

City of McCleary

STAFF REPORT



To:	Mayor Brycen Huff and City Councilmembers
From:	Darrin C. Raines, City Administrator
Date:	July 8, 2026
Department:	City Hall

Action Items

Item 1) 6-Year Transportation Improvement Plan: We will be holding our annual Public Hearing for the 2027-2032 Transportation Improvement Plan as is required by WSDOT to be eligible for grant funding. It is important to note that this is a planning document only and is not a guarantee of funding going forward. Because we no longer have the funding that was previously set aside for the 3rd Street Project as a result of the delays of this project not starting as was required in 2024, this project will go back into a future application.

We have one project on 6th Street for new sidewalks from West Simpson to Pine that has Washington State Transportation Improvement Board (TIB) funding. This project is listed in 2027, as it has secured funding status. The rest are listed in years 2029 and later because they are considered as planned only at this time. Any projects in planned status cannot be listed in the first two years of the TIP as required by WSDOT. It is also important to note that this plan can be modified by council anytime throughout the year if additional grant funding becomes available.

We will need Council Action on the TIP at this meeting.

Item 2) I&I Grant/Loan: We are finally ready to bring forward for consideration, the Washington State Department of Ecology Grant/Loan for approval. This is a 100% loan of which 50% is forgivable upon completion of the Inflow & Infiltration Study of the Sanitary Sewer System. The total amount of the grant/loan is \$130,000, with \$65,000 being a loan, and \$65,000 being a grant.

Julie has completed an impact calculation to our rate payers annually and monthly. The impact on each rate payer for the City's annual \$4,002.38 payment is as follows:

Annual Cost per Account \$4.70
Monthly Cost per Account \$0.39

We will need Council Action on the DOE Agreement No. WQC-2026-Mcclea-00248 at this meeting.

Item 3) Department of Commerce FY27 Permit Review Process Update Grant: The Washington State Department of Commerce has opened a new round of Permit Process Update Grants offering up to **\$75,000** to all Washington towns, cities, and counties. Awards are distributed on a first-come, first-served basis and application materials went live on June 24, 2026. The City of McCleary, through its Building Official, is well-positioned to qualify and should submit as soon as possible.

WHY McCLEARY QUALIFIES

This grant directly targets the type of work already underway or required of the city:

New state law compliance (2026): New legislation refines the Local Project Review Act (RCW 36.70B) and requires local governments to designate a single point of contact for residential permit applications. As Building Official, McCleary is positioned to fulfill this role immediately.

Permit timeline requirements: State law now sets default timelines of 65 days (no public notice), 100 days (public notice required), and 170 days (public notice and hearing required). Grant funds support cities in meeting these standards.

Small city, clear need: McCleary's scale means any investment in permit modernization has measurable community impact, which strengthens the application narrative.

Paper-to-digital opportunity: If the city still uses paper-based permit applications in any form, that transition is a primary eligible use of grant funds.

Currently we do not have a policy in place that requires staff to ask for permission to apply for any grant or low interest loan funding, however I feel it is necessary to do so for transparency as well as some grant agencies require council authorization to apply.

We will need Council Action to be able to apply for this grant.

For Information Only

Item 1) Utility Projects: Our Utility Manager Kevin Trewhella has been working on getting information and prices on several projects including exploring options for reducing odor problems near the Sewer Treatment Plant, water main replacements, hydrant replacements, water taste and odor improvements, and a water meter replacement program.

No action is needed currently; this is just for an update on what has been happening in the water and sewer utility departments. We expect to bring some of these projects to the August meeting for consideration.

Item 2) Community Development / Building: Both Dalyn and Bradley have been busy with planning, code reviews, and code enforcement needs. The primary focus has been on reviewing our needs for updating our municipal code for master planned developments, our periodic update to our comprehensive plan, and discussion concerning annexation.

Staff have also been working on an updated fee schedule to be proposed for building, planning, subdivisions, etc. A copy of this will be in your packet.

Item 3) Beerbower Park Renovation Update: The agreement with NW Heritage Consultants for the Cultural Resources Study was signed in May and is expected to be complete by mid-July. As soon as this is complete, we will begin park renovations.

Item 4) Bear Festival: The Public Works Crew has been working extremely hard on getting everything ready for Bear Festival. I want to thank all the staff for their efforts!

Respectfully,

Darrin C. Raines
City Administrator