

City of McCleary

STAFF REPORT



To:	Mayor Brycen Huff and City Councilmembers
From:	Darrin C. Raines, City Administrator
Date:	June 10, 2026
Department:	City Hall

Action Items

Item 1) Custodial Contract: On Friday April 1st, we opened three proposals for Custodial Services to clean city facilities. We have evaluated that all requirements of the proposals have been met. We are recommending that Coastal Custodial Services, (DBA Coastal Custodial) be awarded the contract for \$1,836 per month with a cost per hour of \$45 for any unscheduled cleaning requested by the city.

Item 2) Insight Renewal, Microsoft License: We have the proposal from Insight for our annual license for Microsoft 365 that needs to be approved. Dalyn will be including the specifics in her report.

Item 3) All City Safety Program: We have received a quote from J.J. Keller & Associates to start and implement a citywide safety program for all departments. This includes all training, record keeping. The quote is \$3,235.50 for a year.

For Information Only

Item 1) Disaster Assistance: I have been collaborating with Warren Waddell from Washington Emergency Management and Rochelle Pleasant from FEMA and have submitted the Disaster Relief request for the storm that occurred on December 7, 2025. This request for public assistance (RPA) affects both Light and Power, and Public Works, and is covered by a federal declaration with FEMA funding. We will be meeting again on 6/11 to determine eligible claims and to provide supporting documentation for the claims that affected both departments.

Item 2) 3rd Street Project Update: I have had several conversations with WSDOT Local Programs, and Grays Harbor Council of Governments concerning the funding for the 3rd Street Project. Because this project was supposed to start in 2024, we are in jeopardy of losing the funding for future phases. If we begin the PE phase, we need to be at 60% design by September, as well as having started the NEPA permitting process, which cannot start without the 60% design. If all of this could happen, we would then be able to start the ROW phase.

The timeline to get to 60% design by September is not possible, and the funding for future phases will go back into the funding pot for other eligible projects in Grays Harbor. This is a requirement for FHA who distributes the STP funding through WSDOT Local Programs. Because we are 2 years late in getting this project started, the funding is going away, and we will need to reapply in future funding rounds to replace the lost funding. The other issue we are facing is if we are to go ahead with the PE phase but do not complete construction of the project, the City of McCleary would be responsible for paying back all the funding spent on the PE phase.

Item 3) I&I Funding: The City of McCleary received a notice that we received an award for looking at reducing the (I&I) Inflow and Infiltration into the Sanitary Sewer System. It is necessary to reduce the I&I as it appears according to Department of Ecology Engineers that we are getting a lot of cold water entering the system which in turn is causing exceedingly high amounts of ammonia in the treatment process. If the I&I is not reduced, then the capacity of the Sewer Treatment Plant could potentially have to be looked at. They do feel at this time capacity is not an issue and that reduction of I&I will remedy the problem.

This is 50% grant and 50% low interest loan, of which part of it is forgivable. I will be meeting with the DOE Grants Manager to go over the details of the amounts and what the City of McCleary will be responsible for. As soon as I receive this, I will pass the information on to the City Council for discussion and consideration of approval of the Grant Agreement. At the time of this writing, we are still waiting for a set date for this meeting and as soon as I know when it will be, I will invite the Public Works Committee to attend so we have a clear idea of worst case scenario of how much this will cost the rate payers.

Item 4) Beerbower Park Renovation: The City of McCleary received a grant from Washington State Recreation and Conservation Office (RCO) for \$650,554 to renovate Beerbower Park. The city is responsible for \$150,554 in matching funds with \$57,500 of that amount paid by private donations. Mayor Huff signed the RCO Grant Agreement on April 20th.

The agreement with NW Heritage Consultants has been signed and is expected to cost under \$9685.00. It was budgeted in the grant to cost up to \$20,000.00, so we are under budget on this item.

Item 5) Wildcat Land LLC: Mayor Huff and I had an opportunity to meet with the Rognlin family and their Architect on 6/3/26 to give us an update on the overall process. They have chosen the name Wildcat Land LLC as their official developer's name. They are still working on the wetland study that will not be done until late this summer and once it is, we will then set up the next public meeting for some time in late September or early October. In the preceding months, we will be preparing fact sheets of needs and availabilities, working on our Municipal Code and preparing information to be included in a draft ordinance to allow Master Planned Development.

Respectfully,

Darrin C. Raines
City Administrator