



## PARKS & PUBLIC WORKS COMMITTEE & COMMITTEE OF THE WHOLE MEETING MINUTES MARCH 18, 2025

*This meeting was conducted in person at Snoqualmie City Hall and remotely using Zoom.*

**CALL TO ORDER** – Chair Benson called the meeting to order at 5:03 pm.

**Committee Members:** Councilmembers Ethan Benson, Bryan Holloway, and Catherine Cotton were present.

**City Staff:**

Mike Chambless, City Administrator (remote); Dena Burke, City Attorney (remote); Jeff Hamlin, Parks & Public Works Director; Mona Davis, Interim Community Development Director; Drew Bouta, Finance Director; Jen Hughes, Deputy Finance Director; Janna Walker, Budget Manager; Dylan Gamble, CIP Manager; Tom Holmes, Wastewater Superintendent; Phil Bennett, Deputy Parks & Public Works Director; Jason Battles, Urban Forestry/Stormwater Supervisor; Don Harris, Fleet and Facilities Supervisor; Matt Hedger, Water Division Superintendent; Deana Dean, City Clerk; and Jimmie Betts, IT Support.

**AGENDA APPROVAL** - The agenda was approved as amended, adding Resolution Designating Applicant Agent for FEMA Grant Funding to item #2.

**PUBLIC COMMENTS** – There were no public comments.

**MINUTES**

1. The minutes from March 4, 2025, were approved as presented.

**ADD ON AGENDA BILL**

1. **AB25-xxx:** Resolution Designating Applicant Agent for FEMA Grant Funding. This item was introduced by Interim Community Development Director Mona Davis. Committee questions and comments followed with Mayor Ross, Parks & Public Works Director Hamlin, and City Attorney Burke providing additional information. This item is approved to move forward at the March 24, 2025, City Council meeting on the consent agenda.

**AGENDA BILLS**

2. **AB25-003:** Amending Utility Rates for Years 2025-2030. This item was introduced by CIP Manager Dylan Gamble who reviewed the proposed ordinance. Committee questions and comments followed. Staff will modify the agenda bill prior to Monday's meeting. This item is approved to move forward at the March 24, 2025, City Council meeting for public hearing and first reading of the ordinance.

**DISCUSSION**

3. Parks & Public Works Division Update. Presentation provided by Parks & Public Works Deputy Director Phil Bennett. Topics included overview of staff, staff training, completion of deferred maintenance, division overview, 2024 accomplishments, and 2025 work plan for each of the water, urban forestry/stormwater, parks/streets, fleet/facilities, and wastewater divisions.

Additional topics covered included the Winery Booster Pump replacement, PVC main break on Reinig Road, new training initiatives on valve turning machine and leak detector equipment, urban forestry/stormwater spill response, wastewater biosolids, and goal of grease cleanup in pipes and wetwells. Committee questions followed.

4. Director Reports provide by PPW Director Hamlin included upcoming staff recruitments for admin and wastewater operator and a brief project update.

## **ADJOURNMENT**

The meeting was adjourned at 5:59 pm.

*Minutes taken by Deana Dean, City Clerk.  
Recorded meeting audio is available on the City website after the meeting.  
Minutes approved at the \_\_\_\_\_, 2025, Parks & Public Works Committee Meeting.*