



McCleary Regular City Council Meeting

Wednesday, January 08, 2025 – 6:30 PM
McCleary City Hall & Zoom Virtual Meeting

Agenda

Join Zoom Meeting

<https://us06web.zoom.us/j/83983888372>

Meeting ID: **839 8388 8372**

Phone Number **(253) 215-8782**

Call to Order/Flag Salute/Roll Call

Agenda Modifications/Acceptance

Special Presentations

Public Comment - Agenda Items Only

Consent Agenda

1. Accounts Payable Dec 15-18, 2024 Ck Numbers 54047-54135 Including EFT's Totaling \$418,994.38
2. Accounts Payable Dec 19-23, 2024 Ck Numbers 54136-54147 Including EFT's Totaling \$34,889.90
- [3. January 10, 2024 Minutes](#)
- [4. October 23, 2024 Minutes](#)
- [5. November 6, 2024 Minutes](#)
- [6. December 4, 2024 Minutes](#)

Updates

- [7. Staff Reports - Water & Wastewater, Fire Dept, Public Works, Police & Activity, Finance, Light & Power, Building Department](#)

New Business

Old Business

8. Mayor Pro-Tem Discussion
9. Council Committee Assignments
- [10. 2025 Council Meeting Schedule](#)
11. Fire Department Updates
- [12. Teamsters Contract](#)
13. Public Records Policy Discussion
14. Cost Allocations Discussion
15. Council Meeting Location Discussion

Ordinances and Resolutions

Public Comment - City Business Only

Executive Session

Council Comments

City Administrator Comments

Adjourn

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McCleary Regular City Council Meeting

Wednesday, January 10, 2024 – 6:30 PM

McCleary Community Center & Zoom Virtual Meeting

Minutes

Call to Order/Flag Salute/Roll Call

PRESENT:

Councilmember Jacob Simmons
 Councilmember Brycen Huff
 Councilmember Ross
 Councilmember Andrea Dahl
 Councilmember Keith Klimek

Agenda Modifications/Acceptance

Councilmember Simmons requested to add conversation regarding ARPA funds to the agenda, as part of new business.

A motion was made by Councilmember Dahl, Seconded by Councilmember Ross to amend the agenda.
 Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Ross, Councilmember Dahl,
 Councilmember Klimek

Public Comment - Agenda Items Only

Jeff Geer addressed the council and stated he was honored by the resolution they were about to pass. He said he was honored the Mayor Pro Tem would be signing it, because the person who was mayor when he began his career was worthless (in his opinion), and Jeff said he didn't want another worthless mayor to be signing his sendoff letter.

Paul Nott (speaking as a retired Fire Chief, and not an employee of the city), said he was honored and happy that Councilmember Huff would be putting pen to paper for him as well. Paul then asked council to look at Interim Chief Pittman's staff report, and voiced his displeasure with the recent process for selecting someone to fill the Fire Chief position. Paul's opinion was that Pittman should already be the chief because he's been selected as such by his peers.

Consent Agenda

There was some confusion by council regarding accounts payable dates (Agenda items 1 & 2). A brief recess occurred between 6:38-6:41 pm, to allow for research and clarification.

Motion made by Councilmember Dahl, Seconded by Councilmember Klimek to accept the proposed consent agenda.

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

1. Accounts Payable December 1-15, 2023 Ck Numbers 52792-52848 Including EFT's totaling \$470,376.09
2. Accounts Payable Dec 16-22, 2023 Ck Numbers 52849-52876 Including EFT's totaling \$43,983.00
3. October 11, 2023 Meeting Minutes

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4. October 25, 2023 Meeting Minutes
5. November 1, 2024 Meeting Minutes
6. November 4, 2023 Meeting Minutes
7. November 15, 2023 Meeting Minutes

Updates

8. Staff Reports - Light & Power, Water & Wastewater, Public Works, Police Activity, Fire Department, Finance

Council noted that a hand written call sheet for the month of December had been provided by the Police Chief, (which provided a brief summary), but that a completed, typed report was still needed. A report from Public Works also had not been received. Council asked for both of these reports to be provided in time for the second council meeting, later this month.

Councilmember Simmons inquired as to whether all the work around the VFD's was done. Chad Bedlington pointed out that information was in the packet for the end of December, and said it showed "all the work that's in place, along with the skills they're thinking of integrating."

New Business

Use of remaining ARPA funds - Councilmember Simmons asked the Clerk Treasurer (Jenna Amsbury) for clarification on the funding amounts (\$194,000 + \$10,000 approved from the audit from the end of December) and expected allocations, with regards to budget approval. It was determined roughly \$16,000 of ARPA funding remains. Simmons then asked other council members what they thought of using remaining ARPA funds toward the IT project, and whether this would be enough to complete it.

Paul Nott & Tyson Ryder have met with third party vendor Aktivov to discuss the scope of work needed to hand off the project for completion. It's their hope that company representatives are able to do a presentation on this matter, regarding next steps and projected costs, at the next council meeting on Jan. 24th.

Forensic Audit Costs - Clerk Treasurer Amsbury discussed with council the pros & cons of having the State of WA do the audit, vs. getting quotes from private agencies. She suggested just having the state conduct the forensic audit, as they will already be here in the near future for an annual audit, for years 2022-23, and believed this would be cheaper than hiring another agency do it. Council agreed with Amsbury's recommendation.

Old Business

9. Mayor Pro-Tem & Council Committee Assignments

Councilmember Dahl nominated Brycen Huff for the position of Mayor Pro Tem, Seconded by Councilmember Klimek. No other nominations were made.

A motion was then made by Councilmember Ross, Seconded by Councilmember Dahl to appoint Brycen Huff as the Mayor Pro Tem.

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

Abstaining: Councilmember Huff

Committee Assignments - Huff thanked fellow council members for appointing him to the position again. He then assigned and/or had council members volunteer for the following committees:

Policy: Simmons/Klimeth

Finance: Simmons/Dahl

Communications: Ross/Huff

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Public Works: Ross/Dahl
 Chehalis Basin: Huff
 Union Negotiations: Klimek/Dahl

10. 2024 Council Meeting Schedule

Councilmember Dahl recommended keeping the two meetings per month schedule (2nd & 4th Wednesdays), but suggested moving those meetings that would fall on holiday weeks to the 1st and 3rd Wednesdays instead (so meeting dates for November would be moved the 6th & 20th, and December dates would be moved to the 4th & 18th). Dahl also suggested having only two meetings for summertime months. Other council members agreed with these suggestions.

A motion was made by Councilmember Ross, Seconded by Councilmember Klimek to adopt the schedule as printed (with the exception of changing the summer, November and December dates as suggested by Councilmember Dahl) .

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

11. SAO Interagency Data Sharing Agreement

Councilmember Dahl explained this was an update to the data sharing agreement, between the US and State auditor's office. It updates technical terms so protected information can be shared. She noted that City Attorney Chris Coker had already reviewed the document for legal sufficiency.

A motion was made by Councilmember Dahl, Seconded by Councilmember Ross to accept the updated data sharing agreement.

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

12. 2024-2026 FOP Contract

A brief discussion was had as to whether council wanted to accept the bargaining agreement proposed by the FOP.

A motion to reject the FOP contract offer was made by Councilmember Dahl, Seconded by Councilmember Klimek.

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

Proposed agreement was rejected.

Ordinances and Resolutions

13. Resolution Allowing Council to Serve as Fire, Ambulance or Law Enforcement Officers

Questions were taken by Attorney Chris Coker regarding Resolution 759.

Councilmember Dahl asked for clarification as to whether the resolution was specific to law enforcement and fire. She was under the impression there was a conflict between commissions and council as well.

City Attorney Chris Coker said there was not; that a specific statute allows for the creation of this resolution. Chris explained how he utilized the language from the statute to carve out the proposed resolution for the firefighters. He then expounded on the uniqueness of the resolution and stated, "It's an incompatible office issue," and clarified how the statute gets around the inherent incompatibility of these two specific offices, noting there is no statute that addresses the incompatibility of other commissions.

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A motion to adopt resolution 759 was made by Councilmember Dahl, Seconded by Councilmember Klimek.

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

14. Resolution Honoring Paul Nott, Jerry Banks, Jeff Geer and Brad Lott's Service with McCleary Fire Department

The resolution was read aloud, which outlined the service career highlights of each man, their intention to retire from their volunteer positions within the McCleary FD, and expressed the gratitude for their combined 105 years of service.

A motion to amend the resolution to change the wording in the resolution from "Mayor" to "Mayor Pro Tem" was made by Councilmember Klimek, Seconded by Councilmember Ross.

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

Each of the four men received an individually signed resolution.

Executive Session

Public Comment - City Business Only

Dan Comer expressed frustration with Mayor Miller's attendance and lack of input at council meetings. Comer asked council members, "What's it going to take for you guys to understand what he's doing?" He then requested a vote of confidence on the mayor from each member of the council. Councilmember Ross declined to comment on the record, but suggested Comer speak with him after the meeting to discuss the matter. All remaining council members publicly expressed their vote of NO confidence for Mayor Miller.

Carrie Comer expressed her displeasure with the mayor's lack of attendance at council meetings, and how she perceives his actions are affecting the town in a negative manner. She then implored council members to use whatever power they had, to make Andrew Pittman the Fire Chief. Carrie also asked Attorney Coker to do everything he could to hold the mayor accountable for laws he has broken and have him removed from office.

Missi Olson said she perceived a noticeable change of in energy of the room, when the mayor is not present. She claimed tonight's meeting was what council meetings should be like; getting things accomplished, acknowledging people who serve our community, and keep our traditions going.

Monica Reeves expressed her thanks for the opportunity to return to the community. She too condemned the mayor by stating, "It's no surprise to me he's not here. He has always vacated his position when there's been any indication that there's something he's not on board with." Monica thanked staff in the Public Works department for putting up the decorations around town for the Christmas in the Park celebration. She then asked the new policy committee members to prioritize and address the following policies:

- 1) Media/Public Relations on city platforms
- 2) HR hiring and personnel investigations
- 3) Safety and risk management
- 4) Thousands of dollars wasted on arbitration

Monica finished by informing council that she and others within the community are working on gathering signatures for a recall (of the mayor).

Robert Lisle (speaking as a lineman for the city) talked about what linemen employees do, referring to the odd hours they work and how this takes away from time with family. He spoke of not always knowing what to expect when heading out on a late night call, and emphasized a lot could go wrong. In spite of the dangers, Robert said he felt safe because of the extensive knowledge of his foreman, Paul Nott. Robert said of Paul, "he will never put me in a position to get hurt, or hurt anyone." Robert wanted to publicly acknowledge the work Paul and others

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do to keep the community functioning and safe, and urged council members not to take them for granted. Gina Banks pointed out that many people in McCleary wear multiple hats, referring to the multiple roles they fill, in between their daily jobs and various volunteer positions. She expressed her concern that one or more of these individuals could make a costly mistake, due to the mayor causing them additional, unnecessary stress, and being spread too thin. Gina echoed the comments of other citizens, by encouraging council members to take action and have the mayor removed from office.

Jeff Geer spoke of the six mayors and three chiefs the city has had in his 25 years as a fireman. He expressed the need for McCleary to have good leadership in all it's departments, and shared his view that Andrew Pittman is not an interim fire chief in his mind, but the actual chief, because he and other firefighters trust Pittman's leadership. Jeff then harshly criticized the mayor's leadership skills.

Cindy Nott thanked council for acknowledging the retirement of the four firefighters earlier in the meeting, and noted her own sadness that the mayor was not present for this event. Cindy said she views the mayor's interactions with employees and the public in this matter, as a slap in the face to everyone on the fire team.

Paul Nott talked about the importance of training new department heads and leaders properly. He spoke of a previous tradition of interviewing potential employees for the fire department through a month-long process. He pointed out that this tradition helps to weed out potential employees that aren't a good fit, more quickly than the current selection process does, which has resulted in losing employees after 6-9 months, because the relationship didn't work out. Paul expressed his dismay at what he believes to be a lack of communication between city leadership and the fire department, regarding the process of selecting a new fire chief.

Darren Banks talked briefly about his own experience, regarding the brotherhood that exists between firemen, and the trust that develops between individuals in such bonds. Darren talked about the need to have trust in leadership going forward, in order for the city's fire department to be successful.

Eric Cohen spoke of a need for permanency within the fire department and believes the council should take advantage of the opportunity to deal with the problem of having an interim fire chief, so everyone can move forward.

Council Comments

Councilmember Simmons expressed his thanks and appreciation to all the employees and volunteers of the fire, and light & power departments.

Councilmember Ross expressed his understanding of the situation and appreciation for firefighters, and said, "I've tried to get creative and come from multiple different angles to address this problem." Ross further believes the issue has been a lot more complicated than it needs to be, and apologized to the community for being in the current situation.

Councilmember Huff expressed understanding of the frustration that coincides with the situation, and said he hoped the mayor would do the right thing and make Andrew Pittman the permanent fire chief.

Councilmember Klimek expressed his appreciation to the firemen in the community, and pointed out that he was wearing a shirt in support of McCleary's firefighters.

Councilmember Dahl responded to an earlier complaint by a citizen, regarding the loss of a city police officer. She clarified the loss was NOT due to any action or inaction by council. Rather, that the officer took a position with another department because it was closer to his home and offered better pay. Dahl then addressed the arbitration topic that had been mentioned by another citizen, earlier in the meeting. Dahl said she believed it was inappropriate for city employees to be disciplined for bringing up a safety concern. She noted that such a situation creates an unsafe environment for employees going forward. Dahl thanked those individuals who chose not to just set back and take it, and fought for a fair outcome, in spite of the hostile work environment she said was present, throughout the investigation. Dahl said she hopes the city will apologize to these individuals for all they've been through over the last two years.

Mayor Comments

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The mayor was not present at this meeting.

Adjourn

Meeting was adjourned at 19:55 hours (7:55 pm).

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McCleary Regular City Council Meeting

Wednesday, October 23, 2024 – 6:30 PM

McCleary City Hall Council Chambers & Zoom Virtual Meeting

Minutes

Call to Order/Flag Salute/Roll Call

Agenda Modifications/Acceptance

No suggestions to amend the meeting agenda were made. A motion was made by Councilmember Klimek, Seconded by Councilmember Dahl, to accept the agenda as written.

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

Council Appointment

1. Presentation by Candidates and Council Questions

Candidates Fred Martin and Brent Schiller presented themselves to council, to lobby for the open seat of Councilmember 3. Each man provided his qualifications, answered the questions councilmembers posed to them, and provided the reasons as to why each man felt he would be the best choice for the position.

Executive Session

2. To Evaluate Qualifications of Candidates for Council Appointment RCW 42.30.110(1)(h)

Councilmembers Simmons, Huff, Dahl, and Klimek began an executive session at 6:38pm, to discuss the candidates' presentations and evaluate their qualifications, for the Councilmember 3 position. Executive session ended at 6:44pm. Upon completion of the executive session, Councilmember Huff announced no decision had been made.

Council Action

3. Appointment of Council Position 3

Councilmembers Dahl, Klimek and Simmons individually thanked the candidates for caring about the city, for their interest in the position, and their desire to serve.

A motion was made by Councilmember Klimek, Seconded by Councilmember Dahl, to nominate Brent Schiller, to the position of Councilmember 3.

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

Oath of Office

Councilmember Huff congratulated Brent Schiller for being chosen to fill vacant seat of Councilmember 3, and invited him to take the oath of office.

4. Oath of Office for Council Position 3

Councilmember Huff conducted the oath of office with Brent Schiller, and swore him in to the position of Councilmember 3. Councilmember Schiller then took his seat beside the other councilmembers and participated in the remainder of the meeting.

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Public Hearing

5. Combined Revenue Sources for the 2025 Budget & Property Tax Levy

Public Comment - Agenda Items Only

Councilmember Huff opened the floor at 6:48pm, as this time had been scheduled to take public testimony on possible revenue sources (including an increase on property taxes), regarding the 2025 Budget and Property Tax Levy. No public comment was made.

Council noted that no members of the public had signed in for the meeting (at this point), although there were a few people in the audience. A female in the audience questioned as to whether notice for public comment had been posted adequately, as she was unaware of the opportunity to discuss this issue until she read it on the meeting agenda. Deputy Clerk Treasurer Lindsay Blumberg verified notice of the meeting had been posted in the Daily World newspaper and at City Hall. However the audience member clarified that the notice had not specifically mentioned what issues would be open for discussion.

Councilmembers asked City Administrator Jon Martin how topics of future hearings could better be made known to the public. Administrator Martin apologized for the limited information provided to the public for tonight's meeting. He noted the city is working on getting access to the city's Facebook page, so more complete information regarding future meeting topics will be available to the public.

Jon went on to provide councilmembers with a packet denoting the actual administrative calendar, and demonstrating the city was on target with the schedule of public hearings. He then asked council for guidance as to what their priorities were going forward.

Councilmember Huff noted the council had a budget workshop with the prior Public Works Director (Chad Bedlington) and prior Deputy Clerk Treasurer (Jenna Amsbury) at the end of September. During that meeting, Councilmembers Simmons and Dahl requested a wish list of projects from the various departments, so they could determine priorities, but indicated they had not yet received that information.

Administrator Martin indicated he had received the list Councilmember Dahl was referring to and had been meeting with those department heads regarding the suggested items that Bedlington and Amsbury had placed on the list. He inquired as what councilmembers themselves would like to see addressed. Councilmember Dahl said the council had made list of priorities going into the 2024 year, and said her priorities would likely be those items on the list that had not yet been accomplished, but that she was uncertain as to what those items were. Administrator Martin provided Council with a schedule of dates and times that the city-contracted CPA (Tara Dunford) was available, and suggested a meeting with councilmembers, so she could be a part of the conversation regarding city priorities, moving forward. Jon referred to the projected property tax levy rates, which show projected revenues and expenditures, and impressed upon council the need to discuss which projects would not be able to be addressed, due to lack of revenue.

Administrator Martin then presented Council with a graph that demonstrated how current property tax revenue is distributed across the various districts (school, county, hospital, court and library). He noted that McCleary has one of the lowest tax rates in Grays Harbor County, and provided specific amounts from various county assessments, which demonstrate this. Jon then showed Council a breakdown of current revenue, which comes from property, street, and real estate taxes, along with power, water, and sewer utilities.

Administrator Martin then asked about a rate study that was conducted in August, and asked if action had been taken by Council after that. Councilmember Huff indicated it was only utilized as information as they moved through the budget process. Jon reminded Council if they wanted to order a rate increase, they would need to do so by the end of November. Jon explained his previous experience with creating budgets, when he served for other city entities. He expressed his belief that the budget process should be a collaborative effort between department administrators and council, to include the examination of where the city is today and deciding what direction of they want to go, before building a budget around those goals.

Councilmember Simmons asked if the figures presented included the CPI rate, interest earned or ARPA funds - they only include the CPI rate. Councilmember Huff asked Deputy Clerk Treasurer Blumberg if she knew whether

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Council voted to take the ad valorem tax from the county. She was unable to verify if they had. She will investigate the matter and report her findings at the next council meeting.

Councilmember Huff said he didn't think the city would be able to fund many of the items on the wish list, and suggested utilizing revenue to do the bare minimum to get by, until the city could get back on its feet financially. Councilmember Dahl asked for clarification on when ARPA funds needed to be allocated by; December 31.

Administrator Martin expressed concern that a current project might not get completed if funds don't get allocated soon. He has had difficulties working with state personnel to allocate ARPA funds, because the city has not yet declared what they intend to commit the funds to. Senior Lineman Paul Nott asked Jon what ARPA funds could be used for and was told they could be used in any number of ways (subcontracting, surveys, street projects, etc), but urged council to utilize these federal funds, rather than return them.

Administrator Martin asked Council what they would like to see from city administrators. Councilmember Simmons indicated he would like to see an updated capital improvement plan for Light & Power, because no changes have been made to the current plan in eight years. Jacob noted the city payed \$15,000 in March to have it finalized, but he still hasn't seen the outcome of this action. Once Council does obtain the final plan, he wants to know the reason why the plan should be accepted, and asked specifically what the risks to the city might be. Administrator Martin indicated he would look for the updated capital improvement plan and get back to Council.

Councilmember Dahl said although it would be nice to implement some of the items on the wish list (like a dog park or reader board), she feels like Council needs maintain the infrastructure the city has, and focus strictly on the needs, rather than wants of the capital improvement plan.

Councilmember Schiller said he wanted to know the actual operating costs will be for the L&P department. He noted the city always underspends on streets, but said it's the biggest juggernaut for Council to contend with, but reiterated it needs to be dealt with because of how it can impact other portions of the budget. Brent asked what the plan was going to be to shore up such an expense. Administrator Martin discussed the city's cash flow, and noted McCleary's position isn't nearly as bad as that of Aberdeen or Cosmopolis. Jon expressed his confidence that McCleary can balance it's budget by being intentional about what it chooses to spend it's revenue on. He suggested focusing on smaller projects and applying for grants as options that could help the city stay within its budget. Jon talked about making sure conversations are being had between department heads and council members, even if it means they disagree, so there won't be any surprises.

Councilmember Simmons said he was most interested in knowing not just what the priorities are, but why certain priorities are listed as a higher than others. He also expressed a desire to figure out how to finish projects currently in progress, but which can't be complete with current staffing resources. Jon agreed with Jacob's concerns about having the manpower or resources necessary for projects. He talked about the need to figure out up front whether the city has resources to complete a project first as the city goes forward. He talked about making sure there is an intention for the grants that are obtained, acquiring grants just for the sake of getting grants.

Councilmember Simmons then pointed out to fellow councilmembers, the need to assess current staffing levels, before making any commitments to contract out, for projects to be completed, noting that it costs the city less to keep projects in house.

Councilmember Dahl asked Administrator Martin if he had a chance to become familiar yet with the sidewalk project, and if so, to provide an update to council. Although Jon was aware of the project, he did not have sufficient information to provide an update to Council at this time.

After the presentation of funds by Administrator Martin and subsequent discussion with Council, Councilmember Huff directed the meeting to return to public comment.

Dan Baskins informed the council that he had looked up the ad valorem ordinance that was passed last year by council. Dan said records showed the city wasn't eligible for the 1% at that time, but suggested they might be this year. Dan then asked about the levy lid on the fire district for this year, and whether council planned to

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restart it. Councilmember Huff indicated council hadn't yet had the opportunity to discuss the matter. Fred Martin asked what the demographics of McCleary were. Councilmember Dahl indicated they had demographic information available in their comp plan that had been completed within the last few years. Councilmember Huff suggested Lori Ann Hanson (Utilities Clerk) would likely have financial demographic information.

Carri Comer expressed her hope that council would get ARPA funds allocated ASAP, before completing the budget.

As there were no other public comments, Councilmember Huff closed the public hearing at 7:18pm.

Consent Agenda

Councilmember Huff asked if there were any questions or comments on the consent agenda. As there were not, a motion made by Councilmember Dahl, Seconded by Councilmember Klimek to accept the agenda as written. Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek

Updates

New Business

6. IT Contract Updates

City Administrator Jon Martin presented a scoring sheet to council, which had been prepared by him, Chad Belington and Tyson Ryder. The sheet included information about various IT providers, including the city's current service provider, Right IT. Jon noted that Right has been very responsive to the city's needs thus far and providing excellent service. Jon believes changing to another vendor, mid-project, would cause additional stress going forward, if they had to transition to a different company. Councilmember Huff inquired about an earlier issue with Right's plan, in that the city was initially told Right could provide services to all departments, but then ended up not being able to meet the needs of the police department. Jon clarified that this issue had been resolved; although the portion of the police department still requires more work, Right now has the necessary certifications to complete the job. When asked for more details, Jon indicated the current police system was not only outdated, but required significantly more security than the software for other departments.

Brycen asked if Right had included a bid for the remaining work. Jon said if awarded the opportunity to complete the project, that Right had agreed to roll the additional cost into current monthly costs, less the price of any hardware that's required. Jon explained that when Right was initially brought onboard to assist with IT, it was from the perspective of temporary assistance being offered for a two year period. The current contract with Right expires at the end of this month. To complete the current project, Right either needs an extension on the current contract or a new contract commitment with the city, so they could finish the project and provide ongoing support to the police department (in compliance with industry standards). Jon has not yet spoken with Right about extending the contract, as he wanted to seek direction from council before proceeding. Councilmember Huff felt it would be in the city's best interest to have Right provide a presentation, outlining the details of their plan to complete the project, before the city agrees to further contracting. Administrator Martin mentioned that he has an IT support background, and feels pretty confident about his understanding of what Right has left to do on the project, and their proposed methods for accomplishing the task. Council agreed to have Jon schedule a presentation with Right for next council meeting, so a final decision can be made.

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Old Business

7. City Social Media Postings

Councilmember Simmons noted this topic had partially been addressed earlier in the meeting, when they discussed the effectiveness of public hearing notices. Jacob asked to know why we no longer had access to the city's social media sites, who was responsible for those sites before, and who is currently responsible for keeping current postings up to date on the city's website?

City Administrator Jon Martin was unable to speak to the process or management of postings prior to being hired, but noted his vision was for city staff and administrators to have the ability to post and manage various sites. He recommended the comment aspects of Facebook not be turned off, in order to encourage communication between the public and city officials.

Councilmember Huff agreed with Jon's suggestion, and noted that whoever posts on these sites, should represent the city in a professional manner, post information relating to city events or issues, and provide legitimate answers to the public's questions, rather than post nonsense about the northern lights, etc. Jacob stressed the importance of having the policy committee make these standards regarding social media posts clear.

As Councilmember Klimek (along with Councilmember Simmons) is on the policy committee, he will send Administrator Martin a copy of the policy they have been working on regarding this issue, and schedule a time to meet with him so it can be finalized.

There was some discussion as to who has the password for the Facebook account and how to obtain it. It was presumed the Mayor has the password, since he has made recent posts on the account. Jon has spoken to Mayor Miller about the account, and the password he was given does not work. Given this information, Brycen suggested when the social media policy is drafted, that it authorize Jon/City Administrator position to oversee the posts. Councilmember Simmons mentioned that in the past, the Deputy Clerk Treasurer and Public Works Director both had access to the city's Facebook account, because they each had different subjects to post about. It was also noted that both individuals signed their names at the bottom of their posts.

Cindy Nott asked if the policy will include the Mayor's page. Councilmember Simmons responded to this question, stating the policy would not cover his page, explaining that part of a person's first amendment rights include and individual's ability to create a personal page about themselves.

8. Budget Workshops

Councilmember Simmons noted a list of dates and times that council had been given, in which CPA Tara Dunford is available for budget workshops. Councilmembers began sharing their availability over the next two months. Councilmember Dahl reminded everyone that council meetings had been changed to the first and third Wednesdays, for the months of November and December, due to the holidays. It was decided that each councilmember would email Administrator Martin their availability, and Jon would set up a meeting with Tara based upon the information they provide him.

Ordinances and Resolutions

Public Comment - City Business Only

Jeff Geer commended Council for their decision to select Brent Schiller to fill the vacant position of Councilmember 3. He noted the high turnover of city employees over the last 2.5 years and suggested a common denominator to this issue; Mayor Miller. Jeff mentioned that the Mayor was yet again not in attendance at tonight's meeting and called for his resignation.

Cindy Nott talked about the horrendous condition of the 10th Street alleyway. She noted that for many citizens, this alley is the only entrance to get to their homes. Cindy asked when council was planning to appropriate the necessary funds to repair the alleyway. She also complained about the smell of the sewer treatment plant next

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to her house, and stated she has yet to receive an explanation, despite numerous inquiries to the city, via email and phone. Cindy noted this is the first time she's ever experienced such an awful smell coming from the plant in the 34 years she's lived in McCleary.

Councilmember Huff acknowledged Cindy's concerns, noting that the condition of the alley has been brought up numerous times in the past, and that he had attempted to address the issue with the previous Public Works Director.

Administrator Martin said he would speak to employees at the treatment plant, and look into why the smell had become so pungent.

Councilmember Klimek stated he thought interest funds had been earmarked for such projects and looked to fellow councilmembers for clarification. Councilmember Simmons said that had not been decided yet, but that it was a conversation they were planning to have as they move forward with budget planning.

Paul Nott stated that years ago, Randy Carlson used to go down the alleyway periodically and grate it with his equipment, or fill in potholes with gravel using his backhoe, and asked only for fuel reimbursement in exchange for his services.

Carri Comer brought up the need for there to be some kind of running register, that keeps the public up to date on what the city is doing to address issues that get brought up in council meetings. Carri mentioned seeing the city begin to look into some issues, but then never seeing the problem resolved. She suggested a running list of issues would keep problems from getting lost in the shuffle and allow for greater transparency. She would like some updates on old items.

Councilmember Huff agreed with Carri's suggestion and noted that's why they keep records of prior public comment sessions to refer to. However, he also acknowledged how easy it can be to get in a hurry and overlook something important.

Executive Session

Council Comments

Councilmember Huff wanted to bring attention to the pink lights that were put up at City Hall earlier in the month, in remembrance of October being Breast Cancer Awareness month. He wanted to express the city's focus on public health and encouraged audience members to get screened, and attend regular doctor appointments, as early detection can save lives. He also reminded everyone that the annual Merchant Trick or Treat event would be held again at the park on the 26th. Given the extra people out and about for the event, he reminded everyone to be careful while driving. He noted the PD would have a cruiser located at the corner of Simpson and Summit streets during that time, accepting donations of non-perishable food items, hygiene items and school supplies to donate to the food bank and local school.

Councilmember Simmons mentioned that his schedule was rapidly filling up, and asked Administrator Martin how quickly they would hear back from him regarding the budget workshop meeting with the city's CPA. Jon indicated as soon as he got dates and times from councilmembers, he would immediately forward that information to Tara and try to schedule a meeting ASAP.

Prior to adjourning the meeting, Administrator Martin asked if he may have some time to address the council, and update them with what he's been doing. Councilmember Huff granted the request, and Jon provided the following information:

- 1) There are currently three city positions open: Police Chief (no applications received yet), Clerk Treasurer (one application received), and Public Works Assistant (three applications received).
- 2) Of the four applications received, two individuals have been interviewed thus far, and the other two are scheduled for interviews. If it feels like one of the individuals would be a good fit for one of these positions, he plans to bring them back for a second interview.
- 3) Jon is concerned that no one has applied for the position of Police Chief yet.

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Councilmember Huff asked where the opening for this position was being posted; on the regional justice website (where all law enforcement job openings are posted).

4) Jon and the Mayor met with representatives of the Teamsters Union last week regarding contract negotiations. Negotiations are scheduled to continue on Monday (Oct 28).

5) Jon has been concerned about the city having legal counsel to address concerns that get brought up, and noted that Chris Coker has provided his proposal to extend the current legal services contract. Jon has been introduced to Madison Pleasant, who is also a member of Chris' firm, and will be assisting Chris with legal matters in the future. Jon clarified however, that Chris will still be the city's primary legal advisor. He is hoping to present Madison for approval at the next council meeting.

6) Jon has learned the city does not currently have a contract with LeMay for waste disposal; we've been paying as we go. He is hoping to meet with them to negotiate a contract with them at a reduced rate to help save the city more money.

7) The state has been conducting an audit for us this month, and he has been observing office staff as they work identify and locate the documents that have been requested. Through this process, Jon has noticed some inefficiencies in the city's current process for filing documents. He is interested in having the city consider investing in some sort of centralized filing system, at some point in the future, when the budget can allow for it.

8) Jon would like to improve communication between staff members and council. It's important to him that we improve efficiency and our responses to the concerns of citizens.

9) Jon also wants to ensure we don't lose the \$210,000 the city has available in ARPA funds, and wants to ensure we find a solution on how to utilize that funding before the deadline.

10) Jon has enjoyed getting to know several business owners and members of the community at recent public events. He feels McCleary is a great community and hopes the city can work together to figure out a path forward to determine how they can best work together to serve the public.

11) Since the departure of the Clerk Treasurer, Deputy Treasurer Lindsay Blumberg has taken over payroll responsibilities. Jon wanted council to be aware of the effort Lindsay has put in to learn the system and payroll process in such a short time, and recognize the great job she's done to step in and maintain this routine but very important task that is required for the city to function.

12) Jon has also been thinking about how city administration can better support the civic groups of our community. Though he may not have all the solutions to problems, Jon is willing to meet with anyone and believes the council and the mayor can find a path forward if they'll simply stay focused on what needs to be done.

Councilmember Simmons inquired of Administrator Martin about the interview's he's been conducting to fill city positions. He asked for clarification - is the plan to only hire for positions of Clerk Treasurer and Public Works Assistant, and do away with the position of a Public Works Director? Jon answered in the affirmative; he doesn't think a PW Director is needed, that a City Administrator and PW Assistant is sufficient to manage the city's current issues. Jacob then asked if he would be able to get the Mayor to begin showing up to meetings. Jon said he can only do so much and it's on the Mayor to show up. Whether he chooses to attend or not, Jon's vision is to work with the Mayor and Councilmembers to the best of his ability, and he'll be a go between if that helps. His focus is on taking care of city employees, fixing problems and helping the city become financially sound. He feels very positive about current city staff members and is confident we'll be able to resolve issues and keep the city functioning.

Councilmember Klimek asked Jon if his position was a permanent one. Jon said his is the only position that is at will employment, so his job is temporary, since he's an interim administrator.

Keith also noted that with so many employees resigning over the last two months, he feels the front office staff are swamped because they're having to pick up the slack and take on extra duties. He suggests during this period that councilmembers not bother the office staff unless absolutely necessary, so they don't add to the stress. Jon acknowledged that "we've been busy," but feels the temperature of the office has calmed down and people are managing.

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Mayor Comments

Adjourn

A motion was made by Councilmember Simmons, Seconded by Councilmember Klimek, to adjourn the meeting. Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek.

Meeting adjourned at 8:00pm.

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McCleary Regular City Council Meeting

Wednesday, November 06, 2024 – 6:30 PM

McCleary City Hall Council Chambers & Zoom Virtual Meeting

Minutes

Join Zoom Meeting

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

Meeting ID: **817 9207 7978**

Passcode: **144764**

(253) 215-8782

Call to Order/Flag Salute/Roll Call

Pledge of Allegiance was conducted along with roll call.

PRESENT

Councilmember Jacob Simmons

Councilmember Brycen Huff (acting as Mayor pro tem)

Councilmember Schiller

Councilmember Andrea Dahl

Councilmember Keith Klimek

Agenda Modifications/Acceptance

Councilmember Dahl asked to add a discussion regarding District 12 FD & Olympic Ambulance to the agenda; it was added to the NEW BUSINESS section.

Councilmember Simmons asked to add a discussion regarding the use of ARPA funds (to be applied to microphones) to the NEW BUSINESS section, so that if no modifications were made during tonight's meeting, it could then be discussed at the next council meeting under OLD BUSINESS. It was added to tonight's agenda as a separate issue.

No other modifications were recommended.

Motion made by Councilmember Dahl, Seconded by Councilmember Simmons to accept the agenda as modified.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek. Motion passed.

Public Hearing

Councilmember Huff opened the hearing at 6:33pm, to take public testimony regarding the preliminary 2024 budget, and invited the public to take the opportunity to express their suggestions and opinions regarding the 2025 budget.

1. Preliminary 2024 Budget

Members of the public elected to defer comments until after tonight's special presentation.

Special Presentations

City Administrator Jon Martin indicated his presentation was intended to provide information and suggestions to members of council and the public, regarding the city's needs and available funding. A more detailed presentation will occur next council meeting, with the city's CPA Tara Dunford present to answer questions.

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Jon noted the city is not in a financially healthy position, due in large part to current cap expenditures. These v need to be reprioritized and the city will need to be very intentional with spending going forward. Jon listed specific areas to be addressed that can help balance the budget, which include: ARPA funds for projects or employee salaries, interest revenue reallocation to the general fund, increasing utility taxes by 1% (or CPI already built in at 3.4%), utilization of the property tax levy, and a 9.75 % increase on storm water rates (based upon the rate study that was conducted previously). The storm water fund is significantly deficient at this time. Jon mentioned that Bonneville Power will be increasing their rates in October 2025, so the new rate was not factored in to the information presented today. He also suggested the city only fill open employee positions at this time, rather than create new ones in order to balance this year's budget. The city has a Capitol Facility Planning book that was completed in 2022, but it hasn't been utilized to help track projects. Jon urged council members to utilize this tool (or some type of tracking tool) going forward, to help better track and manage future city budgets. The ideas presented tonight should be viewed as a placeholder budget, until more strategic planning can occur to direct the city toward a more long term path of priorities.

With regards to the figures presented, Councilmember Simmons asked several questions relating to funding for council and mayor wages. Jacob felt the cap project number presented was inaccurate. He noted a list of projects that didn't get completed last year, and expressed concern regarding new ones. He will not approve cap projects going forward, without a project plan to go with it, completed by department heads. Jacob wants clarification on whether calculations being made are based on work being done in-house, or contracted out. He wants labor and material costs more clearly defined, so the city is more accurate with spending. Jacob also asked questions about correcting the insurance rates that were off on last year's budget.

Administrator Martin agreed with the concerns raised by Councilmember Simmons; expressing the need for council and city administration to work together closely throughout projects, so funding can be managed efficiently as the priority. Jon noted the city CPA has adjusted rates going forward.

Councilmember Schiller expressed his desire to make cuts at the upcoming budget workshop. He'd like to see operational costs for each department, to assist council in making funding decisions going forward.

Councilmember Huff inquired as to whether surplus inventory had been taken into account for the 2024 budget. It was not included, but Jon suggested it be addressed later in the meeting.

Councilmember Dahl noted surplus inventory can be a liability to the city. She expressed agreement with much of what others have stated tonight, with regards to how the budget can be trimmed. Andrea reminded fellow council members that ARPA funds are a band aid and not a reoccurring funding option as they make considerations about future city projects.

Councilmember Huff asked if there was any further public comment regarding the preliminary budget. As there was not, public hearing was closed at 7:12 pm.

2. Tech Support Presented by Right Systems

Shawn Padgett, represented Right Systems, and presented the IT proposal for the city. Right Systems took over during the RFP process and has been the city's provider for the last six months. A contract was presented for council for ongoing technical support, which provides an statement of ongoing work to finish the RFP, and a second portion to consolidate the police department into one domain so they can have one Microsoft tenant, which will allow Right Systems to provide better support for both city and police entities.

Councilmember Klimek inquired as to the delay in combining the domain, which Shawn answered. Councilmember Huff asked for clarification regarding the qualifications that Right Systems needed to acquire, in order to manage IT for a law enforcement entity. Shawn explained the various reasons as to why this occurred and noted they now had all the necessary certifications to comply with city requirements for the police dept. Shawn then detailed the various forms/methods of support that would be provided, according to the contract, which includes after hours support.

Councilmember Schilling asked Administrator Martin as to the quality and performance of Right

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Systems to this point. Jon noted his experience with the agency has been nothing short of excellent customer service and quality, secure work.

Approval for a new IT contract is scheduled for next council meeting on Nov. 20.

Public Comment - Agenda Items Only

Fred Martin related an issue a neighbor had recently, regarding an emergency response, and inquired of council as to how a similar situation could be avoided in the future.

Councilmember Huff noted the time that had been carved out in tonight's agenda to address those very concerns.

Consent Agenda

3. Accounts Payable Oct. 1-15, 2024 Ck Numbers 53822-53895 Including EFT's Totaling \$278,463.06

4. Accounts Payable Oct 16-31, 2024 Ck Numbers 53905-53952 including EFT's totaling \$88,914.72

5. December 13, 2023 Minutes

6. September 11, 2024 Minutes

7. September 17, 2024 Minutes

8. September 25, 2024 Minutes

Motion made by Councilmember Dahl, Seconded by Councilmember Klimek to accept the consent agenda items and past meeting minutes.

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

Motion approved.

Updates

Councilmember Huff asked if there were any questions on the staff reports that had been submitted by Light & Power, Fire Dept. and Water & Wastewater departments, after they had been reviewed.

9. Staff Reports - Light & Power, Fire Department, Water & Wastewater

There were no questions regarding any of the reports.

New Business

10. Budget & ARPA Funds Discussion

BUDGET -

Councilmember Simmons asked for clarification as to whether the police officer wages in tonight's budget presentation included their percentage increases. Jon confirmed that it does include the percentages, just no additional raises.

ARPA FUNDS -

Councilmember Simmons brought up the issue of finishing the lower end of Third Street verses addressing other, possibly more urgent projects, and asked for clarification on council's intentions in

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this matter.

Councilmember Huff suggested the most pressing issue is not losing another police officer. He suggested the idea to use ARPA funds to maintain a police staff of five officers should be the priority, especially since the city is still currently without a police chief.

Administrator Martin noted there has been one applicant for the position of police chief, and is hopeful the position will be filled soon.

Councilmember Dahl asked for a brief detailing of what has been completed on the Third Street project, and what remains. Paul Nott (Light & Power) provided this information for clarification. Councilmember Shiller stated he was in agreement with Councilmember Simmons, and that ARPA funds should be allocated elsewhere, instead of the Third Street project.

Additional discussion by all council members and the city administrator continued on this matter for some time, with several other ideas being presented with which to utilize the ARPA funding. Jon reminded council ARPA funding can be divided, and doesn't have to be put toward any one project. Councilmember Huff suggested funding might be applied to addressing the smell that has recently developed at the sewer plant. With recent changes in state legislation, the city is now required to add specific enzymes that help with the digestion of bacteria. It's this process that gives off the bad smell and even though they've been utilizing deodorizers to address the problem, it's not cost effective to run them constantly. Therefore, any time there's a breeze without deodorizers on, the smell gets carried throughout the town. The solution to the problem is to enclose the building and use a fan, to keep the smell away from the general public. Administrator Martin did not have an estimated cost for this solution, but will look into it and provide it to council at a later date.

AMENDED AGENDA ITEM: OLYMPIC AMBULANCE -

The city currently contract ambulance services with District 5. Councilmember Dahl reports District 12 has invited the city to attend their meetings, as they are considering contracting with Olympic Ambulance. District 12 has asked the city if they have any interest in doing the same; not necessarily as contracting partners, but to negotiate our own contract with them at the same time. Such a contract would enable the city to house an ambulance within McCleary and service its citizens. Switching to Olympic Ambulance would provide a more rapid response. District 12 would like McCleary to discuss the matter and provide them with a decision by Nov 25.

Councilmember Schilling asked if we still have a mutual aid agreement in place with District 5, regardless of what may be decided. Paul Nott addressed this question by providing significant detail of the history of EMS services in McCleary; the city can't currently transport injured persons due to not having an ambulance, even though we have paramedic trained FD staff. Therefore, the only options are to stay with District 5 or contract with Olympic Ambulance.

It was decided to speak with Fire Chief Pittman and have Olympic Ambulance provide a presentation of what they offer, so a comparison of costs and services could occur, and a decision be made.

11. New Lindsey Baum Banners - Discussion with Councilmember Huff

Erin Brown with the Lindsey Baum group reached out to Councilmember Huff a few weeks ago regarding the banner McCleary currently uses. McCleary FD created the current banner in 2020, which is now outdated. Erin is wondering if the city is willing to donate its banner for them to use at other events (in other locations) and replace it with a new banner. Several graphic designs for a new banner were provided for council to review. Brycen put forth the options to either keep the current banner and continue to loan it out as needed for other activities, or donate the old banner to the group, and pay for an updated banner for the city's use.

Councilmember Klimek suggested the request to pay for a new one is difficult, given the budget shortfall the city is dealing with. It was decided to add this project to the list of ideas for ARPA funds, to

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be discussed and decided upon next council meeting. In the meantime, they are welcome to continue to borrow it, as needed.

Old Business

12. Younglove & Coker Agreement

Madison (of Younglove & Coker) referred to the proposed agreement her agency has drawn up for council to review, and provided a synopsis. It's similar to the current city contract, with three primary changes:

- 1) A change to the current retainer structure (from retainer + hourly, to hourly only, but at a higher rate)
- 2) An small increase in the cost for legal assistance
- 3) Moving to contract out any internal employment issues that arise (Y & C do not feel comfortable going against city employees, when they're supposed to be representing them)

Madison suggested (if their proposal is accepted), putting it into effect January 2025.

Councilmember Dahl asked for a rough estimate on the number of hours the agency puts in, as it fluctuates. Madison stated recent records put them between \$20,000-\$25,000 annually, for prosecution costs alone. She noted for 2024, they're already at \$20,000, with another 6 weeks left in the year. She attributed fluctuation in costs to increased travel costs associated with now being located in the district court offices. Madison noted Y&C currently spend at least 6 hours per month traveling to and attending the city council meetings, which is equal to roughly half of the current retainer costs alone. Madison pointed out fees for their services will be higher around budget times, which will require them to create more ordinances, than any other time of year.

Councilmember Dahl asked for clarification as to who would be responsible for finding the agency they would need to contract out with, in reference to internal employee matters. That topic would need to be decided upon; it's not written into the current proposal. Administrator Martin added that the size and scope of the internal issue would impact when matters need to be contracted out.

Motion made by Councilmember Schiller, Seconded by Councilmember Dahl to approve the contract with Younglove & Coker, as proposed.

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

Motion approved.

Ordinances and Resolutions

13. Ad Valorem - Tax Levy Ordinance 892

Administrator Martin explained that this was a first reading, and reminded council that whether or not they do anything during tonight's meeting, a decision on this matter must be completed by the end of November. The recommendation is to take the 1% that is allowed (which equates to going from \$1.25 to \$1.32 for every \$100,000), and add it to what's in the bank account. This action would raise revenue of approx. \$20,000.

There were no questions or further discussion on this matter.

Public Comment - City Business Only

Citizen Dan Baskins expressed disappointment in Councilmember Simmons, stating "He's usually pretty thorough." Dan referred to the authorized positions listed on page 13 of the agenda packet. He noted the City Administrator wants to put ARPA funds toward salaries, and at the same time has a proposed salary for the City

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Administrator position at a starting point of \$117,600 per month. Dan suggested Jon's motives to use ARPA funds on salary were suspect.

Councilmember Schiller asked if there was any reason why action couldn't be taken on item 13 at present (Ordinance 892). Other councilmembers agreed this was a matter they could address tonight.

Therefore, a motion was made by Councilmember Schiller, Seconded by Councilmember Klimek to adopt Ordinance 892.

Roll Call -

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

Voting Nay: Councilmember Simmons

Ordinance passed.

Closed Session

14. RCW 42.30.140 - Labor Negotiations

Council adjourned at 8:37pm for 10 minutes, to hold a closed session regarding RCW 42.30.140. Closed session was extended an additional 5 minutes. Council reconvened at 8:58pm. Councilmember Huff stated no decisions or action had been taken.

Council Comments

Councilmember Huff thanked service members in the room and wished everyone well this Veteran's Day.

Councilmember Dahl asked when an update on the audit would be received. Administrator Martin explained the delay was due to the auditor contracting COVID, and that things would be wrapped up once she was feeling better.

Councilmember Klimek expressed his appreciation to Administrator Martin for his recent updates to the city's Facebook page. Keith feels the page looks very professional and he's happy the public is able to be kept up to date once again.

City Administrator Comments

Administrator Martin announced an offer of employment had been made for the position of Planning Assistant, and has accepted. The new employee is Dalin Davis will be starting next week. Jon provided information regarding her background and qualifications, and expressed optimism regarding her potential to do a great job. Jon also noted an individual had been interviewed for the position of Police Chief and that the city was waiting to hear back on the background check for this individual. There have been no other applicants for this position since it opened.

Councilmember Huff inquired as to what individuals made up the interview panel, including whether any law enforcement experts weighed in on the applicant. The panel consisted of Administrator Martin and Mayor Miller only, no law enforcement personnel were present.

One individual applied for the Clerk Treasurer position, but that person has since withdrawn their application. Jon praised the PW team for managing a power outage and water leak that occurred over the weekend. It was Jon's first experience as an administrator during such an event, and he was very impressed with the work the team did.

Jon attended the most recent Association of Washington Cities (AWC) meeting and noted other cities have many similar issues to what McCleary is dealing with, including staffing and budgetary issues. He expressed appreciation to council, city staff and citizens for their patience with him as a new City Administrator and he familiarizes himself with the job.

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Mayor Comments

N/A

Adjourn

Meeting adjourned at approximately 9:06pm.

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McCleary Regular City Council Meeting

Wednesday, December 04, 2024 – 6:30 PM

McCleary Community Center & Zoom Virtual Meeting

Minutes

Call to Order/Flag Salute/Roll Call

Pledge of allegiance was conducted, along with roll call.

PRESENT

Councilmember Jacob Simmons
 Councilmember Brycen Huff (Mayor Pro Tem)
 Councilmember Brent Schiller
 Councilmember Keith Klimek

ABSENT

Councilmember Andrea Dahl

Agenda Modifications/Acceptance

Councilmember Simmons added a topic to the New Business section of tonight's agenda. No other modifications were recommended.

A motion was made by Councilmember Klimek, Seconded by Councilmember Schiller to accept the agenda as modified.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Klimek
 Motion passed.

Special Presentations

1. Timberland Regional Library Presentation by Karen Kienenberger
 Branch Manager Karen Kienenberger gave a presentation to council regarding the services available at the McCleary location of the Timberland Regional Library.
2. Olympic Ambulance Service Presentation by Joey Rodrigues
 Joey Rodrigues (Executive Director) and Darrell Stanley (Duty Officer) of Olympic Ambulance, gave a presentation outlining the services they provide and suggested their agency can improve emergency services for McCleary's citizens. Joey and Darrell fielded several questions asked by council regarding wait times, weather limitations, liability, Grays Harbor County coverage, details of a potential agreement, and many others.

Public Comment - Agenda Items Only

Consent Agenda

3. November 6, 2024 Minutes
4. November 20, 2024 Minutes
5. Accounts Payable November 1-25, 2024 Ck Numbers 53975-53436 Including EFT's Totaling \$216,246.17

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Councilmember Simmons recommended Brycen Huff's title be changed from "Councilmember" to "Mayor Pro Tem" in the November 2024 meeting minutes. No other suggestions were made.

A motion was made by Councilmember Klimek, Seconded by Councilmember Simmons, to accept the Consent Agenda as modified.

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

Motion passed.

Updates

6. Staff Reports - Light & Power, Fire Department, Public Works, Finance, Police Activity Oct.

Staff reports for the month of November 2024 were provided by the city's Light & Power, Fire, Public Works, and Finance departments. The Police Department also provided a Call Activity Report for the month of October 2024.

Councilmember Simmons asked Waste Treatment Plant staff (Kevin Trehwella) for an update regarding issues with the lift station and costs associated with having House Brothers provide temporary, daily pumping services.

New Business

7. Emergency Management Services - Hannah Cleverly

Washington state law directs cities to meet certain provisions regarding emergency management. Hannah Cleverly, Deputy Director of Grays Harbor County Emergency Management (GHCEM), gave a presentation regarding the language of state law and creating comprehensive EM plans that meet state requirements. GHCEM has historically been performing EM functions for the county, in conjunction and coordination with the cities. McCleary does not currently have an agreement with GHCEM. Hannah invited council to participate in an interlocal agreement with other cities, for EM services. Hannah provided a cost analysis for such an agreement, along with the benefits of utilizing the agency's services, and fielded several questions from councilmembers.

New Personnel Discussion (Agenda amendment made by Councilmember Simmons)

City Administrator Jon Martin provided council with information on the city's two new interim employee hires, for the positions of Chief of Police and Clerk Treasurer.

Ryan Miskell is our new Chief of Police. He has previous law enforcement experience with the City of Long Beach and has been the previous Deputy Police Chief of Cosmopolis. Chief Miskell was unable to attend tonight's meeting, but plans to be in attendance at future meetings.

Jamie Vinyard is our new Clerk Treasurer. She has previous finance experience with the state's Fish & Wildlife Department, and was previously the Assistant Director of Finance for the city of Cosmopolis.

Administrator Martin provided an update regarding the city's CPA, Tara Dunford, noting that her cost analysis services are projected to save the city approximately \$71,000, and recommended the continued use of her services. He noted at this time, there is no plan to hire staff for the office clerk position.

Councilmember Simmons expressed his frustration with Mayor Miller regarding the recent hiring cycle; candidates should be approved by council before being hired as full-time city employees. A discussion regarding the hiring process and related city ordinances ensued between Councilmembers and Administrator Martin.

Please turn off Cell Phones- Thank you

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Old Business

8. 2025 Budget Discussion

City Administrator Martin informed council of new information he's received regarding power costs, since the last budget discussion. The city's recent increased power usage has moved them to a different power tier, which will result in an additional \$46,000 per month (worst case scenario). He is working with CPA Dunford to find options to cover the increased costs in the budget. Jon noted the city will be able to receive rebates for any unused power.

9. Wastewater Treatment Plant Chiller Project

There were six companies who put in bids with the city for this project. Sunset Air was the lowest bid, with a 12 week estimation to complete the project. The goal is to complete it before summer.

A motion was made by Councilmember Klimek, Seconded by Councilmember Simmons to accept the bid and contract with Sunset Air to complete the project.

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

Motion passed.

Ordinances and Resolutions

None.

Public Comment - City Business Only

Carrie Comer invited everyone to attend the Christmas in McCleary event going on this Saturday. There will be events all day, including the lighting of the train at 6pm. She thanked city employees for decorating the park for this event.

Jeff Geer noted the temperature was only 38 degrees last Friday and inquired about having a city truck out to spread sand or salt on the roads, now that the weather has turned colder.

Executive Session

None.

Council Comments

Councilmember Klimek had follow up questions for City Administrator Martin regarding the negotiations of an ambulance contract. He is concerned about bad feelings developing if the city switches to another provider, but also wants to provide citizens with the best option.

Mayor Pro Tem Huff also encouraged everyone to attend the Christmas in McCleary event this Saturday, and help support the Civic Renewal committee. He thanked city crews for their help this week, in preparations for the festivities.

City Administrator Comments

Administrator Martin thanked council for the work they do, and acknowledged their frustration. His door is always open and his primary goal is to make McCleary a better place. He will attempt to improve his communication with them in the future regarding hiring decisions, and provide updates on the projects of the different city departments.

Jon informed council that the city has been awarded the enhanced bid to auto seal the roads, and also noted the city's sewer plan proposal was approved today.

Please turn off Cell Phones- Thank you

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Adjourn

With no other city business to conduct, a motion was made by Councilmember Simmons, Seconded by Councilmember Klimek to adjourn the meeting.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Klimek
Meeting adjourned at 8:30pm.

Please turn off Cell Phones- Thank you

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City of McCleary STAFF REPORT

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

Water and Wastewater:

At the Wastewater Treatment plant, the public works department has been helping us with water leaks. The leaks are caused by water hammer. We hope to end this water hammer problem and the subsequent leaks that are caused by water hammer by changing out the fast close solenoid valve to a slow close valve.

Since updating the software at the water treatment plant, we have had no unexpected chlorine overdosing issues. We will be sending a sample of the filter media into a lab for testing to see how well the media is performing.

I have had several people ask me if there is anything we can do to improve the flavor of the water. The answer is, yes. We can add an industrial sized charcoal filter which would remove the organics in the water which create the taste and odor issues. I am currently looking into the cost involved in this project.

Happy New Year!

Kevin Trehwella



City of McCleary STAFF REPORT

To:	Mayor Miller and Council
From:	Fire Chief Andrew Pittman
Date:	January 1, 2025
Department:	Fire Department

Hello all,

The Firefighter’s association had a great food drive/ Santa run this year collecting around 7 pallets of food for the food bank and nearly \$1000 in donations. Thank you everyone who came out to support this great cause.

Just a reminder to use safe speeds for inclement weather and if you don’t have to go out stay home for safety. Use an abundance of caution when traveling through construction zones that we have ongoing in our areas.

November calls are as follows=

Fire Alarms-7 Public assists-5 Vehicle fires-1 Vehicle accidents-1

Mutual Aid medical-1 Haz Mat-1

Total=16

December Calls are as Follows=

Vehicle accidents-3 Mutual Aid accidents-2 Fires-2 Vehicle Fires-1 Fire Alarms-1

Total=9

Thank you for the opportunity and Stay Safe,

Fire Chief Andrew Pittman



City of McCleary STAFF REPORT

To:	Mayor Miller and Council
From:	Jenna Jarvis, Public Works Field Foreman
Date:	January 3, 2025
Department:	Public Works

Hello everyone!

I hope everyone had a safe and wonderful holiday season!

In November and the beginning of December we had the opportunity to work with the civic renewal on putting on another spectacular Christmas in McCleary. On the day of there were slight rain showers throughout the day but held off for the fun run. The fun run went on without a hitch. Next year there will be minor changes in the way we set up but nothing outrageous.

With the rainy season still here, we have been trying to make a few upgrades to our shop to make it safer and more secure. We have replaced 2 man doors in our main shop that were well overdue. One was barely hanging on while the other was fixed shut. With the one that was fixed shut, its in the bay that we normally use on a daily basis and in case of an emergency that door would have been the closest exit. We have also made it so that we can use our garage doors in case of a catastrophic outage.

We have had a few water leaks within the last month. Two being at the wastewater treatment plant and only being seven days apart. The other was in Wildcat Dr. Everything has been fixed and up and running.

We have also had the pleasure of working with Dalyn on scanning documents out of the old court room. This will be an ongoing project when time permits.

I look forward to 2025 and hope to accomplish even more than what we did this last year!

Have a wonderful day!
Jenna Jarvis



City of McCleary STAFF REPORT

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

Department Report:

Activity Reports Provided with this report.

on Officer Training, Programs, and Policies

Officer Training:

- When I arrived on December 1st, officer training hours for 2024 were not on track to meet Washington state's yearly training minimum requirement. However, I am pleased to report that the officers successfully met the required hours, and the state standard has now been fulfilled. Reserve Officer Tovar was instrumental in this accomplishment. As a TASER instructor, he led the TASER recertification training for all of our officers. Additionally, Sergeant Bunch has been signed up for a field training officer class to advance towards his First Level Supervision Certification from the state.

Drone Program:

- We have received a drone funded by Simpson Door Company. The next step will be creating policies for the drone program. We are also exploring training for one of our officers to become certified to operate the drone. These drones will be used for multiple law enforcement applications and will also be available to assist the fire department and neighboring agencies.

Reserve Officer Program:

- In 2025, we will be bringing additional reserve officers to the department. These officers will be available to cover shifts if we experience shortages, which will help reduce overtime costs. They will also be available for special events such as the Bear Festival and other holiday events.

Policies and Scheduling:

- I am currently working on updating old department policies and creating new ones as needed. Additionally, we are reviewing the police work schedule to identify potential improvements for creating a more effective schedule while minimizing overtime.

Equipment Management:

- We have been collaborating with the city to identify unneeded equipment. This will allow us to update our inventory and acquire the necessary equipment to better serve the department's needs.

Personnel Update:

- Our police clerk has accepted another position and her last day in the office was January 2, 2025. She will continue assisting remotely and in office as needed, until we fill her position and the new hire receives the necessary certifications to perform the duties required for the role.

Respectfully,

Chief Ryan Miskell

**McCleary Police Department
Monthly Call Activity Report**



Dec-24

#	Calls	
	911 Hangup	Malicious Mischief
	911 Open line	3 Message
	Abandoned/Disabled Vehicles	1 Motorist Assist
	1 Abuse	Noise Problem or Complaint
	5 Accident Unknown	Non Blocking Accident
	Accidents non blocking/unk	Non Blocking Vehicle
	1 Accidents with injuries/Rollover	1 Overdose
	15 Agency Assist	1 Order Issued/ Violation
	2 Alarm	Open
	2 Animal Problem	1 Paper Service
	Assault	Parking Problem
	Assault in Progress	9 Police Information/phone message
	Assists- Cittzen	2 Property/Lost/Found/Recovered
	ATC (Attempt to Contact)	Prowler
	ATL (Attempt to Locate)	1 Reckless
	Bite	1 Railroad Crossing Blocked
	Burglary	2 Runaway
	Code Enforcement Viol.	Service
	3 Civil/Public	Sex Offense/ Rape
	1 CPS/ APS Referral	Shooting/Weapons/Explosives/ Hazards
	Controlled Substance	Shoplifting
	Death / Report of dead body	Structure fire/Threatened
	1 Disabled Vehicle	1 Subject Stop
	Disorderly conduct	Suicide
	Display (unlawful)	3 Suicide/Threats/ Attempts
	DUI	3 Suspicious Person
	1 DVA in Progress/Act	1 Suspicious Vehicle
	Extra Patrols Request	Suspicious/Unknown Circumstances
	2 Firework	Thefts In Progress
	28 Fire or Aid Responding	1 Thefts/ Larceny
	Firearm	Threats
	Forgery/ Fraud-Blackmail	Traffic Offenses
	Found Person / Child	30 Traffic Stops
	2 Found Property	4 Traffic- Other/Hazzard/Patrol
	Hazardous	Traffic Pursuit
	1 Harassment	Test Incident Type
	Hit & Run	3 Trespassing
	Illegal Burn	3 Unknown Problem
	2 Juvenile Problem	1 Vehicle Theft
	3 Lost/Missing/Found Person	1 Verbal
		Violation Controlled Substance
		Voided incident
		1 Warrants Service or Confirm
		8 Welfare check
		Wire down
70		77

Tickets: 9 YTD: 327

Total : 147 Year To Date: 2129

**McCleary Police Department
Monthly Call Activity Report
2024**



		7	Malicious Mischief/ Fight
		16	Message/ Information Report
		20	Motorist Assist
		8	Noise Problem or Complaint
#	Calls		Non Blocking Accident
5	911 Hangup		Non Blocking Vehicle
23	911 Open line	4	Overdose
12	Abandoned Vehicles	11	Order Issued/ Violation
2	Abuse	6	Open Door or Window
11	Accident Unknown		Paper Service
21	Accidents non blocking/unk	16	Parking Problem
7	Accidents with injuries/Rollover	133	Police Information/phone message
96	Agency Assist	8	Property/Lost/Found/Recovered
13	Alarm	5	Prowler
67	Animal Problem	41	Reckless
12	Assault	2	Railroad Crossing Blocked
2	Assault in Progress	3	Runaway
54	Assists- Cittzen	14	Service
1	Rescue Needed	5	Sex Offense/ Rape
1	ATL (Attempt to Locate)	1	Shooting/Weapons/Explosives/ Hazards
2	Bite / Vicious Animal	1	Shoplifting
2	Burglary	3	Structure fire/Threatened
12	Code Enforcement Viol.	21	Subject Stop
20	Civil/Public		Suicide
3	CPS/ APS Referral	7	Suicide/Threats/ Attempts
6	Controlled Substance	31	Suspicious Person
3	Death / Report of dead body	35	Suspicious Vehicle
10	Disabled Vehicle	38	Suspicious/Unknown Circumstances
10	Disorderly conduct	1	Thefts In Progress
1	Display (unlawful)	11	Thefts/ Larceny
4	DUI / Intoxicated in public	5	Threats
18	DVA in Progress/Act	15	Traffic Offenses
5	Extra Patrols Request	623	Traffic Stops
2	Firework	34	Traffic- Other/Hazzard/Patrol
388	Fire or Aid Responding	1	Traffic Pursuit
1	Firearm	1	Test Incident Type
6	Forgery/ Fraud-Blackmail	18	Trespassing
2	Found Person / Child	22	Unknown Problem
13	Found Property	2	Vehicle Theft
3	Hazardous	18	Verbal
14	Harassment		Violation Controlled Substance
6	Hit & Run	3	Voided incident
2	Illegal Burn	18	Warrants Service or Confirm
9	Juvenile Problem	43	Welfare check
6	Lost/Missing/Found Person	3	Wire down
875		1254	

YTD: 327

Total: Year To Date: 2129



City of McCleary

STAFF REPORT

To:	Mayor and Council
From:	Jamie Vinyard, Clerk-Treasurer
Date:	January 3, 2024
Department:	Finance & Administration

Finance:

We have completed 2025 medical rate adjustments, union dues increases and annual payroll tax changes. We are now preparing for year-end processes, including 2024 W-2 and 1099 tax reports.

We continue diligently working on current accounts payable and have 6 remaining public records requests to complete by month end.

We are eager and excited for challenges and opportunities in 2025. Happy New Year to All



City of McCleary STAFF REPORT

To:	Council
From:	Paul Nott
Date:	1/3/2025
Department:	Light and Power

Hello All,

Since our last report we have had we responded to 4 outages, line maintenance and decorating and removing the decorations for the holidays.

2024 accomplishments.

29 Outages

11 New Services

32 Asst customer service and city project work orders (60 work orders total)

31 Pole replacements combined

15 Pole re-build well road (CIP)

5 Pole re-build West Maple (CIP-cut over)

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

Have a safe and happy 2025!!!

Paul



City of McCleary
STAFF REPORT

To:	Mayor Miller and City Council Members
From:	Dalyn Davis
Date:	Jan. 6th, 2025
Department:	Building Permitting/Conservation Program/Public Works

Good evening, Mayor, and Council,
I wanted to take a moment to provide an update on some crucial matters that have been unfolding in the city of McCleary.

Code Enforcement and Complaints:

Code Enforcement matters include: **13.34.020,8.16.110,8.20.30.**

Our department has received 2 written complaints. From the report the status of this complaint is: verbal communication concerning these matters, and appropriate actions have been taken at this time. We believe in maintaining the integrity of our city and ensuring that everyone adheres to the codes and regulations that make McCleary a safe and vibrant place to live.

Thank you for entrusting us with the responsibility of serving you, the wonderful citizens of McCleary.

Building Department

ACTIVITY	TOTAL	Notes
Customer Service	12	
Building Permits Issued	2	
Plan Reviews	3	
Inspections Performed	2	
Complaints Received	2	
Code Violations Identified	3	Code 13.34.020,8.16.110,8.20.30
Verbal Communication	2	
Nuisance Letters Sent	0	

Conservation Program

Month	Applications Received	Conservation Permits Issued	Rebates Paid This Month	Total Rebates Paid to Date
Dec. 11th	1	1 Insulation Rebate	\$1,225.80	\$1,225.80
Dec. 10th	1	Industrial Custom Project Incentive	\$25,000	\$25,000

2025 McCleary City Council Meeting Schedule -

2nd and 4th Wednesdays at 6:30 p.m. January through October
1st and 3rd Wednesdays at 6:30 p.m. November and December

Meeting Dates:

January 8 and 22, 2025

February 12 and 26, 2025

March 12 and 26, 2025* Request to Move to March 5

April 9 and 23, 2025

May 14 and 28, 2025

June 11 and 25, 2025

July 9 and 23, 2025

August 13 and 27, 2025

Sept 10 and 24, 2025

October 8 and 22, 2025

November 5 and 19, 2025

December 3 and 17, 2025

*Meeting locations will vary between the Community Center and City Hall. To see the location of the meetings view the agendas posted at least 24 hours in advance of the meeting date on the City website and at City Hall.

**Special Meetings may be called from time to time as needed. Notice of Special Meetings are posted on the City website and City Hall when these occur, at least 24 hours in advance.

For further information or accommodation for meetings, please contact the City Clerk-Treasurer Jamie Vinyard at (360) 495-3667 ext. 103 or

jamiev@cityofmccleary.com.

COLLECTIVE BARGAINING AGREEMENT

BETWEEN



TEAMSTERS UNION LOCAL #252

AND

THE CITY OF McCLEARY, WASHINGTON

January 1, 2025 – December 31, 2027

Ratified by Union on 12/17/24

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APPENDIX A **Error! Bookmark not defined.**

ARTICLE 1 INTRODUCTION/RECOGNITION

1.1 This Agreement is entered into by and between the City of McCleary, acting through its Mayor, or designee hereinafter referred to as the "Employer," and the International Brotherhood of Teamsters Local 252, hereinafter referred to as the "Union", representing the non-exempt, full-time and regular part-time classifications as set forth in the wage Appendix excluding casual employees.

1.2 The purpose of this Agreement is to establish a procedure for the resolution of differences and to establish salaries, wages, and terms and conditions of employment.

1.3 The Employer recognizes Teamsters Local 252 as the exclusive bargaining agent for all regular, non-exempt, full-time and regular part-time classifications as set forth in the wage Appendix.

ARTICLE 2 UNION SECURITY

2.1 The City shall recognize the Chauffeurs, Teamsters, and Helpers Union, Local 252, affiliated with the International Brotherhood of Teamsters (Union) as the sole and exclusive bargaining representative in all matters concerning wages, hours, and other conditions of employment for all employees described in the recognition clause.

2.2 The Employer shall remain neutral when communicating with employees about Union membership. The Union shall have up to a thirty (30) minute orientation with new employees' during the employees' regular work hours. The Union will explain that it is the designated as the exclusive representative for all employees covered under the Collective Bargaining Agreement. The Union shall inform each new employee that membership in the Union is voluntary and only when an employee clearly and affirmatively consents to joining the Union may the Union collect dues/assessments. In addition, the Union shall explain to the new employee the rights and the benefits the employee would forgo by being a non-member.

2.3. It is mutually agreed that only Union members of this unit shall engage in active participation in Union affairs of this unit or serve in a role of leadership of the unit such as: serving as a delegate or representative, serving on negotiating or other Union committees, or participating in other similar activities to the interest of the unit.

2.4 For current Union members and those who choose to join the Union, the Employer shall deduct each pay period all appropriate Union dues and fees uniformly levied and shall continue to do so for such time and on conditions set forth in the authorization for payroll deduction regardless of the employee's continued membership in the Union. The Employer shall transfer amounts deducted to the Union. Authorizations for Payroll Deduction are valid whether executed in writing or electronically.

2.5 Whichever party (Employer or Union) that receives the original Authorization for Payroll Deduction from the employee shall provide an electronic or hard copy of the authorization to the other party within 10 days of the employee executing the document.

2.6 The Employer shall honor the terms and conditions of each employee's authorization for payroll deduction. When employee is a union member, the Employer shall continue to deduct and remit Union dues and fees to the Union until such time as the Union notifies the Employer that the dues authorization has been properly terminated in compliance with the terms of the payroll deduction authorization executed by the employee.

2.7 Indemnification and Hold Harmless. The Union agrees to indemnify and save the Employer harmless against any and all liability which may arise by reason of any action taken by the Employer to comply with the provisions of this Article, including reimbursement for any legal fees or expenses incurred in connection with such action. The Employer will promptly notify the Union in writing of any claim, demand, suit or other form of liability asserted against it relating to its implementation of this Article. [If requested by the Union in writing, the Employer will surrender any such claim, demand, suit or other form of liability to the Union for defense and resolution.

2.8 The City and the Union signatory to this Agreement agree that the public interest requires the efficient and uninterrupted performance of all city services, and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. During the term of this agreement, the Union and/or employees covered by this agreement shall not cause or engage in any work stoppage, strike, slowdown or other interference with City functions. Employees covered by this agreement who engage in any of the foregoing actions shall be subject to such disciplinary actions as may be determined by the City, including, but not limited to, the recovery of any financial losses suffered by the City.

ARTICLE 3 MANAGEMENT RIGHTS

3.1 CUSTOMARY FUNCTIONS – Except as expressly limited by the other articles of this Agreement, the Employer shall have the exclusive right to manage the functions of all City operations/facilities and direct the bargaining unit employees covered by this Agreement. These rights include, but are not limited to, the right to plan, direct and control operations; to determine the services to be performed by the bargaining unit employees; to establish and maintain productivity and quality standards; to schedule the working hours; to hire, promote, and transfer; to suspend, discipline or discharge. The Employer shall also have the exclusive right to relieve employees because of lack of work or for other legitimate reasons; to introduce new and improved work methods, materials or facilities; or to change existing work methods, material or facilities.

ARTICLE 4 UNION RIGHTS

4.1 The Employer recognizes the rights of the Union as the exclusive representative of the Employer's non-exempt, full-time and regular part-time classifications as set forth in the wage Appendix to engage in collective bargaining with the Employer pursuant to the provisions of RCW Chapter 41.56.100, as currently written or hereafter amended. The Employer further recognizes any rights that are given to the Union within this Agreement as a result of the collective bargaining process provided for in RCW Chapter 41.56.100, as currently written or hereafter amended.

4.2 One employee from the bargaining unit may attend negotiations on duty.

ARTICLE 5 EMPLOYEES DEFINED

5.1 A full-time regular employee shall be a person regularly scheduled to work forty (40) hours per week, inclusive of paid leaves, and who has successfully completed his or her probationary period.

5.2 A part-time regular employee shall be a person regularly scheduled to work less than forty (40) hours per week hours, inclusive of paid leaves, and who has successfully completed his or her probationary period. Part-time employees will receive benefits on a prorated basis, dependent on their total FTE status. If the part-time employee works less than eighty (80) hours per month; no medical, dental, or vision insurance will be provided by the City. The employer reserves the right to establish part time positions.

5.3 A casual employee shall be an employee not allowed to work more than seven hundred (700) hours per calendar year and shall be excluded from the bargaining unit.

5.4 Prior to becoming a full-time or part-time regular employee under the terms and conditions of this Agreement, the employee must successfully complete an uninterrupted, continuous twelve (12) month probationary period. Any probationary employee may be disciplined or terminated without recourse during his or her probationary period.

5.5 A full-time regular employee promoted to a different job classification within the Bargaining Unit which entails a higher salary classification range must successfully complete a six (6) month probationary period. During that six-month probationary period, any probationary employee shall be restored to the position from which they were promoted if, in the Employer's opinion, the employee has not demonstrated suitable aptitude for the position. The Employer's decision shall not be subject to the grievance procedure. Should the employee be disciplined or discharged, exclusive of a return to the former position, said employee shall have the right to appeal said discipline or discharge through the grievance procedure.

5.6 Should the employee desire to return to the position from which he/she was promoted, he/she shall be allowed to move back to the original position at any time during the probation period.

5.7 The employer reserves the right to establish part time positions. Part time positions working an average of 20 hours, but not less than 39 hours per week shall receive the following benefits:

Vacation - 4 hours per month
Sick Leave - 4 hours per month

ARTICLE 6 EMPLOYEE RIGHTS

6.1 LEGAL PROTECTION - The Employer agrees to hold an employee harmless and defend said employee from any financial loss for actions arising out of any claim, demand, civil suit, or judgment by reason of any act or failure to act by such employee during his or her work hours; provided such employee, at the time of the act or omission complained of, was acting within the scope of his or her employment and under the direction of the Employer; provided, however, that such responsibility shall not extend to exemplary (punitive) damages assessed against an employee by a court of competent jurisdiction.

6.2 LUNCH BREAK - Each employee shall be entitled to a one-half (1/2) hour lunch break, provided the total number of hours in the standard work day totals eight-and-one-half (8 1/2) hours, comprised of eight (8) hours of work and one-half (1/2) hour for lunch; provided, however, the Employer reserves the right to change the lunch period to a one (1) hour lunch break, provided the total number of hours in the standard work day totals nine (9) hours, comprised of eight (8) hours of work and one (1) hour for lunch. Employees working beyond their regularly scheduled work shift in excess of three (3) hours shall be allowed an additional unpaid thirty minute (30) meal break. Lunch breaks will generally occur at the midpoint of the employee's work day, provided that the time of the lunch break may be modified as necessary by the Employer or Employer's representative to:

- a) meet staffing needs in terms of keeping City offices open during the normal work week, as established by the Mayor,
- b) ensure efficient and timely completion of work projects, and/or
- c) handle emergencies that may arise during the course of conducting the Employer's business.

6.3 REST PERIODS - Employees shall be entitled to two (2) rest periods each work day. The rest periods shall last no longer than fifteen (15) minutes each. One shall be taken no less than two (2) hours after beginning work and the second no less than two (2) hours after returning from the lunch break. When necessary because of unusual circumstances, the scheduling of an employee's rest period may be modified by the employee's supervisor or designee.

ARTICLE 7 EMPLOYEE RESPONSIBILITIES

7.1 Each employee, regular or probationary, shall be familiar with and adhere to the policies and procedures the Employer may from time to time unilaterally adopt, amend, and revise for the governance and operation of its agency. The Employer shall maintain current copies of policy and procedure manuals in the Employer's supervisory offices for employee use, and the Employer will keep said copies updated as changes and revisions are made by the Employer. In addition, a copy shall be provided to Teamsters Local #252.

7.2 The Employer shall not unilaterally adopt, amend or revise policies which are mandatory subjects of bargaining, except as provided in RCW 41.56.

7.3 All employees, regular or probationary, shall adhere to directions and instructions given to them by the Employer or Employer's representatives in the course of performing work duties.

7.4 Each employee shall be responsible for having and maintaining any certificate, license, or other legal document necessary for the proper fulfillment of his or her particular job responsibilities as outlined in his or her job description. Failure to maintain said requirements will result due to employee negligence or refusal to maintain certification in may result in demotion or disciplinary action; provided, should the employee's training have been canceled by the Employer, said Employee will not face demotion or disciplinary action.

7.5 The Employer shall pay the tuition cost and hours actually spent in training for all hours necessary to comply with required certifications as described within individual job descriptions. Tuition and hours needed for certification necessary for promotional opportunities may be approved at the discretion of the Public Works Director or the Mayor to allow employees opportunity to advance within a promotional series (e.g.; Utility Maintenance Worker I to Utility Maintenance Worker 2 series). The Employer shall pay for 1 test attempt. If more than 1 test attempt is required it shall be paid for by the Employee. Employees needing to complete continuing education credits (CEUs) shall receive reasonable time, upon approval by the Public Works Director, during the workday to complete the courses. The Employer may rearrange the employee's work week so as to avoid overtime compensation.

7.6 Nothing contained in this Agreement shall permit or be construed to grant any employee or group of employees the right to strike or refuse to perform his/her prescribed duties.

ARTICLE 8 EMPLOYEE COMPENSATION

8.1 WAGES - The salaries for all classifications of employees covered by this Agreement shall be as set forth in Appendix A of this Agreement.

8.2 HOURS OF WORK - The regular work schedule shall be five (5) consecutive eight (8) hour work days (Monday through Friday), followed by two (2) consecutive days off. The Employer may establish a work week of five (5) consecutive days other than Monday through Friday, provided the employee is given ten (10) calendar days' notice of such change. In the event of an emergency, the ten (10) day notice shall not be required. Employees may be authorized to work an alternative work schedule with the approval of their supervisor and Mayor. There may be no additional cost involved to the city for such accommodations.

8.3 WORK HOURS, EXCEPTIONS - Short term changes (for an established period of time) from normal work hours may be approved by the Mayor for special considerations. Employee requests for temporary work hour modifications shall be in writing, submitted not less than ten (10) calendar days in advance of the change, (unless an emergency) stating the reason for the request and the specific length of the term.

8.4 An employee's regular hourly rate of pay shall be computed by multiplying the monthly salary, including longevity, by twelve (12) and dividing the product by two thousand eighty (2080) hours.

8.5 OVERTIME - When an employee is required by the Employer to work any time in excess of the established work week, the Employer shall compensate the employee by payment of overtime or compensatory time. The employee may elect either overtime or compensatory time as payment, in accordance with the Fair Labor Standards Act (FLSA). Overtime and/or Compensatory time shall be accrued at the rate of one and one half (1.5) hours for each hour worked in excess of the standard forty (40) hours per week. Any overtime work performed as part of a disaster declaration event as declared by the Mayor or Governor, or if the city is "closed" due to other unforeseen circumstances or any hours worked past midnight, shall be accrued at two (2) times the employee's base rate of pay Use of compensatory time off shall be subject to the approval of the Employer, and may only be used in increments of no less than thirty minute (30) intervals at a time.

8.6 COMPENSATORY TIME ACCRUAL - Accrued compensatory time shall be used as soon as possible after accrual. The Employer, with due regard for the needs of the employee, shall approve written compensatory time off requests based on the needs of the Employer. Any compensatory time accrued in excess of forty (40) hours must be used by the employee within thirty (30) days of accrual unless waived by the Employer. Should the Employer refuse to grant a request for compensatory time off, and if the employee requests payment, said compensatory time shall be paid on the next pay period. Use of compensatory time off shall be subject to the approval of the Employer, and may only be used in increments of no less than thirty minute (30) intervals at a time.

8.7 Compensatory time in excess of forty (40) hours must be used by the employee prior to the use of accrued vacation leave. Any compensatory time earned within the calendar year shall be used prior December 15 of each year. Any compensatory time remaining on that date shall be paid out. Compensatory time earned in the month of December may be carried over to the following year. Any compensatory time earned over forty (40) hours shall automatically be cashed out within the pay period it was earned, the same as any overtime earned.

8.8 The Employer reserves the right to opt to pay an employee for accrued compensatory time in lieu of time off at the employee's regular straight time hourly rate of pay.

8.9 An employee may request on a monthly basis, subject to the approval of the employer, to be cashed out for all or part of their accrued compensatory time provided that such request is submitted to the employer prior to the payroll cut off period.

8.10 Employees assigned weekend duty shall be on call and fit for duty to perform duties assigned by the Employer from end of shift Friday through the next regularly scheduled workday. The weekend duty employee will be assigned the department cell phone for the assigned weekend and will be initial responder to any emergency calls or situations requiring response from employees of Teamsters Local Union #252. Any calls beyond the weekend duty period will fall under compensation for section 8.12 Call Back / Call Out. Weekend duty assignments are scheduled by the Public Facilities Manager and done in rotation with flexibility allowing employees to exchange weekends with others within the Union as needed with approval of the Employer. An employee assigned for a weekend duty shift shall be available by text or telephone call assignments and shall respond within a reasonable period of time, in no event more than 20 minutes from the time of the call or text. The compensation for each weekend duty shift worked shall be \$300. If the weekend includes a holiday, employee shall receive eight hours of straight time comp time in addition to weekend duty pay.

8.11 SALARY AND WAGE PAYMENTS - Salary and wage payments shall be made upon the fifth (5th) and twentieth (20th) workday of the month following the month in which work is performed; If, for any reason (i.e., equipment malfunction, change in state, or federal reporting laws etc.) ,the employer determines it necessary to change the pay date or draw date it is understood said change shall remain in full force and effect until such change has been modified through collective bargaining. Step increases will be made on the employees anniversary date. For payroll purposes the salary step will increase at the closest pay period (1st of the month, or 15th of the month.)

8.12 CALLBACK / CALL OUT - Emergency Call-Out / Call Back – When called back to work after regular work schedules to perform work outside of regular working hours, employees shall

receive a minimum of two (2) hours at their overtime rate of pay in addition to their normal salary. The two (2) hour minimum call back pay must be taken as pay and not compensatory time.

8.12.1. Call Back pay that does not require a call out: Employees who resolve issues remotely through the use of a phone, tablet, or computer shall be compensated at the following rate:

- a. De Minimis Calls / Monitoring that take less than five (5) minutes to address, there shall be no compensation; except between the hours of 11pm and 5am.
- b. Calls / Monitoring that take five (5) minutes or more shall be paid at the overtime rate in thirty (30) minute increments.
- c. Calls / Monitoring between the hours of 11pm and 5am shall be paid at the over-time rate in thirty (30) minute increments.
- d. In a one-hour period an employee can only be compensated for up to two (2) calls.

8.13 LONGEVITY- Longevity compensation shall be paid each month to eligible employees. Calculations shall be based upon a percentage of the employee’s monthly base rate of pay as set forth herein

Upon completion of 5 years’ service	2% of base monthly rate of pay
Upon completion of 10 years’ service	3% of base monthly rate of pay
Upon completion of 15 years’ service	4% of base monthly rate of pay
Upon completion of 20 years’ service	5% of base monthly rate of pay
Upon completion of 25 years’ service	6% of base monthly rate of pay
Upon completion of 30years’ service	7% of base monthly rate of pay
Upon completion of 35 years’ service	8% of base monthly rate of pay

8.14 OUT OF CLASSIFICATION - Any employee assigned by the Employer to work out of classification shall receive out of classification pay at the rate of pay for the position being filled for all hours assigned and worked out of the classification (no less than eight hours). An employee must be assigned and accept the assignment to work out of classification. Employer retains the right to determine when out of classification is necessary but shall ensure that in the absence of the Public Works Foreman for a period of one week (four continuous days), the Director of Public Works will be acting foreman, or at his/her discretion a crew member will be assigned based on order of seniority (seniority is based on job classification and years of service). At all times there shall be a lead worker in the Water / Wastewater division.

8.15 DEFERRED COMPENSATION – The City will match deferred compensation allocation for each employee up to one (1%) of their annual salary as of January 1 each year.

8.16 SPECIALTY COMPENSATION: Each employee who obtains a certification (as listed below) shall be entitled to point three-three percent (0.33%) up to a maximum of two percent (2%) added to their base wage: Pesticide, WDM 2 & 3, WWCPA 1, 2, 3; WTPO 1, 2, 3; WWTPO 1, 2, 3; WWTPOIT; and Cross-Connection.

ARTICLE 9 HEALTH AND WELFARE

9.1 Medical –Effective January 1, 2025 through December 31, 2027, unless prohibited by state or federal law, the Employer shall pay one hundred (100%) percent of the employee medical premium and eighty-five (85%) percent of the spouse and dependent medical premium. The employee shall pay the remaining fifteen (15%) percent of the spouse and dependent medical premiums. Employees must have at least eighty (80) compensable hours in a month or be using paid leave equaling at least eighty (80) hours during such period to qualify for health benefits.

9.2 Dental and Vision – effective January 1, 2025 and through December 31, 2027, the Employer shall pay one hundred (100%) of the family premium

9.3 The Medical, Dental, Vision and Life Insurance shall be:

Medical - AWC Health First 250 Plan
Dental - Teamsters Dental Plan A
Life - AWC States West Life, Group #05455
Teamsters Vision Plan

9.4 The Employer shall continue to participate in the above plans, provided, however, the medical, dental, vision and life insurance program meets the requirement of 100% participation by the employees and dependents.

9.5 Washington Teamster Vision and Dental trust coverage shall be available for each eligible employee based upon (80) eighty compensable hours earned in the previous month. Employer shall make the full monthly premium contributions on Employee and dependent Dental and Vision coverage for the life of this Agreement.

ARTICLE 10 SICK LEAVE

10.1 SICK LEAVE - An full-time employee shall accrue sick leave at the rate of eight (8) hours per month. Part-Time employees will accrue sick leave at a pro rated basis per their FTE status. (Example: A .5 FTE would accrue sick leave at the rate of 4 hours per month.) All Employees shall be entitled to accrue sick leave to a maximum of seven hundred and twenty (720) hours. Sick leave shall be utilized according to the terms and conditions listed below:

10.2 Sick leave may be utilized for the personal illness or injury, disability, or medical/dental appointments of the employee.

10.3 Employees may use sick leave to care for the illness of family members described in section 10.7

10.4 The Employer reserves the right to require an employee to submit a doctor's slip explaining the necessity of the absence. Abuse of sick leave shall be considered a basis for disciplinary action

up to and including termination.

10.5 Sick Leave Cash out - An employee who retires from the City of McCleary in compliance with the rules of the PERS retirement system may cash out one third (1/3) of accrued sick leave. Employees that resign, or laid off, or that have been terminated will be allowed to cash out one-third (1/3rd) of their accrued sick leave balance up to a total of one hundred sixty hours (160). All employees Hired after January 1, 2015 may cash out one quarter (1/4) of up to four hundred eighty hours of accrued sick leave.

10.6 BEREAVEMENT LEAVE - An employee shall be eligible for bereavement leave up to twenty-four (24) hours a year with pay for each death in the family member. Should an employee require in excess of twenty-four (24) hours' leave, such excess shall be drawn from sick leave, vacation leave, or compensatory time. Employees on probation will be eligible to receive this leave.

10.6.1 Relatives, for the purposes of this section, shall be defined as a parent, step-parent, brother, sister, spouse, son, daughter, step-child, grandparent, grandchild, brother-in law, sister-in-law, son-in-law or daughter in law.

10.7 USE OF LEAVE - The use of any type of employee leave, including sick leave, vacation, compensatory time and bereavement leave, shall be in increments of no less than one half (1/2) hour at a time.

ARTICLE 11 EMPLOYEE VACATIONS AND HOLIDAYS

11.1 All full-time employees in the bargaining unit shall accrue vacation in accordance with the following schedule. Actual accrual shall be made on a bi-monthly bases. Part-time employees shall be entitled to that fractional part of vacation hours that the total number of hours of employment bears to the total number of hours of full-time employment. (Example: A .5 FTE employee would receive 40 hours per year in months 0-48).

Completed Months	Hours per Completed Year
0-48	96
49-96	120
97-144	144
145-192	168
193+	192

11.2 Vacation leave for probationary employees shall also accrue on a monthly basis, but may not be taken by the probationary employee prior to end of the probationary period. If a probationary

employee is terminated during the probationary period, they shall be entitled to vacation cash-out of any hours accrued.

11.3 VACATION USE - Vacation leave shall be requested in written form by the employee to the Employer prior to the dates being requested. Vacation leave requests must be approved by the Employer, and the Employer reserves the right to schedule any employee's vacation leave to fit the needs of the City's operations. The Employer reserves the right to reschedule an approved vacation as necessary to respond to an emergency situation. Employees shall bid on vacation not later than February 1 of each contract year. Bidding shall be based on seniority with the Employer and the first bid shall not exceed 10 working days.

11.4 Employees may not accrue more than three hundred twenty (320) hours, unless said accrual is not the fault of the employee.

11.5 An employee who is required, at the direction of the Employer, to postpone a previously approved vacation shall be allowed to accrue vacation days, if necessary, in excess of the maximum accrual in order to prevent loss of vacation benefit; provided, however, such excess shall be used, upon penalty of forfeiture, within sixty (60) calendar days.

11.6 Vacation/Separation Pay - Upon separation from employment with the City, accrued vacation hours shall be paid at the employee's current straight hourly rate of pay; provided the employee provides the Employer with two (2) weeks' notice and has returned all items issued which are the property of the Employer.

11.7 HOLIDAYS - The Employer recognizes eleven (12) paid holidays per year as set forth below. For Monday thru Friday shift – Should the holiday fall upon a Saturday, the preceding Friday shall be the day observed. If the holiday falls on a Sunday, the following Monday shall be the day observed. Employees who work a shift other than Monday thru Friday shall observe the listed holidays on their traditional date. Part-Time employees will receive the prorated number of holiday hours per their FTE status for each holiday.

New Year's Day	Labor Day
Martin Luther King's Birthday	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
One (1) floating holiday	Juneteenth

11.8 Each full-time employee of the Employer may select the one (1) floating holiday per calendar year provided that:

11.9 The employee has been or is scheduled to be continuously employed by the City for more than four (4) months; and

11.10 The number of employees selecting a particular day off does not prevent the City from providing continuing public service or the Employer has agreed to allow all employees to take it on a particular day.

11.12 The floating holiday must be taken during the calendar year or entitlement to the day will lapse, except when an employee has requested a floating holiday and the request has been denied. If such floating holiday is carried over, it shall be taken no later than January of the following year.

11.13 Upon recommendation of the supervisor, the Employer will determine which of the requests for a particular day will or will not be granted when the number of requests for a floating holiday would impair the City's ability to provide necessary services.

11.14 Any hours worked on any of the above statutory holidays shall be paid in compensatory time at two (2) times the employee's straight time rate of pay in addition to the holiday time off.

11.15 As a condition to receiving holiday pay for the above mentioned holidays, an employee must work the scheduled workday immediately preceding the holiday and the scheduled workday immediately following the holiday, unless on excused absence by the Employer.

11.16 When one of the above holidays falls on Saturday the preceding Friday shall be observed as the holiday. When one of the above holidays falls on Sunday, the following Monday shall be observed as the holiday, for those employees who work Monday through Friday. For those employees who work shift work, the traditional holiday shall be observed.

11.17 Should an employee's accrued holiday time, vacation leave, and compensatory time or leave other than sick leave create a retirement liability to the Employer, said employee shall reduce said leave time to less than two hundred forty (240) hours prior to retirement.

ARTICLE 12 EMPLOYEE DISCIPLINE

12.1 Nothing contained in this Agreement shall be interpreted to restrict the Employer's rights relating to the disciplining of employees as provided under the Revised Code of Washington, Title 35.A (the Optional Municipal Code). Ref: Employer disciplinary action policy. Discipline may only be imposed for just cause

ARTICLE 13 PROMOTIONS, LAYOFFS, AND SENIORITY

13.1 **PROMOTION** - Notice of any job openings within the City shall be posted within seven (7) calendar days prior to a hiring decision, in the administrative office and the public works shop. Current employees are encouraged to seek opportunities for advancement or promotion. Current employees may apply for any job openings, if they meet the minimum requirements established by the Mayor; and will be given hiring preference over other applicants only if their qualifications, as determined by the Mayor, are equal to or greater than those of other applicants.

13.2 **LAYOFFS** - The Employer retains the right to reduce the work force, provided not less than thirty (30) calendar days' notice shall be provided to the affected full time employees

13.3 Employees laid off by the Employer shall be returned to work in reverse order of their layoff for up to eighteen (18) months from the date of layoff. It shall be the responsibility of the employee to provide the Employer with a current address and telephone number.

13.4 Layoff within classification shall be by seniority, provided, however, that the employer may elect to lay off a more senior employee when the employer determines that the senior employee lacks a required certification or skillset required to maintain the employer's operations. A laid off employee may bump into a lower classification (1) which he has formerly held or (2) for which he is qualified and possesses all required certifications.

ARTICLE 14 GRIEVANCE PROCEDURES

14.1 A grievance shall be defined as an alleged violation of a specific term of this agreement

14.2 INFORMAL STEP - Within five(5) working days of an alleged violation of the terms and provisions of this Agreement, but in no event more than thirty (30) calendar days, the grievant shall meet with the Employer's designee department supervisor to discuss the grievance. Every effort will be made to resolve the grievance at the time of said meeting.

14.3 WRITTEN GRIEVANCE- If the grievant is not satisfied as a result of the meeting provided for under Section 14.2, the grievant shall reduce the grievance to writing. The written grievance shall include the factual basis of the grievance, the provision or provisions of the Agreement allegedly violated, and the remedy sought. Said written grievance must be filed by the grievant with the Employer within five (5) working days of the meeting provided for in Section 14.2, and must be signed and dated by the grievant and the Union's grievance representative.

14.3.1 Upon receipt of a written grievance, the Employer's designated department supervisor shall sign and date the grievance and shall give a copy of the signed grievance to the grievant.

14.4 The Employer's designated department supervisor shall answer a written grievance in writing within ten (10) working days following the day the grievance was received. The designated department supervisor's response shall include the reasons for his or her decision and any supportive evidence that may be applicable.

14.5 APPEAL OF DESIGNATED SUPERVISORS DECISION - If a grievant is not satisfied as a result of the designated department supervisor's written response, the grievant may appeal the supervisor's decision to the Mayor in writing within ten (10) working days of the date of the designated department supervisor's decision, said appeal to be signed and dated by the grievant. The Mayor or his/her designated representative may hold a meeting with the grievant, who shall have the right to Union representation, within five (5) working days of the written appeal to confer and reach, if possible, a satisfactory resolution of the grievance. In any case, the Mayor shall make the final Employer decision to affirm, reverse, or modify the designated department supervisor's decision, and such decision shall be rendered in writing within ten(10) working days of the filing of the grievant's appeal.

14.6 Arbitration - The Union may appeal an adverse decision to a neutral arbitrator. The Union shall give written notice to the Employer of its intent to submit a grievance to arbitration within thirty (30) calendar days of the decision. The Union shall, within ten (10) calendar days of the Union's request to arbitrate, request a Public Employment Relations Commission staff arbitrator.

No grievance for an oral or written reprimand may be taken to Arbitration.

14.7 The decision of the arbitrator shall be final, conclusive, and binding upon the Employer, the Union, and the employee(s) involved.

14.8 The cost of the arbitrator shall be borne equally by the Employer and the Union, and each party shall bear the cost of presenting its own case. Either party may request that a stenographic record of the hearing be made. The party requesting such record shall bear the cost thereof, provided, however, if the other party requests a copy, such cost shall be shared equally.

ARTICLE 15 PERSONNEL FILES

15.1 PERSONNEL FILES - A current personnel file shall be maintained at all times within the files of the Office of the Clerk-Treasurer. It shall be the responsibility of all department directors to ensure that original copies of all relevant materials be provided to the Clerk-Treasurer for inclusion in the personnel files.

15.2 Any employee of the City shall have the right, during normal business hours of the Clerk Treasurer, to review the contents of their personnel file. Access to an individual's file shall be obtained as follows:

15.3 A request to set a time and date convenient to the City to review the file shall be directed to the Clerk-Treasurer or designee.

15.4 The Clerk-Treasurer or designee shall obtain the file from its place of storage and provide it to the employee for review.

15.5 The employee shall not remove any item from the file, nor shall the employee remove the file from the Office of the Clerk-Treasurer.

15.6 In the event that the employee desires copies of any item within the file, the copy shall be provided at a cost of \$0.15 per copy.

15.7 Upon completion of review the file shall be returned to the Clerk-Treasurer or designee for return to storage place.

15.8 Any employee who fails to comply with the provisions of this Section in obtaining access to and reviewing his or her personnel file shall be subject to disciplinary action of a nature and type determined appropriate by the Mayor. Any employee of the City who obtains access to a personnel file of another employee of the City, whether present or former, when not legally entitled to do so, shall also be subject to disciplinary action.

15.9 Access to personnel files shall be available only in the manner allowed by law and only under procedures established to ensure the maximum amount of file integrity, that is, making certain that its contents are only known to those who are entitled to know and the contents are only such items as are placed in the file by the City as the employer or by the employee in response to the employer.

ARTICLE 16 SCOPE AND FINALITY OF AGREEMENT

16.1 If any provision or application of this Agreement is held to be contrary to law, such provision or application shall become inoperative, but the remainder of this Agreement shall remain in full force and effect for the duration of this Agreement.

16.2 The Employer or his representative(s) and the Union's representative(s) shall meet at mutually agreeable times during the term of this Agreement to review the administration of the same.

16.3 It is agreed between the Employer and the Union that this Agreement constitutes the entire agreement between the parties hereto, and no statement, promise, past practice(s), or inducement which is not contained herein shall be binding or acknowledged. It is further agreed that this Agreement may not be enlarged, modified, or altered except by and with the written consent of both parties.

ARTICLE 17 LABOR MANAGEMENT COMMITTEE

17.1 LABOR MANAGEMENT - The Employer and the Union agree that a need exists for closer cooperation between labor and management, and further, from time to time suggestions and complaints of a general nature affecting the Union and the Employer require consideration. To accomplish this objective, the Employer and the Union agree that no more than two (2) duly authorized representatives of the Union shall function as one-half (1/2) of a Labor-Management Committee, the other half being no more than two (2) certain representatives of the Employer named for that purpose. The committee shall meet periodically, as needed, for the purpose of discussing and facilitating the resolution of all problems which may arise between the parties.

17.2 Should the Union and Employer mutually agree to change, add, or delete any provision of this Agreement, such change shall be set forth in an Appendix to the agreement.

17.3 During the term of this agreement the City and the Union shall meet and discuss the implementation of a Cross-Training Program for the Public Works and Water / Wastewater Divisions.

17.4 During the term of this agreement the City and the Union shall meet, discuss, and update Job Descriptions for all Bargaining Unit Classifications.

ARTICLE 18 COMPENSATION FOR VOLUNTEER SERVICES

18.1 An employee who is an active volunteer with the McCleary fire department, ambulance/aid crew, and/or Grays Harbor County search and rescue organization may, subject to the approval of the Employer, be released from work, without loss of pay or debit from accrued leaves, by the Employer when called to service; provided, that such release does not jeopardize the health and safety of the citizens of McCleary. If an employee is called from work during work hours the employee shall be provided paid leave until the end of the shift, Prior to responding the Employee must ensure that their jobsite is safe to be left unattended. Any additional time away from work is subject to the approval of the Employer and either debited from accrued leaves or taken as leave without

pay.

ARTICLE 19 CLOTHING ALLOWANCE

19.1 The Employer shall pay each employee that performs work outdoors for the public works division or water / sewer division for clothing or equipment in the amount of four hundred dollars (\$400.00) that is payable via separate check on the first payroll cycle in January of each year of the Agreement. Individuals hired after June 30th in a year will receive a two hundred (\$200.00) Clothing Allowance for that year with their first paycheck. If employees in divisions other than public works and water / sewer require a uniform, it will be reviewed on a case-by-case basis to determine the type and amount of clothing required and be provided by the City at no cost to the employee.

19.1.1. Upon hire, the City will provide employees in the public works division or water / sewer division with the following items:

- a. Two (2) short sleeve and two (2) long sleeve safety shirts.
- b. One (1) safety sweatshirt
- c. One (1) winter weather safety jacket – Will be provided when winter season starts.
- d. One (1) warm weather safety vest.
- e. One pair of mud boots

19.1.2. Annually and after the first year of employment with the City, the City shall provide the following:

- a. Two (2) short sleeve and two (2) long sleeve safety shirts
- b. One (1) safety sweatshirt

19.1.3. Replacement shall occur only when deemed necessary by the Public Works Director due to wear and tear: Winter weather coat and mud boots.

ARTICLE 20 DURATION OF AGREEMENT

20.1 This Agreement shall become effective January 1, 2025 and remain in effect through December 31, 2024. Negotiations for a successor Agreement shall begin at least one hundred and twenty (120) calendar days prior to December 31, 2027.

ARTICLE 21 RATIFICATION

21.1 Approved and ratified by the Mayor and City Council of Mc Cleary as recorded in the minutes of the City Council's meeting date of _____, 2024

Dated this _____ day of _____.

FOR THE CITY OF McCLEARY

FOR TEAMSTERS UNION LOCAL 252

Chris Miller, Mayor

Brian Blaisdell, Secretary-Treasurer

Dane Bonnell, Business Agent

2025 Wage Scale

The following wage scale represents a four percent (4%) wage increase over 2024 wages:

<u>Classifications</u>	<u>0-12 Mos.</u>	<u>13-24 Mos.</u>	<u>25-36 Mos.</u>	<u>37-48 Mos.</u>	<u>49+ Mos.</u>
Public Facilities Manager	\$5154.06	\$5476.33	\$5798.47	\$6120.61	\$6442.74
Water / Wastewater Manager	\$5154.06	\$5476.33	\$5798.47	\$6120.61	\$6442.74
Public Works Crew Foreman	\$4480.07	\$4760.08	\$5040.08	\$5320.10	\$5600.09
Water / Wastewater Treatment Plant Operator I	\$3859.44	\$4052.40	\$4255.04	\$4467.78	\$4836.35
Water / Wastewater Treatment Plant Operator II	\$4480.07	\$4760.08	\$5040.08	\$5320.10	\$5600.09
Utility Maintenance III	\$4336.05	\$4556.00	\$4783.80	\$5022.99	\$5423.81
Utility Maintenance II	\$4040.37	\$4292.90	\$4545.41	\$4835.13	\$5050.48
Utility Maintenance	\$3581.24	\$3805.09	\$4028.91	\$4252.73	\$4476.58
Ground Maintenance	\$3581.24	\$3805.09	\$4028.91	\$4252.73	\$4476.58
Police Records Clerk	\$4544.56	\$4636.70	\$4731.67	\$4826.65	\$4923.05

2026 Wage Scale

The following wage scale represents a four percent (4%) wage increase over 2025 wages:

<u>Classifications</u>	<u>0-12 Mos.</u>	<u>13-24 Mos.</u>	<u>25-36 Mos.</u>	<u>37-48 Mos.</u>	<u>49+ Mos.</u>
Public Facilities Manager	\$5360.22	\$5695.38	\$6030.41	\$6365.43	\$6700.45
Water / Wastewater Manager	\$5360.22	\$5695.38	\$6030.41	\$6365.43	\$6700.45
Public Works Crew Foreman	\$4659.27	\$4950.48	\$5241.68	\$5532.90	\$5824.09
Water / Wastewater Treatment Plant Operator I	\$4013.82	\$4214.50	\$4425.24	\$4646.49	\$5029.80
Water / Wastewater Treatment Plant Operator II	\$4659.27	\$4950.48	\$5241.68	\$5532.90	\$5824.09
Utility Maintenance III	\$4509.49	\$4738.24	\$4975.15	\$5223.91	\$5640.76
Utility Maintenance II	\$4201.99	\$4464.62	\$4727.23	\$5028.54	\$5252.50
Utility Maintenance	\$3724.49	\$3957.29	\$4190.06	\$4422.84	\$4655.64
Ground Maintenance	\$3724.49	\$3957.29	\$4190.06	\$4422.84	\$4655.64
Police Clerk	\$4726.34	\$4822.17	\$4920.94	\$5019.04	\$5119.98

2027 Wage Scale

The following wage scale represents a four percent (4%) wage increase over 2026 wages:

<u>Classifications</u>	<u>0-12 Mos.</u>	<u>13-24 Mos.</u>	<u>25-36 Mos.</u>	<u>37-48 Mos.</u>	<u>49+ Mos.</u>
Public Facilities Manager	\$5574.63	\$5923.20	\$6271.63	\$6620.05	\$6968.47
Water / Wastewater Manager	\$5574.63	\$5923.20	\$6271.63	\$6620.05	\$6968.47
Public Works Crew Foreman	\$4845.64	\$5148.50	\$5451.38	\$5754.22	\$6057.05
Water / Wastewater Treatment Plant Operator I	\$4174.37	\$4383.08	\$4602.25	\$4832.35	\$5230.99
Water / Wastewater Treatment Plant Operator II	\$4845.64	\$5148.50	\$5451.38	\$5754.22	\$6057.05
Utility Maintenance III	\$4689.88	\$4927.77	\$5174.16	\$5432.87	\$5866.39
Utility Maintenance II	\$4370.07	\$4643.21	\$4916.32	\$5229.68	\$5462.75
Utility Maintenance	\$3873.47	\$4115.58	\$4357.66	\$4599.75	\$4841.87
Ground Maintenance	\$3873.47	\$4115.58	\$4357.66	\$4599.75	\$4841.87
Police Clerk	\$4915.39	\$5015.06	\$5117.78	\$5219.80	\$5324.78