



FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES DECEMBER 2, 2025

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

CALL TO ORDER - Chair Bryan Holloway called the meeting to order at 6:01 pm.

Committee Members: Councilmembers Bryan Holloway, Cara Christensen (Remote at 6:03pm), and Jo Johnson were present.

Mayor Katherine Ross was also present.

City Staff:

Mike Chambless, City Administrator; Dena Burke, City Attorney; Fletcher Lacroix, IT Director; Drew Bouta, Finance Director; Jen Hughes, Deputy Finance Director; Janna Walker, Budget Manager; Robert Thrall, Legal Assistant; Jeff Hamlin, Parks & Public Works Director; Mona Davis, Community and Economic Development Director; Nicole Wiebe, Community Liaison; and Andrew Jongekryg, IT Support.

AGENDA APPROVAL - The agenda was approved as presented.

PUBLIC COMMENTS – There were no public comments.

MINUTES – The minutes dated November 18, 2025, were approved as presented.

APPROVAL OF WARRANTS / CLAIMS – The claims report dated December 8, 2025, was approved to move forward to the December 8, 2025, City Council meeting on the consent agenda.

AGENDA BILLS

3. **AB25-089:** Resolution Amending Financial Management Policy. This item was introduced by Finance director, Drew Bouta. Discussion with Committee Members followed. City Attorney Burke made recommendations on correction. Motion to remove a “where as”, along with a motion to remove a table were approved. Motion to bring Resolution Amending Financial Management Policy to the City Council meeting on December 8, 2025, approved.
4. **AB25-114:** Madrona Law Contract Amendment. City Attorney Burke led the discussion, Committee members joined the discussion. This item was approved to move forward at the December 8, 2025, City Council meeting on the consent agenda.
5. **AB25-112:** K&L Gates Budget Authorization. City Attorney Burke led the discussion, Committee members joined the discussion. This item was approved to move forward at the December 8, 2025, City Council meeting on the consent agenda.

DISCUSSION

6. Totem Pole Discussion. Community Liaison, Nicole Wiebe led the discussion and presented. Discussion with Committee Members followed. Additional information provided by City Attorney Burke and City Administrator Chambless. Mayor Ross asked follow-up questions. Community Liaison Wiebe provided

the Arts Commission had questions about the totem pole, but did not have recommendations at the last meeting. Committee approved bringing this discussion to the December 8, 2025, City Council meeting.

7. Council Chambers Mural Discussion. Community Liaison Wiebe led the discussion and presented. Discussion with Committee members followed. Additional information provided by City Attorney Burke and City Administrator Chambless. Committee approved bringing this discussion to the December 8, 2025, City Council meeting.
8. Future Meeting Agenda Items. Informational only, no discussion.

CITY COUNCIL AGENDA REVIEW

9. The draft December 8, 2025, City Council agenda was approved as amended.

ADJOURNMENT

The meeting was adjourned at 6:54 pm.

Minutes prepared by Robert Thrall, Legal Assistant.

Recorded meeting audio is available on the city website after the meeting.

Minutes approved at the January 6, 2026, Finance & Administration Committee Meeting.