



CITY COUNCIL SPECIAL MEETING MINUTES CITY COUNCIL REGULAR MEETING MINUTES NOVEMBER 10, 2025

SPECIAL MEETING

CALL TO ORDER & ROLL CALL: Mayor Pro Tem Holloway called the Roundtable Meeting to order at 5:30 pm.

City Council: Councilmembers Ethan Benson, Rob Wotton, Bryan Holloway, and Catherine Cotton.

It was moved by CM Wotton, seconded by CM Benson to excuse CM Christensen's absence which passed unanimously.

It was moved by CM Wotton, seconded by CM Cotton to excuse CM's Washington and Johnson's tardiness which passed unanimously.

City Staff: Mike Chambless, City Administrator; Dena Burke, City Attorney; Deana Dean, City Clerk; Drew Bouta, Finance Director; Mike Bailey, Fire Chief; Jen Hughes, Deputy Finance Director; Janna Walker, Budget Manager; Danna McCall, Communications Coordinator (remote); and Jimmie Betts, IT Support.

AGENDA APPROVAL

It was moved by CM Wotton; seconded by CM Cotton to:

Approve the agenda.

PASSED: 4-0 (Benson, Wotton, Holloway, Cotton)

CM Johnson appeared at 5:32 pm.

SPECIAL BUSINESS

1. Closed Session pursuant to RCW 42.30.140(4)(b) for the planning or adoption of a strategy or position to be taken during the course of any collective bargaining proceedings, or reviewing the proposals made in the negotiations or proceedings.

At 5:32 pm, Council went into Executive Session which was expected to last until 6:00 pm. Recording of the meeting paused.

CM Washington appeared at 5:37 pm.

At 6:00 pm, Council returned to Council Chambers and recording resumed.

2. Mid-Biennial Budget Review and Economic Update presentation provided by Finance Director Bouta. Topics covered included 2025-2026 Budget Amendments, Biennial Budget Comparison, Position Summary, 2025 Amended Budget to Actuals, Importance of Financial Forecasting, Financial Sustainability Questions, Four Financial Buckets, Economic Update: National Trends, Economic Update: Local Trends, Governmental Operating Financial Forecast, Key Uncertainties, Forecasting Key Revenues, and Balanced Budget. Council questions and comments made

throughout the presentation. Additional information provided by City Administrator Mike Chambless.

ADJOURNMENT – It was moved by CM Washington and seconded by CM Johnson to adjourn the Special Meeting which passed unanimously. The Special Meeting adjourned at 6:49 pm.

REGULAR MEETING

CALL TO ORDER: Mayor Pro Tem Holloway called the Regular Meeting to order at 7:00 pm.

City Council: Councilmembers Ethan Benson, Rob Wotton, Bryan Holloway, Louis Washington, Catherine Cotton, and Jo Johnson.

City Staff: Mike Chambless, City Administrator; Dena Burke, City Attorney; Deana Dean, City Clerk; Mike Bailey, Fire Chief; Fletcher Lacroix, IT Director; Drew Bouta, Finance Director; Mona Davis, Community and Economic Development Director; Jeff Hamlin, Parks & Public Works Director; Jen Hughes, Deputy Finance Director; Janna Walker, Budget Manager; Patrick Fry, Project Engineer; Hind Ahmed, Project Engineer; Nicole Wiebe, Community Liaison; Phil Bennett, Deputy Parks & Public Works Director; Kim Johnson, HR Manager (remote); and Jimmie Betts, IT Support.

PLEDGE OF ALLEGIANCE – The pledge of allegiance was led by CM Benson.

AGENDA APPROVAL

It was moved by CM Washington; seconded by CM Johnson to:

Approve the agenda as amended.

PASSED: 6-0 (Benson, Wotton, Holloway, Washington, Cotton, Johnson)

CM Cotton commented on size of the agenda packet. Discussion followed.

It was moved by MPT Holloway, seconded by CM Washington to:

To remove AB25-089.

PASSED: 6-0 (Benson, Wotton, Holloway, Washington, Cotton, Johnson)

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Public Hearings

3. **AB25-105:** Property Tax Levy Ordinance. Public Hearing was opened at 7:04 pm. No one wishing to speak, public hearing was closed at 7:04 pm.
4. **AB25-107:** 2025-2026 Mid-Biennium Amendment. Public Hearing was opened at 7:05 pm. No one wishing to speak, public hearing was closed at 7:05 pm.

Appointments

5. Fire Department Lieutenant Promotion and Introduction of New Volunteers. Introduction by Fire Chief Bailey. New volunteers Steven Richards and Naomi Messele were introduced as well as Lieutenant Peter O'Donnell. Mayor Pro Tem Holloway presented the helmets. Badge pinning performed by Lieutenant O'Donnell's spouse Jenny. Photos followed.

Presentations

6. Certificates of Completion: City Academy Participants. Introduction by City Administrator Chambless. Certificates presented to the participants by Mayor Pro Tem Holloway. Photos followed.

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

- Shannon Sharone, of Snoqualmie, spoke as a Board member of the Snoqualmie Valley Food Bank to food bank needs.

CONSENT AGENDA

7. Approve the City Council Meeting Minutes dated October 27, 2025.
8. Approve the Claims Report dated November 10, 2025.
9. **AB25-101**: South King County Fire Training Consortium Interlocal Agreement
10. **AB25-113**: Awarding Contract for 2025 Sidewalk Repair & Replacement Project.

It was moved by CM Washington; seconded by CM Cotton to:

Approve the consent agenda.

PASSED: 6-0 (Benson, Wotton, Holloway, Washington, Cotton, Johnson)

ORDINANCES

11. **AB25-092**: Ordinance Adopting Snoqualmie School District Impact Fees for 2026. Introduction read into the record by MPT Holloway. This is the First Reading of Ordinance 1312. Additional information provided by Community and Economic Development Director Davis. Ryan Stokes from Snoqualmie Valley School District appeared remotely. Second reading and proposed adoption is scheduled for the November 24, 2025, City Council meeting.
12. **AB25-103**: Critical Areas Ordinance. Introduction read into the record by CM Washington. This is the First Reading of Ordinance 1313. Additional information provided by Director Davis. Presentation by Jeff Gray of Otak (remote). Discussion followed. Second reading and proposed adoption is scheduled for the November 24, 2025, City Council meeting.
13. **AB25-104**: Ordinance Certifying an Increase in Property Taxes. Introduction read into the record by MPT Holloway. Presentation by Budget Manager Janna Walker. This is the First Reading of Ordinance 1311. Second reading and proposed adoption is scheduled for the November 24, 2025, City Council meeting.
14. **AB25-105**: Property Tax Levy Ordinance. Introduction read into the record by MPT Holloway. This is the First Reading of Ordinance 1310. Second reading and proposed adoption is scheduled for the November 24, 2025, City Council meeting.
15. **AB25-107**: 2025-2026 Mid-Biennium Amendment. Introduction read into the record by MPT Holloway. Presentation by Budget Manager Walker. Questions followed. Additional information provided by City Attorney Burke, Fire Chief Bailey, Deputy Parks & Public Works Director Bennett, and Finance Director Bouta. This is the First Reading of Ordinance 1309. Second reading and proposed adoption is scheduled for the November 24, 2025, City Council meeting.

16. **AB25-095:** Ordinance Amending the Minimum Licensing Threshold for Out-of-City Businesses in SMC 5.04.015(B). Introduction read into the record by MPT Holloway.

It was moved by MPT Holloway; seconded by CM Benson to:

Adopt Ordinance 1308 amending the minimum licensing threshold for out-of-city businesses in SMC 5.04.0115(B).

PASSED: 6-0 (Benson, Wotton, Holloway, Washington, Cotton, Johnson)

At 8:42 pm Council took a 5-minute recess.

Council returned to open session at 8:47 pm and the recording resumed at 8:48 pm.

It was moved by CM Johnson, seconded by CM Benson to:

Amend the agenda to hear Finance & Administration Committee Reports before Public Safety Committee Reports.

PASSED: 6-0 (Benson, Wotton, Holloway, Washington, Cotton, Johnson)

COMMITTEE REPORTS

OUT OF ORDER

Finance & Administration Committee:

20. **AB25-100:** Resolution Adopting the 2025 Strategic Plan.

It was moved by MPT Holloway, seconded by CM Washington to:

Table AB25-100 to beginning of 2026.

PASSED: 6-0 (Benson, Wotton, Holloway, Washington, Cotton, Johnson)

21. **AB25-098:** Resolution related to Personnel Policies. Introduction read into the record by MPT Holloway.

It was moved by MPT Holloway; seconded by CM Washington to:

Adopt Resolution 1726 repealing all prior resolutions relating to personnel policies.

PASSED: 6-0 (Benson, Wotton, Holloway, Washington, Cotton, Johnson)

22. **AB25-096:** Resolution Adopting 2026 Salary Schedule for Non-Represented Management & Professional (M&P) Employees. Introduction read into the record by CM Holloway.

It was moved by CM Holloway; seconded by CM Johnson to:

Approve Resolution 1732 with a 2026 salary schedule that includes a 2.72% COLA for non-represented Management and Professional (M&P) employees.

PASSED: 6-0 (Benson, Wotton, Holloway, Washington, Cotton, Johnson)

23. **AB25-089:** Resolution Amending the Financial Management Policy. This item was removed from the agenda.

Public Safety Committee:

17. Fire Department 3rd Quarter Accreditation Report. This was an Informational only item; No discussion.

Community Development Committee: There was no report.

Parks & Public Works Committee:

18. **AB25-099:** Agreement for Consultant Services with Herrera for Community Based Social Marketing Campaign - National Pollutant Discharge Elimination System (NPDES). Introduction read into the record by CM Benson. Presentation by Project Engineer Patrick Fry.

It was moved by CM Benson; seconded by CM Washington to:

Approve Agreement for Consultant Services with Herrera Environmental Consultants for the Community Based Social Marketing Campaign.

PASSED: 5-1 (Benson, Wotton, Washington, Cotton, Johnson) (Nay: Holloway)

It was moved by CM Benson, seconded by CM Cotton to:

Modify motion to pursue Option 1 level.

PASSED: 4-2 (Benson, Washington, Cotton, Johnson) (Nay: Holloway, Wotton)

19. **AB25-102:** Application for Exemption from SMC 9.36.020 – WSDOT. Introduction read into the record by CM Benson. Additional information provided by Project Engineer Hind Ahmed. Discussion followed.

It was moved by CM Benson; seconded by CM Washington to:

Approve the exemption with conditions as explained in the Analysis.

PASSED: 6-0 (Benson, Wotton, Holloway, Washington, Cotton, Johnson)

Committee of the Whole

REPORTS

24. Mayor's Report. There was no report.
25. Commission/Committee Liaison Reports. There was no report.
26. Department Reports for October 2025. Reports were included in the agenda packet.

ADJOURNMENT

It was moved by CM Washington; seconded by CM Benson to:

Adjourn the meeting.

PASSED: 6-0 (Benson, Wotton, Holloway, Washington, Cotton, Johnson)

The meeting was adjourned at 9:20 pm.

CITY OF SNOQUALMIE

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk