



# McCleary City Council Agenda

03/24/2021- 6:30PM

[Web Ex Meeting Link](#)

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

**Meeting number (access code): 142 656 7600**

**Meeting password: u3eUZfV629z (83389386 from phones and video systems)**

1. **Call to Order/Flag Salute/Roll Call**  
Roll Call: \_\_\_ Pos. 1-Amsbury, \_\_\_ Pos. 2-Huff , \_\_\_ Pos. 3- Heller, \_\_\_ Pos. 4-Miller \_\_\_ Pos. 5- Iversen
2. **Agenda Modifications/Acceptance**
3. **Executive Session** Potential Litigation per RCW 42.30.110(1)(i)
4. **Public Comment**
5. **Consent Agenda**
  - a 3/10/2021 Minutes **Action**
  - b Council Voucher Approval for March 1-15, 2021 Disbursements **Action**
6. **Updates**
  - a Jeff Nelson, GHC - Info and Q&A Regarding City Well Site
  - b Departments - Water/WW, PW - Information
  - c Legal Update - Information
7. **New Business**
  - a Facilities Electrical Update Bids **Action**
  - b Late Comers Agreement **Action**
  - c Six Year Transportation Program (STIP) Committee **Discuss**
  - d GHC Interlocal Agreement **Action**
8. **Old Business**
  - a Lindsey Baum Reward Money **Action**
  - b ILINX Project Plan **Action**
9. **Ordinance and Resolutions**
  - a SWRTPO Interlocal Resolution **Action**
10. **Updates**
  - a Councilmembers
  - b Mayor - COVID-19 Update
11. **Public Comment**
12. **Executive Session**
13. **Adjourn**

**Please turn off Cell Phones- Thank you**

Americans with Disabilities Act (ADA) Accommodation is Provided Upon Request  
The City of McCleary is an equal opportunity provider and employer.  
La ciudad de McCleary as un proveedor de igualdad de oportunidades y el empleador

## 2021 BUDGET POSITION

City Of McCleary

Time: 14:59:31 Date: 03/16/2021

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001 Current Expense 01/01/2021 To: 12/31/2021

	Amt Budgeted	Revenues	Remaining	
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**330 State Generated Revenues**

333 25 50 119 COVID-19 Reimbursements	0.00	0.00	0.00	0.0%
330 State Generated Revenues	0.00	0.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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	Amt Budgeted	Expenditures	Remaining	
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**511 Legislative**

511 60 10 119 Legislative - Salaries And Wages	0.00	0.00	0.00	0.0%
511 60 20 119 Legislative - Personnel Benefits	0.00	0.00	0.00	0.0%
511 60 31 119 Legislative - Office & Operating Supplies	0.00	0.00	0.00	0.0%
511 Legislative	0.00	0.00	0.00	0.0%

**513 Executive**

513 10 10 119 Executive - Salaries And Wages	0.00	0.00	0.00	0.0%
513 10 20 119 Executive - Personnel Benefits	0.00	0.00	0.00	0.0%
513 10 31 119 Executive - Office & Operating Supplies	0.00	0.00	0.00	0.0%
513 10 41 119 Executive - Professional Services	0.00	0.00	0.00	0.0%
513 10 42 119 Communications - Executive	0.00	114.74	(114.74)	0.0%
513 Executive	0.00	114.74	(114.74)	0.0%

**514 Administration**

514 10 10 119 Finance/Adminstration Salaries And	0.00	0.00	0.00	0.0%
514 20 20 119 Finance/Admin Personnel Benefits	0.00	0.00	0.00	0.0%
514 20 31 119 Finance/Administration Supplies	0.00	0.00	0.00	0.0%
514 20 41 119 Finance/Admin Professional Services	0.00	467.23	(467.23)	0.0%
514 20 42 119 Finance/Administration Communications	0.00	941.09	(941.09)	0.0%
514 20 44 119 Finance/Administration Misc. Dues	0.00	0.00	0.00	0.0%
514 20 45 119 Finance/ Administration Rental/Lease Equipment	0.00	498.06	(498.06)	0.0%
514 20 46 119 Finance/Administration Advertising	0.00	495.70	(495.70)	0.0%
514 Administration	0.00	2,402.08	(2,402.08)	0.0%

**515 Legal Services**

515 30 41 119 Professional Service - Shredding	0.00	125.80	(125.80)	0.0%
515 Legal Services	0.00	125.80	(125.80)	0.0%

**518 Central Services**

518 30 41 119 General Government Professional Services/Cleaning	0.00	631.30	(631.30)	0.0%
518 30 42 119 General Government Professional Services	0.00	0.00	0.00	0.0%
518 40 31 119 General Government Supplies-general	0.00	0.00	0.00	0.0%
518 Central Services	0.00	631.30	(631.30)	0.0%

**521 Law Enforcement**

## 2021 BUDGET POSITION

City Of McCleary

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001 Current Expense 01/01/2021 To: 12/31/2021

Expenditures	Amt Budgeted	Expenditures	Remaining		
<b>521 Law Enforcement</b>					
521 20 10 119	Police Benefit Exchange	0.00	0.00	0.00	0.0%
521 20 11 119	Police Salaries & Wages	0.00	0.00	0.00	0.0%
521 20 20 119	Police Personnel Benefits	0.00	0.00	0.00	0.0%
521 20 23 119	Covid LEOFF1 Retirees Benefits	0.00	0.00	0.00	0.0%
521 20 30 119	Police Fuel	0.00	1,801.27	(1,801.27)	0.0%
521 20 31 119	Police Supplies	0.00	0.00	0.00	0.0%
521 20 41 119	Police Professional Services	0.00	55.00	(55.00)	0.0%
521 20 42 119	Police Communications	0.00	705.28	(705.28)	0.0%
521 20 45 119	Police Rental/Lease Equipment	0.00	468.42	(468.42)	0.0%
<b>521 Law Enforcement</b>		<b>0.00</b>	<b>3,029.97</b>	<b>(3,029.97)</b>	<b>0.0%</b>

<b>522 Fire Control</b>					
522 20 10 119	Fire - Salaries And Wages	0.00	0.00	0.00	0.0%
522 20 20 119	Fire - Personnel Benefits	0.00	0.00	0.00	0.0%
522 20 31 119	Fire - Supplies - Operating	0.00	1,110.41	(1,110.41)	0.0%
522 20 32 119	Fire Fuel	0.00	0.00	0.00	0.0%
522 20 41 119	Fire - Professional Services	0.00	0.00	0.00	0.0%
522 20 42 119	Fire Communications	0.00	31.54	(31.54)	0.0%
522 20 47 119	Fire Public Utility Serv.(City)	0.00	403.95	(403.95)	0.0%
522 70 10 119	Ambulance - Salaries And Wages	0.00	0.00	0.00	0.0%
522 70 20 119	Ambulance - Personnel Benefits	0.00	0.00	0.00	0.0%
522 70 31 119	Ambulance - Operating Supplies	0.00	0.00	0.00	0.0%
522 70 42 119	Ambulance - Communications	0.00	1.68	(1.68)	0.0%
522 70 44 119	Ambulance Advertising	0.00	0.00	0.00	0.0%
<b>522 Fire Control</b>		<b>0.00</b>	<b>1,547.58</b>	<b>(1,547.58)</b>	<b>0.0%</b>

<b>524 Protective Inspections</b>					
524 20 10 119	Building - Salaries And Wages	0.00	0.00	0.00	0.0%
524 20 20 119	Building - Personnel Benefits	0.00	0.00	0.00	0.0%
524 20 31 119	Building - Operating Supplies	0.00	0.00	0.00	0.0%
524 20 41 119	Building - Professional Services	0.00	315.66	(315.66)	0.0%
524 20 42 119	Current Expense Communications	0.00	41.98	(41.98)	0.0%
524 20 50 119	Building Dept. Rental/Lease Equipment	0.00	55.92	(55.92)	0.0%
<b>524 Protective Inspections</b>		<b>0.00</b>	<b>413.56</b>	<b>(413.56)</b>	<b>0.0%</b>

<b>536 Cemetery</b>					
536 20 10 119	Cemetery - Salaries & Wages-Cemetery	0.00	0.00	0.00	0.0%
536 20 20 119	Cemetery - Personnel Benefits-Cemetery	0.00	0.00	0.00	0.0%
536 20 31 119	Cemetery - Operating Supplies	0.00	0.00	0.00	0.0%
536 20 41 119	Cemetery - Professional Services	0.00	454.89	(454.89)	0.0%
536 20 42 119	Cemetery Communications	0.00	0.13	(0.13)	0.0%
536 20 48 119	Cemetery Repair & Maintenance	0.00	0.00	0.00	0.0%
<b>536 Cemetery</b>		<b>0.00</b>	<b>455.02</b>	<b>(455.02)</b>	<b>0.0%</b>

<b>576 Park Facilities</b>					
576 80 10 119	Park Facilities - Salaries & Wages - Park Facilities	0.00	0.00	0.00	0.0%
576 80 20 119	Park Facilities - Personnel Benefits - Park Facilities	0.00	0.00	0.00	0.0%

## 2021 BUDGET POSITION

City Of McCleary

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001 Current Expense 01/01/2021 To: 12/31/2021

Expenditures	Amt Budgeted	Expenditures	Remaining
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576 Park Facilities

576 80 31 119	Park Facilities - Operating Supplies	0.00	59.46	(59.46)	0.0%
576 80 41 119	Park Facilities - Professional Services	0.00	979.48	(979.48)	0.0%
576 80 42 119	Park Facilities - Communications	0.00	385.42	(385.42)	0.0%
576 80 47 119	Park Facilities - Utilities Services	0.00	156.99	(156.99)	0.0%
576 80 48 119	Park Facilities Repair & Maintenance	0.00	0.00	0.00	0.0%
<b>576 Park Facilities</b>		<b>0.00</b>	<b>1,581.35</b>	<b>(1,581.35)</b>	<b>0.0%</b>

594 Capital Expenditures

594 14 64 119	Capital Outlay - Equipment-Admin	0.00	0.00	0.00	0.0%
594 21 62 119	Capital Outlay - Building - Police	0.00	0.00	0.00	0.0%
594 36 63 119	Cemetery - Capital Outlay Building	0.00	0.00	0.00	0.0%
594 76 63 119	Park Facilities - Capital Outlay Building	0.00	0.00	0.00	0.0%
<b>594 Capital Expenditures</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>10,301.40</b>	<b>(10,301.40)</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(10,301.40)</b>
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## 2021 BUDGET POSITION

City Of McCleary

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102 Street Fund 01/01/2021 To: 12/31/2021

Expenditures	Amt Budgeted	Expenditures	Remaining		
<b>542 Streets - Maintenance</b>					
542 30 10 119 Streets - Salaries And Wages	0.00	0.00	0.00	0.00	0.0%
542 30 20 119 Streets - Personnel Benefits	0.00	0.00	0.00	0.00	0.0%
542 30 31 119 Streets - Supplies	0.00	0.00	0.00	0.00	0.0%
542 30 42 119 Streets Communications	0.00	2.94	(2.94)	0.00	0.0%
542 30 45 119 Streets Rental/lease Equipment	0.00	83.70	(83.70)	0.00	0.0%
542 30 48 119 Streets Repair & Maintenance	0.00	0.00	0.00	0.00	0.0%
542 31 41 119 Streets - Professional Services	0.00	902.78	(902.78)	0.00	0.0%
<b>542 Streets - Maintenance</b>	<b>0.00</b>	<b>989.42</b>	<b>(989.42)</b>	<b>0.00</b>	<b>0.0%</b>
<b>594 Capital Expenditures</b>					
595 30 62 119 Streets - Capital Outlay Building	0.00	0.00	0.00	0.00	0.0%
<b>594 Capital Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>989.42</b>	<b>(989.42)</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(989.42)</b>			

## 2021 BUDGET POSITION

City Of McCleary

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401 Light And Power Fund

01/01/2021 To: 12/31/2021

Expenditures	Amt Budgeted	Expenditures	Remaining		
<b>533 Electric &amp; Gas Utilities</b>					
533 80 10 119	Light & Power - Salaries And Wages	0.00	0.00	0.00	0.0%
533 80 20 119	Light & Power - Personnel Benefits	0.00	0.00	0.00	0.0%
533 80 31 119	Light & Power - Operating Supplies	0.00	115.24	(115.24)	0.0%
533 80 41 119	Light & Power - Professional Services	0.00	1,701.26	(1,701.26)	0.0%
533 80 42 119	Light & Power Communications	0.00	672.63	(672.63)	0.0%
533 80 44 119	Light & Power Advertising	0.00	0.00	0.00	0.0%
533 80 45 119	Light & Power Rental/lease Equipment	0.00	83.94	(83.94)	0.0%
533 80 48 119	Light & Power - Repair And Maintenance	0.00	0.00	0.00	0.0%
<b>533 Electric &amp; Gas Utilities</b>		<b>0.00</b>	<b>2,573.07</b>	<b>(2,573.07)</b>	<b>0.0%</b>
<b>594 Capital Expenditures</b>					
594 33 64 119	Capital Outla - Equipment L&P	0.00	0.00	0.00	0.0%
<b>594 Capital Expenditures</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>		<b>0.00</b>	<b>2,573.07</b>	<b>(2,573.07)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>		<b>0.00</b>	<b>(2,573.07)</b>		

## 2021 BUDGET POSITION

City Of McCleary

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405 Water Fund 01/01/2021 To: 12/31/2021

Expenditures	Amt Budgeted	Expenditures	Remaining
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**534 Water Utilities**

534 70 10 119	Water - Salaries And Wages	0.00	0.00	0.00	0.0%
534 70 20 119	Water - Personnel Benefits	0.00	0.00	0.00	0.0%
534 70 31 119	Water - Operating-supplies	0.00	418.18	(418.18)	0.0%
534 70 41 119	Water - Professional Services	0.00	1,169.47	(1,169.47)	0.0%
534 70 42 119	Water Communications	0.00	810.06	(810.06)	0.0%
534 70 44 119	Water Advertising	0.00	0.00	0.00	0.0%
534 70 45 119	Water Rental/lease Equipment	0.00	83.88	(83.88)	0.0%
534 70 48 119	Water Repair And Maintenance	0.00	0.00	0.00	0.0%
534 70 49 119	Water Miscellaneous Training	0.00	0.00	0.00	0.0%
<b>534 Water Utilities</b>		<b>0.00</b>	<b>2,481.59</b>	<b>(2,481.59)</b>	<b>0.0%</b>

**594 Capital Expenditures**

594 34 63 119	Water - Capital Outlay Building	0.00	0.00	0.00	0.0%
594 34 64 119	Capital Outlay - Equipment Water	0.00	0.00	0.00	0.0%
<b>594 Capital Expenditures</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>2,481.59</b>	<b>(2,481.59)</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(2,481.59)</b>
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## 2021 BUDGET POSITION

City Of McCleary

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407 Sewer Fund 01/01/2021 To: 12/31/2021

Revenues	Amt Budgeted	Revenues	Remaining	
<b>330 State Generated Revenues</b>				
333 25 51 119 COVID-19 Reimbursements	0.00	0.00	0.00	0.0%
330 State Generated Revenues	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>535 Sewer</b>				
535 70 10 119 Sewer - Salaries And Wages	0.00	0.00	0.00	0.0%
535 70 20 119 Sewer - Personnel Benefits	0.00	0.00	0.00	0.0%
535 70 31 119 Sewer - Operating Supplies	0.00	7,648.29	(7,648.29)	0.0%
535 70 41 119 Sewer - Professional Services	0.00	5,056.70	(5,056.70)	0.0%
535 70 42 119 Sewer Communications	0.00	840.72	(840.72)	0.0%
535 70 44 119 Sewer Advertising	0.00	0.00	0.00	0.0%
535 70 45 119 Sewer Rental/lease Equipment	0.00	83.88	(83.88)	0.0%
535 70 48 119 Sewer Repair And Maintenance	0.00	0.00	0.00	0.0%
535 Sewer	0.00	13,629.59	(13,629.59)	0.0%

<b>594 Capital Expenditures</b>				
594 35 63 119 Sewer - Capital Outlay Building	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>13,629.59</b>	<b>(13,629.59)</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(13,629.59)</b>		
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## 2021 BUDGET POSITION

City Of McCleary

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409 Storm Water Fund 01/01/2021 To: 12/31/2021

Expenditures	Amt Budgeted	Expenditures	Remaining		
<b>531 Natural Resources</b>					
531 70 10 119 Storm Water - Salaries And Wages	0.00	0.00	0.00	0.00	0.0%
531 70 20 119 Storm Water - Personnel Benefits	0.00	0.00	0.00	0.00	0.0%
531 70 31 119 Storm Water - Operating Supplies	0.00	0.00	0.00	0.00	0.0%
531 70 38 119 Storm Water Rental/Lease Equipment	0.00	83.88	(83.88)	0.00	0.0%
531 70 41 119 Storm Water - Professional Services	0.00	738.39	(738.39)	0.00	0.0%
531 70 42 119 Stormwater Communications	0.00	13.85	(13.85)	0.00	0.0%
531 70 44 119 Stormwater Advertising	0.00	0.00	0.00	0.00	0.0%
531 70 48 119 Stormwater Vehicle & Equipment Repair & Maintenance	0.00	0.00	0.00	0.00	0.0%
<b>531 Natural Resources</b>	<b>0.00</b>	<b>836.12</b>	<b>(836.12)</b>	<b>0.00</b>	<b>0.0%</b>
<b>594 Capital Expenditures</b>					
594 31 62 119 Storm Water - Capital Outlay Building	0.00	0.00	0.00	0.00	0.0%
<b>594 Capital Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>836.12</b>	<b>(836.12)</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(836.12)</b>			

## 2021 BUDGET POSITION TOTALS

City Of McCleary

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Fund	Revenue Budgeted	Received	0.0%	Expense Budgeted	Spent	0%
001 Current Expense	0.00	0.00	0.0%	0.00	10,301.40	0%
102 Street Fund	0.00	0.00	0.0%	0.00	989.42	0%
401 Light And Power Fund	0.00	0.00	0.0%	0.00	2,573.07	0%
405 Water Fund	0.00	0.00	0.0%	0.00	2,481.59	0%
407 Sewer Fund	0.00	0.00	0.0%	0.00	13,629.59	0%
409 Storm Water Fund	0.00	0.00	0.0%	0.00	836.12	0%
	0.00	0.00	0.0%	0.00	30,811.19	0.0%

**CITY OF MCCLEARY**  
**City Council Meeting**  
**Wednesday, March 10, 2021**

**CALL TO ORDER**

Mayor Orffer called the meeting to order at 6:30 pm.

**ROLL CALL**

Wendy Collins took roll call. Councilmember's Jenna Amsbury, Brycen Huff, Jaron Heller, Chris Miller, and Joy Iversen were all present, via Webex.

**STAFF PRESENT**

Wendy Collins, Clerk-Treasurer, Todd Baun, Director of Public Works, Steve Blumer, Police Chief, and Chris Coker, City Attorney were present.

**PRESENTATION**

Emily Dillingham, Foundation and Community Development for Summit Pacific gave a presentation on Community Opportunities for the County.

**PUBLIC COMMENT**

Max Ross, W. Ash Street, prepared comments in chronological order regarding the asphalt debacle off of Summit Road. He thanked the city for having the special council meeting a couple weeks ago at the Summit site. He said there was a lot of skepticism that was going on regarding asphalt being buried and he thinks it was great for the city to allow the public to come out there and have a trench dug to see what was out there. With that being said, he wants to clarify to the people on the council and other community members that are listening in on this call, that all investigation that has been done by the city up to this point has been more for the sake of public transparency due to pressure from the public to figure out what is going on out there. In reality, the actual investigation that matters is being headed up by the county Department of Environmental Health. The stage of investigation they're in is the stage that is pushing forward to see what is going on out there.

His understanding is the county is requiring facts to be produced by the city in a Sampling and Analysis Plan. The city has to come up with a comprehensive plan to investigate the entire footprint of the site and come up with a sampling plan that the county has to approve. Then the city is responsible for implementing that plan. He is not sure if the city was going to address that later on in the meeting or not, but at some point, everyone deserves to know what is going on there.

He has spoken with a handful of city employees, residents of the city, and folks at the county and everyone has expressed their concerns about what is going on and their concern has exasperated his concern to look into these issues more because he is familiar with this realm of environmental science and environmental policy stuff. He wants to say to the mayor and council what his concerns are and let the rest of the public hear what he is saying, too. The more he looks at the practices that have been going on under the leadership of the city, the more he is quite concerned from both the financial and fiscal responsibility side of things, the environmental quality side, and the public image these things are having and will continue to have on the city.

What was brought to light was a pattern of the city's project management disregarding policies, documented plans, and critical areas ordinances. For the Summit site, the consulting firm that did the design for the 3<sup>rd</sup> Street Project, Skillings, they stated in one of their planning documents, there was going to be an 8500 square foot staging area for waste products from the construction project. That area was going to be out at the Summit site and that same document stated that after the 8500 square foot area was going to be storage and no other land would be developed, excavated, or cleared to be used as a staging area or waste storage. That document was dated June 2018, however, an air photo from July 2018 shows that the Summit site area was forested, so sometime between July 2018 when that document was produced by Skillings, and now, over a half an acre, about 30,000 to 35,000 square feet of land was cleared. He called around and asked a few people what was going on and he found out it was the city crew that were the people who cleared this 35,000 feet of land, which the planning document said nothing beyond the 8000 square foot would be cleared. That bothers him.

He asked more questions and one was if the city cleared over a half acre of land, would they at least have done it above board, because in Washington State you can't cut trees down at will, was there a forest practices permit obtained? Come to find out, no, one wasn't. Not only was the land cleared when it wasn't supposed to without a permit, the site was then used to store waste material from the construction site. That five feet of ground material that was dug through a couple Saturdays ago was all soil material that was underneath the asphalt and concrete that was dug up from the road surfacing project. It was basically fill material that was brought in from the construction site and dumped there. That bothers him.

There's also allegations of asphalt that is buried out there and the dig that was done didn't discover a distinct layer of asphalt that was buried but the backhoe was churning up buckets of this fill material that had noticeable chunks of asphalt in the fill material they tossed aside. There were a couple pieces that were quite large and bigger than a basketball that came out. There is definitely asphalt mixed in with the fill material that was brought in. If that was systematically buried or just a product of sloppy project management, he doesn't know, but it's still out there when it's not supposed to be.

Additionally, the planning document from Skillings states that the 8500 square foot area was supposed to be used as a staging area where they bring the waste in and store it there and brought off site. It's been over two-years and there's still a mountain of asphalt and concrete out there. When he read documents and letters from the county to the city and what some of their concerns were, they wanted to address the surface piles of asphalt. In his head, he thought it was a couple wheelbarrows full out there that got missed. When he was out there a couple of Saturdays ago there is a 30 foot tall by 50 foot diameter mountain of asphalt that's been sitting there for two-years.

All the environmental concerns of asphalt being buried where water is going leach through it with full heavy metals, PH's, and other organic contaminates out of the asphalt and into the ground water and the fact that the asphalt is sitting on the surface versus buried five feet doesn't really make a whole lot of difference. It's sitting on top of our aquifer 100 feet from our well site, whether that is buried or sitting on the surface, it's still going to leach down and make it into the ground water eventually. That bothers him.

This goes to show that there's this pattern of the city disregarding plans and critical areas ordinances. What really gets him is that the city is responsible for the tax payer, so if the city was autonomous in operating like a for-profit company and wanted to gamble by cutting corners and designating waste storage sites that aren't supposed to be there at the risk of getting caught by the county and paying fines and mediation costs and eating

out of a private companies pockets, that is that company's problem. The city is running on tax payer dollars so these corners that are cut and mistakes that are made, which are not just one or two, but it's a series of mistakes. This project alone along with complaints of the asbestos issues and investigations done by L&I, ORCAA all these things result in a loss of tax payer dollars that are in his opinion, way beyond the excess of the acceptable margin of error should be.

He thinks his concerns should be heard. He has had similar conversations about these things with many other people in the community and city employees and it seems there are a lot of people that share the same sentiment as he does. He wants to know what is going to be done. He knows we have a city manager/public works director that makes a handsome salary, which is public information. Todd Baun he doesn't know personally and this isn't an attack on him as a person or his character, but we have someone that we are paying 6% of the city's budget. \$115,000 we are paying someone to manage a public works crew of about four or five people and not huge projects so it just seems like things that should be done properly are just slipping through the cracks. If the city of Olympia paid someone 6% of their budget that would be \$12 million dollar salary. That is huge. If we are going to pay someone that much of our budget to manage stuff, it should be managed properly. He thinks there should be some accountability for the constant mistakes and corner cutting that's been going on and is now being brought to light.

Mayor Orffer will do some checking with Skillings and Connelly to get verification on some of the things he said and to get information together and she will reach out to him so they can have a conversation. She can't respond to all of this in this moment but she will definitely reach out to him.

Mr. Ross thinks a conversation would be good and he has the planning documents from Skillings that he pulled his notes from before he talked and he is happy to share those with her. The more he looks into this, it's really not acceptable as to how things are being managed. It's tax payer dollars being wasted and the city doesn't have a big enough budget to be wasting tens of thousands of dollars. He knows sampling and analysis plans that have been done for similar size projects for half acre parcels that can run from \$30,000 to \$50,000 for the plan an implementation of the plan. You have to pay for the sampling and lab work and shipping so it's not small potatoes. That is serious money that the city could be putting towards bettering the community providing services and facilities that would benefit us as opposed to cleaning up mess after mess.

He is happy to talk about this more with Mayor Orffer.

#### Angela Rittinger, Main Street

She is commenting on Mas Ross's comments about the city not following proper procedure, there is also a pattern the city has a propensity for which is not only lack of transparency but lack of flat-out telling the truth to us. She has the minutes from the meeting last week where Joy Iversen flat-out asked you, mayor, if the county was satisfied and you said yes. Todd said at one point that every state agency that he knows that has been out to the site has signed off and said everything is good here. He even questioned Councilmember Amsbury about her questioning the integrity of the county.

She did a public information request and she has the letter from the county and she's going to go through it real quick because it appears some of you folks haven't read it or haven't read it clear enough and mayor should pay extra close attention to this so the next time a councilmember asks you if the county says things are hunky dory out there, you might be able to reference this letter.

Ms. Rittinger went on to read a few phrases from the letter she referenced:

*About the Summit site, there is evidence of land clearing and potential land filling within the larger footprint of the one-year time of travel and the wellhead protection area, See Exhibit 1.*

*As noted above, the proximity to well #3 is of particular concern given its age, relatively shallow depth, and high permeability of the soils. In reference to the piles used for storage, or treatment, our investigation confirms the presence of concrete and asphalt materials separated into two large above ground piles. Although this type of demolition waste may be considered inert waste compliance with the permitting requirements or the terms of conditions to operate under a permitted exemption are required per WAC 173-350-320.*

*As far as the buried demolition related waste materials observations made during our site visit have raised questions both with the waste site described above and with the area cleared to the immediate south and covering approximately 23,500 square feet labeled area #2 and where the burial asphaltic materials have been alleged. Both areas are within the southern boundaries of the one-year time of travel for the city's wellhead protection area.*

Ms. Rittinger stated this part was underlined so she believes they were trying to make a point. Quote, *I am therefore prompted to request that the city provide this office with a report that demonstrates compliance with the solid waste handling requirements, or if needed, provide a plan for abatement of the issue with an estimated compliance schedule.* Angela stated that was the end of the underlined part.

*Solid waste, including inert waste, cannot be disposed of via burial except at sites permitted by this office or under the terms and conditions to operate under a permit exemption. It is the owner's responsibility to demonstrate compliance with the solid waste handling requirements. Given it is likely that any such demonstration would include excavating to a sufficient depth representative locations within the subject areas, Ms. Rittinger wanted to highlight that, and if properly dispose of solid waste materials are discovered the option to permit this site as a remedy would be unreasonable given the setback restrictions outlined. Therefore, options for remediation are likely limited to removal and lawful disposal at an off-site facility and/or making provisions for material processing under the provision for recycling related to WAC.*

*Please also note depending on the course of action taken, testing may be necessary to ensure materials have not been contaminated prior to recycling or the placement of the material in an inert and/or limits purpose landfill. Such testing shall be performed in accordance to the performance standards.*

Now for the East Mox Chehalis Site, which you've turned into a waste site, *the use of this site for the deposition of any solid waste material should immediately cease until such time it is permitted under the requirements of WAC 173-350-400 or otherwise demonstrates conformance the performance standards outlined in WAC 173-350-040.*

*Final Conclusion: The EHD enforces these regulations and it is our expectation that the solid waste currently left on the Summit site will be sorted, tested, properly disposed of at an appropriately permitted off site facility and/or otherwise handled in accordance with the solid waste handling standards. You have 30-days within the receipt of this letter to provide our office with a compliance plan for the Summit site in regards to solid waste*

*materials currently stored in piles, along with a report outlining efforts and evidence that demonstrate the site operations.*

*As far as the East Mox Chehalis site you have 30-days within receipt of this letter to provide a statement acknowledging your intention to cease use of the site for the deposition of solid waste.*

Angela Rittinger commented to Councilmember Iversen that she thinks this might be the answer to her question as to whether the county is satisfied with what they have seen out there so far. Chris Coker had stated we had all of these agencies out and they have not told us anything. They said everything is fine and we have not gotten any fines or anything. Ms. Rittinger added, first of all, you didn't have any agencies out, because I had the agencies out. Do you want to sit down and compare our emails and our phone calls about who called who first? Let's get real and honest about who brought in those organizations. She will bet you some scratch lotto tickets and M&M's she will win that bet. We need to put a stop to the nonsense and start being transparent. You guys keep saying over and over that these agencies are saying everything is good and it's not. Now you are being forced. Everything you have done through this process has been reactive. You have not once, in the 6-7 months we have been dealing with this, been proactive once. You have been reactive the entire time. Not one time have you taken the initiative. You did not take the initiative to go out and investigate until you were pushed and you've done nothing to protect your whistleblowers and as a matter of fact, you threw them out there. When that independent investigation came in there was two possibilities; you didn't read it because you knew what the results were going to be just like we all did because that was a farce and a waste of \$4000 to \$5000 that could have gone into this SAP that you have to do now, or you did read it and saw all of that information in there, which was the second line of each witness's statement, and you chose to let it go out. She doesn't know which one it is, but either one removes her complete faith in you as the Mayor, to be objective. She called that our months ago and you have proven me right. Thank you for your time.

Mayor Orffer thanked her for her feedback and she appreciates her comments and concerns and she will continue to do what she can do. We have only been able to do what we have been asked to do by the various agencies that have come out. What she shared is that we have met with the county out at the site. Jeff Nelson indicated to us that day, and stated we could quote him on this, that he had not seen anything of grave concern at that point. We did not have a letter at that point. He has agreed to be at the next council meeting on March 24<sup>th</sup>, to answer questions. We are working with the county and at this point, we will only be doing what the county asks of us. As it was stated earlier, we have been doing things with regard to public requests and wanting to share information and be transparent about what is going on, or what went on, what is there or what isn't there. We've done those things and at this point, we are working with the county, working with Patrick Skillings form Skillings & Connelly, the engineers who designed our plan and we are responding to (inaudible) and we continue to do that at this point. Once we hear from the county, we will do what the county asks.

At the time we went to dig holes there, the county had not asked for holes and no other agency requested we dig holes. Angela Rittinger responded that was because there was no plan. She said to Mayor Orffer, you can keep spinning and saying the county was out and didn't ask for anything. They were out there investigating it, that's why. You don't think they are going to bring their fine book and fine you right there, do you? There is an investigation and there is a process that happens and that's the part that you guys don't get. You've wasted money and done all that digging out there that means nothing. The testing that you've done has meant nothing, so you are wasting money. It's our money that you are wasting. You guys need to quit lying and quit spinning stories. We will be able to read from the minutes and pull out all the crap you guys are lying about so please just

quit lying. She would rather you not say anything and sit in silence than to keep spinning these stories to us. We are getting really tired of it. She has more to read that she can talk about the lies that you guys have told along the way, but she thinks they've made their point. So please just stop, be transparent, and let's get to the bottom of this and fix our water problem.

Monique Buechel, 427 S 3<sup>rd</sup> Street,

She is also upset at the lies. Her concerns are about the asphalt, but also about the mailbox issue that she has been bringing up. She spoke to Bill, the postmaster, today again, to ask him about whether or not he had approved the mailboxes that are out there because that's not what he told her in their first conversation. He said absolutely not, those were not the mailboxes he told the city to get and he was really upset that his name was being drug through the mud that way. He also never said he was going to find the brackets and he told the city exactly how to fix the bracket issue and that Todd knows all of this. She said her question to Todd is do you even know how to tell the truth because she's starting to wonder anymore if it is even possible or for anybody in this city to tell the truth. It's very frustrating, it was made to seem as though he approved those and then changes his mind and wants big ones. He wants to protect his mail carriers and have slightly larger than what is out there so that the Amazon envelopes can be delivered and the mail carrier doesn't have to get out on 3<sup>rd</sup> Street, which is a busy street. That seems completely reasonable to her. You guys are trying to make it sound like he's just trying to waste money and that is not the case at all. He did say he was going to talk to the Mayor so she hopes he did.

Mayor Orffer said she met with the postmaster today and had a discussion about the mailboxes. We took the regulation drawings down to him and shared with him the reason that the mailboxes that are there are the ones that fit the specs that we had to have. We talked again about the brackets. She said to him that both he and Todd were looking for these brackets that we have to have to fit a certain regulation and he didn't really say yes or no to that. The project that we did, the DOT had spec mailboxes that we had to pick from and what we referred to that changed is originally the project was going to have a central delivery unit with all the mailboxes able to hold a package or two in it. Then there was a change in personnel at the post office. The current postmaster, Bill, had a wonderful conversation today with us about this whole thing and he and Todd have a plan and they will be implementing that plan as we move forward. She told him she would share that they had a good meeting today and that he and Todd are moving forward and that they have things sorted out and that issue should be resolved.

Monique stated it still bothers her that she couldn't hear the truth last time.

Bob Dahl, Ash Street

Bob wanted to thank those that are putting in the time and effort into researching the issues at Summit, which he will call the asphalt issue. He is appreciative of the information they bring forward in laymen terms we can understand. There is talk in the community and it is not unrecognized the information they bring forward and he thanks those people for that.

**CONSENT AGENDA**

- Minutes from the February 24, 2021 council meeting and the February 27, 2021 Special Meeting.
- Approval of accounts payable vouchers Vouchers/Checks approved were 48935 - 48965, including EFT's, in the amount of \$26,404.90.



**It was moved by Councilmember Iversen, seconded by Councilmember's Huff and Heller to approve the Consent Agenda. Motion Carried 5-0.**

### **STAFF REPORTS**

Public Works, Water/Wastewater, Building, Light & Power, and Finance submitted written staff reports.

### **LEGAL UPDATE**

Chris Coker said he was directed to move forward on the property issue with Ms. Tanatchangsang that's filed and we have a hearing set for April 28<sup>th</sup> so he expects to get an order at that time that will allow the city to abate the issue.

### **DAUPLER IRMS LICENSE**

Councilmember Amsbury asked how long it will be for this software to get running and start using it and Mayor Orffer isn't sure if they told us but there is an implementation timeline that shows various pieces, but did not include dates. Todd said it should be six to eight weeks. Councilmember Amsbury thinks it looks like a good system with good reporting mechanisms and Todd said it gets us off of using 911 dispatchers for our city crew.

**It was moved by Councilmember Iversen, seconded by Councilmember Huff to approve the Daupler IRMS License Agreement. Motion carried 5-0.**

### **LINDSEY BAUM REWARD MONEY**

There was a request for the city to promise \$4,000 to be paid to the reward fund, which would allow the promotion of a \$40,000 reward on the promotional items we are working on (banner, door wrap, and magnets). We reached out to the State Auditor's Office regarding this and included an email response from them stating, it appears you have completed the work we recommend to ensure a gifting of public funds does not occur regarding the magnets and materials. This same criteria would apply to the \$4,000 reward donation, so the city would be able to make a promise to pay out this money if a qualifying individual brings information that leads to conviction and arrest of person(s) responsible for this crime.

The question before council is whether the city would like to commit to making that money contribution. It's not like we will be spending that money right now. It will be paid out when it qualifies. She also wants to come back to council about the magnets and decals to make sure we understand the expense and that it's eligible.

Councilmember Huff asked Wendy if that money would be put in a separate account like the other \$5,000 that was donated. Wendy responded we would transfer \$4,000 into the fund that holds the current \$5,000 and it would be part of our budget every year until a person is qualified to receive it. It would be indefinitely. Councilmember Iversen asked to confirm it would indefinitely be held and never used until then and Wendy said yes, it would sit indefinitely with the previous \$5,000 donation.

Councilmember Amsbury asked Chris Coker about the other portion of the request regarding gifting of public funds in number four of the email response from the auditor where it asks if the funds are being expended to carry out a public or proprietary purpose of the government. She is speaking regarding donative intent for the magnets. Chris found it interesting and we have gone back and forth on this issue. The auditor is the end all, be all on this issue, but they kicked it back to him. He can argue we have a member of our public that was part of a horrific crime and it is definitely in the interest of the public and members of this city to do what it can to assist

in leading to the arrest of the perpetrators. He was concerned about the economic aspect of this and he has talked to both Brenda and Wendy about this and he doesn't have a black and white answer. Normally, he refers Wendy to the auditor's office and their answer back appears to be leaning toward us being able to do this. He doesn't have a black and white answer regarding the magnets.

Councilmember Huff thinks we should honor what we agreed to in the resolution and move forward with the package Brenda has been working with the Lindsey Baum group on, but even though we are not spending the \$4,000 today and who knows how much the asphalt investigation is going to cost us, for the time being, we should honor our previous commitment and down the road we can re-evaluate the monetary donation.

Councilmember Iversen has had people in the community approach her and she's talked with people in the community and like all of us, they want the perpetrator found but they are not convinced this is the best use of tax payer dollars. They are concerned with tying up money permanently and we have no way of knowing when this will be resolved. Those are things she is hearing. This case can be solved by the FBI or Grays Harbor County Sheriff and we no longer have this case on our books and the county has all this information so we are not investigating it. She is not certain the public she spoke with don't feel this will make a big difference in the actual investigation and it's not the best use of public tax dollars. She is only speaking of people who she spoke directly to or who pulled her aside.

Councilmember Heller echoed what Joy is saying. The same sentiment has been shared with him as well, and his concern is also the fact that our police department is not investigating this at the moment that this might not be an exception to statement number four that the funds are being expended to carry out a public or proprietary purpose of the government. Our local government is not responsible for this crime and he is not certain we would meet this criteria at this point.

Councilmember Iversen asked what the other councilmembers think and Councilmember Amsbury stated what she is wrestling with is trying to figure out is it legal under the statutes. You can make an argument either way, but she also wants to make sure that we are not putting something out there knowing that we do have this in front of us and we have talked about it and then make the wrong choice. She would like more time to think about it and dig into this more and see what other governments do with this type of thing. She reached out to the Sheriff's office to see how they handle this and they said they use a different pot of money that is from seizures and not coming out of their normal cash flow and allowed more flexibility in how you use those type of funds. She's trying to be creative and find ways to do this because she is not opposed to the \$4,000, she just wants to make sure we do it the right way.

Councilmember Miller would like to sit on this and try to find out more. There are a lot of technicalities and he would like to figure it out before we make a decision. He doesn't want to make the wrong decision and then try to figure out how to go back and correct it. We need to do the right thing in the beginning and waiting two weeks is the best thing to do.

Mayor Orffer said it would be helpful to know what question to ask that you want spelled out more clearly. When she reads number three in the auditor response where it states, "does this carry out a fundamental purpose of government", she doesn't think that means we have to own the investigation. The government is there to provide public safety. If you look at the government as an entity, one of its missions is to keep the public safe and to track down offenders and remove them from the public so people can't be harmed. She does

understand what the council is saying regarding is this a fundamental purpose of this city government if we don't own the investigation. She lived in town when this happened, but she does not know how or why the investigation ended up with the Sheriff's department or the FBI. We are a city government that is a part of global government system in this state and she thinks this fund will definitely fit the purpose of what the government is for. She asked the council to let her know what questions to ask and get answers to, she is happy to do that. She agrees we need to take the time to make the best decision. She left a voicemail with the auditor's office and did not receive a call back, only an email.

Councilmember Amsbury asked Chief Blumer if he knows how other cities handle this so we could use another example. He said will email other agencies he knows tomorrow and email back to all of the council and the mayor. Councilmember Amsbury said her concern is the wording, "donated intent". That is the hard part for her that she needs a clear understanding of.

#### **SPRINGBROOK ADDITIONAL USERS QUOTE**

Springbrook is the new name for BIAS and they are ready to move us to the Cloud. Wendy has been diligently working with them to get this process done. Wendy stated when she was working on setting up a Cloud test site with them, they realized we had some users that were piggy backing off of the same computer. They had made a change last fall that indicated you could not share users when moving to the Cloud. The Cloud software access can be used on any computer anywhere to help with remote users and employees working from home. Because of this, we have to add five additional users. The good thing is we are grandfathered in to our old rate of \$162 per user per year instead of the new rate of \$240, which is a 32.5% savings. The total cost is \$810 for the additional five users.

**It was moved by Councilmember Iversen, seconded by Councilmember Amsbury to authorize the Springbrook Agreement to add five additional users. Motion carried 5-0.**

#### **SKILLINGS, INC. SOILS SITE (SAP) SAMPLING AND ANALYSIS PLAN AGREEMENT**

We received the plan today and it was sent out to council. We are asking council if they had a chance to look at this and we are seeking approval. Councilmember Huff asked if this was on top of the water samples that Kevin sent in and Todd said this is mostly for some soil sampling but there will be some water with it. Once we give this to the county, it will be up to them to make the decision to either accept it or make additional requirements.

Councilmember Amsbury said it says under the project assumptions that Grays Harbor County Health has provided a list of required testing and wants to know if we have received that from them and Todd said, yes. She asked if he would send that to the council as well, and Todd agreed.

Unless it hasn't been shown to her, Mayor Orffer said we received an email from them indicating the letter was coming. We haven't received the full letter, but we can share the email we received. Councilmember Amsbury said the council wants to see the details in the letter.

Councilmember Amsbury stated to Chris Coker she doesn't want to worry about any conflicts or anything with Skillings since they originally worked on the site and now having them work on the SAP and Chris said obviously one of his concerns is throughout this process, it seems like there are questions about whoever the city has utilized for investigations. He has concerns about how somebody will spin this and say there is a conflict and

obviously the engineers that were involved in this are going to come up with an answer that the city is looking for. It's not debatable the engineers are the ones that sort of did the planning for this. It's an investigation. It's a body of work that we are asked to be conducted. He has to work under certain assumptions and one of those assumptions is when we hire someone professionally to do something, they are going to do it in a professional manner. He has no reason to believe Skillings wouldn't do that, but he can see where somebody could come in and say what he asked earlier, which is what did we expect from Skillings. He will defer to council. He doesn't think there is a conflict but it is a council decision and he has made no recommendations. If the council isn't comfortable with Skillings, then they need to voice that.

Councilmember Amsbury wants to make sure that there isn't going to be anything since they were part of the project and there isn't anything after the fact, if there was wrongdoing found, they would be brought into that. She doesn't know what our contract looks like with them. Chris said they could be. There is certainly no waiver of liability, in fact, bringing them in to have a contract will probably trigger certain insurance that may be out there. He doesn't know and is completely speculating. By utilizing them at this stage, we're not waiving any future claims against them, if we have one. You might want to check to make sure the county doesn't have a problem with us using them. The county is the driver. If they are comfortable with Skillings and the council is comfortable with them, then he is comfortable with them.

Councilmember Heller said the way to phrase it is pending county approval, we are looking to approve Skillings and Councilmember Amsbury responded she highly doubts the county is going to tell us who to use. Mayor Orffer said we can share that they have met with Skillings already at the site and had a conversation and to her knowledge nothing has been said to us not including them as part of the process. Patrick Skillings was part of the meeting we had out at the site with Rob King and Jeff Nelson.

Chris Coker does not see an obvious conflict. Could an appearance of fairness issue come up in the future, it could. But again, he defers to the council. Councilmember Iversen said it occurred to her as well as an appearance. She asked what other firms are out there that do this work and Todd said there are many out there but this company we have the whole history with. To bring in a new company would cost more to bring them up to speed with everything.

Max Ross understands this is not public comment time but would like to address this since he's familiar with this realm. He said the county is requiring that the city produce a SAP, which is a method of sorts. It states how the city is going to investigate the site, where they are going to put test holes, what depths they are going to sample, soil, water, lab, and it's a pretty complex document. There are two parts to this; the plan itself that the city is going to have to contract out whether it's Skillings or another firm; and there is the implantation of the plan. Step one is getting the plan written, which is what you are discussing. They write the plan and send it to the county for approval and then implementation. Because the county is an independent entity from the city they are the ultimate body to approve the plan. He personally does not see a huge conflict by using an engineering or environmental consulting firm that was previously involved in the project. If you bring in a new consultant, the cost could be more. Skillings might negotiate a discount because of the past involvement. Councilmember Iversen thanked Max and said the cost of the plan is \$3,790 and asked who would implement the plan once it is approved. Mayor Orffer said the city would be responsible for implantation and to walk through the steps and work with appropriate entities. Todd said a third party would do the testing.

**It was moved by Councilmember Iversen, seconded by Councilmember Heller to approve the Skillings SAP Contract. Motion carried 5-0.**

### **COUNCILMEMBER UPDATES**

Councilmember Huff gave an update to the Adopt-A-Street program.

Councilmember Huff would like a committee to work with the museum on tourism and development. He is happy to be on the committee. The museum will be ready by May 1<sup>st</sup>.

Mayor Orffer has had conversations with the Historical Society about having a welcome center in the museum and we've worked on ways to support that and is happy to continue with those conversations. Having a committee to support that is good idea and could be on the next agenda. Councilmember Huff is happy to be the liaison.

### **MAYOR'S UPDATE AND COVID-19 UPDATE**

March 27<sup>th</sup> is a Fill the Cruiser event to fill with non-perishable food.

March 27<sup>th</sup> is a free E-Waste event at the VFW Hall.

March 13<sup>th</sup> is the Bear Festival online auction.

Mayor Orffer and Todd met with the Postmaster to work out the details on the mailboxes. It was a very good meeting.

April 24<sup>th</sup> will be the city-wide cleanup day.

She wants to start working on the strategic plan again with the council and she will add to a future agenda.

Councilmember Amsbury would like to meet in person and could maybe meet outside on a nice day for one of the sessions. She's trying to get creative so they can meet in person. Councilmember Iversen agrees and feels it is very important to our city. Councilmember Heller wants to meet as soon as possible, next month preferably.

### **PUBLIC COMMENT**

Angela Rittinger wanted to thank Chris Coker for proving her point from earlier on how the city just can't be transparent, how they like to spin circles around the words, and scapegoat everything. She cannot believe she heard him trying to throw Skillings Connelly under the bus over this asphalt issue. They planned it and in those plans, that she has some of those emails in front of her, one was when they were with Todd Baun saying they need NEEPA approval for disposal of material with no excavation at the city's well site spoils will be kept out of the well protection zone. This is also when they approved the 8500 square feet for the above ground storage that was to be temporary, not two and a half years. She is sure Skillings and Connelly will love to get a transcript of this council meeting showing how you threw them under the bus because there is also, on another email that was written by Patrick Skillings, which said each well site will be protected by at least 100 foot radius distance away from the proposed site. No new areas will be developed for staging. For you to sit here and continue to throw them under the bus for the protection of Todd Baun while you throw whistleblowers under the bus on this and continue your denial of what happened, you proved my point for me, so thank you very much for that.

She added, as far as the council goes for those of you that aren't in favor of the \$4,000 Lindsey Baum money, shame on you. How dare you spend, I am assuming \$3,000 to \$5,000 on a joke of an independent investigation for the asphalt investigation, but you can't see it in your hearts to pay \$4,000 for a murdered child in this town. You should all ashamed of yourselves. Joy Iversen, after the beat-down you took over those banners you're

going to go on record again saying you just don't think its worth \$4,000, but you'll approve the bullshit \$3,000 to \$5,000 for that independent investigation. Sleep well tonight. Thank you.

Suzannah Winstedt, 527 W Simpson Avenue

She is glad everyone liked the flyer for the Adopt-A-Street and took it around to businesses to get awareness out. She understands the questions asked at previous meetings in public form would be addressed. The questions from the January meeting are still unanswered so she wants to follow-up to get the status of when they will be answered. What is the status and action on those questions? If they had a response it would definably add to the feeling of transparency.

**ADJOURNMENT**

**It was moved by Councilmember Iversen, seconded by Councilmember Heller to adjourn the meeting at 8:11 pm. The next City Council meeting will be held at 6:30 pm on March 24, 2021.**

To: Mayor and City Council  
 From: Josh Cooper  
 Date: March 17, 2021  
 Re: Building and Planning Department Activity.

**Permit Activity Totals for March 2021**

1597 North Summit Road	New SFR	Total Fee - \$10,300.29
108 Summit Place Dr	Mechanical Permit	Total Fee - \$76.65
155 Miller Ln	Plumbing Permit	Total Fee – \$60.15
407 South Main	Mechanical Permit	Total Fee - \$76.65
201 East Hemlock	Mechanical Permit	Total Fee - \$92.20
217 East Hemlock	New SFR	Total Fee - \$10,757.39
726 West Simpson Ave	Roofing Permit	Total Fee - Waived
New Homes Permitted for 2021 3	All Permits Issued for 2021 27	Total Fees Charged for 2021 \$32,878.64
New Homes Permitted for 2020 16	All Permits Issued for 2020 131	Total Fees Charged for 2020 \$154,600.40
New Homes Permitted for 2019 28	All Permits Issued for 2019 269	Total Fees Charged for 2019 \$378,456.40
New Homes Permitted for 2018 17	All Permits Issued for 2018 57	Total Fees Charged for 2018 \$212,089.41

**Nuisances for March:**

- **302 East Beck – 8.16.020 (13) Letter sent on 2-17-2021. Sent to PD on 3-1-2021.**

**\*Anything that has not been officially reported will not be include.**

City of McCleary  
**STAFF REPORT**



<b>To:</b>	Mayor Orffer and City Councilmembers
<b>From:</b>	Wendy Collins, Clerk-Treasurer
<b>Date:</b>	March 24, 2021
<b>Department:</b>	Finance & Administration

The Finance Department continues working at full staff and everyone is healthy, with one employee continuing to work from home one day a week.

We are still working on the annual financial report, Municode Website, Image Source software prep, and the cost allocation plan.

The truck loan documents were completed and sent to Todd for submittal.

With the state moving to phase three, we have decided to open City Hall back up to full days. Starting March 24, 2021, City Hall offices will open from 8:00 am to 4:00 pm each day. For utility payments, we still encourage residents to utilize the drop box, Xpress Bill Pay online payments, and the phone payment option. We miss seeing our customers, however, we still need to continue social distancing, sanitizing, and practicing safe alternatives.



City of McCleary  
**STAFF REPORT**



<b>To:</b>	Mayor Orffer and Council
<b>From:</b>	Paul Nott
<b>Date:</b>	3/18/2021
<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 follow the COVID-19 Response Plan to ensure our team safety.

The crew is still working on the cut over as time and weather permits.

Comcast has removed their overhead conductors and we should have our equipment wrecked out by the end of next week.

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

Stay safe and healthy...

Paul

City of McCleary  
**STAFF REPORT**



<b>To:</b>	Mayor Orffer and Council Members
<b>From:</b>	Steve Randich
<b>Date:</b>	March 17, 2021
<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.

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. Currently we are busy trying to get caught up with the potholes around town and filling in gravel shoulders in the parking strips along our streets. We are also working on a sign inventory to get new signs up where needed. Along with addressing any storm water issue that may come up. We are trying to get some new catch basins installed around town but that is weather permitting. We are grading and cleaning up the alleys that are in need of gravel. 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

City of McCleary  
**STAFF REPORT**



<b>To:</b>	Mayor Orffer and City Council
<b>From:</b>	Kevin Trehella
<b>Date:</b>	March 15, 2021
<b>Department:</b>	Water and Wastewater

With many of the big rain events decreasing and loadings decreasing, the WWTP is operating excellently.

We will be testing the raw water from well 3 for IOC's (Inorganic Compounds), VOC's (Volatile Organic Compounds). More samples will be going into the lab on March 16 and results will be emailed to us in 2 weeks.

We have been very fortunate that both Jon Ehresmann and I have stayed healthy.

Have a great week!  
Stay healthy!

*Kevin Trehella*



# City of McCleary

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## Memorandum

To: Mayor Orffer

From: Todd Baun- Director of Public Works

Date: March 17th, 2021- For March 24th Council Meeting

Subject: Facilities Electrical Updates

### RECOMMENDATION

Accept the low bid provided by Hometown Electric and Allow the Mayor to sign a contract with Hometown Electric.

### BACKGROUND

For the last several months, the City has been talking about facility electrical upgrades and installing generators. We budgeted both those items in 2021 to upgrade our antiquated electrical panels and install generators for several of our buildings. We went out with a request for proposal at the end of February and received 3 following proposals back.

	Hometown Electric	Reliable Electric	MB Electric
Item 1- City Hall Complex	\$ 79,421.86	\$ 112,880.00	\$ 100,398.18
Item 2- Fire Hall Complex	\$ 57,909.75	\$ 63,980.00	\$ 63,031.32
Item 3- Well Field	\$ 72,373.85	\$ 72,770.00	\$ 82,328.40
Total	\$ 209,705.46	\$ 249,630.00	\$ 245,757.90

The apparent lowest cost proposal was provided by Hometown Electric. The proposal was checked for errors, omissions, and conformance with the specifications. No errors or omissions were discovered, and the proposal conforms to the specifications in the proposal.



## City of McCleary

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# Memorandum

To: Mayor Orffer

From: Todd Baun- Director of Public Works

Date: March 18th, 2021- For March 24th Council Meeting

Subject: Latecomer Agreement

### RECOMMENDATION

Allow the Mayor to sign the latecomer agreement for McCleary Road water line extension with City Engineers confirmation for the assessed reimbursement.

### BACKGROUND

In June of 2020, a property owner at the end of McCleary Road requested a water main line extension and turned in plans for the project. The project and plans were reviewed by our City Engineers, Gray and Osborne, and approved on August 10<sup>th</sup>, 2020. The property owner's contractor installed the main line extension in late August and early September of 2020. The line was inspected and passed all required City, County and State standards. The last part of their process is a latecomer agreement needs to be completed.

Latecomer agreements, also referred to as recovery contracts, reimbursement agreements, or assessment reimbursement contracts, allow a property owner who has installed street or utility improvements to recover a portion of the costs of those improvements from other property owners who later develop property in the vicinity and use the improvements. The costs due under a utility latecomer agreement are to be determined by an engineer's estimate, which must include the fair pro rata share due from property owners. [RCW 35.91.050](#).

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Latecomer agreement charges are not to be confused with local improvement district (LID) assessments. While the computation of charges to be recovered under a latecomer agreement can be very similar to that of an LID assessment, the procedures are very different. And, under an LID, the money goes to the municipality for the purposes of paying off the LID bonds rather than to the property owner.

Any municipality under [chapter 35.91 RCW](#) for the construction or improvement of water or sewer facilities that the owner elects to install solely at the owner's expense in locations where a municipality's ordinances require the facilities to be improved or constructed as a prerequisite to further property development. Latecomer agreement charges are also not to be confused with connection fees, also known as facilities charges or system development charges. These fees or charges are a property owner's equitable share of the cost of the entire utility system and not just for improvements that serve his/her property.

The contract must be filed and recorded with the county auditor and must contain conditions required by the municipality in accordance with its adopted policies and standards. [\[RCW 35.91.020 \(1\)\(a\)\]](#). [RCW 35.91.040](#) states that nobody can connect to water or sewer facilities under a latecomer agreement during the life of the agreement without first paying to the city, town, or county the amount required by the agreement. Moneys received under a latecomer agreement are to be paid out under the terms of the agreement within 60 days.

**CONTRACT**  
**(Late Comer Agreement)**

This Contract is made and executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between Si Deng, hereinafter called the party of the first part, and the City of McCleary, a Municipal Corporation, hereinafter called the City, WITNESSETH:

WHEREAS, the party of the first part desires to construct a water main to connect to the City's existing system at McCleary Road, at parcel 180513410020, and to extend westward within the right of way of Grays Harbor County, approximately 1950 LF to end at parcel 180418230040 said system to serve property owned by the party of the first part and more particularly described as follows: TO WIT:

AND WHEREAS, the parties desire to enter into a contract pursuant to the authority granted by Chapter 35.91 of the Revised Code of Washington, whereby provisions are made for the reimbursement of the party of the first part and his assigns by any Owner of real estate who did not contribute to the original cost of such facility and who subsequently taps onto or uses the same, of a fair pro rata share of the cost of construction of such facility, to be borne by the party of the first part, including only those who directly connect thereto, and

WHEREAS, the parties have agreed that upon the construction thereof, the City will acquire title thereof.

NOW, THEREFORE, it is agreed between the parties hereto as follows:

1. The party of the first part shall, at his own expense, construct a 10 inch water pipe and fitting for water conveyance to be located as follows:  
**Beginning on McCleary Road at existing City of McCleary water main, at parcel 180513410020, extending westward within the right of way of Grays Harbor County, approximately 1950 LF to end at parcel 180418230040.**

Prior to the commencement of construction thereof, the party of the first part shall submit to the City Engineer of the City of McCleary, detailed plans and specifications for the construction of such facility, which plans and specifications must be authorized by the City Engineer prior to the commencement of construction. Thereafter, said facilities shall be constructed by the first party in accordance with the standards established by the City of McCleary and in



compliance with all rules and regulations of the Public Works Department of the City of McCleary.

2. During the construction of said facility, the City Engineer of the City of McCleary, or his representatives, shall have the right to make reasonable inspection of said facility to determine that it is being constructed in accordance with the plans and specifications above referenced to and in compliance with all of the standards established by the City of McCleary. Upon the completion of said construction, the party of the first part shall submit to the City Engineer of the City of McCleary on a form to be provided by him, a detailed statement of the cost of said construction, which statement shall be attached hereto and made a part hereof. The party of the first part shall likewise submit to the City Engineer, such proof as the Engineer may require that the party of the first part has fully paid for all labor and materials used in connection with his construction of said facility. The City Engineer shall compute, from the statement of costs so furnished, that portion of the cost of construction to be borne by the City of McCleary, which shall be the actual cost of oversizing said facility as required by the City.
3. Upon completion of the facility and upon the submission to the City Engineer of the information required in the immediately preceding paragraph, the City Engineer will inspect said facility, and upon his approval and acceptance thereof, said facility shall thereafter belong to and be the property of the City of McCleary, and the City of McCleary may thereafter charge for the use of such facilities such rates as it may be authorized by law to collect and shall likewise thereafter provide for the maintenance and operation of said facility, and the City shall pay to the party of the first part, in full and in cash, the sum computed by the City Engineer as that portion of the costs to be paid by the City of McCleary
4. This contract shall, by the applicant, upon completion and acceptance of the facility as hereinabove described, be recorded for every separate parcel of property within the applicant's proposed assessment reimbursement area with the County Auditor of Grays Harbor County, and thereafter and for a period of 20 years, no person, firm, or corporation who has not contributed to the original cost of such facility shall be granted a permit or be authorized to tap into or use such facility or extension thereof during said period of time without first paying to the City of McCleary, in addition to any and all other costs and charges made or assessed for such tap or use, the amount required to reimburse the first party for the fair pro rata share or cost of said construction, borne by it, said amount to be computed in accordance with the formula hereinafter set forth. All amounts so received by the City of McCleary shall be paid to the party of the first part or his assigns within sixty (60) days after receipt thereof.



5. For reimbursement of services provided and administration of the aforementioned reimbursement, an application fee of \$\_\_\_\_\_ shall be submitted concurrently with the review and approval of the contract documents. An additional administrative fee of 1% of the accepted project cost shall be collected at the time of City approval.
  
6. The Applicant has prepared a listing attached to this agreement and designated as Exhibit "A", assessment map and assessment roll, containing the construction costs and engineering costs of said water main extension, including applicable sales tax, and the pro rata share of the cost of construction of said water main extension. Reimbursement shall be collected by the City of McCleary from those tapping into or using said facility as provided in the previous paragraph in accordance with the following formula:

SEE EXHIBIT "A" ATTACHED

In the event of the assignment by the party of the first part of any interest in this contract, written notice thereof shall be given to the City of McCleary. All payments to be made by the City of McCleary to the party of the first part under this contract shall be sent to the following address, TO WIT: \_\_\_\_\_  
\_\_\_\_\_ or to such other address  
as the party of the first part may hereinafter direct in writing.

Dated at McCleary, Washington, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

STATE OF WASHINGTON )  
 ) ss  
COUNTY OF GRAYS HARBOR )

On this day and year written above personally appeared before me \_\_\_\_\_ and \_\_\_\_\_ known to be the individual(s) described, and who executed the foregoing instrument and acknowledged that \_\_\_\_\_ signed the same as \_\_\_\_\_ free and voluntary act and deed for the uses and purposes therein mentioned.

Given under my hand and official seal \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Notary Public in and for the State of Washington,  
Residing in \_\_\_\_\_  
My commission expires \_\_\_\_\_

Dated at McCleary, Washington, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**CITY OF MCCLEARY**

**By:** \_\_\_\_\_  
Authorized Agent for the City of McCleary

STATE OF WASHINGTON )  
 ) ss  
COUNTY OF GRAYS HARBOR )

On this day and year above personally appeared before me, \_\_\_\_\_, to me known to be acting as Authorized Agent for the City of McCleary, a Municipal Corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said Municipal Corporation for the uses and purposes therein mentioned and on oath states he/she is authorized to execute the said instrument.

Given under my hand and official seal \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Notary Public in and for the State of Washington,  
Residing in \_\_\_\_\_  
My commission expires \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
City Attorney  
City of McCleary

**INTERLOCAL AGREEMENT**

This Agreement is made and entered into this \_\_\_ day of \_\_\_\_\_ 2021, between Grays Harbor County, a political subdivision of the State of Washington, hereinafter referred to as "County," and the City of McCleary, hereinafter referred to as "City."

WHEREAS, this Agreement is authorized under Chapter 39.34 RCW authorizing the County to furnish those public works resources and services requested by the City that the County agrees to perform; and

WHEREAS, it is necessary and desirable that this Agreement be executed for the performance of various public works projects, with the intent to supplement, not supplant City personnel.

NOW, THEREFORE, it is hereby agreed by each party to this Agreement as follows:

1. The City requests that the County perform various public works projects at a time and in a manner convenient to the County. This Agreement shall take effect upon signature of both parties, and shall terminate on December 31, 2026, unless earlier terminated as follows: this Agreement may be terminated upon written agreement by both parties at any time, or upon either party's providing thirty (30) days written notice of termination to the other. By agreement, all requested work shall be completed no later than December 31, 2026. The City hereby guarantees reimbursement to the County for all work completed as requested by the City. The County agrees to furnish necessary personnel, equipment, or materials requested by the City to complete applicable projects as determined by the County, based upon available time and resources.

2. All notifications shall be sent in writing (including emails) to the following:

For the County:  
Department of Public Services  
100 West Broadway, Suite 31  
Montesano, WA 98563  
Email: pwd@co.grays-harbor.wa.us

For the City of McCleary:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_

3. It is hereby understood that the County will be reimbursed by the City for all labor, equipment, materials and other related expenses as applicable, including loss or damage to equipment, at its adopted and usual customary rates which may include the adopted annual ER&R Resolution rates that are applicable to the time of performance and at cost reimbursement for any tangible products necessary to complete the work. The County shall submit a certified itemized voucher of costs to the City within thirty (30) days after completion of work. Unless otherwise agreed, the City shall pay the submitted voucher amount in full to the County within thirty (30) days of receipt.

4. The County shall have no responsibilities or incur any liabilities because it determines to not provide resources and/or services to the City. The County shall retain the right to withdraw some or all of its resources at any time. Notice of intention to withdraw shall be communicated to the City as soon as practicable.

5. All privileges, immunities, rights, duties and benefits of officers and employees of the County shall apply while those officers and employees are performing functions and duties on behalf of the City, unless otherwise provided by law. Employees of the County remain employees of the County while performing functions and duties on behalf of the City. All requested work shall be performed by the County. City employees shall not participate in any work projects requested by the City to be completed by the County.

6. To the extent permitted by law, the City shall protect, defend, hold harmless and indemnify the County, and its officers and employees from any and all claims, suits, costs, damages of any nature, or causes of action,

including the cost of defense and attorneys fees, by reason of the acts or omissions, whether negligent, willful, or reckless, of its own officers, employees, volunteers or any other person arising out of or in connection with any acts or activities authorized by this Agreement, and will pay all judgments, if any, rendered. This obligation shall not include such claims, costs, damages or other expenses which may be caused by the sole negligence of the County or its authorized agents or employees.

- 7. It is understood and agreed that this Agreement cannot be assigned, transferred, or any portion subcontracted hereunder by the County without the prior written permission of the City. This Agreement is for the benefit of the County and City only and no other person or entity shall have any rights whatsoever under this Agreement as a third party beneficiary.
- 8. The County, in the performance of work under this contract, shall abide by the provisions of RCW 35.77.020, .030 & .040, RCW 39.34 & RCW 36.75.020, and Title 136 WAC, as applicable (RCW 35.77.020 requires adoption of this agreement by Resolution of the Board of County Commissioners in the case of work on city streets.)
- 9. In the event that any provision of this Agreement is declared invalid or illegal, such declaration shall in no way affect or invalidate any other provision hereof, and such other provisions shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

BOARD OF COUNTY COMMISSIONERS  
GRAYS HARBOR COUNTY, WASHINGTON

\_\_\_\_\_  
City of McCleary

\_\_\_\_\_  
Vickie L. Raines, Chair

Accepted & Approved this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Kevin Pine, Commissioner

ATTEST: \_\_\_\_\_  
City Clerk (When Applicable)

\_\_\_\_\_  
Jill Warne, Commissioner

ATTEST: \_\_\_\_\_  
Jenna Amsbury  
Clerk of the Board

Approved/Recommended:

\_\_\_\_\_  
Robert Wilson, PE  
County Engineer

## Wendy Collins

---

**From:** Bristol, Bryson (SAO) <bristolb@sao.wa.gov>  
**Sent:** Tuesday, March 2, 2021 12:19 PM  
**To:** Wendy Collins  
**Subject:** RE: City of McCleary questions

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Follow Up

Hello Wendy-

Thank you for reaching out regarding the question below. It appears to me that you have completed the work we'd recommend to ensure a gifting of public funds does not occur regarding the magnets and materials. This same criteria would apply to the \$4,000 reward donation. For the expenditure(s) to be allowable, the City must make the connection between the expenditure and the public purpose. Below we have provided guidance from the Attorney General's Office that the State Auditor's Office uses to determine whether expenditures are an allowable use of public funds or if a transaction represents a gifting of public funds. If the City determines the expenditure is allowable, we would expect the City to retain documentation for audit indicating how this determination was made.

As a reminder, inquiry with legal counsel regarding these questions, may be beneficial.

### Gift of Public Funds Framework:

As advised by the Attorney General's Office, the State Auditor's Office uses the framework below when determining whether transactions represent a gift of public funds (a violation of Article 8 Section 7 of the WA State Constitution).

1. Does the transaction involve the transfer of money or property to a private individual, association, company or corporation? If yes, then continue.
2. Is the expenditure for one of the recognized exceptions below? If no, then continue.
  - (a) Intergovernmental transfer
  - (b) Necessary support for poor or infirm
  - (c) Promotional hosting (for ports and agricultural commodity commissions)
  - (d) Residential energy conservation
  - (e) Nonrecourse revenue bonds
  - (f) Investment of pension/ industrial insurance trust funds
3. Are the funds being expended to carry out a fundamental purpose of the government? If yes, then continue.
4. Are the funds being expended to carry out a public or proprietary purpose of the government? If no, then there is a gift of public funds. If yes, (a) is the transfer without consideration and with donative intent? And if yes, then there is a gift of public funds. If no, then (b) is the consideration legally sufficient? If yes, then there is no gift of public funds. If no, then is there a bargained-for act or forbearance which the local government receives in exchange for the expenditure? If no, then there is a gift of public funds.
5. In relation to (4) above, unless the consideration is "grossly inadequate" and there is evidence of donative intent, there is no gift of public funds. The receipt of fair market value for the expenditure is not necessary,



however, the public entity must receive some quantifiable economic benefit.



Bryson Bristol

Program Manager, [Office of the Washington State Auditor](#)

(564) 999-0880 | Pronouns: He, Him, His

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**From:** Wendy Collins <wendyc@cityofmccleary.com>

**Sent:** Thursday, February 25, 2021 12:49 PM

**To:** Bristol, Bryson (SAO) <bristolb@sao.wa.gov>

**Subject:** City of McCleary questions

External Email

Hello Bryson,

Our City Attorney reached out to MRSC for a response to the following inquiry. I also included the response.

**INQUIRY:** Several years ago a young girl (Lindsay Baum) was kidnapped and her body discovered several years later. The perpetrator of the crime has not been discovered. The city would like to purchase about \$1600 worth of car magnets and other materials to disburse, in hopes of keeping the case in the public eye and leading to an arrest. Would this expense be considered a gift of public funds?

**RESPONSE:** The courts use a two-step process to determine if an public agency has bestowed a gift of public funds:

- 1) Are the funds being expended to carry out a fundamental purpose of the government? If so, then no gift of public funds has been made.
- 2) Was there donative intent and whether it received an adequate return for the transfer.

In the scenario you describe, the City could argue that they are expending these funds to carry out a purpose of government- to catch a criminal. The materials proposed to be purchased are to keep the public's interest in an unsolved case.

Ultimately, the Washington State Auditor's Office is the agency that would determine if there is an issue of gift of public funds, so I would encourage you to reach out to McCleary's audit team. You can find other information regarding [Gift of Public Funds](#) on our website as well.

Can you please give us guidance regarding the inquiry above? Also, the City Council was asked by the mother of the young girl to donate \$4,000 to add to the total reward fund, which is currently around \$36,000. She wants the total reward to be \$40,000 to make it more enticing. The intent is for the city to "hold" the \$4,000 indefinitely until a person provides evidence that leads to the arrest and conviction of the killer. Are there any RCW's that support donations for police/recovery events? Can you please provide guidance on this, as well?

Thank you very much for your time!

Wendy

**Wendy Collins**  
**Clerk-Treasurer**



**City of McCleary**  
**100 S 3<sup>rd</sup> Street**  
**McCleary, WA 98557**  
360-495-3667, ext 101  
[wendyc@cityofmccleary.com](mailto:wendyc@cityofmccleary.com)

**\*\*CONFIDENTIALITY NOTICE: This message and accompanying documents are covered by the Electronic Communications Privacy Act, 18 US 2520-2521, and contain information intended for the specified individuals only. This information is confidential. If you are not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, copying, or the taking of any action based on the contents of this information is strictly prohibited. If you have received this communication in error, please notify us immediately, and delete the original message.\*\***



City of McCleary

ILINX Content Management Project

Last Revised:  
3/22/21

Version: 1.2



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## PROJECT INFORMATION

### KEY PROJECT STAFFING

#### City of McCleary

Project Role	Name & Title	Phone	Numbers
<b>Project Sponsor/Project Manager</b>	Todd Baun	<b>Main:</b>	360-495-3667
	<i>Director of Public Works</i>	<b>Mobile:</b>	
		<b>Email:</b>	<a href="mailto:toddb@cityofmcclary.com">toddb@cityofmcclary.com</a>
<b>Public Works Assistant</b>	Josh Cooper	<b>Main:</b>	(360) 495-3667 x111
	<i>Public Works Assistant</i>	<b>Mobile:</b>	
		<b>Email:</b>	<a href="mailto:joshc@cityofmcclary.com">joshc@cityofmcclary.com</a>
<b>Subject Matter Expert</b>	Wendy Collins	<b>Main:</b>	(360) 495-3667
	<i>Clerk - Treasurer</i>	<b>Mobile:</b>	
		<b>Email:</b>	<a href="mailto:wendyc@cityofmcclary.com">wendyc@cityofmcclary.com</a>
<b>Information Technology</b>	Jesse Murphy	<b>Main:</b>	
	<i>Information Technology</i>	<b>Mobile:</b>	
		<b>Email:</b>	<a href="mailto:jesse@jdtechs.net">jesse@jdtechs.net</a>

#### ImageSource

Project Role	Names & Title	Phone	Numbers
<b>Project Director</b>	Ryan Keller	<b>Main:</b>	360-943-9273
	<i>CIO</i>	<b>Mobile:</b>	360-239-5025
		<b>Email:</b>	<a href="mailto:ryank@imagesourceinc.com">ryank@imagesourceinc.com</a>
<b>Project Manager</b>	Debbie Horton	<b>Main:</b>	(360) 943-9273
	<i>Project Manager</i>	<b>Mobile:</b>	(360) 239-2868
		<b>Email:</b>	<a href="mailto:debbieh@imagesourceinc.com">debbieh@imagesourceinc.com</a>
<b>Systems Engineer</b>	Andrew Skovran	<b>Main:</b>	(360) 943-9273
	<i>Senior Systems Engineer</i>	<b>Mobile:</b>	(330) 240-4426
		<b>Email:</b>	<a href="mailto:AndrewS@imagesourceinc.com">AndrewS@imagesourceinc.com</a>
<b>Account Executive</b>	Kristina Linehan	<b>Main:</b>	(360) 943-9273
	<i>Account Executive</i>	<b>Mobile:</b>	(360) 239-4877
		<b>Email:</b>	<a href="mailto:kristinap@imagesourceinc.com">kristinap@imagesourceinc.com</a>
<b>Account Manager</b>	Nick Coker	<b>Main:</b>	(360) 943-9273
	<i>Inside Sales</i>	<b>Mobile:</b>	
		<b>Email:</b>	<a href="mailto:nickc@imagesourceinc.com">nickc@imagesourceinc.com</a>

## DOCUMENT VERSION CHANGES

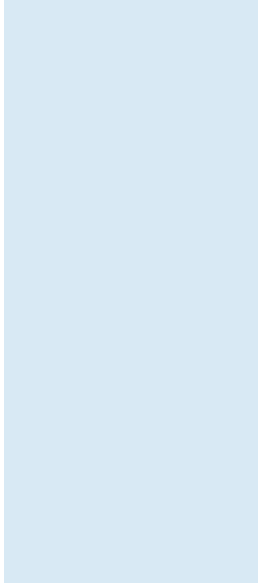
1.0	2/11/21	Document creation.
1.2	3/22/21	Updates based on meetings and feedback on RM requirements

## CHANGE ORDER HISTORY

1	Insert Date	Change to . . .

## Project Description, Business Purpose & Objectives

<b>Project</b>	<p><b>City of McCleary ILINX Content Management Project</b></p>
<b>Original Project Charter Statement</b>	<p>The City of McCleary reached out to ImageSource to provide information and a demonstration on ILINX as an Enterprise Content Management (ECM) solution for the City. The City would like to scan and retain files and then appropriately dispose of the files when their retention cycles are up. They would also like a better way to search for information.</p> <p>The purpose of this project is to implement a solution around digitization of paper content for faster search and retrieval within the City. Additionally, the City is looking to utilize retention management and disposition of content that will live in ILINX.</p> <p>The purpose of this Project Charter is to demonstrate how ImageSource can assist and support the City of McCleary with their immediate need. As a recognized Enterprise Content Management (ECM) leader, ImageSource is focused on delivering outcomes that drive positive business results, helping organizations boost effectiveness. Our customers tell us that they value our responsiveness and flexible partnership. With more than 25 years of ECM experience, ImageSource believes we are well-positioned to support the City in 2020 and into the future.</p> <p><b>Project Process Description</b></p> <ul style="list-style-type: none"> <li>■ Discovery and Requirements Gathering <ul style="list-style-type: none"> <li>○ Gather and confirm project details.</li> <li>○ Discovery and assessment of current search processes and practices</li> </ul> </li> <li>■ Project Management <ul style="list-style-type: none"> <li>○ Express Project Plan and ongoing project management for the project</li> </ul> </li> <li>■ Install ILINX Software <ul style="list-style-type: none"> <li>○ Download and install ILINX Content Store on appropriate City servers.</li> <li>○ Download and install ILINX Export and Retention Management on City servers</li> </ul> </li> <li>■ Configure ILINX Software <ul style="list-style-type: none"> <li>○ Configure ILINX Content Store applications (3)</li> <li>○ Configure ILINX Retention Management jobs (3)</li> </ul> </li> </ul>



- Testing
  - ImageSource testing of the solution.
  - Support for City testing of the solution.
- Training
  - Provide up to four (4) business hours of onsite Administrator training for ILINX Content Store and Retention Management
  - Provide up to four (4) business hours of onsite End User training for ILINX Content Store and Retention Management
- Production Go Live/Rollout Support
  - Provide up to 8 business hours Support for the Production Go Live
- System Summary Documentation & Project Closeout Activities
  - Document the solution.
  - Explain support procedures.
  - Hand-off to ImageSource Technical Support.

### Traceability and Charter:

The following document reflects the order to provide the services and the scope of work to be provided.

- Project Charter as approved by City of McCleary and ImageSource.
  - CityOFMcCleary\_ILINXProject\_ProjectCharter\_1-28-20\_v2.0.docx

### Process Description

The following table consists of the anticipated high-level project tasks.

Task Descriptions	Owner
Acceptance of Project Charter	City of McCleary
Discovery Session and Requirements Gathering	City of McCleary & ImageSource
Create Express Project Plan & Deliverables	ImageSource
Signature Approval on Express Project Plan/Revisions	City of McCleary & ImageSource
Install ILINX Software on Servers	City of McCleary & ImageSource
Configure ILINX Content Store Applications (3) and ILINX Retention Management Jobs (3)	ImageSource
Training	City of McCleary & ImageSource
Test Solution	City of McCleary & ImageSource
Go Live and Rollout Support	City of McCleary & ImageSource
Create System Summary Document for City of McCleary	ImageSource
Review System Summary/Support Process with City of McCleary Administrator	City of McCleary & ImageSource
Project Close	ImageSource

## PROJECT LEVEL ASSUMPTIONS & RISKS

---

### CITY OF MCCLEARY ASSUMPTIONS AND RISKS

See individual Deliverables for information specific to a given Deliverable.

#### Assumptions

- It is expected that the ILINX Project will use out-of-the-box capabilities in ILINX Content Store and ILINX Retention Management.
- Any customizations needed outside the scope defined in this project would require a change order.
- There is sufficient bandwidth between the datacenter where the servers are located and all workstations in all locations throughout the enterprise environment to support the flow of data between all workstations and the servers at an acceptable level of performance.
- Rollout time listed is a maximum time. If a scheduled session takes less than the allotted time, the Customer can use extra hours during that session for questions and additional training on the topic.

#### General Work Assumptions and Conditions:

- The scheduled professional services work will be a combination of WebEx and off-site activities and tasks performed during normal business hours of Monday through Friday, from 8:00 AM to 5:00 PM Pacific Time, excluding holidays; requests for after-hours work may involve an additional cost.
- City of McCleary support will provide remote administrative level access for ImageSource to all systems as necessary during the project engagement.
- ImageSource will have access to IT and Business Subject Matter Experts.
- City of McCleary is responsible for providing all test data and documents.

#### Project Management Assumptions and Conditions:

- City of McCleary will designate a Subject Matter Expert to be their primary liaison for scheduling all activities, communications, personnel and third-party stakeholders; this also includes the coordination or requests for the scheduling of ImageSource personnel to perform remote work activities and tasks.
- City of McCleary will make available SMEs from both IT and business units and will make best efforts to respond in a timely manner to requests for information, support, networking issues, business issues, etc. for the duration of the Project Engagement.
- The City Project Manager or Project Lead will handle all change management related activities internally with the IT department and the end-user community for the duration of the Project Engagement.
- The City project, IT and business units will work jointly with the ImageSource project team on all system and acceptance testing criteria.
- Standard ImageSource Project Management processes for Deliverable Acceptance, Billing, and the Standard Change Order Request Process apply to this project.
- Any additional integrations with other line-of-business systems will be a change order to this project and the City will incur additional costs.

#### Technology Assumptions and Conditions:

- ILINX Content Store applications will be limited to a quantity of three (3)
- ILINX Retention Management jobs will be limited to a quantity of three (3)
- City of McCleary workstations will meet hardware and operating system requirements published by software and hardware vendors; any software used in conjunction with the Project Engagement will use out-of-the-box capabilities except as specifically noted in this Project Charter and/or Express Project Plan; there is adequate physical storage for all temporary and permanent storage requirements of the Project Engagement; all other technology requirements will be met by the City to successfully execute the Project Engagement.

**Risks**

- ImageSource is not responsible for problems caused by anti-virus software, firewalls, SPAM filters or pop-up blockers; troubleshooting efforts for these issues will be added to the time-and-materials estimate(s).
- City of McCleary is responsible to ensure that workstations will meet hardware, operating system, and licensing requirements published for the ILINX products included in this engagement.
- City of McCleary will provide remote access to ImageSource to all systems as necessary during this engagement.

**Description**

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Inability of City of McCleary staff to provide needed technical support or specific knowledge during implementation or post rollout in accordance with the project schedule.

**Consequences**

- The Project Schedule could be delayed.

**Likelihood of Occurrence**

- Medium

**Mitigation**

- ImageSource will be diligent in providing schedules and resource requirements in advance to give City of McCleary the most time possible to provide the resources or make alternate plans.
- ImageSource will monitor the support requirements and status throughout the project. In the event that this risk event occurs, it will be escalated to the Project Directors with options for resolution.
- Proactively schedule required project resources in advance so that they are available as needed for project planning and implementation activities.

**Description**

---

City of McCleary staff or ImageSource staff may not be available on short notice due to commitments to other projects (internal to the City of McCleary or with ImageSource).

**Consequences**

- Schedule delays

**Likelihood of Occurrence**

- Medium

**Mitigation**

- Project Managers will work proactively to coordinate the schedule and resource requirements with as much advance notice as possible.
- Key line staff for the project should proactively notify the Project Managers of any planned absences so that the Project Managers can plan schedules accordingly.

**Description**

---

The lack of a Development or Test environment represents a level of risk in terms of not being able to have a separate (separate from Production) environment to fully test and vet applications, or to allow users to test and train in prior to working in the Production environment.

**Consequences**

- Schedule impact

**Likelihood of Occurrence**

- Medium

**Mitigation**

There is no real mitigation of this risk other than to implement a Development or Test environment.

**Description**

---

Active Directory User Groups will be set up for individual access to their personal file. The City requested reusable groups. Mismanagement of groups, access, or search restrictions could result in an individual previewing a file they do not have access too.

**Consequences**

- Employee viewing a file they don't have permission to

**Likelihood of Occurrence**

- Low

**Mitigation**

- Create business processes to remove search restrictions for reusable groups upon termination of employment.

**Description**

---

Retention Jobs will be configured with multiple requirements incorporated into one job. When reviewing documents for destruction, the RM requirements may not be visible.

**Consequences**

- Employee viewing the documents will need to know the various retention requirements.
- Confusion on approving documents for destruction.

**Likelihood of Occurrence**

- High

**Mitigation**

- See if an option exists within the software to present the RM requirements.

**Description**

---

The City has certain document types that necessitate they are sent to Archives prior to destruction. This requires additional RM jobs and will be done in future phases. These documents will not present for destruction until the second job is built.

**Consequences**

- Retain documents no longer needed.

**Likelihood of Occurrence**

- High

**Mitigation**

- Develop plan to build the additional applications through training or future phases

**Roles & Responsibilities**

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Following is a table showing project roles and responsibilities.

Area	ImageSource	Lucky Eagle Casino & Hotel
<b>Hardware</b>	<ul style="list-style-type: none"> <li>■ Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>■ Provide access to network that meets specification requirements.</li> <li>■ Remote access as required.</li> <li>■ Provide information and technical support as needed.</li> <li>■ Client workstations</li> <li>■ Web server</li> </ul>
<b>Software</b>	<ul style="list-style-type: none"> <li>■ Provide the following ILINX software:               <ul style="list-style-type: none"> <li>- ILINX Content Store Server License</li> <li>- ILINX Content Store Concurrent User Licenses</li> <li>- ILINX Export Server License</li> </ul> </li> </ul>	Provide other software needed to support the solution: <ul style="list-style-type: none"> <li>■ Operating system software</li> <li>■ Microsoft IIS</li> <li>■ Microsoft .NET client and server software</li> </ul>



	- ILINX Retention Management Server License	
<b>Network</b>	Not Applicable	<ul style="list-style-type: none"> <li>City of McCleary is responsible for network performance and connectivity between workstations and the ILINX servers.</li> <li>Remote access as required</li> </ul>
<b>Testing</b>	Before user acceptance testing, test: <ul style="list-style-type: none"> <li>Components (<i>standard</i>)</li> <li>End-to-end process</li> </ul>	Provide: <ul style="list-style-type: none"> <li>Sample documents representative of common scenarios</li> <li>Participate in initial systems testing prior to User Acceptance Testing as required by ImageSource.</li> <li>User Acceptance Testing</li> <li>Timely response to scheduling and requests for information</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>End User – up to four (4) hours onsite</li> <li>System Administration – up to four (4) hours onsite</li> <li>Training Documentation and Manuals are limited to the standard User and Technical guides that come with the products</li> </ul>	<ul style="list-style-type: none"> <li>Provide room, video, web conferencing, etc. to adequately facilitate onsite and remote participation as needed and required.</li> <li>Change Management internally within the City (e.g. communications)</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>Express Project Plan</li> <li>Project Schedule</li> <li>Status Report/Updates</li> <li>Standard ImageSource System Summary</li> </ul>	<ul style="list-style-type: none"> <li>Participate in the Express Project Plan and schedule reviews</li> <li>Review and approve all documentation as required by ImageSource</li> </ul>
<b>Rollout Support</b>	Provide up to eight (8) hours of remote or onsite rollout support depending on COVID status and remote workforce requirements	<ul style="list-style-type: none"> <li>Have staff available to fully use the system during the rollout support period</li> </ul>
<b>Project Management</b>	Standard ImageSource: <ul style="list-style-type: none"> <li>Status Report/Updates</li> <li>Issues List</li> <li>Express Project Plan</li> </ul>	<ul style="list-style-type: none"> <li>Workspace while onsite</li> <li>Teleconference lines as needed.</li> <li>Timely response to issues raised.</li> <li>Access to subject matter experts</li> </ul>

## COMMUNICATIONS PLAN

### Standard Communications:

Standard communications will be made in email between the Project Managers for the City of McCleary and ImageSource. Additional team members will be copied on emails as deemed appropriate by the Project Managers. Project Team members can communicate with each other directly, however decisions need to be made through the Project Managers. Phone communications are fine when appropriate; however, email is the preferred method of communication.

Once the project begins work with both parties involved, City of McCleary would like to have a weekly check-in call for the joint project team. These meetings are scheduled for 30-minutes every Tuesday at 8:30am beginning on March 2, 2021

**Status Reporting:**

Status reporting will occur every week during project execution and will follow the standard ImageSource Status Report format. The report should be delivered following the status meetings with documented action items. Those reports will be delivered via email to the City of McCleary Project Manager (Todd Baun), the ImageSource Project Director and the ImageSource Account Representative. Internal distribution of the report within City of McCleary will be handled by the City of McCleary Project Manager. The interval of reporting may be adjusted at any point in the project at the discretion and mutual agreement of the Project Managers.

**Escalations:**

Issues that are not resolved at the Project Manager level will be escalated to the Project Director level on the ImageSource side and to Todd Baun, Director of Public Works on the City of McCleary side. Requests for escalations should be made either by phone or in writing through the respective Project Manager(s) for scheduling.

**STATEMENT OF WORK**

---

<b>PROJECT</b>	<b>City of McCleary ILINX Content Management Project</b>
<b>DELIVERABLE 1</b>	Project Plan Acceptance
<b>ASSUMPTIONS</b>	<ul style="list-style-type: none"> <li>■ City of McCleary is responsible for determining the Retention requirements for the three Content Store Applications</li> <li>■ Scope includes three Content Store Applications</li> <li>■ Scope includes three Retention Management Jobs – one for each application.</li> <li>■ See project assumptions.</li> </ul>
<b>CITY OF MCCLEARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>■ See Roles &amp; Responsibilities</li> <li>■ Provide Retention Requirements for each document type</li> <li>■ Sign Deliverable Acceptance</li> </ul>
<b>RISKS</b>	<ul style="list-style-type: none"> <li>■ See project risks.</li> </ul>
<b>DELIVERABLE SCOPE</b>	The scope of this Deliverable is the development of three ILINX Content Store Applications configured with one Retention Management job per application

The scope of this project will deal with the creation on three ILINX Content Store Applications

- Creation of one (3) ILINX Content Store Applications:
  - Human Resource
  - Public Works
  - Administration
- Document Input - Scanning
  - Document Separation – Document scanning will be configured utilizing separator sheets. The scanner will have the option to use manual separation if desired.
  - Contribution of documents that are electronic at origination.
- Index Fields
  - Documented per application
- Creation of one (3) ILINX Export Retention Management Jobs
  - Ability to Purge Records after designated time.
  - One Retention Management Job per Content Store Application
- ImageSource Configures Security Groups
- ImageSource Configures Search Restrictions
- Alpha Testing by ImageSource
- Document Capture Tests
  - Scanning through Web Client
  - Electronic Input

- Document Indexing
  - Field Entry
  - Thumbnails
  - Document Functions
  - Page Functions
- Document Search
  - Metadata Criteria Search
  - Search Results Verification
- Document View
  - Document Retrieval
  - Viewer Functions
  - Built in Views
- Document Export
  - Export from Repository
  - Verification of Format
- Training
  - Computer Based Training (CBT) for both End User and Administrators.
  - Up to four (4) hours Administrator Training and four (4) hours End User Training
    - Training will include:
      - Software and solution overview
      - How to utilize the Search Capabilities for reporting requirements
      - Retention Management Configuration and user application
- Acceptance Testing by City of McCleary
- Rollout Support
  - Up to eight (8) hours onsite Rollout Support
- City of McCleary Deliverable Sign off

## CONFIGURE ILINX CONTENT STORE APPLICATIONS

### Human Resources

#### Index Fields

ILINX Content Store Index Fields (Human Resources)					
Field Name	Type	Length	Hidden	Required	Notes
Confidential Label	Text	12	False	False	Default - CONFIDENTIAL
Document Type	Picklist	n/a	False	True	
SSN	Integer	9	False	False	
LastName	Text	25	False	False	
FirstName	Text	15	False	False	
Date of Birth	Date	n/a	False	False	
Job Title	Picklist	n/a	False	False	
Exposure	Checkbox	n/a	False	True	True/False Default to False
DocumentDate	Date	n/a	False	False	
Date of Departure	Date	n/a	False	False	
Claim Close Date	Date	n/a	False	False	
RM_Tracking	Text	100	True	False	

**Pick List Definition**

The table below identifies the pick list(s) for fields in the HUMAN RESOURCE Content Store Application

Field Name	Values
DOCUMENT TYPE	<ul style="list-style-type: none"> <li>■ Applications</li> <li>■ Deferred Comp</li> <li>■ Department of Retirement</li> <li>■ Employment Security</li> <li>■ L&amp;I Claims</li> <li>■ OSHA Reports</li> <li>■ Personnel files</li> <li>■ Payroll</li> <li>■ Payroll Benefit</li> <li>■ Police Officers and Fire Fighters Injury Claims</li> <li>■ Quarterly Reports</li> <li>■ Time sheets</li> <li>■ Training</li> </ul>
JOB TITLE	<ul style="list-style-type: none"> <li>■ Clerk-Treasurer</li> <li>■ Councilmember</li> <li>■ Deputy Clerk</li> <li>■ Director of Public Works</li> <li>■ Groundman</li> <li>■ Lineman</li> <li>■ Line Equipment Operator</li> <li>■ Mayor</li> <li>■ Park Maintenance</li> <li>■ Police Chief</li> <li>■ Police Clerk</li> <li>■ Police Officer</li> <li>■ Public Facilities Manager</li> <li>■ Public Works Planning Assistant</li> <li>■ Senior Lineman</li> <li>■ Utility Accounts Manager</li> <li>■ Utility Maintenance I</li> <li>■ Utility Maintenance II</li> <li>■ Utility Maintenance III</li> <li>■ WWTP Manager</li> <li>■ WWTP Operator</li> </ul>

**Security Configurations**

The sections below define the security configurations to support the ILINX Content Store application Human Resource for this Deliverable.

**Active Directory Content Store User Groups**

The table below identifies all the MS Active Directory security groups being used for the imaging applications.

Group Name	Member (s)	General Description
ILINX_HR_VIEW	■	View only rights

Group Name	Member (s)	General Description
ILINX_HR_Modify	▪	View access, adding documents to the system and modifying index values for documents. Essentially full rights except Delete.
ILINX_HR_FULL	▪	Full Rights including Delete.
ILINX_HR_USERA	▪	
ILINX_HR_USERB	▪	
ILINX_HR_USERC	▪	
ILINX_HR_USERD	▪	
ILINX_HR_USERE	▪	
ILINX_HR_USERF	▪	
ILINX_HR_USERG	▪	
ILINX_HR_USERH	▪	
ILINX_HR_USERI	▪	
ILINX_HR_USERJ	▪	
ILINX_HR_USERK	▪	
ILINX_HR_USERL	▪	
ILINX_HR_USERM	▪	
ILINX_HR_USERN	▪	
ILINX_HR_USERO	▪	
ILINX_HR_USERP	▪	
ILINX_HR_USERQ	▪	
ILINX_HR_USERR	▪	
ILINX_HR_USERS	▪	
ILINX_HR_USERT	▪	
ILINX_HR_USERU	▪	
ILINX_HR_USERV	▪	
ILINX_HR_USERW	▪	
ILINX_HR_USERX	▪	
ILINX_HR_USERY	▪	
ILINX_HR_USERZ	▪	

### Application Security Schema Configurations

The table below defines the specific security schema configurations for the imaging application(s) in this Deliverable. The rights are assigned to the imaging applications using the Microsoft Active Directory user groups listed in this Deliverable.

Application Permission	ILINX_HR_View	ILINX_HR_Modify	ILINX_HR_Full	ILINX_HR_USER A-Z	SYSTEM ADMIN
Can search for documents	Yes	Yes	Yes	Yes	Yes
Can see restricted index fields	No	No	Yes	No	Yes
Can update index field values	No	Yes	Yes	No	Yes
Can print document	No	No	Yes	No	Yes
Can email or download document	No	No	Yes	No	Yes
Can rotate document	No	Yes	Yes	No	Yes
Can discard other user checkouts	No	No	Yes	No	Yes
Can see comments	No	Yes	Yes	No	Yes
Can add to comments	No	Yes	Yes	No	Yes
Can see/edit personal notes	No	No	Yes	No	Yes
Can export index values	No	No	Yes	No	Yes
Can hide all non-redaction annotations	No	Yes	Yes	No	Yes
Can access offline	No	No	Yes	No	Yes
Can check documents in and out	No	Yes	Yes	No	Yes
Can delete document	No	No	Yes	No	Yes
Can modify document	No	Yes	Yes	No	Yes
Can see capture	Yes*	Yes*	Yes*	Yes*	Yes
Can see scanner dialog	Yes*	Yes*	Yes*	Yes*	Yes
Can see all versions	Yes*	Yes*	Yes*	Yes*	Yes

### System Security Schema Configurations

The table below defines the specific security schema configurations for the system in this Deliverable. The rights are assigned to the imaging applications using the Microsoft Active Directory user groups listed in this Deliverable.

System Permission	ILINX_HR_View	ILINX_HR_Modify	ILINX_HR_Full	ILINX_HR_USER A-Z	SYSTEM ADMIN
Can modify repository	No	No	No	No	Yes
Can assign permissions	No	No	No	No	Yes

### Annotation Security Schema Configuration

The table below defines the specific security schema configurations for annotations of the imaging application(s) in this Deliverable. The rights are assigned to the imaging applications using the same Microsoft Active Directory user groups that were used for configuring rights to the imaging application.

APPLICATION Annotation PERMISSIONS	ILINX_HR_View	ILINX_HR_Modify	ILINX_HR_Full	ILINX_HR_USER A-Z	SYSTEM ADMIN
<b>REDACTION</b>					
Can hide	No	No	Yes	No	Yes
Can add	No	No	Yes	No	Yes
Can delete	No	No	Yes	No	Yes
<b>HIGHLIGHT</b>					
Can see	No	Yes	Yes	No	Yes
Can add	No	Yes	Yes	No	Yes
Can delete	No	Yes	Yes	No	Yes
<b>TEXT</b>					
Can see	No	Yes	Yes	No	Yes
Can add	No	Yes	Yes	No	Yes
Can delete	No	Yes	Yes	No	Yes
<b>LINE</b>					
Can see	No	Yes	Yes	No	Yes
Can add	No	Yes	Yes	No	Yes
Can delete	No	Yes	Yes	No	Yes

## Search Restrictions

The table below defines the specific security schema configurations for the restricted searches in this application. The rights are assigned using the Microsoft Active Directory user groups listed in this Deliverable.

And/or	Field	Operator	Value	Security Group
	FirstName	=	'Users First Name'	ILINX_HR_USER_A-Z
And	LastName	=	"Users Last Name"	

## Retention Management for Human Resource

- Configure Retention Management Profile for Deletion of documents
  - Creation of one (1) ILINX Export Retention Management Job
    - Ability to Purge Records based on the criteria outlined in the Retention Management spreadsheet – CityofMcCleary\_RetentionManagementRequirements\_3-17-21.xlsx
    - Table below outlines index field and retention years.
  - "Date of Departure", "Document Date" or "Claim Close Date" Index field will be used to determine the Deletion Date for the retention requirement.
  - Approval Process
    - Configure the deletion job to run weekly.
      - ImageSource will provide training on how to approve/disapprove the Retention Management job
    - List of documents set for deletion will present to Wendy Collins for approval prior to deletion.

## Retention Management Requirements by Document Type

Document Type	Index Date Field to Use for Retention Management	Retention Schedule
Personnel files	Date of Departure	6 years
Training	Date of Departure	6 years
Employee Medical and Exposure Records	Date of Departure	30 years
Time sheets	Date of Departure	60 years
Department of Retirement	Date of Departure	60 years
Police Officers and Fire Fighters injury claims	Date of Departure	60 years
Payroll	Document Date	6 years
Employment Security	Document Date	6 years



Applications	Document Date	4 years
Payroll Benefit	Document Date	4 years
Deferred Comp	Document Date	4 years
Quarterly Reports	Document Date	5 years
OSHA Reports	Document Date	5 years
L&I Claims	Claim Close Date	7 years

## Public Works

### Index Fields

ILINX Content Store Index Fields (Public Works)						
Field Name	Type	Length	Hidden	Required	Notes	
Document Type	Picklist	n/a	False	True		
Document Date	Date	n/a	False	False		
Project Date	Date	n/a	False	False		
Grant Number	Text	15	False	False		
Project Name	Text	25	False	False		
Contract Type	Text	n/a	False	False		
Funding Source	Text	n/a	False	False		
Contractors	Text	30	False	False		
Permit\Project Number	Text	25	False	False		
Parcel Number	Text	15	False	False		
First Name	Text	25	False	False		
Last Name	Text	25	False	False		
House Number	Text	10	False	False		
Street Name	Text	15	False	False		
Street Type	Text	15	False	False		
Description	Text	100	False	False		
RM_Tracking	Text	100	True	False		

### Pick List Definition

The table below identifies the pick list(s) for fields in the PUBLIC WORKS Content Store Application

Field Name	Values
DOCUMENT TYPE	<ul style="list-style-type: none"> <li>■ Address/ Parcel</li> <li>■ Certificate</li> <li>■ Claim for Damages.</li> <li>■ Construction-Related Document</li> <li>■ Contract</li> <li>■ Correspondence/Mailing</li> <li>■ Drawing/Plan/Map</li> <li>■ Grant</li> <li>■ Notice</li> <li>■ Plans</li> <li>■ Project</li> <li>■ Project Type</li> <li>■ Report</li> <li>■ Work Order</li> </ul>

### Security Configurations

The sections below define the security configurations to support the ILINX Content Store application PUBLIC WORKS for this Deliverable.

### Active Directory Content Store User Groups

The table below identifies all the MS Active Directory security groups being used for the Content Store application.

Group Name	Member (s)	General Description
ILINX_PW_VIEW	■	View only rights
ILINX_PW_MODIFY	■	View access, adding documents to the system and modifying index values for documents. Essentially full rights except Delete.
ILINX_PW_FULL	■	Full Rights including Delete.

### Application Security Schema Configurations

The table below defines the specific security schema configurations for the imaging application(s) in this Deliverable. The rights are assigned to the imaging applications using the Microsoft Active Directory user groups listed in this Deliverable.

Application Permission	ILINX_PW_View	ILINX_PW_Modify	ILINX_PW_Full	SYSTEM ADMIN
Can search for documents	Yes	Yes	Yes	Yes
Can see restricted index fields	No	No	Yes	Yes
Can update index field values	No	Yes	Yes	Yes

Application Permission	ILINX_PW_View	ILINX_PW_Modify	ILINX_PW_Full	SYSTEM ADMIN
Can print document	No	No	Yes	Yes
Can email or download document	No	No	Yes	Yes
Can rotate document	No	Yes	Yes	Yes
Can discard other user checkouts	No	No	Yes	Yes
Can see comments	No	Yes	Yes	Yes
Can add to comments	No	Yes	Yes	Yes
Can see/edit personal notes	No	No	Yes	Yes
Can export index values	No	No	Yes	Yes
Can hide all non-redaction annotations	No	Yes	Yes	Yes
Can access offline	No	No	Yes	Yes
Can check documents in and out	No	Yes	Yes	Yes
Can delete document	No	No	Yes	Yes
Can modify document	No	Yes	Yes	Yes
Can see capture	Yes*	Yes*	Yes*	Yes
Can see scanner dialog	Yes*	Yes*	Yes*	Yes
Can see all versions	Yes*	Yes*	Yes*	Yes

### System Security Schema Configurations

The table below defines the specific security schema configurations for the system in this Deliverable. The rights are assigned to the imaging applications using the Microsoft Active Directory user groups listed in this Deliverable.

System Permission	ILINX_PW_View	ILINX_PW_Modify	ILINX_PW_Full	SYSTEM ADMIN
Can modify repository	No	No	No	Yes
Can assign permissions	No	No	No	Yes

### Annotation Security Schema Configuration

The table below defines the specific security schema configurations for annotations of the imaging application(s) in this Deliverable. The rights are assigned to the imaging applications using the same Microsoft Active Directory user groups that were used for configuring rights to the imaging application.

APPLICATION Annotation PERMISSIONS	ILINX_PW_View	ILINX_PW_Modify	ILINX_PW_Full	SYSTEM ADMIN
<b>REDACTION</b>				
Can hide	No	No	Yes	Yes
Can add	No	No	Yes	Yes
Can delete	No	No	Yes	Yes
<b>HIGHLIGHT</b>				
Can see	No	Yes	Yes	Yes
Can add	No	Yes	Yes	Yes
Can delete	No	Yes	Yes	Yes
<b>TEXT</b>				
Can see	No	Yes	Yes	Yes
Can add	No	Yes	Yes	Yes
Can delete	No	Yes	Yes	Yes
<b>LINE</b>				
Can see	No	Yes	Yes	Yes
Can add	No	Yes	Yes	Yes
Can delete	No	Yes	Yes	Yes

### Search Restrictions

The table below defines the specific security schema configurations for the restricted searches in this application. The rights are assigned using the Microsoft Active Directory user groups listed in this Deliverable.

And/or	Field	Operator	Value	Security Group
N/A				<b>No Search Restrictions have been identified for this application</b>

### Retention Management for Public Works

- Configure Retention Management Profile for Deletion of documents
  - Creation of one (1) ILINX Export Retention Management Job
    - Ability to Purge Records based on the following criteria outlined in the Retention Management spreadsheet – CityofMcCleary\_RetentionManagementRequirements\_3-17-21.xlsx
    - Table below outlines index field and retention years.
  - “File Closing Date” and “Document Date” Index fields will be used to determine the Deletion Date for the retention requirement.
  - Approval Process
    - Configure these deletion jobs to run weekly
      - ImageSource will provide training on how to approve/disapprove the Retention Management job
    - List of documents set for deletion will present to Todd Baun for approval prior to deletion.
- A second Retention Management job will be required for Public Works Documents that have a requirement to go to Archives prior to destruction. This job will be accomplished at a later phase.

### Retention Management Requirements by Document Type

Document Type	Index Date Field to Use for Retention Management	Retention Schedule
Notice	File Closing Date	6 years
Certificate	File Closing Date	6 years
Claim for Damages	File Closing Date	6 years
Construction-Related Document	File Closing Date	6 years
Contract	File Closing Date	6 years
Work Order	File Closing Date	6 years
Project	File Closing Date	6 years
Project Type	File Closing Date	6 years
Correspondence/Mailing	Document Date	2 years
Address/ Parcel		No Retention – Retain Forever
Drawing/Plan/Map		No Retention – Retain Forever
Plans		No Retention – Retain Forever

## Retention Management Requirements – Requires Send to Archives prior to Destruction – Phase 2

The documents below will not be part of the first phase retention management. This requires a separate job and will be part of training or phase 2.

Document Type	Index Date Field to Use for Retention Management	Retention Schedule
Report	File Closing Date	6
Grant	File Closing Date	6

## Administration

### Index Fields

ILINX Content Store Index Fields (Administration)					
Field Name	Type	Length	Hidden	Required	Notes
Document Type	Picklist	n/a	False	True	
Document Date	Date	n/a	False	True	
Ordinance Number	Text	15	False	False	
Resolution Number	Text	15	False	False	
License Number	Text	15	False	False	
Organizational Body	Picklist	n/a	False	False	
Vendor Name (Determine what is needed for vendor/utility)	Text	25	False	False	Possible Database Lookup
Vendor Number	Text	15	False	False	Possible Database Lookup
Vendor Accounts Payable	Text	15	False	False	Possible Database Lookup
Utility Name	Text	25	False	False	Possible Database Lookup
Utility Number	Text	15	False	False	Possible Database Lookup
Utility Accounts Payable	Text	15	False	False	Possible Database Lookup
Description	Text	100	False	False	
RM_Tracking	Text	100	True	False	

- Vendor and Utility fields may utilize Database lookups. Will be determined during project if this is feasible.

### Pick List Definition

The table below identifies the pick list(s) for fields in the ADMINISTRATION Content Store Application

Field Name	Values
<b>DOCUMENT TYPE</b>	<ul style="list-style-type: none"> <li>■ Accounts Payable</li> <li>■ Agenda</li> <li>■ Annual Financial Report</li> <li>■ Building</li> <li>■ Cemetery</li> <li>■ Citizens Sign-up Sheet</li> <li>■ Code Enforcement</li> <li>■ Correspondence</li> <li>■ Environmental</li> <li>■ Hearings Examiner</li> <li>■ Inventory</li> <li>■ Legislation</li> <li>■ Levy and Bond</li> <li>■ License Application/Renewal</li> <li>■ Meeting Packet</li> <li>■ Minutes</li> <li>■ Ordinances</li> <li>■ Ordinance - Budget</li> <li>■ Parks</li> <li>■ Policy</li> <li>■ Resolution</li> <li>■ Surplus</li> <li>■ Taxes</li> <li>■ Training</li> <li>■ Utility Accounts</li> </ul>
<b>ORGANIZATIONAL BODY</b>	<ul style="list-style-type: none"> <li>■ City Council</li> <li>■ Committees</li> </ul>

### Security Configurations

The sections below define the security configurations to support the ILINX Content Store application ADMINISTRATION for this Deliverable.

### Active Directory Content Store User Groups

The table below identifies all the MS Active Directory security groups being used for the Content Store application.

Group Name	Member (s)	General Description
<b>ILINX_ADMIN_VIEW</b>	■	View only rights
<b>ILINX_ADMIN_MODIFY</b>	■	View access, adding documents to the system and modifying index values for documents. Essentially full rights except Delete.
<b>ILINX_ADMIN_FULL</b>	■	Full Rights including Delete.

### Application Security Schema Configurations

The table below defines the specific security schema configurations for the imaging application(s) in this Deliverable. The rights are assigned to the imaging applications using the Microsoft Active Directory user groups listed in this Deliverable.

Application Permission	ILINX_ADMIN_View	ILINX_ADMIN_Modify	ILINX_ADMIN_Full	SYSTEM ADMIN
Can search for documents	Yes	Yes	Yes	Yes
Can see restricted index fields	No	No	Yes	Yes
Can update index field values	No	Yes	Yes	Yes
Can print document	No	No	Yes	Yes
Can email or download document	No	No	Yes	Yes
Can rotate document	No	Yes	Yes	Yes
Can discard other user checkouts	No	No	Yes	Yes
Can see comments	No	Yes	Yes	Yes
Can add to comments	No	Yes	Yes	Yes
Can see/edit personal notes	No	No	Yes	Yes
Can export index values	No	No	Yes	Yes
Can hide all non-redaction annotations	No	Yes	Yes	Yes
Can access offline	No	No	Yes	Yes
Can check documents in and out	No	Yes	Yes	Yes
Can delete document	No	No	Yes	Yes
Can modify document	No	Yes	Yes	Yes



Application Permission	ILINX_ADMIN_View	ILINX_ADMIN_Modify	ILINX_ADMIN_Full	SYSTEM ADMIN
Can see capture	Yes*	Yes*	Yes*	Yes
Can see scanner dialog	Yes*	Yes*	Yes*	Yes
Can see all versions	Yes*	Yes*	Yes*	Yes

### System Security Schema Configurations

The table below defines the specific security schema configurations for the system in this Deliverable. The rights are assigned to the imaging applications using the Microsoft Active Directory user groups listed in this Deliverable.

System Permission	ILINX_ADMIN_View	ILINX_ADMIN_Modify	ILINX_ADMIN_Full	SYSTEM ADMIN
Can modify repository	No	No	No	Yes
Can assign permissions	No	No	No	Yes

### Annotation Security Schema Configuration

The table below defines the specific security schema configurations for annotations of the imaging application(s) in this Deliverable. The rights are assigned to the imaging applications using the same Microsoft Active Directory user groups that were used for configuring rights to the imaging application.

APPLICATION Annotation PERMISSIONS	ILINX_ADMIN_View	ILINX_ADMIN_Modify	ILINX_ADMIN_Full	SYSTEM ADMIN
<b>REDACTION</b>				
Can hide	No	No	Yes	Yes
Can add	No	No	Yes	Yes
Can delete	No	No	Yes	Yes
<b>HIGHLIGHT</b>				
Can see	No	Yes	Yes	Yes
Can add	No	Yes	Yes	Yes
Can delete	No	Yes	Yes	Yes
<b>TEXT</b>				
Can see	No	Yes	Yes	Yes
Can add	No	Yes	Yes	Yes
Can delete	No	Yes	Yes	Yes
<b>LINE</b>				
Can see	No	Yes	Yes	Yes

APPLICATION Annotation PERMISSIONS	ILINX_ADMIN_View	ILINX_ADMIN_Modify	ILINX_ADMIN_Full	SYSTEM ADMIN
Can add	No	Yes	Yes	Yes
Can delete	No	Yes	Yes	Yes

### Search Restrictions

The table below defines the specific security schema configurations for the restricted searches in this application. The rights are assigned using the Microsoft Active Directory user groups listed in this Deliverable.

And/or	Field	Operator	Value	Security Group
N/A				<b>No Search Restrictions have been identified for this application</b>

### Retention Management for Public Works

- Configure Retention Management Profile for Deletion of documents
  - Creation of one (1) ILINX Export Retention Management Job
    - Ability to Purge Records based on the following criteria outlined in the Retention Management spreadsheet – CityofMcCleary\_RetentionManagementRequirements\_3-17-21.xlsx
  - “File Closing Date”, “Document Date”, File Closing Date” Index field will be used to determine the Deletion Date for the retention requirement.
  - Approval Process
    - Configure these deletion jobs to run weekly
      - ImageSource will provide training on how to approve/disapprove the Retention Management job
    - List of documents set for deletion will present to Todd Baun and Wendy Collins for approval prior to deletion.
- A second Retention Management job will be required for Administration Documents that have a requirement to go to Archives prior to destruction. This job will be accomplished at a later phase.

### Retention Management Requirements by Document Type

Document Type	Index Date Field to Use for Retention Management	Retention Schedule
Code Enforcement	File Closing Date	6 years
Surplus	File Closing Date	6 years
License Application/Renewal	Document Date	10 years
Correspondence	Document Date	6 years
Accounts Payable	Document Date	6 years
Taxes	Document Date	6 years

Training	Document Date	6 years
Utility Accounts	Document Date	6 years
Resolution		No Retention – Retain Forever
Ordinances		No Retention – Retain Forever
Cemetery		No Retention – Retain Forever
Ordinance - Budget		No Retention – Retain Forever

**Retention Management Requirements – Requires Send to Archives Prior to Destruction – Phase 2**

The documents below will not be part of the first phase retention management. This requires a separate job and will be part of training or phase 2.

Document Type	Index Date Field to Use for Retention Management	Retention Schedule
Agenda	Document Date	6 years
Annual Financial Report	Document Date	3 years
Building	Document Date	10 years
Citizens Sign-up Sheet	Document Date	6 years
Inventory	Document Date	4 years
Meeting Packet	Document Date	6 years
Minutes	Document Date	6 years
Environmental	File Closing Date	10 years
Hearings Examiner	File Closing Date	6 years
Legislation	File Closing Date	3 years
Levy and Bond	File Closing Date	6 years
Parks	File Closing Date	6 years
Policy	File Closing Date	3 years

## HIGH-LEVEL PROJECT SCHEDULE FOR CITY OF MCCLEARY CONTENT STORE PROJECT

No.	Deliverable	Start Date	Target End date
1	Project Plan Creation for Court Order Replacement Project	2/11/21	3/26/21
2	Download ILINX Software	3/29/21	4/2/21
	Install ILINX Software	3/29/21	4/2/21
3	Creation of three ILINX Content Store Applications	4/5/21	4/9/21
	Configure Security Groups and Permissions	4/5/21	4/9/21
4	Creation of three ILINX Export Retention Management Jobs	4/12/21	4/16/21
4	Provide City of McCleary Team with access to Content Store CBT Training	4/12/21	4/16/21
5	Alpha Testing by ImageSource	4/19/21	4/23/21
6	WebEx Training on new applications for City of McCleary Staff	4/26/21	4/30/21
7	Acceptance testing by the City of McCleary	5/3/21	5/21/21
8	Clear out production environment of all test data	5/21/21	5/21/21
9	Go-Live and Roll-out Support	5/24/21	5/24/21

## PROJECT COST DETAILS

The tables below contain the project cost details associated with this project.

### COSTING AND BILLING NOTES

Services will be billed upon project plan and solution development completion and acceptance.

Required sales tax will be added to amounts for product and services.

### Project Cost Summary

The table below identifies billing deliverables included in this engagement.

Software Installation and Project Plan approval	\$14,300.00
Solution Development	\$10,340.00
<b>Totals</b>	<b>\$24,640.00</b>

**Billing Method:** *Deduct from ProSAM*  *Invoice Customer*

<b>Customer Purchase Order Number</b>	P20196384
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## PROJECT PLAN APPROVAL

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The City of McCleary certifies upon signing that this Project Plan has been reviewed and accepted and that it accurately reflects the goals, scope and totality of the project. It will serve as the base-line document for the Change Control process.

Brenda Orffer

\_\_\_\_\_  
City of McCleary  
(Authorized Person Name)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

Debbie Horton

\_\_\_\_\_  
ImageSource, Inc.  
(Authorized Person Name)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
TBD/TBD  
(DATE)

## PROJECT ACCEPTANCE

<b>Client Project</b>	<b>City of McCleary ILINX Content Management Project</b>
ImageSource has completed the ILINX Content Store Applications outlined in the Statement of Work above?	
ImageSource has completed the ILINX Retention Management Jobs outlined in the Statement of Work above?	

### Deficiencies

If any of the tests result in a “No” response, list the deficiency in the space following.

The testing procedures listed for this deliverable have been completed and deemed successful.

Brenda Orffer

\_\_\_\_\_  
City of McCleary  
(Authorized Person Name)

\_\_\_\_\_  
(SIGNATURE)

TBD/TBD  
(DATE)

Debbie Horton

\_\_\_\_\_  
ImageSource, Inc.  
(Authorized Person Name)

\_\_\_\_\_  
(SIGNATURE)

TBD/TBD  
(DATE)

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ADOPTING THE AMENDED AND  
RESTATED INTERLOCAL AGREEMENT OF THE  
SOUTHWEST WASHINGTON REGIONAL  
TRANSPORTATION PLANNING ORGANIZATION**

**R E C I T A L S:**

WHEREAS, the Southwest Washington Regional Transportation Planning Organization (herein referred to as "SWRTPO") was voluntarily established by interlocal agreement December 1, 1990 and amended March 14, 1992 as a joint policy board pursuant to Revised Code of Washington (RCW) 39.34 and met the requirements of such in accordance with RCW 47.80.040 and Washington Administrative Code (WAC) 468-86-070; and

WHEREAS, the Counties are organized as counties pursuant to RCW Title 36 and the boundaries of each county are as defined in RCW 36.04.080 and .350, respectively, and are authorized to engage in transportation planning pursuant to 36.53, 36.54 and 36.73 to 36.89; and

WHEREAS, the Cities are organized as cities and towns pursuant to RCW Title 35 and 35A and are authorized to engage in transportation planning pursuant to 35.68 to 35.79; and

WHEREAS, the Cowlitz-Wahkiakum Council of Governments (CWCOG) formed in accordance with RCW 36.64.080 through RCW 36.64.110, was designated as the Metropolitan

Planning Organization (MPO) of the Longview-Kelso Urbanized Area by the Governor of the State of Washington January 11, 1982; and

WHEREAS, RCW 47.80.020 states that the regional transportation planning organization is the same as the metropolitan planning organization designated for federal transportation planning purposes; and

WHEREAS, the parties as stated hereto have the authority to enter into interlocal agreements under Ch. 39.34 RCW; and

WHEREAS, the SWRTPO board did so direct the Cowlitz-Wahkiakum Council of Governments, as lead agency, to amend and update the interlocal agreement to align with current required federal and state regulations and requirements;

WHEREAS, the SWRTPO board has reiterated their dedication to upholding the responsibilities of a regional transportation planning organization as outlined in RCW 36.70A.210, 47.80.011, 47.80.023 and WAC 468.86.020 and other such duties as assigned by Washington State Department of Transportation, state legislature or the SWRTPO board.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY, THE MAYOR SIGNING IN AUTHENTICATION THEREOF:

SECTION I: That the City of McCleary does hereby reiterate their support of the SWRTPO and does so by approval of the Amended and Restated SWRTPO Interlocal Agreement.



PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021, by the City Council of the City of McCleary, and signed in authentication thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

CITY OF McCLEARY:

\_\_\_\_\_  
BRENDA ORFFER, Mayor

ATTEST:

\_\_\_\_\_  
WENDY COLLINS, Clerk-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
CHRISTOPHER JOHN COKER, City Attorney

**RESOLUTION - 4**

**CITY OF McCLEARY  
100 SOUTH 3RD STREET  
McCLEARY, WASHINGTON 98557**