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

Voting Nay: Councilmember Schiller

Motion adopted.

Public Comment - City Business Only

Community member asked that Mayor Pro Tem be added to all Resolutions and Ordinances signed by Councilmember Huff.

Council Comments

Please turn off Cell Phones- Thank you

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Councilmember Huff, Mayor Pro Tem, thanked the City, Fire Department, Civic Renewal, Bear Fest for Christmas in McCleary.

He mentioned Santa Through Town for food collection.

Councilmembers thanked Jon Martin for 2025 budget.

City Administrator Comments

City Administrator Martin asked if any action would be taken on the Executive Section on post session.

Councilmembers said no that the item would be tabled until January.

Councilmember Huff, Mayor Pro Tem, brought up that new committee assignments would be happening for next year.

Adjourn

Councilmember Huff, Mayor Pro Tem, asked for a motion to adjourn the meeting.

Motion made by Councilmember Dahl. Seconded by Councilmember "unidentified"

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek

Motion approved. Meeting adjourned at 7:58pm

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McCleary Regular City Council Meeting

Wednesday, June 11, 2025 – 6:30 PM

McCleary Community Building & Zoom Virtual Meeting

Minutes

Join Zoom Meeting

<https://us06web.zoom.us/j/86011641891>

Meeting ID: **860 1164 1891**

(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

Meeting was called to order by Councilmember Brycen Huff, Mayor Pro Tem, at 6:31 pm. After the flag salute, roll call was taken by City Clerk Treasurer Jamie Vinyard.

PRESENT

Councilmember Brycen Huff

Councilmember Brent Schiller

Councilmember Andrea Dahl via Zoom

Councilmember Keith Klimek

ABSENT

Mayor Chis Miller

Councilmember Jacob Simmons

Motion made by Councilmember Schiller to excuse the absence of Councilmember Simmons, seconded by Councilmember Dahl. Motion accepted.

Agenda Modifications/Acceptance

Lions Club presentation by Jan Weatherly added to the agenda.

Motion requested by Councilmember Huff, Mayor Pro Tem, to accept the modified agenda.

Motion made by Councilmember Klimek, Seconded by Councilmember Schiller.

Voting Yea: Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek

Motion approved.

Presentation by Jan Weatherly, for the Lions Club to be brought to Elma and McCleary.

Jan Weatherly described the Lions Club as a service organization that exists to serve people in need as determined by the Club, which does research and reaches out to the leaders of the city to help find out the needs of the town.

The Lions Club has spoken with City Clerk Treasurer Vinyard and Police Chief Ryan Miskell.

Please turn off Cell Phones- Thank you

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Jan Weatherly provided a few facts about the Lions Club and that they would hope to have a combined club for Elma and McCleary. The Lions Club programs can provide eye screenings and glasses for those that cannot afford them, a camp for kids with Type 1 Diabetes, road clean up, and many more areas.

Councilmember Schiller asked for details about the Club which Jan Weatherly responded to including a building for the club, how the Club is operated, and Club finances and resources like grant funding.

Councilmember Klimek spoke about his familiarity with the Lions Club in another town.

Jan Weatherly invited everyone to a meeting on June 24th at the McCleary Community Center for a Lions Club introduction meeting.

Councilmember Huff, Mayor Pro Tem, responded that he felt that the resources the Club could offer at schools and to the community would be great.

Public Comment - Agenda Items Only

1. *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.

NOTICE: Per RCW 42.17A.555 the use of public facilities to support or oppose candidates or ballot issues is prohibited. Members of the public and the legislative body are not allowed to speak in support of, or in opposition to, a ballot measure or individual candidacy during an open public meeting. Please refrain from raising campaign issues when addressing the Council.

Please note that this is for comment only, and the council or staff cannot engage in conversations with the public.

None.

Consent Agenda

2. 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 54623 to 54663 including EFT's dated 05/23/25-06/05/25 in the amount of \$139,409.01

ii. Approval of payroll disbursement for May 2025 in the amount of \$185,681.80

(Period: 05/01/25-05/15/25 \$105,413.49 for 05/20/25 payroll. Period 05/16/25-05/31/25 \$80,268.31 for 06/05/25 payroll).

Councilmember Huff, Mayor Pro Tem, read the Consent Agenda and asked if there were any questions.

Councilmember Dahl asked about the HR contract with Archbright.

City Administrator Jon Martin provided details about the contract, which is for HR consulting, 15 hours per year to assist the City with expertise on labor laws.

City Clerk Treasurer Vinyard said that she would check on the details for the hourly rate after 15 hours.

Councilmember Dahl requested the contract with Archbright be sent to the Council.

Councilmember Huff, Mayor Pro Tem, requested a motion to accept the Consent Agenda.

Motion made by Councilmember Schiller, Seconded by Councilmember Klimek.

Voting Yea: Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek

Motion approved.

Updates

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

Councilmember Huff, Mayor Pro Tem asked for any questions regarding the staff updates.

Councilmember Huff, Mayor Pro Tem had a comment regarding the ethernet cable requested by Kevin Trehwella on this and previous reports for wells. He asked that the request be fulfilled.

He also had a question for Chief Miskell regarding the armored vehicle, regarding what needs to be done to be rid of it.

Chief Miskell responded that the vehicle was now in the City's name, however it can only be auctioned to another agency. The legalities of selling to the public are being reviewed.

New Business

None.

Old Business

4. Private Investigator Expenditure - Council to provide cap amount.

Councilmember Huff, Mayor Pro Tem address the Old Business of council providing a cap amount for the private investigator.

City Attorney Madison Pleasant stated the fees for the private investigator that her firm has used in the past are \$100 per hour. The client would put a cap on the amount that they want to spend, and the investigator would provide an update once the cap is approached.

Councilmember Huff, Mayor Pro Tem, suggested community feedback and that his concern was the cost to the City and the risk that nothing would be found and the citizens will feel that money was wasted.

Councilmember Schiller stated that for the community, the council should do it's due diligence and remain transparent and that by looking at the audience of the current meeting, there is less turmoil than the last 6 months. He questioned if this expenditure is something that even needs to be considered.

Councilmember Klimek stated that things are currently going smoothly and there is no need to pursue this.

Councilmember Dahl stated that she would provide her feedback during the next meeting.

Councilmembers discussed this item versus the change in government item.

City Attorney Pleasant discussed not hearing back from the MRSC in regard to the change in government.

Councilmember Dahl discussed contacting other cities that have changed the form of government to get input on how they handled this item.

Public Comment - City Business Only

5. 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.

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None.

Council Comments

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Councilmember Huff, Mayor Pro Tem, asked for council comments.

Councilmember Schiller and Councilmember mentioned the new businesses that opened recently, Rainmaker Coffee, Bandana Brewing and Krissy's Cafe.

City Administrator Comments

City Administrator Martin provided updates on the current construction at Maple St., that the work should be done prior to the Bear Festival, with the exception of the striping.

He provided additional updates including the following items:

Public Works has been prepping the roads and fixing potholes for the Chip Seal. No start date yet for the chip seal program.

The chiller cooler is on order and scheduled for October installation.

A possible grant for the sewer system is in the works.

Staff is working on multiple tasks and outsourcing items that need professional input in order to be handled correctly.

The State audit is pending review by an audit supervisor. The IRS audit is awaiting close out. The L&I audit has been completed, it has been found that safety meetings are needed, documents for certification of hot sticks has been fixed, and not moving trucks with persons in the bucket without certification.

The WCIA audit went well with a low incident rate, any findings have been remediated.

City Administrator Martin thanked the Council for working with Administration. He acknowledged the challenges the City has faced yet the staff has handled the challenges well. He acknowledged City staff doing their jobs well.

Councilmember Huff, Mayor Pro Tem asked if there have been any applicants for Civil Service.

Chief Miskell replied that there has been some interest.

Councilmember Huff, Mayor Pro Tem requested a presentation providing info about Civil Service at the July Council Meeting.

Councilmember Dahl asked if the current Civil Service member has provided with info on their duties.

Chief Miskell replied that he thought they were awaiting another person be accepted to Civil Service. He reiterated that he does not run the Civil Service, they Mayor and City Administrator run the Civil Service.

Councilmember Dahl asked about the piles of concrete from the sidewalk project, if any discussion has been had with the contractor regarding grinding that material and using it for treatment of alley ways.

City Administrator Martin replied that the discussion has been had with the contractor and WADOT.

Councilmember Klimek asked if the hiring of the office position has been completed.

City Administrator replied that it has not, but it should be completed this week.

Councilmember Schiller requested to be excused from the July meeting.

Adjourn

Motion made by Councilmember Schiller, Seconded by Councilmember Klimek.

Voting Yea: Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek

Motion approved, meeting adjourned at 7:14pm.

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2026 Budget Calendar

August 1 – budget worksheets ready for departments to use.

August 18 – clerk sends formal budget request estimate to departments, with September 1st due date.

September 1 – budget numbers due from departments (statutory deadline: Sept 22nd)

September 22 – preliminary budget prepared by staff and submitted to Mayor for review (statutory deadline: October 1st)

Second meeting in September:

- preliminary revenue estimates presented to Council (statutory deadline: October 6th)

Second meeting in October:

- public hearing, revenue sources
- Mayor’s budget presented to Council (statutory deadline: November 2nd)

First meeting in November:

- property tax ordinance, first read
- public hearing on preliminary budget (statutory deadline: December 1st)
- budget discussion (if needed)

Second meeting in November:

- property tax ordinance, second read & adoption (statutory deadline: November 30th)
- public hearing on final budget (statutory deadline: December 1st)
- first read of budget ordinance

First meeting in December – second read of budget ordinance & budget adoption (statutory deadline: December 31st)

Statutory Deadlines for Reference:

- On or before the second Monday in September – clerk formally requests estimates from departments. RCW 35A.33.030 **September 8, 2025**
- On or before the fourth Monday in September – departments must submit estimates to the clerk within 14 days of formal request date. RCW 35A.33.030 **September 22, 2025**
- On or before the first business day in October – clerk submits proposed budget to the Mayor. RCW 35A.33.050 **October 1, 2025**
- On or before the first Monday in October – Revenue estimates presented to Council. RCW 35A.33.135 **October 6, 2025**
- At least 60 days before beginning of next fiscal year – Mayor files preliminary proposed budget and budget message with Clerk. RCW 35A.33.052. **November 2, 2025**
- No later than six weeks prior to January 1 – budget proposal must be available to the public. RCW 35A.33.052. **November 21, 2025**
- November 30 – property tax levy must be adopted. RCW 84.55.120 **November 30, 2025**
- On or before first Monday in December – public hearing on preliminary budget. RCW 35A.33.055. **December 1, 2025**
- Before first Monday in December – public hearing on final budget. RCW 35A.33.070 **December 1, 2025**
- By **December 31** – adoption of final budget via ordinance.



City of McCleary: **STAFF REPORT**

To:	Mayor Miller and City Council Members
From:	Dalyn Davis
Date:	August. 1st, 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.

Complaints:

Code Enforcement matters include: **8.16.20 (4)(6)(7)(8)(13)(15)(16)(20)(23)(25)**

Regarding case number 25-0001, an infraction of \$250 was issued by the police department. Nuisance still exists regarding (6)(8)(17)(25). The city administrator is reviewing the draft of the second letter. There is no timeline specified after infraction is written for 2nd infraction issuance. The case number 25-0006 was provided to the attorney from the city administrator; no additional information or communication has been received in return. Additionally, an 8th complaint was filed, the police department has made contact and a timeline for vehicles of certain class to be removed. (13)

Building Department

ACTIVITY	TOTAL	Notes
Customer Service	19	
Building Permits Issued	4	
Plan Reviews	1	
Inspections Performed	0	
Complaints Received	2	1 documented complaint, investigation started.
Code Violations Identified	2	Code 8.16.020 (4)(6)(7)(8)(13)(15)(16)(20)(23)(25)
Communications	15	Door tag courtesy notices issued regarding nuisances.
Nuisance Letters Sent	2	
Lemay's Garbage Letters Sent	0	

Surplus:

Nothing currently.

Conservation Program

Month	Applications Received	Conservation Permits Issued	Rebates Paid This Month	Total Rebates Paid to Date
July	4	0	4	\$11,519.80

City of McCleary

STAFF REPORT

To:	Mayor and Council
From:	Jamie Vinyard, Clerk-Treasurer
Date:	August 11, 2025
Department:	Finance & Administration

Finance & Administration:

July 2025 was a busy month!

Concluded the exit interview with the State Auditor's Office and have begun implementing focused areas of improvement and correction on all audit items called out.

Dept of Revenue- B&O Tax Reporting, and Dept of Employment Security- WA Cares and PFML Audit are ongoing. I will provide more information as these audits progress.

Revised our internal credit card policy and implemented a new credit card user agreement to align with state recommended compliance.

We held our 2nd Quarter 2025 finance meetings with all department leads and our CPA to review current budget position, and review 2026 budget processes.

We continue to work through difficulties on proper access and authorization on a variety of accounts, i.e., Verizon Wireless – authorized contact personnel, SAM.gov for grant filing compliance, misc. purchasing accounts. We have made great strides in accomplishing the necessary access and remain committed to working through the remaining few.

Six new public records requests are open and on-going. Identifying related documents and completing requests is a huge demand for staff time.

Jamie Vinyard, Clerk-Treasurer and Nakisha Pryor, Deputy Clerk attended the AWC Municipal Budgeting and Fiscal Management Workshop and were introduced to several great tools. We are eager to apply learned knowledge towards helping shape the upcoming 2026 annual budget.

If you would like to discuss any of these matters in more detail, I am available to answer any questions.

Jamie Vinyard, City Clerk-Treasurer



City of McCleary

STAFF REPORT

To:	Council
From:	Paul Nott
Date:	7/30/2025
Department:	Light and Power

Hello All,

Since our last report the crew has constructed 3 new services, responded to 2 outages, and completed 4 customer service work orders. We also spent a week preparing for the Bear Festival (setting up and taking down).

The crew has also been working on 4th street and line maintenance.

The city is excited to start a new outage notification system (OUTIFI) in August. This new system will allow customers to receive updates during outages, an outage map and will be more interactive with the crew responding to issues with all of our utility departments.

Another reminder is that **BPA has a maintenance outage scheduled for our town on Saturday August 16th from 00:01 until 08:00. This outage will affect all our customers.** Our crew will be out taking advantage of the outage to return the fish bridge shooflies to normal.

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

Paul



City of McCleary

STAFF REPORT

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

Department Report:

- **Equipment:**
The police department currently issues SIG Sauer P320 handguns to officers as their duty firearm. However, the Washington State Criminal Justice Training Commission (WSCJTC) has permanently banned the SIG Sauer P320 from all training facilities due to serious safety concerns regarding the firearm's ability to discharge without a trigger pull.

This decision follows a critical incident in which a recruit's P320 discharged during the draw phase of training, resulting in injuries to both an instructor and another recruit. The firearm's design and functionality have been called into question, and there are currently multiple lawsuits pending against the manufacturer over similar incidents.

Due to these ongoing safety and liability issues, continuing to issue the P320 presents a significant risk to officer safety and increases the city's exposure to legal liability.

We are currently evaluating the cost and process of acquiring a new, safer duty firearm for the department. To offset the cost, we will explore options to sell our current inventory of P320s through legal and approved channels.

The replacement of these firearms is a necessary step to ensure the safety of our personnel and the public, and to mitigate the city's liability moving forward.

- Courts/Jail:

We are currently contracted with Grays Harbor County's District Court for court-related services. However, the court is experiencing internal challenges that are significantly affecting its scheduling process. Court dates have been frequently canceled and rescheduled, leading to delays in proceedings.

As a result, individuals in custody are being held longer than necessary while awaiting court appearances. This extended detention period is directly impacting our operational costs, as we are billed on a per-day basis for each individual being held in custody.

We are monitoring the situation closely and will continue to assess the financial impact. In the meantime, we may need to explore interim solutions or engage with the court to address scheduling concerns and minimize avoidable costs.

- Priority incidents:

One of our officers assisted the Elma Police Department in a vehicle pursuit involving a suspect connected to criminal activity. During the pursuit, our officer successfully deployed spike strips to disable the suspect's vehicle and provided support in taking the suspect into custody without further incident.

Officers responded to a residence in McCleary to serve court documents on a subject known to be potentially dangerous. The individual was found wearing body armor and armed with a knife. Information was received indicating the subject had access to high-powered firearms and intended to engage law enforcement in a violent confrontation. Due to the elevated threat, multiple agencies responded and successfully took the subject into protective custody.

- Community events: (Bear Festival/National Night Out)

All events proceeded smoothly for the Police Department, with minimal incidents reported. The community response was overwhelmingly positive, highlighted by meaningful and constructive interactions with both the Police and Fire Departments.

Chief Ryan Miskell

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City of McCleary

STAFF REPORT

To:	Mayor and Council
From:	Jenna Jarvis, Public Works Field Foreman
Date:	August 11, 2025
Department:	Public Works

Hello everyone!

It seems this year for the annual Bear Fest it went off smoother than ever before! The city, Civic Renewal, and the Bear Fest had multiple meetings prior to the eventful weekend to ensure that everyone was on the same page.

I'd like to give a huge shout out to the Public Works crew!! This crew exceeded my expectations while I was out of town for a week and a half. Before going on vacation, the city staff did a lot of digging to find out who exactly owns the parking and sidewalks in the 100 block of south third. While I was gone, the crew assisted in removing the planter boxes, placed bricks to continue the trend, and have since moved on with removing the old parking lines and repainting the lines. We also plan to continue removing all debris and weeds.

Now that the growing season has slowed down and our events are nearly over that we help with, we are finally getting back in the groove of maintaining our equipment and facilities. We were able to salvage a light bar from a truck that went to surplus and were able to put in on our truck we use for watering hanging baskets. There was a door in city hall that had never shut properly. That has since been corrected. We will start to focus on the community center to fix and dress up areas on the outside of the building.

I'm sure at this point that most of everyone is aware that we had a big chip seal project in McCleary. This go around, the public works crew had very little to do with the project. Other than prep beforehand. We do plan to go back to make sure that all our assets are uncovered once the fog seal is done. This is also a reminder that chip seal is to extend the life of the current asphalt and not a true fix to the current streets.

Have a wonderful day!

-Jenna Jarvis



City of McCleary

STAFF REPORT

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

Water and Wastewater:

Here at the Wastewater Treatment plant, we have had projects that needed to be completed. Fortunately, the Influent Flow has decreased significantly with the ground water table dropping in summer. This is called summer flow, with Influent to the WWTP being around 100,000 gallons a day, it makes getting projects a lot less complicated.

In the Influent wet well we had an Influent pump failing. In May we ordered a new pump. To save money, we went and picked up the pump instead of having it delivered,. The pump was installed on July 28th, and it is running perfectly.

Part of the SBR system has an area called the splitter box.



Normally flows look like this.

Unfortunately, some of the original mortar work on this box started to lift and sections of the outfall came apart.

Thin pieces of mortar, the entire width of the outfall came loose.



Instead of hiring a crew to build it up Joe and I went to Home Depot bought Porcelain tile, because it's waterproof, cut it to shape, used a polymerized mortar which is stronger than the original mortar and waterproof.



The total cost for this project was \$59.11.

Kevin Trehwella

Washington State Auditor's Office - City of McCleary Audit Summary

Overview

The Washington State Auditor conducted accountability and financial statement audits of the City of McCleary for January 1, 2022 through December 31, 2023. The city serves approximately 2,000 residents and has about 30 employees with an annual budget of \$10.8-12.9 million.

Key Audit Findings

1. Payroll Controls Deficiency (Finding 2023-001)

Issue: Inadequate internal controls over payroll operations

- Missing approved pay-rate documentation
- Improper payroll data entry verification
- Incorrect leave cash-out calculations
- Inaccurate retirement contribution calculations
- Federal tax withholding errors
- Unauthorized compensation time usage

Financial Impact:

- \$2,312 overpayment to police officers
- \$106 underpayment to one employee
- \$4,472 overpayment for sick leave cash-out
- \$303,404 in payments lacking proper documentation

2. Procurement Compliance Issues (Finding 2023-002)

Issue: Non-compliance with state procurement requirements

- Emergency exemption improperly declared (\$117,815 contract)
- Missing documentation for transformer purchases (\$72,745)
- "Like-kind" vehicle upgrade purchases not properly aggregated (\$11,309)
- Inadequate staff training on procurement laws

3. Financial Reporting Deficiencies (Management Letter)

Issue: Multiple errors in financial statement preparation

- Staff lacking technical knowledge for financial statements
- Inadequate review processes
- Missing or incorrect supporting documentation
- OPEB liability overstated by \$87,991 (2022) and \$73,968 (2023)
- Various reconciliation discrepancies

4. Cost Allocation Problems (Management Letter)

Issue: Improper cost allocation methodology

- \$569,331 in non-overhead payroll costs allocated inappropriately
- Revenue-based allocation instead of equitable cost-based method
- Non-compliance with BARS Manual requirements

Status of Prior Findings

- **2021-001 (Financial Reporting): ✓FULLY CORRECTED**
- Prior management letter items (Open Public Meetings, Procurement, Cost Allocation):
Some resolved, some ongoing

Progress Already Made ✓

Staff Training Completed:

- Jamie and Nakisha attended Washington State Auditor training session
- Completed 2-day Association of Washington Cities training program

Payroll Documentation System Implemented:

- ✓Created rate documentation sheet system
- ✓Linked all pay increases to contracts and Council approval documentation since Jamie's hire
- ✓Established clear documentation trail for pay rate changes

External Financial Oversight Established:

- ✓Tara CPA contracted in first month of City Administrator hire
- ✓Professional financial reporting review process implemented
- ✓External check on financial statement preparation established

Enhanced Internal Controls - Segregation of Duties:

- ✓Delegated separate signing authority to Mayor, Mayor Pro-Tem, and City Administrator

- ✓ **Separated processing from authorization - Clerk/Treasurer and Deputy Clerk process bills, signers have no access to processing**
- ✓ **Monthly check review process established with backing documentation**
- ✓ **Clear separation between those who prepare and those who approve financial transactions**

Comprehensive Financial Data Management:

- ✓ **All billing, payments, and money received are being input into Spring Brook for accounting verification**
- ✓ **Centralized accounting system for complete transaction tracking**
- ✓ **Enhanced financial data integrity and audit trail capabilities**

Revised Action Plan for City of McCleary

Immediate Actions (0-3 months)

- 1. Complete Payroll Controls Implementation**
 - ✓ **Rate documentation system - COMPLETED**
 - ✓ **Pay increase documentation linking - COMPLETED**
 - ✓ **Segregation of duties for financial transactions - COMPLETED**
 - ✓ **Spring Brook system implementation for comprehensive tracking - COMPLETED**
 - ✓ **Completed checklist and two step verification**
 - **Priority: Reconcile and correct historical over/underpayments (\$6,890 total)**
- 2. Procurement Process Enhancement**
 - ✓ **Leverage AWC training** to develop procurement decision flowchart and checklists
 - **Apply segregation of duties model** to procurement approvals
 - **Utilize Spring Brook system** for procurement tracking and documentation
 - Create emergency procurement procedure with proper Council approval workflow
- 3. Financial Reporting Quality Assurance**
 - ✓ **External CPA oversight - COMPLETED**
 - ✓ **Segregation of duties - COMPLETED**
 - ✓ **Monthly review process with documentation - COMPLETED**
 - ✓ **Spring Brook comprehensive data entry - COMPLETED**
 - Implement enhanced monthly financial statement review process

Short-term Actions (3-6 months)

- 4. Cost Allocation Revision**
 - **Implement the new cost allocation plan** complying with BARS Manual
 - **Use segregated duties system** to ensure proper review of cost allocations
 - **Apply rate documentation system** to ensure accurate payroll cost allocations
 - **Leverage Spring Brook data** for accurate cost allocation tracking
 - Implement cost-based rather than revenue-based allocation methodology

5. Internal Control Enhancement

- ✓ **Segregation of duties framework - COMPLETED**
- ✓ **Spring Brook comprehensive data entry - COMPLETED**
- **Document current control improvements** in written policies and procedures
- **Leverage Tara CPA expertise** for comprehensive internal control assessment
- **Expand documentation review process** to other financial areas

Long-term Actions (6-12 months)

6. Technology and Process Improvements

- ✓ **Spring Brook financial management system fully implemented**
- **Integrate segregated duties workflow** with Spring Brook system capabilities
- **Maintain separation of duties** in technological solutions
- ✓ **We have implemented a monthly process that is completed by internal staff and reviewed by Tara**

7. Governance and Oversight

- **Utilize enhanced internal controls** for Council reporting
- **Combine segregated duties with Tara CPA reports** for comprehensive oversight
- **Leverage Spring Brook reporting capabilities** for enhanced financial transparency
- **Implement regular financial reporting** to governing body with multi-layer review

Significant Progress on Internal Controls

Major Improvement - Comprehensive Financial System:

- **Spring Brook implementation** addresses data integrity and tracking issues
- **All financial transactions centralized** in accounting system for verification
- **Enhanced audit trail capabilities** through systematic data entry
- **Segregation of duties** eliminates single-person control risk
- **Monthly check review with documentation** ensures ongoing oversight

Impact on Audit Findings:

- **Finding 2023-001:** Spring Brook + segregation + documentation significantly reduces payroll error risk
- **Procurement Issues:** Enhanced approval process + system tracking prevents unauthorized purchases
- **Financial Reporting:** Multiple review layers + comprehensive data entry improves accuracy
- **Cost Allocation:** Separation + systematic tracking ensures proper review of allocations

Audit Costs and Schedule

- **Current Audit Cost:** \$45,200 (estimated \$38,900, increased due to elevated audit issues)
- **Next Audit:** Scheduled for 2026
- **Estimated Cost:** \$39,000 plus travel expenses

Positive Developments

- ✓ **Comprehensive Spring Brook financial system implementation**
- ✓ **Comprehensive segregation of duties implemented**
- ✓ **Professional CPA oversight established early in new administration**
- ✓ **Rate documentation system with clear audit trails**
- ✓ **Monthly financial review process with documentation**
- ✓ **Comprehensive staff training completed**
- ✓ **Prior financial reporting finding fully corrected**
- City staff demonstrated cooperation throughout audit process
- Management showed commitment to resolving identified issues

Strong Foundation for 2026 Audit

The City has implemented a comprehensive internal control environment combining:

- **Professional oversight** (Tara CPA)
- **Comprehensive financial system** (Spring Brook with complete transaction tracking)
- **Segregated duties** (separation of processing and authorization)
- **Enhanced documentation** (rate sheets, monthly reviews)
- **Staff training** (State Auditor + AWC training)
- **Systematic reviews** (monthly check reviews with backing documentation)

This comprehensive approach addresses the root causes identified in the audit findings and establishes sustainable controls for ongoing compliance with enhanced technological capabilities.



Office of the Washington State Auditor
Pat McCarthy

Accountability Audit Report

City of McCleary

For the period January 1, 2022 through December 31, 2023

Published July 21, 2025

Report No. 1037733



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**Office of the Washington State Auditor
Pat McCarthy**

July 21, 2025

Mayor and City Council
City of McCleary
McCleary, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for City operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

Attached is our independent audit report on the City's compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and value your cooperation during the audit.

Sincerely,

Pat McCarthy, State Auditor
Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

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AUDIT RESULTS

Results in brief

This report describes the overall results and conclusions for the areas we examined. In most of the areas we examined, City operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over safeguarding of public resources.

As referenced above, we identified areas where the City could make improvements. These recommendations are included with our report as findings.

We also noted certain matters related to cost allocation that we communicated to City management and the Mayor and City Council in a letter dated July 14, 2025. We appreciate the City's commitment to resolving those matters.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

About the audit

This report contains the results of our independent accountability audit of the City of McCleary from January 1, 2022 through December 31, 2023.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the Washington State Auditor to examine the financial affairs of all local governments. Our audit involved obtaining evidence about the City's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the years ended December 31, 2023 and 2022, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Payroll – gross wages, overtime, leave balances and accruals, benefit deductions, retirement contributions, leave cash outs
- Procurement – purchases
- Cost allocation plan – equitable distribution of indirect costs

- Cash receipting – timeliness and completeness of deposits
- Accounts Payable – general disbursements
- Open public meetings – compliance with minutes, meetings and executive session requirements
- Financial condition – reviewing for indications of financial distress

SCHEDULE OF AUDIT FINDINGS AND RESPONSES

City of McCleary January 1, 2022 through December 31, 2023

2023-001 The City lacked adequate internal controls to ensure employee salaries and wages, overtime wages, leave accruals, and leave cash-outs were valid and adequately supported.

Background

The City of McCleary is in Grays Harbor County and serves a population of about 2,000 residents. A five-member Council and independently elected Mayor govern the City, which has about 30 employees.

The City spends about \$3 million in payroll-related expenditures annually. The Town is responsible for designing, implementing and maintaining internal controls that provide reasonable assurance it safeguards public resources and uses them in compliance with applicable state laws and the *Budgeting, Accounting and Reporting System* (BARS) manual. The Clerk-Treasurer is responsible for overseeing city operations including payroll and disbursements.

Description of Condition

The City lacked effective internal controls over payroll to ensure it safeguarded public resources and complied with state law. Specifically, the City did not retain approved pay-rate documentation for all employees or verify:

- Payroll data was entered properly into the system
- Leave cash-outs calculations were in accordance with City policy
- Retirement plan contributions were correctly calculated
- Federal income tax withholding amounts were based on employee W-4s
- Compensation time used was actually earned

Cause of Condition

During the audit period, the City had turnover in the Clerk-Treasurer position. Specifically, two Clerk-Treasurers held the position over the two-year audit period and the City hired a third Clerk-Treasurer in December 2024. Management and the City Council did not provide sufficient oversight over payroll to ensure pay was accurate, valid and supported.

Effect of Condition

The City cannot demonstrate it paid employees appropriately when it lacks approved pay-rate and supporting documentation. The City is susceptible to misappropriation or misuse of public resources when it lacks adequate oversight and monitoring of payroll disbursements. Additionally, the City did not comply with its internal policies and employment agreements, which resulted in underpayments and overpayments to employees. Specifically, our audit found the City:

- Overpaid police officers we selected for testing a total of \$2,312 because Field Training Officers (FTO) were paid at a higher rate through the system than they should have been paid. The City caught this error and corrected it as of the November 2023 pay cycle.
- Underpaid one employee \$106 in fiscal year 2023 because it paid them at a rate less than their contracted rate.
- Overpaid one employee \$4,472 in fiscal year 2022 because the City incorrectly paid them their full hourly rate for a sick leave cash-out, instead of one-third their hourly rate, as required by City policy.
- Manually changed the amount of income tax the City owed to the IRS during the payroll process for April 2023. Specifically, an employee's withholding for federal income tax was manually adjusted to a negative number, and these changes were not based on the employee's W4.
- Did not identify that one employee used 5.75 hours more compensation time in fiscal year 2022 than they had earned.

Our audit also found the City was unable to provide the following supporting documentation:

- Pay-rate documentation for two of four police officers selected for testing for fiscal year 2022. As a result, we were unable to determine whether these employees' gross wages were valid. The total amount paid to employees with missing pay-rate information was \$107,155 for fiscal year 2022.
- Approved pay-rate documentation for three of eight employees tested within the Administration and Public Works departments. As a result, we were unable to determine whether these employees' gross wages were valid. The total amount paid to these employees for fiscal year 2022 was \$196,001, and \$149,248 in fiscal year 2023.

- Support for discrepancies between the police overtime rates paid and our calculated overtime rate based on employee salaries and hourly rates. We noted total overpayments of \$471 and total underpayments of \$238.
- Pay-rate documentation for five of the eight employees selected for leave cash-out testing during the audit period. As a result, we could not determine whether the City made these cash-outs in accordance with the applicable contracts. The total amount of the leave cash-outs tested that were lacking supporting pay-rate information was \$63,039.
- Documentation to support minor differences between the percentage of pay contributed to retirement plans versus the percentage of pay required to be contributed by the Department of Retirement Systems for both fiscal years under audit. We further noted that some employees were contributing less than the required amount, while others were contributing more than the required amount. This resulted in minor variances.

Recommendation

We recommend the City:

- Implement adequate controls over entering data into the payroll system to ensure data and parameters entered for payroll items are accurate and agree to the corresponding contracts
- Document and retain support for approved pay rates when a new employee is hired or receives a promotion outside of the normal pay increase related to their wage scale
- Implement controls to provide a thorough review of employee payroll to ensure pay is accurate and supported
- Determine the extent of the over/under payments and conduct additional legal review to determine if any further actions are advisable or required by law

City's Response

The City agrees with the SAO's findings and recommendations. The City understands the importance of internal controls over payroll. The City has implemented a payroll review process which includes the following: Verifying changes requested in payroll are approved and documented before processing. Reviewing timesheets and leave requests for accuracy and appropriate approvals. Keeping better organized and detailed payroll records, reevaluating policies and procedures and seeking out additional training resources.

Auditor's Remarks

We appreciate the steps the City is taking to resolve this issue. We will review the corrective action taken during our next audit.

Applicable Laws and Regulations

RCW 43.09.200 – Local government accounting – Uniform system of Accounting

Budgeting Accounting and Reporting System (BARS) manual – Accounting Principles and Controls, Internal Control, Controls over Financial Reporting

Budgeting Accounting and Reporting System (BARS) manual, 3.1.3, Internal Controls, puts responsibility of internal controls on management and the governing body.

Fair Labor Standards Act of 1938. 20 *U.S. Code* §207

SCHEDULE OF AUDIT FINDINGS AND RESPONSES

City of McCleary January 1, 2022 through December 31, 2023

2023-002 The City did not have adequate controls to ensure compliance with state procurement requirements.

Background

City management is responsible for establishing effective internal controls to ensure compliance with state law. Procurement laws are intended to prevent fraud, collusion, and favoritism when awarding public contracts and purchasing goods and services.

State law (RCW 35.23.352) and the City's policy require the City to use a formal sealed bid process when purchasing supplies, materials or equipment costing more than \$7,500. Like-kind items are commodities that could be purchased in bulk or sporadically throughout the year. Without adequate consideration of like-kind purchases, there is a risk that when combined, these items exceed the bid threshold. The City is expected to evaluate items for purchase based on the information it has at the time of purchase. The City should not disaggregate purchases solely for the purpose of getting the individual purchases below bidding requirements (known as bid splitting).

When purchasing electronic data processing and telecommunication systems, equipment (including computer hardware), software and services, the City may use an alternative competitive negotiation process described in state law (RCW 39.04.270), rather than through the normal competitive bidding process.

State law (RCW 39.04.280) provides for exemptions to bidding procedures under specific circumstances. One of these circumstances is an "emergency exemption." In the event of an emergency situation, the law allows the City to declare an emergency exemption to bid laws, waive competitive bidding requirements, and award all necessary contracts on behalf of the City to address the emergency. The law also requires the governing body or its designee to write and officially record a finding that an emergency exists within two weeks after the award of the contract.

Description of Condition

Our audit identified the following concerns related to the City's compliance with state laws for purchasing. Specifically:

- The Mayor declared an emergency exemption to waive competitive bidding because the City's server crashed, and they entered into a contract totaling \$117,815. However, the City could not provide documentation to support that the Council found and approved the existence of an emergency.
- The City purchased 10 transformers totaling \$72,745. City management said they used formal sealed bidding to procure these items; however, the City was unable to provide documentation to support this.
- The City made seven individual purchases for vehicle upgrades on the same day to the same vendor totaling \$11,309. This was a purchase of "like-kind items" and should have been evaluated as one purchase when determining the applicable procurement requirements.

Cause of Condition

The City experienced significant turnover in key positions and staff responsible for procurement did not have an adequate training in the applicable requirements.

Effect of Condition

The City cannot provide documentation to demonstrate that it complied with procurement requirements for formally declaring emergency exemptions and properly bidding purchases and "like-kind items".

As a result, the City cannot guarantee all interested contractors and vendors had the opportunity to be considered. Also, the City did not allow for full and open competition and cannot be sure it received the most competitive prices.

Recommendation

We recommend the City:

- Strengthen internal controls over procurement to ensure compliance with state laws when making purchases
- Provide adequate training to key employees to ensure they understand procurement requirements including how to determine the cost of a project or purchase to ensure the District follows the proper procurement method
- Ensure staff keep documentation of purchases to demonstrate compliance with state laws

City's Response

The City agrees with the SAO's findings and recommendations. The City understands the importance of compliance with state procurement requirements. Current staff are aware of procurement and records retention requirements.

Auditor's Remarks

We appreciate the steps the City is taking to resolve this issue. We will review the corrective action taken during our next audit.

Applicable Laws and Regulations

RCW 35.23.352 – Public works, Contracts, Bids, Small works roster, Purchasing requirements, recycled or reused materials or products.

RCW 39.04.270 – Electronic data processing and telecommunications systems – Municipalities – Acquisition method – Competitive negotiation – Findings, intent.

RCW 39.04.280 – Competitive bidding requirements – Exemptions

RELATED REPORTS

Financial

Our opinion on the City's financial statements is provided in a separate report, which includes the City's financial statements. That report is available on our website, <https://portal.sao.wa.gov//ReportSearch>.

INFORMATION ABOUT THE CITY

The City of McCleary was incorporated in 1943 and currently serves 1997 citizens in Grays Harbor County. It is administered by a mayor-council form of government with five elected Council Members and an independently elected Mayor. The City operated on budgets of \$10.8 million for fiscal year 2022 and \$12.9 million for fiscal year 2023. The City has 27 employees that provide an array of services including; water, sewer, storm water, electricity, public safety, street improvement, parks and recreation and general administrative services.

Contact information related to this report

Contact:	Jamie Vinyard, City Clerk-Treasurer
Telephone:	(360) 495-3667
Website:	www.cityofmccleary.com

Information current as of report publish date.

Audit history

You can find current and past audit reports for the City of McCleary at <https://portal.sao.wa.gov//ReportSearch>.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

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Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

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- Toll-free Citizen Hotline:
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- Email:
webmaster@sao.wa.gov

June 2025 Municipal Budget Analysis

Executive Summary

Overall Financial Position: Strong cash position with healthy fund balances across most departments. Total cash increased by \$147,667 in the first half of 2025.

- **Main Bank Account:** \$1,167,779 → \$1,243,228 (+\$75,449)
- **LGIP Savings Account:** \$2,801,970 → \$2,874,408 (+\$72,438)
- **Combined Cash Growth:** \$147,667 (5.3% increase)

Fiscal Management Note: Department leads have been very intentional with their spending to control costs. McCleary has historically experienced overspending issues, with ARPA funding serving as a buffer in recent years. While this year shows improvement in spending discipline, the rate of improvement may not be sufficient to ensure long-term sustainability, making the upcoming budget cycle particularly challenging.

Key Performance Highlights

Revenue Performance (55.5% of budget received)

- **Property Tax:** 56.2% collected (\$307,535 of \$547,200) - **On target**
- **Sales Tax:** 56.5% collected (\$65,368 of \$115,600) - **On target**
- **Utility Tax:** 49.3% collected (\$263,435 of \$534,800) - **Slightly behind**
- **Misc Revenues:** 82.2% collected - **Ahead of schedule** (includes \$33K surplus sale)

Major Expenditure Areas (49.1% of budget spent)

Law Enforcement (54.6% spent)

- \$474,373 spent of \$869,423 budget
- Largest department by spending
- Includes \$55K WCIA annual payment
- Additional \$23,900 overtime underpayment pending (would increase to 57.3% spent)

Administration (54.5% spent)

- \$75,308 spent of \$138,181 budget
- Includes annual software payments (Springbrook \$7K, AKTIVOV \$2K)

Fire Control (38.2% spent)

- \$42,911 spent of \$112,317 budget

Fund Balance Health

General Fund (001)

- **Ending Balance:** \$358,390 (actual) vs \$227,840 (budgeted)
- **Fund Balance Ratio:** 18% of expenditures (healthy reserve level)
- **Net Position:** \$103,539 better than budget

Utility Funds Performance

Light & Power (401)

- **Fund Balance:** \$299,638 (12% of expenditures)
- **Revenues:** 49.7% collected (\$1,916,769)
- **Power Purchases:** 52.8% spent (\$749,526) - tracking with sales
- **Sustainability Concern:** Power expenditures are not keeping pace with revenues, with no major reinvestment into the system. The current path is not sustainable as projections maintain the anticipated shortfall in fund balance.

Water Fund (405)

- **Fund Balance:** \$733,562 (108% of expenditures) - **Very strong**
- **Revenues:** 45.5% collected (\$508,716)

Sewer Fund (407)

- **Fund Balance:** \$125,969 (47% of expenditures)
- **Revenues:** 45.4% collected (\$530,657)
- **Note:** Interfund transfers pending (\$146,400)

Areas of Attention

Budget Items Requiring Monitoring

1. **Equipment Purchases**
 - 2024 F550 truck (\$116,916) not budgeted in Light & Power
 - Needs budget amendment or transfer to equipment reserve
2. **Capital Projects Pending Payment**
 - **Chiller Cooler:** \$157,675 cost vs \$147,000 budget (+\$10,675 over)
 - **Chip Seal:** \$14,644 cost vs \$23,000 budget (-\$8,356 under)
 - **Maple Street:** \$33,330 (not budgeted)
 - These will be addressed in upcoming budget amendment
3. **Personnel Costs**
 - **Police Overtime:** \$23,900 payout pending (not reflected in current report)
 - May require budget adjustment depending on available contingency

4. **Debt Service Timing**

- Several funds show >100% debt service spending due to principal payments made in June
- This is normal timing but explains the variance

5. **Intergovernmental Revenues**

- Street Fund expecting \$435K TIB grant (only 3.8% received)
- May indicate timing delays in grant disbursement

Strategic Observations

ARPA Funding Transition

The 2025 budget reflects the completion of the American Rescue Plan Act (ARPA) funding period. All ARPA funds were successfully utilized by the December 2024 deadline to support City salaries and operations, avoiding any required returns to the federal government. The 2025 budget now operates without this federal support, demonstrating the City's ability to maintain operations through local revenue sources.

Mid-Year Overview

The City demonstrates strong fiscal management with:

- Revenues tracking on or ahead of schedule
- Expenditures under control
- Healthy cash reserves
- No significant budget overruns

Analysis based on June 2025 Budget-to-Actual Report with 50% target benchmark

From: City Administrator

Re: Jamie - City Clerk/Treasurer Position and Ryan - Police Chief Position

Urgent Need for Council Action

Extended Period of Uncertainty

- Jamie and Ryan have served over 6 months without formal council confirmation
- This prolonged uncertainty undermines effective city operations and employee morale
- Lack of job security affects ability to make long-term decisions and investments in their roles
- Public deserves clarity on who holds these critical positions

McCleary's Pattern of Staff Turnover

- **Past History:** McCleary has a concerning pattern of revolving staff in key positions
- This instability has contributed to operational problems, including the current financial audit situation
- **Recruitment Challenges:** The revolving door makes it increasingly difficult to recruit qualified candidates who seek stable employment
- Potential candidates research municipalities and avoid those with reputations for staff instability
- **Critical Decision Point:** Council does need to decide support of the staff prior to the election
- Continued staff turnover perpetuates operational instability and prevents progress on critical issues - breaking this cycle requires commitment to retaining qualified, experienced personnel

City Administrator Cannot Function Without Key Staff

- As City Administrator (position started October), effective management requires confirmed key administrative staff
- **Stepped Into Crisis:** Management team stepped in during middle of union negotiations, budget crisis with multiple ongoing audits
- **Replaced Departing Staff:** Had to replace staff who gave up and left the city in crisis
- **Hostile Environment:** Continued working despite hostile council meetings and challenging circumstances
- **Demonstrated Performance:** Team has been responsive to questions, working on grants, fixing audit issues, actively solving problems, completing projects, and bringing forward solutions
- **Building Relationships:** Current staff has been working on relationships with State agencies, other County and City personnel, and reaching out to citizens, council and Mayor to help McCleary move forward and meet the future challenges of our city

- **Cannot Continue Without Staff:** As City Administrator, I have no desire to continue in this role without confirmed staff and being in the same dysfunctional situation that the city was in when I arrived in October
- Cannot fulfill administrative duties and responsibilities without reliable department leads
- Jamie (City Clerk/Treasurer) and Ryan (Police Chief) are essential to daily city operations
- Without confirmed staff in these critical positions, city administration cannot continue effectively - Council confirmation is necessary for City Administrator to build functional management team
- **Critical Management Functions:** Supervision, investigations, discipline, and contract disputes must be handled by non-representative (management) staff - without Non Representative Staff, these essential administrative functions cannot be properly executed
- **Mutual Commitment:** Jamie and Ryan want to be here, and I want them to be here - we have a committed team ready to serve McCleary
- **Work Environment Impact:** The additional stress of not knowing their employment status impacts the entire work environment and productivity - uncertainty affects decision-making, long-term planning, and overall morale of city staff

Vulnerable Employment Status

- The City Administrator, Clerk/Treasurer and Police Chief have no employment protection from dismissal for no cause - Jamie and Ryan continue to serve at will with no job security after 6+ months without Council confirmation
- Mayor has expressed intention to post the City Administrator position, creating additional instability in leadership
- Lack of commitment from both Mayor and Council creates untenable working conditions for entire management team
- **Career Impact:** Both Jamie and Ryan are in the earning phase of their careers
- **Retention vs. Recruitment:** If McCleary is unwilling to support their continuation through confirmation and employment contracts, it is clear they should seek other opportunities where their skills and experience will be valued
- Loss of experienced personnel will require recruitment and training of replacements to work on bringing the City into compliance, preparing the budget, and working on potential union negotiations and development projects - current uncertainty makes it difficult to retain quality staff and recruit future candidates

Specific Considerations for City Clerk/Treasurer (Jamie)

Financial Oversight Responsibilities

- **Critical Financial Situation:** City currently has had five different audits going due to previous lack of financial controls since October.
- **Prior Financial Mismanagement:** Previous financial staff failed to follow proper accounting practices in billing, collecting past due accounts, and paying bills for services the city was not using

- **Audit Findings:** The audits clearly show what happened without proper financial staff oversight
- Jamie has stepped in to address these audit deficiencies and most audits have been completed with significant findings identified from prior staff.
- **Stability Essential for Corrections:** Correcting identified financial deficiencies requires consistent, experienced leadership in City Clerk/Treasurer position
- Cannot afford further disruption to financial operations while implementing audit recommendations
- Need continued focus on establishing proper internal controls and oversight mechanisms

Additional Critical Responsibilities

- **Insurance and Legal Compliance:** Jamie serves as the City's Insurance Representative, handling filing of reports and ensuring we maintain legal compliance
- **Essential Payroll Functions:** She is key to our payroll processes, ensuring Union payments, taxes, and grant reimbursements are done correctly and our audit issues are resolved

Specific Considerations for Police Chief (Ryan)

Public Safety Leadership

- Chief responsible for community safety and law enforcement operations
- **Critical Compliance Issues:** Previous administration failed to maintain required law enforcement certifications
- **Outdated Policies:** Department had not updated policies to reflect current law enforcement legal requirements and best practices
- **Neglected Training:** Under previous leadership, mandatory compliance training was not being conducted in firearms and emergency vehicle operations
- **Inadequate Coverage:** The City did not have 24 hour police coverage
- Ryan has stepped in to address these certification, policy, training, and coverage deficiencies
- **Stability Essential:** Correcting compliance issues and maintaining current certifications requires consistent leadership
- Cannot afford disruption to police operations while implementing necessary updates
- Importance of community relations and trust-building capabilities

Budget and Resource Management

- **Prior Costly Mismanagement:** Without a Chief understanding and following proper scheduling requirements, the city incurred significant money in overtime payments and purchasing
- **Substantial Financial Impact:** The city paid out over one hundred and fifty thousand dollars in police department wages due to poor scheduling and resource management
- **Vehicle Purchase Error:** A new police vehicle was purchased that did not meet operational requirements

- **Ryan's Solution:** Ryan was able to replace the unsuitable vehicle and get two vehicles that meet operational requirements without additional cost to the City
- Ryan has stepped in to address these operational and financial inefficiencies
- **Stability Essential:** Proper budget management and scheduling require consistent leadership with understanding of department operations
- Ability to work within budget constraints while maintaining service levels

Recommended Council Actions

Immediate Priority:

- Schedule formal confirmation hearings for Jamie and Ryan without further delay
- **Tonight's Request:** Give City Administrator go-ahead to speak with city attorney tonight about creating employment contracts
- **September Timeline:** Bring completed employment contract proposals back to Council for approval in September
- Employment contracts would protect against termination without cause (i.e., being let go simply because Mayor wants someone else)

Long-term Stability:

- Commit to supporting confirmed employees with clear job security through proper employment agreements
- **Broken Hiring Process:** Unfortunately, the current hiring process has the Mayor hire and the Council confirm with no path for mutual agreement or collaboration, leaving employees trapped in political no-man's land between competing authorities
- The hope is to find a better process to hire Non Representative Positions so staff are not caught between the Mayor and Council and can focus on the running of City Operations

RESOLUTION NO. _____**A RESOLUTION DECLARING SURPLUS
PROPERTY AND AUTHORIZING DONATION TO
A NON-PROFIT ORGANIZATION.****R E C I T A L S:**

WHEREAS, the City of McCleary is in possession of an original guestbook from the opening of McCleary City Hall; and

WHEREAS, the guestbook is a piece of historical significance but is no longer required for operational use and is therefore considered surplus to the needs of the City; and

WHEREAS, the City desires to ensure that this item is preserved in a manner that benefits the public and promotes the preservation of local history; and

WHEREAS, the McCleary Historical Society is a registered nonprofit organization that owns and operates the McCleary Museum and Event Center, which houses historical artifacts, a library, and an archive dedicated to preserving the history of the McCleary area; and

WHEREAS, RCW 39.33.020 permits the transfer of surplus personal property by a municipality to a governmental or nonprofit organization upon declaration by the legislative authority that such property is surplus to the needs of the municipality and that the transfer will further a public purpose; and

WHEREAS, the City Council finds that donation of the guestbook to the McCleary Historical Society will serve a valid public purpose by preserving the City's historical records and making them accessible to the community;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF McCLEARY, WASHINGTON, AS FOLLOWS:

SECTION 1: Declaration of Surplus Property. The City Council hereby declares that the original guestbook from the opening of McCleary City Hall is surplus to the needs of the City.

SECTION 2: Authorization of Donation. The City Council hereby finds that the donation of said property will promote a public purpose by supporting the preservation of McCleary's historical heritage and increasing public access to local historical artifacts.

SECTION 3: Effective Date. This Resolution shall be effective immediately upon passage by the City Council.

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, Mayor Pro-Tem

ATTEST:

Jamie Vinyard, City Clerk-Treasurer

APPROVED AS TO FORM:

Madison A. Pleasant, City Attorney