

FINANCE COMMITTEE

**November 25, 2025
5:00 P.M.**

AGENDA



www.ci.bonney-lake.wa.us

Council Committees are primarily concerned with legislative/policy matters. They formulate and convey recommendations to the full council for action

The public is invited to attend Finance Committee Meetings. Options for attending are provided below.

In-Person: Bonney Lake Justice & Municipal Center at 9002 Main Street East, Suite 200 in Bonney Lake

By internet: Chrome- [Join the meeting now](#)

All public online cameras and microphones will be disabled except during citizen comments. Only staff and presenters will be visible and unmuted during the entire meeting.

I. CALL TO ORDER: Deputy Mayor Dan Swatman, Chair

II. ROLL CALL: Deputy Mayor Dan Swatman, Councilmember Gwendolyn Fullerton, and Councilmember Kerri Hubler

p.3 **III. APPROVAL OF MINUTES:** October 28, 2025, Finance Committee Meeting.

IV. DEPARTMENT REPORTS/PRESENTATIONS:

p.9 A. Personnel Update – Brian Sandler, Human Resources Manager

V. DISCUSSION/ACTION ITEMS:

p.11 A. **Discussion** – Council Policies and Procedures Amendment – John P. Vodopich, City Administrator

VI. OPEN COMMITTEE DISCUSSION:

VII. PUBLIC COMMENTS:

Public comments can be made in-person or virtually during this portion of the meeting. Comments are limited to 5 minutes. Public mics and video will be enabled-you will need to personally turn them on during this section only. All who comment will be asked to state their name and if you would like, your address for the meeting record.

VIII. ADJOURNMENT

Anything submitted at the Finance Committee Meeting will be added to the end of the packet the next day.

The City of Bonney Lake does not discriminate on the basis of disability, race, color, or national origin in its programs, services, or activities. If you need language assistance, translation, or an auxiliary aid, service, or policy modification to fully participate, please contact the City Clerk's Office at 253-862-8062 (TTY 711) or info@bonneylake.gov at least five (5) business days before the event; later requests will be honored when feasible.

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FINANCE COMMITTEE

**October 28, 2025
5:00 P.M.**

DRAFT MINUTES



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Council Committees are primarily concerned with legislative/policy matters. They formulate and convey recommendations to the full council for action

Location: Bonney Lake Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington.

I. CALL TO ORDER: Deputy Mayor Dan Swatman, Chair, called the meeting to order at 5:00 p.m.

II. ROLL CALL: Deputy Mayor Dan Swatman, Councilmember Gwendolyn Fullerton, and Councilmember Kerri Hubler.

Staff members in attendance at the physical location were Mayor Terry Carter, Administrative Services Director Chuck McEwen, Public Services Director Jason Sullivan, Human Resources Manager Brian Sandler, Assistant to the City Administrator Leslie Harris, and Administrative Specialist III Debra Sires.

Staff members in attendance virtually was Chief Financial Officer Cheri Reierson.

III. APPROVAL OF CORRECTED MINUTES:

Audio starts at:
5:00 pm

Minutes from the September 23, 2025 Finance Committee Meeting were approved. [with minor corrections.]

IV. DEPARTMENT REPORTS/PRESENTATIONS:

Audio starts at:
5:00 pm

A. Personnel Update – Brian Sandler, Human Resources Manager

Human Resources Manager Sandler presented the uploaded Personnel Update. One new police officer has been offered a position and are waiting for his acceptance.

Committee members discussed and shared their concerns, including:

- Timing of entry level starting in the field and which academy he will be attending.
- Interviews for the judge.

V. DISCUSSION/ACTION ITEMS:

Audio starts at:
5:04 pm

A. AB25-17 – Ordinance D25-17 - An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending The Biennial Budget For Calendar Years 2025-2026.

Introduced by Chief Financial Officer Reierson gave an overview of the Biennial Budget Amendment for Years 2025-2026. Committee discussed and shared their concerns, including:

- Municipal Court grant funding and employee matrix chart.

- Contracted City attorney does not need to be present at Council meetings unless necessary or the possibility of hiring an in-house attorney.
- Credit card fees are offset by the fees charged to the customers.
- Police budget
- Salt Brine and clarification of expenses.
- Community Forest program.
- Reserve Fund transfer for police radios.
- Bubbler System at Lift Stations description.
- Police Department vehicles and Fleet Software.
- Cumulative Reserve fund question.

The Committee agreed to forward to the November 11, 2025, Council Meeting Consent Agenda.

Audio starts at:
5:30pm

- B. **AB25-86 – Motion M25-86** – A Motion of the City Council of the City of Bonney Lake, Pierce County, Washington, Interagency Agreement Renewal with The Chamber Collective.

Introduced by Assistant to The City Administrator, Harris gave an overview of the Interagency Agreement. The Committee discussed and shared their concerns, including:

- What is the cost to the City for the agreement?
- Is the City still going to be working with the Chamber in some form with the triathlon.
- Is the bingo card for all businesses or just chamber businesses?
- Section 4 Item #4, Amendments, questions and re-wording.

The Committee agreed to forward to the November 11, 2025, Council Meeting Consent Agenda.

VI. OPEN COMMITTEE DISCUSSION:

VII. PUBLIC COMMENTS: *None*

For efficient use of city resources, comments will be a short summary and not verbatim. An audio recording to the state digital archives if needing a complete review of comments.

VIII. ADJOURNMENT

At 5:43 p.m. the Meeting was adjourned by Deputy Mayor Swatman with the common consent of the Committee.

Debra Sires Finance Committee Clerk

Dan Swatman, Deputy Mayor, Chair

Items presented to Committee at the October 28, 2025, Meeting for the record:

1. *AB25-86 – Motion AB25-86 Interagency Agreement with the Chamber Collective – Leslie Harris, Assistant to the City Administrator.*

Note: Unless otherwise indicated, all documents submitted at Finance Committee meetings are added to the back of the packet the next day. For detailed information on agenda items, please view the corresponding Agenda Packets, which are posted on the city website and on file with the City Clerk.

City of Bonney Lake, Washington
City Council Agenda Bill (AB)

Agenda Item Type: Motion	Agenda Bill Number & Ordinance/Resolution/Motion Number: AB25-86 / Motion M25-86	
Department/Division Submitting: Executive Administration	Presenter: Leslie Harris, Assistant to the City Administrator	City Strategic Goal Category: Economic Development Vision

Agenda Subject: Interagency Agreement with The Chamber Collective

Full Title/Motion: A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign An Interagency Agreement With The Chamber Collective

Administrative Recommendation: Approve

Short Background Summary (Use a memo to write a full history):
 The City and The Chamber Collective desire to cooperate and share resources to strengthen their partnership and support a thriving community. This Interagency Agreement establishes a framework for ongoing collaboration between the City and the Chamber to promote community and business engagement, provide opportunities for mutual representation, and enhance the connection between the City, its residents, and the local business community. Through this partnership, both parties agree to work together in good faith to advance shared goals and contribute to the overall well-being of the community. The current Interagency Agreement expires on December 31, 2025. This four-year agreement would become effective January 1, 2026, and terminate on December 31, 2029.

Attachments: Interagency Agreement

BUDGET INFORMATION

Budgeted Amount: \$0 **Current Balance:** **Expenditure Amount Needed:** **Budgeted Balance Difference:**

Budget Explanation:

COMMITTEE, BOARD & COMMISSION REVIEW

Public Hearing Date: **Name Of Committee/Commission Public Hearing Was Done At:**

Date & Name Of Committee/ Commission Meeting	Return To Committee/ Commission/Board	Council Workshop Discussion	Consent Agenda	Council Full Issues
Date: October 28, 2025 Name: Finance Committee	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes
Date: Name:	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Date: Name:	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

Hearing Examiner Review:

Preparer sent affected Department Director(s) copy of AB

Administrative Services Court Executive
 Finance Police Public Services

COUNCIL ACTION

Workshop Date(s): Public Hearing Date(s):
 Meeting Date(s): Nov 25, 2025 Tabled To:

APPROVALS

Department Director: <i>John P. Vodopich</i>	Mayor: <i>Terry Carter</i>	Date Reviewed By City Attorney (if applicable): Oct. 27, 2025
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**INTERAGENCY AGREEMENT BETWEEN THE CITY OF BONNEY LAKE AND
THE CHAMBER COLLECTIVE**

This Interagency Agreement (“Agreement”) is entered into by and between the **City of Bonney Lake** (“City”) and **The Chamber Collective** (“Chamber”), individually referred to as a “Party” and collectively as “Parties,” effective upon the date of final signature.

1. Purpose

The purpose of this Agreement is to foster collaboration between the City and the Chamber to promote community and business engagement, provide opportunities for mutual representation, and strengthen the connection between the City, its residents, and the local business community. As such, both Parties will collaborate in good faith to promote mutual interests and community well-being.

2. Responsibilities of the Parties

A. Responsibilities of the Chamber:

1. The Chamber will provide annual membership to the City for the duration of this Agreement (est. value \$1,000).
2. The Chamber will maintain a non-limited term position for a City staff person on the Chamber’s Board of Directors.
3. The Chamber will present quarterly updates to the Bonney Lake City Council, providing information on Chamber activities and business community engagement.
4. The Chamber will provide representation at appropriate City-sponsored events to spotlight the Chamber and its members.
5. The Chamber will collaborate with the City on mutually beneficial special projects – such as a resident’s guide, holiday ‘shop local’ campaigns, or other agreed upon initiatives – that promote community engagement and support local businesses.

B. Responsibilities of the City:

1. The City will identify a staff person to serve a non-limited term on the Chamber’s Board of Directors.
2. The City will provide the Chamber a booth at Tunes at Tapps and additional events as appropriate at no cost.
3. The City may present updates and community information annually to Chamber members at a luncheon event.
4. The City will be entitled to provide one column per month in the Chamber newsletter to communicate City updates and community information.

5. The City will collaborate with the Chamber on mutually beneficial special projects – such as a resident’s guide, holiday ‘shop local’ campaigns, or other agreed upon initiatives – that promote community engagement and support local businesses.

3. Term

This Agreement shall become effective January 1, 2026, and shall terminate December 31, 2029, four (4) years from the effective date, unless terminated earlier by either Party with thirty (30) days written notice to the other Party. The Parties may mutually agree in writing to extend this Agreement for a period of one (1) year. Such extension shall be agreed upon at least sixty (60) days prior to the termination of this Agreement.

4. General Provisions

1. **Employment.** Any and all employees of Chamber and the City, while engaged in the performance of any work or services under this Agreement, shall be considered respectively employees of the Chamber or the City, and any and all claims that may or might arise under Title 51 RCW, the Workers’ Compensation Act, on behalf of said employees, while so engaged; any and all taxes arising out of Chamber’s or City’s work under this Agreement; and any and all claims made by a third party as a consequence of any acts, errors, or omissions on the part of the Chamber’s or City’s employees, while so engaged, shall be the sole obligation and responsibility of the Chamber and the City respectively.
2. **Nondiscrimination.** Chamber and City mutually agree not to discriminate against any client, employee, or applicant for employment or for services because of race, creed, color, national origin, marital status, gender, age or handicap except for a bona fide occupational qualification with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or termination; rates of pay or other forms of compensation; selection for training; and rendition of services.
3. **Entire Agreement.** This Agreement constitutes the entire understanding between the Parties and supersedes any prior agreements regarding the matters herein.
4. **Amendments.** Amendments to this Agreement must be made in writing and signed by authorized representatives of both Parties.
5. **Independence.** Nothing in this Agreement shall be construed as creating a partnership, joint venture, or employment relationship between the Parties. Each Party remains an independent entity.
6. **Applicable Law.** The laws of the State of Washington shall apply in interpreting this Agreement. Venue for any lawsuit arising out of this Agreement shall be in Superior Court of the State of Washington, in and for Pierce County.
7. **Mutual Indemnification.** Chamber shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages,

losses or suits including attorneys' fees, arising out of or resulting from the acts, errors or omissions, of the Chamber in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. City shall defend, indemnify, and hold the Chamber, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorneys' fees, arising out of or resulting from the acts, errors or omissions, of the City in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Chamber.

8. **Waiver.** Failure by any Party to this Agreement to enforce any provision of this Agreement or to declare a breach shall not constitute a waiver thereof, nor shall it impair any Party's right to demand strict performance of that or any other provision of this Agreement any time thereafter.
9. **Severability.** If any provision of this Agreement or its application is held invalid, the remainder of the Agreement or the application of the remainder of the Agreement shall not be affected.

Authorized Representatives:

City of Bonney Lake

The Chamber Collective

By: _____

By: _____

Signed: Terry Carter, Mayor

Signed: Andy Frickel, President

Date: _____

Date: _____

Human Resources Staffing Update – For Finance Committee

November 25, 2025

Hire Letters

- Hunter Hulsing, Entry Level Police Officer – 12/01/2025
- Judge Anneke Berry – 01/01/2025
- Melanie Kohn – Transfer to Administrative Specialist III – 12/1/2025
- Lailani Balboa Fernandez – Promotion to Accounting Specialist IV – 01/16/2026

Conditional Letters

- None

Receipt of Applications

- Police Officer – Ongoing Recruitment
- Youth Sports Official/Umpire
- Municipal Court Judge – Interviews held on 10/15/25 and 10/16/25
- Accounting Specialist IV – Receipt of Applications – 1st Review 10/29/25
- Utilities Administrative Specialist III – Internal Receipt of Applications Closes 10/28/25

Recent/Upcoming Separations

- Allison Remski, Police Officer – 11/5/2025
- Karen Berto, Kitchen Aide – 12/19/2025
- Judge Daniels, 12/31/2025

Out of Class Assignments:

- None

Completed Staffing Changes - 2025

New Hires: 13

Promotions/Transfers: 9

Separations: 8

Completed Part-Time/Staffing Changes – 2025

New Hires/ReHires: 28

- Sophie Coen, Youth Sports Official – 11/18/2025

Separations: 34

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