



# McCleary Regular City Council Meeting

Wednesday, September 24, 2025 – 6:30 PM

McCleary Community Building & Zoom Virtual Meeting

## Minutes

### Join Zoom Meeting

<https://us06web.zoom.us/j/7878553789?omn=85881521008>

Meeting ID: 787 855 3789

(253) 215-8782

Meeting was called to order by Councilmember Brycen Huff, Mayor Pro Tem, at 6:31pm, roll call was taken by City Clerk Treasurer Jamie Vinyard.

### PRESENT

Councilmember Jacob Simmons (joined via phone at 6:39pm)

Councilmember Brycen Huff, Mayor Pro Tem

Councilmember Brent Schiller

Councilmember Andrea Dahl

Councilmember Keith Klimek

### ABSENT

Mayor Chris Miller

Motion made by Councilmember Dahl to excuse Councilmember Simmons from the meeting, seconded by Councilmember Klimek.

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

Motion approved.

Motion made by Councilmember Dahl for Councilmember Jacob Simmons to join the meeting at 6:39pm, seconded by Councilmember Schiller.

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

Motion approved.

### Agenda Modifications/Acceptance

None

### Public Comment - Agenda Items Only

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

Please refrain from interrupting the speaker. Your comments should be respectful and courteous.

**NOTICE: Per RCW 42.17A.555 the use of public facilities to support or oppose candidates or ballot issues is prohibited. Members of the public and the legislative body are not allowed to speak in support of, or in opposition to, a ballot measure or individual candidacy during an open public meeting. Please refrain from raising campaign issues when addressing the Council.**

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

### Please turn off Cell Phones- Thank you

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Gary Atkins, McCleary resident, requested info for public in regard to the change of government. He also asked if the same Council would remain if there were a change of government, to which he received a yes response.

## **Consent Agenda**

### **2. Claims Agenda**

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

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

i. Approval of checks/vouchers/disbursements numbers 54984 to 55034 including EFT's dated 09/06/25-09/18/25 in the amount of \$502,985.06

Councilmember Huff, Mayor Pro Tem, read the Consent Agenda.

Councilmember Dahl, asked about a payment to Outifi and the public defender contract to which City Administrator Jon Martin replied.

Motion made by Councilmember Klimek to approve the Consent Agenda, seconded by Councilmember Dahl.

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

Motion approved.

## **Updates**

### **3. Budget**

City Clerk Treasurer Vinyard presented preliminary Budget revenues estimates. There will be an estimated 1% increase in sales tax, a 1/% increase in real estate (property tax), and a conservative 2% increase in interest.

### **4. SAO CETA Audit**

City Administrator Jon Martin discussed the SAO CETA Audit, which he said did not do well. One of the items addressed by the audit was the City's lack of a low-income discount for utilities. He said this item will be address during the budget process so that a program can be put in place.

Councilmember Dahl asked if there was a timeline to complete the process, to which City Administrator Martin replied, prior to the next audit.

Councilmember Schiller asked if any fines were being imposed, to which City Administrator replied that the auditors had no details regarding fines.

## **New Business**

### **5. Public Records Request Policies and Procedures, a discussion item; presented by City Clerk Treasurer Jamie Vinyard.**

City Clerk Treasurer Vinyard discussed updating the current Public Records Policy to provide clarity and transparency to the public regarding the policy and procedures regarding the process.

Councilmember Schiller asked what the specific updates are, to which City Clerk Treasurer replied that they were highlighted in yellow.

City Clerk Treasurer Vinyard requested a motion from the Council to have City Attorney Madison Pleasant move forward to with a Resolution to make the requested changes.

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City Administrator Martin added that this update was a result of visitors that questioned the City's public records request policies and the City wanting to update the policy to be in line with state policies.

Councilmember Klimek had a question regarding public records requests submitted by mail. To which City Clerk Treasurer Vinyard responded.

Councilmember Huff, Mayor Pro Tem asked about having a portal for public records requests. City Clerk Treasurer Vinyard provided info about the research being done on having a system that works on public records request.

Councilmember Klimek asked about the process for submitting a verbal request, to which Deputy City Clerk Nakisha Pryor replied and there was additional discussion.

It was discussed that the Policy Committee would be with City Clerk Treasurer Vinyard to discuss the details of updating the policy.

### **Ordinances and Resolutions**

6. Change of Government Resolution; presented by City Attorney Madison Pleasant

City Attorney Madison Pleasant asked if there were any questions regarding the Change of Government Resolution.

Councilmember Huff, Mayor Pro Tem, said that he is ready to move forward as there is time to educate the public on the details prior to the item being placed on the ballot for the special election.

Councilmember Dahl asked for the cost of the special election, to which City Attorney said that we would find out the cost once a formal request was submitted.

Councilmember Huff, Mayor Pro Tem read aloud Resolution 782.

Councilmember Keith Klimek asked if the votes supported the change of government in the February 2026 special election, when the new form of government would take effect? City Attorney Pleasant said that it would be once the proper officers were put into position.

Motion made by Councilmember Schiller to adopt Resolution 782, seconded by Councilmember Dahl.

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

Motion approved and Resolution 782 adopted.

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

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Gary Atkins, McCleary resident, asked how to get in touch with Councilmembers by phone or email. He also wanted to let Chief Miskell and City worker Joe Pittman know that they did a good job in handling the "auditors" and suggested getting "no access" signs for City property.

Lucas (no last name provided), McCleary resident, brought up the feral cat situation in the City and the effect that it is having on his property and requested the Council to do something about the issue.

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### **Council Comments**

Councilmember Huff, Mayor Pro Tem, asked Chief Ryan Miskell or City Attorney Pleasant where the City is at on the cat issue.

City Attorney Pleasant replied that the City currently has no way to enforce the cat issue. Chief Miskell said that the City has been enforcing the items that could be enforced, like yard clean up.

Councilmember Huff, Mayor Pro Tem, asked about "authorized personnel only" signs to which City Administrator Martin replied, they have been ordered.

### **City Administrator Comments**

City Administrator Martin discussed the City's Purchasing Policy. The last audit found that while we were adhering to state policy, we weren't meeting the City's policies.

He described the impact of the City's policies were having on the Lights & Power department which has orders that exceed the current limits of the City's Purchasing Policy.

He requested that the Policy Committee and City Attorney take a look at the Purchasing Policy to update.

City Administrator Martin stated that the Chip Seal project has been completed, and money was saved in administrator costs. He also mentioned the possibility that grants of \$500K and \$250K have been awarded for improvements made to BeerBower Park. Also, a potential third grant may be awarded to upgrade the baseball field.

Next City Administrator Martin addressed the two "auditor" visitors that visited the treatment plant and City Hall (in regard to public records requests). He said the visit made us aware of item that need to be put into place and update. He also thanked the police for how they handled the situation.

### **Adjourn**

Motion made by Councilmember Dahl to adjourn the meeting, seconded by Councilmember Klimek.

Meeting adjourned at 7:16pm

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