



McCleary Regular City Council Meeting

Wednesday, September 23, 2026 – 6:30 PM

City of McCleary Community Center and Zoom Virtual Meeting

Agenda

Join Zoom Meeting

<https://us06web.zoom.us/j/6852278879?pwd=fdm5PkXtxX4LxTwClpoCNUXuR2TujT.1&omn=85736118845>

Meeting ID: 685 227 8879

Passcode: 605597

(253) 215-8782

Call to Order/Flag Salute/Roll Call

Councilmember Jacob Simmons, Councilmember Don Kuismi, Councilmember Brent Schiller, Councilmember Keith Klimek

Approval of Agenda

Council Vacancy & Council Assignments

- [1.](#) Mark Vessey Application

Special Presentations

2. Port of Grays Harbor Presentation

Public Comment - Agenda Items Only

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

Consent Agenda

- [4.](#) Claims Agenda
 - i. Approval of checks/vouchers/disbursements numbers 56315 to 56364 including EFT's dated 09/09/26 - 09/18/29 in the amount of \$72,013.80
 - ii. Approval of payroll disbursement for the period of 09/01/26 - 09/15/26 for 09/18/26 payroll in the amount of \$102,034.60

Old Business

5. Change Form of Government
- [6.](#) Civic Plus -Website, AMM, Public Records, Social Media Archiving Quote
- [7.](#) HPE Renewal Request

Ordinances and Resolutions

- [8.](#) Resolution 796 (Cash Receipting Policy)
- [9.](#) Resolution 797 (Payroll Policy)

Council Comments

Mayor Comments

Public Comment - City Business Only

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

Executive & Closed Sessions

11. Executive Session per RCW 42.30.110 (1)(g) - Performance of a Public Employee
12. Closed Session for Collective Bargaining per RCW 42.30.140

Adjourn

Mark T. Vessey

PO Box 1097, McCleary, WA 98557
360-791-4723 | markt.vessey@gmail.com

September 14, 2026

Mayor Andrea Dahl
City of McCleary
100 S. 3rd Street
McCleary, WA 98557

Dear Mayor Dahl:

I would like to be considered for appointment to the vacant seat on the McCleary City Council. Having lived in McCleary for nearly all my life, I care deeply about this community and would welcome the opportunity to serve it.

My more than 29 years as a civil servant have given me a strong understanding of rules, regulations, and procedures, along with a commitment to fairness and integrity in public service. My current role requires careful attention to policy and process, experience I would bring to the Council's work.

I believe local government works best when councilmembers listen carefully, come prepared, and communicate clearly with residents and one another. If appointed, I would work respectfully with fellow councilmembers, take differing viewpoints seriously, and support decisions that earn public trust. My priorities would include maintaining essential services and encouraging responsible growth while preserving the qualities that make McCleary a great place to live.

I understand the time and preparation this role requires and am ready to make that commitment. I would welcome the work of reviewing budget priorities, planning for sustainable growth, and addressing public safety and other concerns residents bring to the Council. In each of these areas, I would consider community input and the interests of the city as a whole.

Thank you for considering my interest in this appointment. I would appreciate the chance to meet with you and the Council to discuss my qualifications and how I could best serve McCleary.

Sincerely,



Mark T. Vessey

APPLICATION FOR APPOINTMENT TO THE MCCLEARY CITY COUNCIL**APPLICANT INFORMATION***(Please type or print)*Applicant Name Mark VesseyAddress PO Box 1097, 604 W Ash StHome Phone 360-791-4723 Work Phone _____Email Address Markt.vessey@gmail.com**COVER LETTER & RESUME**

Please submit a one-page cover letter and a resume of not more than 3 pages along with this application.

SUPPLEMENTAL QUESTIONS

Please respond in writing to the following questions using no more than 3 pages total:

1. Why are you interested in serving as a McCleary Councilmember?
2. What strengths would you bring to the Council?
3. What are the three highest priorities and/or issues you believe the City needs to address?
4. Briefly describe your current/past community involvement and how this would benefit the City?
5. What do you consider the primary roles of a City Councilmember?
6. Is there anything else you would like to add to help us get to know you better?

Please return this form, your cover letter, resume, and answers to the supplemental questions to McCleary City Hall at 100 S. 3rd Street or via email at juliep@cityofmccleary.com no later than 4:00 p.m. on Wednesday, September 16, 2026. Applications received after this time will not be accepted.

The application and any correspondence should be addressed to:

Julie Pope, Clerk-Treasurer
City of McCleary
100 S. 3rd St.
McCleary, WA 98557

MARK T. VESSEY

PO Box 1097 | McCleary, WA 98557
360-791-4723 | markt.vessey@gmail.com

Supplemental Questions**1. Why are you interested in serving as a McCleary Councilmember?**

I have always been passionate about community service and making a positive impact where I live. I would welcome the opportunity to use my skills and experience to help make McCleary an even better place for the people who call it home. Serving on the City Council would allow me to contribute directly to the community and help shape decisions that affect its future.

2. What strengths would you bring to the Council?

I would bring strong communication and collaboration skills, along with a commitment to fiscal responsibility and accountability. I value thoughtful decision-making, respectful discussion, and working with others to find practical solutions that serve the community well.

3. What are the three highest priorities and/or issues you believe the City needs to address?

My three highest priorities are responsible and sustainable growth, economic development, and public safety. In addressing each of these areas, I also believe city government should remain transparent, accountable, and responsive to the needs and concerns of residents.

4. Briefly describe your current/past community involvement and how this would benefit the City?

I currently serve on both the City of McCleary Planning Commission and the Civil Service Commission, and I am honored to serve in both roles. These experiences have given me a better understanding of city processes, the importance of thoughtful public decision-making, and the responsibility that comes with serving the community.

5. What do you consider the primary roles of a City Councilmember?

I believe the primary roles of a City Councilmember include setting policy, overseeing the budget and finances, representing the community, guiding land use and zoning decisions, and providing appropriate oversight of city services and operations.

The Council is responsible for adopting local laws, ordinances, resolutions, and long-term policies; reviewing and approving the City's annual budget and expenditures; and listening to residents so community needs are reflected in public decisions. Councilmembers also play an important role in planning for responsible growth through land-use and zoning decisions.

Oversight is equally important. Councilmembers should remain informed about city services, infrastructure, public safety, and departmental performance while respecting the day-to-day responsibilities of the City Manager, Clerk-Treasurer, and city staff.

6. Is there anything else you would like to add to help us get to know you better?

My connection to McCleary goes back to my earliest years. I have lived here since 1994, but my family roots in the community extend much further. My mother was born and raised in McCleary, grew up on North Summit Road, and attended McCleary School before going on to Elma High School, where she met my father. They later married on West Ash Street and began building their life together. My grandparents also lived in McCleary for many years, first on North Summit Road and later on West Ash Street, before moving to the Elma-Hicklin Road area.

Although I spent my formative years in Aberdeen, McCleary was always a constant in my life. I have many fond memories of family gatherings here and of attending the annual Bear Festival, traditions that helped build my lasting connection to this community.

With more than 28 years of experience as a civil servant, I also bring a strong understanding of rules, regulations, procedures, and the importance of fairness and integrity in public service. My current role requires careful adherence to policy and process, and I believe that background would serve me well in carrying out the responsibilities of a City Councilmember.

WARRANT/CHECK REGISTER

City Of McCleary

Time: 15:26:50 Date: 09/18/2026

Item 4.

09/09/2026 To: 09/18/2026

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
4161	09/15/2026	Claims	1	56315	Amazon Capital Svcs.	3,634.39	Wireless mouse; Wireless keyboard; PO# 26108 HP Laptop - city hall qty 2; PO# 26107 Meeting Owl
4162	09/15/2026	Claims	1	56316	Bayview Building Material	238.04	Carbide blade; Wallplate, rocker, gasket, flange, jet set; Toilet seat; Torch saw blade
4163	09/15/2026	Claims	1	56317	Cascade Natural Gas	27.03	ACCT: 748 575 0898 5
4164	09/15/2026	Claims	1	56318	Cascade Natural Gas	27.03	ACCT: 114 241 0000 3
4165	09/15/2026	Claims	1	56319	Cascade Natural Gas	27.03	ACCT: 334 241 0000 7
4166	09/15/2026	Claims	1	56320	Cintas Corporation #2	967.33	AED AUG 2026 agreement; Minimum service fee; Eyewash AUG 2026 agreement
4167	09/15/2026	Claims	1	56321	City of Elma	2,380.00	AUG 2026 building inspector serv
4168	09/15/2026	Claims	1	56322	Coastal Business Services Group, Inc.	1,635.00	AUG 2026 janitorial service
4169	09/15/2026	Claims	1	56323	Comcast	115.39	ACCT: 8498 37 009 0136911
4170	09/15/2026	Claims	1	56324	Comcast	29.54	ACCT: 8498 37 009 0145854
4171	09/15/2026	Claims	1	56325	Comcast	363.96	ACCT: 8498 37 009 0143370
4172	09/15/2026	Claims	1	56326	Comcast	10.48	ACCT: 8498 37 009 0008664
4173	09/15/2026	Claims	1	56327	Comcast	121.17	ACCT: 8498 37 009 0035840
4174	09/15/2026	Claims	1	56328	Comcast	1,008.76	Phone/internet Aug 2026
4175	09/15/2026	Claims	1	56329	Ernest M Ingram et al Ptr	700.00	Public Defender contract - AUG2026
4176	09/15/2026	Claims	1	56330	Ferguson Waterworks #3156	5,118.81	NextGen annual maint. fee; PO# 26109 brz ins coup, ss hose clamp
4177	09/15/2026	Claims	1	56331	General Pacific Inc	11.43	PO# 26096 inventory supply
4178	09/15/2026	Claims	1	56332	Gordon's Select Market	81.01	Water; Water; Water and soap; Water; Water, zinc coupling
4179	09/15/2026	Claims	1	56333	Grainger, Inc.	354.84	PO# 26111 130 mb lights; Toilet paper
4180	09/15/2026	Claims	1	56334	Grays Harbor County Sheriff's	17,407.13	Shift coverage 8.16.26 - 8.31.26; Revised inv 26-206
4181	09/15/2026	Claims	1	56335	Grays Harbor Pud No.1	576.73	Mutual aid to repair Altec truck 8.14.26
4182	09/15/2026	Claims	1	56336	Harbor Disposal Co.	159.96	City of McCleary
4183	09/15/2026	Claims	1	56337	Harbor Disposal Co.	149.52	Treatment plant
4184	09/15/2026	Claims	1	56338	Harbor Disposal Co.	867.37	City of McCleary
4185	09/15/2026	Claims	1	56339	Harbor Disposal Co.	228.28	Community Center
4186	09/15/2026	Claims	1	56340	Harbor Disposal Co.	31.19	Treatment plant
4187	09/15/2026	Claims	1	56341	IamGIS Group, LLC	3,500.00	08.14.26 - 08.13.27 software and support
4188	09/15/2026	Claims	1	56342	Inland Environmental Resources, Inc.	5,485.84	PO# 26077 ALKA-Mag+; PO# 26077, ALKA-Mag+
4189	09/15/2026	Claims	1	56343	Lakeside Industries Inc	329.06	Asphalt
4190	09/15/2026	Claims	1	56344	LeMay Mobile Shredding	58.97	City Hall shredding
4191	09/15/2026	Claims	1	56345	Loomis Armored US, LLC	188.10	Armored services
4192	09/15/2026	Claims	1	56346	Cory J Marsh		To correct amount
4193	09/15/2026	Claims	1	56347	Minuteman Press	92.18	Business cards A. Dahl
4194	09/15/2026	Claims	1	56348	NCL of Wisconsin	476.74	Lab supplies
4195	09/15/2026	Claims	1	56349	NORTHWEST HERITAGE CONSULTANTS LLC	652.47	2603E-Beerbower Park assessment
4196	09/15/2026	Claims	1	56350	Northstar Chemical, Inc	728.54	Sodium hypochlorite
4197	09/15/2026	Claims	1	56351	Pape Machinery, Inc.	78.58	Filler cap for lawn mower
4198	09/15/2026	Claims	1	56352	Petro Card	815.72	AUG 26 Fuel L&P
4199	09/15/2026	Claims	1	56353	Primo Brands	168.67	Water cooler & rental
4200	09/15/2026	Claims	1	56354	Right! Systems, Inc.	6,048.31	IT services
4201	09/15/2026	Claims	1	56355	Slate Rock FR	571.20	FR jeans - P. Nott

WARRANT/CHECK REGISTER

City Of McCleary

Time: 15:26:50 Date: 09/18/2026
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09/09/2026 To: 09/18/2026

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
4202	09/15/2026	Claims	1	56356	Sound Publishing, Inc.	253.96	SEPA determination of nonsignificance
4203	09/15/2026	Claims	1	56357	TSI, Inc.	3,571.92	PO# 26113 Well 3 trouble shooting, IT work monitoring updates
4204	09/15/2026	Claims	1	56358	True North	408.38	2025 annual pump test E8903
4205	09/15/2026	Claims	1	56359	USA Blue Book	65.20	Lab supplies
4206	09/15/2026	Claims	1	56360	Vestis	95.16	Rug services - 9/10/26; Rug services - 8/27/26; Rug services - 8/20/26; Rug services - 9/03/26
4207	09/15/2026	Claims	1	56361	Mary Yates	661.00	Cemetery plot buy back, Block 159, Plot 1
4208	09/15/2026	Claims	1	56362	Younglove & Coker PLLC	6,371.25	AUG 2026 prosecution; AUG 2026 legal services
4222	09/15/2026	Claims	1	56363	Columbia Bank	4,577.08	To correct errors on inv# JUNE2026-1 and inv# JUN2026-11; Amazon - Drill bit; Amazon - Telescopic water sampler dipper & rod; Home Depot - Supplies for WWTP; Mullinax - 20 Ford F250 miles 20,084 recha
4236	09/16/2026	Claims	1	56364	Cory J Marsh	544.05	
		001 Current Expense				49,276.22	
		102 Street Fund				1,372.70	
		401 Light And Power Fund				2,551.94	
		405 Water Fund				8,635.30	
		407 Sewer Fund				9,831.21	
		409 Storm Water Fund				346.43	
							Claims: 72,013.80
		* Transaction Has Mixed Revenue And Expense Accounts				72,013.80	

WARRANT/CHECK REGISTER

City Of McCleary

Time: 15:26:50 Date: 09/18/2026

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09/09/2026 To: 09/18/2026

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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 _____ 2026.

ATTEST:

X _____

Mayor Andrea Dahl

X _____

Councilmember Jacob Simmons

X _____

Councilmember Don Kuismi

X _____

Councilmember Brent Schiller

X _____

Vacant Position #4

X _____

Councilmember Keith Klimek

WARRANT/CHECK REGISTER

City Of McCleary

Time: 15:29:32 Date: 09/18/2026

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09/09/2026 To: 09/18/2026

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
4089	09/09/2026	Payroll	1	EFT	Washington Teamsters Welfare Trust	2,752.00	Pay Cycle(s) 08/01/2026 To 08/31/2026 - Teamsters Vision Plan; Pay Cycle(s) 08/01/2026 To 08/31/2026 - Teamsters Dental Plan A
4106	09/10/2026	Payroll	1	56305	Columbia Bank	85.00	
4107	09/10/2026	Payroll	1	56306	IBEW Local #77 (PAC Dues)	30.01	
4108	09/10/2026	Payroll	1	56307	IBEW Local #77	1,246.95	
4109	09/10/2026	Payroll	1	56308	LEOFF Health and Welfare Trust	207.61	
4110	09/10/2026	Payroll	1	56309	LEOFF Health and Welfare Trust	2,189.03	
4111	09/10/2026	Payroll	1	56310	Life Secure LTC	838.75	
4112	09/10/2026	Payroll	1	56311	NFOP Labor Services Division	163.00	
4113	09/10/2026	Payroll	1	56312	Olympic Mountain Lodge #23	47.25	
4114	09/10/2026	Payroll	1	56313	Teamsters Local 252	537.00	
4115	09/10/2026	Payroll	1	56314	UNUM Life Insurance Co	72.90	
4240	09/18/2026	Payroll	1	EFT		2,199.52	Sept 01-15, 2026
4241	09/18/2026	Payroll	1	EFT		2,637.11	Sept 01-15, 2026
4242	09/18/2026	Payroll	1	EFT		3,153.15	Sept 01-15, 2026
4243	09/18/2026	Payroll	1	EFT		1,537.12	Sept 01-15, 2026
4244	09/18/2026	Payroll	1	EFT		274.63	Sept 01-15, 2026
4245	09/18/2026	Payroll	1	EFT		1,803.00	Sept 01-15, 2026
4246	09/18/2026	Payroll	1	EFT		53.55	Sept 01-15, 2026
4247	09/18/2026	Payroll	1	EFT		366.48	Sept 01-15, 2026
4248	09/18/2026	Payroll	1	EFT		2,313.62	Sept 01-15, 2026
4249	09/18/2026	Payroll	1	EFT		1,962.33	Sept 01-15, 2026
4250	09/18/2026	Payroll	1	EFT		702.61	Sept 01-15, 2026
4251	09/18/2026	Payroll	1	EFT		45.48	Sept 01-15, 2026
4252	09/18/2026	Payroll	1	EFT		45.48	Sept 01-15, 2026
4253	09/18/2026	Payroll	1	EFT		1,892.68	Sept 01-15, 2026
4254	09/18/2026	Payroll	1	EFT		4,150.68	Sept 01-15, 2026
4255	09/18/2026	Payroll	1	EFT		1,105.68	Sept 01-15, 2026
4256	09/18/2026	Payroll	1	EFT		1,916.27	Sept 01-15, 2026
4257	09/18/2026	Payroll	1	EFT		2,983.67	Sept 01-15, 2026
4258	09/18/2026	Payroll	1	EFT		2,830.66	Sept 01-15, 2026
4259	09/18/2026	Payroll	1	EFT		3,399.96	Sept 01-15, 2026
4260	09/18/2026	Payroll	1	EFT		3,635.72	Sept 01-15, 2026
4261	09/18/2026	Payroll	1	EFT		88.70	Sept 01-15, 2026
4262	09/18/2026	Payroll	1	EFT		2,174.42	Sept 01-15, 2026
4263	09/18/2026	Payroll	1	EFT		2,967.22	Sept 01-15, 2026
4264	09/18/2026	Payroll	1	EFT		2,241.98	Sept 01-15, 2026
4265	09/18/2026	Payroll	1	EFT		4,756.17	Sept 01-15, 2026
4266	09/18/2026	Payroll	1	EFT		1,450.16	Sept 01-15, 2026
4267	09/18/2026	Payroll	1	EFT		3,794.84	Sept 01-15, 2026
4268	09/18/2026	Payroll	1	EFT		45.48	Sept 01-15, 2026
4269	09/18/2026	Payroll	1	EFT		45.48	Sept 01-15, 2026
4270	09/18/2026	Payroll	1	EFT		2,636.47	Sept 01-15, 2026
4273	09/18/2026	Payroll	1	EFT	EFTPS	22,949.24	941 Deposit for Pay Cycle(s) 09/18/2026 - 09/18/2026
4281	09/18/2026	Payroll	1	EFT	Department of Retirement - Def Comp	2,110.27	Pay Cycle(s) 09/18/2026 To 09/18/2026 - DRS Def Comp; Pay Cycle(s) 09/18/2026 To 09/18/2026 - DRS Def. Comp. ROTH

WARRANT/CHECK REGISTER

City Of McCleary

Time: 15:29:32 Date: 09/18/2026

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09/09/2026 To: 09/18/2026

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
4282	09/18/2026	Payroll	1	EFT	Department of Retirement Systems	9,595.27	Pay Cycle(s) 09/18/2026 To 09/18/2026 - PERS 2; Pay Cycle(s) 09/18/2026 To 09/18/2026 - PERS 3; Pay Cycle(s) 09/18/2026 To 09/18/2026 - LEOFF II
						42,608.08	001 Current Expense
						1,170.64	102 Street Fund
						38,278.82	401 Light And Power Fund
						6,299.83	405 Water Fund
						11,374.60	407 Sewer Fund
						2,302.63	409 Storm Water Fund
						102,034.60	Payroll:
							102,034.60

WARRANT/CHECK REGISTER

City Of McCleary

Time: 15:29:32 Date: 09/18/2026

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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 _____ 2026.

ATTEST:

X _____

Mayor Andrea Dahl

X _____

Councilmember Jacob Simmons

X _____

Councilmember Don Kuismi

X _____

Councilmember Brent Schiller

X _____

Vacant Position #4

X _____

Councilmember Keith Klimek

PREPARED FOR

City of McCleary, WA

CivicPlus Unified Digital Platform — Council Presentation

Website · Agenda & Meeting Management · NextRequest

DocAccess · Social Media Archiving



The Case for Modernizing McCleary's Digital Infrastructure

Manual, spreadsheet-based processes and platforms that are being sunset are creating real compliance risk for a staff that already wears many hats.

A Manual, Inconsistent Records Process

Public records requests are tracked on spreadsheets across multiple staff and calendars. A request was nearly missed last month simply because it was marked “read” by someone else.

ADA / WCAG 2.1 AA Compliance is Required Today

DOJ Title II requires public-facing web content and PDFs to be accessible. Individuals with disabilities have the right **today** to equal access to digital content.

April 2028 - is the DOJ enforcement deadline—agencies that are not compliant by then will be subject to penalties and fines.

Manual Redactions = Real Financial Risk

Redactions are done by hand in Adobe, with RCW exemption codes researched one at a time. Mistakes aren't covered by insurance — nearby agencies have paid \$100K+ in records-related judgments.

Legacy Platforms Are Being Sunset

Acquia no longer supports McCleary's Drupal 7 website or Municode agenda platform — no further updates or fixes are coming on either system.

One Vendor. One Contract. One Invoice. One Support Team.

Everything McCleary needs under a single CivicPlus partnership — no more juggling systems, vendors, and renewal dates.

Single Sign-On (SSO)

Staff log in once and move between the website, agendas, records, and social media archive — no separate logins or password resets to manage.

One Connected, Searchable Experience

A resident's search through the website surfaces agendas, code, past public records requests, and archived social media together in one centralized view.

One Support Team

One number, one team that knows every platform McCleary uses — no more figuring out which of several vendors owns an issue.

One Contract, One Invoice

All five solutions on one SOW, one renewal date, and one invoice — simpler budgeting for a two-person clerk's office wearing many hats.

Six Platforms. One Purpose: Serving McCleary Better.

01

Municipal Website

Central Starter — Modern, Mobile, Compliant

Replaces the unsupported Drupal 7 site with a WCAG 2.1-ready, mobile-responsive CMS ahead of the 2027 accessibility deadline.

02

Agenda & Meeting Management

AMM Select Pro + AI Editing Assistant

Replaces Municode's agenda tools with a purpose-built system for agendas, packets, and minutes — with the templated, drag-and-drop workflow.

03

NextRequest — Public Records

PT Standard Plan, Unlimited Staff Users

Replaces the manual spreadsheet process with one centralized, auditable portal — automated deadlines, PII search, redaction, and RCW-cited exemption logs.

04

DocAccess — PDF Accessibility

ADA Title II & Section 508 Compliance

Automatically converts PDFs and scanned or handwritten documents — old and new — into accessible, screen-reader-ready formats.

05

Social Media Archiving

Economy Plan — Up to 12 Accounts

Captures every post, comment, edit, and deletion on the City's and Police Department's Facebook pages as a protected public record.

What McCleary Invests — Bundled Across Five Platforms

One bundled agreement. Year 1 discounts applied across Website, Agenda Management, NextRequest, DocAccess, and Social Media Archiving.

Total Investment

Initial Term (Year 1)

\$21,972.20

List price: \$31,660.40

Annual Recurring Services

Year 2 Rate

\$27,724.40

Subject to 5% annual uplift

Year 1 Bundle Savings

Applied at Signing

\$9,688.20

Across all five platforms

Platform	Scope
Website — Municipal Websites Central Standard	Migration, meeting/content migration, blended training, hosting & security
Agenda & Meeting Mgmt — AMM Select Pro	Up to 6 meeting types & boards, AI editing assistant, group training
NextRequest — PT Standard Plan	Unlimited staff users, up to 2TB storage, redaction & compliance tools
DocAccess — PDF Accessibility	Scans, converts & monitors PDFs across cityofmcclary.com
Social Media Archiving — Economy	Up to 12 accounts, up to 1.6K records/month

Solving McCleary's Biggest Pain Point: Public Records

Today, records requests run through spreadsheets, personal calendars, and inboxes shared across staff. NextRequest replaces that with one centralized, auditable system.

TODAY — MANUAL PROCESS

- ▶ Requests tracked on spreadsheets; formatting and process vary by whoever handles it
- ▶ Due dates copied by hand onto multiple staff calendars
- ▶ Redactions done manually in Adobe; RCW exemption codes researched one at a time
- ▶ No audit trail if a requester disputes response timeliness
- ▶ A request was nearly missed last month due to read/unread mix-ups across staff

WITH NEXTREQUEST

- ▶ Every request centralized with automatic 5-day deadline tracking and reminders
- ▶ Full timeline and audit trail proves compliance and hands work off between staff seamlessly
- ▶ Automated PII search and redaction with an auto-generated, RCW-cited exemption log
- ▶ Public-facing request repository deflects duplicate and repeat requests
- ▶ Built-in staff time and cost tracking for reporting to Council

NextRequest is purpose-built for public agencies and already used by neighboring cities including Aberdeen, Hoquiam, Raymond, Gig Harbor, Lakewood, Ruston, and South Bend.

Solving McCleary's Biggest Pain Point: Public Records

⚠️ **Penalty Risk: ~\$100K per non-compliance incident — not covered by insurance**

Typical settlement cost seen at comparable public agencies for records-request violations

Case in point: Grays Harbor County was ordered to pay \$65,000 for withholding public records in a recent lawsuit — before legal fees.

Today, at McCleary, records requests run through spreadsheets, personal calendars, and shared inboxes. NextRequest replaces that with one centralized, auditable system.

TODAY — MANUAL PROCESS

- ▶ Requests tracked on spreadsheets; process varies by staff member
- ▶ Due dates copied by hand onto multiple calendars
- ▶ Redactions done manually; RCW exemption codes researched one at a time
- ▶ No audit trail if a requester disputes response timeliness

WITH NEXTREQUEST

- ▶ Every request centralized with automatic deadline tracking and reminders
- ▶ Full timeline and audit trail proves compliance, protecting the City from lawsuits like Grays Harbor's
- ▶ Automated PII search and redaction with an auto-generated, RCW-cited exemption log
- ▶ Built-in staff time and cost tracking for reporting to Council

NextRequest is purpose-built for public agencies and already used by neighboring cities including Aberdeen, Hoquiam, Raymond, Gig Harbor, Lakewood, Ruston, and South Bend.

NEXT STEPS

Moving Forward with McCleary

Quote Q-149420-1 expires 9/25/2026. The bundle is invoiced 100% upon signature — Council approval at the September 9th meeting keeps implementation on schedule.

1

Today

Finance committee and Council review the bundled proposal; Julie brings last year's records-request metrics to make the ROI case.

2

By September 4, 2026

Materials distributed to Council a week ahead of the meeting, per the City's standard practice.

3

September 9, 2026

City Council meeting — motion to authorize the Mayor to sign the agreement.

4

Upon Signature

SOW is 100% invoiced; implementation kickoff begins across all five platforms.

5

Ongoing

One vendor, one support team, one renewal date — **McCleary is modernized and ADA/WCAG compliant ahead of April 2028.**

Item 6.

Your Contacts

**Jessica
Drummer
And
Rewen Reyes**

Account Executives — Compliance
CivicPlus



Q-149420-1
Expires 9/25/2026
Net 30

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-149420-1
9/1/2026 4:26 AM
9/25/2026

Client:
City of McCleary, WA

Bill To:
MCCLEARY CITY, WASHINGTON

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Jessica Drummer		jessica.drummer@civicplus.com		Net 30

Website Upgrade

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Municipal Websites Central: Starter Standard Annual Fee	Municipal Websites Central : Starter Standard Annual Fee	USD 3,900.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -1,950.00
1.00	Municipal Websites Central: Starter Hosting and Security Annual Fee	Municipal Websites Central: Module Based Hosting and Security Annual Fee	USD 800.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -400.00
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection	USD 600.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -300.00
1.00	DNS and Domain Hosting Annual Fee	DNS and Domain Hosting Annual Fee: https://www.cityofmccleary.com/	USD 0.00
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: https://www.cityofmccleary.com/	USD 0.00
1.00	DNS and Domain Hosting Setup	DNS and Domain Hosting Setup (https://www.cityofmccleary.com/)	USD 0.00

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Municipal Websites Central: Migration Standard Implementation	Includes full setup and configuration of the approved website design	USD 0.00
1.00	Municipal Websites Central: Meeting Migration	All publicly available word / pdf formatted meetings and agendas migrated	USD 0.00
1.00	Municipal Websites Central: Content Migration	All publicly available non-time sensitive published content migrated while maintaining formatting. Spelling & Links check completed.	USD 0.00
1.00	Municipal Websites Central: Blended Training	Included blended system training, online learning paired with access to a trainer for a 1-hour for questions and learning reinforcement.	USD 0.00

Agenda & Meeting Management Upgrade

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AMM Select: Conversion Pro Premium Implementation	Includes config. of up to 6 existing meeting types, up to 6 existing boards, 1 approval workflow per existing meeting type, 1 existing staff report, access to 4h of group training, 1h of consulting and recorded training resources	USD 0.00
1.00	AMM Select: AI Editing Assistant	AI Editing Assistant is an optional AMMS feature that enables authorized users to enhance agenda and meeting content using integrated AI tools to generate, summarize, rewrite, or polish text in fields like item descriptions, fiscal info, and minutes.	USD 0.00
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	USD 5,300.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD - 2,650.00

DocAccess

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	DocAccess Implementation	Implementation of DocAccess	USD 1,500.00

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	DocAccess	DocAccess is a document accessibility platform that scans, converts, and monitors PDF documents on websites to support ADA and Section 508 compliance efforts for users with disabilities.	USD 3,452.40
1.00	PDF Accessibility Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD - 1,726.20

NextRequest

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	NextRequest PT Standard Plan	NextRequest Standard Plan for local agencies; Unlimited Staff Users, Up to 10 Admin-Publisher Users, Up to 2TB Storage. Core Features: Review & Redaction Features, Payments, IT & Compliance Features	USD 9,498.00
1.00	NextRequest PT Standard Implementation	Standard Implementation (Virtual Only): Admin Users: 1 Kickoff Call, 1 Admin Training. Staff Users have Access to a monthly webinar for general training and questions	USD 1,500.00

Social Media Archiving

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Social Media Archiving - Economy	Social Media Archiving Subscription - Up to 12 Accounts & Up To 1.6k Records Per Month	USD 4,188.00
1.00	Social Media Archiving Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD - 2,094.00
1.00	Social Media Archiving Provisioning Fee - Economy	Social Media Archiving Account Activation and Setup	USD 500.00

List Price - Initial Term Total	USD 31,060.40
Total Investment - Initial Term	USD 22,118.20
Annual Recurring Services (Subject to Uplift)	USD 27,738.40

Initial Term	24 Months, beginning at signature date.
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	Total Investment - Initial Term refers to the first 12 months of the agreement. Annual Recurring Services (subject to Uplift) refers to the second 12 months of the agreement.
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

If the customer has subscribed to the DocAccess services, which is evidenced by the DocAccess line item shown above, the covered domains for the service shall be limited to:
<https://www.cityofmccleary.com/>

Acceptance of Quote # Q-149420-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client SignatureCivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



City of McCleary

Home of the McCleary Bear Festival

HPE Support Renewal Contract Re-Approval Request

At the last Council meeting, Council approved the HPE server and storage support renewal contract through Right! Systems, Inc. However, after approval, I was notified by Right! Systems, Inc., that the quoted pricing had expired in July and is no longer valid. The original quote was dated June 4, 2026, and carried an expiration date of June 14, 2026.

Right! Systems, Inc. has provided an updated quote and is requesting approval as soon as possible so that support coverage can be renewed without further delay. The revised quote reflects an increase of **\$844.35** over the previously approved amount.

I apologize for the inconvenience of bringing this item back before Council. This situation has been frustrating, as the original approval was obtained in good faith based on the pricing available at that time. Unfortunately, because the vendor's pricing expired and has since been updated, Council action is required to authorize the revised expenditure.

Recommended Action:

Approve the updated quote from Right! Systems, Inc. for the HPE support renewal at the revised cost, reflecting an increase of **\$844.35** over the previously approved amount.

Best Regards,

Dalyn Beaulieu

Public Works Planning Assistant

HPE DL360/MSA 1600 SUPPORT RENEWAL

Sales Rep:

Right! Systems, Inc.

Carrie Sovde
800-571-1717
carrie.sovde@rightsys.com

Prepared by:

Holly Fox
800-571-1717
hfox@rightsys.com

Sold To:

City of McCleary

100 S 3rd St
McCleary, WA 98557
Dalyn Davis
(360) 470-9650
dalynd@cityofmccleary.com

Bill To:

City of McCleary

100 S 3rd St
McCleary, WA 98557
Dalyn Davis
(360) 470-9650
dalynd@cityofmccleary.com

Ship To:

City of McCleary

100 S 3rd St
McCleary, WA 98557
Dalyn Davis
(360) 470-9650
dalynd@cityofmccleary.com

Quote Information:

Quote #: RSIQ087173

Version: 2
Quote Date: 09/16/2026
Expiration Date: 10/14/2026
Terms: Net 30 days
Ship Via: Electronic

***** DUE TO ONGOING SUPPLY CHAIN CHALLENGES IN THE SEMICONDUCTOR MARKETS WORLDWIDE, RSI AND OUR VENDOR PARTNERS CANNOT GUARANTEE LEAD TIMES OR PRICING UNTIL AN ORDER HAS SHIPPED *****

Products

Line #	Part #	Product Details	Qty	Serial Number	Start Date	End Date	Price	Ext. Price
1	HU4B3AC	HPE Tech Care Basic wDMR SVC	1	ACV312W24N	6/14/2026	9/14/2027	\$926.53	\$926.53
2	HU4B3AC	HPE Tech Care Basic wDMR SVC	2	MXQ3210CM1 MXQ3210CM2	6/14/2026	9/14/2027	\$1,753.99	\$3,507.98

Subtotal: \$4,434.51

Quote Summary

Description	Amount
Products	\$4,434.51

Total: \$4,261

Right! Systems Inc. Standard Terms and Conditions apply. Terms are N30 OAC. Applicable sales tax and freight are excluded and will be calculated at the time of purchase unless specifically requested. Pricing is subject to change due to market conditions. All returns are subject to authorization and will be subject to a 15% restocking fee. A copy of our standard Terms and Conditions may be requested by contacting 1-800-571-1717.

Item 7.

City of McCleary

Signature: _____

Name: _____

Date: _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
McCLeARY, WASHINGTON; ADOPTING THE CITY OF
McCLeARY CASH RECEIPTING POLICY; AND PROVIDING
FOR AN EFFECTIVE DATE.**

R E C I T A L S:

WHEREAS, the City of McCleary has established a Cash Receipting Policy and Procedures for the receipt, processing, reconciliation, and deposit of City funds; and

WHEREAS, the City Council desires to formally adopt the Cash Receipting Policy;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF MCCLEARY, THE MAYOR CONCURRING:

SECTION 1: The City Council hereby adopts the City of McCleary Cash Receipting Policy, attached hereto as Exhibit A and incorporated herein by reference.

SECTION 2: This Resolution shall become effective immediately upon adoption.

PASSED this 23rd day of September, 2026, by the City Council of the City of McCleary, and signed in authentication thereof this 23rd day of September, 2026.

CITY OF McCLEARY:

Andrea Dahl, Mayor

ATTEST:

Julie Pope, City Clerk-Treasurer

APPROVED AS TO FORM:

Madison A. Pleasant, City Attorney



CITY OF McCLEARY CASH RECEIPTING POLICY

These policies and procedures are developed in accordance with RCW 43.09.240

Daily Processes:

- **Each Clerk must use their own password when processing payments. This is an absolute must. It creates an audit trail for all payments processed.**
- The Clerk pulls all payments left in the drop box and enters them. If cash is received in the payment drop box, two employees must count and initial amount received. A receipt must be generated for that customer and mailed.
- ***City employees are not allowed to process payments to their own accounts.***
- The Utility Accounts Manager and Deputy Clerk are responsible for receipting in all payments that are received through the U.S. Mail including, but not limited to, utility payments, Utility excise tax payments and Building permits. Utility payments are posted directly into the Springbrook Cash Receipting module. All miscellaneous payments, i.e. phone excise, building permits, animal licenses, etc. are issued a printed receipt after they are entered into the software. A copy of the receipt will be attached to the paperwork for each miscellaneous payment or paperwork initialed by employee.
 - When processing a Check, it is key to verify the following:
 - The numerical amount written in the box agrees to the written line below.
 - The check is signed.
 - The amount of the check is the same as what is posted to the Cash Management software.
 - No cash back is to be given back on a check that is written. In the case of utility accounts, if the check is written or an amount larger than the balance due, the account will have a credit balance.
 - When processing a Debit/Credit card transaction, the following procedures should be used:
 - Ask for picture ID and compare name on ID to name on card. Also verify that the picture belongs to the person offering the card.
 - Electronic payments are posted using Xpress Bill Pay.
 - All Xpress Bill Pay payments will be transferred into Springbrook on the next business day.



- These will be reconciled with the bank account each month.
- When processing Cash payments, the following procedures should be followed:
 - Always keep currency in full view of the customer.
 - Verify the amount of cash given by the customer and enter into the Springbrook Cash Receipting software and print a receipt or provide a receipt from the receipt book.
 - Put away all currency and coin from the last transaction before proceeding to another transaction or helping a customer.
 - Cash drawer is never to be left unattended.
- Voids – At the end of the day, a Void report will be printed. The Clerk who made the error will document the void and state why the void occurred. The Clerk-Treasurer or Deputy Clerk will review the report and approve any voids that were made.

Deposits

- At the end of the day, the monies will be balanced in the Springbrook software.
 - When balanced, print Report, Itemized List and Totals for all users. This prints the reconciliation report, check listing, and an itemized list of all payments received. Each User Totals and Daily Totals report must be verified, initialed and dated by two employees.
- Each cash deposit will be put into a tamper proof deposit bag, logged in the Loomis pick up book and put in the safe. Loomis will pick up weekly, on Wednesdays.
- Checks are scanned into the city's banking system. Once balanced, print detailed report and add to User Totals.
- Copies of the Deposit slip and Deposit receipt from the bank along with the reports, copies of receipts issued, and signed credit card slips are filed by Month and Year.
- The Clerk-Treasurer will reconcile the deposits to the bank statement at the end of each month.

Cash Overages and Shortages

- All cash overages or shortages are brought to the Clerk Treasurer's attention immediately and the cash is double counted in the presence of the Deputy Clerk. Overages and shortages are handled on a case-by-case basis, but anything over \$10.00 requires documentation.

RESOLUTION NO. 797**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF McCLEARY, WASHINGTON; ADOPTING
THE CITY OF McCLEARY PAYROLL POLICIES;
AND PROVIDING FOR AN EFFECTIVE DATE.****RECITALS:**

WHEREAS, the City of McCleary has established Payroll Policies for the preparation, processing, recording, and internal control of City payroll; and

WHEREAS, the City Council desires to formally adopt the Payroll Policies;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF MCCLEARY, THE MAYOR CONCURRING:

SECTION 1: The City Council hereby adopts the City of McCleary Payroll Policies, attached hereto as Exhibit A and incorporated herein by reference.

SECTION 2: This Resolution shall become effective immediately upon adoption.

PASSED this 23rd day of September, 2026, by the City Council of the City of McCleary, and signed in authentication thereof this 23rd day of September, 2026.

CITY OF McCLEARY:

Andrea Dahl, Mayor

ATTEST:

Julie Pope, City Clerk-Treasurer

APPROVED AS TO FORM:

Madison A. Pleasant, City Attorney



CITY OF M^CCLEARY

PAYROLL POLICIES

Table of Contents

- Section 1 Purpose
- Section 2 Timesheets
- Section 3 Procedure
- Section 4 Pay Dates
- Section 5 Benefits
- Section 6 Payroll Taxes

Section 1. Purpose

These payroll accounting policies and procedures serve as a basis for preparing, processing, and recording payrolls and maintaining internal controls.

Section 2. Timesheets

All employees are required to accurately complete a timesheet and will be held accountable for the accuracy of the information provided on the timesheet. Employees are expected to thoroughly complete a timesheet. All supervisors are required to review and verify the accuracy of information provided on timesheets by their assigned personnel. Supervisors are expected to complete their review in a timely manner and notify payroll when they are finished. If an employee is absent due to illness, out-of-town assignment, authorized absence or emergency and is unable to complete a timesheet, the supervisor is responsible to ensure that the employee's time is submitted in an accurate and timely manner. Upon return of the employee, the supervisor will ensure the employee has reviewed and is agreeable to the accuracy and completeness of the employee's timesheet. Any timesheet corrections or late timesheet information will be processed the following pay period.

Employees may not complete a timesheet for another employee unless a supervisor, manager or department director has granted permission. Employees record their daily hours worked in the timesheet program. All days worked, leave hours, holidays, overtime and all other leave and accrual types are reported on a weekly basis.

At the end of each pay period, the timesheets are reviewed by the Department Head/Supervisor for accuracy. When review is completed, the Department Head/Supervisor notifies payroll the timesheets are ready for processing. Timesheets are considered electronically approved and authorized by the employees on the payroll due date, which is determined each pay period by the payroll office.



No advances on salaries or loans to employees will be made. Discrepancies will be resolved using the regular employee grievance procedure as described in The City of McCleary's Employee Handbook.

A new employee will not be put on payroll without a W-4 Form and an I-9 Form with proper documentation and reviewed for accuracy. US Citizenship and Immigration Services require I-9 forms to be completed within 3 business days of an employee's start date.

Section 3. Procedure

The timesheet information is uploaded into Springbrook Payroll System and all appropriate deductions are taken out of each payroll check. All totals are balanced to Total Payroll Sheet and reviewed again by the payroll processor (Deputy City Clerk) and then reviewed by the City Clerk-Treasurer for accuracy.

After all entries have been reviewed, the checks go through a final review process by either the Clerk-Treasurer or City Administrator.

Any changes made to an employee's pay or deductions must be documented through a Payroll Action Form and a note stating what was changed and why it was changed must be entered into Springbrook Express.

All payroll entries are set up for direct deposit. For direct deposit changes, an employee must fill out the direct deposit form and include a voided check or submit a copy of their routing and account number from their financial institution. The changes must be submitted in person and will not be accepted over the phone or in an email.

EFT's are uploaded to the City's bank and a copy of the paystub is printed or emailed for the employee.

Section 4. Pay Dates

The City pays twice a month. The first semi-monthly payroll runs from the 1st of the month to the 15th of the month and is paid out on the 20th of every month and all salaried employees receive 50% of their monthly gross pay. The second payroll is from the 16th of the month to the end of the month and is paid on the following 5th of the month unless that date falls on a weekend or holiday. If the date falls on a weekend, pay day will be on the Friday before. If the date falls on a holiday, pay day will be on the day before the holiday.



Section 5. Benefits

All appropriate deductions are taken out of each payroll check. Mandatory deductions include:

- Federal and state income taxes (based on an individual's W-4 filing status; W-4 filing status may be changed at any time by filing a new W-4 form with the Payroll office)
- Social Security taxes
- Medicare taxes
- Payroll ensures compliance with collective bargaining agreements and requirements of federal, state and city taxing authorities.
- Insurance deductions
- Associations dues
- Wage garnishments
- Other benefit deductions as required

Employees are instructed to verify that their check and deductions are correct and maintain their pay stubs. Employees usually know the amount they expect to receive each month. If employees have been paid incorrectly in their favor, such as receiving overtime that they didn't work, and do not report the error and cash the check then they will be held accountable for their actions.

Section 6. Payroll Taxes

It is the City Clerk-Treasurer's responsibility to ensure that quarterly and annual employment tax returns, required by regulatory agencies, are filed in a timely manner. Payroll tax liabilities are remitted to taxing authorities within the due date.

One of the significant components of the City's annual budget is the payroll budget. The City Clerk-Treasurer compiles and prepares the payroll budget. The salary and benefits analysis is coordinated with the employees' contracts. Position control is also maintained in accordance with the budget.

Additionally, Payroll is involved in various projects. Research and analyses are conducted to prepare special reports for auditors and gather data for inclusion to the financial statements. In the course of contract negotiation between the City and bargaining groups, Payroll reports are prepared as necessitated by management.

Payroll prides itself in its ability to provide exceptional customer service through timely and informative responses to all internal and external inquiries.

All payroll and personnel records are confidential and will be secured when not in use.