



McCleary Regular City Council Meeting

Wednesday, August 26, 2026 – 6:30 PM

City of McCleary Community Center and Zoom Virtual Meeting

Agenda

Join Zoom Meeting

<https://us06web.zoom.us/j/82565077404?pwd=TT07G35HCNSX7ReoGP1g5jaJOYgkBP.1>

Meeting ID: 825 6507 7404

Passcode: 403238

(253) 215-8782

Call to Order/Flag Salute/Roll Call

Councilmember Jacob Simmons, Councilmember Don Kuismi, Councilmember Brent Schiller, Councilmember Andrea Dahl, Mayor Pro Tem, Councilmember Keith Klimek

Approval of Agenda

Appointment of Mayor

Public Comment - Agenda Items Only

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

Consent Agenda

- [2.](#) Claims Agenda

i. Approval of checks/vouchers/disbursements numbers 56194 to 56267 including EFT's dated 08/08/2026 - 08/21/2026 in the amount of \$120,245.74.

ii. Approval of payroll disbursement for the period of 08/01/26-08/15/26 for 08/20/26 payroll in the amount of \$101,286.24.

Updates

- [3.](#) Building Department Update

New Business

- [4.](#) Sophos Renewal
- [5.](#) Agreement for Plan Review/Inspection Services
- [6.](#) CivicPlus Website Services

Old Business

Public Hearing

Ordinances and Resolutions

- [7.](#) Resolution 793 (LGIP Authorization)
- [8.](#) Ordinance 900 (Community Center Special Fund)
- [9.](#) Resolution 794 (Community Center Fees)
- [10.](#) Resolution 795 (Building Permit Fees)

Council Comments

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.

Mayor Comments

Public Comment - City Business Only

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

Executive Session

12. Per RCW 42.30.110 (1)(g) to discuss the performance of a public employee.

Adjourn

Please turn off Cell Phones- Thank you

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WARRANT/CHECK REGISTER

City Of McCleary

Time: 08:33:29 Date: 08/24/2026 Item 2.

08/08/2026 To: 08/21/2026

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
3808	08/20/2026	Payroll	1	EFT		1,418.71	Aug 1-15, 2026
3809	08/20/2026	Payroll	1	EFT		2,603.04	Aug 1-15, 2026
3810	08/20/2026	Payroll	1	EFT		2,186.60	Aug 1-15, 2026
3811	08/20/2026	Payroll	1	EFT		3,160.02	Aug 1-15, 2026
3812	08/20/2026	Payroll	1	EFT		1,735.85	Aug 1-15, 2026
3813	08/20/2026	Payroll	1	EFT		45.77	Aug 1-15, 2026
3814	08/20/2026	Payroll	1	EFT		1,806.43	Aug 1-15, 2026
3815	08/20/2026	Payroll	1	EFT		53.55	Aug 1-15, 2026
3816	08/20/2026	Payroll	1	EFT		366.48	Aug 1-15, 2026
3817	08/20/2026	Payroll	1	EFT		2,312.80	Aug 1-15, 2026
3818	08/20/2026	Payroll	1	EFT		1,890.68	Aug 1-15, 2026
3819	08/20/2026	Payroll	1	EFT		1,205.43	Aug 1-15, 2026
3820	08/20/2026	Payroll	1	EFT		45.48	Aug 1-15, 2026
3821	08/20/2026	Payroll	1	EFT		45.48	Aug 1-15, 2026
3822	08/20/2026	Payroll	1	EFT		1,637.63	Aug 1-15, 2026
3823	08/20/2026	Payroll	1	EFT		4,148.81	Aug 1-15, 2026
3824	08/20/2026	Payroll	1	EFT		3,990.46	Aug 1-15, 2026
3825	08/20/2026	Payroll	1	EFT		1,916.58	Aug 1-15, 2026
3826	08/20/2026	Payroll	1	EFT		2,951.00	Aug 1-15, 2026
3827	08/20/2026	Payroll	1	EFT		2,509.90	Aug 1-15, 2026
3828	08/20/2026	Payroll	1	EFT		3,408.70	Aug 1-15, 2026
3829	08/20/2026	Payroll	1	EFT		3,631.04	Aug 1-15, 2026
3830	08/20/2026	Payroll	1	EFT		1,724.67	Aug 1-15, 2026
3831	08/20/2026	Payroll	1	EFT		2,252.25	Aug 1-15, 2026
3832	08/20/2026	Payroll	1	EFT		2,859.74	Aug 1-15, 2026
3833	08/20/2026	Payroll	1	EFT		2,600.02	Aug 1-15, 2026
3834	08/20/2026	Payroll	1	EFT		4,691.91	Aug 1-15, 2026
3835	08/20/2026	Payroll	1	EFT		1,061.65	Aug 1-15, 2026
3836	08/20/2026	Payroll	1	EFT		3,705.89	Aug 1-15, 2026
3837	08/20/2026	Payroll	1	EFT		45.48	Aug 1-15, 2026
3838	08/20/2026	Payroll	1	EFT		45.48	Aug 1-15, 2026
3839	08/20/2026	Payroll	1	EFT		2,633.51	Aug 1-15, 2026
3843	08/19/2026	Payroll	1	EFT	EFTPS	24,349.14	941 Deposit for Pay Cycle(s) 08/20/2026 - 08/20/2026
3847	08/21/2026	Payroll	1	EFT	Department of Retirement - Def Comp	2,109.21	Pay Cycle(s) 08/20/2026 To 08/20/2026 - DRS Def Comp; Pay Cycle(s) 08/20/2026 To 08/20/2026 - DRS Def. Comp. ROTH
3848	08/21/2026	Payroll	1	EFT	Department of Retirement Systems	10,136.85	Pay Cycle(s) 08/20/2026 To 08/20/2026 - PERS 2; Pay Cycle(s) 08/20/2026 To 08/20/2026 - PERS 3; Pay Cycle(s) 08/20/2026 To 08/20/2026 - LEOFF II
						36,588.13	001 Current Expense
						1,538.20	102 Street Fund
						41,602.96	401 Light And Power Fund
						6,276.78	405 Water Fund
						12,570.71	407 Sewer Fund
						2,709.46	409 Storm Water Fund
						101,286.24	Payroll:
							101,286.24

WARRANT/CHECK REGISTER

City Of McCleary

Time: 08:33:29 Date: 08/24

Item 2.

08/08/2026 To: 08/21/2026

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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 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

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Time: 08:32:45 Date: 08/24

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
3691	08/17/2026	Claims	1	EFT	Assured Data Protection, Inc.	2,100.00	JULY 2026 data protection
3692	08/17/2026	Claims	1	EFT	City of McCleary	12,196.30	JULY 2026 Utilities
3693	08/17/2026	Claims	1	EFT	Wex Bank	5,855.95	July 2026 fuel
3854	08/20/2026	Claims	1	EFT	Department of Revenue	17,628.02	July 2026 Excise Tax
3675	08/14/2026	Claims	1	56194	John Delia	500.00	Retainer
3694	08/17/2026	Claims	1	56195	ATCO Manufacturing Company	837.85	PO# 26089, Nitrile gloves
3695	08/17/2026	Claims	1	56196	Amazon Capital Svcs.	182.92	Docking station; Radio battery - PD, shorted original invoice 20 cents; AA batteries & Brother toner; AAA batteries, DVI cable; Asurion 4 year protection Plan; Protective Sleeve for laptop
3696	08/17/2026	Claims	1	56197	Axon Enterprise Inc.	4,958.66	Taser
3697	08/17/2026	Claims	1	56198	Bayview Building Material	17.77	Paint roller for city hall; Paint brush, roller, wire brush, conduit strap; Hose connect, swing joint, adapter; Door knob - PD; Parts for sewer; Supplies for PW; Over paid ck# 55942, Inv# 3662061, fro
3698	08/17/2026	Claims	1	56199	Bayview Redi-Mix	818.10	PO# 26086, Type 26 C.B. 30x34x25
3699	08/17/2026	Claims	1	56200	Bradley Air LLC	493.53	Quarterly maintenance
3700	08/17/2026	Claims	1	56201	Brady Trucking Co. Inc.	24.92	Screened topsoil
3701	08/17/2026	Claims	1	56202	Cascade Natural Gas	27.03	ACCT: 114 241 0000 3
3702	08/17/2026	Claims	1	56203	Cascade Natural Gas	27.03	ACCT: 334 241 0000 7
3703	08/17/2026	Claims	1	56204	Cascade Natural Gas	43.92	ACCT: 748 575 0898 5
3704	08/17/2026	Claims	1	56205	CenturyLink	111.04	ACCT: 300529719
3705	08/17/2026	Claims	1	56206	Nicholaus Church	13.89	Water Main Install Training
3706	08/17/2026	Claims	1	56207	Cintas Corporation #2	967.33	Eyewash services JUL 2026; AED JUL 2026; Minimum service fee
3707	08/17/2026	Claims	1	56208	City of Elma	2,890.00	JUL 2026 Building Inspector Service
3708	08/17/2026	Claims	1	56209	Coastal Business Services Group, Inc.	1,635.00	JUL2026 Janitorial Services
3709	08/17/2026	Claims	1	56210	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
3710	08/17/2026	Claims	1	56211	Comcast	348.96	ACCT: 8498 37 009 0143370
3711	08/17/2026	Claims	1	56212	Comcast	10.48	ACCT: 8498 37 009 0008664
3712	08/17/2026	Claims	1	56213	Comcast	29.54	ACCT: 8498 37 009 0145854
3713	08/17/2026	Claims	1	56214	Comcast	130.39	ACCT: 8498 37 009 0136911
3714	08/17/2026	Claims	1	56215	Comcast	1,339.84	ACCT: 963166131
3715	08/17/2026	Claims	1	56216	Confederated Tribes of the Chehalis Res	180.00	JUN 2026 booking fees
3716	08/17/2026	Claims	1	56217	Dennis Company - Westlake ACE	4.34	Misc supplies
3717	08/17/2026	Claims	1	56218	Department of Ecology	3,040.00	WWTP Permit WA0024040-1
3718	08/17/2026	Claims	1	56219	Hector Diaz	920.00	RHVHS14618 - Proj# CMC-DHP072
3719	08/17/2026	Claims	1	56220	Frank Ehresmann	456.25	016471.0 - 453 EBEAR ST
3720	08/17/2026	Claims	1	56221	Ernest M Ingram et al Ptr	700.00	Public Defender Contract
3721	08/17/2026	Claims	1	56222	Evergreen Consulting Group, LLC	958.70	T&M Support July 2026
3722	08/17/2026	Claims	1	56223	Ferguson Waterworks #3156	390.55	6x14 SDR35 PCV pipe; 6x14 SDR35 PCV pipe, bushing, GBL
3723	08/17/2026	Claims	1	56224	Galls	153.54	Duty boots

WARRANT/CHECK REGISTER

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3724	08/17/2026	Claims	1	56225	Gordon's Select Market	65.61	Shurtape Duct tape; Distilled water; Distilled water, & drinking water; Distilled water, & drinking water; Multi-purpose cement; Drinking water
3725	08/17/2026	Claims	1	56226	Grainger, Inc.	180.89	Paper towel rolls and cleaning wipes dispenser
3726	08/17/2026	Claims	1	56227	Gray & Osborne Inc	407.15	General Engineering 2025 to 2026
3727	08/17/2026	Claims	1	56228	Harbor Disposal Co.	149.52	Treatment Plant
3728	08/17/2026	Claims	1	56229	Harbor Disposal Co.	237.53	Community Club
3729	08/17/2026	Claims	1	56230	Harbor Disposal Co.	159.96	City of McCleary
3730	08/17/2026	Claims	1	56231	Harbor Disposal Co.	31.19	Treatment Plant
3731	08/17/2026	Claims	1	56232	Harbor Disposal Co.	890.67	City of McCleary
3732	08/17/2026	Claims	1	56233	Harbor Disposal Co.	849.83	Fire Department
3733	08/17/2026	Claims	1	56234	Jim Higgins	24.30	AC Pipe Practice Training
3734	08/17/2026	Claims	1	56235	House Brothers Const. Inc.	1,416.02	PO# 26088, Repair Water line at WWTP
3735	08/17/2026	Claims	1	56236	Inland Environmental Resources, Inc.	5,063.86	PO# 26077, ALKA-Mag+ 300 gallons; PO# 26077, ALKA-Mag+ 300 gallons
3736	08/17/2026	Claims	1	56237	Bowman Jones	600.00	BPA REF# RHVHS14471
3737	08/17/2026	Claims	1	56238	Kelley Create	911.88	Scanner & Copies
3738	08/17/2026	Claims	1	56239	Kroesen's Uniform Co.	2,196.69	Badge gold with red enamel; Name badge Van Volkinburg; PO# 26092, Badges & uniforms; Stigail & Sanders uniforms
3739	08/17/2026	Claims	1	56240	LeMay Mobile Shredding	54.95	Double paid Invoice# 4927632S185 Police Dept Shredding; City Hall shredding; City Hall shredding
3740	08/17/2026	Claims	1	56241	Legacy Telecommunications, LLC	9,011.50	PO# 26084, Annual Generator Inspections & Services for PW; PO# 26085, Annual Generator Inspections & Services for City Hall; PO# 26083, Annual Generator service at Water Treatment Plant; PO# 26082, An
3741	08/17/2026	Claims	1	56242	Les Schwab	390.74	Repair tire on backhoe after hours
3742	08/17/2026	Claims	1	56243	Loomis Armored US, LLC	188.10	Armored services
3743	08/17/2026	Claims	1	56244	Cory J Marsh	129.20	AC Pipe Practice Training
3744	08/17/2026	Claims	1	56245	Minuteman Press	81.82	2 Yard Signs for Public notices
3745	08/17/2026	Claims	1	56246	Montesano Farm And Home	24.31	Propane
3746	08/17/2026	Claims	1	56247	NORTHWEST HERITAGE CONSULTANTS LLC	8,922.94	Proj# 24-1864, 2603E-Beerbower Park Renovation Project
3747	08/17/2026	Claims	1	56248	Northstar Chemical, Inc	728.54	Sodium Hypochlorite
3748	08/17/2026	Claims	1	56249	Northwest Rock Inc	1,608.68	PO# 26081, 5/8 minus & 1 1/4 minus
3749	08/17/2026	Claims	1	56250	OmniSite	53.30	Wireless 1 year realtime alarms & daily status alreats
3750	08/17/2026	Claims	1	56251	One Call Concepts, Inc.	16.68	Excavation Notifications
3751	08/17/2026	Claims	1	56252	Oregon Rifleworks	194.93	Alien Gear Rapidforce L3 Holster
3752	08/17/2026	Claims	1	56253	J. Mark & Jason Patterson	103.25	013358.0 - 41 WELMA HICKLIN RD
3753	08/17/2026	Claims	1	56254	Petro Card	671.49	JUL 26 Fuel L&P
3754	08/17/2026	Claims	1	56255	Primo Brands	255.71	Water cooler rentals & water
3755	08/17/2026	Claims	1	56256	RJJ ENTERPRISE, LLC dba Outifi	800.00	Response Management JUL 2026
3756	08/17/2026	Claims	1	56257	Right! Systems, Inc.	6,048.31	IT services
3757	08/17/2026	Claims	1	56258	Tyler Sauer	1,016.40	Solar incentive

WARRANT/CHECK REGISTER

City Of McCleary

Time: 08:32:45 Date: 08/24

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08/08/2026 To: 08/21/2026

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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 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



City of McCleary

Home of the McCleary Bear Festival

Item 3.

Statement for City Council Meeting

Earlier this month, the building department issued a Mitigated Determination of Non-Significance for the Parayil Clearing project. During the public comment period, the Washington State Department of Ecology submitted factual comments identifying that the buffer reduction reflected in the application had been calculated incorrectly. That error originated in the environmental checklist submitted by the applicant.

Once Ecology's comments were in hand, it was clear the record needed to be corrected before a threshold determination could responsibly be finalized. We withdrew the determination so the applicant can submit an accurate checklist reflecting the correct wetland buffer, consistent with the City's Critical Areas Ordinance.

I want to be direct about what this shows: this is precisely why the SEPA comment process exists. The Legislature built a public and interagency comment period into this process for exactly this reason. So that agencies with subject-matter expertise, like Ecology on wetland and buffer standards, have a real opportunity to catch factual errors before a determination becomes final. That is not a breakdown in the process. That is the process working exactly as intended.

Here's where things stand now: no clearing is authorized under the withdrawn determination. The applicant will need to submit a corrected checklist reflecting the accurate buffer calculation, and any new determination will go back out for a full public comment period before it becomes final. Giving Ecology, other agencies, and the public another opportunity to weigh in on an accurate record.

Bradley Eisold
Building Official, City of McCleary
buildingofficial@cityofmccleary.com

Account name: 11314065

CITY OF MCCLEARY
ACCOUNTS PAYABLE
100 S 3RD ST
MCCLEARY WA 98557-9652

SHIP-TO

CITY OF MCCLEARY
100 S 3RD ST
MCCLEARY WA 98557-9652

Quotation

Quotation Number : [0229649546](#)
Document Date : 23-JUL-2026
PO Number :
PO Release :
Sales Rep : Damien Tran
Email : DAMIEN.TRAN@INSIGHT.COM
Phone :

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Electronic Delivery
Terms of Delivery : FOB DESTINATION
Currency : USD

Material	Material Description	Quantity	Unit Price	Extended Price
MDRCEU36ACRGAA	Sophos Central Managed Detection and Response Complete - subscription license renewal (3 years) - 1 user Coverage Dates: 01-AUG-2026 - 31-JUL-2029 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 633.99 Discount: 40.564%	35	376.82	13,188.70
MDRCSS36BARGAA	Sophos Central Managed Detection and Response Complete Server - subscription license renewal (3 years) - 1 server Coverage Dates: 01-AUG-2026 - 31-JUL-2029 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 1167.99 Discount: 40.621%	6	693.54	4,161.24
Product Subtotal				17,349.94
TAX				1,544.14
Total				18,894.08

Lease & Financing options available from Insight Global Finance for your equipment & software acquisitions. Contact your Insight account executive for a quote.

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Damien Tran

DAMIEN.TRAN@INSIGHT.COM

To purchase under this contract, your agency must be registered with OMNIA Partners Public Sector.

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you are purchasing under an Insight Public Sector, Inc. contract vehicle, in which case, that agreement will govern.

SOFTWARE AND CLOUD SERVICES PURCHASES: If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.

Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

<https://www.insight.com/terms-and-policies>

Agreement for Plan Review/Inspection Services

This Agreement ("Agreement"), is made and entered into on the day and year indicated by and between the City of McCleary, WASHINGTON, a (Washington municipal corporation), hereinafter referred to as the "CITY", and PNW Community Development Consultants a Washington State Corporation, hereinafter referred to as "PCDC."

1. **Scope of Services.** PCDC will provide the City with the services described in Exhibit A, "Scope of Services," attached hereto and fully incorporated herein. Said services shall be performed with the ordinary skill, care, and expertise customarily expected from those in the business of providing such services.

2. **Rates and charges.** The City will pay PCDC the monthly fees and costs as described at Exhibit B herein. Unless otherwise specified, the City will pay the fees and costs on or before the expiration of thirty (30) days from the date of receipt of the invoice.

3. **Duration.** This Agreement shall begin upon execution and continue in full force and effect through 12/31/2027; provided that, either party may terminate this Agreement at any time, with or without cause, upon not less than sixty (60) days prior written notice. In addition, the City may terminate this Agreement in the event it receives notice of cancellation of PCDC's insurance coverage, or other good cause including breach of this Agreement, upon not less than ten (10) days prior written notice. This Agreement may be renewed for additional terms upon mutual agreement of the parties.

4. **Confidentiality.** PCDC acknowledges that some of the plans reviewed plans may be confidential, or constitute valuable assets of and are proprietary to the City. PCDC and their employees may, during the course of performing services under this Agreement, have access to confidential information. PCDC also acknowledges that the City has a responsibility to its customers and employees to keep City information confidential and proprietary, except to the extent such information is subject to public disclosure under state law.

PCDC agrees under no circumstances to disclose, sell or trade, either directly or indirectly, to any person, firm or corporation information of any kind located at or received from the City, except as directed by the City. PCDC agrees to safeguard and protect any information located at or received from the City.

This provision shall survive termination of this Agreement.

5. **Indemnification.** PCDC shall indemnify, defend and hold the City, its officers, agents and employees harmless from all suits, claims or liabilities of any nature, including attorney fees, costs and expenses, for or on account of injuries or damages sustained by any person or property resulting from the negligent acts or omissions of and to the extent harm is caused by PCDC, its agents or employees in connection with this Agreement. If suit in respect to the above is filed and judgment is rendered or settlement made requiring payment of damages by the City, its officers, agents or employees, PCDC shall pay the same.

The City shall indemnify, defend and hold PCDC, its officers, agents and employees harmless from all suits, claims or liabilities of any nature, including attorney fees, costs and expenses, for or on account of injuries or damages sustained by any person or property resulting from the negligent acts or omissions of and to the extent harm is caused by the City, its agents or employees in connection with this Agreement. If suit in respect to the above is filed and judgment is rendered or settlement made requiring payment of damages by the PCDC, its officers, agents or employees, the City shall pay the same.

6. Insurance.

6.1 PCDC agrees to maintain, at their own expense, for the benefit of the City, as additional insured, insurance against liability for damage or loss and against liability for personal injury or death, arising from acts or omissions of PCDC, its agents and employees. Such policy or policies shall contain a provision whereby the City must receive at least thirty (30) days prior written notice of any cancellation of PCDC's insurance coverage.

PCDC shall provide insurance coverage in amounts not less than the following:

- a.) One Million Dollars General Liability Insurance per occurrence
- b.) Professional Liability (Errors and Omissions) insurance covering claims arising out of the professional services performed under this Agreement, with limits of not less than One Million Dollars (\$1,000,000) per claim.

6.2 PCDC and its employees, subcontractors and agents performing services under this Agreement shall ensure that any personal vehicles utilized during the performance of this Agreement are properly and sufficiently insured for their use.

6.3 Prior to the commencement of this Agreement, PCDC shall deliver to the General liability policies shall identify the City as an additional insured where required by this Agreement. Certificates evidencing Professional Liability (Errors and Omissions) insurance shall also be provided. Failure to provide proof of the insurance at any time to the satisfaction of the City shall be grounds for termination of this Agreement.

7. Public Records Compliance. PCDC acknowledges that the City is subject to the Washington Public Records Act, Chapter 42.56 RCW. PCDC shall maintain all records relating to services performed under this Agreement and, upon request by the City, promptly provide such records in a format reasonably requested by the City. PCDC shall reasonably cooperate with the City in responding to public records requests relating to this Agreement. Nothing in this section shall be construed as requiring PCDC to determine whether any record is exempt from disclosure under applicable law, which determination shall remain the responsibility of the City.

8. Prior Agreements. This Agreement shall govern performance of all services described herein. Any prior agreement is hereby superseded and wholly replaced by this Agreement for all services described.

9. No Employment Relationship. This Agreement creates an independent contractor relationship. PCDC and its employees, subcontractors and agents performing services under this Agreement are not and shall not be considered employees of the City. Nothing herein shall be deemed to create an employment relationship between those individuals or entities performing services hereunder and the City.

10. Governing Law. This Agreement shall be governed by the laws of the State of Washington. The venue for any litigation concerning this Agreement shall be Thurston County, Washington.

11. Integration. Written Amendments Only. This writing including Exhibit A constitutes the full and only agreement between the parties, there being no promises, agreements or understandings, written or oral, except as herein set forth, or as hereinafter may be amended in writing. This Agreement including Exhibit A may only be amended or modified by written agreement of the parties.

12. Assignment. PCDC shall not assign any interest on this Agreement (whether by assignment or notation), without prior written consent of the City, which consent may be withheld in the sole discretion of the City. Any assignment or transfer of an interest in this Agreement by PCDC without the prior written consent of the City shall be void. The covenants

and conditions herein contained shall apply to and bind the heirs, successors, administrators and assigns of all parties hereto.

13. Remedies for Breach and Attorney's Fees and Costs. All remedies available in law and equity shall be available in the event of a breach of this Agreement. In the event legal action is initiated by either party against the other, the prevailing party shall be entitled, in addition to all other amounts to which it is otherwise entitled by this Agreement, to its reasonable attorney's fees and costs, including those incurred on appeal.

14. Nonwaiver of Breach. Failure of either party to require performance of any provision of this Agreement shall not limit such party's right to enforce such provision, nor shall a waiver of any breach of any provision of this Agreement constitute a waiver of any succeeding breach of such provision or a waiver of such provision itself.

15. Severability. If any portion of this Agreement is deemed void, illegal or unenforceable, the balance of this Agreement shall not be affected thereby.

16. Notice. Notice provided or required under this Agreement shall be sent in writing or by facsimile transmission to the parties at the following address/numbers:

PNW Community Development Consultants Inc.
8411 Old Hwy 99 SE, Tumwater, WA 98501

17. Capacity to Bind Parties. The parties represent and acknowledge that the individual signing this Agreement has the authority to do so and to bind each party, and their successors and assigns.

In Witness Whereof, the parties enter into this Agreement, mutually agree on above terms, are authorized to execute this Agreement and the parties have executed this Agreement on the day and year indicated.

PNW COMMUNITY DEVELOPMENT CONSULTANTS

Bradley Eisold
President, PNW Community Development Consultants

Dated: _____, _____

Dated: _____, _____

EXHIBIT A

SCOPE OF SERVICES

City of McCleary Building Code Compliance On-Call Full Services

I. Plan Review

The City of McCleary (City) will determine which plans and building permit applications will be reviewed by PCDC PNW Community Development Consultants LLC (PCDC). PCDC will review such plans submitted with building permit applications for structural and non-structural code compliance in accordance with the currently adopted construction codes and as amended by the State of Washington and the City, except that PCDC will confer with the City Building Official and/or their agent on any portion of the review that specifically requires the approval of the Building Official as specified in the code(s).

- A. The services to be performed by PCDC shall be specified in a Letter of Authorization issued by the City for each set of plans and permit application.
- B. PCDC will not design for applicants, make any structural changes on the plans, or make any changes that directly contradict other information on the plans.
- C. Reviews shall be conducted by PCDC and under direction of PCDC staff and subconsultants.
- D. If corrections, revisions, or additions are required, PCDC will write a comment letter addressed to the applicant. The City, or PCDC at the direction of the City, will provide the comment letter, along with any additional City requirements to the applicant. The comment letter will indicate to the applicant that they are required to submit the corrections, revisions, or additions once addressed to the City per the submittal requirements and/or guideline checklists for the permit type under review.
- E. When the plans and applications are consistent with the City codes and standards, PCDC will indicate that the plans and applications have been reviewed and found to be in substantial compliance with applicable construction codes and ordinances. The reviewer's name and date of compliance will be affixed to each sheet of the required electronic submittal documents. In the event electronic submittal documents are not available, up to two (2) sets of drawings (as provided by the applicant), including the cover sheet, will be stamped in the same manner and provided back to the City.
- F. Full plan reviews will include structural, non-structural, accessibility, energy, and ventilation requirements as applicable. Partial plan reviews will be indicated herein as either structural or non-structural or as mutually agreed upon. Initial reviews shall be within the timelines identified in Section 2 below.

II. Process

- A. The City reserves the right to determine the process and method of work by PCDC. At its sole discretion, the City will determine if it wishes to contract with PCDC on a time and materials basis or a percentage basis and as mutually agreed upon by the City and PCDC. Labor rates for time and materials basis are shown in Exhibit B.
- B. Work will not be initiated until a signed contract, task order, or work order has been received by PCDC.
- C. The City will notify PCDC in writing which plans and applications are to be reviewed by PCDC.

- D. The City will intake, track, and process the permit applications and all revisions per current building and permit administration procedures through in-house platforms. PCDC will conduct its services on electronic plans and applications, unless otherwise specified by the City.
- E. Electronic application submittal, review, and approval will be coordinated by the City through the City platform. PCDC will identify its staff who will have user access to and participate in the city platform. All submittal materials from applicants shall be PDF or other compatible file type to perform electronic review.
- F. For transmission of application materials received through the City's in-house platform, electronic files between the City and PCDC will be via a file transfer method such as a SharePoint file link, FTP link, cloud-based file link or similar. PCDC utilizes a SharePoint system and can provide the means of file transfer. The City application materials will generally be available within the City's in-house platform and will not require file transfer from PCDC back to the City. PCDC will perform reviews and coordination using Bluebeam Revu, PDFs, and Microsoft Word documents. Email file transmission may be used at the discretion of PCDC and City staff.
- G. For transportation of non-electronic documents (paper copies), the City will be responsible for the transportation and costs associated with providing PCDC the documents and the return of the permit review documents back to the City.
- H. PCDC will conduct the initial review, request revisions or additional information, and will either indicate compliance or non-compliance with the code(s) against which it was checked and notify the City. If the plans are still not as required, the City, or PCDC at the direction of the City, will contact the applicant with additional revision requests within the time frames specified below unless negotiated otherwise.

Project Type	Initial Review	Re-Review
Single-Family	10 working days	7 working days
Multi-Family	15 - 20 working days	10 working days
Commercial	15 - 30 working days	15 working days

*Timelines are subject to change related to applicable City rules, regulations and RCWs as amended and as mutually agreed upon.

- I. The review timelines set forth above may be revised for any given project, upon written consent of both the City and PCDC. Land use permit applications have an initial review time frame of 4-6 weeks following submittal of a complete application.

III. Plan Review Fees

The following fee determination criteria is intended to include the review of plans sent to PCDC for review and approval. The reviews will typically be for new construction, substantial remodel, and alterations of both residential and commercial structures. Incidental over-the-counter plan review performed by PCDC staff while on-site at the City will be included as part of the daily tasks performed at the hourly rate identified in the Labor Rate Schedule.

LUMP SUM: The City shall pay PCDC a lump-sum fee for performing an initial review and one (1) recheck for each project. The fee shall be based on a percentage of the plan review fee as tabulated below or as mutually agreed upon between the City and PCDC. The plan review fee shall be based on the fees charged by City resolution. At the request of the City and in concurrence by PCDC, plan review fees may be determined to be charged at the hourly rates as identified in the Labor Rate Schedule as opposed to the following "fixed fee" rates:

<u>Commercial and Multi-Family Projects</u>	Lump Sum/Fixed Fee Percentage of Plan Review Fee Collected by the City	
	Valuation < \$2,000,000	Valuation \$2,000,000 To \$5,000,000
Full or Partial Plan Review (structural only or non-structural only)	60%	75%
<u>New Single-Family Projects</u>		
Full or Partial Plan Review (structural only or non-structural only)	60% of Plan Review Fee	

A Non-Residential: (Commercial and Multi-Family Projects)

i Full Plan Review:

Includes structural, non-structural Fire and Life Safety, Mechanical (IMC), Plumbing (UPC), Barrier Free ADA accessibility, State Energy Code, and applicable items in the City's Municipal Code when issued as a part of a combination building permit.

ii Partial Plan Review:

Will consist of one (1) of the following:

- International Building Code (IBC) non-structural Fire and Life Safety including Mechanical/Plumbing, Barrier Free ADA accessibility, and State Energy Code, when issued as a part of a combination building permit.

-OR-

- IBC Structural ONLY.

iii Mechanical/Plumbing: (issued as a separate permit or deferred submittal)

Will be charged hourly at the Plan Review rate as identified in the Labor Rate Schedule.

iv Electrical Plan Review:

Will be charged hourly at the Electrical Plan Review rate as identified in the Labor Rate Schedule.

v Small Works Projects:

Will be charged hourly at the Plan Review rate as identified in the Labor Rate Schedule.

(i.e., signage, pole sign, billboard, cell tower, retaining wall, dock, garbage enclosure, envelope change, bridge, small interior remodel / TI, mezzanine add or alteration, fire damage, misc. repairs, re-roof, etc.) PCDC will coordinate at the time of intake of the project if the project falls within this category.

vi Civil/Site Plan Review:

Will be charged hourly at the Civil/Site Plan Review rate as identified in the Labor Rate Schedule. When substantial revisions occur to previously reviewed and /or approved plans, additional fees shall be charged at the hourly rates shown in Labor Rate Schedule.

vii Fire Code, Fire Sprinkler, Fire Alarm:

Will be charged hourly at the Fire Code and Sprinkler (FPE) Review rate as identified in the Labor Rate Schedule.

B Residential: (New Single-Family Projects)

i Full Plan Review:

Includes structural, non-structural Fire and Life Safety, Mechanical, Plumbing, State Energy Code, and applicable items in the City's Municipal Code, when issued as a part of a combination building permit.

ii Partial Plan Review:

Will consist of one (1) of the following:

- International Residential Code (IRC) non-structural Fire and Life Safety including Mechanical/Plumbing, and State Energy code when issued as a part of a combination building permit

-OR-

- IRC / IBC Structural ONLY.

iii Small Works Projects:

Will be charged hourly at the Plan Review rate as identified in the Labor Rate Schedule.

(i.e., remodel, addition, deck, porch, small garage, accessory buildings (non-ADU), car port, retaining walls, dock, envelope change, kitchen or bath remodel, garage conversion, fire damage, misc. repairs, re-roof, etc.) PCDC will coordinate at the time of intake of the project if the project falls within this category.

C Exhibit B Labor Rate Schedule will be utilized for all hourly fees unless negotiated otherwise between PCDC and the City.

D Lump Sum/Fixed Fee plan review includes the initial plan review plus one (1) recheck. When substantial revisions occur to previously reviewed and /or approved plans, additional fees shall be charged at the hourly rates identified in the Labor Rate Schedule.

E All reviews beyond the initial plan review fee and recheck as identified above due to non-responded items or otherwise, shall have additional fees charged at the hourly rates identified in the Labor Rate Schedule

F Expedited plan review services are available upon request. Fee is negotiated based on timeline requested at a rate of 150% to 200% of the hourly rates identified in the Labor Rate Schedule or as negotiated otherwise. Once the fee is negotiated, the City shall inform the applicant of the fee ahead of the notice to proceed. Billing for authorized expedited services will be identified in the statement further described below.

G A joint PCDC plan review and City split review option may be negotiated prior to the start of the plan review.

IV. Building Inspection Services

PCDC will provide a certified building inspector, certified building official, or certified electrical inspector (for electrical inspections only) to perform the following services on an as-needed, on-call basis for Residential and Commercial buildings:

A Upon authorization by the City, the inspector will perform building inspection services for the City.

B At the request of the City, the inspector shall be asked to perform one (1) or more of the following inspection tasks:

- 1 Non-structural fire and life safety inspections
- 2 Structural inspections
- 3 Energy code inspections
- 4 Barrier Free ADA inspections
- 5 Mechanical and Plumbing inspections
- 6 Electrical inspections (if applicable)

Additional service may be provided when requested:

- 1 Fire protection, sprinkler, and alarm review
- 2 Site civil and drainage review

C Inspector will provide building inspections in accordance with the currently adopted International Codes, Washington State Building Code (Washington Administrative Code [WAC] 51-50 and 51-51), and Energy Code (WAC 51-11), and the applicable City Building Codes, except that inspector will confer with the City Building Official or their agent on any portion of the review that specifically requires an approval of the Building Official under the applicable code(s), or that involves an unusual interpretation.

D Inspections will be carried out in accordance with codes, ordinances and regulations in effect and will be performed in a courteous and professional manner. Up-to-date records of inspection status will be maintained in the manner required for the specific project and on the City office copy of the permit. Inspections can be negotiated to be in-person or virtual/remote inspections, or as requested otherwise by the City.

Note: Plan review approvals are not inspections.

E Exhibit B Labor Rate Schedule will be utilized for all hourly fees unless negotiated otherwise between PCDC and the City. The City shall guarantee a minimum of two (2) hours of inspection work each day inspection services are provided. Inspection time is calculated from portal to portal as further explained below.

V. Additional Services Required

A PCDC will act as the City's Building Official on an as-needed basis for services including code interpretation and administrative needs such as ordinance review at the hourly rates identified in the Labor Rate Schedule.

B Pre-permit plan review meetings to review code requirements and City permit coordination will be charged at the hourly rates identified in the Labor Rate Schedule.

C Review of supplemental plans or deferred submittals (information not provided at time of initial review but required for plan approval, i.e., truss specification/plans, fire protection/alarm details, etc.) will be charged at the hourly rates identified in the Labor Rate Schedule.

D Revisions to plans that require additional plan review will be charged at the hourly rates identified in the Labor Rate Schedule.

E Addendums to approved plans that require additional plan review will be charged at the hourly rates identified in the Labor Rate Schedule.

F Attendance of meetings in person or remotely when requested by the City will be charged at the hourly rates identified in the Labor Rate Schedule.

G Separate Fire Code, Fire Sprinkler, Fire Alarm, and when not part of the full plan review, mechanical and plumbing reviews when requested by the City, will be charged at the hourly rates identified in the Labor Rate Schedule.

H PCDC will provide professional planning services when requested by the City. PCDC's availability to provide such services is approximately 20-30 hours per month. Such services will be subject to the provisions of this agreement and will be charged on a time-and-expense basis using the hourly rate identified in Exhibit B Labor Rate Schedule. Professional planning services may include but are not limited to:

- 1 Process project permit applications.
- 2 Communicate and coordinate with project permit applicants and City staff.
- 3 Conduct land use and site plan reviews.
- 4 Provide general planning and permit application guidance to citizens, potential applicants, and staff.
- 5 Facilitate other permit processes in accordance with Title 14, Title 16, or Title 17.
- 6 Other work as mutually agreed upon by PCDC and the City, conducted on a task order basis, including but not limited to development of code and policy updates, preparation of map exhibits, etc.

I Processing and reviewing land use permits, project permits and site plan review applications, and other professional planning services when requested by the City, will be charged on a time-and expense basis using the hourly rate identified in Exhibit B Labor Rate Schedule.

VI. Additional Terms

A All other review services and plan reviews more than two (2) (the initial review plus one (1) re-check) shall be paid on a time-and-materials basis using the applicable hourly rate identified in the Labor Rate Schedule.

B In-house plan review and other services will be provided as desired by the City and agreed upon by PCDC on a time-and-materials basis using an hourly rate identified in the Labor Rate Schedule.

C Valuation figures used to determine the plan review fees will be calculated based on the City's Fee Resolution or most current ICC publication and 1997 UBC standards of practice. The plan review fee will be determined by the City and the proposed plan review fee amount shall be submitted to PCDC with each plan review submitted for review and approval.

D Billing statements will be issued for reviews that receive a full initial review in the preceding month or other acceptable time period. A full initial review shall constitute an earned fee for both the City and PCDC. Each statement will include the permit application number and applicant name or permit name of the plans reviewed with the fee.

E The City shall have the right to withhold payment to PCDC for any work not completed in a satisfactory manner until such time that PCDC modifies such work to the satisfaction of the City.

F The City may elect to review the contract with PCDC on an annual basis, which may include but not limited to negotiation of services, renewal of services, contract cancelation, or contract renewal. The Labor Rate Schedule will be adjusted annually.

G Hours charged will be portal to portal from inspector's, examiner's, planners or building official's residence or the Tumwater office, whichever is less, to the site.

H All mileage included by PCDC will be reimbursed at the most current IRS rate at the time of service.

I PCDC staff's normal workdays are Monday through Friday (8am~5pm, PST). Office work on Saturdays, Sundays or City Holidays will be performed only at specific request of the City. Billing for work performed outside normal work hours or on Saturdays, Sundays, or City Holidays shall be at 150% of the rates shown above.

J This Labor Rate Schedule is effective as of January 1, 2026. PCDC will adjust rates annually at the start of each new year.

EXHIBIT B

LABOR RATE SCHEDULE

Classification	Hourly Rate
Building Inspector, Combination	\$135
Building Official / Inspections (Director/Assistant Manager)	\$205
Plans Examiner – non-structural	\$185
Fire Code and Sprinkler (FPE) Review	\$165
Structural Plan Review (QA/QC)	\$270
Senior Structural Plan Review (Senior Engineer)	\$260
Structural Plan Review (Staff Engineer)	\$185
Electrical Plan Review (QA/QC)	\$270
Electrical Plan Review (Senior Engineer)	\$255
Electrical Plan Review (Staff Engineer)	\$180
Electrical Plans Examiner (not Engineer)	\$165
Electrical Inspector	\$135
Civil/Site Plan Review (QA/QC)	\$270
Civil/Site Plan Review (Senior Engineer)	\$245
Civil/Site Plan Review (Staff Engineer)	\$190
Civil/Site Inspector (Professional Engineer)	\$175
Civil/Site Inspector	\$165
Senior Planner	\$210
Planner	\$180
Administration Assistance	\$140

Labor rates will be adjusted annually on January 1

**CivicPlus**

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

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-97779-1
4/28/2026 10:28 AM
6/30/2026

Client:
City of McCleary, WA

Bill To:
MCCLEARY CITY, WASHINGTON

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
				Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	DNS and Domain Hosting Setup	DNS and Domain Hosting Setup (http://URL)
1.00	Municipal Websites Central: Migration Standard Implementation	Includes full setup and configuration of website design selected from 1 of 10 layout options
1.00	Municipal Websites Central: Meeting Migration	All publicly available word / pdf formatted meetings and agendas migrated
1.00	Municipal Websites Central: Content Migration	All publicly available non-time sensitive published content migrated while maintaining formatting. Spelling & Links check completed.
1.00	Municipal Websites Central: Group Training	Blended system training, online learning paired with access to a trainer for questions and learning reinforcement. Migration of the current year plus two previous years of simple meeting agendas and minutes.

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Municipal Websites Central: Starter Standard Annual Fee	Municipal Websites Central : Starter Standard Annual Fee

QTY	PRODUCT NAME	DESCRIPTION
1.00	Municipal Websites Central: Starter Hosting and Security Annual Fee	Municipal Websites Central: Module Based Hosting and Security Annual Fee
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection
1.00	DNS and Domain Hosting Annual Fee	DNS and Domain Hosting Annual Fee: URL
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: URL
1.00	Municipal Websites Central: AI Editing Assistant	AI Editing Assistant is an optional CivicPlus Municipal Websites Central feature that lets authorized users create and improve content using integrated AI tools to generate, summarize, rewrite, and polish text across supported fields.
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection

Total Investment - Initial Term	USD 5,286.00
Annual Recurring Services (Subject to Uplift)	USD 5,286.00

Initial Term	11/1/2026 - 10/31/2027, Renewal Term 11/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced on Initial Term Start 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.

Acceptance of Quote # Q-97779-1

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)

RESOLUTION NO. 793

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF McCLEARY, WASHINGTON; UPDATING THE COMMUNITY CENTER RENTAL RATES PURSUANT TO MCCLEARY MUNICIPAL CODE 2.42.020(A); REPEALING AND REPLACING PRIOR RESOLUTION 723; AND PROVIDING FOR AN EFFECTIVE DATE.

R E C I T A L S:

WHEREAS, McCleary Municipal Code Section 2.42.020(A) provides that the rates charged for the utilization of the community center shall be established by resolution of the City Council; and

WHEREAS, the City Council desires to update the community center rental rate from \$150.00 to \$200.00; and

WHEREAS, the City Council desires to repeal and replace Resolution 723, which previously established the community center rental rates;

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

SECTION 1: Pursuant to McCleary Municipal Code Section 2.42.020(A), the rental rate for use of the City community center is hereby established at Two Hundred Dollars (\$200.00) per rental.

SECTION 2: Resolution 723, establishing the prior community center rental rate of \$150.00, is hereby repealed in its entirety and replaced by this Resolution.

SECTION 3: This Resolution shall become effective immediately upon adoption.

PASSED this 26th day of August, 2026, by the City Council of the City of McCleary, and signed in authentication thereof this 26th day of August, 2026.

CITY OF McCLEARY:

Andrea Dahl, Mayor Pro-Tem

ATTEST:

Julie Pope, City Clerk-Treasurer

APPROVED AS TO FORM:

Madison A. Pleasant, City Attorney

LOCAL GOVERNMENT INVESTMENT POOL AUTHORIZATION FORM

Item 7.

Please fill out this form completely, including any existing information, as this form will **replace** the previous form.

Entity Name:	City of McCleary
Physical Address:	100 S 3rd Street, McCleary, WA 98557
Mailing Address (if different):	

Email for Statement Delivery: juliep@cityofmccleary.com

Note: Statements can only be emailed to **ONE** address due to system restrictions

Bank account where funds will be wired when a withdrawal is requested.
(Note: Funds **will not be transferred to any account other than the one listed below)**

Bank Name:	Columbia Bank
Branch Full Address:	
Bank Routing Number:	
Account Number:	
Account Name:	

ACH Authorization: ☒ Yes ☐ No
Account Type: ☒ Checking ☐ Savings ☐ General Ledger

By selecting "Yes" and by signing this form, I hereby authorize the WA Local Government Investment Pool to initiate credit entries to the account listed above. I acknowledge that the origination of ACH transactions to our account must comply with the provisions of U.S. law.

Persons authorized to make deposits and withdrawals for entity listed above.

Name:	Title:	Phone Number:	Signature:
Julie Pope	Clerk-Treasurer	(360) 495-3667	

TM\$ Online Web Access

Item 7.

Note: Online access is optional. Each person requesting full online access must be listed as authorized to initiate transactions on page 1.

	Select one of the following:				Access Type:	
	Add	Delete	Modify	No Change	Full	View Only
Name: Julie Pope						
Email: juliep@cityofmccleary.com	☒	☐	☐	☐	☒	☐
Name: Jon Martin						
Email:	☐	☒	☐	☐	☐	☐
Name:						
Email:	☐	☐	☐	☐	☐	☐
Name:						
Email:	☐	☐	☐	☐	☐	☐
Name:						
Email:	☐	☐	☐	☐	☐	☐
Name:						
Email:	☐	☐	☐	☐	☐	☐
Name:						
Email:	☐	☐	☐	☐	☐	☐

By signing below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.

(Authorized Signature)	(Title)	(Date)
(Print Authorized Name)	(E-mail address)	(Phone no.)

Any changes to these instructions must be submitted in writing to the Office of the State Treasurer.

OFFICE OF THE STATE TREASURER

STACI.ASHE@TRE.WA.GOV

PHONE: (360) 902-9017

Date Updated: _____

Account Number: _____

Updated by: _____

(For OST use only)

State of Washington)
 County of _____) ss.
 Signed or attested before me by _____.
 Dated this ____ day of _____, 20__.

 Signature of Notary

SEAL OR STAMP _____

 Typed or printed name of Notary
 Notary Public in and for the State of Wash.

My appointment expires: _____



ORDINANCE NO. 900

AN ORDINANCE OF THE CITY OF McCLEARY, WASHINGTON, RELATING TO A SPECIAL FUND; ADDING A NEW SECTION 3.32.090 TO THE McCLEARY MUNICIPAL CODE, ESTABLISHING A SPECIAL FUND ENTITLED "COMMUNITY CENTER FUND"; AMENDING SECTION 2.42.020; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

R E C I T A L S:

WHEREAS, the City owns and operates a community center that is available for rental and use by the public, community organizations, and other authorized users; and

WHEREAS, the City collects rental fees from persons and organizations renting or using the community center; and

WHEREAS, the City Council finds that establishing a dedicated fund for community center rental revenues will provide for the appropriate accounting and use of those revenues for the ongoing repair, upgrades, and maintenance of the community center building; and

WHEREAS, the City Council desires to amend the section 2.42.020 of the McCleary Municipal Code to provide for the deposit of community center revenues into the Community Center Fund;

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

SECTION 1: A new Section 3.32.090 is hereby added to Chapter 3.32 of the McCleary Municipal Code to read as follows:

3.32.090 Community Center Fund.

- A. There is created a fund known and designated as the "Community Center Fund," into which all rental fees collected by the city for the rental or use of the city community center are to be deposited.

- B. The Community Center Fund shall be used, and payments therefrom shall be made only for the repair, upgrades, and maintenance of the city community center building.
- C. The city clerk-treasurer is authorized, empowered and directed to issue warrants on and against said fund for payments authorized by subsection B of this section; provided, however, that any repair, upgrade, or maintenance expenditure in excess of one thousand dollars (\$1,000) shall require prior approval by the city council before any moneys may be expended from the Community Center Fund.

SECTION 2: The City hereby establishes Fund No. 005, designated as the Community Center Fund, for the purposes set forth in Section 3.32.090 of the McCleary Municipal Code. Fund No. 005 shall be established and maintained in accordance with applicable laws, accounting requirements, and the City's financial policies and procedures.

SECTION 3: Section 2.42.020 of the McCleary Municipal Code is hereby amended to read as follows:

2.42.020 Rules and regulations—Fees—Donations.

- A. The council shall be authorized to establish, as it may from time to time deem appropriate, rules and regulations governing the utilization of the facilities maintained pursuant to the authority granted by Section 2.42.010. The rates to be charged for such utilization shall be established by resolution of the council. In establishing the rates, the schedule shall, to the extent allowed by law, authorize use without fee of the community center by nonprofit, nonsectarian groups which are formally organized either as an organization for the participation of minors or senior citizens.
- B. Any fees generated as a result of the utilization of the community center, whether for rental or otherwise, shall be deposited in the Community Center Fund of the city. All bills incurred for the maintenance and operation of the center, after approval by the city council per section 3.32.090, shall be paid from the Community Center Fund.
- C. As to any gifts or donations made to the city for the benefit of or in relation to the community center, such gifts and donations, to the extent they are allocated for specific purposes, shall be used for that purpose only. If the gift or donation is in the form of money, whether cash or negotiable instrument, the funds shall be deposited in the Community Center Fund and the clerk-treasurer shall take care to

ensure that their expenditure shall be for the purposes indicated at the time of the donation.

SECTION 4: SEVERABILITY. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases had been declared invalid or unconstitutional, and if for any reason this Ordinance should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

SECTION 5: CORRECTIONS. Upon approval of the Mayor and City Attorney, the Clerk-Controller and the Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors, references to other local, state, or federal laws, codes, rules, or regulations, or ordinance number and section/subsection numbering.

SECTION 6: EFFECTIVE DATE. This Ordinance shall take effect upon the fifth day following date of publication.

PASSED this 26th day of August, 2026, by the City Council of the City of McCleary, and signed in authentication thereof this 26th day of August, 2026.

CITY OF McCLEARY:

Andrea Dahl, Mayor Pro-Tem

ATTEST:

Julie Pope, City Clerk-Treasurer

APPROVED AS TO FORM:

Madison A. Pleasant, City Attorney

RESOLUTION NO. 794

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF McCLEARY, WASHINGTON; UPDATING THE COMMUNITY CENTER RENTAL RATES PURSUANT TO MCCLEARY MUNICIPAL CODE 2.42.020(A); REPEALING AND REPLACING PRIOR RESOLUTION *; AND PROVIDING FOR AN EFFECTIVE DATE.**

R E C I T A L S:

WHEREAS, McCleary Municipal Code Section 2.42.020(A) provides that the rates charged for the utilization of the community center shall be established by resolution of the City Council; and

WHEREAS, the City Council desires to update the community center rental rate from \$150.00 to \$200.00; and

WHEREAS, the City Council desires to repeal and replace Resolution ***, which previously established the community center rental rates;

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

SECTION 1: Pursuant to McCleary Municipal Code Section 2.42.020(A), the rental rate for use of the City community center is hereby established at Two Hundred Dollars (\$200.00) per rental.

SECTION 2: Resolution ***, establishing the prior community center rental rate of \$150.00, is hereby repealed in its entirety and replaced by this Resolution.

SECTION 3: This Resolution shall become effective immediately upon adoption.

PASSED this 26th day of August, 2026, by the City Council of the City of McCleary, and signed in authentication thereof this 26th day of August, 2026.

CITY OF McCLEARY:

Andrea Dahl, Mayor Pro-Tem

ATTEST:

Julie Pope, City Clerk-Treasurer

APPROVED AS TO FORM:

Madison A. Pleasant, City Attorney

RESOLUTION NO. 795

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF McCLEARY, WASHINGTON; ESTABLISHING AND UPDATING BUILDING PERMIT FEES PURSUANT TO MCCLEARY MUNICIPAL CODE 5.04.100; REPEALING RESOLUTION 638; AND PROVIDING FOR AN EFFECTIVE DATE.

R E C I T A L S:

WHEREAS, the McCleary Municipal Code Section 5.04.100 allows the City Council to establish permit fees by resolution; and

WHEREAS, the City Council desires to establish an updated building permit fee schedule; and

WHEREAS, the City Council desires to repeal Resolution 638, which established the City's prior building permit fee schedule;

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 building permit fee schedule attached hereto as Attachment A and incorporated herein by this reference.

SECTION 2: Resolution 638, and the building permit fee schedule established thereby, is hereby repealed in its entirety. The fees established by Attachment A shall supersede and replace the fee schedule previously established by Resolution 638.

SECTION 3: This Resolution and the fee schedule attached as Attachment A shall become effective immediately upon adoption.

PASSED this 26th day of August, 2026, by the City Council of the City of McCleary, and signed in authentication thereof this 26th day of August, 2026.

CITY OF McCLEARY:

Andrea Dahl, Mayor Pro-Tem

ATTEST:

Julie Pope, City Clerk-Treasurer

APPROVED AS TO FORM:

Madison A. Pleasant, City Attorney

DEVELOPMENT REVIEW		RESIDENTIAL BUILDING	
Pre-Application Conference	\$320.00	Building Permit Fee = 1% of Building Valuation \$169.09/sq'	
Site Plan Review Residential	\$480.00	Example - 1,824/sq' x \$169.09 = \$308,420.16 multiply by .01 = Permit Fee	
Site Plan Review Revision	\$240.00	Plan Review Fee	65% of Building Permit Fee
Site Plan Review Commercial	\$2,400.00		
ZONING		Manufactured Home Placement	\$640.00
Rezone	\$2,400.00	MH Title Elimination	\$240.00
Conditional Use	\$960.00	Decks & Porches (covered or uncovered)	\$320.00
Permissive Use	\$480.00	Carports/Pole Buildings - Open on all sides	\$320.00
Variance	\$960.00	Pole Building - Closed on any side	\$480.00
Special Use	\$1,120.00	Fences Over 6'	\$160.00
Street/Property Vacation	\$1,120.00	Window Replacement	\$240.00
Temporary Use	\$1,120.00	Re-Roof Only	\$160.00
Planned Unit Dev. Review	\$6,400.00	Demolition	\$320.00
PUD FINAL	\$1,600.00	Tank Installation/Removal - Above/Below Ground	\$160.00
SUBDIVISION		Violation/Stop Work Order Fines	2x Permit Fee
Short Subdivision	\$1,120.00	PLUMBING & MECHANICAL	
Additional Fee Per Lot	\$160.00	Associated With RBP	10% of Building Permit Fee
Long Subdivision	\$3,200.00	Plumbing Permit	\$160.00
Additional Fee Per Lot	\$160.00	Mechanical Permit	\$160.00
Subdivision Final Review and Inspect	\$320.00	COMMERCIAL BUILDING	
Manufactured / Mobile Home Park	\$4,800.00	Building Permit Fee = 1% of Building Valuation \$206.96/sq'	
Additional Fee Per Space/Unit	\$160.00	Example - 2,826/sq' x \$206.96 = \$584,868.96 multiply by .01 = Permit Fee	
Variance	\$1,120.00	Plan Review Fee	65% of Building Permit Fee
Boundary Line Adjustment	\$800.00	MISCELLANEOUS	
Comm./Industrial Site Plan Review	\$2,400.00	Re-Inspection	\$80.00
ANNEX	\$1,440.00	After Hours / Special Inspection	\$320.00
Binding Site Plan	\$1,440.00	Residential Road Access	\$320.00
SEPA		Work Within The Public Right-of-way	\$320.00
SEPA Exemption Review	\$240.00	Geotechnical / Stormwater Review	\$640.00
SEPA Threshold Determination Adoption	\$320.00	Sign Permit	\$160.00
SEPA Environmental Checklist Review		Fireworks Stand	\$160.00
Residential	\$640.00	Addressing Fee	\$240.00
Commercial	\$800.00	Building Code Council Fee	RCW 19.27.085
Grading	\$640.00	Publication Fee	COST
Non-Project	\$960.00	Outside Review	COST
SEPA EIS	\$8,000.00	Hearings Examiner	COST
SHORELINE MANAGEMENT		Technical Fee	2%
Shoreline Permit	\$480.00	Minimum Hourly Rate	\$160.00
Substantial Development	\$960.00	Grade & Fill Permit	
Conditional Use	\$960.00	Cubic Yards	
Variance	\$960.00	51-100	\$160.00
Additional Fee Per \$1,000 Valuation	\$15.00	101-500	\$320.00
Permit Revision	\$960.00	501-1,000	\$480.00
Exemption Notice	\$320.00		
FLOODPLAIN DEVELOPMENT			
Floodplain Permit	\$320.00		
Variance	\$1,120.00		
Reasonable Use Exception	\$1,280.00		
Critical Areas Protection Variance	\$1,440.00		