



# McCleary Regular City Council Meeting

Wednesday, April 08, 2026 – 6:30 PM

McCleary Community Center & Zoom Virtual Meeting

## Agenda

### Join Zoom Meeting

<https://us06web.zoom.us/j/7878553789?omn=86933901712>

Meeting ID: 787 855 3789

(253) 215-8782

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

Mayor Brycen Huff

Councilmember Jacob Simmons

Councilmember Don Kuismi

Councilmember Brent Schiller

Councilmember Andrea Dahl, Mayor Pro Tem

Councilmember Keith Klimek

### Agenda Modifications/Acceptance

### 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.

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

### Consent Agenda

2. Claims Agenda

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 55641 to 55681 including EFT's dated 03/21/26-04/03/26 in the amount of \$46,710.37

ii. Approval of payroll disbursement for MARCH 2026 in the amount of \$231,427.75

Period: 03/01/26 - 03/15/26 \$96,171.62 for 03/20/26 payroll.

Period: 03/16/26 - 03/31/26 \$135,256.13 for 04/05/26 payroll.

3. March 2026 Minutes

Meeting Minutes 03.11.26

Meeting Minutes 03.25.26

### Updates

#### 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.

4. Staff Reports; all departments.

#### **New Business**

5. SCJ Zoning; a discussion

#### **Old Business**

6. IBEW Contract; to vote

#### **Council Comments**

#### **Mayor Comments**

#### **Public Comment - City Business Only**

7. 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.

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

#### **Executive Session**

8. Per RCW 42.30.110 (1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, litigation, or potential litigation. This is to discuss the Fire Department litigation.

#### **Adjourn**

**Please turn off Cell Phones- Thank you**

Americans with Disabilities Act (ADA) Accommodation is Provided Upon Request.

The City of McCleary is an equal opportunity provider and employer.

La ciudad de McCleary es un proveedor de igualdad de oportunidades y el empleador.

# WARRANT/CHECK REGISTER

City Of McCleary

Time: 14:21:00 Date: 04/03 Item 2.

03/21/2026 To: 04/03/2026

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1289	03/30/2026	Claims	1	EFT	Assured Data Protection, Inc.	2,100.00	FEB 2026 data protection
1346	03/23/2026	Claims	1	55641	Columbia Bank	1,127.32	RS Group.com F550 truck box vents to help stop condensation, Inv# 2561192530; Kully Supply - crown 180-1, Credit # 696818; Amazon - 2 office chairs & air compressor pressure regulator, Inv# 112-910473
1347	03/23/2026	Claims	1	55642	Pitney Bowes Bank Inc Purchase Power	1,801.21	ACCT: 8000-9090-1132-0731
1492	04/03/2026	Claims	1	55648	ATCO Manufacturing Company	671.19	Nitrile gloves
1493	04/03/2026	Claims	1	55649	BHC Consultants LLC	2,292.00	FEB 2026 Building Inspections Sves
1494	04/03/2026	Claims	1	55650	Bradley Air LLC	1,617.93	Quarterly Commercial
1495	04/03/2026	Claims	1	55651	CINTAS FIRE	975.03	Extinguisher inspection - Fire Dept
1496	04/03/2026	Claims	1	55652	Cintas Corporation #2	976.84	Eyewash Services; AED MAR 2026
1497	04/03/2026	Claims	1	55653	Comcast	329.35	ACCT: 8498 37 009 0142893
1498	04/03/2026	Claims	1	55654	Comcast	258.54	ACCT: 8498 37 009 0142901
1499	04/03/2026	Claims	1	55655	Comcast	348.63	ACCT: 8498 37 009 0143370
1500	04/03/2026	Claims	1	55656	Curtis Blue Line	108.80	Model 7200 Nylon Duty belt, 34-40" medium model 7205 belt for E. Owen
1501	04/03/2026	Claims	1	55657	Daily World The	1,381.28	RFQ Janitorial Services
1502	04/03/2026	Claims	1	55658	Department of Ecology	1,456.74	Biosolids annual permit fee
1503	04/03/2026	Claims	1	55659	East Grays Harbor Fire & Rescue	11,162.20	MAR 2026 Ambulance fee
1504	04/03/2026	Claims	1	55660	Express Services, Inc.	2,592.61	A/P - w/e 3/15/26; A/P - w/e 3/22/26
1505	04/03/2026	Claims	1	55661	Freedom Heating & Air Conditioning LLC	217.20	Furnance startup Fire Hall
1506	04/03/2026	Claims	1	55662	Grays Harbor Communications	2,547.16	March 2026 E911; April 2026 E911
1507	04/03/2026	Claims	1	55663	Board Grays Harbor County Boundary Review	50.00	Annexation Ranch at Camp Creek
1508	04/03/2026	Claims	1	55664	Grays Harbor EMS & Trauma Care Council	2,203.38	Q1 2026 EMS classes, record, certs
1509	04/03/2026	Claims	1	55665	Grays Harbor Pud No.1	202.71	Transformer Battery Testing 3-11-26
1510	04/03/2026	Claims	1	55666	Hach Company	282.94	Reagent set Chlorine Free
1511	04/03/2026	Claims	1	55667	Inland Environmental Res.	4,774.59	ALKA-Mag+ 300 gallons; ALKA-Mag+ 275 gallons
1512	04/03/2026	Claims	1	55668	Kelley Create	1,035.66	Scanning, faxing & Copiers
1513	04/03/2026	Claims	1	55669	May, Ersel	340.20	Medicare Reimbursement; Medicare Reimbursement
1514	04/03/2026	Claims	1	55670	Montesano NAPA-LP	238.56	FIRE E1211 - oil filter coolant filter, Delo 15W40 Gal, 1 gal antifreeze
1515	04/03/2026	Claims	1	55671	Northstar Chemical, Inc	695.87	Sodium Hypochlorite 12.5% 150 gallons
1516	04/03/2026	Claims	1	55672	One Call Concepts, Inc.	18.07	Excavation Notifications
1517	04/03/2026	Claims	1	55673	Travis D Pierce	261.50	3/13 test, 3/21 CDL & 3/17 CMC physical
1518	04/03/2026	Claims	1	55674	Pollardwater	691.46	Vita-D Chlor
1519	04/03/2026	Claims	1	55675	Primo Brands	182.78	Water cooler rentals & water
1520	04/03/2026	Claims	1	55676	Quality Quick Lube Tune LLC	611.18	Oil change 23 Dodge Durango, miles 32,862; Transmission Srve 20 Dodge Charger mileage 35,012, License Plate: 67851D
1521	04/03/2026	Claims	1	55677	RJJ ENTERPRISE, LLC dba Outifi	800.00	Response Management Mar 2026
1522	04/03/2026	Claims	1	55678	USA Blue Book	818.68	Odorgone Industrial Strength oder Control concentrate
1523	04/03/2026	Claims	1	55679	Verizon Bellevue	1,249.71	Cell phones, Jetpacks, SIMs card February 26 <span style="border: 1px solid black; padding: 2px;">3</span>

# WARRANT/CHECK REGISTER

City Of McCleary

Time: 14:21:00 Date: 04/03

Item 2.  
 2

03/21/2026 To: 04/03/2026

Page:

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1524	04/03/2026	Claims	1	55680	Vestis	54.66	Rug Services - 3/12/26; Rug Services - 3/19/26
1525	04/03/2026	Claims	1	55681	W. W. Grainger, Inc.	234.39	Paper towels for all facilities
						19,396.62	
001 Current Expense							
003 ARPA Funds						50.00	
102 Street Fund						2,617.58	
401 Light And Power Fund						905.17	
405 Water Fund						2,993.63	
407 Sewer Fund						8,950.33	
409 Storm Water Fund						771.99	
413 Ambulance Fund						11,025.05	
						46,710.37	Claims: 46,710.37

WARRANT/CHECK REGISTER

City Of McCleary

Time: 14:21:00 Date: 04/03

Item 2.  
3

03/21/2026 To: 04/03/2026

Page:

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
-------	------	------	--------	-------	----------	--------	------

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 \_\_\_\_\_ 2026.

ATTEST:

X \_\_\_\_\_

Mayor Brycen Huff

X \_\_\_\_\_

Councilmember Jacob Simmons

X \_\_\_\_\_

Councilmember Don Kuismi

X \_\_\_\_\_

Councilmember Brent Schiller

X \_\_\_\_\_

Councilmember Andrea Dahl, Mayor Pro Tem

X \_\_\_\_\_

Councilmember Keith Klimek

# WARRANT/CHECK REGISTER

City Of McCleary

Time: 15:09:58 Date: 04/03/2026

Item 2.

03/07/2026 To: 04/03/2026

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1272	03/19/2026	Payroll	1	EFT	Department of Retirement - Def Comp	2,186.56	Pay Cycle(s) 03/20/2026 To 03/20/2026 - DRS Def Comp; Pay Cycle(s) 03/20/2026 To 03/20/2026 - DRS Def. Comp. ROTH
1273	03/19/2026	Payroll	1	EFT	Department of Retirement Systems	10,328.45	Pay Cycle(s) 03/20/2026 To 03/20/2026 - PERS 2; Pay Cycle(s) 03/20/2026 To 03/20/2026 - PERS 3; Pay Cycle(s) 03/20/2026 To 03/20/2026 - LEOFF II
1274	03/19/2026	Payroll	1	EFT	EFTPS	23,036.14	941 Deposit for Pay Cycle(s) 03/20/2026 - 03/20/2026
1217	03/20/2026	Payroll	1	EFT		2,410.18	March 01-15, 2026
1218	03/20/2026	Payroll	1	EFT		2,218.57	March 01-15, 2026
1219	03/20/2026	Payroll	1	EFT		2,959.12	March 01-15, 2026
1220	03/20/2026	Payroll	1	EFT		1,554.84	March 01-15, 2026
1221	03/20/2026	Payroll	1	EFT		45.77	March 01-15, 2026
1222	03/20/2026	Payroll	1	EFT		1,720.35	March 01-15, 2026
1223	03/20/2026	Payroll	1	EFT		53.55	March 01-15, 2026
1224	03/20/2026	Payroll	1	EFT		366.48	March 01-15, 2026
1225	03/20/2026	Payroll	1	EFT		2,209.71	March 01-15, 2026
1226	03/20/2026	Payroll	1	EFT		2,071.36	March 01-15, 2026
1227	03/20/2026	Payroll	1	EFT		274.63	March 01-15, 2026
1228	03/20/2026	Payroll	1	EFT		45.48	March 01-15, 2026
1229	03/20/2026	Payroll	1	EFT		45.77	March 01-15, 2026
1230	03/20/2026	Payroll	1	EFT		3,926.65	March 01-15, 2026
1231	03/20/2026	Payroll	1	EFT		3,742.83	March 01-15, 2026
1232	03/20/2026	Payroll	1	EFT		2,116.01	March 01-15, 2026
1233	03/20/2026	Payroll	1	EFT		3,827.53	March 01-15, 2026
1234	03/20/2026	Payroll	1	EFT		2,951.00	March 01-15, 2026
1235	03/20/2026	Payroll	1	EFT		2,130.66	March 01-15, 2026
1236	03/20/2026	Payroll	1	EFT		3,208.08	March 01-15, 2026
1237	03/20/2026	Payroll	1	EFT		3,338.77	March 01-15, 2026
1238	03/20/2026	Payroll	1	EFT		2,878.49	March 01-15, 2026
1239	03/20/2026	Payroll	1	EFT		1,709.98	March 01-15, 2026
1240	03/20/2026	Payroll	1	EFT		88.70	March 01-15, 2026
1241	03/20/2026	Payroll	1	EFT		2,421.11	March 01-15, 2026
1242	03/20/2026	Payroll	1	EFT		2,643.47	March 01-15, 2026
1243	03/20/2026	Payroll	1	EFT		1,349.94	March 01-15, 2026
1244	03/20/2026	Payroll	1	EFT		3,589.62	March 01-15, 2026
1245	03/20/2026	Payroll	1	EFT		45.48	March 01-15, 2026
1246	03/20/2026	Payroll	1	EFT		45.48	March 01-15, 2026
1247	03/20/2026	Payroll	1	EFT		2,628.42	March 01-15, 2026
1248	03/20/2026	Payroll	1	EFT		2,002.44	March 01-15, 2026
1400	03/30/2026	Payroll	1	55644		363.85	Annual Tmsters Clothing Allow
1401	03/30/2026	Payroll	1	55645		363.85	Annual Tmsters Clothing Allow
1404	03/31/2026	Payroll	1	EFT	EFTPS	122.40	941 Deposit for Pay Cycle(s) 03/30/2026 - 03/30/2026
1420	03/31/2026	Payroll	1	EFT	EFTPS	139.02	941 Deposit for Pay Cycle(s) 03/31/2026 - 03/31/2026
1418	03/31/2026	Payroll	1	55646		106.79	Retro IBEW MOU 3.06-3.15.26
1419	03/31/2026	Payroll	1	55647		12.83	Retro IBEW MOU 3.06-3.15.26
1435	04/03/2026	Payroll	1	EFT		2,240.86	March 16-31, 2026
1436	04/03/2026	Payroll	1	EFT		2,191.82	March 16-31, 2026
1437	04/03/2026	Payroll	1	EFT		2,962.86	March 16-31, 2026
1438	04/03/2026	Payroll	1	EFT		1,828.76	March 16-31, 2026
1439	04/03/2026	Payroll	1	EFT		44.89	March 16-31, 2026
1440	04/03/2026	Payroll	1	EFT		1,714.56	March 16-31, 2026

**WARRANT/CHECK REGISTER**

City Of McCleary

Time: 15:09:58 Date: 04/03/2026

Item 2.  
2

03/07/2026 To: 04/03/2026

Page:

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1441	04/03/2026	Payroll	1	EFT		53.55	March 16-31, 2026
1442	04/03/2026	Payroll	1	EFT		488.63	March 16-31, 2026
1443	04/03/2026	Payroll	1	EFT		2,536.90	March 16-31, 2026
1444	04/03/2026	Payroll	1	EFT		2,179.34	March 16-31, 2026
1445	04/03/2026	Payroll	1	EFT		273.75	March 16-31, 2026
1446	04/03/2026	Payroll	1	EFT		44.60	March 16-31, 2026
1447	04/03/2026	Payroll	1	EFT		44.89	March 16-31, 2026
1448	04/03/2026	Payroll	1	EFT		2,940.07	March 16-31, 2026
1449	04/03/2026	Payroll	1	EFT		3,921.63	March 16-31, 2026
1450	04/03/2026	Payroll	1	EFT		3,743.12	March 16-31, 2026
1451	04/03/2026	Payroll	1	EFT		2,109.91	March 16-31, 2026
1452	04/03/2026	Payroll	1	EFT		11,706.83	March 16-31, 2026
1453	04/03/2026	Payroll	1	EFT		2,946.91	March 16-31, 2026
1454	04/03/2026	Payroll	1	EFT		2,077.91	March 16-31, 2026
1455	04/03/2026	Payroll	1	EFT		3,202.43	March 16-31, 2026
1456	04/03/2026	Payroll	1	EFT		3,377.22	March 16-31, 2026
1457	04/03/2026	Payroll	1	EFT		2,238.63	March 16-31, 2026
1458	04/03/2026	Payroll	1	EFT		1,735.71	March 16-31, 2026
1459	04/03/2026	Payroll	1	EFT		88.70	March 16-31, 2026
1460	04/03/2026	Payroll	1	EFT		2,093.99	March 16-31, 2026
1461	04/03/2026	Payroll	1	EFT		2,707.52	March 16-31, 2026
1462	04/03/2026	Payroll	1	EFT		1,120.80	March 16-31, 2026
1463	04/03/2026	Payroll	1	EFT		3,588.97	March 16-31, 2026
1464	04/03/2026	Payroll	1	EFT		44.60	March 16-31, 2026
1465	04/03/2026	Payroll	1	EFT		44.60	March 16-31, 2026
1466	04/03/2026	Payroll	1	EFT		2,623.43	March 16-31, 2026
1467	04/03/2026	Payroll	1	EFT			March 16-31, 2026
1528	04/03/2026	Payroll	1	EFT	EFTPS	27,260.37	941 Deposit for Pay Cycle(s) 04/03/2026 - 04/03/2026
1536	04/03/2026	Payroll	1	EFT	AWC Employee Benefit Trust	37,968.63	Pay Cycle(s) 03/01/2026 To 03/31/2026 - AWC-Medical; Pay Cycle(s) 03/01/2026 To 03/31/2026 - AWC - Basic Life; Pay Cycle(s) 03/01/2026 To 03/31/2026 - AWC - LTD; Pay Cycle(s) 03/01/2026 To 03/31/2026

001 Current Expense	83,311.39
102 Street Fund	2,678.99
401 Light And Power Fund	91,825.04
405 Water Fund	14,926.95
407 Sewer Fund	32,034.32
409 Storm Water Fund	6,651.06

231,427.75 Payroll: 231,427.75

WARRANT/CHECK REGISTER

City Of McCleary

Time: 15:09:58 Date: 04/03

Item 2.  
3

03/07/2026 To: 04/03/2026

Page:

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
-------	------	------	--------	-------	----------	--------	------

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 \_\_\_\_\_ 2026.

ATTEST:

X \_\_\_\_\_

Mayor Brycen Huff

X \_\_\_\_\_

Councilmember Jacob Simmons

X \_\_\_\_\_

Councilmember Don Kuismi

X \_\_\_\_\_

Councilmember Brent Schiller

X \_\_\_\_\_

Councilmember Andrea Dahl, Mayor Pro Tem

X \_\_\_\_\_

Councilmember Keith Klimek



# McCleary Regular City Council Meeting

Wednesday, March 11, 2026 – 6:30 PM

McCleary Community Center & Zoom Virtual Meeting

## Minutes

### Join Zoom Meeting

<https://us06web.zoom.us/j/7878553789?omn=87332801090>

Meeting ID: 787 855 3789

(253) 215-8782

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

Mayor Brycen Huff

Councilmember Jacob Simmons

Councilmember Don Kuismi

Councilmember Brent Schiller

Councilmember Andrea Dahl, Mayor Pro Tem

Councilmember Keith Klimek

### Agenda Modifications/Acceptance

Councilmember Dahl made a motion to add a second executive session. This was seconded by Councilmember Klimek.

Motion approved.

### 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.

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

No public comment was made.

### Consent Agenda

2. Claims Agenda

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 55549 to 55590 including EFT's dated 02/21/2026-03/06/2026 in the amount of \$220,447.34

ii. Approval of payroll disbursement for FEBRUARY 2026 in the amount of \$288,007.53  
Period: 02/01/26 - 02/15/26 \$112,264.49 for 02/20/26 payroll.

### 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 02/16/26 - 02/28/26 \$175,743.04 for 03/05/26 payroll.

Councilmember Dahl had a question regarding a specific charge, then followed up with a comment about a different charge.

3. Approve meeting minutes:

Minutes from 02.11.2026 meeting

Minutes from 02.25.2026 meeting

Councilmember Dahl made a motion to approve the prior meeting minutes. Councilmember Kuismi seconded.

Motion approved.

4. Staff Reports: Building Dept., Fire Dept, Light & Power, Police Dept., Public Works, and Water & Wastewater

Councilmember Dahl thanked members from the Fire Department for participating in The Big Climb.

**New Business**

5. Potential Increases for Power

Mayor Huff opened up the idea to discuss the topic of money generation for Light and Power.

There was a discussion about getting comparisons of what other cities charge for fines/penalties.

Light and Power Foreman Paul Nott discussed a recent occurrence that took place in his department.

**Old Business**

6. Fire District 12 Annexation Discussion

Erik Cohen, Fire District 12 Representative, and McCleary Fire Chief Andrew Pittman discussed further information regarding the potential annexation of the McCleary Fire Department.

7. RFP for Janitorial Services

Mayor Huff explained the RFP for Janitorial Services.

Councilmember Dahl made a motion to post the RFP. Councilmember Klimek seconded.

Motion approved.

**Ordinances and Resolutions**

8. Suspension of Annual Water and Sewer Rates

Mayor Huff explained the potential suspension of Annual Water and Sewer Rates.

Councilmember Simmons asked a question regarding water rates and adding the topic to the next meeting's agenda.

Councilmember Dahl made a motion to approve the resolution to suspend annual water and sewer rates. Councilmember Klimek seconded.

Motion approved.

**Council Comments**

Councilmember Schiller requested that the meeting agenda is given to council sooner.

Deputy City Clerk, Nakisha Pryor, explained the challenges with providing a final meeting agenda on Fridays.

**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.

It was decided that Mayor Huff would work with Deputy Clerk Pryor on providing a final meeting agenda on Fridays prior to the Council meeting.

### **Mayor Comments**

Mayor Huff commented on the passing of McCleary resident Gary Dent, lowering of the flag, new employees, open positions, and his attendance to the museum board meeting.

### **Public Comment - City Business Only**

9. 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.

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

Resident Cindy again thanked Public Works for their work done in the city. She also commented on the water treatment plant.

### **Closed Session**

10. Per RCW 42.30.140(4)(a) to discuss collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

The closed session began at 7:22 and ended at 8:10. No action was taken.

An executive session was added during the Agenda Modification.

Per RCW 42.30.110(g) allows a governing body to hold an executive session to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The executive session began at 8:10 and ended at 8:25. No action was taken.

### **Adjourn**

Meeting Adjourned at 8:26.

**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.



# McCleary Regular City Council Meeting

Wednesday, March 25, 2026 – 6:30 PM

McCleary Community Center & Zoom Virtual Meeting

## Minutes

### Join Zoom Meeting

<https://us06web.zoom.us/j/7878553789?omn=89307512751>

Meeting ID: 787 855 3789

(253) 215-8782

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

Mayor Brycen Huff

Councilmember Jacob Simmons

Councilmember Don Kuismi

Councilmember Brent Schiller

Councilmember Andrea Dahl, Mayor Pro Tem

Councilmember Keith Klimek

### Agenda Modifications/Acceptance

Councilmember Dahl motioned to move agenda item 8 to follow item 5, and to add an additional item following item 10. Councilmember Klimek seconded.

Motion approved.

### Presentations/Announcements

Planning Commission appointment

Fred Martin, who submitted a letter of interest to be on the Planning Commission, expressed his interest to council.

Councilmember Klimek made a motion to approve Fred Martin to the planning commission. Councilmember Dahl seconded.

Motion approved.

### 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.

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

No public comment.

### Consent Agenda

2. Claims Agenda

The following items are distributed to Councilmembers in advance for study and review, and the recommended action will be accepted in a single motion.

### 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.

Any item may be removed for further discussion if requested by a Councilmember.

i. Approval of checks/vouchers/disbursements numbers 55600 to 55640 including EFT's dated 03/07/26-03/20/26 in the amount of \$271,503.47

Councilmember Dahl had a question regarding an invoice, followed by a question regarding utility poles.

Claims agenda was approved.

### **New Business**

3. Reduce Water Rates; a discussion

Council discussed potential water rate changes.

Councilmember Simmons proposed a decrease in water rates due to the million plus available in the water funds and no projects being implemented to use the funds.

Other Council provided their reasoning for not decreasing water rates, with a consensus that the City needs to move forward with projects to make use of water funds.

4. Proposed Utility Rates for Electricity

Council discussed potential utility rate increases including a meter fee increase.

5. Intergovernmental Agreement for Building Official; action needed.

Mayor Huff provided an overview of the current status regarding the City of McCleary's Building Official position.

Motion to approve the intergovernmental agreement for Building Official was approved.

6. Per RCW 42.30.140(4)(a) to discuss collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Regarding IBEW contract, possible action to be taken afterwards.

Session started at 6:52pm to 7:03pm. No action was taken.

### **Council Comments**

Councilmember Klimek made a comment regarding not voting on the IBEW contract as Council needed more time to review the complete proposed contract.

### **Mayor Comments**

Mayor Huff made a comment regarding upcoming training.

He also mentioned that the City is aware that ordinances haven't been posted on the City website since August 2024 and that the City is working on getting them posted.

Deputy Clerk Nakisha Pryor reminded the audience that all refunds for water fees have been issued.

### **Public Comment - City Business Only**

7. 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.

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

#### **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.

No public comments were made.

**Executive Session**

8. Per RCW 42.30.110 (1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, litigation, or potential litigation regarding Mason Co. Fire District #13. Executive session started at 7:06pm, ended at 7:12pm. No action taken.
  
9. RCW 42.30.110(1)(b) allows a governing body to hold an executive session to consider the selection or acquisition of real estate when public knowledge could increase the price. Regarding Fire Department annexation.  
Session began at 7:12pm, ended at 7:19pm. No action taken.  
Executive session added.  
RCW Per RCW 42.30.110(g) allows a governing body to hold an executive session to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.  
Session began at 7:19pm, ended at 7:31pm. No action taken.

**Adjourn**

Meeting adjourned at 7:31pm.



City of McCleary: **STAFF REPORT**

<b>To:</b>	Mayor Huff and City Council Members
<b>From:</b>	Dalyn Davis
<b>Date:</b>	April. 1st, 2026
<b>Department:</b>	Building Permitting/Conservation Program/Public Works

Good evening, Mayor, and Council,  
 Staff would like to recognize Toni Aubuchon for identifying that nine phone lines billed by MCI had been transferred to Xfinity in May 2025. Her review stopped unnecessary charges totaling \$721.27 and ensured the lines were properly disconnected. Toni is also auditing the City’s Verizon account to confirm active use of phones, hotspots, and SIM cards. Her attention to detail is helping safeguard City resources.

**Complaints:**

Code Enforcement matters include: **10.20.010 (C)(D)( E) 8.16.20 (4)(6)(7)(8)(11)(13)(15)(16)(25)**  
 Access to the City Attorney for code enforcement matters was previously restricted due to supervisory direction, which limited staff’s ability to obtain timely legal clarification, which negatively affected the pace and completeness of certain enforcement actions. Staff now have direct access to the City Attorney, which is essential for ensuring accurate code interpretation, a formalized process, consistent enforcement practices, and effective case resolution moving forward. A Voluntary Compliance Agreement has been issued for case 25-0001, with a compliance deadline of 6/12/26. Documented complaint has been received, and an investigation has been initiated for case 26-0001.

**Building Department**

<b>ACTIVITY</b>	<b>TOTAL</b>	<b>Notes</b>
Customer Service	17	
Building Permits Issued	3	
Plan Reviews	0	
Inspections Performed	15	
Complaints Received	1	
Code Violations Identified	2	Code 10.20.010 (C)(D)( E) 8.16.020 (4)(6) (7c)(8)(11)(13-1)(15)(20)(25)
Communications	1	
Nuisance Letters Sent	0	
Thank you, Compliance Letters	0	
Lemay’s Garbage Letters Sent	0	



**Conservation Program**

<b>Month</b>	<b>Applications Received</b>	<b>Conservation Permits Issued</b>	<b>Rebates Paid This Month</b>	<b>Total Rebates Paid to Date</b>
Mar.	2	1	\$2,107.40	\$17,787.20



# City of McCleary

## STAFF REPORT

<b>To:</b>	Mayor and Council
<b>From:</b>	Nakisha Pryor
<b>Date:</b>	04.08.2026
<b>Department:</b>	Finance

As we are closing the first quarter of 2026 things have been extremely busy! Busy in a good way....

The DRS audit for 2024 was finalized and the exit review completed. The City received its certificate of corrections from DRS and has 60 days to process the corrections, some of which go back to 2017. Additional hours may be needed to meet the 60 day deadline.

The Mayor and Council will be receiving the final report in a week directly from DRS.

Initial corrections have already been made to ensure the hours and wages are correctly reported to DRS moving forward. The City has also been assigned an “Employer Support Specialist” from DRS to assist with the corrections to bring the city back into compliance. In addition, the Deputy City Clerk, Nakisha Pryor, has several no-cost training courses scheduled in the month of April with DRS.

Finance has been making a concerted effort to create SOP’s for accounts payable, payroll, and benefits to ensure accurate, consistent, and transparent financial processes and reporting.

Calculations for retro pay for the IBEW contract have been completed and will be sent for review to Councilmember Don Kuismi once the contract has been approved.

This year’s Annual report for the State Auditor’s office was filed well before the due date of May 30<sup>th</sup>, thanks to our CPA, Tara Dunford.

The fourth quarter employment tax payments for 2025 were late and resulted in penalties of about \$2K, in addition to \$17K in past due PFML payments that had not been paid since September of 2024. However, the upcoming first quarter employment tax payments for 2026, are on track to process and pay ahead of the due date of April 30<sup>th</sup>.

In addition to her accounts payable duties and the creation of SOP’s for AP, the AP temp, Toni Aubuchon, has been assisting with a few clean-up projects including ensuring all City ordinances are accessible on the server and City website; scanning all City contracts and organizing grant files.

Dalyn, the PW Assistant, has been working with Finance to implement a system to track and log equipment belonging to the City adding to the continuing effort to safeguard City resources.

Lastly, we were informed last week that the City's website and Municode platforms will become obsolete by this time in 2027. The City will need to begin the work to choose a new platform that will provide the current tools as well as suggested modules for permitting, code enforcement and public records requests while ensuring the ADA (American Disability Act) requirements for 2027 are met.

Thank you for your continued support and assistance with all of the above items, your efforts are greatly appreciated!



# City of McCleary STAFF REPORT

<b>To:</b>	Mayor Huff and Council
<b>From:</b>	Fire Chief Andrew Pittman
<b>Date:</b>	March 1, 2026
<b>Department:</b>	Fire Department

Hello all,

The Fire department truck bay heater has been installed, thank you to the council for approval. The training room remodel is now complete, thank you to the public works crew for all their hard work. We will be completing our annual hose testing in April. Department members will also be completing their annual wildland refresher training this month. We have been having meetings with First Due to implement the new software for the department.

Assistant Chief DeBakker has been instructing the Grays Harbor Firefighter Recruit Academy since January and should be finishing up with classes in the next couple months.

Our February call numbers are as follows:  
Lift Assists= 1 Fire Alarms=2 Mutual Aid Fires =1  
Mutual Aid Medical Response=1 Cancelled before response=1  
Total=6  
Fire District 12 medical responses =6

We are now coming into spring and with spring comes seasonal yard maintenance. Keep in mind that a free burn permit for residents of the city of McCleary and Fire District 12 can be obtained from ORCAA at no cost to the residents. These permits will keep you up to date on burn restrictions as they are issued and have a full list of regulations that must be followed for outdoor burning. [Residential Yard-Waste Burn Permits - ORCAA](#)

Thank you for the opportunity and Stay Safe,

Chief Andrew Pittman



# City of McCleary

## STAFF REPORT

<b>To:</b>	Mayor Huff and Council
<b>From:</b>	Paul Nott
<b>Date:</b>	3/30/2026
<b>Department:</b>	Light and Power

Hello All,

Since our last report the crew has responded to 4 outages, completed the line extension on Elma Hicklin, and 2 customer service Work orders. The crew has also been busy with material inventory and maintenance on vehicles and equipment.

Outages were 1 storm related outage which involved about 100 customers, and 3 individual customer outages.

We are still working on Oak St and constructed the 5-pole line extension on Elma Hicklin Rd.

We have had requests for estimates that have been done which signifies some more customers connecting to our system in the coming months.

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

Paul

# City of McCleary

## STAFF REPORT



<b>To:</b>	City Council
<b>From:</b>	Chief Ryan Miskell
<b>Date:</b>	April 2026
<b>Department:</b>	Police Department

### Department Report:

- Personnel:

Officer Owen has successfully completed the Basic Law Enforcement Equivalency Academy and finished his training period. He is now working shifts on his own and continuing to build positive relationships within the community.

Officer Moutaftsis joined the department with prior law enforcement experience in Grays Harbor and has already proven to be a valuable addition to the department. He is scheduled to attend the Basic Law Enforcement Equivalency Academy beginning in early May.

- Flock Cameras:

I spoke with the Sheriff's Office regarding the recent Flock camera questions. It was confirmed that there is currently one Flock camera within the McCleary city limits, located in the area of Dollar General. It was also confirmed the camera is owned and operated by the county, and as a result, the county is responsible for handling any public disclosure requests related to the camera. The placement of the camera should have gone through the City Council process, but it was not confirmed that it did.

- Equipment:

Our vehicle speed radars began getting calibrated and re-certified last week and we expect all units to be completed within the next few weeks.

- Body Worn Cameras:  
As discussed last month, this is the last year of our body worn camera contract. We recently submitted a grant to assist with the cost for next year.
  
- Fuel costs:  
Due to the current high cost of fuel, other fuel locations are being looked at for cost savings. The options found will be submitted to Mayor Huff.
  
- Patrol emphasis:  
Extra patrols are being conducted in areas that have been reported to have had possible suspicious activity. During an extra patrol at a location last week, a subject was taken into custody on an outstanding warrant.

Respectfully,

Chief Ryan Miskell

04/01/26  
11:02

McCleary Police Department  
Law Total Incident Report, by Agency, Nature

Page: 1083  
1

Nature of Incident	Total Incidents
-----	
Agency: McCleary Police Department	
AUDIBLE ALARM	1
AGENCY ASSIST	6
ABANDONED VEHICLE	1
NON-INJURY VEH ACC NON-BLOCKIN	1
ANIMAL PROBLEM	5
ASSAULT	1
ASSAULT IN PROGRESS	1
CITIZEN ASSIST	10
CIVIL MATTER	1
CODE ENFORCEMENT VIOL	1
REPORT OF A DEAD BODY	1
DISORDERLY CONDUCT	1
DOMESTIC VIOLENCE ACT	1
DOMESTIC VIOLENCE ACT IN PROGR	1
EXTRA PATROL REQUEST	1
FOLLOW UP DETAIL	1
FOUND PROPERTY	1
REPORT OF FRAUD/BLACKMAIL	2
FIRE OR AID RESPONDING TO INC	32
HARASSMENT REPORT	1
LOST PROPERTY	1
MOTORIST ASSIST	1
OPEN DOOR OR WINDOW	1
POLICE INFORMATION MESSAGE	3
PHONE MESSAGE	1
RECKLESS ACT OR DRIVING	3
CIVIL PAPER SERVICE	4
SUBJECT STOP	1
SUICIDE ATTEMPT OR SUBJ	1
SUSPICIOUS CIRCUMSTANCES	2
SUSPICIOUS PERSON	3
SUSPICIOUS VEHICLE	2
TRAFFIC STOP	79
TRAFFIC HAZARD	2
TRESPASS	5
UNKNOWN PROBLEM	1
VERBAL ARGUMENT	1
VEHICLE PROWL	1
VIO UNIFORM CNTRL SUB ACT	1
CHECK WELFARE	5
-----	
Total Incidents for This Agency:	188

-----  
Total Incidents for This Report: 188  
-----

Report includes:  
All dates between `00:00:01 03/01/26` and `23:59:59 03/31/26`  
All agencies matching `MCPD`  
All natures  
All locations  
All responsible officers  
All dispositions



# City of McCleary

## STAFF REPORT

<b>To:</b>	Mayor and Council
<b>From:</b>	Cory Marsh
<b>Date:</b>	4/2/2026
<b>Department:</b>	Public Works

Hello Everyone,

On March 27<sup>th</sup>, 2026 the public works crew received a call for no water pressure at 528 W Simpson Ave. During our investigation there was no pressure on the city side of the meter, the pressure that was being served to the customer was below 25psi. Emergency locates were called and the problem was at the tap in the main for that service. The crew was able to re-tap the existing tap and give the customer amazing pressure!

We were able to install a Catch Basin at the corner of the Community Center to collect all that rainfall from the gutters and the parking lot, that was a huge project that needed to be done as water would collect there and drain under the foundation of the Community Center and flood underneath.

Mowing season is here, the crew is working hard to get the entry points of the city cleaned up from the winter.

April 25<sup>th</sup> is the City Wide Clean-up. We will have dumpsters stationed in the park-n-ride like normal, flyers have been posted at other businesses to inform the public.

During the month of April, our goal is to patch our areas that need to be paved, get City Hall painted, alley repair completed, continue our GIS mapping, and a successful city wide clean-up.

If you have any questions feel free to contact me

Thank you

Cory Marsh



# City of McCleary

## STAFF REPORT

<b>To:</b>	Mayor and Council
<b>From:</b>	Lori Ann Hanson
<b>Date:</b>	04.08.2026
<b>Department:</b>	Utility Accounts/City Hall office

With the passing of Resolution 790, manual credits to water/sewer customer accounts were started on 03.14.2026. This process was completed on 03.18.2026.

The total manual credit process was completed in 16 comp hours.

The average residential customer received a credit of \$-6.57.

Total water credits = \$-2,545.35  
833 customers

Total sewer credits = \$-2,778.46  
784 customers

The water/sewer rates were restored to the 2025 rate fees for the March billing cycle.

Beerbower Park is almost fully booked for both Elma Little League and Elma McCleary Youth Soccer. This will be for both practices and games. A big thank you to both league presidents for working together with the City for field reservations.

The Water Quality Permit Fee Program form has been filled out, and all calculations have been submitted before the April 15<sup>th</sup> deadline.

The beautiful City Wide Clean Up flyer (thank you, Dalyn) was added as an insert to the March billing statement. We have started to schedule at home pickups for seniors and look forward to our Clean Up Day on April 25<sup>th</sup>.

Our office staff is AMAZING!

Thank you to Dalyn for covering the front counter for our lunches, so that City Hall can stay open and not close during the lunch hour. Great customer service!

Thank you to Toni, our temp, for helping with the past due billing statements, clean up flyers and stamping every envelope!

Thank you, Nakisha, for tackling problems, creating solutions and keeping our ship afloat!  
We make a great team!



# City of McCleary **STAFF REPORT**

<b>To:</b>	Brycen Huff and City Council
<b>From:</b>	Kevin Trewhella
<b>Date:</b>	April, 2026
<b>Department:</b>	Water and Wastewater

Wastewater,  
Except for some programming issues everything is running as it is supposed to.

Water,  
We are doing some diagnostics to check to see if we have a check valve that is not sealing. Otherwise, things are working as they are supposed to.

Kevin Trewhella



## Exhibit A Scope of Work On-Call Planning City of McCleary, Washington

**Prepared For:** City of McCleary  
Attn: Jon Martin, City Administrator  
100 South 3<sup>rd</sup> Street  
McCleary, WA 98557

**Prepared By:** SCJ Alliance

**Date Prepared:** March 11, 2026

### Scope Overview

Thank you for the opportunity to provide a scope of work for on-call planning services for the City of McCleary. This scope of work outlines various professional planning services to assist the City with both short-term and long range planning support as the City begins to experience increased development pressures.

This scope of work therefore includes two primary service categories:

1. **On-Call Planning Services** to provide day-to-day planning and development review capacity; and
2. **Targeted Municipal Code Updates** to strengthen the City's regulatory framework and provide tools needed to manage upcoming development activity.

On-call services for short-term planning include: review of land use applications, permitting, GIS, meeting attendance (pre-application, planning commission, City Council, etc.), and other services based on the city's needs.

Long range planning services will focus on targeted long range code updates including: fee recovery, streamlined permitting procedures and enhanced development agreement procedures.

This scope of work has been prepared to provide hourly on-call consulting services, as described in the attached Scope of Work. Services will begin March XX, 2026 and will automatically renew for up to five calendar years, thus expiring on March 31, 2031. Budget will be determined annually, depending on City budget allocation

For long-range planning needs SCJ will provide a Task Authorization (i.e. estimate cost for each task upfront) to the City for approval prior to engaging in work.

SCJ scope of services for this effort consists of the following phases of work:

## Phase 1 – On-Call Planning Services

### Purpose:

Provide professional planning support to allow the City to process permits, respond to development inquiries, and support staff and elected officials. All tasks listed below will be undertaken as requested by the City and within the total authorized budget allocated to this task. If additional support is requested after the authorized budget has already been spent, then an amendment to provide additional budget may be required.

### Task 1 General Planning Assistance

- 1) Respond to planning and zoning inquiries from City staff and the public
- 2) Provide interpretation of municipal code, development regulations and permitting requirements
- 3) Provide consultation via phone, email, and written correspondence
- 4) Provide GIS support as needed

### Task 2 Staff, Commission and Council Support

- 1) Attend staff meetings as requested (in-person or virtual)
- 2) Prepare for, travel to, and attend Planning Commission meeting, as requested
- 3) Prepare materials for and attend City Council meetings, as requested

### Task 3 Administration and Reporting

- 1) Tracking development review time for individual projects
- 2) Monthly invoicing and progress reporting

### Deliverables

- Staff reports, correspondence, and planning memoranda
- SEPA documentation and permit review materials, as needed
- Meeting summaries or notes
- Monthly invoices and progress reports

### Phase 1 – T&M \$35,000

For 2026, the budget for Phase 1 services will be billed on a time and materials basis, and will be set at \$35,000 for 2026. Additional budget for subsequent years may be provided by amendment to this Agreement.

## Phase 2 - Development Review and Permit Processing

### Purpose:

Provide professional review of development applications submitted to the City and coordinate technical review to ensure proposals comply with applicable municipal code, state regulations, and adopted development standards.

Development review work will be tracked by individual project so that costs may be recovered from applicants as permitted by City code.

Depending on the type (scale and complexity) of the land use application, each submitted application may consist of the following components:

#### **Development Application Review**

- Review land use and development permit applications submitted to the City
- Provide written review comments identifying compliance with City regulations
- Coordinate with City staff and technical consultants as needed
- Prepare draft conditions of approval and staff reports

#### **Pre-Application and Applicant Coordination**

- Participate in pre-application meetings with applicants and City staff
- Provide guidance on applicable development regulations and submittal requirements
- Coordinate with applicants regarding application completeness and additional information requests

#### **Environmental Review**

- Review SEPA checklists and supporting documentation
- Prepare SEPA threshold determinations when required
- Coordinate environmental review with other project permits

### **Task 1 Land Use Application Example #1**

New tasks will be added per each individual land use application that is submitted to the City.

#### **Potential Deliverables (as applicable per Task)**

- Development review comment letters
- Staff reports and recommendations
- Draft conditions of approval
- SEPA documentation and determinations
- Written correspondence with applicants and City staff

No work will be conducted under Phase 2 without authorization of a specific task budget.

### **Phase 3 - Development Review Fee and Cost Recovery Structure**

Purpose:

This phase will establish a clear and defensible framework that allows the City to recover the full cost of development review services, including the use of outside consultants, through an updated fee schedule and administrative procedures.

## Task 1 Review Existing Fee Structure

- 1) Review the City’s current development-related fees, including Resolution 538 and applicable sections of the McCleary Municipal Code (Title 3 and 17), to identify gaps, inconsistencies, and limitations related to cost recovery.
- 2) Prepare a summary report.

## Task 2 Update MCC 17.40.155 code language

- 1) MCC 17.40.155 currently authorizes recovery of consultant fees. This task will consist of amending the code section to provide additional clarity, and include provisions for advanced deposits and method for responding to disputes.

## Task 3 Update Existing Development Permit Fee Structure (Resolution 638)

- 1) Update the fee schedule and structure to support:
  - Updated application fees and hourly review fees
  - Inclusion of consultant pass-through fees (planning, engineering, building, and other technical reviewers)
  - Applicant deposits/retainers with reconciliation of actual costs
  - Administrative procedures for fee collection, refunds, and additional billing

## Task 4 Draft Fee Resolution

- 1) Prepare draft resolution for City Council to approve updated development review fee schedule, including finds supporting cost recovery and administrative provisions for implementation.

## Task 5 Coordination, Review, and Implementation

- 1) Coordination with City staff and attendance at City Council meetings, as requested
  - Review proposed amendments with City staff (one in-person meeting)
  - Make revisions as requested
  - Prepare presentation materials (staff reports, Powerpoints, etc.) for City Council
  - Attend City Council meeting, as requested (one in-person meeting)

## Deliverables

- Memorandum summarizing recommended fee recovery structure
- Draft amendments to MCC 17.40.155
- Updated development permit fee schedule
- Draft fee resolution for City Council consideration
- Staff report and presentation materials for City Council
- Attendance at City Council meetings as requested

**Phase 3 – T&M Estimate: \$5911**

## Phase 4 – Permit Processing Procedures

**Purpose:**

This phase will establish a clear and consolidated framework for processing land use and development permit applications in the McCleary Municipal Code. The work will evaluate how permit procedures are currently addressed in the City Code and prepare a new or revised chapter that establishes consistent permit review procedures in accordance with the Local Project Review Act (Chapter 36.70B RCW) and recent amendments adopted by the Washington State Legislature under SSSB 5290 (2023).

The resulting ordinance will provide clarity for applicants, staff, and decision-makers by consolidating permit processing procedures—such as application requirements, notice procedures, decision authority, and appeal processes—into a single chapter of the municipal code.

### Task 1 Municipal Code Structure Review

- 1) Review the McCleary Municipal Code to identify existing permit processing procedures and determine how they are currently organized within Titles 16, 17, and other applicable sections.
- 2) Evaluate the code structure and conduct a gap analysis of missing sections and recommend the most appropriate location within the municipal code for a consolidated permit processing chapter.

### Task 2 Permit Review Framework

SCJ will develop a recommended procedural framework for project permit review that aligns with the requirements of Chapter 36.70B RCW and SB 5290. The framework will establish:

- Permit decision types (e.g., administrative, administrative with notice, and quasi-judicial decisions)
- Decision authorities (staff, hearing examiner, or City Council)
- Application requirements and completeness determinations
- Public notice procedures
- Public hearing procedures
- Permit processing timelines consistent with state law
- Staff report and decision documentation requirements
- Administrative appeal procedures

### Task 3 Draft Permit Processing Ordinance

SCJ will prepare draft ordinance language establishing a consolidated chapter governing project permit review procedures. The draft ordinance will address:

- Purpose and applicability
- Vesting and standards of review
- Pre-application meetings
- Application submittal requirements

- Determination of completeness
- Notice of application and hearing procedures
- Public comment procedures
- Consistency determinations
- Decision issuance and notice of decision
- Permit processing timelines
- Administrative appeals

## Task 4 Coordination, Review and Implementation

SCJ will coordinate with City staff to review the proposed permit processing framework and draft ordinance language and will revise the draft ordinance based on staff input.

- 1) Review proposed permit processing framework and ordinance with City staff – one virtual meeting and one in-person meeting
- 2) Make revisions as requested and prepare Project Permit Review Procedures ordinance
- 3) Prepare presentation materials (staff reports, Powerpoints, etc.) for Planning Commission and City Council
- 4) Attend one Planning Commission meeting and one City Council meeting, as requested

## Deliverables

- Memorandum summarizing recommended code organization and permit processing structure
- Draft Project Permit Review Procedures ordinance
- Final ordinance language ready for City consideration
- Attendance City Council meetings, as requested

**Phase 4 – T&M Estimate: \$8025**

## Phase 5 – Updated Development Agreement Ordinance

Purpose:

This phase will update MCC Chapter 17.44, Development Agreements to provide clearer procedures and expanded flexibility for the use of development agreements in the City of McCleary. While the existing code authorizes development agreements, it does not provide sufficient guidance regarding the form of agreement, application requirements, or procedures for review and approval.

The updated ordinance will establish a clearer framework for negotiating and implementing development agreements, particularly for complex or phased development projects, including pre-annexation agreements and master planned developments. The amendments will address topics such as project phasing, infrastructure timing, vesting of development standards, and the process for negotiating development standards between the City and project applicants.

## Task 1 Review Existing Development Agreement Code and Summary of Recommendations

- 1) Review MCC Chapter 17.44 and related provisions of the McCleary Municipal Code
- 2) Identify gaps, inconsistencies, or procedural limitations in the existing development agreement framework
- 3) Prepare a summary memorandum outlining recommended updates to the ordinance
- 4) Coordinate with City staff to review the recommendations and confirm the preferred approach prior to drafting code amendments, with one in-person meeting

## Task 2 Updated MCC 17.44 Development Agreement Ordinance

- 1) Prepare draft ordinance language updating MCC Chapter 17.44 to provide clearer procedures and guidance for development agreements. The draft ordinance may include provisions addressing:
  - Purpose and authority for development agreements
  - Applicability and circumstances where development agreements may be used
  - Form and structure of development agreements
  - General provisions governing agreements
  - Application requirements and submittal materials
  - Required contents of development agreements
  - Review and approval procedures
  - Provisions addressing pre-annexation development agreements
  - Procedures for master planned or phased developments
  - Enforcement provisions and appeal procedures

## Task 3 Coordination, Review and Implementation

- 1) Review draft ordinance language with City staff
- 2) Revise and finalize the draft ordinance based on staff input
- 3) Prepare presentation materials (staff reports, PowerPoints, etc.) for Planning Commission and City Council
- 4) Attend one Planning Commission meeting and one City Council meeting, as requested, to present the proposed ordinance and respond to questions

## Deliverables

- Memorandum summarizing recommended updates to MCC 17.44
- Draft Development Agreement Ordinance
- Final Development Agreement Ordinance ready for City consideration
- Attendance City Council meetings, as requested

**Phase 5 – T&M Estimate: \$7919**

## PHASE 6 – (Future Phase TBD) Targeted Development Code Updates

This future phase addresses additional development code updates identified in prior scopes of work and memoranda to improve consistency, clarity, and responsiveness to development pressure. This work will only be undertaken at the request of City Staff, with a clear task authorization and budget approved in advance.

### Potential Tasks

#### Task 1 Development Code Assessment

Review relevant sections of the McCleary Municipal Code and create a gap analysis, focusing on previously identified issues, including:

- Definitions related to Master Plan (MP), Infill Housing Overlay (IHO), and Public/Institutional (P/I) districts
- Subdivision regulations affected by zoning or overlay changes
- Nonconforming use provisions
- Variance and appeal procedures
- Elimination of the R-3 zone and related code inconsistencies

#### Task 2 Draft Code Amendments

Prepare draft amendments addressing the issues identified above, consistent with adopted policies and best practices.

#### Task 3 Coordination and Review

Coordinate with City staff to review draft amendments and revise based on comments.

### Phase 4 Deliverables

- Gap Analysis
- Code update recommendations memorandum
- Draft code amendments in TrackChanges format

**Phase 6 Estimate: TBD**

## Understanding

- This is an on-call planning contract that requires task authorization for each task “upfront” approval from the City prior to engaging in any of the above tasks.
- SCJ staff are available by phone, email, and in person per City request to ensure efficiency and consistency.

- The City of McCleary will provide all application intake and distribution of materials to SCJ, as well as tracking permits via their internal system.

**BUDGET SUMMARY**

**FEES**

Phase 1 – On-Call Planning Services	T&M \$35,000
Phase 2 – Development Review and Permit Processing	T&M per task
Phase 3 – Development Review Fee & Cost Recovery Structure	T&M \$5911
Phase 4 – Permit Processing Procedures Ordinance	T&M \$8025
Phase 5 – Updated Development Agreement Ordinance	T&M \$7919
Phase 6 – Targeted Development Code Updates (future phase as requested)	T&M - TBD
<hr/>	
<b>Total Estimated Fees</b>	<b>T&amp;M \$56,855</b>

## 98 Phase 98 - Additional Services

We understand that sometimes things “come up” during a project that we need to work on quickly and are out of the project scope listed above. When things like that develop, we will discuss with you the estimated effort first, and track the time and costs under this separate phase.

## 99 Phase 99 - Expenses

Expenses will be charged on a time-and-materials basis and include items such as travel expenses, mileage, plan reproduction, copies, etc.

We appreciate the opportunity to be a part of this impactful and important project in the community and look forward to getting started. If you have any questions or comments, please contact SCJ at 360-352-1465. Thank you.

Respectfully,

SCJ Alliance