

City of McCleary

STAFF REPORT



To:	Mayor and Council
From:	Nakisha Pryor
Date:	04.08.2026
Department:	Finance

As we are closing the first quarter of 2026 things have been extremely busy! Busy in a good way....

The DRS audit for 2024 was finalized and the exit review completed. The City received its certificate of corrections from DRS and has 60 days to process the corrections, some of which go back to 2017. Additional hours may be needed to meet the 60 day deadline.

The Mayor and Council will be receiving the final report in a week directly from DRS.

Initial corrections have already been made to ensure the hours and wages are correctly reported to DRS moving forward. The City has also been assigned an “Employer Support Specialist” from DRS to assist with the corrections to bring the city back into compliance. In addition, the Deputy City Clerk, Nakisha Pryor, has several no-cost training courses scheduled in the month of April with DRS.

Finance has been making a concerted effort to create SOP’s for accounts payable, payroll, and benefits to ensure accurate, consistent, and transparent financial processes and reporting.

Calculations for retro pay for the IBEW contract have been completed and will be sent for review to Councilmember Don Kuismi once the contract has been approved.

This year’s Annual report for the State Auditor’s office was filed well before the due date of May 30th, thanks to our CPA, Tara Dunford.

The fourth quarter employment tax payments for 2025 were late and resulted in penalties of about \$2K, in addition to \$17K in past due PFML payments that had not been paid since September of 2024. However, the upcoming first quarter employment tax payments for 2026, are on track to process and pay ahead of the due date of April 30th.

In addition to her accounts payable duties and the creation of SOP’s for AP, the AP temp, Toni Aubuchon, has been assisting with a few clean-up projects including ensuring all City ordinances are accessible on the server and City website; scanning all City contracts and organizing grant files.

Dalyn, the PW Assistant, has been working with Finance to implement a system to track and log equipment belonging to the City adding to the continuing effort to safeguard City resources.

Lastly, we were informed last week that the City's website and Municode platforms will become obsolete by this time in 2027. The City will need to begin the work to choose a new platform that will provide the current tools as well as suggested modules for permitting, code enforcement and public records requests while ensuring the ADA (American Disability Act) requirements for 2027 are met.

Thank you for your continued support and assistance with all of the above items, your efforts are greatly appreciated!