



McCleary City Council Agenda

March 8th, 2017 6:30 PM

Flag Salute

Roll Call: ___ Pos. 1- Orffer, ___ Pos. 2-Richey , ___ Pos. 3- Peterson, ___ Pos. 4- Blankenship, ___ Pos. 5- Ator

Presentation

Public Hearing

Amend MMC Zoning Code

Mayor Comments

Workshop March 15th, Committees

Public Comment

Executive Session

Minutes

Tab A

Introduction **X** Action **X**

Approval of Vouchers

Introduction **X** Action **X**

Staff Reports

Tab B Dan Glenn

Tab C Todd Baun

Tab C1 Staff Reports

Old Business

Tab D Amend MMC Zoning Code

Tab E Non Conforming Use and Structures

New Business

Tab F Small and Attractive Items

Tab G Lot Rental with Ceccanti

Tab H Large Document Scanner

Tab I Police Dept. Copier Contract

Tab J Police Department Surplus Items

Tab K Meeting Schedule for 2017

Tab L Police Interlocal with WA DOC

Ordinances

Tab M Zoning Code Amendment

Tab N Non Conforming Use and Structures

Resolutions

Tab O Small and Attractive Item Policy

Tab P Police Surplus

Mayor Council Comments

Public Comments

Executive Session

Adjournment or Recess Meeting

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 es un proveedor de igualdad de oportunidades y el empleador

CITY OF MCCLEARY
Regular City Council Meeting
Wednesday, February 22, 2017

ROLL CALL AND FLAG SALUTE Councilmembers Richey, Peterson, Blankenship, and Ator were in attendance.

ABSENT Councilmember Orffer was absent. **It was moved by Councilmember Blankenship, seconded by Councilmember Peterson to excuse Councilmember Orffer's absence. Motion Carried 4-0.**

STAFF PRESENT Present at the meeting were Todd Baun, Wendy Collins, Chief Blumer, Jon Hinton and Sharon English was in attendance for Dan Glenn.

PUBLIC HEARING None.

EXECUTIVE SESSION None.

MINUTES APPROVED **It was moved by Councilmember Peterson, seconded by Councilmember Richey to approve the minutes from the February 8, 2017 meeting. Motion Carried 4-0.**

VOUCHERS Accounts Payable checks approved were 42330 - 42396 including EFT's in the amount of \$231,462.89.

Payroll checks approved were 42174 - 42241 including EFT's in the amount of \$194,139.76.

It was moved by Councilmember Peterson, seconded by Councilmember Blankenship to approve the vouchers. Motion Carried 4-0.

MAYOR'S COMMENTS Mayor Schiller and Todd Baun met with Mr. Song, the owner of the industrial property that previously was purchased for a steel pipe plant. Mr. Song informed the City that he will not be building a pipe plant so Mayor Schiller is officially putting that rumor to rest.

PUBLIC COMMENT Jacob Simmons lives on W. Pine Street and reported he found someone on his deck in the middle of the night about two weeks ago. Last week his truck was broken into and he lost a few hundred dollars worth of items. Another neighbors vehicle was also broken into and had tools stolen. He had another neighbor chase someone away that was getting into his boat. Mr. Simmons found needles in his yard and is now asking what the Council is going to do about the ongoing drug problem from down his street. Mayor Schiller said he will call Mr. Simmons later to discuss in detail.

CITY ATTORNEY REPORT Dan Glenn provided a written report for the Council and is available to address any questions.

DIRECTOR OF PUBLIC WORKS REPORT Todd Baun has been researching and putting together grant applications for infrastructure projects and will be bringing them to Council for approval over the next few months.

Mr. Baun also attended an eight hour class that was hosted by FEMA. The Training was for rapid needs assessment after a disaster.

POLICE CHIEF BLUMER Chief Blumer asked Jacob Simmons to talk with him after the meeting to discuss the drug problem he and his neighbors are having.

FOP AMENDMENT The approved Fraternal Order of Police (FOP) contract had stated an officer may accrue vacation during the first year at 3.33 hours per month. This is not consistent with the other employees and Mayor Schiller asked the Council to consider authorizing it to be 8 hours of vacation accrual during the first year of employment. **It was moved by Councilmember Ator, seconded by Councilmember Blankenship to authorize the Mayor to sign the FOP amendment to change the first year of employment vacation accrual to 8 hours per month. Motion Carried 4-0.**

GRAVEL PURCHASE	The rock and gravel supplier the City uses is closing their pit and they are selling their rock at reduced prices. The City has space to store extra rock and Todd Baun is asking for authorization from the Council to purchase extra rock in advance to save money. The average cost per year has been \$5,100 for gravel and we can buy the same amount this year for approximately \$4,500. It was moved by Councilmember Ator, seconded by Councilmember Blankenship to authorize the City to purchase gravel at reduced price up to \$9,700 and if there are available funds, the Council authorizes an additional \$4,500 more. Motion Carried 4-0.
FINANCIAL POLICY AND MUNICIPAL CODE UPDATE WORKSHOP SCHEDULES	Todd Baun and Wendy Collins are working to create financial policies. When they started researching them, they discovered they both liked the same ones. They would like to set up a workshop for the Council to work on financial policies and to update parts of the Municipal Code. They also would like to discuss development incentives. The Council decided they would prefer to set one workshop and try to work on all topics. The Council workshop is set for 5 pm on Wednesday, March 15, 2017.
GRAY & OSBORNE WWTP SLUDGE ANALYSIS	The City has had bio solid truckloads fail testing for high fecal counts in 2016. The Department of Ecology had indicated that the City's current method of sending sludge to a landfill is only approved on a temporary basis and must be replaced by a plan to produce class B bio solids by January 2017. The City has been exploring alternatives that would resolve the issue and be cost effective to the City. Gray & Osborne can help in evaluating the alternatives to resolve the bio solids handling issue and provide a recommendation that is both cost effective for the City and acceptable to Ecology as a long-term solution. It was moved by Councilmember Ator, seconded by Councilmember Peterson to authorize Gray & Osborne to perform engineering services scope and estimate cost for the wastewater treatment plant sludge handling alternative evaluation for \$6,000. Motion Carried 4-0.
ITRON MAINTENANCE AGREEMENT	The Itron agreement for our meter reading equipment includes maintaining and keeping in good working order the handheld meter reading equipment, docks, mobile collector unit and associated software, including technical support as necessary. Itron continues to provide quality products and respectable service. It was moved by Councilmember Ator, seconded by Councilmember Blankenship to authorize the Mayor to sign the Itron Maintenance Agreement and the Indirect Sales Agreement. Motion Carried 4-0.
SUPPLEMENT BUDGET ORDINANCE 829	The Wildcat lift station project was budgeted in the 2016 budget. The project was completed in December 2016 and the City did not accept the project as complete until the January 25, 2017 Council Meeting. The payment was \$156,088.94, which was not budgeted for in the 2017 budget, causing a shortage in the Sewer Fund. The fund is very tight so Mr. Baun also requested \$60,000 to be transferred from the Sewer Reserve Fund to the Sewer Fund in case the City needs it later in the year. It was moved by Councilmember Ator, seconded by Councilmember Peterson to adopt Ordinance 829 ADOPTING A SUPPLEMENTAL BUDGET FOR THE CALENDAR YEAR 2017; AMENDING ORDINANCE 827 AS TO A PARTICULAR ELEMENT; AND DECLARING AN EMERGENCY. Roll Call taken in the affirmative. Ordinance Adopted 4-0.
CONNECTION FEE RESOLUTION 699	It was moved by Councilmember Ator, seconded by Councilmember Blankenship to adopt Resolution 699 RELATING TO PUBLIC SERVICES; SUSPENDING THE APPLICATION OF SECTION IV; RESOLUTION 686 AS THE ANNUAL MODIFICATION OF THE FEES IN RELATION TO CONNECTION TO THE CITY'S UTILITY SYSTEMS; AND PROVIDING FOR EFFECTIVE DATES. Motion Carried 4-0.
PUBLIC COMMENT	Mayor Schiller invited anyone that is interested to attend a meeting he has with the Grays Harbor Council of Governments on Friday, February 24th at 10:00am to talk about the 3rd Sue Portschey wants to know why there are not any speed limit signs on the street behind the park from Mommsen to Beck street. Mayor Schiller said the City will look into it.
MEETING ADJOURNED	It was moved by Councilmember Ator, seconded by Councilmember Peterson to adjourn the meeting at 7:25 pm. The next meeting will be Wednesday, March 8th, 2017 at 6:30 pm. Motion Carried 4-0.

Approved by Mayor Brent Schiller and Clerk-Treasurer Wendy Collins.

MEMORANDUM

TO: MAYOR AND CITY COUNCIL, City of McCleary
FROM: DANIEL O. GLENN, City Attorney
DATE: March 2, 2017
RE: LEGAL ACTIVITIES as of MARCH 8, 2017

THIS DOCUMENT is prepared by the City Attorney for utilization by the City of McCleary and its elected officials and is subject to the attorney-client privileges to the extent not inconsistent with laws relating to public disclosure.

1. **INVENTORY POLICY RESOLUTION**: During the last audit, the SAO recommended that the City adopt a policy in terms of maintaining a "tracking record" a/k/a inventory policy as to items which do not necessarily have a large value. The same recommendation was made to one of the other cities with which I have the opportunity to work. As a result of that recommendation, I prepared and the Council adopted such a resolution. I have provided Wendy and Todd with a morphed version of that resolution which has the goals of keeping it simple, but also meeting the standards. It is my understanding that they are comfortable with the draft and will be recommending its adoption.

2. **ZONING CODE ORDINANCE**: As a result of Mr. Aaland's recommendations, which were previously provided, you have for your review and consideration two drafts of an ordinance implementing his recommendations.

A. **12-08-16 Draft**: If you act upon this draft, it will amend the definitional section of the Zoning Code by clarifying the meaning of the term "hospital" and adding a definition of the term "residential treatment facility." The clarification of these terms is made relevant in light of the fact that apparently a representative of a firm considering the establishment of a residential treatment facility will be making a presentation to you this evening.

B. 02-23-17 Draft: I prepared this draft after receiving Mr. Aaland's recommendation that the conditional use time frames be reviewed and acted upon. As part of that clarification, I have included the distinctions made more relevant as the result of his indication that the time periods during which a non-conforming use which has been abandoned remains subject to reactivation are inconsistent with the Comprehensive Plan and also draw no distinction between residential and non-residential uses. As you will note, I have left the period for each blank so that you may decide how long you would like it to be.

I would note that, in many cities, there is a blanket term of one year after discontinuance. However, other cities do allow a longer term for discontinuance of residential uses.

Neither draft can deal with two issues, the inconsistency with the Comprehensive Plan and in what zone the residential treatment facility, hereafter RTF for ease of reference, would be allowed as a permitted and/or conditional use. Under our Code and the provisions of RCW 35A.63, the state law applicable to planning by Code cities, those matters will require referral to the Hearing Examiner after you decide how you would like the issues considered.

A. I would suggest the Comprehensive Plan be modified to reflect the period would be the same as may from time to time be authorized by the Zoning Code.

B. As to the zoning matter for the RTF use, that is something I am certain you will wish to consider carefully after receiving the information giving all a better understanding of the nature of such a sue.

3. CECCANTI COMPANY PROPERTY LEASE: Todd has asked that I prepare a lease involving the use of the old Theater property which the City owns due to the cost of cleaning up the burned down building. As of this time, my understanding is that the anticipated period of use will be 2.5 years, that the rental amount will be \$250.00 per month, and that the authorized fundamental use will be as the operational headquarters of the contractor which will be doing the project for the Department of Transportation.

Given its central location, we wish to make certain very clearly the extent to which uses, such as storage of items, are allowed. Also, the necessary security provisions such as whether or not a fence surrounding the site for safety purposes is appropriate given the likelihood of storage of items, whether of value or attractive to those who would enter upon the site to

play. Todd will be confirming the necessary details, including those issues. I anticipate having a draft lease agreement for your consideration prior to the meeting.

4. GENERAL MATTERS: What follows are non-legal comments or suggestions. One is provided to make certain that my drafting protocol is understood and the other an operational suggestion.

A. Draft Formatting: At the last meeting there was discussion about how to make certain that you can quickly and with certainty identify changes in draft documents. Well, the practice I use is based upon the practice utilized during the three legislative sessions long ago when I served as counsel for one of the two House Caucuses. The process utilized in draft ordinances which are making changes to existing language is the same procedure which is still used today in relation to amending statutes. The process, as you have noticed is that something [~~which is being deleted is surrounded by brackets and stricken through~~] while something which is being added is underlined. If it is an entirely new ordinance or, if an entirely new section is being added, it is kept clean with neither of those distinctive characteristics.

B. Process: I am a strong believer in elected officials having adequate time to fully evaluate a matter being considered before taking action upon it.

1. Committee Creation: While a matter may be on the agenda, unless the Council and Mayor feel it timely to take action, obviously the discretion is with the six of you to delay the action until you are satisfied you understand the matters being presented. Currently, I am certain you concur that having a Finance Committee has been an effective tool. As I believe I may have mentioned in a prior Report, I would suggest that you consider creating two additional Council Committees. One committee could be constituted as the Public Works Committee and have within its jurisdiction such matters as come within the jurisdiction of Mr. Baun's and Mr. Nott's departments. (Planning, normal public works, electrical, etc.) The other could be denominated Public Safety and have within its jurisdiction both police and fire department matters.

Both would have the opportunity to review in advance requests being made by the departments and also any ordinances affecting the code sections relating to their jurisdictional areas. While the committees, as the Finance Committee does, would make recommendations, the final decision would remain with the entire Council.

2. Questions/Concerns On Matters: As I believe some of you are aware, I seek to make myself available to answer questions pretty much on a continuing basis thanks to the internet, telephone, or, when desired, personal meeting. So, as noted at the bottom of every Report if you have questions, suggestions or concerns on a matter, feel free to tender them to me. My goal through that process is to respond to a Council Member's question, concerns or suggestions in advance of a Council Meeting so as to not delay consideration then have delay while I research an issue or provide an answer to a question or concern.

As always, this is not meant to be all inclusive. If you have any questions or comments, please direct them to me.

DG/le

STAFF REPORT

To: Mayor Schiller
From: Todd Baun, Director of Public Works
Date: March 3, 2017
Re: Current Non-Agenda Activity

CERB Presentation

We have a presentation scheduled for our CERB grant on March 16th. This is a grant for the McCleary Comprehensive Plan.

WWTP Update

We have been working extremely hard on finding a solution for our issue at the Waste Water Treatment Plant. Kevin and Jon have change a process and taken advice from G&O and Dept. of Ecology and have gotten good test results. Our last test we ran last week came in at 43,700 and we needed to be under 2,000,000. That is a good result and will be testing again next week to make sure the new process is working correctly. We will have another round of test results for the next council meeting.

City Of McCleary Police Chief Report: Chief Steve Blumer
 Reporting Officer: Chief Blumer
 Month Of February
 2017
 City Mayor: Brent Schiller



City Council Members:
 Position 1: Brenda Orffer
 Position 2: Dustin Richey
 Position 3: Larry Peterson
 Position 4: Ben Blankenship
 Position 5: Pam Ator

Violent & Property Crimes

Murder	
Rape	1
Aggravated Assault	
Robbery	
Harassment / Domestic	9
Theft	3
Trespass	2
Stalking	
Found Property	2
Warrant Arrest	2
Burglary	

TOTAL 19

Other Emergent Calls

FIRE	
Suicide	
Missing Person	
Disorderly Conduct	
Drug Incidents	2
Man Down	

TOTAL 2

Total Calls For The Month 124

Traffic Stops and Violations

DUI	2
Accident	4
Stolen Vehicle	1
Abandon Vehicle	
Parking Enforcement	1
Motorist Assist	2
Fatal Accident	
Subject Stop	
Traffic Stop	53

TOTAL 63

Other Non Emergent Calls

Noises Complaints	
Code Enforcement	3
Agency Assist	19
Police Referral	
Citizen Assist	4
Suspicious	8
Juvenile	
Welfare Check	4
Other	2
Court Order	

TOTAL 40

Calls In City Limits 105

Overtime Hours 0

Two Men Arrested For Distributing Marijuana To Children In McCleary

By KXRO News | Feb 28, 12:37 PM



Two men have been arrested after giving marijuana to children in McCleary.

The Grays Harbor Sheriff's Office tells KXRO that on January 25th, deputies were called to the McCleary School after school officials received information that students were using drugs at a house in the McCleary area.

According to the Sheriff's Office a concerned parent reported that students were at a home on Mox Chehalis Road, smoking marijuana, and that the home owner was involved.

The Sheriff's Office says that they contacted several students between 11 to 14 years old who admitted to smoking marijuana at the home and said that the marijuana was given to them by the homeowner.

Sheriff's detectives served a search warrant on February 4th at the home, confiscating marijuana paraphernalia, yet very little marijuana was found.

According to the Sheriff's Office, deputies arrested the home owner, 50 year old Thomas P. Walker and he was booked into the Grays Harbor County Jail for Distribution of Narcotics to Minors

Walker has since been formally charged with that crime.

The Sheriff's Office says that during the investigation, they also learned that 37 year old Rian F. Keith from West Elma Hicklin Road outside of McCleary may also have been involved with the distribution of marijuana to minors.

They say that several minors, again between the ages of 11 to 14 years, stated the marijuana was obtained from Keith.

The Sheriff Office told KXRO that a number of the kids said that Keith was dealing marijuana out of his white limousine while in the City Limits of McCleary.

The Grays Harbor Sheriff's Office tells KXRO that on Friday, February 24th, deputies and detectives, along with the Drug Task Force, executed a search warrant at Keith's residence and several items were confiscated including marijuana, cash, and smoking devices.

Keith was arrested and booked into the Grays Harbor County Jail for Distribution of Narcotics to Minors.

Keith has also since been formally charged by the Grays Harbor County Prosecutor's Office.

Building and Planning Staff Report

To: Mayor and City Council

From: Paul Morrison

Date: March 1st, 2017

Re: February, Building and Planning Department activities.

New Permit Activities for February 2017

11 McCleary Road	Extend Sewer	Total Fee \$ 200.00
Cascade Natural Gas	Install new pipe	Total Fee \$ 130.00
11 McCleary Road	Extend Water	Total Fee \$ 2,177.67
Building Department Related Revenues	Total fees charged for February \$ 2,507.67	Total fees collected for February \$ 6,494.70

Permit Activity Totals

New Homes Permitted for 2017 0	All Permits Issued for 2017 9	Total Fees Charged for 2017 \$ 3,143.20
New Homes Permitted for 2016 24	All Permits Issued for 2016 170	Total Fees Charged for 2016 \$ 249,258.60
New Homes Permitted for 2015 2	All Permits Issued for 2015 52	Total Fees Charged for 2015 \$ 52,499.28
New Homes Permitted for 2014 3	All Permits Issued for 2014 89	Total Fees Charged for 2014 \$ 59,695.93
New Homes Permitted for 2013 3	All Permits Issued for 2013 79	Total Fees Charged for 2013 \$ 69,743.57
New Homes Permitted for 2012 6	All Permits Issued for 2012 97	Total Fees Charged for 2012 \$ 123,164.28
New Homes Permitted for 2011 1	All Permits Issued for 2011 37	Total Fees Charged for 2011 \$ 24,803.65

Building and Planning Staff Report

Nuisances for the Month of February

111 East Mommsen

- Storing vehicle on alley

119 East Cedar Street

- Debris piled in yard

Notice of Abatement Issued for the Month of February

None

Notice of Infractions Issued for the Month of February

None

Criminal Citations Issued for the Month of February

None

Resolved Municipal Code Violations for the Month of February

326 South 3rd Street (storing vehicle on street)

110 East Cedar Street (storing vehicle on street)

326 South 3rd Street (storing vehicle on alley)

111 East Mommsen (storing vehicle on alley)

There are several properties that have contacted me and I am currently working with them to comply.
There are several that have yet to contact me or comply.

City of McCleary Hearing Examiner
Report and Recommendation

Summary of Application: Amend the McCleary Municipal Code (MMC) to:

- Add a definition of “residential treatment facility”;
- Change the current definition of “hospital”; and
- Reduce the current time that a legal nonconforming use may continue before being discontinued from 4 years to 1 year. [MMC 17.36.020 (D)]

Applicant: City of McCleary
 100 South 3rd Street
 McCleary, WA 98557

SUMMARY OF RECOMMENDATION: Adopt the recommended changes to the MMC for “hospital” and “residential treatment facility”, but further discussion by the City Council is needed regarding the change in time frame for non-conforming uses.

SUMMARY OF RECORD:

Public Hearing:

A public hearing was conducted at 1:30 p.m. on January 24, 2017 at McCleary City Hall. Present for the city were Neil Aaland, Hearing Examiner and Todd Baun, Public Works Director. The Examiner summarized the proposal for the record, including the purpose of the hearing and how the hearing process works. No letters have been received from the public.

Todd Baun summarized the staff report.

Bob Pringle asked about the purpose of the proposal. Todd explained the current definition of “hospital” is vague. The city has heard there might be a proposal coming to the city, so the council wants to be sure the definition is specific. Mr. Pringle thinks this may be premature.

Mike Benz wonders about reducing the four years for nonconforming uses to one, He wonders about the benefit to the city for having this type of facility. He does not believe it will increase local employment, thinks it is premature He also thinks there is asbestos in the building that housed the old Mark Reed hospital. He lives across the street.

Kat Dulles has concerns about the type of mental concerns that would be addressed. She thinks it would probably be more of a paid private entity, and thinks that should be explained. A group home would be fine, but not if people are in lock down. It would be good to clarify the intended use and what kind of people would be treated.

Cassie Vicencia is concerned about safety. She wonders what this will do to resale opportunities for nearby homes.

Helen Hamilton is concerned about safety and property values. She thought the building was unsafe when it was decided to move the hospital to Elma. Todd Baun explained these changes add city oversight. Right now, the city does not have a definition for residential treatment facility, and the definition of hospital is inadequate. These revisions will allow the city to designate where facilities should be allowed.

The written comments of city staff, together with the staff report and other supporting materials, are incorporated into the record of the hearing.

FINDINGS:

1. MCC Chapter 2.30 establishes the office of the Hearing Examiner and assigns certain responsibilities to the Examiner.
2. MCC Chapter 17.40.130 and ordinance #790 establishes the responsibility and authority of the Hearing Examiner to hear and make recommendations on matters assigned to him by the Mayor and the City Council.
3. The Mayor and the City Council have assigned to the Examiner the responsibility of conducting the required public hearing and making a recommendation to the City Council for a proposal to revise the MMC.
4. The Hearing Examiner conducted a public hearing for the proposal on January 24, 2017.
5. City staff have provided an affidavit of publication advertising the public hearing in the January 12th and January 19th, 2017 issues of the paper of record, the Montesano Vidette.
6. Section 17.40.140 of the MCC stipulates the procedure for amending the zoning ordinance. Section A states:

“The City Council may amend the text of the zoning ordinance, including the city of McCleary zoning map, whenever public necessity, convenience, or general welfare require such action and the proposed amendment is consistent with the city of McCleary comprehensive land use plan in accordance with RCW 35.A.63.105.

7. The McCleary Comprehensive Plan contains the following statement regarding non-conforming uses in Residential zones:

“Residential uses that are nonconforming in zoning districts shall have the right to maintain, improve, or expand their properties. If a property owner removes a nonconforming residence, s/he has up to three years to replace it with a new one.

After this time, the future use on the parcel must be conforming to the zoning district.¹

8. People attending the public hearing testified about their concerns regarding specific proposals that may occur, primarily focused around the old Mark Reed hospital site.
9. City staff recommends approval of the proposal.
10. The State Environmental Policy Act (SEPA) requires a threshold determination to be made for revisions to the comprehensive plan and the UDC. A Determination of Non-Significance (DNS) was issued on December 20, 2016. As allowed under WAC 197-11-340 (2), no comment period was provided.

CONCLUSIONS:

1. The proposed revisions are not about specific proposals, but are about revising the city code to address potential facilities in the future. The city will be better able to review such proposals if these provisions are adopted.
2. A threshold determination has been properly issued under SEPA. No significant adverse environmental impacts were identified.
3. The revised definition of “hospital” and the new definition of “residential treatment facility” are consistent with the McCleary Comprehensive Plan (as required by MCC 17.40.130 (A)).
4. The proposed revised time frame for non-conforming uses is consistent with the McCleary Comprehensive Plan for all land uses except residential uses in all zones. The comprehensive plan provides a three-year time frame for such residential uses. Per RCW 35A.63.105, development regulations “shall not be inconsistent” with the comprehensive plan.

The city has several options, including:

- a. Adopt the proposed revisions for all uses except residential, and keep the current time period for residential uses. This would result in two different time frames for non-conforming uses. The Examiner notes that the current time period of four years is also not consistent with the comprehensive plan requirement of three years.
- b. Amend the Comprehensive Plan to revise the language governing timeframes for non-conforming uses in residential zones. The Examiner notes that it is unusual to have language this specific (the three-year specification for residential uses) in a comprehensive plan; the comprehensive plan is intended to serve as a general policy document.

¹ Comprehensive Land Use Plan, Land Use Element, Page 13

5. The changes to the MCC are otherwise supported by the record except as noted above.

RECOMMENDATION:

The revised definition of “hospital” and the new definition of “residential treatment facility” should be adopted by the City Council. The Council needs to consider how to address the issue of time limits for non-conforming uses as discussed above.

NOTICE TO APPLICANTS AND INTERESTED PARTIES:

Under section 2.30.090 of the McCleary Municipal Code, the decision of the examiner shall be final and conclusive, as to any further action or appeal as to those matters in which the examiner's decision is in fact passed on to the mayor and council as a recommendation, on the twenty-first day after the date of the decision. Since this is a recommendation and not a final decision, there is no appeal provided.

This report is the recommendation of the Hearing Examiner to the McCleary City Council. The council may approve, reject or modify this recommendation. Interested parties should contact the Clerk-Treasurer concerning action by the City Council.

Dated this 6th day of February, 2017



Neil L. Aaland, AICP
McCleary Hearing Examiner

STAFF REPORT

To: Mayor Schiller
From: Todd Baun., Director of Public Works
Date: March 3, 2017
Re: Zoning Amendment

Our Hearing Examiner, Neil Aaland, conducted a required public hearing, on January 24th at 1:30 pm. This hearing was conducted at Councils request for the Zoning Ordinance Amendment change at the 12-14-2016 Council Meeting.

Attached you will find the report provided by Mr. Aaland and the associated recommendation. A copy of the staff report provided to Mr. Aaland is also included. To summarize, the recommendation is as follows:

Amend the McCleary Municipal Code (MMC) to:

- *Add a definition of "residential treatment facility";*
- *Change the current definition of "hospital"; and*
- *Reduce the current time that a legal nonconforming use may continue being discontinued from 4 years to 1 year. [MMC 17.36.020 (D)]*

Action Requested:

Please discuss and give recommendations to Mr. Glenn to prepare the appropriate ordinance to incorporate the recommended revision.



City of McCleary
Home of the McCleary Bear Festival

100 South 3rd Street, McCleary, WA 98557 • 360.495.3667(phone) 360.495.3097(fax) CityofMcCleary.com

STAFF REPORT

To: Neil Aaland, Hearing Examiner
From: Todd Baun, Director of Public Works
Date: December 30, 2016
Re: Zoning Amendment- Residential Treatment Facility add, Hospital definition change, non-conforming use time review

Attached you will find the McCleary City Council meeting minutes, from 12-14-2016, suggesting a minor change to the existing zoning ordinance. The basic premise of the request is to add the definition of “Residential Treatment Facility”, and change the current definition of “Hospital” in MMC 17.12. The final minor change is to change MMC 17.36.020 (D). The change would reduce legal time a nonconforming use that is discontinued. Currently it is 4 years or more and McCleary City Council would like to reduce the time to 1 year or more.

The R-1 district, also called the Single Family Residential district is shown on the attached zoning map. This district is bisected by State Route 108 and 3rd Street. Both State Route 108 and 3rd Street are identified in the Comprehensive Land Use Plan as “City Arterials”, thus indicating a large volume of traffic uses these facilities. These streets are the main thoroughfare into and out of the City.

The purpose of the R-1 zoning district is found in McCleary Municipal Code (MMC) Section 17.16.040(A):

“The single-family residential (R-1) district provides for uses, structures, and activities compatible with neighborhoods consisting predominately of single-family dwelling units and designated manufactured homes.”

The language found in the MMC is a condensed model of the language found in the 2002 Comprehensive Land Use Plan, which is as follows:

*“Single-Family Residential (R-1) District. The R-1 District preserves the small city qualities enjoyed by city residents by limiting development to a minimum lot size of 7,500 square feet.
Examples of other compatible uses eligible for conditional uses permits in the R-1 District may include: bed and breakfast inns, home businesses, parks, schools, churches, and other public and semipublic uses as long as such uses will not*

Staff Report

Mr. Neil Aaland

December 30, 2016

Zoning Amendment- Residential Treatment Facility add, Hospital definition change, non-conforming use time review.

create a significant traffic or parking problem, noise or light pollution, and water and sewer facilities are capable of supporting such development.

When reviewing the language in the Municipal Code, which was adopted in 2004, as well as the 2002 Comprehensive Plan, the request to include “Residential Treatment Facility” in the definition seems to blend with the term “Hospital” used in both documents. The Washington State Department of Health definition states:

Residential treatment facilities (RTF) are licensed, community-based facilities that provide 24-hour inpatient care for people with mental health and/or chemical dependency disorders in a residential treatment setting.

WAC 246-337-005 defines it as: *"Residential treatment facility" or "RTF" means a facility for purposes of evaluation and treatment or evaluation and referral of any individual with a chemical dependency or mental disorder.*

The existing zoning definitions include a “Hospital”, which is permitted in the Downtown Commercial district (C-1) and General Commercial district (C-2), but requires a conditional use permit to be allowed in the Single Family Residential (R-1), Multi-Family Residential (R-2), Manufactured Home Park (R-3) and Industrial (I) districts. The MMC definition of “Hospital” is as follows:

"Hospital" means an institution specialized in giving clinical, temporary, and emergency services of a medical or surgical nature to human patients and injured persons, and licensed by state law to provide facilities in surgery, obstetrics, and general medical practice.

An important item to consider is that Mark Reed Hospital, Mark Reed Medical Clinic, and Black Hills Family Medical were previously in place in the R-1 district for many years. Mark Reed Hospital from 1956 until 2016. The hospital was used regularly in the R-1 district since well before the 2002 Comprehensive Plan until its closure in 2016.

The second item to consider is updating the above, existing definition of “Hospital” to the definition in RCW 70.41.020:

(7) "Hospital" means any institution, place, building, or agency which provides accommodations, facilities and services over a continuous period of twenty-four hours or more, for observation, diagnosis, or care, of two or more individuals not related to the operator who are suffering from illness, injury, deformity, or abnormality, or from any other condition for which obstetrical, medical, or surgical services would be appropriate for care or diagnosis. "Hospital" as used in this chapter does not include hotels, or similar places furnishing only food and lodging, or simply domiciliary care; nor does it include clinics, or physician's offices where patients are not regularly kept as bed

Staff Report

Mr. Neil Aaland

December 30, 2016

Zoning Amendment- Residential Treatment Facility add, Hospital definition change, non-conforming use time review.

patients for twenty-four hours or more; nor does it include nursing homes, as defined and which come within the scope of chapter [18.51](#) RCW; nor does it include birthing centers, which come within the scope of chapter [18.46](#) RCW; nor does it include psychiatric hospitals, which come within the scope of chapter [71.12](#) RCW; nor any other hospital, or institution specifically intended for use in the diagnosis and care of those suffering from mental illness, intellectual disability, convulsive disorders, or other abnormal mental condition. Furthermore, nothing in this chapter or the rules adopted pursuant thereto shall be construed as authorizing the supervision, regulation, or control of the remedial care or treatment of residents or patients in any hospital conducted for those who rely primarily upon treatment by prayer or spiritual means in accordance with the creed or tenets of any well recognized church or religious denominations.

The final item for consideration is to change MMC 17.36.020 (D). This is what MMC 17.36.020 (D) states: *If a nonconforming use is discontinued for four years or more, then that nonconforming use is no longer legal and subsequent uses and structures shall conform to this chapter.* The McCleary City Council would like to consider reducing the current language of the time of 4 years or more to 1 year or more. The Council feels that will be more consistent with other local cities approach to the discontinued use of nonconforming uses and structures.

Concerns / Safety Hazards / Mitigation Measures

As this is not a project action, safety hazards and mitigation measures have not been addressed, as these will be addressed during project actions.

Recommendation

After considering all of the above issues, staff is recommending that the requests of adding the definition of “Residential Treatment Facility”, updating the definition of “Hospital” and the minor change in MMC 17.36.020 (D) be considered by the Hearing Examiner and City Council for adoption.

Attachments:

1. City zoning map
2. SEPA Checklist
3. SEPA Decision

CITY OF MCCLEARY
Regular City Council Meeting
Wednesday, December 14, 2016

ROLL CALL AND FLAG SALUTE	Councilmembers Orffer, Richey, Peterson, Blankenship, and Ator were in attendance.
ABSENT	None.
STAFF PRESENT	Present at the meeting were Todd Baun, Wendy Collins, Chief Blumer, Officer Sample, Jon Hinton and Dan Glenn.
PUBLIC HEARING	None.
EXECUTIVE SESSION	At 6:30 pm Mayor Schiller called for an executive session to not exceed fifteen minutes to discuss the FOP Contract per RCW 42.30.140(4)(a). The executive session ended at 6:45 pm.
MINUTES APPROVED	It was moved by Councilmember Ator, seconded by Councilmember Peterson to approve the minutes from the November 9, 2016 meeting. Motion Carried 5-0.
VOUCHERS	Accounts Payable vouchers/checks approved were 41923 - 41991 including EFT's in the amount of \$155,322.19 and 41992 - 42038 in the amount of \$55,435.15. Payroll checks approved were 41896 - 41922 including EFT's in the amount of \$149,581.27. Bank reconciliation for November 2016. It was moved by Councilmember Orffer, seconded by Councilmember Ator to approve the vouchers. Motion Carried 5-0.
MAYOR'S COMMENTS	None.
PUBLIC COMMENT	None.
CITY ATTORNEY REPORT	Dan Glenn provided a written report for the Council and is available to address any questions.
DIRECTOR OF PUBLIC WORKS REPORT	Todd Baun provided information to the Council regarding a new long plat subdivision proposal located north of the City of McCleary on the Elma Hicklin Road in the SE Quarter of the NW Quarter of the NE Quarter of the SW Quarter of Section 2, Range 5 West, Township 18 North Grays Harbor County. Any comments or concerns are due December 22, 2016.
PROJECT OVERRUN AUTHORIZATION	Pease and Sons has substantially completed the Wildcat lift station project. There were a couple overruns and a couple underruns, which will bring them right at the bid amount. They had to cut out the old ladder runs to get the base in, and put in new steel ladders, and there was an extremely bad leak allowing ground water to enter in at the lift station. Those two things cost \$6,500. There was a bid item that was an underrun for \$5,000, making the difference \$1,500 for the total overrun. They need one more item to finish the job, which is a pump hoist, at a cost of \$1,500. There is money in the budget for it. It was moved by Councilmember Ator, seconded by Councilmember Orffer to authorize the \$1,500 cost for the pump hoist. Motion Carried 5-0.
POLICE CHIEF APPOINTMENT	Steven Blumer was hired on November 1, 2016 as the Interim Police Chief for the City of McCleary after Chief George Crumb retired. Mayor Schiller asked the Council to authorize the appointment of Mr. Blumer as the new Police Chief. It was moved by Councilmember Blankenship, seconded by Councilmember Richey to appoint Steven Blumer as the Police Chief of McCleary. Motion Carried 5-0. Wendy Collins swore Chief Blumer in after the appointment.

2017 ENGINEERING CONTRACT WITH GRAY & OSBORNE	The current contract between Gray & Osborne has expired. The City submitted a Request for Proposal for Engineering Services in October. The City received three responses and Todd Baun, along with four staff members, reviewed and scored each proposal and they all agreed Gray & Osborne was their top choice. The contract has a couple more changes and will be provided to the Council in January. It was moved by Councilmember Ator, seconded by Councilmember Richey to authorize the Mayor to sign the contract after agreeing with the minor changes with Gray & Osborne for 2017 engineering services. Motion Carried 5-0.
AMENDMENT NO.1 - GRAY & OSBORNE	Tabled until January 11, 2017 after the G & O contract has completed the minor changes and signed by the Mayor.
GREATER GRAYS HARBOR 2017 AGREEMENT	It was moved by Councilmember Orffer, seconded by Councilmember Blankenship to authorize the Mayor to sign the 2017 annual Greater Grays Harbor Municipal Services Agreement at a cost of \$1200.00. Motion Carried 5-0.
DEFINITION ADDED TO ZONING CODE	Todd Baun was approached by Councilmember Blankenship requesting to add the definition of residential treatment facility to our zoning code and to also add the definition of hospital to the zoning code. If it's the Council's pleasure, it can be sent to the Hearing Examiner. It was moved by Councilmember Ator, seconded by Councilmember Richey to refer the zoning definition change request to the Hearing Examiner on January 5, 2017. Motion Carried 5-0.
POLICE VEHICLE PURCHASE AUTHORIZATION	Chief Blumer and Councilmember Blankenship found a police car that was fully-equipped for police operations at a reasonable cost. It was moved by Councilmember Orffer, seconded by Councilmember Ator to approve the purchase of the 2012 Dodge Charger from the City of Lakewood in the amount of \$9,171.50, including tax. Motion Carried 5-0.
FRATERNAL ORDER OF POLICE CONTRACT	It was moved by Councilmember Orffer, seconded by Councilmember Blankenship to approve the 2017 FOP contract. Motion Carried 5-0.
RESOLUTION 692 LIGHT AND POWER RATES	It was moved by Councilmember Ator, seconded by Councilmember Peterson to adopt Resolution 692 relating to rates to be charged for electrical service, establishing effective dates, and repealing Resolution 666. Resolution Adopted 5-0.
RESOLUTION 693 SETTING FEES	It was moved by Councilmember Orffer, seconded by Councilmember Richey to adopt Resolution 693 relating to public utilities, setting fees to be charged in the event of the rejection of a payment received by the City, setting forth conditions in relation to the termination of services thereof, and repealing Resolution 223. Resolution Adopted 5-0.
RESOLUTION 694 DELEGATING AUTHORITY	It was moved by Councilmember Blankenship, seconded by Councilmember Ator to adopt Resolution 694 in the matter of delegating to the Mayor and Director of Public Works authority to legally bind the City of McCleary for the sole purpose of requesting Federal reimbursement of certain expenditures. Resolution Adopted 5-0.
PUBLIC COMMENT	Mayor Schiller took a moment to list all the projects and accomplishments each City department completed over the past year. The list was lengthy and Mayor Schiller wanted the public to know the impressive achievements by the City staff, which most residents are unaware of. He thanked all of the employees for their hard work and effort in keeping the City running. He stated that last week, the City had their exit meeting with the auditor and we received a clean and clear audit. Last year, we had a finding from the transfer of utility fund money and this year, we corrected the issue and received a clean bill of health. The Mayor gave special credit to Wendy Collins, Todd Baun, Lori Ann Hanson and Lindsay Blumberg for the great audit because, due to their effort, it was a major improvement from the past years. He said it felt good to sit with the auditor's and hear that we had such a completely clean audit. He closed by thanking the City Council for all of their hard work. He said they've had some heated debates but he believes that is what it's about. The Council worked together and accomplished a great deal this past year. Mayor Schiller wished everyone a Merry Christmas.
MEETING ADJOURNED	It was moved by Councilmember Ator, seconded by Councilmembers Richey and Peterson to adjourn the meeting at 7:27 pm. The Council canceled the meeting scheduled for December 28, 2016. The next meeting will be Wednesday, January 11th, 2016 at 6:30 pm. Motion Carried 5-0.

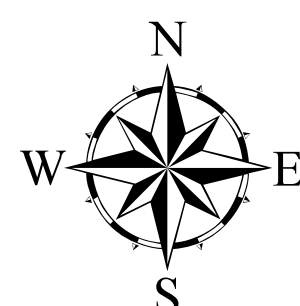
Approved by Mayor Brent Schiller and Clerk-Treasurer Wendy Collins.

CITY OF McCLEARY ZONING MAP

This is to certify that this map was adopted as the Official Zoning Map of the City of McCleary on August 9, 2006, by Ordinance Number 737, and amended February 11, 2009, by Ordinance Number 755 of the City of McCleary, State of Washington.

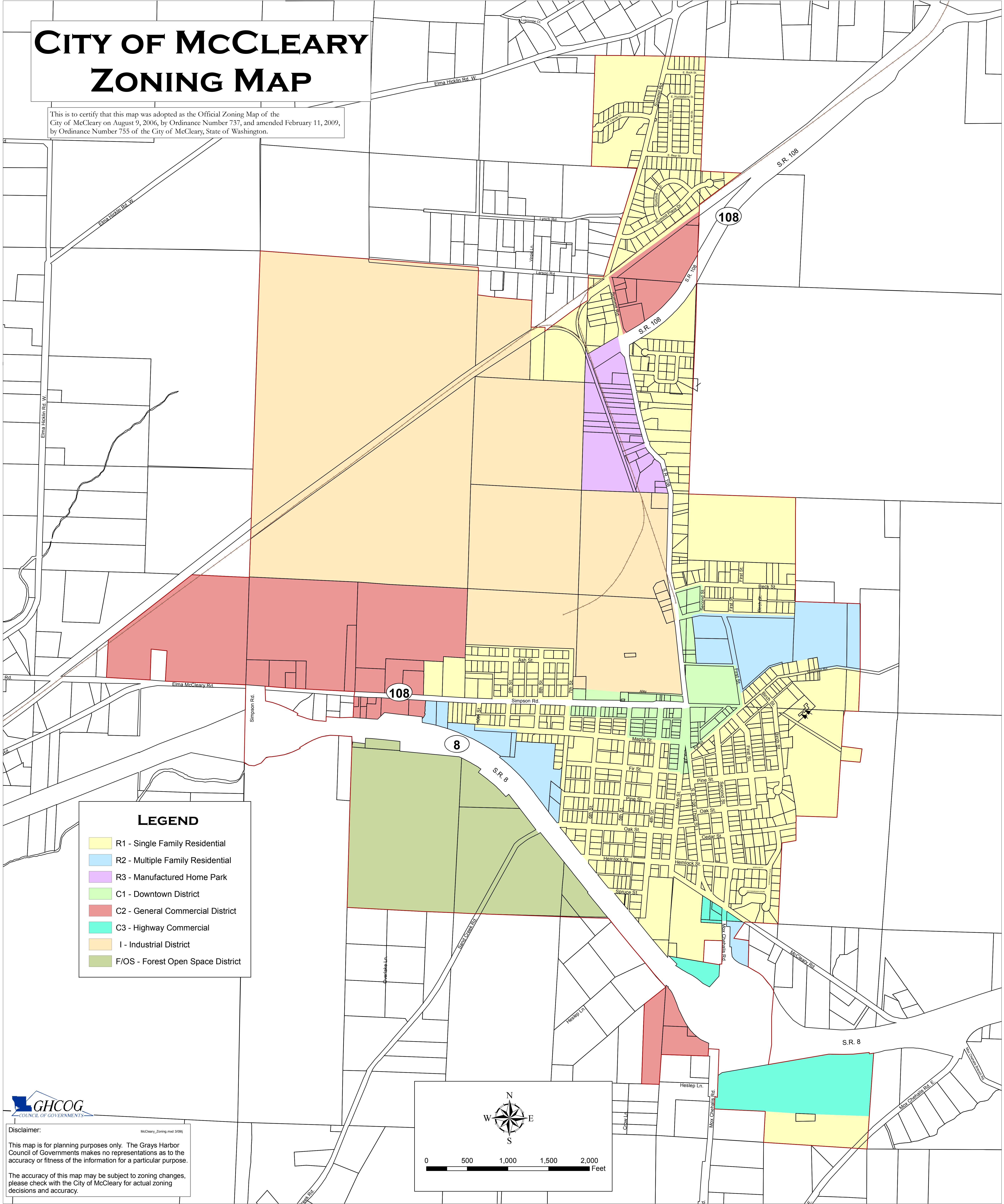
LEGEND

- R1 - Single Family Residential
- R2 - Multiple Family Residential
- R3 - Manufactured Home Park
- C1 - Downtown District
- C2 - General Commercial District
- C3 - Highway Commercial
- I - Industrial District
- F/OS - Forest Open Space District



0 500 1,000 1,500 2,000 Feet

Disclaimer:
 This map is for planning purposes only. The Grays Harbor Council of Governments makes no representations as to the accuracy or fitness of the information for a particular purpose.
 The accuracy of this map may be subject to zoning changes, please check with the City of McCleary for actual zoning decisions and accuracy.



SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals:

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. Background

1. Name of proposed project, if applicable:

R-1 Zoning Amendment

2. Name of applicant:

City of McCleary

3. Address and phone number of applicant and contact person: [\[help\]](#)

City of McCleary- Contact person: Todd Baun

100 S. 3rd Street

McCleary, WA 98557

360-495-3667

4. Date checklist prepared:

12-20-16

5. Agency requesting checklist:

City of McCleary

6. Proposed timing or schedule (including phasing, if applicable):

Earliest amendment to zoning ordinance will likely occur at the City Council meeting on February 8th, 2017 at 6:30 PM.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

None at this time.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

None known.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

None known.

10. List any government approvals or permits that will be needed for your proposal, if known.

Recommendations of proposed modifications (if any) will be provided by the City of McCleary Hearings Examiner to the City Council for consideration. Further action will require adoption of a zoning amendment ordinance.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

A request to add to the existing R-1 zoning code, the definition of a "Residential Treatment Facility" and definition of "Hospital" is to be updated. Also, review the current non conforming use of 4 years, to see if non conforming use should be dropped to 1 year.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The R-1 zoning district encompasses the a majority of the area around the core of McCleary.

B. ENVIRONMENTAL ELEMENTS

1. Earth

a. General description of the site:

(circle one): Flat, rolling, hilly, steep slopes, mountainous, other _____

b. What is the steepest slope on the site (approximate percent slope)?

6%

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

Most of the R-1 zoning district is residential, single family homes. In areas where excavation has occurred, pockets of gravel and clay have been observed. The national wetland inventory identified small areas hydric soils in the portions of the district.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

No.

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

Non project action- N/A

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

Non project action- N/A

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

Non project action- N/A

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

Non project action- N/A

2. Air

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

Vehicular traffic is not planned to increase. No other air emissions are anticipated.

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

None known

c. Proposed measures to reduce or control emissions or other impacts to air, if any:

N/A

3. Water

a. Surface Water:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

A tributary to Wildcat Creek, also known locally as "Sam's Canal", runs adjacent to the C-1 district. It is piped underneath a portion of the C-1 district through large diameter culverts.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

Non Project Action- N/A

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

Non Project Action- N/A

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

Non Project Action- N/A

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

A portion of the R-1 zoning district lies within the 100-year floodplain. As this is a non project action, the site plan has been omitted.

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

Non Project Action- N/A

b. Ground Water:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

Non Project Action- N/A

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

NON PROJECT ACTION- N/A

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

Surface water is currently collected by existing catch basins the flows through the City's Stormwater conveyance system and discharged to Sam's Canal.

- 2) Could waste materials enter ground or surface waters? If so, generally describe.

Non Project Action- N/A

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

Non Project Action- N/A

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

Non Project Action- N/A

4. Plants

a. Check the types of vegetation found on the site:

- deciduous tree: alder, maple, aspen, other
 evergreen tree: fir, cedar, pine, other
 shrubs
 grass
 pasture
 crop or grain
 Orchards, vineyards or other permanent crops.
 wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
 water plants: water lily, eelgrass, milfoil, other
 other types of vegetation

b. What kind and amount of vegetation will be removed or altered?

Non Project Action- N/A

c. List threatened and endangered species known to be on or near the site.

None Known

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

Non Project Action- N/A

e. List all noxious weeds and invasive species known to be on or near the site.

Non Project Action- N/A

5. Animals [\[help\]](#)

a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site.

Examples include:

birds: , , , , other:
mammals: , , , , other:
fish: bass, , , herring, shellfish, other _____

b. List any threatened and endangered species known to be on or near the site.

It is presumed that Steelhead, Fall/winter Chum and Chinook utilize Sam's Canal.

c. Is the site part of a migration route? If so, explain.

Part of the Pacific Flyway.

d. Proposed measures to preserve or enhance wildlife, if any:

NON PROJECT ACTION- N/A

e. List any invasive animal species known to be on or near the site.

Non Project Action- N/A

6. Energy and Natural Resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

Non Project Action- N/A

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

Non Project Action- N/A

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

Non Project Action- N/A

7. Environmental Health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

Non Project Action- N/A

- 1) Describe any known or possible contamination at the site from present or past uses.

Non Project Action- N/A

- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

Non Project Action- N/A

- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

Non Project Action- N/A

- 4) Describe special emergency services that might be required.

Non Project Action- N/A

5) Proposed measures to reduce or control environmental health hazards, if any:

Non Project Action- N/A

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

Common noises such as passenger and truck traffic, and noise generated by people are common in this district.

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

Non Project Action- N/A

3) Proposed measures to reduce or control noise impacts, if any:

Non Project Action- N/A

8. Land and Shoreline Use

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

The R-1 district is the "Single-family residential" district.

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

The R-1 district has not been used for agriculture since prior to incorporation in 1943.

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

Non Project Action- N/A

c. Describe any structures on the site.

Various residential, single family homes, detached garages, etc..

d. Will any structures be demolished? If so, what?

Non Project Action- N/A

e. What is the current zoning classification of the site?

R-1: Single-family residential.

f. What is the current comprehensive plan designation of the site?

The R-1 District provides for a wide range of single family homes

g. If applicable, what is the current shoreline master program designation of the site?

N/A

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

Yes, portions of the district have hydric soils and are within the 100-year flood plain.

i. Approximately how many people would reside or work in the completed project?

Non Project Action- N/A

j. Approximately how many people would the completed project displace?

Non Project Action- N/A

k. Proposed measures to avoid or reduce displacement impacts, if any:

NON PROJECT ACTION- N/A

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

Proposed changes to the zoning ordinance will be evaluated by the City's Hearing Examiner to ensure compatibility with the existing use then recommend to the City Council for potential action.

m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

Non Project Action- N/A

9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

Non Project Action- N/A

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

Non Project Action- N/A

- c. Proposed measures to reduce or control housing impacts, if any:

Non Project Action- N/A

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

Non Project Action- N/A

- b. What views in the immediate vicinity would be altered or obstructed?

Non Project Action- N/A

- b. Proposed measures to reduce or control aesthetic impacts, if any:

Non Project Action- N/A

11. Light and Glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

Non Project Action- N/A

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

Non Project Action- N/A

- c. What existing off-site sources of light or glare may affect your proposal?

Non Project Action- N/A

d. Proposed measures to reduce or control light and glare impacts, if any:

Non Project Action- N/A

12. Recreation

a. What designated and informal recreational opportunities are in the immediate vicinity?

Beerbower park is located in the eastern portion of the C-1 district.

b. Would the proposed project displace any existing recreational uses? If so, describe.

Non Project Action- N/A

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

Non Project Action- N/A

13. Historic and cultural preservation

a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.

The "Old McCleary Hotel" is listed as a historic property and is located on the northern portion of the C-1 district. The City "Equipment Shop" is shown as a historic property on the WISAARD and is located in the center of the C-1 district,

b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

None Known

c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

Non Project Action- N/A

d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

Non Project Action- N/A

14. Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

State Route 108 bisects the City of McCleary. An arterial street, 3rd Street, also bisects the City. Local access streets are also utilized in conjunction with the public alley's in the City

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

Yes, a Grays Harbor Transit Station is located within the C-1 district.

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

Non Project Action- N/A

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

NON PROJECT ACTION- N/A

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

Non Project Action- N/A

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

Non Project Action- N/A

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

Non Project Action- N/A

- h. Proposed measures to reduce or control transportation impacts, if any:

Non Project Action- N/A

15. Public Services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

Non Project Action- N/A

- b. Proposed measures to reduce or control direct impacts on public services, if any.

Non Project Action- N/A

16. Utilities

- a. Circle utilities currently available at the site:

electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other _____

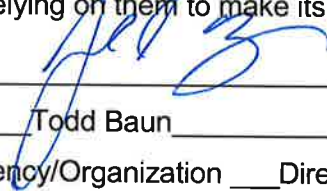
- c. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

Non Project Action- N/A

C. Signature

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: _____



Name of signee Todd Baun

Position and Agency/Organization Director of Public Works; City of McCleary.

Date Submitted: 12/20/16EPA

D. supplemental sheet for nonproject actions

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

The proposal is not anticipated to increase the above listed concerns anymore than the currently permitted uses would.

Proposed measures to avoid or reduce such increases are:

None

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

The proposal is not anticipated to increase the above listed concerns anymore than the currently permitted uses would.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

None

3. How would the proposal be likely to deplete energy or natural resources?

The proposal is not anticipated to increase the above listed concerns anymore than the currently permitted uses would.

Proposed measures to protect or conserve energy and natural resources are:

The City offers conservation incentives to businesses and homeowners throughout the electric service area to promote energy conservation. This action will continue to occur, regardless of the proposal outcome.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

The proposal is not anticipated to increase the above listed concerns anymore than the currently permitted uses would.

Proposed measures to protect such resources or to avoid or reduce impacts are:

None at this time.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

The proposal will be evaluated by the City Hearing Examiner to confirm the use is compatible with existing land uses. In the event the use is not confirmed by City Council, the proposed action will not proceed.

Proposed measures to avoid or reduce shoreline and land use impacts are:

None at this time.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

The proposal is not anticipated to increase the above listed concerns anymore than the currently permitted uses would.

Proposed measures to reduce or respond to such demand(s) are:

None at this time.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

No conflicts are anticipated.

**CITY OF MCCLEARY
STATE ENVIRONMENTAL POLICY ACT
DETERMINATION OF NONSIGNIFICANCE
(DNS)**

Proponent/Applicant: City of McCleary
100 South 3rd Street
McCleary, WA 98557
Phone: 360-495-3667

Jurisdiction/Lead Agency: City of McCleary

Responsible Official: Todd Baun.
Director of Public Works
100 South 3rd Street
McCleary, WA 98557
Contact via U.S. Mail or Fax (360) 495-3097

Date of Issuance: December 20, 2016

Comment Period:

This Determination of Non-significance (DNS) is issued under the State Environmental Policy Act (SEPA) as provided in WAC 197-11-340; a comment period is not required in accordance with WAC 197-11-340(2).

Description of Proposal:

A request to add to the existing zoning code, the definition of a “Residential Treatment Facility” and definition of “Hospital” is to be updated. Also, review if the nonconforming use is discontinued for four years or more, then that nonconforming use is no longer legal and subsequent uses and structures shall conform to current zoning code. The review is to see if non-conforming use should be reduced from 4 years or more to 1 year or more.

Location of Proposal:

The City of McCleary and its zoning code

Threshold Determination:

The City of McCleary, acting as the SEPA lead agency for this Proposal, has determined that it DOES NOT have a probable significant adverse impact on the environment under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is open to the public on request. A copy of the environmental checklist is on file at McCleary City Hall, 100 South 3rd Street, McCleary, WA 98557.

Determination of Non-Significance

Subject: Zoning Amendment

Date: December 20th, 2016

Page 2 of 2

Appeal Process:

The SEPA lead agency has elected to not establish appeals for this proposal. A land use public hearing will be conducted on January 5th, 2017, at 1:30 PM. All members of the public are encouraged to attend.

Determination of Non-Significance Issued by:

Todd Baun
Director of Public Works

STAFF REPORT

To: Mayor Schiller
From: Todd Baun., Director of Public Works
Date: March 3, 2017
Re: Non-Conforming Use and Structures

It was recommended from the Hearings Examiner that further discussion by the City Council is needed regarding the change in time frame for non-conforming uses. Below is the finding of the Hearings Examiner.

The proposed revised time frame for non-conforming uses is consistent with the McCleary Comprehensive Plan for all land uses except residential uses in all zones. The comprehensive plan provides a three-year time frame for such residential uses. Per RCW 35A.63.105, development regulations "shall not be inconsistent" with the comprehensive plan.

The city has several options, including:

- a. Adopt the proposed revisions for all uses except residential, and keep the current time period for residential uses. This would result in two different time frames for non-conforming uses. The Examiner notes that the current time period of four years is also not consistent with the comprehensive plan requirement of three years.
- b. Amend the Comprehensive Plan to revise the language governing time frames for non-conforming uses in residential zones. The Examiner notes that it is unusual to have language this specific (the three-year specification for residential uses) in a comprehensive plan; the comprehensive plan is intended to serve as a general policy document.

Action Requested:

Please discuss, review the draft Ordinance and give guidance on direction and blank areas on pages B-4 and B-5. As Dan notes in his report, in many cities, there is a blanket term of one year after discontinuance. However, other cities allow a longer term for discontinuance of residential uses.

STAFF REPORT

To: Mayor Schiller
From: Todd Baun., Director of Public Works
Date: March 3, 2017
Re: Small and Attractive Items

Part of the Auditor recommendation from our last audit is the City needs to maintain a current listing of small and attractive assets. The City does not currently have a policy that addresses our small and attractive items.

According to the Office of Financial Management, each agency should perform a risk assessment (both financial and operational) on the agency's assets to identify those assets that are particularly at risk or vulnerable to loss. Operational risks include risks associated with data security on mobile or portable computing devices that store or have access to state data. Assets so identified that fall below the state's capitalization policy are considered small and attractive assets. Each agency should develop written internal policies for managing small and attractive assets.

Action Requested:

Please discuss and review the resolution. For the blank area on Page 3, I would recommend one year and for the blank area on Page 4, I would recommend the dollar amount in the range of \$100.00 to \$250.00.

STAFF REPORT

To: Mayor Schiller
From: Todd Baun., Director of Public Works
Date: March 3, 2017
Re: Lot Rental with Ceccanti

I have been in contact with Ceccanti, who is the WSDOT contractor for the SR 8 - Middle and East Forks Wildcat Creek - Remove Fish Barriers. They are requesting to rent the empty City lot north of the Shell Station. (Old auction lot). They will be putting a job trailer on the lot and using it to receive small deliveries to take to the project location.

They are proposing to rent the lot for \$250 a month, plus utility usage. I have talked to Helen Lake/Hamilton about the rental costs and she assured me that the rental figure falls within market rental value for an empty lot. Ceccanti will have to provide insurance and secure the area to meet their needs.

Action Requested:

Please allow the Mayor to sign the agreement with Ceccanti for the rental of the empty City lot north of the Shell station.

STAFF REPORT

To: Mayor Schiller
From: Todd Baun., Director of Public Works
Date: March 3, 2017
Re: Large Document Scanner

Over the past year, Paul Morrison, has been scanning all past and current city documentation that has been in storage. He has been limited on what documents that he can scan due to the size of our scanner on our copy machine. He is now to the point of scanning house plans, utility plans, and any documents that are greater than 17 inches wide. The City literally has thousands, if not tens of thousands, of the large documents that we would like to scan. These large documents are not easily stored and take up a significant amount of our storage area.

We have been looking for a large document scanner and have asked Ricoh for a proposal. They have provided a proposal that is part of the US Communities Government Purchasing Alliance.

I have attached a Memo, which Paul has written, stating other reasons for the purchase of the large document scanner.

Action Requested:

Please discuss and give approval for the lease for a large document scanner with Ricoh.



City of McCleary
Home of the McCleary Bear Festival

MEMORANDUM

DATE: March 3, 2017
TO: Todd Baun
FROM: Paul Morrison
SUBJECT: Large Document Scanner

Digitizing files and automating processes provide increased productivity and allows you to stretch the budget a bit further by eliminating costly onsite storage and paper document management costs. A document management system is one of the easiest ways to add real-time, department-wide access to files without having to add infrastructure. Improve efficiency and increase transparency with a scale-able, easy-to-manage library of secured electronic documents.

Below are just a few benefits to using digital storage for documents.

1. Centralized System for Document Management, will eliminate the clutter, give you access to all your records, and increase productivity. If you throw in a bunch of paperwork and clutter it decreases workflow and makes everything harder to manage.
2. Simplified Processes and Optimized Workflow, instead of spending your time running around the office trying to find a document from years ago, you can pull it up on your computer in seconds.
3. When you have boxes of important paperwork lying around the office, you're asking to lose something of value eventually and usually about that time someone will want to see the building information for that home.
4. When everything is stored on your computer, it makes managing your records very simple. You can pull up what is being requested within seconds, eliminate duplicate copies and information, and maintain a high level of security, version control, and more.
5. Most people don't think that a natural disaster could ever affect them, but what if it does? What if City Hall was faced with a disaster, all of the documents could be destroyed. When they are scanned they will be on the server which is being backed up.
6. Yes, it can be expensive to purchase a scanner to get everything started. Once it is purchased, the benefits out way the cost. We all hope the city continues to see growth, the scanner would continue to have a need. You don't have to spend money on storage space anymore and your employees will save valuable time trying to find misfiled documents or trying to locate a document in general and everybody knows that time equals money.

The City of McCleary is an equal opportunity provider and employer.

La ciudad de McCleary es un proveedor de igualdad de oportunidades y el empleador.

100 South 3rd Street, McCleary, WA 98557 • 360.495.3667 (phone) 360.495.3097 (fax) • CityofMcCleary.com

As you can see, there's a lot of benefits to scanning your files and keeping a digital record instead of a traditional record storage system.

STAFF REPORT

To: Mayor Schiller
 From: Todd Baun., Director of Public Works
 Date: March 3, 2017
 Re: Police Department Copier Contract

We have been looking at several of our contracts that will be expiring this year. One of the contracts is for the Police Department copy machine. There is a table below that shows our current contract with Empire Office Equipment compared to the Ricoh proposal.

Contract Comparison	Ricoh USA	Empire Office Equipment- Current Contact	Notes
Equipment	Ricoh MP C2504	Savin C9120	
Basic Features	25ppm, Color, Copy/Print/Scan/Fax	20ppm, Color, Copy/Print/Fax	
Introduction - Discontinuance	Aug. 2016 - NA	Feb. 2011 - Feb. 2014	
Lease	\$141.51 /month	\$112.03 /month	<i>Ricoh: 60 month FMV lease.</i>
Service & Supplies Base	\$0 /month	\$42.52 /month	<i>No base with Ricoh. You will only pay for what you use.</i>
<i>Copies Included</i>	0 B&W Copies	2,000 B&W Copies	
	0 Color Copies	100 Color Copies	
Cost per Copy Rates	\$0.008 /B&W copy	\$0.013 /B&W copy	<i>Ricoh offers lower cost per copy rates.</i>
	\$0.06 /Color copy	\$0.08 /Color copy	
Actual Volumes	1142 /B&W copies	1142 /B&W copies	<i>Currently over-paying for B&W copies.</i>
<i>9 month average</i>	292 /Color copies	292 /Color copies	
Overages	\$9.14 /B&W copies	\$0 /B&W copies	<i>Based on average usage.</i>
	\$17.52 /Color copies	\$15.36 /Color copies	<i>Based on average usage.</i>
Monthly Totals	\$168.17	\$169.91	<i>Based on average usage.</i>

As you can see, if we went with the Ricoh contract, we would have a small savings each month.

Action Requested:

Please discuss and give approval for the Police Dept. to sign a copier contract with Ricoh.

February 17, 2017

McCleary Police Department
 100 S. 3rd Street
 McCleary, WA 98557



RICOH MP C2504

Equipment Proposed

QTY	MODEL	DESCRIPTION
1	Ricoh MP C2504	25 PPM Color Multi-Function Printer (Print, Copy, Scan, Fax)
		2 (550 Sheet) Paper Trays up to 12x18"
		Facsimile Enabled
		Cabinet for storage and supplies
		Smart Operation Panel, Postscript3, @Remote, Power Filter
		Installation, Networking, Scanning Set Up, and Live Training Included

Finances

LEASE & SERVICE	TERM
\$141.51/Month**	60 Month FMV + Service & Supplies
**Sign by 3/17/17: Includes 8 payments for the current lease & funds to ship current equipment back to current vendor.	

Service and Supplies

The maintenance agreement for this proposal offers:

- B&W image overages billed monthly in arrears @ \$0.008 per copy.
- Color images billed monthly in arrears based on usage @ \$0.06 per copy.
- Includes parts, labor, image drums, and consumable supplies including staples. (Excludes paper.)
- 4-hour service response time.
- Service rates are fixed for the term of the lease. No rate escalations for 60 months.
- Personal Property tax is included.
- Equipment removal is included at lease end.

Thank you for giving us this opportunity to serve your business. Please request updated pricing after 30 days. If you have any questions, please contact me.

U.S. Communities
CAPITAL LEASE

Purchase Order #03022017

Date: 3/2/2017

Bill To: City of McCleary - Police Department
100 S 3rd St
McCleary, WA 98557

Vendor: Ricoh USA

Attn: Hanni Hunderfund
4160 6th Ave. SE Ste. 102
Lacey, WA 98503

Remit To: Ricoh USA
PO Box 650073
Dallas TX 75265-0073

Contact: Steve Blumer
Phone: (360) 495-3107
sblumer@cityofmccleary.com

Contact: Hanni Hunderfund
Phone: (206) 554-9668
Fax: (360) 438-0244

Ship To: City of McCleary
100 S 3rd St
McCleary, WA 98557

Contact: Steve Blumer
Phone: (360) 495-3107

Item	Quantity	Description	Monthly Payment	Total Price
		60 Month Lease, \$ Option, Ricoh MP C2504	\$141.51	\$8,490.60
		FAX CONNECTION UNIT TYPE M19		
		CABINET TYPE F, POSTSCRIPT3 UNIT TYPE M19		
		ESP XG-PCS-15D		
		Network Print/Scan Connection; Embedded @remote; (2) Training		
		Maintenance and Repair Service Usage cost per copy:		
		Includes all Supplies except paper, Parts and Labor (*Only billed as used)		
		Black: \$0.008 Color \$0.058		
		This Purchase Order incorporates by reference the lease and maintenance terms and conditions outlined in the U.S. Communities Master Lease Agreement (Rev. 04/15) and U.S. Communities Equipment Sale and Maintenance Agreement of U.S. Communities Contract No. 4400003732, as amended, and each as located at: http://www.uscommunities.org/suppliers/ricoh/ricoh-contract/ (collectively, the "Contract") which terms and conditions (a) shall supersede all conflicting other terms and conditions of this Purchase Order, whether annexed or incorporated into this Purchase Order, and (b) to the extent applicable, are amended by the U.S. Communities addendum attached to this Purchase Order. All references to "Schedule" in the Contract shall mean this Purchase Order whether executed or not.		

Signature: _____

Printed Name: _____

Title: _____



Police Surplus Items

City of McCleary

Police Surplus Items

Item	ID/Serial Number	Description of overall condition	Number of Items	Department	Surplus Code / Tag
Mac sports folding camp chair	N/A	Good	1	PD	N/A
Coleman folding camp chair	N/A	Good	1	PD	N/A
First Act M2A-15	C0315	Fair	1	PD	N/A
Harley Davidson Leather Jacket	N/A	Good	1	PD	N/A
DeWalt 12v cordless drill Dw953 with a Battery	538928	Unknown	1	PD	N/A
DeWalt DW9116 1-hour charger	201036DB	Unknown	1	PD	N/A
DeWalt DW9118 charger	200128DB	Unknown	1	PD	N/A
Milwaukee M12 3/8 right angle cordless drill - with 2 Batteries	C23AD09451303	Unknown	1	PD	N/A
Milwaukee 12v charger	B31BD094507261	Unknown	1	PD	N/A
Audiovox D1917 portable 9" LCD Monitor & DVD player	N/A	Unknown	1	PD	N/A
Venturer PV56281 portable DVD player with dual widescreen LCD Display	RN160GD142444	Unknown	1	PD	N/A
Sega Saturn MK-80000 with controllers	650043650	Unknown	1	PD	N/A
Makita 6011D cordless drill with 2 batteries	N/A	Unknown	1	PD	N/A
Makita DC9700A fast charger	8106844	Unknown	1	PD	N/A
Milwaukee 6519 Sawzall	C25B611264063	Unknown	1	PD	N/A

Police Surplus Items

City of McCleary

Police Surplus Items

Item	ID/Serial Number	Description of overall condition	Number of Items	Department	Surplus Code / Tag
SV2000 video cassette recorder SVB106AT21	42251390	Uknown	1	PD	N/A
Sony CFD-V10 CD radio cassette-corder	N/A	Uknown	1	PD	N/A
Maxon WX-70 weather monitor	N/A	Good	5	PD	N/A
NightHawk KN-COP-DP carbon monoxide detector	N/A	Good	2	PD	N/A
Silver Eagle 3/8 impact wrench	7010150	Uknown	1	PD	N/A
Box of miscellaneous wrenchs, sockets, screwdrivers, etc.	N/A	Fair	1	PD	N/A
Hampton Bay walkway lights	N/A	Uknown	4	PD	N/A
Kohler FL006C toilet flapper	N/A	Good	3	PD	N/A
Knee Pad	N/A	Good	1	PD	N/A
Lenovo Ultrabook intel core i5 Laptop	CCAH13LP0390T9	Uknown	1	PD	N/A
FM. AM. MFR-88 Receiver	N/A	Uknown	1	PD	N/A
Black & Decker 3/8 drill	N/A	Uknown	1	PD	N/A
Ultimate Sport Duffle Bag	N/A	Good	1	PD	N/A
A pull wagon of some kind	N/A	Good	1	PD	N/A
Graco Baby Stroller	N/A	Poor	1	PD	N/A

Police Surplus Items

City of McCleary

Police Surplus Items

Item	ID/Serial Number	Description of overall condition	Number of Items	Department	Surplus Code / Tag
Skil twist 2105 cordless screwdriver	4GSX14	Uknown	1	PD	N/A
Box of tools	N/A	Poor	1	PD	N/A
Magna great divide 8544-49 Shimano Equipped 21 speed Mountain Bike	N/A	Poor	1	PD	N/A
Kids Bicycle	N/A	Poor	1	PD	N/A
Dell DHM optiplex GX260 tower	D63KV11	Uknown	1	PD	N/A
Dell DHM optiplex GX150 tower	5NYZY11	Uknown	1	PD	N/A
Dell MTC2 dimension 2400 tower	F6HKK51	Uknown	1	PD	N/A
Samsung super write master tower	N/A	Uknown	1	PD	N/A
Light Bar	N/A	Uknown	5	PD	N/A

STAFF REPORT

To: Mayor Schiller
From: Todd Baun., Director of Public Works
Date: March 3, 2017
Re: Meeting Schedule for 2017

We usually start the meeting schedule topic around this time of the year. This is just a reminder, to start thinking about how you want to schedule the summer meetings. Last year, it was discussed about not having a summer council schedule or going meeting to meeting and then deciding on cancelling a meeting.

We should also look at the holidays, especially in November and December.

Action Requested:

Please discuss and let me know how you want the summer meeting schedule to be scheduled.

INTERLOCAL AGREEMENT
WASHINGTON STATE DEPARTMENT OF CORRECTIONS
AND
MCCLEARY POLICE DEPARTMENT

THIS AGREEMENT is made and entered into by and between the Washington State Department of Corrections, herein after referred to as the "DOC," and the City of McCleary for the McCleary Police Department, herein after referred to as the "MPD."

1. PURPOSE

This Agreement is entered into under the authority of the Mutual Aid Peace Officers Powers Act, RCW Chapter 10.93 and The Interlocal Cooperation Act, RCW Chapter 39.34. The purpose of this Agreement is to establish the rights and responsibilities of all participating agencies in the joint partnership to improve public safety and assist each participating agency's mission.

2. MISSION

The intent of this joint effort is to enhance the McCleary Police Department with DOC resources for the purpose of investigating, locating, and apprehending those fugitive and offenders who pose the greatest danger and/or risk to the community. The fugitives and offenders that garner priority for apprehension and/or criminal investigations are typically those that have a history of violence, sex offenses, are dangerously mentally ill, and/or are an imminent threat to harm.

The team will increase presence in communities combining street level interdictions, gang enforcement, drug enforcement, fugitive apprehension, and prepare criminal cases for prosecution.

3. OBJECTIVES

- A. Reduce repeat offenses by individuals under current DOC supervision.
- B. Reduce criminal activity through combined DOC and police officer presence, enforcement and/or referral of offenders to appropriate services/agencies.
- C. Apprehend DOC offenders who are in violation or warrant status.

4. SUPERVISION

Supervision of personnel assigned to team will be the responsibility of the supervisors from each participating agency. The local ranking supervisor will, for administrative purposes, report directly to his/her commanding officer.

Supervision of DOC personnel assigned to the team will be the responsibility of the assigned Community Corrections Supervisor (CCS) Michael A. Poston. The Supervisor or designee will confer

with the designated supervisor from all other participating agencies concerning warrant cases to be worked by the team, provide equitable case load assignment.

5. PERSONNEL

DOC commits 1 Officer Specialist to the SCU.

Hours of operation will be determined and agreed upon by both the MPD Command staff and the CCS. The team will focus primarily within the McCleary City limits.

When the team is given a specific assignment, detail or operation, the participating agencies agree to provide at least one (1) employee during operation. Advanced notice will be afforded to that agency and participation is subject to the availability of staff and DOC resources and needs on a given day.

6. EQUIPMENT

Each agency will, if possible, furnish required vehicles and all tactical and other equipment needed to perform duties. MPD will provide a two way radio capable of transmitting and receiving messages on MPD local frequencies

Each agency will be responsible for the expenses incurred in the use of its respective vehicles, tactical, and other equipment needed to perform duties.

7. RECORDS AND REPORTS

All team warrants, investigative reports, and arrest reports will be maintained by the agency responsible for the investigation.

8. SCUTEAM

Team members will be employees from participating agencies who will be assigned to the task force with the expectation of daily participation. All members will work within the authority given to the assigned officers from their participating parent agency. Each agency will be responsible for its own members' overtime pay or compensation in accordance with each agency's policies. All cases will be staffed with jurisdictional agency(s) whenever possible prior to the activation of the team.

9. PROSECUTION

Suspects/Fugitives will generally be prosecuted in the state or federal court that issued the warrant. New charges (charges that are not the basis for the executed arrest warrant) will be prosecuted in the appropriate local, state, or federal court.

When a fugitive with outstanding state and federal warrants is arrested, a determination will be made on a case-by-case basis about the order in which prosecution will occur. In all cases, notification shall be made to the prosecutor concerned.

10. USE OF FIREARMS

All personnel shall comply with their participating parent agency's guidelines concerning the use of force and use of firearms. Each agency has been notified of any limitations that any other agency may have in the use of firearms. In the event of a shooting, the incident will be investigated per the area-wide shooting protocol.

11. ARREST ATTEMPTS

If necessary, when an attempt is being made to arrest a suspect, a request for a marked car and a uniformed officer may be made to assist in the arrest. Planned arrests considered high-risk will be staffed with the agency(s) of jurisdiction and staffing levels will be determined at that time.

12. HOSTAGE & BARRICADE SITUATION

Upon the first indication of a hostage or barricade situation, the operational supervisor will be notified and a request for a tactical unit from the appropriate local, county, state, or federal agency will be made. Upon arrival of the tactical unit, the tactical unit commander will assume command of the situation. The tactical unit commander will make tactical decisions consistent with the policies of the agency that is responsible for the investigation of the warrant. Each member shall only participate in the hostage or barricade situation in accordance with that member's agency's policies.

13. NEWS MEDIA

Media inquiries will be referred to the McCleary Police Chief or the CRU Supervisor.

14. INDEMNIFICATION

Any liability or claim of liability which arises out of the exercise or alleged exercise of authority by an officer acting within the course and scope of the officer's duties as a peace officer, is the responsibility of the primary commissioning agency unless the officer acts under the direction and control of another agency or unless the liability is otherwise allocated under a written agreement between the primary commissioning agency and another agency.

15. DISPUTE RESOLUTION

Operational problems will be mutually addressed and resolved by assigned liaisons under guidance of the operational supervisor. If problems arise which cannot be resolved to the liaisons' mutual satisfaction, they should be progressively raised to the next level of supervision within the respective agencies. It is agreed that the resolution of operational problems at the lowest possible level is in the best interest of the apprehension teams.

16. FUNCTIONS AND RESOURCES

DOC Shall:

- Assist MPD with warrant services where high-risk DOC active offenders are suspected to be present.
- Advise MPD of any DOC surveillance or warrant operations occurring in their area of jurisdiction.
- Respond to officer assistance requests, either routine or emergent, when fugitive officers are available in the area.
- Notify the jurisdictional agency(s) and request officer assistance with all high risk DOC warrant operations, providing prior notice if possible.
- Attend briefings with MPD Officers and Chief for information sharing and program updates.

MPD Shall:

- Grant DOC Officer Specialist assigned to access to the main dispatch frequency and other police frequencies to allow communication during joint operations, if applicable.
- Assist DOC Officer Specialist assigned with high-risk warrant service on DOC active offenders if available.
- Advise DOC Officer Specialist assigned of impending warrant operations where DOC active offenders are suspected to be located.
- Allow DOC Officer Specialist assigned access to patrol and Chief briefings for information sharing and program updates.

17. CONTRACT MANAGEMENT

Each Party shall appoint a Manager who shall be the contact person for all communications regarding the performance of this Agreement.

The Manager for the Department of Corrections is: Michael A. Poston, Community Corrections Supervisor, maposton@doc1.wa.gov, phone: 253.377.5536, 1016 South 28th Street, Tacoma, WA 98409.

The Manager for McCleary Police Department is: Steve Blumer, Chief of Police, sblumer@cityofmccleary.com, phone: 360-495-3107, 100 S 3rd Street, McCleary, WA 98557

18. DURATION

The term of this Agreement in respect to each party to this Agreement shall commence on the date of execution of the Agreement by both parties and shall remain in effect until terminated by a party as provided in paragraph 19 of this Agreement.

The parties shall review this agreement every two years to ensure that the terms are current and consistent with circumstances.

19. TERMINATION

Any party to this Agreement may terminate its participation in the Agreement by giving the other parties to the Agreement 30 days written notice of such intent to terminate.

20. OWNERSHIP

Title to all items purchased by any party to this Agreement shall remain in the name of such party.

21. ADMINISTRATION

No new or separate legal or administrative entity is created to administer the provisions of this Agreement.

22. MODIFICATIONS

This agreement may be modified at any time by written consent of all involved agencies. Modifications to this MOU shall have no force and effect unless such modifications are reduced to writing and signed by an authorized representative of each participating agency.

THIS Agreement, consisting of five (5) pages, is executed by the persons signing below who warrant that they have the authority to execute the agreement.

CITY OF MCCLEARY

DEPARTMENT OF CORRECTIONS

(Signature)

(Signature)

(Printed Name)

(Printed Name)

(Title)

(Title)

(Date)

(Date)

ORDINANCE NO. _____

AN ORDINANCE RELATING TO ZONING, AMENDING SECTION 17.12.010 MMC, PROVIDING AN EFFECTIVE DATE AND FOR SEVERABILITY & CORRECTION.

R E C I T A L S:

1. The provisions of the City's Uniform Development Code, as codified in Title 17 of the Municipal Code, govern the land use within the corporate limits.

2. An ambiguity has been found which merits change so as to insure consistency of application with the provisions of state law, as now existing or hereafter amended or succeeded.

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY:

SECTION I: Section 17.12.010 and Section I, Ordinance 709, as last amended by Section II, Ordinance 795, shall be amended in the following respects:

Subsection "H": The definition of "hospital" currently existing shall be removed and replaced with the following definition:

"Hospital" means any institution, place, building, or agency which qualifies as fitting within the definition of

hospital as set forth in RCW 70.41.020[7], as now existing or hereafter amended.

Subsection "R": The following definition shall be added to that subsection:

"Residential treatment facility" means any facility to which the definition contained within WAC 246-337-005, as now existing or hereafter amended or succeeded, is applicable and is required by state law to have a license issued by the State to operate as such a facility.

SECTION II: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases had been declared invalid or unconstitutional, and if for any reason this Ordinance should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

SECTION III: This Ordinance shall take effect upon the fifth day following date of publication.

SECTION IV: Corrections by the Clerk-treasurer or Code Reviser. Upon approval of the Mayor and City Attorney, the Clerk-treasurer and the Code Reviser are authorized to make

published, is on file in the appropriate records of the City of McCleary.

WENDY COLLINS

SIGNED AND SWORN to before me this _____ day of _____, 2016, by WENDY COLLINS.

NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON, Residing at:
My appointment expires:

ORDINANCE NO. _____

AN ORDINANCE RELATING TO ZONING, AMENDING
SECTIONS 17.12.010 and 17.36.020 MMC,
PROVIDING AN EFFECTIVE DATE AND FOR
SEVERABILITY & CORRECTION.

R E C I T A L S:

1. The provisions of the City's Uniform Development Code, as codified in Title 17 of the Municipal Code, govern the land use within the corporate limits.

2. An ambiguity has been found which merits change so as to insure consistency of application with the provisions of state law, as now existing or hereafter amended or succeeded.

3. The Council referred the issues to the Hearing Examiner as authorized by the Municipal Code. The Examiner, after giving of the required public notice, held a public hearing. The Examiner has submitted his Report and Recommendations. Contained within that document were recommendations both as to clarification of the definitional provisions of Section 17.20.010, as well as recommendations as to appropriate action as to clarifications as to the applicability of the non-conforming use provisions of Chapter 17.36.

4. Upon receipt of the Report and Recommendations, the Council chose to waive any further open record hearings, has

adopted the Recommendations, and has chosen to adopt the modifications in definitions and clarify the applicability of the non-conforming utilization provisions of the Code.

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY:

SECTION I: Section 17.12.010 and Section I, Ordinance 709, as last amended by Section II, Ordinance 795, shall be amended in the following respects:

Subsection "H": The definition of "hospital" currently existing shall be removed and replaced with the following definition:

"Hospital" means any institution, place, building, or agency which qualifies as fitting within the definition of hospital as set forth in RCW 70.41.020[7], as now existing or hereafter amended.

Subsection "R": The following definition shall be added to that subsection:

"Residential treatment facility" means any facility to which the definition contained within WAC 246-337-005, as now existing or hereafter amended or succeeded, is applicable and is required by state law to have a license issued by the State to operate as such a facility.

SECTION II: Section 17.36.020 MMC is amended to read as follows:

In order not to cause undue economic hardship to owners of property, nonconforming uses and structures shall continue under the following conditions. For purposes of interpretation, "residential building or structure" shall be deemed to include both single family and multi-family buildings or structures.

~~A. Existing nonconforming structures or uses cannot be enlarged or altered so as to increase their nonconformity, except, however, that owners of nonconforming dwelling units in the C-1 zoning district shall have the right to maintain, improve, or expand their properties;~~

~~B. An existing nonconforming structure and its equipment or fixtures may be repaired if the value of the repair does not exceed fifty percent of the assessed value of the structure as determined by the county assessor for the year in which the work is to be done;~~

~~C. An existing nonconforming structure that is destroyed by fire or calamity more than fifty percent of its replacement value, as determined by the building official, may be reconstructed to its original size, shape, configuration, and in conformance with the building code if reconstruction commences within three years of the damage, unless extended by the city council; and~~

~~D. If a nonconforming use is discontinued for four years or more, then that nonconforming use is no longer legal and~~

~~subsequent uses and structures shall conform to this chapter.~~

A. General Limitation: Existing nonconforming structures or uses cannot be enlarged or altered so as to increase their nonconformity with the provisions of the zoning classification within which they are located subject to the following provisions in relation to modification, repair or replacement set forth in the following sub-sections B and C.

B. Non-residential Building or Structure: An existing nonconforming non-residential building or structure that ~~is damaged or destroyed by natural, accidental, or malicious~~ causes to the extent of more than fifty percent of its replacement value, as determined by the building official, may be reconstructed to its original size, shape, configuration, and in conformance with the building code if reconstruction commences **within _____ year/s** of the damage, unless extended by the city council. Reconstruction must commence within one year of the fire or event which caused the damage and be complete within two years after commencement of construction. The landowner may apply in writing to the City Council for an extension of the time period within which to commence construction or complete reconstruction, such request being required to be [a] submitted to the Office of the Clerk-treasurer during the initial period and [b] approved by City Council in order to be allowed to utilize the modified time period.

2. The owner of a non-residential structure or building may make modifications or improvements to the building or structure so long as [a] such modifications or improvements do not expand or modify its original size or exterior size or configuration and [b] such modifications or improvements do not significantly increase the degree of non-conformance.

C. Residential:

1. An existing nonconforming residential building or structure that is damaged or destroyed by natural, accidental, or malicious causes may be reconstructed to its original size, shape, configuration, and in conformance with the building code if reconstruction commences **within _____ year/s** of the event causing the damage, unless extended by the City Council. The landowner may apply in writing to the City Council for an extension of the time period within which to commence construction or complete reconstruction, such request being required to be [a] submitted to the Office of the Clerk-treasurer during the initial period and [b] approved by City Council in order to be allowed to utilize the modified time period.

2. The owner of a residential structure or building may remove the existing structure or building and replace it with a new residential structure or building so long as all permits are obtained, the project meets all provisions of any applicable building code, and the entire project **is completed within _____**

months of the commencement of the demolition of the existing building or structure.

D. If a nonconforming use is discontinued for one year or more for reasons other than those which make the provisions of Sections B and C applicable, then that nonconforming use is no longer legal and subsequent uses and structures shall conform to this title

SECTION III: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases had been declared invalid or unconstitutional, and if for any reason this Ordinance should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

SECTION IV: This Ordinance shall take effect upon the fifth day following date of publication.

SECTION V: Corrections by the Clerk-treasurer or Code Reviser. Upon approval of the Mayor and City Attorney, the Clerk-treasurer and the Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors, references to other local, state, or federal

laws, codes, rules, or regulations, or ordinance number and section/subsection numbering.

PASSED THIS _____ DAY OF _____, 2017, by the City Council of the City of McCleary, and signed in approval therewith this _____ day of _____, 2017.

CITY OF McCLEARY:

BRENT SCHILLER, Mayor

ATTEST:

WENDY COLLINS, Clerk-Treasurer

APPROVED AS TO FORM:

DANIEL O. GLENN, City Attorney

STATE OF WASHINGTON)
 : ss.
GRAYS HARBOR COUNTY)

I, WENDY COLLINS, being the duly appointed Clerk-Treasurer of the City of McCleary, do certify that I caused to have published in a newspaper of general circulation in the City of McCleary a true and correct summary of Ordinance Number _____ and that said publication was done in the manner required by law. I further certify that a true and correct copy of the summary of Ordinance Number _____, as it was published, is on file in the appropriate records of the City of McCleary.

WENDY COLLINS

ORDINANCE -B- 7
02-23-17
DG/le

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

SIGNED AND SWORN to before me this _____ day of
_____, 2017, by WENDY COLLINS.

NOTARY PUBLIC IN AND FOR THE STATE OF
WASHINGTON, Residing at:
My appointment expires:

RESOLUTION NO. _____

**A RESOLUTION ADOPTING A POLICY IN RELATION
TO MAINTAINING AN INVENTORY OF CERTAIN
ASSETS OF THE CITY.**

R E C I T A L S:

1. The Clerk-treasurer has reported that the Office of the State Auditor has recommended the City implement a formal policy in relation to maintaining a written inventory of assets of the City which meet certain valuation and period of use expectancy.

2. It is found appropriate and in the Public's interest to do so in furtherance of the desire to maintain accountability for the assets of the City.

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 policy attached to this Resolution as Attachment #1 shall be and is hereby adopted as the inventory policy of the City for the municipal assets meeting its qualifications.

SECTION II: In recognition of the staff time which will be required to implement the policy initially, the Clerk-treasurer shall commence implementation promptly with a goal of

having the inventory and all associated actions completed by the _____ day of _____, 2017. The Clerk-treasurer shall provide a report to the Mayor and Council at the first meeting in _____, 2017, as to the state of completion.

PASSED THIS _____ DAY OF _____, 2017, by the City Council of the City of McCleary, and signed in authentication thereof this _____ day of _____, 2017.

CITY OF McCLEARY:

BRENT SCHILLER, Mayor

ATTEST:

WENDY COLLINS, Clerk-Treasurer

APPROVED AS TO FORM:

DANIEL O. GLENN, City Attorney

**CITY OF MCCLEARY
INVENTORY POLICY AND PROCEDURES**

SCOPE:

The provisions of this policy apply to all properties of the City and shall be complied with by all employees of the City of McCleary, unless otherwise addressed by a current collective bargaining agreement.

POLICY:

It is the policy of the City that an inventory control be enacted to ensure controls over items for which the city has stewardship responsibility and items that might not be noticed immediately after their disappearance.

GUIDELINES:

1. City assets will be inventoried in the following manner:
 - The Clerk-treasurer or her or his designee shall be assigned the responsibility of serving as Inventory Clerk, and have the responsibility to conduct periodic checks and maintain all records regarding inventory.
 - An index shall be made available upon request of all inventoried items, according to department.
 - Periodic inventory checks will be made by the Inventory Clerk on a rotational basis at the discretion of the Inventory Clerk. The check shall indicate on the existing inventory list which items were checked with dates and initialed by the Inventory Clerk.
 - Each year a departmental inventory list will be prepared by or submitted to the department head who will certify that the list is complete, or make notations otherwise and submit to the Inventory Clerk.
 - A departmental inventory will be conducted by the Inventory Clerk upon a schedule established by the Clerk-treasurer, but in any event no less frequently than every _____ years. The resulting inventory list shall show the items found with dates and initialed by the Inventory Clerk, with notations of any discrepancies.

2. Criteria for inclusion in and processing of inventory:

- Any asset that has an estimated value of no less than \$_____.00 and a projected "life" expectancy of more than one year shall be inventoried.
- Each inventoried item shall be issued a numbered sticker. If it is not reasonable to place the sticker on the item, it shall be attached to a sheet with the corresponding information. (Weapons and Vehicles ID# or other items with a serial number will be used for identifying, but will also be issued a control number.)
- Department heads or their designee are responsible to report all inventoried changes to the Inventory Clerk. Any additions or changes as entered by the Inventory Clerk will be reported to the department heads.

3. Removal of items from inventory:

- After being declared surplus by resolution adopted by the Council, under the direction of the Clerk-treasurer, an item shall be recorded as surplus with an indication as to the distribution of any inventoried item.
- Destroyed items shall be recorded as destroyed with an indication as to the manner of destruction of items, dated and initialed by two people, under the direction of the Inventory Clerk.
- Traded or sold items shall be recorded as traded or sold with an indication as to the manner of sale or trade, with names, addresses and date, and for what it was traded or, if sold, the consideration received, under the direction of the Inventory Clerk.

ACKNOWLEDGMENT OF REVIEW OF INVENTORY POLICY

I, _____, an employee of the City of McCleary, do hereby certify that I have been provided a copy of the City of McCleary's Inventory Policy. I have read it, have been given the opportunity to ask any questions I had in relation to its requirements, and understand that compliance with its provisions is required as a condition of my employment.

DATE SIGNED: _____

RESOLUTION NO. _____

**A RESOLUTION DECLARING CERTAIN
MATERIALS AND EQUIPMENT TO BE SURPLUS AND
PROVIDING FOR THE DISPOSITION THEREOF.**

R E C I T A L S:

1. The Chief of Police has reported that as part of the transition, his Department has carried out a review of materials stored within various areas of the Department's office.

2. As a result, he has submitted a list of items of personal property which he has concluded are surplus to the present and anticipated future needs of the Department and the City. He has confirmed that the items in question are property of the City and not pertinent to any pending matter.

3. It is the desire and the intent of the Council to formally declare these items surplus and to provide for the disposition thereof.

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

SECTION I: Those certain items of personal property more fully described in Attachment Number 1, said Attachment being attached hereto and incorporated by this reference, are hereby declared surplus to the present and future needs of the City.

SECTION II: The property so declared surplus shall be disposed of as follows:

A. Pursuant the provisions of Resolution 443 and, to the extent inconsistent therewith, any resolution adopted thereafter by the City setting forth procedures for the disposition of surplus property.

B. As an alternative means of disposal, the items may be disposed of as a portion of any public sale carried forth either by the County of Grays Harbor or any other municipal corporation situate in the County of Grays Harbor, subject to the ability of the City Administrator to establish a minimum amount which will be accepted; said minimum bid amount to be approved by the Mayor.

C. In the event they are not disposed of pursuant to the provisions of paragraphs A and B, then they may be disposed of by negotiated disposition; said negotiations to be carried forth by the Director of Public Works and reported to the Council for approval by the Council prior to the entry into any

agreement. Notice of their availability shall be posted upon the City's website and upon the entrance to the City Hall.

PASSED THIS ____day of March, 2017, by the City Council of the City of McCleary, and signed in authentication thereof this _____ day of March, 2017.

CITY OF McCLEARY:

BRENT SCHILLER, Mayor

ATTEST:

WENDY COLLINS, Clerk-Treasurer

APPROVED AS TO FORM:

DANIEL O. GLENN, City Attorney