



McCleary Regular City Council Meeting

Wednesday, October 14, 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=89707801687>

Meeting ID: 685 227 8879

Passcode: 605597

(253) 215-8782

Call to Order/Flag Salute/Roll Call

Councilmember Jacob Simmons (Mayor Pro Tem), Councilmember Don Kuismi, Councilmember Brent Schiller, Councilmember Mark Vessey, Councilmember Keith Klimek, Mayor Andrea Dahl

Approval of Agenda

Commissions

- [1.](#) Planning Commission Appointment
- [2.](#) Civil Service Commission Recruitment

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 56365 to 564085 including EFT's dated 09/19/26 - 10/07/26 in the amount of \$158,999.64

ii. Approval of payroll disbursement for the period of 09/16/26 - 09/30/26 for the 10/05/26 payroll in the amount of \$138,770.79

Updates

- [5.](#) City Administrator Report
- [6.](#) Building & Planning Update
- [7.](#) Finance Update
- [8.](#) Planning Commission Update
- [9.](#) Police Dept. Update

New Business

- [10.](#) Iworq Software Request
- [11.](#) 2026 - 2027 Council Committee Assignments

Old Business

- [12.](#) Council - Manager Form of Government Discussion

Public Hearing

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.

13. The Ranch at Camp Creek Annexation

Ordinances and Resolutions

[14.](#) Ordinance 901 - The Ranch at Camp Creek Annexation

Council Comments

Mayor Comments

Public Comment - City Business Only

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

Executive Session

16. Executive Session - Potential Litigation as authorized by RCW 42.30.110(1)(i)

Executive Session - Performance of a Public Employee as authorized by RCW 42.30.110(1)(g)

Closed Session - Collective Bargaining as authorized by RCW 42.30.140

Adjourn

Please turn off Cell Phones- Thank you

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Hello,,

My name is Scott Wood. My wife and I moved to McCleary in the spring of 2026 from Oklahoma City. We purchased our home at 429 West Pine Street because we wanted to be closer to family, our son, who lives in Olympia.

After retiring from the U.S. Navy in 2010, I took about a month off before beginning my next career. Through Orion Head Hunters, I attended several job fairs for veterans and connected with an engineering company based in Houston. They offered me a position with TH Hill if I was willing to relocate to Oklahoma, which I did.

From 2011 until my retirement, I worked with TH Hill in the oil and gas industry. My work took me throughout the United States and to Equatorial Guinea, where I provided engineering and quality assurance services for drilling operations.

I am interested in serving on the Community Planning Committee because this is my first experience living in a small town, and I would like to become more involved in the community where we have chosen to make our home. I do not come from a background specifically in city planning, but I believe my career has given me experience that could be valuable to the committee—particularly in planning, problem-solving, working with different groups of people, and looking at an issue from more than one perspective.

During the last ten years of my Navy career, I served as a Leading Chief Petty Officer responsible for the maintenance of approximately fifty hovercraft on the West Coast of the United States. A large part of my responsibility involved scheduling and planning maintenance, coordinating with crews, and determining when maintenance needed to be completed to keep the vessels ready for their missions.

In the oil and gas industry, I represented the energy company while working with shops that provided and maintained the tools used on drilling rigs. I was responsible for making sure maintenance and equipment work was completed according to approved procedures. I also traveled to drilling rigs to perform inspections and audits and to help resolve problems when they occurred.

One of the biggest lessons I took from both careers is the importance of bringing people together and planning a job correctly. Whether I was preparing a Navy vessel for deployment or making sure the right equipment and people were available to complete a drilling operation, success depended on good planning, communication, and understanding what was actually needed to get the job done.

1) What is your understanding of what the planning committee is or does?

My understanding is that the Planning Committee helps the City consider how land is used and how future development may affect the community. The committee listens to residents, property owners, and developers while considering both the immediate issue and the long-term effects on

McCleary. Good planning requires listening to different perspectives and finding practical solutions that allow the community to grow while maintaining its character and quality of life.

2) Do you think city government should adapt policies and regulations that control or restrict what people can do with their private property? “why”

I believe there are situations where city regulations are necessary, but there needs to be a reasonable balance between protecting the community and respecting property owners' rights.

For example, converting a garage into living space could increase demands on city water and sewer services, and an unsafe or neglected property can affect neighboring residents. At the same time, regulations can go too far. I previously lived in an HOA where rules could dictate something as simple as the color of your house.

I believe regulations should have a clear purpose and that the City should consider both the reason for the regulation and its impact on property owners and the community.

3) Do you have any business interests, employment relations, or related to anyone within the City of McCleary as this could cause a conflict of interest with your role as a Planning Commissioner?

I am a retired veteran who spent my career in the oil and gas industry and have worked and lived on three different continents. At this point in my life, I am not looking to start another business or career. My wife and I want to enjoy our home, travel, spend time with family, and enjoy life.

I do not have a business interest in McCleary, nor do I have plans to start a business here that would create a conflict with serving on the Planning Committee.

I am interested in serving because I would like to contribute the experience I have gained over the years to the community we now call home.

4) Can you look at both sides of an issue and be fair and impartial in making a decision? Do you have any particular experience in doing so? And what experience do you have that demonstrates your ability with conflict resolution?

Looking at issues from different perspectives has been a major part of my career. In the Navy, I often had to consider both the operator's and maintenance team's perspectives when deciding whether equipment needed to be taken out of service or could safely continue operating.

In the oilfield, decisions often required balancing safety, cost, risk, and the effect on the overall operation. I also worked with people who had different responsibilities and opinions about how problems should be handled.

These experiences taught me the importance of listening, understanding the concerns of others, separating facts from assumptions, and finding practical solutions. I would bring that same approach to the Planning Committee.

5) In your opinion, what is one of the most critical planning issues facing our City at this time and what were McCleary's best and worst land development decisions?

Because I am new to McCleary, I do not know the City's history well enough to fairly identify its best or worst land-development decisions. I would rather learn that history before forming an opinion.

I believe one of the most important issues facing McCleary is how to manage future growth while making sure the City's infrastructure and services can support it. I understand the City is considering annexation associated with a proposed housing development. Additional housing could bring more property-tax and utility revenue and additional customers for local businesses, but it could also increase demands on roads, water and sewer systems, and schools.

I believe the important question is not simply whether development should occur, but whether it can be done responsibly while considering the City's infrastructure, costs, services, and long-term needs.

6) What is your vision or where do you see the City of McCleary in ten (10) years?

Looking ahead ten years, I expect McCleary will continue to grow. Its proximity to Olympia and other larger communities makes it attractive to people who want to live in a smaller community while commuting to work elsewhere.

I would like to see McCleary manage that growth while maintaining the qualities that make it a good place to live. Planning for the future means considering infrastructure, water and sewer capacity, roads, public services, housing, and the overall character of the community.

As someone who is new to McCleary, I still have a lot to learn. I would like the opportunity to listen, learn, meet more of my neighbors, and contribute my time and experience to the community we chose to call home.

We chose McCleary because we wanted to be part of a smaller community. I would appreciate the opportunity to give some of my time and experience back to that community.

Scott Wood

Readwood1964@yahoo.com
405-826-3377

WARRANT/CHECK REGISTER

City Of McCleary

Time: 14:48:52 Date: 10/12/2026

Item 4.

09/19/2026 To: 10/07/2026

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
4296	09/22/2026	Claims	1	EFT	Comcast	243.85	ACCT: 8498 37 009 0142901
4297	09/22/2026	Claims	1	EFT	Comcast	314.97	ACCT: 8498 37 009 0142893
4300	09/22/2026	Claims	1	EFT	Department of Revenue	16,622.60	Aug 2026 Excise Tax
4311	09/24/2026	Claims	1	EFT	Assured Data Protection, Inc.	2,100.00	AUG 2026 data protection
4312	09/24/2026	Claims	1	EFT	Wex Bank	2,247.52	Aug 2026 fuel
4345	10/01/2026	Claims	1	EFT	Department of Retirement Systems	3,666.13	2025 Audit adjustments 2017-2024
4403	09/29/2026	Claims	1	EFT	Bonneville Power Administration	80,817.00	AUG 2026 power; AUG 2026 transmission
4313	09/24/2026	Claims	1	56365	Columbia Bank	3,099.75	Amazon - wire cutters; Amazon - poly tubing; Airgas - oxygen, acetylene; Tacoma Screw - cap screws; Home Depot - pliers, punch, pick up tool, hss; Amazon - poly tubing; Amazon - water flow meter; Gree
4314	09/24/2026	Claims	1	56366	Verizon Bellevue	1,347.05	Cell phones, jet packs & routers
4404	10/01/2026	Claims	1	56367	Amazon Capital Svcs.	604.27	Office equip protection plan; Office equip protection plan; 3 ring binder and labels; Laptop docking station - admin; Laptop cover, docking station; USB Wifi adapters; Tv remote; Gel pens; Office equi
4405	10/01/2026	Claims	1	56368	Tom Andersen	261.63	015300.5 - 119 SUMMIT LOOP DR
4406	10/01/2026	Claims	1	56369	Bayview Building Material	22.77	Clamp, poly elbow, tubing
4407	10/01/2026	Claims	1	56370	Bayview Redi-Mix	2,781.54	PO# 26114 cast iron fram, grate, typ 26 cb
4408	10/01/2026	Claims	1	56371	Brady Trucking Co. Inc.	24.92	Topsoil
4409	10/01/2026	Claims	1	56372	Chronicle Ltd.	90.00	Shapefile export
4410	10/01/2026	Claims	1	56373	Odd Zachary DeBakker	310.72	Training - mileage and meals
4411	10/01/2026	Claims	1	56374	John Delia	2,622.79	Investigation costs 8.30.26 - 9.26.26
4412	10/01/2026	Claims	1	56375	Department of Natural Resources	128.03	Forest land assessment
4413	10/01/2026	Claims	1	56376	Dept of L&I, Boiler Pressure Vessel	304.20	Water hearter certs for all buildings
4414	10/01/2026	Claims	1	56377	East Grays Harbor Fire & Rescue	11,162.20	OCT 2026 ambulance fee
4415	10/01/2026	Claims	1	56378	Ferguson Waterworks #3156	1,867.48	PO# 26109 repair clamps
4416	10/01/2026	Claims	1	56379	First Responder Outfitters	27.23	Uniform repair - J. Campbell
4417	10/01/2026	Claims	1	56380	General Pacific Inc	2,862.94	PO# 26096 lp supplies
4418	10/01/2026	Claims	1	56381	Grainger, Inc.	572.52	Pvc barbed, hose fitting, pvc elbow; Trash bags; Cleaning supplies for all dept.
4419	10/01/2026	Claims	1	56382	Gray & Osborne Inc	2,485.61	Gen engineer. 2025-2026. Sepa culvert, wwtp chiller replacement
4420	10/01/2026	Claims	1	56383	Grays Harbor Communications	1,273.58	Oct 2026 E911
4421	10/01/2026	Claims	1	56384	Grays Harbor EMS & Trauma Care Council	2,203.38	Q3 2026 EMS council, classes, records
4422	10/01/2026	Claims	1	56385	Grays Harbor Fire District 12	560.00	E12-11 maintenance; E12-11 maintenance
4423	10/01/2026	Claims	1	56386	Grays Harbor Pud No.1	1,969.93	PO# 26118 tested breaks and switches at substation
4424	10/01/2026	Claims	1	56387	Greater Grays Harbor Inc	300.00	2026 East County tour D. Raines, A. Dahl, J. Pope
4425	10/01/2026	Claims	1	56388	Hach Company	284.83	Chlorine
4426	10/01/2026	Claims	1	56389	Inland Environmental Resources, Inc.	5,063.91	PO# 26077, ALKA-Mag+; PO# 26077, ALKA-Mag+

WARRANT/CHECK REGISTER

City Of McCleary

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09/19/2026 To: 10/07/2026

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
4427	10/01/2026	Claims	1	56390	Kelley Create	957.47	Scanners and copiers
4428	10/01/2026	Claims	1	56391	Kenetrak Boots	195.23	PO# 26116 boots - P. Nott paid ck# 19856
4429	10/01/2026	Claims	1	56392	Kroesen's Uniform Co.	98.94	Uniform - FD
4430	10/01/2026	Claims	1	56393	Les Schwab	2,480.01	PO# 26112 Tires for 2019 Ford F-550; PO# 26105 Tires for 2020 Ford F-250
4431	10/01/2026	Claims	1	56394	Cory J Marsh	310.72	Training - mileage and meals
4432	10/01/2026	Claims	1	56395	Mason County Pud 1	1,998.24	PO# 26101 Meters qty# 223
4433	10/01/2026	Claims	1	56396	May, Ersel	189.85	Medicare reimbursement; Prescription
4434	10/01/2026	Claims	1	56397	NCL of Wisconsin	534.71	Lab supplies
4435	10/01/2026	Claims	1	56398	PestCo, LLC DBA Pointe Pest	408.38	Q3 pest control - Acct: 278064; Q3 pest control - Acct: 231055
4436	10/01/2026	Claims	1	56399	Webb Peterson	175.35	007130.1 - 500 WOAK ST
4437	10/01/2026	Claims	1	56400	Pitney Bowes Bank Inc Purchase Power	1,512.00	Postage meter 8000-9090-1132-0731; Postage meter 8000-9090-1132-0731
4438	10/01/2026	Claims	1	56401	Pitney Bowes Inc	350.68	Postage meter ink
4439	10/01/2026	Claims	1	56402	Nakisha Harris Pryor	26.10	Mileage reimbursement - bank in Monte
4440	10/01/2026	Claims	1	56403	RJJ ENTERPRISE, LLC dba Outifi	800.00	Response management SEPT 2026
4441	10/01/2026	Claims	1	56404	Sound Publishing, Inc.	237.99	Public Hearing - annexation; RFP - IT managed services; Public Hearing rescheduled - Annexation
4442	10/01/2026	Claims	1	56405	Vestis	58.02	Rug services - 9/17/26; Rug services - 9/24/26
4443	10/01/2026	Claims	1	56406	Washington State Auditor's Office	190.10	Energy compliance attestation
4444	10/01/2026	Claims	1	56407	Water Management Labs Inc	232.00	Water testing; Water testing
4445	10/01/2026	Claims	1	56408	Younglove & Coker PLLC	0.50	Adjust for short pay of invoice# 08447
						21,860.05	001 Current Expense
						307.00	102 Street Fund
						98,823.22	401 Light And Power Fund
						9,583.20	405 Water Fund
						11,098.16	407 Sewer Fund
						5,939.12	409 Storm Water Fund
						11,388.89	413 Ambulance Fund
						158,999.64	Claims:
						158,999.64	* Transaction Has Mixed Revenue And Expense Accounts

WARRANT/CHECK REGISTER

City Of McCleary

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
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WE, the members of the City Council of the City of McCleary Washington, DO HEREBY certify that the merchandise or services listed above have been received and that the above listed vouchers and the related checks have been reviewed and approved for the payment by the City of McCleary City Council.

DATED this _____ day of _____ 2026.

ATTEST:

X _____

Mayor Andrea Dahl

X _____

Councilmember Jacob Simmons

X _____

Councilmember Don Kuismi

X _____

Councilmember Brent Schiller

X _____

Councilmember Mark Vessey

X _____

Councilmember Keith Klimek

WARRANT/CHECK REGISTER

City Of McCleary

Time: 14:49:36 Date: 10/12/2026

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09/19/2026 To: 10/07/2026

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
4366	10/05/2026	Payroll	1	EFT		2,163.57	Sept 16-30, 2026
4367	10/05/2026	Payroll	1	EFT		2,182.55	Sept 16-30, 2026
4368	10/05/2026	Payroll	1	EFT		3,156.25	Sept 16-30, 2026
4369	10/05/2026	Payroll	1	EFT		1,681.66	Sept 16-30, 2026
4370	10/05/2026	Payroll	1	EFT		274.63	Sept 16-30, 2026
4371	10/05/2026	Payroll	1	EFT		1,802.51	Sept 16-30, 2026
4372	10/05/2026	Payroll	1	EFT		53.55	Sept 16-30, 2026
4373	10/05/2026	Payroll	1	EFT		305.40	Sept 16-30, 2026
4374	10/05/2026	Payroll	1	EFT		2,309.74	Sept 16-30, 2026
4375	10/05/2026	Payroll	1	EFT		1,675.90	Sept 16-30, 2026
4376	10/05/2026	Payroll	1	EFT		1,081.59	Sept 16-30, 2026
4377	10/05/2026	Payroll	1	EFT		45.48	Sept 16-30, 2026
4378	10/05/2026	Payroll	1	EFT		45.48	Sept 16-30, 2026
4379	10/05/2026	Payroll	1	EFT		1,636.94	Sept 16-30, 2026
4380	10/05/2026	Payroll	1	EFT		4,150.66	Sept 16-30, 2026
4381	10/05/2026	Payroll	1	EFT		1,915.63	Sept 16-30, 2026
4382	10/05/2026	Payroll	1	EFT		2,958.35	Sept 16-30, 2026
4383	10/05/2026	Payroll	1	EFT		2,493.04	Sept 16-30, 2026
4384	10/05/2026	Payroll	1	EFT		3,403.66	Sept 16-30, 2026
4385	10/05/2026	Payroll	1	EFT		3,632.26	Sept 16-30, 2026
4386	10/05/2026	Payroll	1	EFT		496.62	Sept 16-30, 2026
4387	10/05/2026	Payroll	1	EFT		88.70	Sept 16-30, 2026
4388	10/05/2026	Payroll	1	EFT		2,509.37	Sept 16-30, 2026
4389	10/05/2026	Payroll	1	EFT		2,966.07	Sept 16-30, 2026
4390	10/05/2026	Payroll	1	EFT		2,071.17	Sept 16-30, 2026
4391	10/05/2026	Payroll	1	EFT		4,728.80	Sept 16-30, 2026
4392	10/05/2026	Payroll	1	EFT		1,485.55	Sept 16-30, 2026
4393	10/05/2026	Payroll	1	EFT		1,312.53	Sept 16-30, 2026
4394	10/05/2026	Payroll	1	EFT		45.48	Sept 16-30, 2026
4395	10/05/2026	Payroll	1	EFT		45.48	Sept 16-30, 2026
4396	10/05/2026	Payroll	1	EFT		350.10	Sept 16-30, 2026
4397	10/05/2026	Payroll	1	EFT		2,649.89	Sept 16-30, 2026
4398	10/05/2026	Payroll	1	EFT		874.23	Sept 16-30, 2026
4473	10/06/2026	Payroll	1	EFT	EFTPS	21,117.36	941 Deposit for Pay Cycle(s) 10/05/2026 - 10/05/2026
4474	10/07/2026	Payroll	1	EFT	Department of Retirement - Def Comp	1,896.71	Pay Cycle(s) 10/05/2026 To 10/05/2026 - DRS Def Comp; Pay Cycle(s) 10/05/2026 To 10/05/2026 - DRS Def. Comp. ROTH
4475	10/07/2026	Payroll	1	EFT	Department of Retirement Systems	8,834.94	Pay Cycle(s) 10/05/2026 To 10/05/2026 - PERS 2; Pay Cycle(s) 10/05/2026 To 10/05/2026 - PERS 3; Pay Cycle(s) 10/05/2026 To 10/05/2026 - LEOFF II
4496	10/06/2026	Payroll	1	EFT	AWC Employee Benefit Trust	37,648.24	Pay Cycle(s) 09/01/2026 To 09/30/2026 - AWC-Medical; Pay Cycle(s) 09/01/2026 To 09/30/2026 - AWC - Basic Life; Pay Cycle(s) 09/01/2026 To 09/30/2026 - AWC - LTD; Pay Cycle(s) 09/01/2026 To 09/30/2026
4516	10/07/2026	Payroll	1	EFT	Washington Teamsters Welfare Trust	2,752.00	Pay Cycle(s) 09/01/2026 To 09/30/2026 - Teamsters Vision Plan; Pay Cycle(s) 09/01/2026 To 09/30/2026 - Teamsters Dental Plan A

WARRANT/CHECK REGISTER

City Of McCleary

Time: 14:49:36 Date: 10/12/2026
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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
4500	10/06/2026	Payroll	1	56409	Columbia Bank	85.00	Pay Cycle(s) 09/01/2026 To 09/30/2026 - Sunshine Fund
4501	10/06/2026	Payroll	1	56410	IBEW Local #77 (PAC Dues)	30.01	Pay Cycle(s) 09/01/2026 To 09/30/2026 - IBEW Local # 77 - PAC
4502	10/06/2026	Payroll	1	56411	IBEW Local #77	1,349.28	Pay Cycle(s) 09/01/2026 To 09/30/2026 - IBEW Local # 77
4503	10/06/2026	Payroll	1	56412	LEOFF Health and Welfare Trust	500.33	Pay Cycle(s) 09/01/2026 To 09/30/2026 - LEOFF Health Trust - Dental
4504	10/06/2026	Payroll	1	56413	LEOFF Health and Welfare Trust	6,228.43	Pay Cycle(s) 09/01/2026 To 09/30/2026 - LEOFF Health Trust - Medical
4505	10/06/2026	Payroll	1	56414	Life Secure LTC	838.75	Pay Cycle(s) 09/01/2026 To 09/30/2026 - Life Secure LTC
4506	10/06/2026	Payroll	1	56415	NFOP Labor Services Division	244.50	Pay Cycle(s) 09/01/2026 To 09/30/2026 - FOP - Police Labor Services
4507	10/06/2026	Payroll	1	56416	Olympic Mountain Lodge #23	40.50	Pay Cycle(s) 09/01/2026 To 09/30/2026 - Olympic Mountain Lodge Dues
4508	10/06/2026	Payroll	1	56417	Teamsters Local 252	539.00	Pay Cycle(s) 09/01/2026 To 09/30/2026 - Teamsters Union Local 252
4509	10/06/2026	Payroll	1	56418	UNUM Life Insurance Co	72.90	Pay Cycle(s) 09/01/2026 To 09/30/2026 - UNUM
						60,986.24	001 Current Expense
						1,934.17	102 Street Fund
						44,260.46	401 Light And Power Fund
						9,668.26	405 Water Fund
						18,096.24	407 Sewer Fund
						3,825.42	409 Storm Water Fund
						138,770.79	Payroll:
							138,770.79

WARRANT/CHECK REGISTER

City Of McCleary

Time: 14:49:36 Date: 10/12

Item 4.

09/19/2026 To: 10/07/2026

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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 _____

Councilmember Mark Vessey

X _____

Councilmember Keith Klimek

City of McCleary

STAFF REPORT

To:	Mayor Andrea Dahl and City Councilmembers
From:	Darrin C. Raines, City Administrator
Date:	October 14, 2026
Department:	City Hall

Action Items

Item 1) PNW Community Development Consultants Planning Services: This proposal asks the Planning Commission to review the scope, fee, and funding structure of a proposed consultant agreement between the City of McCleary and PNW Community Development Consultants (PCDC), and to recommend that the City Council authorize the agreement. The engagement is a comprehensive update of Titles 15 through 18 of the McCleary Municipal Code, creation of a new Title 19 addressing code enforcement, and preparation of every ordinance, form, notice, and administrative document required to adopt and implement the update.

This is a 3 phased project with PNW Community Development Consultants for a total facilitation fee not to exceed \$94,500, of which \$9,500 is funded by the Washington State Department of Commerce GMA Periodic Update Grant and \$85,000 is a direct City investment, for the comprehensive update of Titles 15 through 18, the creation of Title 19.

At this time, we are requesting the approval of phase 3 for the total amount of \$9,500, and we will bring back for consideration soon for phases 1&2 for consideration when Julie and I have a clearer picture on how we can fund the other \$85,000.

Item 2) Ranch at Camp Creek Annexation: A public hearing and an action item for the consideration of approval for ***The Ranch at Camp Creek*** being annexed into the City of McCleary will be on this agenda. In your packet is a copy of the Resolution **BRB 2026-001** as well as the proposed Ordinance to approve for **Grays Harbor County Tax Parcel No. 180501320000**.

Item 3) Sewer Effluent Pump Rebuild: We recently had a service call to remove an effluent pump with a delivery to Utilities Service Co., Inc. for a rebuild inspection. Once in the shop, they disassembled the motor, checked all bearing housing and shaft fitment. The dissembled pump has a broken seal. They also removed impellers from bowl assembly and found severe wear in the bowl castings.

They determined the pump needs to be cleaned and revarnish stator windings, supply and install new bearings, with assembly and testing.

Findings: Pump cannot be repaired, they would supply a new bowl assembly and reassemble unit, deliver to site, install and connect electrically, set impellers to proper specs and test for proper operations. Total materials & labor: \$34,000.

We have been in contact with Department of Ecology to see if we can use their emergency funding. DOE said they have a 0% loan option, and they will let us know tomorrow what the terms would be. I will report on the terms at the Council Meeting.

For Information Only

Item 1) Building / Planning Department: Bradley and Dalyn have been busy preparing information for our Planning Commission who have held two meetings to date. Most of their time has been spent on itemizing what needs to be updated in our McCleary Municipal Code (MMC) Bradley has created a road map to what needs to be done to update Titles 15 through 18 of the MMC. Some of the other work he is working on is creation of a new Title 19 addressing code enforcement, and preparation of every ordinance, form, notice, and administrative document required to adopt and implement the update.

We are still looking for two additional members for the Planning Commission, so if you know of anyone interested, please have them send a letter of interest to Mayor Dahl.

Item 2) I&I Grant/Loan: We are in the process of getting this project started and hope to bring a proposed contract with Gray & Osborn to the Council Meeting on October 28th.

Item 3) Beerbower Park Renovation Update: Mayor Dahl and I will be meeting with RCO representatives tomorrow October 9th to discuss the proposed scope of work and timelines. We are planning on starting by the end of October.

Item 4) City Administrator Round Table: I had the honor of representing McCleary at the Grays Harbor County City Administrator Roundtable on September 29th that was put on by Greater Grays Harbor Inc. Each City Administrator discussed what was happening in their respective cities and I was able to talk about our expected growth and opportunities in the City of McCleary.

Item 5) YMCA Update: Mayor Dahl and I will be meeting in the next couple weeks with the consultant for YMCA of Grays Harbor to review their findings from the survey work they have been working on for consideration of placing a new YMCA in McCleary.

Respectfully,

Darrin C. Raines
City Administrator

UTILITIES SERVICE CO., INC.
12608 E MARGINAL WAY S
SEATTLE, WA 98168

Item 5.

PHONE: 206-246-5674
FAX: 206-248-3410
EMAIL: usci4@comcast.net

Date: 10/6/2026

Attn: Joe Pittman
City of McCleary
Re: Effluent Pump

We are pleased to submit the following information for your review:

Service call to remove effluent pump and deliver to our shop for inspection. Disassembled motor, checked all bearing housing and shaft fits. Cleaned and revarnished stator windings, supplied and installed new bearings, assembled and tested.

Dissembled pump and found broken seal. Removed impellers from bowl assembly and found severe wear in the bowl castings.

Findings: Pump cannot be repaired, we would supply new bowl assembly and reassemble unit, deliver to site, install and connect electrically, set impellers to proper specs and test for proper operations.

Total materials & labor: \$34,000.

This estimate is good for 30 days and does not include taxes, permits, or shipping and handling if needed. This job is bid as close to actual requirements as possible; however, due to the nature of this particular job, additional work may be needed for unforeseen circumstances. Customer will be notified when additional work is identified and estimated for approval. Additional work will be billed at our current labor rates and additional materials at cost plus 15%.

Thank you.

Ed Mola
Estimator

Please indicate acceptance by completing the information requested below and faxing or emailing estimate back to us. Thank you.

Date _____ Accepted By _____

PO # _____ Title _____

NOTICE OF PROPRIETARY INFORMATION AND INTELLECTUAL PROPERTY RIGHTS

No Waiver. Submission of this document to the City of McCleary for evaluation purposes does not constitute a waiver of any intellectual property rights, trade secret protections, or confidentiality obligations by PNW Community Development Consultants.

Restriction on Use. In the event that the City of McCleary elects not to retain PNW Community Development Consultants for this project, the City shall have no license, express or implied, to utilize, copy, paste, replicate, or modify any portion of these structural methodologies or proposal concepts for its official municipal code updates. Doing so without written authorization and an executed compensation agreement constitutes a violation of federal copyright law (17 U.S.C. § 106) and Washington State trade secret protections (RCW 19.108 — Uniform Trade Secrets Act).

Exemption from Public Disclosure. This document contains proprietary trade secrets, commercial information, and consulting methodologies developed by PNW Community Development Consultants at significant cost and effort. The Consultant hereby designates this entire proposal as confidential and exempt from public inspection and copying pursuant to RCW 42.56.270 (Financial, commercial, and proprietary information). The City is directed not to release this document in response to any Public Records Act request without first notifying the Consultant and providing an opportunity to seek a court order protecting disclosure.

Ownership of Work Product. All conceptual frameworks, methodology steps, sample ordinance structures, and strategic recommendations contained herein are the exclusive intellectual property of PNW Community Development Consultants. No transfer of ownership is made or implied by the submission of this document.

Submission Purpose. This proposal is submitted by PNW Community Development Consultants solely for evaluation by the City of McCleary regarding municipal code consulting services.

PNW Community Development Consultants

CITY OF McCLEARY

MUNICIPAL CODE UPDATE — CROSS REFERENCE SHEET

Titles 15 (Buildings and Construction) | 16 (Subdivisions) | 17 (Zoning) | 18 (Environment) | 19 (Code Enforcement)

NEW CHAPTER	AMENDED	CORRECTED	REPEALED	RESTATED	LEGEND: NEW CHAPTER = Entirely new code chapter added AMENDED = Substantive change to existing section CORRECTED = Technical/reference error fixed REPEALED = Section removed RESTATED = No change, verbatim restatement confirmed
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TITLE 15 — BUILDINGS AND CONSTRUCTION

Section	Change Type	Prior Provision	New Provision / Action	Governing Ordinance
15.04.030	REPEALED	Local IBC permit exemptions for reroofing, siding, windows (Ord. 713 § 3, 2004)	Repealed in full. Current state-adopted IBC governs. No local amendments.	Ord. No. ____
15.04.040	REPEALED	Local IRC permit exemptions for reroofing, siding, windows (Ord. 713 § 4, 2004)	Repealed in full. Current state-adopted IRC governs. No local amendments.	Ord. No. ____
15.04.045	REPEALED	Local IFC section deletions — Sections 102.3, 105.6, 308.4.1, 408.11.1.1, 804 (Ord. 713 § 5, 2004)	Repealed in full. Current state-adopted IFC governs in full.	Ord. No. ____
15.04.100.B	AMENDED	Fee gaps filled by 'resolution of the city council'	Fee gaps filled by 'the building official,' consistent with administrative efficiency. Documented in writing; made public at City Hall.	Ord. No. ____
15.08	AMENDED	Site Plan Review — single brief administrative chapter, outdated process	Complete rewrite: consolidated project permit review chapter — Type I (admin), Type II (admin with notice), Type III (Hearing Examiner). Consistent with RCW 36.70B. Replaces former Chapter 15.08 in its entirety.	Ord. No. ____
15.08.010	NEW	No purpose statement for project permit review	New: purpose grounded in RCW 36.70B; consolidated process for all city permits.	Ord. No. ____
15.08.020	NEW	No Type I/II/III permit classification	New: definitions — Type I (building permits, ADUs, admin site plans); Type II (short plats, BLAs, temp use); Type III (CUPs, variances, long plats, DAs, MPD, appeals).	Ord. No. ____
15.08.030	NEW	No consolidated admin permit process	New: Type I — 28-day completeness; admin decision; 10-day appeal to Hearing Examiner.	Ord. No. ____
15.08.040	NEW	No admin-with-notice permit process	New: Type II — completeness; 200-ft mailed notice; 14-day comment; admin decision; 10-day appeal to HE.	Ord. No. ____
15.08.050	NEW	No consolidated Hearing Examiner permit process	New: Type III — staff report; 14-day notice (200-ft mail, posting, newspaper, web); HE hearing; Council action for recommendations; 10-day Superior Court appeal.	Ord. No. ____
15.08.060–090	NEW	No consolidated, pre-app, or fee provisions	New: consolidated review; optional pre-app conference (required for MPD, DA, long plats); fees by resolution; cross-reference to Title 16 & 17.	Ord. No. ____
15.24.010.A	AMENDED	City of McCleary Development Standards, May 1997, prepared by Parametrix, Inc.	Current adopted City of McCleary Development Standards (on file with City Clerk-Treasurer), as amended from time to time.	Ord. No. ____
15.24.010.B	AMENDED	1996 WSDOT/APWA Standard Specifications	Current edition WSDOT/APWA Standard Specifications for Road, Bridge, and Municipal Construction (2024 edition current at adoption).	Ord. No. ____
15.24.010.C	AMENDED	1996 MUTCD	MUTCD 11th Edition (2023) or current edition as adopted by WSDOT.	Ord. No. ____
15.24.010.D	AMENDED	Not listed in Section 15.24.020 successor provision (omission in prior code)	Stormwater Management Manual for Western Washington (SWMMWW), current edition — DOE. Corrects prior citation of Puget Sound Basin manual (McCleary is in Chehalis Basin).	Ord. No. ____
15.24.020	AMENDED	Successor documents: copy authenticated and filed with Clerk-Treasurer only	Added subsection (b): state-mandated codes adopted automatically upon state effective date without further local action. Eliminates gap for mandatory state code updates.	Ord. No. ____

TITLE 16 — SUBDIVISIONS

KEY SYSTEMIC CORRECTION — LOT THRESHOLDS: The authoritative definition at Section 16.08.200 establishes nine (9) or fewer lots as a short subdivision and ten (10) or more lots as a long subdivision. All conflicting references throughout Title 16 (including '4 or fewer lots' in 16.04.030.B and 'ten or more' in 16.12.020) are corrected to this standard.

KEY SYSTEMIC CORRECTION — DECISION AUTHORITY: All references to 'planning commission' or 'city council' as the approval authority for preliminary plats are corrected to 'Land Use Hearing Examiner (recommendation) + City Council (final)' for long plats, and 'administrator' for short plats, consistent with Chapter 17.40 MMC.

KEY SYSTEMIC CORRECTION — FEES: All specific dollar amounts are removed from Title 16. All fees established by city council resolution per city fee schedule.

Section	Change Type	Prior Provision	New Provision / Action	Governing Ordinance
16.04.030.B	CORRECTED	'Four or fewer lots' — incorrect threshold; referenced Chapter 16.12	'Nine or fewer lots' — correct short subdivision threshold per 16.08.200. Reference to Chapter 16.12 confirmed correct.	Ord. No. ____
16.04.030.C	CORRECTED	'Five or more lots'; referenced non-existent Chapters 16.16 and 16.20	'Ten or more lots' — correct long subdivision threshold. References corrected to Chapter 16.52 (Long Subdivisions).	Ord. No. ____
16.04.030.D–F	NEW	No provisions for BLAs, binding site plans, or IHO zero-lot-line	New subsections D (BLAs → Ch. 16.44), E (Binding site plans → Ch. 16.48), F (IHO zero-lot-line short subdivisions per Ch. 17.46 MMC).	Ord. No. ____
16.04.040.A	CORRECTED	'City council, the planning commission' as approval authority; 'five or more lots' threshold	'Land Use Hearing Examiner (recommendation) + city council (final)' for 10+ lot plats. 'Administrator' for short plats (9 or fewer).	Ord. No. ____
16.08.100	CORRECTED	Long subdivision — definition not clearly stated to match 10+ lot threshold	Restated: 'Ten (10) or more lots.' Cross-reference to Chapter 16.52 added.	Ord. No. ____
16.08.200	RESTATED	Short subdivision — nine or fewer lots (authoritative definition)	Restated verbatim. Confirmed as authoritative threshold for all Title 16 references.	Ord. No. ____
16.12.020	CORRECTED	'Ten or more lots' threshold for further division — cross-reference ambiguous	Restated: clarifies short plat re-division rule; corrects cross-reference to Chapter 16.52 for the 10+ lot restriction.	Ord. No. ____
16.32.010	CORRECTED	'Commission' and 'city council' as short plat variance decision authority	'Land Use Hearing Examiner' after public hearing. Notice in legal newspaper 10 days prior. Applications filed with clerk-treasurer for staff report then HE.	Ord. No. ____
16.32.020	AMENDED	Specific dollar amounts: \$100 + \$20/lot (long plat); \$50 + \$10/lot (short plat); \$75 + \$10/lot (sketch); \$35 (variance)	All dollar amounts removed. Fees by city council resolution per city fee schedule. Deposit mechanism for engineering costs retained. Consultant costs → § 17.40.155 MMC.	Ord. No. ____
16.36.010	CORRECTED	'Council or administrator' — ambiguous as to which approval authority applies	Clarified: City Council approval for long subdivisions (10+ lots); administrator approval for short subdivisions (9 or fewer lots).	Ord. No. ____
16.44 (entire)	AMENDED	BLA appeals: City Council, 20-day appeal period. No zero-lot-line provision.	Complete rewrite. BLA appeals: Land Use Hearing Examiner, 10-day period (consistent with § 17.40.090 MMC). Zero-lot-line IHO middle housing → Chapter 16.12. Fees by resolution. All dollar amounts removed.	Ord. No. ____
16.44.050	AMENDED	Appeal to city council within 20 days	Appeal to Land Use Hearing Examiner within 10 calendar days per § 17.40.090 MMC.	Ord. No. ____
16.44.070	AMENDED	Fees: 'charged reasonable fees' — no process	Fees by city council resolution per city fee schedule. Fee required at application.	Ord. No. ____
16.48 (fees)	AMENDED	Specific fee amounts throughout Chapter 16.48	All specific dollar amounts removed. Fees by city council resolution per city fee schedule.	Ord. No. ____
16.52 (throughout)	CORRECTED	Planning Commission approval authority; specific fee amounts	Decision authority corrected to Land Use Hearing Examiner (preliminary plat) + City Council (final plat). All fee amounts removed; fees by resolution. 10+ lot threshold confirmed throughout.	Ord. No. ____

TITLE 17 — ZONING

Section	Change Type	Prior Provision	New Provision / Action	Governing Ordinance
17.12.020	AMENDED	Existing definitions only	15 new definitions added in alphabetical order: ADU, Bungalow Court, Development Right, Duplex, Fourplex, IHO, MPD, Middle Housing, PI District, TDR, TDR Credit Certificate, Townhome, Triplex, Wildcat Creek Aquifer, Zero Lot Line.	Ord. No. ____
17.16.030	AMENDED	8 zoning districts: R-1, R-2, R-3, C-1, C-2, C-3, I, F/OS	11 zoning districts: R-1, R-2, R-3, C-1, C-2, C-3, I, F/OS + 3 new: PI (Public/Institutional District), MPD (Master Planned District), IHO (Infill Housing Overlay District — overlay).	Ord. No. ____
17.16.040	AMENDED	8 district purpose statements (A through H)	3 new subsections added: I (PI District), J (MPD), K (IHO Overlay). Prior A–H unchanged.	Ord. No. ____
17.18	NEW CHAPTER	No PI District existed. Public/institutional uses scattered across zones as C uses.	Chapter 17.18 — Public/Institutional District (PI): 18 sections. City Hall complex, School District campus, Community Center, Cemetery, Transit Center, WWTP, water system facilities, Light & Power substation, Gravel Pit Site. Permitted uses (§17.18.040), conditional uses (§17.18.050), prohibited uses (§17.18.060), dimensional standards (§17.18.070), site design (§17.18.080), landscaping/buffering (§17.18.090), parking (§17.18.100), signage (§17.18.110), lighting (§17.18.120), utilities (§17.18.130), nonconforming (§17.18.140), disposition/conversion process (§17.18.150), boundary amendments (§17.18.160). RCW 36.70A.200 EPF compliance.	Ord. No. ____
17.20.030	AMENDED	8-column Table of Land Uses (R-1 through F/OS)	11-column Table of Land Uses (R-1 through F/OS + PI, IHO, MPD). All existing P/C designations preserved. New uses added for middle housing, PI facilities, and MPD employment uses.	Ord. No. ____
17.24.030	AMENDED	8-district Table of Density and Dimensional Requirements. Footnotes a–d.	11-district table adding PI, IHO, and MPD columns. Three new footnotes: e (IHO — see Ch. 17.46), f (MPD — see Ch. 17.XX), g (PI — see Ch. 17.18). Aquifer recharge area impervious surface caps in MPD column.	Ord. No. ____
17.32.010	REPEALED	ADU authorization: one ADU per SFR; occupancy limits by unit size	Repealed in full. Chapter 17.46 MMC (IHO) is now the sole ADU authority citywide. RCW 36.70A.680-681 compliance implemented through 17.46.	Ord. No. ____
17.40.155	AMENDED	Duplicate section — appeared twice in prior code; sparse text	Duplicate removed. Single expanded section: scope of consultant services, deposit requirement, trust account, periodic billing, minimum balance maintenance, mayoral approval of consultant retention. Cross-referenced throughout Chs. 17.XX, 17.45, 17.46.	Ord. No. ____
17.44	AMENDED	Sparse 4-section chapter: authorization only; cited wrong RCW ('36.708.170')	Complete rewrite: 8 sections. Correct RCW citation (36.70B.170). Scope of DAs; public hearing + 10-day notice; recording requirement; amendment process; 10-day Superior Court appeal; fees by resolution; relationship to MPD (§17.XX.240 MMC). Applicable to all projects, not just MPD.	Ord. No. ____
17.45	NEW CHAPTER	No TDR program existed	Chapter 17.45 — Transfer of Development Rights Program: 15 sections. Sending area = Wildcat Creek Aquifer Recharge Area (Hart Crowser 1994 / PGG 2008 delineation). Receiving area = MPD. Voluntary participation. Conservation easement required (City as holder). Development rights calculation (parcel area × base density, retain min. 1 right). TDR Credit Certificates issued by City. TDR Credit Registry (public). TDR Credit Bank. Redemption process recorded. Annual report to Council. Fees by resolution.	Ord. No. ____
17.46	NEW CHAPTER	17.32.010 — one ADU per SFR; occupancy limits. No middle housing authorization in R-1.	Chapter 17.46 — Infill Housing Overlay District (IHO): 17 sections. Applies to R-1 areas south of W. Simpson Ave and around downtown (Future Land Use Map Fig. 4-9). Permits by right (no CUP): duplex, triplex, fourplex, townhome, bungalow/cottage court, courtyard housing (≤6 units), 2 ADUs per lot. No owner-occupancy requirement. No additional connection fees for shared-utility ADUs. Streamlined building permit only (no land use approval). SEPA exemption for ADUs, duplexes, triplexes, fourplexes (RCW 36.70A.635(6)(c)). Middle housing dimensional standards table. ADU size standards. Cluster development. Design standards (objective, admin only). Parking table. IHO boundary amendment process. GMA consistent: proactive adoption per RCW 36.70A.635.	Ord. No. ____
17.XX	NEW CHAPTER	No Master Planned District existed. 98-acre forested/former industrial site zoned Industrial.	Chapter 17.XX — Master Planned District (MPD): 31 sections. 98-acre centrally located site (Comp Plan Fig. 4-9). Master Plan required before any implementing permit. Public benefit objectives. Permitted/conditional/prohibited uses. Dimensional standards (ranges established through Master Plan). Density bonus (20% for affordable housing/green building/open space/amenities). Impervious surface caps in Aquifer Recharge Area (40%/55%). Open space minimum (25%). Required trail: SR 108 to W. Simpson Ave. Critical areas/aquifer overlay standards. LID stormwater priority. Water conservation plan (10% below City average). TDR receiving area. Hearing Examiner process. 14-section approval criteria. Development Agreement required. 15-year vesting (phase-by-phase stormwater). Revocation (5-yr phase inactivity; uncorrectable violation). Fiscal Impact Analysis at each phase. Successor binding. MPD = Official Zoning Map amendment.	Ord. No. ____

TITLE 18 — ENVIRONMENT (SEPA)

Section	Change Type	Prior Provision	New Provision / Action	Governing Ordinance
18.04.110	AMENDED	Residential unit threshold for SEPA categorical exemption: 4 units. No IHO-specific provision.	Threshold raised to 9 units. New categorical exemptions added for IHO middle housing: ADUs (all types, any size), duplexes, triplexes, fourplexes, and bungalow courts ≤6 units — consistent with RCW 36.70A.635(6)(c) and § 17.46.130.D MMC.	Ord. No. ____
18.04.250	AMENDED	Categorical exemption thresholds table; no IHO provisions	Retained existing thresholds table. Added subsection C: IHO categorical exemptions for ADUs, duplexes, triplexes, fourplexes, and bungalow courts ≤6 units. Added subsection D: exemptions do not apply in Critical Areas.	Ord. No. ____
18.04.270	AMENDED	Specific SEPA fee amounts — threshold determination fee; EIS fee — set in code	All specific dollar amounts removed. Fees by city council resolution per city fee schedule. EIS consultant costs → § 17.40.155 MMC framework.	Ord. No. ____
18.04 (cross-refs)	CORRECTED	Cross-reference to § 17.32.010 (ADU section — now repealed)	All cross-references updated to Chapter 17.46 MMC (IHO — ADUs) as the current ADU authority.	Ord. No. ____

TITLE 19 — CODE ENFORCEMENT

Section	Change Type	Prior Provision	New Provision / Action	Governing Ordinance
Title 19 — Code Enforcement	9	0	0	0

SUMMARY — TOTAL CHANGES

Title	New Chapters	Amended	Corrected	Repealed	Restated	Actionable Items
Title 15 — Buildings & Construction	0	5	0	3	1	8 items requiring council/building official action
Title 16 — Subdivisions	0	5	7	0	3	12 items; systemic lot threshold & fee corrections throughout
Title 17 — Zoning	4	6	0	1	0	11 items; 4 new chapters with companion ordinances
Title 18 — Environment	0	3	1	0	1	4 items; SEPA thresholds and cross-reference corrections
Title 19 — Code Enforcement	9	0	0	0	0	
TOTALS	13	19	8	4	5	49 total changes across Titles 15–19

COMPANION ORDINANCES REQUIRED FOR ADOPTION

Chapter / Title	Subject	Required Concurrent Actions
Chapter 17.18 MMC	Public/Institutional District (PI)	Update Zoning Map; amend § 17.16.030, § 17.16.040.I, § 17.20.030 (PI column), § 17.24.030 (PI column + footnote g)
Chapter 17.45 MMC	Transfer of Development Rights (TDR) Program	Designate TDR Sending Area on map; establish TDR Credit Registry with City Clerk-Treasurer; budget for TDR Credit Bank (optional)
Chapter 17.46 MMC	Infill Housing Overlay District (IHO)	Update Zoning Map (IHO boundary); repeal § 17.32.010; amend § 17.20.030 (IHO column), § 17.24.030 (IHO column + footnote e); update Title 18.04.110 and 18.04.250
Chapter 17.XX MMC	Master Planned District (MPD)	Update Zoning Map (MPD boundary); amend § 17.20.030 (MPD column), § 17.24.030 (MPD column + footnote f); confirm TDR Ordinance (Ch. 17.45) adopted concurrently
Title 15 Restatement Ord.	Buildings and Construction update	Update city fee schedule resolution (remove dollar amounts, add building official fee authority); confirm updated Development Standards on file
Title 16 Restatement Ord.	Subdivisions update	Update city fee schedule resolution (remove all subdivision dollar amounts); confirm Hearing Examiner as BLA and short plat variance decision maker
Title 17 Restatement Ord.	Zoning comprehensive update	Adopt master Tables of Land Uses and Dimensional Requirements; record updated Zoning Map with Grays Harbor County; confirm companion ordinances A–D adopted
Title 18 Restatement Ord.	Environment (SEPA) update	Notify DOE of revised SEPA categorical exemption thresholds per WAC 197-11-800(1)(c); update city fee schedule (remove SEPA dollar amounts)
Title 19 Ord.	Code Enforcement	



City of McCleary

STAFF REPORT

To:	Mayor and Council
From:	Dalyn Beaulieu
Date:	September 1 st , 2026
Department:	Building/Conservation/Code Enforcement/IT

Good evening, Mayor and Council,

Building/Planning Department:

Staff recommends approval of the iWorQ Community Development Software Agreement. Funding for the software will be supported by the recently adopted building permit fee schedule, specifically the 2% technology fee applied to all permits. Staff recommends that the City Council approve **Phase 2 of the Professional Services Agreement** with PNW Community Development Consultants and authorize the City Administrator to direct the work associated with this phase, including updates to **Title 15** and **Title 18** of the McCleary Municipal Code as part of the City's Growth Management Act compliance efforts. The Phase 2 scope of work is budgeted at **\$24,000**.

Upon successful completion of the Phase 2 work, the City is expected to receive approximately **\$9,826 in grant reimbursement funding** in June of next year, reducing the City's net cost to approximately **\$14,174**. This investment will help ensure compliance with Growth Management Act requirements, modernize development regulations, improve consistency within the municipal code, reduce future legal and administrative risks, and support a more predictable and efficient development review process for residents, businesses, and developers.

Planning Commission Recommendation:

At its meeting October 5, 2026, the Planning Commission recommended approval of the PNW Community Development Consultant contract to assist with updates to the City's municipal code and development standards. The Commission believes these updates are necessary to provide clear and consistent development regulations, improve code administration, and better prepare the City for future growth.

Complaints:

Code Enforcement matters include: **10.20.010 (C)(D)(E) 8.16.20 (1)(3)(6)(7abc)(8)**

Proactive actions continue to be taken to communicate vegetation concerns with courtesy door tags/phone calls. Resolution has been established for case 26-0005. Recognition of PNW Built for their generous donation of time, labor, and equipment to assist the city in resolving nuisance case 26-0005. Their volunteer efforts reflect a strong commitment to community service and are sincerely appreciated by the City of McCleary.

ACTIVITY	TOTAL	Notes
Customer Service	21	
Permits Issued	7	
Plan Reviews	2	
Inspections Performed	3	
Complaints Received	1	
Code Violations Identified	2	Code10.20.010 (C)(D) (E) 8.16.020(1)(3)(6) (7abc) (8)
Communications	3	

City of McCleary

STAFF REPORT



Item 6.

Nuisance Letters	0	
Thank you, Compliance Letters	3	
Lemay's Garbage Letters Sent	0	

Conservation Program

Month	Applications Received	Conservation Permits Issued	Rebates Paid This Month	Total Rebates Paid to Date
Sept.	2	2	\$1,654.00	\$27,294.33



CITY OF MCCLEARY

Council Agenda Item Submission Form

SUBMISSION INFORMATION

Department: Building Department **Submitted By:** Dalyn Beaulieu
Title / Position: Public Works Planning Assistant **Meeting Date:** Wednesday, Oct. 14th

AGENDA ITEM INFORMATION

Agenda Item Title: Request For Approval Phase 2 Professional Services Agreement with PCDC

Item Type: ☐ Discussion ☒ Action ☐ Information ☐ Presentation ☐ Consent

Brief Summary:

Approval of Phase 2 of the Professional Services Agreement for the Growth Management Act-related updates to Titles
15 & 18 of the Municipal Code. The \$24,000 project is expected to qualify for approximately \$9,826 in grant reimbursement
upon completion. This will support regulatory compliance and orderly community growth.

Purpose / Background:

Regulatory compliance, improve consistency and clarity within the development code, support responsible growth,
reduce future legal and administrative risks, provide more predictable permitting process for residents, business, and developers.
City's net cost is \$14,174

RECOMMENDED COUNCIL ACTION

Recommended Motion / Action: Request to approve Phase 2 Professional Services Agreement with PCDC

FISCAL IMPACT

Fiscal Impact? ☒ Yes ☐ No

Estimated Cost: \$14,174 Funding Source / Account #: _____

Budget Available? ☐ Yes ☐ No

If yes, describe:

ATTACHMENTS

☒ Staff Report ☐ Resolution / Ordinance ☒ Contract / Agreement ☐ Budget Information
☐ Maps / Diagrams ☐ Photos ☐ Other: _____

APPROVALS

Department Head: _____ Date: _____

City Administrator: _____ Date: _____

City Attorney Review: _____ Date: _____



City of McCleary

Home of the McCleary Bear Festival

Approval Phase 2 -Professional Services Agreement with PNW Community Development Consultants

Benefits to the City:

Phase 2 will provide professional planning and code development services necessary to update City regulations to align with current Growth Management Act requirements. Completion of this work will help ensure:

- regulatory compliance
- improve consistency and clarity within the development code
- support responsible growth
- reduce future legal and administrative risks
- provide a more predictable permitting process for residents, businesses, and developers.
- updates to Title 15 and Title 18 of the McCleary Municipal Code as part of the City's Growth Management Act compliance efforts. The Phase 2 scope of work is budgeted at \$24,000.
- Upon successful completion of the Phase 2 work, the City is expected to receive approximately \$9,826 in grant reimbursement funding in June of next year, reducing the City's net cost to approximately \$14,174.

Sincerely,
Dalyn Beaulieu

CITY OF McCLEARY

Grays Harbor County, Washington

EXECUTIVE BRIEF AND PROFESSIONAL SERVICES AGREEMENT

Comprehensive Municipal Code Update

McCleary Municipal Code Titles 15 & 18

Including the 2027 Growth Management Act Periodic Update (RCW 36.70A.130)

Prepared by:

PNW Community Development Consultants

Bradley Eisold, President

October 12, 2026

Contents

Part	Title
Part I	Professional Services Agreement
Part II	Exhibit A: Detailed Scope of Work

Key Facts for Reviewers

- **Not to exceed compensation:** \$24,000.00
- **Term:** execution through June 30, 2027
- **Statutory deadline:** June 30, 2027 for the GMA periodic update (RCW 36.70A.130(5)(d))
- **McCleary GMA status:** partially planning jurisdiction. The mandatory periodic update scope is critical areas and natural resource lands (RCW 36.70A.130(1)(c)). Middle housing and accessory dwelling unit mandates for fully planning cities do not apply to McCleary and are treated as local policy choices throughout this package.

PART I: PROFESSIONAL SERVICES AGREEMENT

Comprehensive Municipal Code Update and GMA Periodic Update

THIS AGREEMENT is entered into by and between the **CITY OF McCLEARY**, a Washington municipal corporation (the “City”), and **PNW COMMUNITY DEVELOPMENT CONSULTANTS**, a professional consulting firm authorized to do business in the State of Washington (the “Consultant”).

RECITALS

WHEREAS, RCW 36.70A.130(1)(c) and (5)(d) require the City to review and, if needed, revise its critical areas and natural resource lands policies and development regulations on or before June 30, 2027; and

WHEREAS, the City requires professional expertise to complete a comprehensive, legally compliant update of its regulatory code across Titles 15 & 18 of the McCleary Municipal Code; and

WHEREAS, the Consultant represents that it has the planning, code drafting, and building code expertise required to perform these services and holds all necessary business licenses; and

WHEREAS, the City Council approved this Agreement at its regular meeting on October 14, 2026, following a recommendation from the Planning Commission;

NOW, THEREFORE, the parties agree as follows:

1. Scope of Services

The Consultant shall perform the services described in Exhibit A, Scope of Work, which is incorporated by reference. All work shall meet the standard of care exercised by qualified municipal planning consultants practicing in Washington State. Work outside Exhibit A requires a written amendment signed by both parties before it begins.

2. Term

This Agreement begins on the date of execution by both parties and remains in effect through June 30, 2027, unless terminated earlier or extended by written amendment. The parties shall prioritize the Package 1 work described in Exhibit A so that the City can take final action before June 30, 2027.

3. Compensation and Invoicing

- **Not to exceed limit:** total compensation, including reimbursable expenses, shall not exceed \$24,000.00 without prior written amendment approved by the City Council.
- **Invoicing:** the Consultant shall submit an itemized invoice showing hours worked, tasks completed, and any authorized expenses.
- **Payment:** the City shall pay approved invoices within 30 days of receipt, following municipal voucher approval.
- **Appropriation:** the City’s payment obligations are subject to appropriation of funds.

4. Independent Contractor Status (RCW 51.08.195)

The Consultant is an independent contractor. Neither the Consultant nor any employee or subconsultant of the Consultant is an employee of the City. The Consultant is solely responsible for its business and occupation taxes, payroll obligations, industrial insurance premiums, and compliance with the independent contractor criteria of RCW 51.08.195.

5. Public Records Act (Chapter 42.56 RCW) and Records Retention

The Consultant acknowledges that the City is subject to the Public Records Act. Materials, emails, data, notes, and drafts prepared under this Agreement may be public records. The Consultant shall keep them in a manner that allows prompt retrieval upon request of the City Clerk, and shall retain them for at least six years after this Agreement ends.

6. Ownership of Work Product

Final deliverables prepared under this Agreement become the property of the City upon payment. The Consultant keeps ownership of its preexisting templates, forms, methods, and tools, and grants the City a permanent, royalty free, nonexclusive license to use any of them that are incorporated into the deliverables.

7. Conflict of Interest

The Consultant shall disclose in writing any financial interest that the Consultant, its principals, or any affiliated firm has in property or matters affected by this work. The Consultant shall not advise the City on any matter in which it or an affiliated firm has such an interest; the City Administrator shall assign that matter to another qualified reviewer. This Agreement is separate from, and does not amend, the Consultant's existing agreement to provide on-call building and planning services to the City, and time shall be tracked and billed separately under each. Nothing in this Agreement is intended to violate chapter 42.23 RCW.

8. Indemnification and Hold Harmless

The Consultant shall defend, indemnify, and hold harmless the City, its officers, officials, employees, and volunteers from claims, injuries, damages, and suits, including attorney fees, to the extent caused by the negligent acts, errors, or omissions of the Consultant in performing this Agreement. The Consultant is not responsible for the legislative decisions of the City Council or for appeals of those decisions, except to the extent caused by the Consultant's negligent errors or omissions. This section survives termination of the Agreement.

9. Insurance

Throughout the term, the Consultant shall maintain commercial general liability insurance of \$1,000,000 per occurrence and \$2,000,000 aggregate, naming the City as additional insured; automobile liability of \$1,000,000 combined single limit; professional liability of \$1,000,000 per claim; and workers compensation as required by Title 51 RCW. Certificates shall be delivered to the City before work begins.

10. Termination

Either party may terminate this Agreement for convenience with 30 days written notice, or for cause if a material breach is not cured within 10 days after written notice. Upon termination, the Consultant shall deliver all completed and in progress work to the City, and the City shall pay for services satisfactorily performed through the termination date.

11. Subconsultants and Assignment

The Consultant shall not assign this Agreement or subcontract any portion of the work without the City's prior written consent.

12. Compliance With Laws

The Consultant shall comply with applicable federal, state, and local laws, including chapter 49.60 RCW, and shall maintain a Washington Unified Business Identifier and any required City business license. If any part of the work is funded by a state grant, the Consultant shall comply with grant terms the City provides in writing.

13. Governing Law and Venue

This Agreement is governed by the laws of the State of Washington. Any legal action arising out of this Agreement shall be brought exclusively in Grays Harbor County Superior Court.

14. Notices

City	Consultant
City of McCleary Attn: Darrin Raines, City Administrator 100 S 3rd Street McCleary, WA 98557	PNW Community Development Consultants Attn: Bradley Eisold, President Phone: 360.701.0188 Email: bradeisold@gmail.com

15. Entire Agreement and Amendment

This Agreement, including Exhibit A, is the entire agreement of the parties and may be amended only in writing signed by both parties. If any provision is held invalid, the remainder remains in effect. This Agreement may be signed in counterparts and by electronic signature.

SIGNATURES

CITY OF McCLEARY

**PNW COMMUNITY DEVELOPMENT
CONSULTANTS**

Andrea Dahl, Mayor

Bradley Eisold, President

Date: _____

Date: _____

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

PART II: EXHIBIT A, DETAILED SCOPE OF WORK

1. Statutory Framework for All Drafting

- McCleary is a partially planning jurisdiction. The mandatory periodic update scope is the review and revision of critical areas and natural resource lands regulations, with legislative findings, by June 30, 2027 (RCW 36.70A.130(1)(c) and (5)(d)).
- Requirements that apply only to cities fully planning under RCW 36.70A.040, including middle housing (RCW 36.70A.635), accessory dwelling units (RCW 36.70A.680 and 36.70A.681), and housing element requirements, will be presented to the City as local policy choices and will not be described as state mandates in code text, findings, or notices.
- Requirements that apply regardless of GMA status, including STEP housing (RCW 35A.21.430), organics management facility siting (RCW 70A.205.040), and the State Building Code (chapter 19.27 RCW), will be carried into the code as required.
- Drafting begins from the Consultant's existing working drafts of Titles 15 & 18 and the City's May 2024 Comprehensive Plan.

2. Package 1, GMA Periodic Update and Building Code (Titles 18 and 15)

Task A.1: Title 18 Critical Areas (MMC 18.08). Complete the Commerce Periodic Update Checklist for Partially Planning Jurisdictions and the Commerce Critical Areas Checklist. Review all five critical area types against best available science (RCW 36.70A.172), including:

- **Aquifer recharge areas:** add the 2008 Pacific Groundwater Group report and the 2022 EA Engineering Aquifer Sustainability Plan to the adopted science; treat the Wildcat Creek Aquifer, the City's sole municipal water source, as the primary policy consideration
- **Wetlands:** check buffers and mitigation against current Ecology guidance and correct the Table F.3 heading error
- **Fish and wildlife habitat conservation areas:** apply current WDFW priority habitat data and riparian guidance, with special consideration for anadromous fish
- **Geologically hazardous areas:** replace 1986 and 1987 mapping references with current state hazard data where available
- **Frequently flooded areas:** confirm current FEMA flood insurance rate map panels

Task A.2: Natural Resource Lands Findings. Determine whether any land in the City meets the designation criteria for agricultural, forest, or mineral resource lands (WAC 365-190-050 through 365-190-070) and prepare written findings.

Task A.3: Title 18 SEPA Chapter (MMC 18.04). Update the 1984 SEPA procedures, including the outdated public records reference to chapter 42.17 RCW (now chapter 42.56 RCW), and evaluate the categorical exemption thresholds available under WAC 197-11-800.

Task A.4: Title 15 Building Code Alignment. Align local adoption with the 2024 State Building Code editions scheduled to take effect May 3, 2027, and coordinate fire apparatus access provisions with the City's fire service provider.

3. Statutory Process for Each Adoption Package

- SEPA environmental checklist and recommended threshold determination for the SEPA Responsible Official appointed under MMC 18.04.050

- Notice of intent to adopt to the Department of Commerce at least 60 days before adoption, and transmittal of the adopted ordinance within 10 days after adoption (RCW 36.70A.106). For Package 1, notice will be submitted no later than March 12, 2027.
- Adopting ordinance with the findings required by RCW 36.70A.130(1)(c) for Package 1
- Post adoption: updated permit forms, workflows, and one staff training session

4. Schedule and Phase Budgets

Phase	Timeframe	Work	Budget
Phase 1	Dec 2026 to Feb 2027	Package 1: Drafting Titles 15 and 18, SEPA, Commerce notice, hearings, and adoption before June 30	\$24,000
Total			\$24,000

5. Meetings Included

- Monthly coordination meetings with City staff
- One City Council briefing and one public hearing per package

6. Not Included

- Field wetland delineation, hydrogeologic study, or other specialist field work
- New GIS data creation beyond available City and County sources
- City Attorney review, legal notice publication costs, and code publisher charges
- Representation of the City in Growth Management Hearings Board or court appeals



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
1500 Jefferson Street SE | PO Box 42525 | Olympia, Washington 98501 | 360-725-4000
www.commerce.wa.gov

[Publish Date]

Mayor of McCleary
100 S 3rd
McCleary, WA 98557

RE: State Fiscal Year 2027 Growth Management Act Periodic Update Grant

Dear Brenda Orffer:

This letter to inform McCleary of the revised award amount for the Growth Management Act (GMA) Periodic Update Grant (PUG). Unfortunately, to help address the ongoing state budget revenue shortfall, the [2027 Supplemental Budget](#) reduced PUG funding for state fiscal year 2027 (FY27) from \$9 million to \$6 million. The result is a reduction to grant funding that jurisdictions will receive in FY27, and their overall PUG award amount.

McCleary's revised PUG award funding for FY27 is \$9826. The reduction was 1.74% of the remaining funds awarded across the board, reducing your FY27 by \$174.

If you have questions about this letter and/or need to request technical assistance, please contact your Commerce regional planner and the PUG's contract team listed below.

Sincerely,

Dave Andersen, AICP
Managing Director, Growth Management Services (GMS)

cc: Joshua Engelbrecht, Regional Planner joshua.engelbrecht@commerce.wa.gov
Ashley Murphy, GMS Contract Coordinator, ashley.murphy@commerce.wa.gov
Ashley Dofner, GMS Contract Assistant, ashley.dofner@commerce.wa.gov

City of McCleary

STAFF REPORT

To:	Mayor and Council
From:	Julie Pope, Clerk-Treasurer
Date:	10/08/2026
Department:	Finance

Mayor and Council,

Council Workshop

Prior to the regular Council meeting, we will be holding a Council workshop.

WCIA will be on-site to provide a presentation titled **“Council Do’s and Don’ts.”** The presentation will cover important information, guidance, and best practices for serving as a City Councilmember.

CETA Audit

On October 1, the State published its findings from the City’s 2019–2024 CETA audit. The City received three findings.

We are working closely with the Washington State Department of Commerce, with assistance from Mason County PUD, to address the findings and take the necessary steps to ensure compliance moving forward.

2024-2025 Accountability and Financial Audit

Beginning in November, the City will begin its biennial Accountability and Financial Audit with the Washington State Auditor’s Office. Nakisha and I will be working closely with the Auditor’s Office throughout the process to provide the requested information and help ensure the audit proceeds as smoothly and efficiently as possible.

State Municipal Court Payments

During a review of our financial reports as part of the budget preparation process, I discovered that the City has not been remitting the State’s portion of municipal court fines since October 2024.

We are currently calculating the outstanding amount owed. I will be contacting the State to discuss the past-due balance and work toward establishing a payment arrangement. We are also reviewing our internal processes to ensure these payments are made timely going forward.

Grays Harbor County District

The City currently contracts with Grays Harbor County District Court for municipal court services. This agreement has been in place since November 2014.

The District Court recently submitted a request to the Board of County Commissioners to terminate the agreement. District Court indicated that staffing shortages and the current contract rates have made it difficult to continue providing these services under the existing agreement.

The Board of County Commissioners has asked the District Court to negotiate updated rates with the City before moving forward with termination. I have reached out to the County to begin those discussions and will keep the Council informed as this process moves forward.

2027 Budget

The preparation of the 2027 budget is taking a little longer than anticipated. I am nearly finished with the draft General Fund budget and am currently reviewing the figures to ensure the estimates are accurate and reasonable.

At the next Council meeting, we will present a draft 2027 budget to the Council, along with a Public Hearing on Revenues. If the Council would like, we can also hold a budget workshop prior to the regular meeting to review the proposed budget in greater detail and address any questions.

Respectfully,

Julie Pope
Clerk-Treasurer

Recommendation to City Council

To: City of McCleary Council

At the October 5, 2026 City of McCleary Planning Commission meeting, the following recommendations were discussed, voted on and approved for City Council consideration.

1. The Planning Commission recommends approval of the PNW Community Development Consultant contract as soon as possible, in order for the City to complete long overdue updates to its municipal codes and development standards.
2. The Planning Commission recommends full implementation of all municipal code and development standard updates prior to approval of any new building projects within the McCleary city limits.

Rationale:

The Planning Commission is aware of, and excited about, the variety of growth opportunities that are being discussed for the City of McCleary. Our goal with these recommendations is to facilitate responsible, well planned growth.

The Planning Commission's understanding from city staff is that the City's building codes have not been updated since the late 1990s, and the most recent development standards were last updated prior to 2010.

In order to manage responsible growth in an environment where all developers are held to the same standards, we are recommending that the City complete long overdue code and standard updates prior to the review and approval of any development applications. Doing so will:

- create an environment where all development is managed to one set of standards that are up-to-date;
- facilitate consistent and effective code enforcement, and;
- give the City the tools it needs to manage the variety of growth opportunities that are on the horizon - growth that is needed in order to become a thriving community.

Respectfully Submitted

Peggy Utesch, Chair



City of McCleary

STAFF REPORT

To:	City Council
From:	Chief Ryan Miskell
Date:	September 2026
Department:	Police Department

Department Report:

Return to Service

On September 14, I returned to the office and resumed my duties as Chief of Police for the McCleary Police Department. Since returning, I have been working to reestablish regular department operations and address ongoing administrative and staffing needs.

Reserve Work Hours

Since my return, Reserve Officer Watts has worked approximately 100 on-call hours. This has provided additional staffing support during the department's current transition and has allowed us to avoid the cost of assistance from other agencies. The coverage from Officer Watts costs roughly \$700.

County Coverage

The Grays Harbor County Sheriff's Office has assisted MCPD by providing coverage for roughly 24 non-consecutive hours, which cost approximately \$3000. This assistance has helped maintain law enforcement coverage for the community while the department works through current staffing needs.

Hiring

The department has extended a conditional offer to an individual who applied for the lateral police officer position. The candidate is currently completing the remaining steps of the hiring process and is anticipated to begin service with MCPD by November 1, pending completion of all requirements.

Thank you,

Chief Miskell



CITY OF MCCLEARY

Council Agenda Item Submission Form

SUBMISSION INFORMATION

Department: Building Department **Submitted By:** Dalyn Beaulieu
Title / Position: Public Works Planning Assistant **Meeting Date:** Wednesday, Oct. 14th

AGENDA ITEM INFORMATION

Agenda Item Title: Request For Software Approval-Iworq

Item Type: ☐ Discussion ☒ Action ☐ Information ☐ Presentation ☐ Consent

Brief Summary:

The iWorQ platform will streamline permit management, code enforcement, inspections, plan review, and online citizen services, improving efficiency, customer service, recordkeeping, and transparency. Funding for the software will be supported by the recently adopted building permit fee schedule, specifically the technology fee applied to all permits.

Purpose / Background:

Implementing IworQ will improve operational efficiency, customer service, record management, and regulatory compliance, allowing the city to deliver services more effectively and respond more efficiently to community development needs. I negotiated a to not include 10% state tax and \$1000 off start up fees.

RECOMMENDED COUNCIL ACTION

Recommended Motion / Action: Request to approve Iworq software

FISCAL IMPACT

Fiscal Impact? ☐ Yes ☒ No

Estimated Cost: \$9,400 Funding Source / Account #: _____

Budget Available? ☒ Yes ☐ No

If yes, describe:

ATTACHMENTS

☒ Staff Report ☐ Resolution / Ordinance ☒ Contract / Agreement ☐ Budget Information
☐ Maps / Diagrams ☐ Photos ☐ Other: _____

APPROVALS

Department Head: _____ Date: _____

City Administrator: _____ Date: _____

City Attorney Review: _____ Date: _____



City of McCleary
Home of the McCleary Bear Festival

iWorQ Software Benefits to the City of McCleary

The iWorQ Community Development system will help the City of McCleary modernize permit processing, code enforcement, inspections, and citizen services through a single cloud-based platform.

Key Benefits:

- Streamlines permit and development review processes.
- Provides online applications, payments, and status tracking for residents and businesses.
- Improves code enforcement and inspection recordkeeping.
- Reduces staff workload through automation and centralized records.
- Enhance transparency, accountability, and reporting capabilities.
- Provides secure cloud-based storage and remote access.
- Supports future growth while maximizing efficiency for small staff.
- The City of Elma currently utilizes the iWorQ platform and has experienced positive results using the system to manage community development activities.
- The City's Building Official is already familiar with the iWorQ software, which will help streamline implementation, reduce the learning curve for staff, and support a more efficient onboarding process.

Overall Benefit:

Implementing iWorQ will improve operational efficiency, customer service, record management, and regulatory compliance, allowing the city to deliver services more effectively and respond more efficiently to community development needs. The software's successful use by neighboring jurisdictions, combined with the Building Official's existing knowledge of the platform, positions the City of McCleary for smoother implementation and a quicker realization of operational benefits.

Sincerely,

Public Works Planning Assistant
Dalyn Beaulieu

Dalyn Beaulieu



Service Agreement

For iWorQ Applications and Services



Prepared for:

McCleary
100 South 3rd Street McCleary, WA 98557
Population: 1997

Prepared by:

Dylan Tribett
iWorQ Systems

Agreement ID: 264136



AMENDMENTS & EXCEPTIONS

AMENDMENTS AND EXCEPTIONS TO STANDARD SERVICE AGREEMENT

This section outlines approved amendments and exceptions to standard terms. In the event of a conflict, the terms in this section shall supersede the standard terms of this Agreement, but only to the extent expressly stated herein. All other provisions of the Agreement remain unchanged and fully enforceable.

Amendment - 10% State Service Fee

- 10% Annual service fee for cost of doing business in the State of Washington

Amendment - Setup Discount

- iWorQ Systems will waive \$1,000.00 of the Standard Pricing Setup Fee, if agreement is signed and returned by 10-30-2026



McCleary hereafter known as ("Customer"), enters into THIS SERVICE AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorized website for the fee(s) and terms listed in Appendix A. This agreement will govern all iWorQ application(s) and service(s) including the application(s) and service(s) listed in Appendix A.

2. CUSTOMER RESPONSIBILITY:

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation. iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image.

3. TRAINING AND IMPLEMENTATION:

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation documents upon request.

iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format. Acquisition of data is the responsibility of the client; iWorQ will not be involved in negotiation for data with third parties.

Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.

4. CUSTOMER DATA:

Customer data will be stored in AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage customer data. iWorQ does backups twice per week and onsite backups twice per week. Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management services(s), onsite backups application(s) and other service(s).



Data upload and usage is provided to every customer. This includes uploading files up to 25MB and 100GB of managed data usage on AWS GovCloud. Additional upload file sizes and managed data usage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

Customers can upload and store images with personal information like driver's license, and more. This data can be used by the customer to complete the permitting, licensing, or code enforcement processes. Customer understands that the data must be uploaded and stored in the sensitive data upload section of the iWorQ software for access and security purposes.

iWorQ is not responsible for: (1) For the content entered into iWorQ's database, (2) For images or documents scanned locally and uploaded by the iWorQ users, (3) For documents or images uploaded by citizen over the web, and (4) For data sent to the Customer by iWorQ.

5. CUSTOMER SUPPORT:

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support requests are typically handled the same day. iWorQ provides "Service NOT Software".

6. BILLING:

iWorQ will invoice Customer on an annual basis. iWorQ will send invoices by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days from the date of the invoice. Any billing changes will require that a new Service(s) Agreement be signed by the Customer.

Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly. Support and services fees may increase in subsequent years but will increase no more than 5% per year.

Customer pricing is based on a 3 Year Term and reflects a discounted annual price. Changes to the Term or the Termination Policy (Section 7. Termination:), will affect the annual pricing and could double your annual cost. Customer reserves the right to pay the 3 Year Term upfront to secure discounted annual pricing

7. TERMINATION:

Either party may terminate this agreement after the initial 3-Year Term, without cause if the terminating party gives the other party sixty (60) days written notice. Should the Customer terminate any part of the application(s) and or service(s) the remaining balance will immediately become due. Should the Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed. Upon expiration of the Initial Term, this Agreement shall automatically be renewed for successive one (1) year terms unless either party provides notice of termination or non-renewal no less than sixty (60) days prior to expiration of the then-current term.



Upon termination of this Agreement, iWorQ will discontinue all application(s) and or service(s); iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data, which shall be provided to Customer for a cost of no more than \$2500 per copy. Please note, if the Customer is not in compliance with the material terms and conditions of this Agreement, iWorQ will not be required to provide Customer with the data.

8. ACCEPTABLE USE:

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

9. MISCELLANEOUS PROVISIONS:

This Agreement will be governed by and construed in accordance with the laws of the State of Utah. Customer recognizes that iWorQ Systems is a software company located in Utah. Any changes to this section, including changes to the Venue or Forum, will be subject to an increase in their annual pricing.

10. CUSTOMER IMPLEMENTATION INFORMATION:

Primary Implementation Contact: (* all fields required)

Name*: Dalyn Beaulieu Title*: Public Works Planning Assistant
Office Phone*: 1-360-495-3667 Ext.161 Cell*: 1-360-470-9650
Email*: dalynd@cityofmccleary.com

Secondary Implementation Contact: (* all fields required)

Name*: Bradley Eisold Title*: Building Official
Office Phone*: 1-360-495-3667 Ext. 114 Cell*: 1-360-701-0188
Email*: bradley@pnwcdc.com

**Portal Setup Contact: (* all fields required)**Name*: Dalyn BeaulieuTitle*: Public Works Planning AssistantOffice Phone*: 1-360-495-3667 Ext. 161Cell*: 1-360-470-9650Email*: dalynd@cityofmccleary.com

(This person is responsible for placing the iWorQ Portal Link on the agency's website within 90 days of the agreement signature. The iWorQ Portal Link will remain on agencies website for the entire Term of the agreement. If the iWorQ Portal Link is not placed on the agency website within 90 days, the Agency agrees to pay an additional \$1,000 dollars towards setup costs (this is to cover iWorQ's time).

Portal Setup Contact Signature*:
11. CUSTOMER BILLING INFORMATION: (* all fields required)Billing Contact*: Nakisha Pryor Title*: City Deputy ClerkBilling Address*: 100 S 3rd Street McCleary WA 98557Office Phone*: 1-360-495-3667 Ext. 100 Cell*: _____Email*: Nakishap@cityofmccleary.comPO #: 26121 Tax Exempt ID # (required): 91-6001456

Note: If a tax-exempt number is not provided, a 10% service increase will be added to the yearly invoice.

12. ACCEPTANCE: (* all fields required)

The effective date of this Agreement is listed below. Authorized representatives of Customer and iWorQ have read the agreement and agree and accept all the terms.

Signature*: _____

Effective Date*: _____

Printed Name*: Andrea DahlTitle*: MayorOffice Phone*: 360-495-3667Cell*: 1-360-470-0050

Unless otherwise stated, Service Period starts the first day of the month after signature and Effective Date.



APPENDIX A
APPLICATIONS, SERVICES AND PRICING SCHEDULE

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Standard Billing Terms

Recurring Fees:

Standard Invoice Date	Amount	Invoice Purpose	First Year Service Period
30 Days Prior to the Period Start	\$6,250.00	Annual Invoice	11-01-2026 - 10-31-2027

Setup Fees

Standard Invoice Date	Amount	Invoice Purpose	First Year Service Period
30 Days Prior to the Period Start	\$3,150.00	Agreement Setup Amount	60 Days after Kickoff

Annual Subscription Fees

Application ID	Package / Classification	Application Name	Standard Pricing	Agreement Pricing
600	E - Added	Permit Management	\$6,250.00	\$5,625.00
400	E - Added	Code Enforcement	\$0.00	\$0.00
1000	E - Added	Portal Home	\$0.00	\$0.00
ADD-22	Added	Payment Processing (Payroc)	\$0.00	\$0.00
ADD-28	Added	Plan Review Management	\$0.00	\$0.00
Spec-2	Added	10% State Service Fee	\$625.00	\$625.00

Subscription Fee Total (This amount will be invoiced each year) \$6,250.00

One-Time Setup

Service(s)	10% State Service Fee	Standard Pricing	Agreement Pricing
Implementation and Setup Cost (Year 1)	\$315.00	\$4,150.00	\$3,150.00



Recurring Agreement Pricing	\$6,250.00
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Agreement Setup	\$3,150.00
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Total Due Year 1	\$9,400.00
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NOTES AND SERVICE DESCRIPTION

- I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out immediately upon execution of the contract. Payment terms are net 30 days from the invoice date. Any changes to billing must be included in approved Amendments & Exceptions.
- II. This Subscription Fee and Agreement have been provided at the Customer's request and is valid for 25 days.
- III. This cost proposal cannot be disclosed or used to compete with other companies.



Package(s) Purchased

ComDev
Community Development Enterprise

Product Descriptions

Application / Feature	CD Basic	CD Department	CD Enterprise
Permit & Code Management	x	x	x
Available on Multiple Device Types	x	x	x
Configurable Reporting	x	x	x
Fees & Payments	x	x	x
Inspection & Plan Review	x	x	x
Sensitive File Uploads	x	x	x
OpenStreetMap w/ Quarterly Updates	x	x	x
Access to iWorQ Letter Template Library	x	x	x
File Usage Allowance	x	x	x
Custom Letters*	x	x	x
Custom Web Forms / Form Flows*		x	x
Online Portal		x	x
Online Citizen Messaging		x	x
Multi-Step / Conditional			x
Access to iWorQ Web Form Templates			x
Card Payment Processing			x
Texting Capabilities			x
Configurable System Workflows			x
iWorQ Notifications			x
Inspection Routing			x
Scheduled Reports*			x
GIS REST Services**			x
XworQ AI Features			x



* Available for Expansion Purchase

****GIS REST Services Requirements:**

iWorQ will be able to publish your agency's ESRI REST Services monthly if the following conditions are met:

1. The Rest Service URL is either a public access URL or the agency will allow iWorQ to be added to the user group of that data.
 - 1.1. User Group must have permission settings set to allow root access to pull the data.
2. The Rest Service data contains the information needed for system functionality and field types match.
 - 2.1. The format of that data must conform to iWorQ Systems

iWorQ will update property details monthly. Annual fees are \$500 per layer.

*Note: If configuration changes (i.e. FTP location, name format, field changes, or interval for published updates) iWorQ will charge a minimum fee of \$500 with each additional hour \$250 to accommodate new configuration changes.

Plan Review Management

- Draw, Annotate, & Place watermarks on plans
- Save data in layers on plans

Note: Must have premium data to use.



City of McCleary
Home of the McCleary Bear Festival

Item 11.

2026/2027 City Council Committee Assignments

All assignments will take effect immediately and will remain in effect until no later than 12/31/27. With majority approval, assignments may be rotated prior to expiration date. All committees shall consist of two council members except the audit committee (three council members) and Chehalis Basin Partnership (one council member).

Finance/Grants:

Public Works:

Public Safety (Police/Fire):

Policy:

Chehalis Basin Partnership:

Communications:

Audit:

Mayor Pro-Tem:

ORDINANCE NO. 901

AN ORDINANCE OF THE CITY OF McCLEARY, WASHINGTON, ANNEXING TO THE CITY OF McCLEARY THE APPROXIMATELY 42-ACRE AREA KNOWN AS THE RANCH AT CAMP CREEK ANNEXATION AREA (GRAYS HARBOR COUNTY TAX PARCEL NO. 180501320000); AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

R E C I T A L S:

WHEREAS, RCW 35A.14.120 authorizes the direct petition method of annexation of unincorporated territory into the City; and

WHEREAS, on October 21, 2025, the owners of not less than ten (10) percent in value of the approximately forty-two (42) acre area lying contiguous to the City and comprising Grays Harbor County Tax Parcel No. 180501320000, owned by Ranch at Camp Creek LLC, notified the City Council in writing of their intention to commence annexation proceedings; and

WHEREAS, the initiating parties circulated a petition to annex the area to the City, signed by the owners of not less than sixty (60) percent in value of the property in the annexation area, and then filed the petition with the City; and

WHEREAS, on November 5, 2025, the City Council adopted Resolution No. 786, which accepted the petition as sufficient and initiated the annexation review process, and recorded the City's requirement that the annexed area conform to the City's Comprehensive Plan and assume its fair share of the City's existing indebtedness; and

WHEREAS, a Notice of Intention for the proposed annexation was filed with the Boundary Review Board of Grays Harbor County (File No. 2026-001), and on September 2, 2026 the Boundary Review Board approved the proposed annexation; and

WHEREAS, on June 10, 2026, the City Council held a public hearing on the petition, notice of which was published and posted as required by RCW 35A.14.130; and

WHEREAS, an additional public hearing on the proposed annexation will be held on October 14, 2026, notice of which was published and posted as required by RCW 35A.14.130, at which all interested persons were afforded an opportunity to appear and be heard; and

WHEREAS, the legal description of the annexation area was prepared and certified by a professional land surveyor licensed in the State of Washington and complies with RCW 35A.14.410; and

WHEREAS, the annexation area is consistent with, and shall be governed by, the City of McCleary Comprehensive Plan; and

WHEREAS, the City Council has determined that annexation of the described territory is in the best interests of the City and its residents;

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

SECTION 1: The territory legally described on Exhibit A, attached hereto and incorporated herein, is hereby annexed to the City as of the effective date of this Ordinance. The annexed territory shall be known as the Ranch at Camp Creek Annexation Area. This Ordinance annexes only the property described in the petition and no property not so described.

SECTION 2: The Ranch at Camp Creek Annexation Area shall be subject to and governed by the City of McCleary Comprehensive Plan. The Annexation Area shall have the zoning designation of Single Family Residential (R1).

SECTION 3: As required by the City Council in Resolution No. 786, all real property within the Ranch at Camp Creek Annexation Area shall be assessed and taxed at the same rate and on the same basis as other property within the City to pay its fair share of any outstanding indebtedness of the City existing at the date of annexation, as provided by RCW 35A.14.150.

SECTION 4: Upon passage of this Ordinance, the City Clerk-Treasurer is directed to file a certified copy of this Ordinance with the Board of County Commissioners of Grays Harbor County, Washington, as required by RCW 35A.14.140, and to take such further action as may be necessary to give effect to this annexation, including any filings required for the assessment and taxation of the annexed area.

SECTION 5: 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 6: 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 7: EFFECTIVE DATE. This Ordinance shall take effect upon the fifth day following date of publication.

PASSED this 14th day of October, 2026, by the City Council of the City of McCleary, and signed in authentication thereof this 14th day of October, 2026.

CITY OF McCLEARY:

Andrea Dahl, Mayor

ATTEST:

Julie Pope, City Clerk-Treasurer

APPROVED AS TO FORM:

Madison A. Pleasant, City Attorney



**BERGLUND, SCHMIDT
& ASSOCIATES, INC.**
PROFESSIONAL LAND SURVEYORS

2323 Bay Avenue
Hoquiam, WA 98550
(360) 532-7630
www.berglundschmidt.com

February 11, 2026

LEGAL DESCRIPTION FOR:

The Ranch At Camp Creek, LLC
50 Quinn Lane
Montesano, WA 98563

Legal Description: Annexation Parcel

Grays Harbor County Tax Parcel No. 180501320000
Per Bargain and Sale Deed recorded under AFN 2025-07110041

The North half of the Southwest quarter lying Westerly of State Highway 108 in Section 1, Township 18 North, Range 5 West of the Willamette Meridian.

EXCEPT that portion conveyed to Puget Sound and Grays Harbor Railroad and Transportation Company by Right-of-Way Deed recorded October 14, 1890 in Volume 22 of Deeds, page 496.

Situate in the County of Grays Harbor, State of Washington.



Kevin M. Schmidt, PLS No. 57242



PROPOSED ANNEX
PARCEL 42.6 ACRES

CURRENT CITY
LIMITS

NOTES

TAX PARCEL NO. 180501320000

DATA FROM GRAYS HARBOR COUNTY
ASSESSOR.

THE PURPOSE OF THIS EXHIBIT IS FOR
AN ANNEX WITH THE CITY OF MCCLEARY.

SECTION 1, TOWNSHIP 18 NORTH, RANGE
5 WEST W.M.



BERGLUND, SCHMIDT & ASSOC., INC.
PROFESSIONAL LAND SURVEYORS

2223 BAY AVENUE
HOQUIAM, WA 98550
TEL.: (360) 532-7630 office@berglundschimidt.com

PROPOSED ANNEXATION EXHIBIT

ON ASSESSORS MAP

FOR: RANCH AT CAMP CREEK
50 QUINN LANE
MONTESANO, WA 98563

Item 14.

DRAWN BY:	KS	SCALE:	NTS	SHEET:	10
DATE:	2-11-2026	JOB NO.	25.069		

**BEFORE THE
WASHINGTON STATE BOUNDARY REVIEW BOARD
FOR GRAYS HARBOR COUNTY**

In the Matter of	)	File No. 2026-001
ANNEXATION OF 42.65 ACRES	)	RESOLUTION AND
TO THE CITY OF MCCLEARY	)	HEARING DECISION

HEARING DECISION

BRB 2026-001: Proposed Annexation of 42.65 Acres to the City of McCleary is hereby **APPROVED** by the Washington State Boundary Review Board pursuant to the Revised Code of Washington (RCW) 36.93.170, "Factors to be considered by the Board;" and RCW 36.93.180, "Objectives of the Boundary Review Board."

LEGAL DESCRIPTION

THE NORTH HALF OF THE SOUTHWEST QUARTER LYING WESTERLY OF STATE HIGHWAY 108 IN SECTION 1, TOWNSHIP 18 NORTH, RANGE 5 WEST OF THE WILLAMETTE MERIDIAN; EXCEPT THAT PORTION CONVEYED TO PUGET SOUND AND GRAYS HARBOR RAILROAD AND TRANSPORTATION COMPANY BY RIGHT-OF-WAY DEED RECORDED OCTOBER 14, 1890 IN VOLUME 22, PAGE 496, RECORDS OF GRAYS HARBOR COUNTY; SITUATE IN THE COUNTY OF GRAYS HARBOR, STATE OF WASHINGTON.

RESOLUTION

WHEREAS, pursuant to the provisions of RCW 36.93.100, the Washington State Boundary Review Board for Grays Harbor County is required to review and either approve, disapprove, or modify any of the actions set forth in RCW 36.93.090 whenever its jurisdiction is invoked; and

WHEREAS, the annexation process was initiated when the City of McCleary was petitioned by the property owner, requesting annexation to the City of McCleary of approximately forty-two decimal sixty five (42.65) acres; and

WHEREAS, the petition was executed by the owner of property representing more than 60% (sixty percent) of the assessed valuation of the real property covered by the petition; and

WHEREAS, the McCleary City Council considered the petition at its October 21st, 2025 public meeting and adopted Resolution No. 786 accepting the proposal for annexation and approving the annexation subject to the review by the Boundary Review Board; and

WHEREAS, a Notice of Intention was filed with the Boundary Review Board on February 18th, 2026, by the City of McCleary proposing the annexation of 42.65 acres; and

WHEREAS, the Notice of Petition was deemed sufficient on April 7th, 2026; and

WHEREAS, the Notice of Intention was then circulated to affected agencies and interested parties on April 8th, 2026; and

WHEREAS, Grays Harbor County invoked the Board's jurisdiction on May 21st, 2026; and

WHEREAS, the Boundary Review Board met at a July 1st, 2026 regular meeting to set a public hearing on the proposed annexation for August 5th, 2026, at 3:00 pm in the Commissioners' Meeting Room, Administration Building, 100 West Broadway in Montesano; and

WHEREAS, the area proposed for annexation was posted with a Notice of Public Hearing on July 21st, 2026, in at least ten places; and

WHEREAS, public notice procedures pursuant to RCW 36.93.160 were carried out including notice to affected jurisdictions thirty days prior to the public hearing (08-05-26), publication of legal notices in *The Daily World* (07-16-26, 07-29-26 and 08-01-26); and

WHEREAS, prior to the public hearing, the Board received the following exhibits:

Exhibit No. 1

Notice of Intention packet submitted February 18th, 2026, from the City of McCleary

Exhibit No. 2

Petition dated May 21st, 2026, from a group of McCleary citizens requesting the Board's jurisdiction be invoked.

Exhibit No. 3 (labeled F)

Grays Harbor County Assessor's map of proposed annexation area.

Exhibit No. 4 (labeled G)

Vicinity map submitted by Grays Harbor County staff.

Exhibit No. 5 (labeled H)

Topography and elevation map submitted by Grays Harbor County staff.

Exhibit No. 6 (labeled I)

Written verification of legal description by Grays Harbor County staff dated, July 30th, 2026 for property proposed for annexation.

Exhibit No. 7 (labeled J)

Population distribution map submitted by Grays Harbor County staff.

Exhibit No. 8 (labeled K)

Land size (acreages) map submitted by Grays Harbor County staff.

Exhibit No. 9 (labeled L)

Parcels/parcel numbers map submitted by Grays Harbor County staff.

Exhibit No. 10 (labeled M & N)

Comprehensive land use plan map submitted by Grays Harbor County staff.

Exhibit No. 11 (labeled O & P)

County/City zoning designations map submitted by Grays Harbor County staff.

Exhibit No. 12 (labeled Q)

Critical Areas map submitted by Grays Harbor County staff.

Exhibit No. 13 (labeled R)

Population growth projection submitted by Grays Harbor County staff.

Exhibit No. 14 (labeled S)

Existing land use map submitted by Grays Harbor County staff.

Exhibit No. 15 (labeled T)

Assessed valuation (2026) map submitted by Grays Harbor County staff.

Exhibit No. 16

Declaration and Sample Posting of Public Notice submitted by Wendy Chatham.

Exhibit No. 17

Notice of public hearing publication in *The Daily World*.

WHEREAS, a public hearing was held on August 5th 2026, at 3:00 pm in the Commissioners' Meeting Room, Administration Building, 100 West Broadway in Montesano as well as on Zoom, all proceedings were recorded and three Board members were present satisfying the quorum requirement; and

WHEREAS, the Clerk of the Board administered an oath to those planning to testify; and

WHEREAS, public testimony was given by:

- 1) Teri Franklin, Citizen of Elma
- 2) Deidre Harrington, Citizen of McCleary

- 3) Michelle Belcher, Citizen of McCleary
- 4) Laura Mansmith, Citizen of McCleary
- 5) Tim Hartman, Citizen of McCleary
- 6) Denise Morrison, Citizen of McCleary
- 7) Jane Hamlin, Citizen of McCleary
- 8) Darrin Raines, City Manager for the City of McCleary

WHEREAS, no additional exhibits were received at the public hearing. and

WHEREAS, the Boundary Review Board considered all testimony and exhibits, adopted plans and policies including the Grays Harbor County Comprehensive Plan, considered each factor (RCW 36.93.170), and determined which objectives were met or not met by the proposal (RCW 36.93.180) and with a vote of three (3) in favor and zero (0) against, directed its staff to prepare a written decision to **APPROVE** the proposal (See Exhibit A); and

WHEREAS, the Boundary Review Board is entering its written decision concerning this matter, pursuant to RCW 36.93.160 (4), and is adopting and filing its decision with the Board of County Commissioners and the clerk of each governmental unit directly affected on or before October 12th, 2026.

FINDINGS

NOW THEREFORE THE BOARD FINDS THAT BRB 2026-001: Proposed Annexation of 42.65 Acres to the City of McCleary was **APPROVED** by a 3-0 vote by the Washington State Boundary Review Board for Grays Harbor County. This action is based upon the following findings pursuant to RCW 36.93.170, "Factors to be considered by the Board", RCW 36.93.180, and "Objectives of the Boundary Review Board."

FACTORS (RCW 36.93.170)

The Boundary Review Board considered all of the factors identified in RCW 36.93.170, which include, but were not limited to the following:

1. POPULATION AND TERRITORY

Population density: The proposed annexation area is General Development 5 (G5) zoned with 0 persons living there and 2,085 persons living in the annexation city, according to the 2010 U.S. Census. The projected population for the annexation area was not provided by the City of McCleary.

Land Area and Uses: The current land use of the proposed annexation area and surrounding area is General Development 5 (G5) with Single Family Residential (R1) and Rural Residential (RR) surrounding. The City of McCleary stated that the zoning under City of McCleary code would be similar (R1).

Comprehensive Plans and Zoning: The land is currently under the jurisdiction of Grays Harbor County. Grays Harbor County zoning for the annexation area is General Development 5 (G5). The City intends to control future development of the area to conform to its city standards.

Service agreements entered into under RCW 36.115 or RCW 39.34: Utility service areas will not change as a result of this annexation. Police will be provided by McCleary Police instead of Grays Harbor County Sheriff. McCleary Fire will continue to provide fire services. Grays Harbor Fire District 5 will continue to provide EMS services.

Interlocal agreements between a county and its cities: Not applicable.

Per capita assessed valuation: According to the Grays Harbor County Assessor for 2026, assessed valuation for the annexed area is \$217,656.

Topography, natural boundaries and drainage basins, proximity to other populated areas: The parcel is relatively flat with a gradual drop in elevation of 20 feet total from east to west. There appear to be no significant drainage basins, streams or wetlands that would impede development. Accessibility to the eastern may be impeded by the railroad grade/crossing. The parcel is adjacent to two public streets (E. Bear Street and E. Buck Street) that currently terminate at the west property line of the subject property that would provide access.

The existence and preservation of prime agricultural soils and productive agricultural uses: The area is not used for agricultural purposes.

The likelihood of significant growth in the area and in adjacent incorporated and unincorporated areas during the next ten years: The zoning in the area is Rural Residential to the north, General Development Five to the east. The City of McCleary has zoned the area to the west and south as R1 Single Family Residential.

Location and most desirable future location of community facilities: There are no community facilities planned for the annexation.

2. MUNICIPAL SERVICES

Need for municipal services: Urban governmental services, as defined by state law, include storm and sanitary sewer systems, domestic water systems, street cleaning services, fire and police protection services, public transit services, and other public utilities associated with urban areas and normally not associated with nonurban areas.

At present, the City of McCleary provides water and sewer service to the area bordering the annexation area. There could be water and sewer provided by the City of McCleary to the annexation area. Police will be provided by McCleary Police instead of Grays Harbor County Sheriff. McCleary Fire will continue to provide fire services. Grays Harbor Fire District 5 will continue to provide EMS services. The area is within the McCleary School District and the Timberland Regional Library District.

Effect of ordinances, governmental codes, regulations and resolutions on existing services: The City of McCleary proposes to annex the area using the petition method. City of McCleary Resolution No. 738 approving annexation of the area becomes conditionally effective upon review and approval by the Boundary Review Board.

Present cost and adequacy of governmental services and controls in the area: The area presently receives adequate services from Grays Harbor County and Fire Protection District 5. If annexed, services to the proposed annexation area would be met by city standards and codes.

Prospects of governmental services from other sources: Other than Grays Harbor County and current service providers, there are no other service options for the area.

Probable future needs for such services and controls: The area will require increased water and sewer services as well as other municipal services if further developed.

Probable effect of proposal on cost and adequacy of services and controls in area and adjacent area: The level of services in the area is adequate for the land as currently developed. An increased level of services in the area will be required if future single family development occurs.

The effect on the finances, debt structure, and contractual obligations and rights of all affected governmental units: Grays Harbor County would not receive tax revenues based upon the assessed value or the sales tax generated. Fire District 5 would receive less tax revenues if annexation is approved.

The effect of the proposal on adjacent areas, on mutual economic and social interests, and on the local government structure of the county: The proposed annexation would have minimal impacts on adjacent areas with the exception of increased traffic flow in the event of future residential and/or commercial development in the area. There would be minimal impacts on mutual economic and social interests, or on the local government structure of the county.

OBJECTIVES (RCW 36.93.180)

Preservation of natural neighborhoods and communities: The proposed annexation area is presently zoned General Development 5 (G5). The City of McCleary anticipates

classifying the area under Single Family Residential (R1). The Board determined that this objective was met.

Use of physical boundaries, including but not limited to bodies of water, highways and land contours: Accessibility to the east may be impeded by the railroad grade/crossing. The parcel is adjacent to two public streets (E. Bear Street and E. Buck Street) that currently terminate at the west property line of the subject property that would provide access. The parcel is bordered by State Highway 108 to the southwest. The Board determined that this objective was met.

Creation and preservation of logical service areas: The proposed annexation area could receive water and sewer services from the City of McCleary and would receive water and sewer services in the event of future development. The proposed annexation area would require Grays Harbor County to maintain the adjacent county roads. The Board determined that this objective was met.

Prevention of abnormally irregular boundaries: The boundaries of the proposed annexation area are contiguous with the City of McCleary boundary. The Board determined that this objective is met.

Discouragement of multiple incorporations of small cities and encouragement of incorporation of cities in excess of ten thousand population in heavily populated urban areas: The Board determined that this objective did not apply.

Dissolution of inactive special purpose districts: The Board determined that this objective did not apply.

Adjustment of impractical boundaries: The Board determined that this objective did not apply.

Incorporation as cities or towns or annexation to cities or towns of unincorporated areas which are urban in character: The Board determined that this objective did not apply.

Protection of agricultural and rural lands which are designated for long term productive agricultural and resource use by a comprehensive plan adopted by the county legislative authority: The Board determined that this objective did not apply.

Compliance with the State Environmental Policy Act (SEPA): The Board is charged with complying with SEPA, however it will seldom, if ever, act as the lead agency on a project and has neither the staff nor expertise to conduct independent environmental reviews and threshold determinations. In this matter, no separate SEPA determination has been performed for the proposed area.

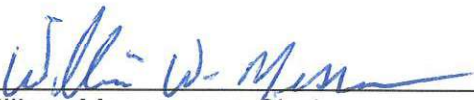
WAC 197-11-070 does not allow agencies to take an action on a proposal when that action would (1) have an adverse environmental impact or limit the choice of reasonable alternative. The board determined that annexation will not create an adverse environmental impact and therefore does not violate SEPA.

HAVING CONSIDERED each of the provisions contained in RCW 36.93.170 and RCW 36.93.180, it is the opinion of the Boundary Review Board that this annexation proposal be approved.

NOW THEREFORE, BE IT RESOLVED BY THE WASHINGTON STATE BOUNDARY REVIEW BOARD FOR GRAYS HARBOR COUNTY THAT, for the above reasons, the action proposed in the Notice of Intention contained in said File No. 2026-001 submitted by the City of McCleary be, and the same is, hereby approved.

ADOPTED BY SAID WASHINGTON STATE BOUNDARY REVIEW BOARD FOR GRAYS HARBOR COUNTY by a vote of 3 in favor 0 against the 2nd day of September, 2026, and signed in authentication of its said adoption on said date.

**WASHINGTON STATE BOUNDARY REVIEW BOARD FOR GRAYS
HARBOR COUNTY**



William Messenger, Chair

ATTESTED TO and filed by me on this 2nd day of September, 2026.



Wendy Chatham, Clerk of the Board