



FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES NOVEMBER 18, 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 6:00 pm.

Committee Members: Councilmembers Bryan Holloway, Cara Christensen, and Jo Johnson were present.

Mayor Katherine Ross was also present.

City Staff:

Mike Chambless, City Administrator; Dena Burke, City Attorney; Deana Dean, City Clerk; Fletcher Lacroix, IT Director; Drew Bouta, Finance Director; Janna Walker, Budget Manager; Robert Thrall, Legal Assistant; Jen Hughes, Deputy Finance Director; Jeff Hamlin, Parks & Public Works Director; and Jimmie Betts, IT Support.

AGENDA APPROVAL - The agenda was approved as amended, removing items #4 and #5 to the December 2, 2025, Finance & Administration Committee meeting.

PUBLIC COMMENTS – There were no public comments.

MINUTES – The minutes dated November 4, 2025, were approved as presented.

APPROVAL OF WARRANTS / CLAIMS – The claims report dated November 24, 2025, was approved to move forward at the November 24, 2025, City Council meeting on the consent agenda.

AGENDA BILLS

3. **AB25-109:** Appointment of Municipal Court Judge. Introduction by City Clerk Dean. Additional information provided by City Attorney Burke. This item is approved to move forward at the November 24, 2025, City Council meeting on the consent agenda
4. **AB25-112:** Authorization for Continued Legal Services with K&L Gates. This item was removed from the agenda.
5. **AB25-114:** Agreement for Attorney Legal Services with Madrona Law PLLC. This item was removed from the agenda.

DISCUSSION

6. Future Meeting Agenda Items. Informational Only.

CITY COUNCIL AGENDA REVIEW

14. Review Draft City Council Agenda dated November 24, 2025. The November 24, 2025, City Council agenda was approved as amended.

ADJOURNMENT

The meeting was adjourned at 6:17 pm.

Minutes prepared by Deana Dean, City Clerk.

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

Minutes approved at the December 2, 2025, Finance & Administration Committee Meeting.