



## McCleary City Council Agenda

06/10/2020- 6:30PM

### Flag Salute

Roll Call: \_\_\_ Pos. 1-Amsbury, \_\_\_ Pos. 2-Huff, \_\_\_ Pos. 3- Heller, \_\_\_ Pos. 4- Blankenship, \_\_\_ Pos. 5- Iversen

Presentation	<input type="checkbox"/>	
Executive Session	<input type="checkbox"/>	Insurance Claim RCW 42.30.110 (1) (i)
Public Hearing	<input type="checkbox"/>	
Mayor Comments	<input type="checkbox"/>	
Public Comment	<input type="checkbox"/>	
Minutes	<input type="checkbox"/>	Tab A Minutes
Approval of Vouchers	<input type="checkbox"/>	Tab B Accounts Payable May 16-31
	<input type="checkbox"/>	Tab C Payroll May 2020
	<input type="checkbox"/>	Tab D COVID Expenditures
	<input type="checkbox"/>	
Staff Reports	<input type="checkbox"/>	Tab E Finance, LP, PW, Water/WW
	<input type="checkbox"/>	
Old Business	<input type="checkbox"/>	
New Business	<input type="checkbox"/>	Tab F COVID-19 Update
	<input type="checkbox"/>	Tab G GHC- Ballot Box Agreement
	<input type="checkbox"/>	Tab H City Loans/Bond Refinance
	<input type="checkbox"/>	Tab I Business Relief Care Packages
	<input type="checkbox"/>	Tab J GHC Waste Management Plan 2020-2025 - Info Only
Ordinances	<input type="checkbox"/>	
Resolutions	<input type="checkbox"/>	
Contracts	<input type="checkbox"/>	
	<input type="checkbox"/>	
Mayor/Council Comments	<input type="checkbox"/>	
Public Comments	<input type="checkbox"/>	
Adjourn/Recess Meeting	<input type="checkbox"/>	

### [WebEx Link](#)

Join By Phone: +1-408-418-9388

Meeting number (access code): 126 068 3804

Meeting password: McClearyCM61020 (62253279 from phones and video systems)

**TAB - A**

**CITY OF MCCLEARY**  
**Regular City Council Meeting**  
**Wednesday, May 27, 2020**

ROLL CALL AND FLAG SALUTE	Due to the COVID-19 Pandemic state-wide Stay Home, Stay Healthy mandate, the City Council held their meeting electronically through WebEx Meetings. Councilmembers Present were: Jenna Amsbury, Brycen Huff, Jaron Heller, Ben Blankenship and Joy Iversen. Mayor Brenda Orffer was also present.
ABSENT	None.
PUBLIC HEARING	None.
STAFF PRESENT	Present at the meeting were Clerk-Treasurer Wendy Collins, Public Works Director Todd Baun, Police Chief Steve Blumer and City Attorney Chris Coker.
EXECUTIVE SESSION	None.
MAYOR COMMENTS	<p>Grays Harbor County was approved to move to phase 2 and houses of worship are allowed to meet under the guidance rules.</p> <p>Mayor Orffer said she has received a lot of feedback on how nice the cemetery looks. She thanked Lindsay Blumberg for keeping everything moving with accounts payable for the emergency finance operations.</p>
PUBLIC COMMENT	None.
CITY ATTORNEY REPORT	Chris Coker researched donating the surplused vehicle to the Chaplain's Association and he said they are not directly affiliated with the Washington State Patrol and he is not comfortable advising the City to donate the vehicle. Mayor Orffer stated we will find out the market value of the vehicle so we can sell it to them, if they are interested. Todd said we do not have to do market value because we can put it in an online auction. The city will proceed with the surplus.
DIRECTOR OF PUBLIC WORKS REPORT	Councilmember Huff asked Todd when the crew will be working on the retention pond along Summit Road and Summit Place, including the grassy strips that run along side the road. Todd stated over the last few days, the crew has been working on water leaks so they won't get to it until next week. Councilmember Huff said the grass is getting tall in that area. He asked Todd when the Dollar General store will be putting a barricade or fence around their retention pond and Todd said they will be putting something up after the retention pond is completed. It will be part of the final punch list.
MINUTES APPROVED	<b>It was moved by Councilmember Iversen, seconded by Councilmember Huff to adopt the minutes from the May 13, 2020 meeting. Motion Carried 5-0.</b>
VOUCHERS	<p>Accounts Payable checks approved were 47747 - 47803 including EFT's, in the amount of \$304,537.96.</p> <p><b>It was moved by Councilmember Blankenship, seconded by Councilmember Iversen to approve the vouchers. Motion Carried 5-0.</b></p>
COVID-19 UPDATE	The packet included the fund activity for the Covid-19 Fund. Mayor Orffer stated all of the bills, including salaries, are included in the Covid fund as expenditures. Councilmember Amsbury stated the County has already been receiving feedback from FEMA and she asked if anyone at the City has started talking with FEMA yet because she understands only overtime pay can be charged. She doesn't want the Council to be under the impression that all of the charges are going to be reimbursable. She is not sure a lot of the expenditures listed are going to be reimbursable. Mayor Orffer commented that Councilmember Amsbury is absolutely right and we may not get reimbursed, but right now we are charging it off because our function is to respond to the emergency. She added Chief Blumer made contact and is the person in our organizational chart who is responsible for this and he is working with her to submit for reimbursement in the different areas. He has been on several different webinars, and the rules are changing, and we are waiting for clarification on everything from FEMA. We will submit everything and see what they will cover or deny.

## VIDEO SURVEILLANCE POLICY

Todd Baun said the policy was sent to city staff to make revisions and it was sent to Chris Coker for review. Councilmember Amsbury asked how many cameras they plan on purchasing and will they just be on city property, such as sidewalks? Mayor Orffer said the initial idea was to have a camera at each of the entrances and exits in the city so we can see every vehicle that comes and goes in and out of the city so when something happens, we can quickly trace whose been hear and track down those people. The transit station has had a lot of vandalism at the restrooms so having security cameras on that building will be helpful. There are cameras around city hall to make sure city facilities are secure and we've been talking with staff about other areas with regard to security of the city. The cameras are permanent fixtures that will help us monitor certain areas to prevent damage, or find who is causing damage. We have one inside city hall that monitors the front counter so when we are open to public it can see who is there. It is not focused on, or monitoring, staff activities. It is only for people at the front counter handling cash and credit cards. There is a camera in the hallway to monitor who comes down the hall and there will also be cameras at the wastewater treatment plant. Todd said there will be cameras at all of our critical infrastructure areas, which is the wells, reservoir, substations, treatment plant, and entrances and exits in town. They are broken up into phases right now. Phase one has 12 - 15 cameras we are looking at purchasing, and phase two will have another 6 - 10 cameras, depending on what range we can cover on the cameras. We want to get the policy finished so we can set our guidelines for

Councilmember Iversen asked if a camera was going on HWY 108 near Summit Road and Todd said yes, they will have three at that intersection, three at the intersection of 108 and Simpson, three up at 3rd Street, three each at Mox Chehalis and 3rd Street, and Summit Road and County Line where the roads meet. Councilmember Amsbury has concern over some of the locations where the cameras may be pointed at someone's yard. She wouldn't want to have three cameras pointed at her yard. She understands the cameras will catch people outside around town but it's different when it's recording people 24-7 on their property because they won't be able to enjoy their property knowing they are being surveilled. Todd said we cannot have them pointed at houses, because that is illegal. They have to be pointed at the roadway to catch people traveling in and out of town. She said the language in number 8 of the policy is confusing the way it's written by stating surveillance of residences will be limited. The way it is written sounds like it can be pointed at someone's property. Todd said the intent is not to point at someone's property and they will not be monitoring the cameras. We will only monitor them when we need to know what vehicle drove by an area at a certain time. Councilmember Amsbury would like the policy to state that they are only being monitored for criminal activity and not be ambiguous. Mayor Orffer asked Chris Coker to take a look at the policy and see if there is language that we can tighten up regarding the intent of

Chris Coker said if the camera catches the corner of someone's house, we can't avoid that. Councilmember Amsbury doesn't want people to be able to monitor cameras at will, which could be pointed at homes. If only the police are looking at them, she is fine with that. Todd is going to be putting a camera out front of city hall facing the street on the city website for people to watch for entertainment purposes.

## CORONAVIRUS RELIEF FUNDS

The funds are coming from the federal government and filtered through the state. The city will get around \$53,000. The forms from the Department of Commerce are partially filled out and we have until November 15th this year to submit for reimbursement. We are not sure what will be allowed for reimbursement and Chief Blumer is working on it. Councilmember Iversen asked if this money could help our food bank and Mayor Orffer wasn't sure. Councilmember Iversen isn't sure how our food bank is doing and if they are able to meet the needs of the community. Councilmember Blankenship said he spoke with Larry Peterson recently and gave him some grant information for the food bank and Larry told him all they need right now is a large freezer for storage, which requires three phase power. What he gathered from Larry is that the food bank is doing quite well. Todd will check into the three phase power but said they

Councilmember Amsbury asked if the Clerk-Treasurer normally would be the person to sign a federal grant like this because in the emergency plan, it states the Treasurer is the one doing these things? Who is going to be doing the financial tasks. Mayor Orffer responded in our emergency plan, Wendy is the finance logistic director. That person does the allocations and accounting but the submissions for reimbursement are at a commander level. Councilmember Amsbury stated she wants the finance person involved because we don't want problems with the federal grant, because once you do, you are not eligible for other federal grants. Mayor Orffer said our 3rd Street Project was a really good practice for that. She added that Councilmember Huff stopped by and shared an idea of something he saw where the officers were pulling people over and telling them it is against the law to be out on a hot summer day without an ice cream cone and then they gave a coupon to the driver for a free cone. She thought, in an effort to support local businesses, we could purchase gift cards from the businesses and enable our police department to have a resource to work with on community engagement. Councilmember Amsbury asked if before the city goes out for reimbursement money, will the council get to review a list what is being submitted? Mayor Orffer said once we get reimbursed, it will show in our accounting what was received and what line it was reimbursed in. It will be left up to the emergency operations team to file those reimbursements in the best way we see fits with our expenses.

Councilmember Huff asked if Fire Chief Paul Nott expressed anything the fire department needs for pandemic response and Mayor Orffer said the only thing he mentioned was the need for a smaller vehicle for non-emergency calls. As far as PPE and supplies, they have what they need. **It was moved by Councilmember Iversen, seconded by Councilmember Huff to authorize Chief Steve Blumer to sign the Corona Relief Funds Contract. Motion Carried 5-0.**

#### SANCTUARY CITY RESOLUTION

Councilmember's Blankenship and Huff worked together on preparing this resolution. Councilmember Huff saw the idea in California, which was created to protect the residents in a community. Because Grays Harbor County has had a low count of covid-19 infected people and zero deaths, he thought this was a good option for the city to move forward and stand separate from the rest of the state. He explained his reasons for taking this position. Councilmember Blankenship agreed with him and added additional comments. He read a statement to the council outlining his stance. After discussion, all of the Councilmembers agreed with the reasons for this resolution and appreciate what he is trying to do. Their reservations are for the business owners who may think this resolution exempts them from the state's requirements. They could still be fined. Councilmember Amsbury noted Governor Inslee stated more businesses could be cited. She agrees with everything Councilmember Blankenship said but she doesn't want some businesses to think that we are telling them its okay to open and there won't be any penalties because L&I is telling them they can fine them up to \$10,000. That could be equally crippling for some of these businesses. Councilmember Iversen agrees with her and is worried a \$10,000 fine would put some of our businesses out of business. Councilmember Blankenship said section three of the resolution clearly states that we don't have the authority to regulate what the state does. Councilmember Amsbury said, that is if people read all the way through to the end of the resolution.

Councilmember Heller asked Councilmembers Huff and Blankenship if they were able to find any examples of the Governor or Attorney General asking any local jurisdictions to enforce any of their dictates so far? He spent a half an hour looking and couldn't find anything. Councilmember Blankenship said he did find something and spent a lot longer than a half an hour looking. He read the guidelines of Governor Inslee's proclamation. If an individual is snitching on a neighbor, they are to contact the local police department. Councilmember Heller said he didn't see any stories about jurisdictions doing that. He found that any jurisdictions responding, were not taking any enforcement action. The RCW states they cannot take enforcement action. The majority were simply informing them of the Governor's order. Councilmember Blankenship agrees with that from what he has heard, he just does not want any city resources to enforce this overreach of government.

Councilmember Iversen asked if it is their job to direct the police to not enforce the governors allowable limits. Mayor Orffer said her understanding from Chief is they are there to educate the community and the way he has instructed his officers to do that comes from guidance he himself, has received. She does not tell the Chief how to run his department. He comes to her if he has problems, but she does not run the police department. She understands the police are only responding to situations that are at an elevated level.

Councilmember Blankenship said we have had zero covid-19 cases in McCleary. The residents understand what social distancing is and following the CDC guidelines and we can't sit here all night asking, "what if". Councilmember Iversen is trying to share her concerns, which she said are, how will our police handle this if they come upon a situation, and if one of our businesses gets caught and has to pay a fine, what happens then? Councilmember Blankenship said if a business gets caught, it will be done by a state agency and not by local law enforcement. We will not be making that initial contact. Councilmember Iversen stated she understands that and knows it would be L&I that would fine the business. Councilmember Heller doesn't see why we would make initial contact anyways. If we are not making contact, what is the need for this resolution? It would be better to put the guidance message out to all of the local businesses on what the local jurisdiction is doing. We are here to educate and share what is currently happening and to help them understand what they might face if the state does come in.

Mayor Orffer has a point to add from Chief Blumer who just texted her. He stated that during the construction closure, we were contacted daily with complaints from residents regarding the construction crews working and the police had to respond to those calls on a daily business. The people were reporting on things that actually were allowed, so educating people goes both ways. Councilmember Iversen doesn't see the need for the resolution since it doesn't give anyone any more or less rights than they currently have and we are in phase two so we are headed in the right direction. Councilmember Huff asked if anyone from the public was a business owner and would like to speak and there was no response.

Mayor Orffer asked Chris Coker if there is any way a business could come back on the city if we pass this ordinance and they end up getting a fine from L&I and Chris said that would be limited because it is not a good defense. L&I's jurisdiction would trump any city resolution so he is not worried about it. Councilmember Amsbury is not willing to vote in favor of this at this time. Councilmember Blankenship asked her to reconsider because we owe it to the people of McCleary. His concern is we are not being allowed the opportunity to recover. Councilmember Amsbury is willing to consider something that doesn't involve the business aspect of it. She completely agrees with his views on how this has gone down at the governor's level. She is concerned it will be misconstrued by businesses. Councilmember Iversen also agrees with the views of the resolution and she also agrees she doesn't want the businesses to misunderstand they could be fined regardless of the resolution. Councilmember Heller is willing to join in on a future letter to the governor's office that addresses moving to phase three.

**It was moved by Councilmember Blankenship, seconded by Councilmember Huff to adopt Resolution 731, A RESOLUTION OF THE CITY COUNCIL, OF THE CITY OF MCCLEARY AFFIRMING THE CITY'S COMMITMENT TO FUNDAMENTAL RIGHTS OF LIFE, LIBERTY, AND THE PROPERTY, AND DECLARING THE CITY OF MCCLEARY A SANCTUARY CITY FOR ALL BUSINESSES. Roll call was taken to confirm each member's vote was recorded correctly. Motion Failed with Councilmember's Blankenship and Huff voting in the affirmative and Councilmember's Amsbury, Heller and Iversen voting against.**

Mayor Orffer responded to Council from last meeting's request to look at refinancing some of the city loans. Todd and Wendy have been reaching out to banks. We have heard back from Banner Bank and Umpqua Bank. Umpqua is the bank the city currently uses. The bank can do a loan for 2.6 percent interest. We looked at loans for 10, 15, 20 and 25 years. A 15 year loan would save us in cash flow each year and would drop a 25-year loan to a 15-year loan, saving the city money. She asked Chris Coker what process we need to go through. Chris said have the Finance Committee review and bring it to Council at the next meeting on June 10th. The Council agreed to proceed. Todd asked if the Council wants any specific terms they want and Councilmember Iversen said both lower payments and lower length of loan.

Councilmember Amsbury wants to see potential savings to our rates because they are high. Todd said if we do this, our rates won't go down because our rates include capital expenditures in the future along with what improvements have been done. Just because we refinance the loans, we aren't just going to go lower rates, or we shouldn't just go lower rates. Sewer has over ten million in capital improvements to do and water has over five million in capital improvements to do. If you lower rates, you will be taking away money for the future for doing those projects. Councilmember Amsbury said that leads into some of her grant and project questions. We need to make sure we are in the position to apply when things are available for those type of grants because that is one of her priorities; making the water and sewer rates more affordable. If there is a way to get other funding available out there, that is big for tax payers.

Mayor Orffer said by cutting off ten years on this loan, it does save the rate payers overall. Like Todd said, they may not see a reduction month to month, they will save in the big picture. Todd said we might be able to not have to increase each year 3% and instead increase it only 1%.

PUBLIC COMMENT

Mayor Orffer is working with the city team and AWC on reopening strategy.

MEETING ADJOURNED

**It was moved by Councilmember Huff, seconded by Councilmember Blankenship to adjourn the meeting at 8:12 pm. The next meeting will be Wednesday, June 10, 2020 at 6:30 pm. Motion Carried 5-0.**

*Approved by Mayor Brenda Orffer and Clerk-Treasurer Wendy Collins.*

**TAB - B**



# WARRANT/CHECK REGISTER

City Of McCleary  
MCAG #: 0344

05/16/2020 To: 05/31/2020

Time: 09:35:30 Date: 06/04/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1920	05/29/2020	Claims	1	EFT	Department of Revenue	17,902.68	April 2020 Combined Excise Tax Payment
1921	05/29/2020	Claims	1	47804	ALS Environmental	161.00	Testing
1922	05/29/2020	Claims	1	47805	ATCO International	167.25	Super Vindicator
1923	05/29/2020	Claims	1	47806	Amazon Capital Svcs.	433.10	Network Switch; Fan, Thermostat; Toner Cartridges
1924	05/29/2020	Claims	1	47807	Anixter Inc.	10,127.70	Pole Mounts
1925	05/29/2020	Claims	1	47808	AUS Everett Lockbox Aramark	87.44	Rug Svc.; Rug Svc.
1926	05/29/2020	Claims	1	47809	Aro Glass Co.	294.13	Bucket Truck Repairs
1927	05/29/2020	Claims	1	47810	Bayview Building Material	2,207.29	Ground Contact, Wood, Door; 2x6 Fir; 2x6 Fir; 2x8's, Plywood, Nails; Weed Eater Attachment; Y Connector, Hammer Bit; Outlet, Box, Fasteners, Sensor Switch, Connector, Staples, Wire Nuts; Leveler Floor
1928	05/29/2020	Claims	1	47811	Luke Boyer	168.97	016469.0 - 357 EBear ST
1929	05/29/2020	Claims	1	47812	Bradley Air Company	369.92	Clean Filters
1930	05/29/2020	Claims	1	47813	Charter Machine Company	11,127.96	Drum, Screen, Connecting Strips, Clamping Bar, Motor
1931	05/29/2020	Claims	1	47814	Citi Cards	4,131.45	Lowes - Police Remodel; Safeway - Fuel; Safeway - Fuel; O'reilly; Amazon - Switch; Amazon - Steel Wedge; USA Bluebook; Lumber Liquidators - Flooring; Dropbox - Business Advabced Plan; Safeway Fuel; Dr
1932	05/29/2020	Claims	1	47815	Comcast	431.23	8497 37 009 0142893; 8498 37 009 0142901
1933	05/29/2020	Claims	1	47816	DJ'S Custom Exhaust	54.40	Hand Rail
1934	05/29/2020	Claims	1	47817	ESRI	2,668.05	ArcGIS Online Creator, Field Worker & Viewer
1935	05/29/2020	Claims	1	47818	Excel Supply Co.	766.87	Gloves, Hand Sanitizer, Thermometers, Wipes
1936	05/29/2020	Claims	1	47819	Fastenal Company	909.75	Grease Gun Kit; HiFloor Absorbant; Floordry; Oil Absorbent Pads; Paper Towel Dispensers
1937	05/29/2020	Claims	1	47820	GovOffice	1,380.00	Annual Website Hosting
1938	05/29/2020	Claims	1	47821	Grainger	232.14	Batteries; Step Stool; Saw Blades; Wire, Conduit
1939	05/29/2020	Claims	1	47822	Harbor Saw & Supply Inc	130.49	MowinG Head, Magnum Gatorline
1940	05/29/2020	Claims	1	47823	Hung Right Doors	1,707.82	Springs, Remote, Labor
1941	05/29/2020	Claims	1	47824	JW Maintenance	1,183.59	F450 Repairs; F550 Repairs
1942	05/29/2020	Claims	1	47825	Larsen Sign Co.	87.92	Volunteer Vinyl
1943	05/29/2020	Claims	1	47826	Les Schwab	208.15	Tire, Flat Repairs
1944	05/29/2020	Claims	1	47827	MCI	96.78	08692201879
1945	05/29/2020	Claims	1	47828	NHTS	1,357.07	2020 Fire Hose Testing, Ground Ladder Testing
1946	05/29/2020	Claims	1	47829	Jeremy Niehuss	136.39	012610.5 - 839 NSUMMIT RD
1947	05/29/2020	Claims	1	47830	Peggy Oliver	808.98	Windows Incentive
1948	05/29/2020	Claims	1	47831	Ricoh	31.36	Meter Reads
1949	05/29/2020	Claims	1	47832	Staples Advantage	59.84	Pens
1950	05/29/2020	Claims	1	47833	Tammie Wales	275.00	Window Painting
1951	05/29/2020	Claims	1	47834	Thin Line LLC	1,335.20	Tahoe Lights
1952	05/29/2020	Claims	1	47835	Uline	2,770.01	Garbage Cans; Bookcase
1953	05/29/2020	Claims	1	47836	United Rentals	2,552.62	Rammer
1954	05/29/2020	Claims	1	47837	Verizon Bellevue	775.37	Cell Phones
1955	05/29/2020	Claims	1	47838	Washington State Auditor's Office	1,753.05	2018-19 Audit
1956	05/29/2020	Claims	1	47839	Water Management Labs Inc	24.00	Water Testing
1957	05/29/2020	Claims	1	47840	Wesco Receivables Corp.	878.47	Milwaukee 2997-22 Combo

# WARRANT/CHECK REGISTER

City Of McCleary  
MCAG #: 0344

05/16/2020 To: 05/31/2020

Time: 09:35:30 Date: 06/04/2020

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		001 Current Expense				5,574.99	
		102 Street Fund				735.49	
		119 COVID 19 Emergency Fund				19,740.29	
		401 Light And Power Fund				30,962.90	
		405 Water Fund				6,317.26	
		407 Sewer Fund				4,590.16	
		409 Storm Water Fund				1,552.18	
		413 Ambulance Fund				320.17	
							Claims: 69,793.44
		* Transaction Has Mixed Revenue And Expense Accounts				69,793.44	

WE, the members of the City Council of the City of McCleary Washington, DO HEREBY certify that the merchandise or services listed above have been received and that the above listed vouchers and the related checks have been reviewed and approved for the payment by the City of McCleary City Council.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

## ATTEST:

X \_\_\_\_\_  
Councilmember Huff

X \_\_\_\_\_  
Councilmember Amsbury

X \_\_\_\_\_  
Councilmember Heller

X \_\_\_\_\_  
Councilmember Iversen

X \_\_\_\_\_  
Councilmember Blankenship

**TAB - C**

# WARRANT/CHECK REGISTER

City Of McCleary

Time: 13:06:54 Date: 05/29/2020

MCAG #: 0344

05/01/2020 To: 05/31/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1696	05/15/2020	Payroll	1	EFT		1,300.00	May 2020 DRAW
1697	05/15/2020	Payroll	1	EFT		1,000.00	May 2020 DRAW
1698	05/15/2020	Payroll	1	EFT		1,200.00	May 2020 DRAW
1699	05/15/2020	Payroll	1	EFT		1,600.00	May 2020 DRAW
1700	05/15/2020	Payroll	1	EFT		1,950.00	May 2020 DRAW
1701	05/15/2020	Payroll	1	EFT		1,000.00	May 2020 DRAW
1702	05/15/2020	Payroll	1	EFT		1,200.00	May 2020 DRAW
1703	05/15/2020	Payroll	1	EFT		2,000.00	May 2020 DRAW
1704	05/15/2020	Payroll	1	EFT		500.00	May 2020 DRAW
1705	05/15/2020	Payroll	1	EFT		630.00	May 2020 DRAW
1706	05/15/2020	Payroll	1	EFT		800.00	May 2020 DRAW
1707	05/15/2020	Payroll	1	EFT		2,239.60	May 2020 DRAW
1708	05/15/2020	Payroll	1	EFT		400.00	May 2020 DRAW
1709	05/15/2020	Payroll	1	EFT		1,750.00	May 2020 DRAW
1879	05/31/2020	Payroll	1	EFT		3,218.78	May 2020 Payroll
1880	05/31/2020	Payroll	1	EFT		90.83	May 2020 Payroll
1881	05/31/2020	Payroll	1	EFT		95.89	May 2020 Payroll
1882	05/31/2020	Payroll	1	EFT		4,761.65	May 2020 Payroll
1883	05/31/2020	Payroll	1	EFT			May 2020 Payroll
1884	05/31/2020	Payroll	1	EFT		2,254.18	May 2020 Payroll
1885	05/31/2020	Payroll	1	EFT		6,333.09	May 2020 Payroll
1886	05/31/2020	Payroll	1	EFT		2,303.97	May 2020 Payroll
1887	05/31/2020	Payroll	1	EFT		2,885.20	May 2020 Payroll
1888	05/31/2020	Payroll	1	EFT		3,485.11	May 2020 Payroll
1889	05/31/2020	Payroll	1	EFT		1,911.32	May 2020 Payroll
1890	05/31/2020	Payroll	1	EFT		485.47	May 2020 Payroll
1891	05/31/2020	Payroll	1	EFT		3,762.32	May 2020 Payroll
1892	05/31/2020	Payroll	1	EFT		3,481.14	May 2020 Payroll
1893	05/31/2020	Payroll	1	EFT		2,146.07	May 2020 Payroll
1894	05/31/2020	Payroll	1	EFT		90.83	May 2020 Payroll
1895	05/31/2020	Payroll	1	EFT		90.83	May 2020 Payroll
1896	05/31/2020	Payroll	1	EFT		90.83	May 2020 Payroll
1897	05/31/2020	Payroll	1	EFT		3,034.79	May 2020 Payroll
1898	05/31/2020	Payroll	1	EFT		3,062.98	May 2020 Payroll
1899	05/31/2020	Payroll	1	EFT		3,892.53	May 2020 Payroll
1900	05/31/2020	Payroll	1	EFT		2,435.34	May 2020 Payroll
1901	05/31/2020	Payroll	1	EFT		3,850.77	May 2020 Payroll
1902	05/31/2020	Payroll	1	EFT		3,294.65	May 2020 Payroll
1903	05/31/2020	Payroll	1	EFT		2,255.84	May 2020 Payroll
1904	05/31/2020	Payroll	1	EFT		4,905.90	May 2020 Payroll
1905	05/31/2020	Payroll	1	EFT		552.58	May 2020 Payroll
1906	05/31/2020	Payroll	1	EFT		3,212.63	May 2020 Payroll
1907	05/31/2020	Payroll	1	EFT		1,677.99	May 2020 Payroll
1908	05/31/2020	Payroll	1	EFT		5,047.80	May 2020 Payroll
1909	05/31/2020	Payroll	1	EFT		2,363.47	May 2020 Payroll
1910	05/31/2020	Payroll	1	EFT		1,649.26	May 2020 Payroll
1966	05/28/2020	Payroll	1	EFT	Department of Retirement - Def Comp	5,645.19	Pay Cycle(s) 05/31/2020 To 05/31/2020 - DRS Def Comp
1967	05/28/2020	Payroll	1	EFT	Department of Retirement Systems	27,004.96	Pay Cycle(s) 05/31/2020 To 05/31/2020 - PERS 2; Pay Cycle(s) 05/31/2020 To 05/31/2020 - PERS 3; Pay Cycle(s) 05/31/2020 To 05/31/2020 - LEOFF II
1968	05/28/2020	Payroll	1	EFT	Umpqua Bank	36,852.10	941 Deposit for Pay Cycle(s) 05/31/2020 - 05/31/2020

# WARRANT/CHECK REGISTER

City Of McCleary  
MCAG #: 0344

05/01/2020 To: 05/31/2020

Time: 13:06:54 Date: 05/29/2020

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1969	05/28/2020	Payroll	1	EFT	Washington State Support Registry	594.00	Pay Cycle(s) 05/31/2020 To 05/31/2020 - WA ST Support Registry
1970	05/28/2020	Payroll	1	47841	AFLAC Remittance Processing	1,872.15	Pay Cycle(s) 05/31/2020 To 05/31/2020 - AFLAC - 125 (Pre-tax); Pay Cycle(s) 05/31/2020 To 05/31/2020 - AFLAC - (After Tax)
1971	05/28/2020	Payroll	1	47842	AWC Employee Benefit Trust	31,251.77	Pay Cycle(s) 05/31/2020 To 05/31/2020 - AWC-Medical; Pay Cycle(s) 05/31/2020 To 05/31/2020 - AWC -Dental Plan J; Pay Cycle(s) 05/31/2020 To 05/31/2020 - AWC - Basic Life; Pay Cycle(s) 05/31/2020 To 05/31/2020 - EnvisionRXPlus
1972	05/28/2020	Payroll	1	47843	EnvisionRxPlus	14.20	Pay Cycle(s) 05/31/2020 To 05/31/2020 - EnvisionRXPlus
1973	05/28/2020	Payroll	1	47844	IBEW Local #77 (PAC Dues)	30.01	Pay Cycle(s) 05/31/2020 To 05/31/2020 - IBEW Local # 77 - PAC
1974	05/28/2020	Payroll	1	47845	IBEW Local #77	907.49	Pay Cycle(s) 05/31/2020 To 05/31/2020 - IBEW Local # 77
1975	05/28/2020	Payroll	1	47846	LEOFF Health and Welfare Trust	5,683.48	Pay Cycle(s) 05/31/2020 To 05/31/2020 - LEOFF Health Trust - Dental; Pay Cycle(s) 05/31/2020 To 05/31/2020 - LEOFF Health Trust - Medical
1976	05/28/2020	Payroll	1	47847	NFOP Labor Services Division	217.50	Pay Cycle(s) 05/31/2020 To 05/31/2020 - FOP - Labor Services
1977	05/28/2020	Payroll	1	47848	Olympic Mountain Lodge #23	40.50	Pay Cycle(s) 05/31/2020 To 05/31/2020 - FOP - Lodge Dues
1978	05/28/2020	Payroll	1	47849	Sunshine Fund	100.00	Pay Cycle(s) 05/31/2020 To 05/31/2020 - Sunshine Fund
1979	05/28/2020	Payroll	1	47850	Teamster Local 252	420.50	Pay Cycle(s) 05/31/2020 To 05/31/2020 - Teamsters
1980	05/28/2020	Payroll	1	47851	UNUM Life Insurance Co	49.20	Pay Cycle(s) 05/31/2020 To 05/31/2020 - UNUM
1981	05/28/2020	Payroll	1	47852	Washington Teamsters Welfare Trust	376.20	Pay Cycle(s) 05/31/2020 To 05/31/2020 - Vision
001 Current Expense						49,135.80	
102 Street Fund						2,843.85	
401 Light And Power Fund						83,646.08	
405 Water Fund						28,421.84	
407 Sewer Fund						34,761.38	
409 Storm Water Fund						7,747.52	
413 Ambulance Fund						796.42	
						<hr/>	
						207,352.89	Payroll: 207,352.89

# WARRANT/CHECK REGISTER

City Of McCleary

Time: 13:06:54 Date: 05/29/2020

MCAG #: 0344

05/01/2020 To: 05/31/2020

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
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WE, the members of the City Council of the City of McCleary Washington, DO HEREBY certify that the merchandise or services listed above have been received and that the above listed vouchers and the related checks have been reviewed and approved for the payment by the City of McCleary City Council.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

ATTEST:

X \_\_\_\_\_  
Councilmember Huff

X \_\_\_\_\_  
Councilmember Amsbury

X \_\_\_\_\_  
Councilmember Heller

X \_\_\_\_\_  
Councilmember Iversen

X \_\_\_\_\_  
Councilmember Blankenship

**TAB - D**

# 2020 BUDGET POSITION

City Of McCleary  
MCAG #: 0344

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119 COVID 19 Emergency Fund 01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining
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## 511 Legislative

511 60 10 01	Legislative - Salaries And Wages	0.00	750.00	(750.00)	0.0%
511 60 20 01	Legislative - Personnel Benefits	0.00	92.48	(92.48)	0.0%
511 60 31 01	Legislative - Office & Operating Supplies	0.00	42.45	(42.45)	0.0%
<b>511 Legislative</b>		<b>0.00</b>	<b>884.93</b>	<b>(884.93)</b>	<b>0.0%</b>

## 513 Executive

513 10 10 01	Executive - Salaries And Wages	0.00	900.00	(900.00)	0.0%
513 10 20 01	Executive - Personnel Benefits	0.00	112.14	(112.14)	0.0%
513 10 31 01	Executive - Office & Operating Supplies	0.00	474.64	(474.64)	0.0%
513 10 41 01	Executive - Professional Services	0.00	0.00	0.00	100.0%
<b>513 Executive</b>		<b>0.00</b>	<b>1,486.78</b>	<b>(1,486.78)</b>	<b>0.0%</b>

## 514 Administration

514 10 10 01	Finance/Administration Salaries And	0.00	4,041.75	(4,041.75)	0.0%
514 20 20 01	Finance/Admin Personnel Benefits	0.00	1,916.48	(1,916.48)	0.0%
514 20 31 11	Finance/Administration Supplies	0.00	530.50	(530.50)	0.0%
514 20 41 01	Finance/Admin Professional Services	0.00	1,735.17	(1,735.17)	0.0%
514 20 42 01	Finance/Administration Communications	0.00	1,443.70	(1,443.70)	0.0%
514 20 44 21	Finance/Administration Misc. Dues	0.00	25.00	(25.00)	0.0%
514 20 45 01	Finance/ Administration Rental/Lease Equipment	0.00	359.70	(359.70)	0.0%
514 20 46 01	Finance/Administration Advertising	0.00	38.33	(38.33)	0.0%
<b>514 Administration</b>		<b>0.00</b>	<b>10,090.63</b>	<b>(10,090.63)</b>	<b>0.0%</b>

## 518 Central Services

518 30 41 01	General Government Professional Services/Cleaning	0.00	91.74	(91.74)	0.0%
518 40 31 01	General Government Supplies-general	0.00	18.36	(18.36)	0.0%
<b>518 Central Services</b>		<b>0.00</b>	<b>110.10</b>	<b>(110.10)</b>	<b>0.0%</b>

## 521 Law Enforcement

521 20 10 03	Police Benefit Exchange	0.00	3,734.81	(3,734.81)	0.0%
521 20 10 04	Police Salaries And Wages	0.00	37,695.37	(37,695.37)	0.0%
521 20 20 01	Police Personnel Benefits	0.00	15,737.39	(15,737.39)	0.0%
521 20 23 01	Covid LEOFF1 Retirees Benefits	0.00	448.09	(448.09)	0.0%
521 20 31 01	Police Supplies	0.00	1,583.39	(1,583.39)	0.0%
521 20 31 11	Police Fuel	0.00	742.64	(742.64)	0.0%
521 20 41 01	Police Professional Services	0.00	745.08	(745.08)	0.0%
521 20 42 01	Police Communications	0.00	926.86	(926.86)	0.0%
<b>521 Law Enforcement</b>		<b>0.00</b>	<b>61,613.63</b>	<b>(61,613.63)</b>	<b>0.0%</b>

## 522 Fire Control

522 20 10 01	Fire - Salaries And Wages	0.00	505.50	(505.50)	0.0%
522 20 20 01	Fire - Personnel Benefits	0.00	11.94	(11.94)	0.0%
522 20 31 01	Fire - Supplies - Operating	0.00	8,185.14	(8,185.14)	0.0%
522 20 31 11	Fire Fuel	0.00	0.00	0.00	100.0%
522 20 41 01	Fire - Professional Services	0.00	1,319.17	(1,319.17)	0.0%



## 2020 BUDGET POSITION

City Of McCleary  
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### 119 COVID 19 Emergency Fund

01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining
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#### 522 Fire Control

522 20 42 01	Fire Communications	0.00	24.15	(24.15)	0.0%
522 20 47 01	Fire Public Utility Serv.(City)	0.00	350.68	(350.68)	0.0%
522 70 10 01	Ambulance - Salaries And Wages	0.00	542.64	(542.64)	0.0%
522 70 20 01	Ambulance - Personnel Benefits	0.00	663.97	(663.97)	0.0%
522 70 31 01	Ambulance - Operating Supplies	0.00	15.16	(15.16)	0.0%
522 70 42 01	Ambulance - Communications	0.00	6.53	(6.53)	0.0%
522 70 44 01	Ambulance Advertising	0.00	0.00	0.00	100.0%
522 Fire Control		0.00	11,624.88	(11,624.88)	0.0%

#### 524 Protective Inspections

524 20 10 01	Building - Salaries And Wages	0.00	452.60	(452.60)	0.0%
524 20 20 01	Building - Personnel Benefits	0.00	278.64	(278.64)	0.0%
524 20 31 01	Building - Operating Supplies	0.00	21.42	(21.42)	0.0%
524 20 41 02	Building - Professional Services	0.00	76.89	(76.89)	0.0%
524 20 42 01	Current Expense Communications	0.00	94.02	(94.02)	0.0%
524 20 50 01	Building Dept. Rental/Lease Equipment	0.00	27.96	(27.96)	0.0%
524 Protective Inspections		0.00	951.53	(951.53)	0.0%

#### 531 Natural Resources

531 70 10 08	Storm Water - Salaries And Wages	0.00	8,043.96	(8,043.96)	0.0%
531 70 20 08	Storm Water - Personnel Benefits	0.00	4,604.36	(4,604.36)	0.0%
531 70 31 05	Storm Water - Operating Supplies	0.00	1,610.08	(1,610.08)	0.0%
531 70 38 08	Storm Water Rental/Lease Equipment	0.00	27.96	(27.96)	0.0%
531 70 41 08	Storm Water - Professional Services	0.00	1,562.45	(1,562.45)	0.0%
531 70 42 03	Stormwater Communications	0.00	54.18	(54.18)	0.0%
531 70 44 01	Stormwater Advertising	0.00	0.00	0.00	100.0%
531 70 48 02	Stormwater Vehicle & Equipment Repair & Maintenance	0.00	849.60	(849.60)	0.0%
531 Natural Resources		0.00	16,752.59	(16,752.59)	0.0%

#### 533 Electric & Gas Utilities

533 80 10 01	Light & Power - Salaries And Wages	0.00	87,349.83	(87,349.83)	0.0%
533 80 20 01	Light & Power - Personnel Benefits	0.00	42,590.55	(42,590.55)	0.0%
533 80 31 04	Light & Power - Operating Supplies	0.00	988.56	(988.56)	0.0%
533 80 41 01	Light & Power - Professional Services	0.00	4,078.76	(4,078.76)	0.0%
533 80 42 01	Light & Power Communications	0.00	1,679.26	(1,679.26)	0.0%
533 80 44 01	Light & Power Advertising	0.00	0.00	0.00	100.0%
533 80 45 02	Light & Power Rental/lease Equipment	0.00	27.98	(27.98)	0.0%
533 80 48 02	Light & Power - Repair And Maintenance	0.00	0.00	0.00	100.0%
533 Electric & Gas Utilities		0.00	136,714.94	(136,714.94)	0.0%

#### 534 Water Utilities

534 70 10 01	Water - Salaries And Wages	0.00	29,018.64	(29,018.64)	0.0%
534 70 20 01	Water - Personnel Benefits	0.00	16,235.55	(16,235.55)	0.0%
534 70 31 03	Water - Operating-supplies	0.00	4,213.26	(4,213.26)	0.0%
534 70 41 01	Water - Professional Services	0.00	2,448.49	(2,448.49)	0.0%
534 70 42 01	Water Communications	0.00	953.45	(953.45)	0.0%
534 70 44 01	Water Advertising	0.00	0.00	0.00	100.0%
534 70 45 01	Water Rental/lease Equipment	0.00	27.96	(27.96)	0.0%

# 2020 BUDGET POSITION

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119 COVID 19 Emergency Fund 01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining
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## 534 Water Utilities

534 70 48 02	Water Repair And Maintenance	0.00	1,836.97	(1,836.97)	0.0%
534 70 49 22	Water Miscellaneous Training	0.00	202.38	(202.38)	0.0%
<b>534 Water Utilities</b>		<b>0.00</b>	<b>54,936.70</b>	<b>(54,936.70)</b>	<b>0.0%</b>

## 535 Sewer

535 70 10 08	Sewer - Salaries And Wages	0.00	35,256.51	(35,256.51)	0.0%
535 70 20 08	Sewer - Personnel Benefits	0.00	19,296.61	(19,296.61)	0.0%
535 70 31 06	Sewer - Operating Supplies	0.00	19,510.04	(19,510.04)	0.0%
535 70 41 08	Sewer - Professional Services	0.00	5,930.72	(5,930.72)	0.0%
535 70 42 02	Sewer Communications	0.00	2,038.61	(2,038.61)	0.0%
535 70 44 02	Sewer Advertising	0.00	0.00	0.00	100.0%
535 70 45 11	Sewer Rental/lease Equipment	0.00	27.96	(27.96)	0.0%
535 70 48 02	Sewer Repair And Maintenance	0.00	1,469.59	(1,469.59)	0.0%
<b>535 Sewer</b>		<b>0.00</b>	<b>83,530.04</b>	<b>(83,530.04)</b>	<b>0.0%</b>

## 536 Cemetery

536 20 10 01	Cemetery - Salaries & Wages-Cemetery	0.00	1,100.92	(1,100.92)	0.0%
536 20 20 01	Cemetery - Personnel Benefits-Cemetery	0.00	522.38	(522.38)	0.0%
536 20 31 21	Cemetery - Operating Supplies	0.00	108.17	(108.17)	0.0%
536 20 41 01	Cemetery - Professional Services	0.00	138.53	(138.53)	0.0%
536 20 42 01	Cemetery Communications	0.00	0.28	(0.28)	0.0%
536 20 48 02	Cemetery Repair & Maintenance	0.00	80.37	(80.37)	0.0%
<b>536 Cemetery</b>		<b>0.00</b>	<b>1,950.65</b>	<b>(1,950.65)</b>	<b>0.0%</b>

## 542 Streets - Maintenance

542 30 10 01	Streets - Salaries And Wages	0.00	2,940.61	(2,940.61)	0.0%
542 30 20 01	Streets - Personnel Benefits	0.00	1,718.38	(1,718.38)	0.0%
542 30 31 01	Streets - Supplies	0.00	989.36	(989.36)	0.0%
542 30 42 01	Streets Communications	0.00	6.58	(6.58)	0.0%
542 30 45 01	Streets Rental/lease Equipment	0.00	27.91	(27.91)	0.0%
542 30 48 02	Streets Repair & Maintenance	0.00	275.55	(275.55)	0.0%
542 31 41 01	Streets - Professional Services	0.00	1,560.43	(1,560.43)	0.0%
<b>542 Streets - Maintenance</b>		<b>0.00</b>	<b>7,518.82</b>	<b>(7,518.82)</b>	<b>0.0%</b>

## 576 Park Facilities

576 80 10 01	Park Facilities - Salaries & Wages - Park Facilities	0.00	1,300.69	(1,300.69)	0.0%
576 80 20 01	Park Facilities - Personnel Benefits - Park Facilities	0.00	620.60	(620.60)	0.0%
576 80 31 21	Park Facilities - Operating Supplies	0.00	214.72	(214.72)	0.0%
576 80 41 01	Park Facilities - Professional Services	0.00	400.05	(400.05)	0.0%
576 80 42 01	Park Facilities - Communications	0.00	424.34	(424.34)	0.0%
576 80 47 01	Park Facilities - Utilities Services	0.00	166.74	(166.74)	0.0%
576 80 48 02	Park Facilities Repair & Maintenance	0.00	80.36	(80.36)	0.0%
<b>576 Park Facilities</b>		<b>0.00</b>	<b>3,207.50</b>	<b>(3,207.50)</b>	<b>0.0%</b>

## 594 Capital Expenditures

## 2020 BUDGET POSITION

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119 COVID 19 Emergency Fund		01/01/2020 To: 12/31/2020			
Expenditures		Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures					
594 21 62 01	Capital Outlay - Buuilding - Police Remodel	0.00	1,374.20	(1,374.20)	0.0%
594 31 62 08	Storm Water - Capital Outlay Building	0.00	386.17	(386.17)	0.0%
594 34 63 03	Water - Capital Outlay Building	0.00	834.97	(834.97)	0.0%
594 35 63 02	Sewer - Capital Outlay Building	0.00	668.00	(668.00)	0.0%
594 36 63 02	Cemetery - Capital Outlay Building	0.00	36.54	(36.54)	0.0%
594 76 63 03	Park Facilities - Capital Outlay Building	0.00	36.53	(36.53)	0.0%
595 30 62 01	Streets - Capital Outlay Building	0.00	125.24	(125.24)	0.0%
594 Capital Expenditures		0.00	3,461.65	(3,461.65)	0.0%
<b>Fund Expenditures:</b>		<b>0.00</b>	<b>394,835.37</b>	<b>(394,835.37)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>		<b>0.00</b>	<b>(394,835.37)</b>		

## 2020 BUDGET POSITION TOTALS

City Of McCleary  
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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
119 COVID 19 Emergency Fund	0.00	0.00	100.0%	0.00	394,835.37	0%
	0.00	0.00	100.0%	0.00	394,835.37	0.0%

**TAB - E**

# City of McCleary

## STAFF REPORT



<b>To:</b>	Mayor Orffer and City Councilmembers
<b>From:</b>	Wendy Collins, Clerk-Treasurer
<b>Date:</b>	June 10, 2020
<b>Department:</b>	Finance & Administration

Mayor and City Council,

I am happy to report the Finance Department is healthy and working full time, with one employee working one-day a week from home. We continue to serve the public while practicing social distancing and disinfecting the office at the end of each work day.

I am even happier to report I have completed and submitted the Annual Financial Report for the calendar year 2019. The financials were balanced and everything looks great.

We are appreciative to be in phase 2 and we are looking forward to phase 3.

Thank you,

Wendy

# City of McCleary

## STAFF REPORT



<b>To:</b>	Mayor Orffer and Council
<b>From:</b>	Paul Nott
<b>Date:</b>	5/29/2020
<b>Department:</b>	Light and Power

Hello All,

I am happy to report at this time all L&P staff is still healthy and reporting to work as assigned. At the present time we have all L&P staff reporting to work. We are doing our best to practice social distancing as a crew.

With the full crew here we have begun normal operations and are trying to catch up on projects that have been delayed.

Priorities are the Third Street project, cut over, line maintenance and some engineer assistance projects for the CIP.

If you have any questions or concerns feel free to contact us.

Be safe and keep in the clear....

Paul



# City of McCleary

## STAFF REPORT

<b>To:</b>	Mayor Orffer and Council Members
<b>From:</b>	Steve Randich
<b>Date:</b>	June 1, 2020
<b>Department:</b>	Public Works

Mayor and Council,

I am happy to report that all personnel within the Public Works department are healthy and practicing safe social distancing at this time.

As it stands, the Public Works Dept is back to full staff practicing social distancing. Our weekly routine consists of all personnel reporting at 0700 a.m. until 1530p.m. All personnel are aware that priority tasks are currently on an "as needed" basis. Meaning, any job that may come up will be evaluated for personnel required and only the amount required will respond to complete each task.

We have also created a schedule to clean and organize the department. Each day prior to going home we spend 45 minutes disinfecting the city vehicles and any equipment that has been used, along with wiping down all computers and cleaning our office.

It is my hope that by taking these precautions we will be able to keep our crew safe and healthy. If you have any questions, comments or concerns please let me know.

Thank you,  
Steve



## **STAFF REPORT**

Date: June 3, 2020

To: Todd Baun, Director of Public Works

From: Kevin Trehwella, Water & Wastewater Manager

Subject: WWTP and Water Treatment Plant

---

We are operating the Water & Wastewater Treatment plants full time and we are healthy.

Over the last months we have had more people home. We have been seeing lots of demands on our systems. With more businesses reopening, we were hoping to see the demand on our system come down, we have seen no change yet.

Please do not be concerned about the extra demands on our systems, we are nowhere near capacity on either our Wastewater Treatment Plant nor are we anywhere near capacity on our Water Supply!

We are keeping on top of all regulatory testing and reports that the Department of Ecology and the Department of Health require of us.

I do not foresee any problems with either of these facilities.

**TAB - F**

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Discussion item only.

**TAB - G**

## **BALLOT DROP BOX PROPERTY USE AGREEMENT**

This Ballot Drop Box Property Use Agreement (hereinafter "Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020, the date the last party has signed ("Effective Date"), by and between GRAYS HARBOR COUNTY, a political subdivision of the state of Washington (hereinafter "the County") and the City of McCleary, a Washington municipal corporation (hereinafter "the City"). The City and the County may hereinafter be referred to collectively as "Parties" or individually as a "Party."

### **RECITALS**

**WHEREAS**, the City of McCleary owns that certain parcel of real property located in the median on 3<sup>rd</sup> St between W. Maple and Simpson Ave, in McCleary Wa., Grays Harbor County, Washington as described in **Exhibit A** attached hereto and by this reference incorporated herein (hereinafter "Subject Property"), and

**WHEREAS**, the County has purchased a ballot drop box of the type and nature schematically depicted in **Exhibit B** attached hereto and by this reference incorporated herein (hereinafter "Drop Box") to be installed and used in the City to collect ballots cast by voters in general and special elections conducted by the Auditor of Grays Harbor County pursuant to Chapter 29A of the Revised Code of Washington; and

**WHEREAS**, the City desires to make available to the County for the installation, use and maintenance of the Drop Box those certain portions of the Subject Property depicted and described in **Exhibit C** attached hereto and by this reference incorporated herein (hereinafter collectively the "Premises"); and

**WHEREAS**, in 2017 the Washington State Legislature passed SSB 5472 which requires the County Auditor to establish ballot drop boxes at designated locations within the County; and

**WHEREAS**, the Parties agree that it is in the best interest of the general public that a ballot drop box should be located in McCleary, so as to facilitate and encourage public interest in electoral participation by local residents.

**NOW, THEREFORE**, for and in consideration of the terms, covenants and conditions set forth in this Agreement, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the City and the County hereby agree as follows:

## AGREEMENT

- 1 Incorporation of Recitals.** The above recitals are true and correct and are incorporated herein by this reference as if fully set forth.
- 2 Grant of Use Right.** The City hereby grants to the County, and the County hereby accepts from the City, the right to use the Subject Property and Premises upon the terms, covenants and conditions set forth in this Agreement.
- 3 Use Period.** This Agreement shall commence on the Effective Date and terminate at midnight on December 31, 2030 (hereinafter "Use Period"). This Agreement shall automatically renew for successive periods of one (1) year each beginning January 1 and ending December 31 (hereinafter each a "Renewal Period"). Notwithstanding the foregoing, this Agreement may be terminated at any time by either party upon ninety (90) calendar days prior written notice served on the other party and the County Commissioners.
- 4 Delivery of Use; Acceptance.** The County shall be entitled to use of the Premises as of the Effective Date. The County has inspected the Premises and has determined to its complete satisfaction the same are suitable for the uses described in Section 5.1 below.
- 5 Use of Premises.**
  - 5.1 Permitted Uses.** The County shall use the Premises for the sole purposes of using, maintaining and removing the Drop Box and for no other uses or purposes without the prior written consent of the City, which consent shall not be unreasonably withheld.
  - 5.2 Prohibited Uses.** The County shall not use the Premises in violation of any statute, rule, ordinance, permit, order, regulation or code in effect and applicable to any part thereof, nor shall it do or suffer to be done in or about the Premises, or bring into, keep, or suffer to be brought into or kept in or about the Premises, anything that may constitute a waste, hazard, nuisance or unreasonable annoyance to the City or its residents. Separate and apart from this Agreement, the County shall be solely and exclusively responsible for obtaining any regulatory approvals necessary to install the Drop Box.
- 6 The County's Responsibilities.**
  - 6.1 Maintenance.** The County shall, at its sole cost and expense, maintain the Drop Box throughout the Use Period in good repair and in a neat, clean, safe, sanitary and graffiti-free condition. If the Drop Box is breached, damaged, vandalized or defaced in any way, the County shall, in its sole discretion, either re-secure, repair or replace the Drop Box as soon as practicable after receiving notice thereof; or shall terminate this Agreement with thirty (30) days written notice to the City, in which case the provisions of Section 14 shall apply.
  - 6.2 Security.** The County shall be solely responsible for the security of the Drop Box and its contents. If any threat is made with respect to the Drop Box, such as an incendiary or other device, the County shall, in its sole discretion, determine whether it will be solely responsible for dealing with and resolving that threat or whether the threat should be referred to another agency.

Deleted: .

**6.3 Collection of Ballots.** During the eighteen-day period prior to primary, general and/or special elections, the County shall be responsible to empty and reseal the Drop Box as required by Section 434-250-100 of the Washington Administration Code.

**7 The City's Responsibilities.** The City shall:

**7.1** Exercise due care and caution with respect to the Drop Box while conducting its business operations in and about the Subject Property and shall, at its sole cost and expense, repair any and all damage to the Drop Box caused by the negligent or willful conduct of its elected or appointed officials, contractors, servants, agents or employees;

**7.2** Notify the County if at any time during the eighteen-day period prior to primary, general and/or special elections, the Drop Box has been filled to capacity and is no longer accepting ballots; and

**7.3** Notify the County immediately if the City becomes aware that:

**7.3.1** The Drop Box is breached, damaged, vandalized or defaced in any way; and/or

**7.3.2** Any threat is made with respect to the Drop Box.

**7 Indemnification.** To the extent of its comparative liability, each party agrees to indemnify, defend and hold the other party, its elected and appointed officials, employees, agents and volunteers, harmless from and against any and all claims, damages, losses and expenses, including but not limited to court costs, attorney's fees and alternative dispute resolution costs, for any personal injury, for any bodily injury, sickness, disease or death and for any damage to or destruction of any property (including the loss of use resulting therefrom) which are alleged or proven to be caused by an act or omission, negligent or otherwise, of its elected and appointed officials, employees, agents or volunteers.

In the event of any concurrent act or omission of the parties, each party shall pay its proportionate share of any damages awarded. The parties agree to maintain a consolidated defense to claims made against them and to reserve all indemnity claims against each other until after liability to the claimant and damages, if any, are adjudicated. If any claim is resolved by voluntary settlement and the parties cannot agree upon apportionment of damages and defense costs, they shall submit apportionment to binding arbitration.

The parties agree all indemnity obligations shall survive the completion, expiration or termination of this Agreement.

**8 Default; Remedies.** In the event of a default under this Agreement, either Party may pursue any remedy allowed by law.

**9 Waiver.** Failure by either Party to promptly enforce any right under this Agreement shall not operate as a waiver of such right with respect to any future default.

**10 Notices.** Any notices required or desired to be given shall be given in writing by electronic mail and U.S. Mail to the person(s) set forth below:

To the City: City of McCleary  
Attn: Brenda Orffer  
McCleary, WA  
Telephone: 360-495-3667 ext 118  
Email: [brendao@cityofmccleary.com](mailto:brendao@cityofmccleary.com)

To the County: Grays Harbor County Auditor  
Attn: Joesph R. MacLean  
100 West Broadway Avenue, Suite 2  
Montesano, WA 98563  
Telephone: 360-964-1555  
Email: [jmaclean@co.grays-harbor.wa.us](mailto:jmaclean@co.grays-harbor.wa.us)

Copy to: Grays Harbor County Commissioners  
100 West Broadway Avenue, Suite 1  
Montesano, WA 98563  
Telephone:  
Email: [commish@co.grays-harbor.wa.us](mailto:commish@co.grays-harbor.wa.us)

Any Party, by written notice to the other in the manner herein provided, may designate contact information different from that set forth above.

- 11 Counterparts.** This Agreement may be signed in one or more counterparts, which taken together shall constitute the complete agreement between the Parties, and signatures to this Agreement by the Parties transmitted via facsimile shall be acceptable and binding.
- 12 Prior Agreements; Modification.** This Agreement contains all of the agreements of the Parties with respect to any matter covered or mentioned herein and no prior agreement, letter of intent, negotiation or understanding pertaining to any such matter shall be effective for any purpose. No provision of this Agreement may be modified, amended, or added to, except by an agreement in writing signed by the Parties or their respective successors in interest.
- 13 Vacation of Premises.** Upon expiration or earlier termination of the Agreement, the County shall: (a) remove the Drop Box and any associated mounting hardware from the Premises; and (b) leave the Premises in a neat, clean, safe and sanitary condition.
- 14 Severability.** Any provision of this Agreement that found to be invalid, void, or illegal shall in no way affect, impair, or invalidate any other provision hereof, and such other provisions shall remain in full force and effect.
- 15 Governing Law; Venue.** This Agreement shall be governed by and construed and interpreted in accordance with the laws of the state of Washington. The venue of any action between the Parties relating to the subject matter of this Agreement shall be in the Superior Court for Grays Harbor County, Washington.



BOARD OF COMMISSIONERS  
GRAYS HARBOR COUNTY

---

Randy Ross, Chair

---

Wes Cormier, Commissioner

---

Vickie L. Raines, Commissioner

ATTEST:

---

Jenna Amsbury, Clerk of the Board

Date: \_\_\_\_\_

APPROVED:

---

Joesph R. MacLean  
Grays Harbor County Auditor

CITY OF McCleary

---

Brenda Orffer, Mayor

Exhibit A



Exhibit B



**TAB - H**

**TAB - I**

<b>Cost Breakdown - from amazon</b>		
<b>Product</b>	<b>Amount of Product</b>	<b>Price of Product</b>
Gloves	300 pairs	15.52
Masks	50 per box (2 boxes)	60
Thermometer	1	41.76
Hand Sanitizer	pack of 12 (20oz. Ea.)	85.59
Disinfectant Cleaner	1 gallon concentrate	25.34
<b>Cost per package</b>		\$ 228.21
<b># of Businesses</b>		<b>20</b>
<b>TOTAL COST</b>		<b>\$ 4,564.20</b>

My proposal includes the businesses that have a building/place of business within the City of McCleary City Limits. I am open to discussion on criteria for businesses. I felt that those that had a physical location have more expenses and need for PPE, but I am not opposed to looking at it further. This is just a start to the discussion. I want to provide at least a little help to the business owners in McCleary with PPE to continue or be able to reopen their business. I feel we need to help the businesses that are serving our City, as it is not often we have funding that can be used to help them.

Submitted by Jenna Amsbury,  
Councilmember Position 1

## **BUSINESS (need more info)**

3 Seasons Window Cleaning  
Brandon Cody  
360-451-1793  
3seasonswindowcleaning@gmail.com  
Commercial and residential window cleaning

A  
AK Tree Service  
Arvid Krume  
509-431-7535  
azteca@olynet.com  
Tree service

Cascade Natural Gas  
360-538-3939  
kyle.fritz@cngc.com  
Utility

Jena Crooks  
cohesioncoaching@yahoo.com  
www.facebook.com/cohesioncoachingwithjena  
Certified Life Coach

Country Inn Pet Resort  
David Cowan & Jackie Loeser  
360-495-4800  
countryinnpetresort@outlook.com  
Pet boarding and dog grooming

Creations with Kim  
Kim & Tom Heller  
360-495-3939  
Christmas wreaths, interior design

D  
\*Dezi  
destinyfrahm@comcast.net

E  
Evergreen Christian Community McCleary (Rock Harbor)  
Kyle Wisdom  
360-470-4321  
kylew@ecconline.cc  
Church

## **Notes/Q's**

office?

Office?

Locaion/Office?

In Home?

Outside of City

In Home?

office/location

Non-profit/church

\*Elvis Computer Repair Services

Elvis Pierce

360-470-3922

Elvis.pctech@gmail.com

Computer Repair

McCleary Business Directory

F

\*Fostering Together

Teneille Carpenter (Grays Harbor Liason)

360-593-3417

Teneille-carpenter@olivecrast.org

Foster care recruitment and retention

In Home?

office/location?

Hansen Metalworks

Tyler Hansen

360-470-2964

hansenmetalworks@hotmail.com

CNC plasma cutting, metal art, metal signs

In Home?

Hometown Electric LLC

Jerry Birindelli

360-495-9473

hometownelectricjb@yahoo.com

Electrical contracting

office/location

\*House Bros. Construction

Stacy House

360-495-4156

smhousebrothers@live.com

Construction

Outside of City

JD Tech Solutions, LLC

Jodee Laltaie

360-593-3569

admin@jdttechs.net

IT and Support services (MSP)

McCleary Business Directory

office/location

\*Keller Williams Realty

Dave and Sandra Sisk

360-470-9803

saundrasisk@hotmail.com

Real Estate

office/location

## L

Life Vantage  
Cathy Colley  
360-581-5053  
cwcato111@gmail.com  
Health and wellness

In Home?

## M

\*City of McCleary  
Wendy Collins  
360-495-3667  
wendy@cityofmcclary.com  
City government

Government

\*McCleary Bookkeeping  
360-495-3265  
mcbook@comcast.net  
Bookkeeping

office/location

\*McCleary Civic Renewal Council  
mcclearyevents@gmail.com  
Community organization

non-profit

\*McCleary Firefighters  
360-791-2339  
st89@gmail.com  
Fire Department

Government?

\*McCleary Friends of the Library  
kkienenberger@trl.org  
Community organization

non-profit?

\*McCleary Historical Society  
mcclearymuseum@gmail.com  
Museum

non-profit

\*McCleary Hotel  
360-495-3678  
evert@comcast.net  
Hotel

Open?

McCleary Post Office  
360-495-3630  
william.a.carlton@usps.gov  
Government Services

government



McCleary PTA  
360-495-3205  
mcclearypta@gmail.com  
Non profit

School

\*McCleary School District  
Shannon Ramsey  
360-495-3204  
www.mccleary.wednet.edu  
Public education

school

McCleary Thrift  
Clyde Jonas  
253-331-6894  
jonkmanjonas57@gmail.com  
Thrift store

open?

Mobile Auto Agent  
Steven Norton  
360-810-0438  
mobileautoagent@gmail.com  
Vehicle Inspection Service

Location? /office?

O  
\*One Essential Purpose  
Karen Waddington  
425-221-9181  
oneessentialpurpose@yahoo.com  
doTERRA essential oils  
McCleary Business Directory

In home business

P  
Pittman Roofing  
Ron Pittman  
360-495-3894  
pittmanp811@yahoo.com  
Roofing

Location? /office?

Q  
Quality Quick Lube  
Mike Barrett  
360-495-5069

Location? /office?

\*Rainbow Park and Evergreen Apartments

business?

360-495-4191  
Rainbow.park@ad-west.com  
Apartments

S

\*Scents with Pierce  
Holly & Elvis Pierce  
360-470-2387  
scentswithpierce@gmail.com  
Home décor, Scentsy, fragrance, gift giving

In Home

\*Summit Pacific Medical Center  
360-346-2222  
info@spmc.org  
Medical facility

Government

Sunrise Auto Body  
Bob Carter and Mike Smith  
360-495-3891  
Sunrise\_auto@comcast.net  
Automotive services

Not in city limits

\*Timberland Regional Library  
Karen Kienenberger  
360-495-3368  
kkienenberger@trl.org  
Regional library

Non-profit

McCleary VFW Post 5564  
Jerry Elofson  
360-495-3703  
kjelofson@yahoo.com  
Veteran services, hall rental

Non-Profit?

\*Easy Storage  
Larry and Stacy Birindelli  
360-495-4151  
stacyb7@comcast.net  
ez\_mgr@comcast.net

location?in limits?

## **Medical**

Donald Arima, DDS

Donald Arima

360-495-3666

info1@smilesbyarima@comcastbiz.net

Dentist

\*The BeeHive Retirement and Assisted Living

360-346-2222

erin.parker@caringplaces.com

McCleary Healthmart Pharmacy

Tom Huttula

360-495-0700

McCleary Chiropractic/Massage

Dr. Peterson

360-470-3527

[mcclearychiro@gmail.com](mailto:mcclearychiro@gmail.com)

## **Restaurants/Food Service**

\*The Bear's Den

Steve Sleasman

360-459-3822

stevesleasman@gmail.com

\*Gordon's Select Market

Jack K. Peterson

360-495-3647

15530.gordons@uwqretailer.com

Cheema Market

Karamyit Cheema

360-495-4100

cheema@ymail.com

\*Rain Country Restaurant

Dawnell Swint & Diana Hasbrouck

360-495-3600

dianahasbrouck@outlook.com

The Coffee Shop

360-861-8199

[sweetsistersespresso@hotmail.com](mailto:sweetsistersespresso@hotmail.com)

Wildcat Brew

360-591-6890

[1bulldogbrew5@gmail.com](mailto:1bulldogbrew5@gmail.com)

Al Carbon

360-495-0057

## **Service**

\*J & F Automotive  
Jeff Foster  
360-495-3975  
jeff-foster@live.com

Cindy Nott Childcare  
Cindy Nott  
360-701-9095  
paulcindynott@gmail.com

McCleary Laundry Mat  
Stephen Inman  
360-470-8181  
sinman@deathgrab.com

\*OCCU  
Dee Velasco  
1-800-426-5657  
dvelasco@ourcu.com

McCleary Nail Spa  
360-861-8659

shell station  
360-495-4697

Salon Envy  
360-495-4060

## **Manufacturing**

\*Simpson Door Company  
360-495-3291

SingCore  
360-495-3577

**TAB - J**