City of McCleary

STAFF REPORT

To:	Mayor Andrea Dahl and City Councilmembers
From:	Darrin C. Raines, City Administrator
Date:	October 14, 2026
Department:	City Hall

Action Items

Item 1) **PNW Community Development Consultants Planning Services:** This proposal asks the Planning Commission to review the scope, fee, and funding structure of a proposed consultant agreement between the City of McCleary and PNW Community Development Consultants (PCDC), and to recommend that the City Council authorize the agreement. The engagement is a comprehensive update of Titles 15 through 18 of the McCleary Municipal Code, creation of a new Title 19 addressing code enforcement, and preparation of every ordinance, form, notice, and administrative document required to adopt and implement the update.

This is a 3 phased project with PNW Community Development Consultants for a total facilitation fee not to exceed $94,500, of which $9,500 is funded by the Washington State Department of Commerce GMA Periodic Update Grant and $85,000 is a direct City investment, for the comprehensive update of Titles 15 through 18, the creation of Title 19.

At this time, we are requesting the approval of phase 3 for the total amount of $9,500, and we will bring back for consideration soon for phases 1&2 for consideration when Julie and I have a clearer picture on how we can fund the other $85,000.

Item 2) **Ranch at Camp Creek Annexation:** A public hearing and an action item for the consideration of approval for ***The Ranch at Camp Creek*** being annexed into the City of McCleary will be on this agenda. In your packet is a copy of the Resolution **BRB 2026-001** as well as the proposed Ordinance to approve for **Grays Harbor County Tax Parcel No. 180501320000.**

Item 3) **Sewer Effluent Pump Rebuild:** We recently had a service call to remove an effluent pump with a delivery to Utilities Service Co., Inc. for a rebuild inspection. Once in the shop, they disassembled the motor, checked all bearing housing and shaft fitment. The dissembled pump has a broken seal. They also removed impellers from bowl assembly and found severe wear in the bowl castings.

They determined the pump needs to be cleaned and revarnish stator windings, supply and install new bearings, with assembly and testing.

Findings: Pump cannot be repaired, they would supply a new bowl assembly and reassemble unit, deliver to site, install and connect electrically, set impellers to proper specs and test for proper operations. Total materials & labor: $34,000.

We have been in contact with Department of Ecology to see if we can use their emergency funding. DOE said they have a 0% loan option, and they will let us know tomorrow what the terms would be. I will report on the terms at the Council Meeting.

For Information Only

Item 1) **Building / Planning Department:** Bradley and Dalyn have been busy preparing information for our Planning Commission who have held two meetings to date. Most of their time has been spent on itemizing what needs to be updated in our McCleary Municipal Code (MMC) Bradley has created a road map to what needs to be done to update Titles 15 through 18 of the MMC. Some of the other work he is working on is creation of a new Title 19 addressing code enforcement, and preparation of every ordinance, form, notice, and administrative document required to adopt and implement the update.

We are still looking for two additional members for the Planning Commission, so if you know of anyone interested, please have them send a letter of interest to Mayor Dahl.

Item 2) **I&I Grant/Loan*:*** We are in the process of getting this project started and hope to bring a proposed contract with Gray & Osborn to the Council Meeting on October 28th.

Item 3) **Beerbower Park Renovation Update:** Mayor Dahl and I will be meeting with RCO representatives tomorrow October 9th to discuss the proposed scope of work and timelines. We are planning on starting by the end of October.

Item 4) **City Administrator Round Table:** I had the honor of representing McCleary at the Grays Harbor County City Administrator Roundtable on September 29th that was put on by Greater Grays Harbor Inc. Each City Administrator discussed what was happening in their respective cities and I was able to talk about our expected growth and opportunities in the City of McCleary.

Item 5) **YMCA Update:** Mayor Dahl and I will be meeting in the next couple weeks with the consultant for YMCA of Grays Harbor to review their findings from the survey work they have been working on for consideration of placing a new YMCA in McCleary.

Respectfully,

Darrin C. Raines
City Administrator