



BUCKLEY CITY COUNCIL AGENDA

Tuesday, January 13, 2026, at 6:00 P.M.

Multi-Purpose Center, 811 Main Street

Next Ordinance #01-26, Next Resolution #26-01, Next Agenda Bill #26-001

Or Via Zoom:

<https://us02web.zoom.us/j/83366597529?pwd=N2hMTmh5eEZ4TGpJd2dpbFp0cnkvdz09>

Call-in Number: 253-215-8782

Meeting ID: 833 6659 7529 Meeting Passcode: 863441

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll call
3. Agenda Modifications
4. Announcements, Appointments and Presentations
 - a. Appointment of Council Committees and Liaisons

B. PUBLIC COMMENTS - *Time Limit of Three Minutes* (Citizens wishing to speak are Encouraged to sign up at City Hall by Wednesday prior to the Council Meeting)

C. COMMITTEE REPORTS

1. Mayor's Report	Robertson Harding
2. Senior Citizens Advisory Commission	Bergerson

D. CONSENT AGENDA

- a. Approve minutes of October 7, 2025, City Council Study Session
- b. Approve minutes of November 18, 2025, City Council Meeting

E. REGULAR AGENDA

1. UNFINISHED BUSINESS

- a. Lodging Tax Advisory Committee 2026 Funding Recommendations

2. NEW BUSINESS

- a. Employment Contract with Samantha Johnson to serve as Municipal Court Judge

F. STAFF REPORTS

1. City Administrator Update

G. PUBLIC COMMENTS - *Time Limit of Three Minutes*

H. COUNCIL MEMBER COMMENTS & GOOD OF THE ORDER

I. ADJOURNMENT

B. PUBLIC COMMENTS

C. COMMITTEE REPORTS

December 17, 2025

HUD Contracts Executed for CDBG, HOME, and ESG Funding

Dear Community Service Providers,

We are pleased to share that Pierce County Human Services now has **fully executed contracts with the Department of Housing and Urban Development (HUD) for Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) funding** for the 2025 program year. We appreciate your patience and partnership throughout this process and your continued commitment to serving Pierce County residents.

With these agreements finalized, the County and our partner organizations can now move forward with planned projects, service delivery, and investments that strengthen housing stability and community well-being across Pierce County.

- **CDBG Funding**

Approximately \$3.2 million in CDBG funds are available to support approved public services, facilities and capital projects, and administrative activities. These investments will restore and sustain critical community-based services, support program operations, and advance housing rehabilitation, infrastructure, and community development projects in the region.

- **HOME Funding**

Approximately \$1.2 million in HOME funds will be administered through the Pierce County Community Development Corporation to support affordable housing development and preservation activities. The primary use of these funds will be for affordable homeownership development for sale to households earning below 80% of the Area Median Income.

- **ESG Funding**

Approximately \$275,000 in ESG entitlement funds will support program administration, the Homeless Management Information System (HMIS), and rapid re-housing services for individuals and families experiencing homelessness.

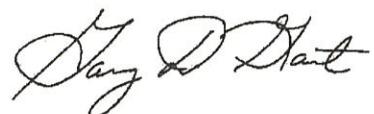
Approved projects and services may now proceed in alignment with contract requirements. County staff will continue coordinating with funded partners on timelines, reporting, and compliance, and additional guidance may be shared to support successful implementation.



Executive Ryan Mello has emphasized to me and my team that one of his top priorities is continuation of federal funds for these critical projects. Keeping people safely and stably housed, and connecting them with support services, is a major pillar of his Forward Together agenda.

Thank you for the vital work you do every day. If you have questions or need additional support, please reach out to your Pierce County Human Services program contact.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary D. Gant".

Gary D. Gant
Director of Human Services

D. CONSENT AGENDA

**CITY COUNCIL
STUDY SESSION
October 7, 2025**

ATTENDEES: Council members Green, Smith, Arsanto, Burbank, Anderson (Via Zoom) and Bergerson.

Also, in attendance were: Mayor Burkett, Interim City Administrator Banks, City Clerk Zumek, Senior Planner Farnsworth, Police Records Clerk Burkett, City Engineer Miller and Deputy Clerk Clark.

Mayor Pro Tem Smith called the regularly scheduled meeting to order at 6:00 PM.

Administrative Policies:

City Clerk Zumek discussed the questions that Council member Bergerson had at a previous Council Study Session. Ms. Zumek provided a handout with the questions that were asked along with the answers to these questions.

The policies that have been updated from the current Administrative Policies and Procedures are absences weather related, flexible work scheduling program and vacation policy.

Council asked questions regarding teleworking or working from home. Ms. Zumek and Interim City Administrator Banks answered the questions.

Further research is still being done regarding the vacation and sick accruals maximum amount.

Development Code Updates:

Frameworks Consulting was at Council to present a PowerPoint with the Development Code Updates. This included HDR Zone discussion, affordable housing review, capacity analysis of the amount of buildable land and alley discussion.

Frameworks Consulting and City Engineer Miller gave Council the input from Planning Commission that was discussed at the meeting the night before. Frameworks Consulting would like guidance on apartments to move forward. Council agreed that they would like option 1 from the discussion.

City Council Comments:

Council member Bergerson expressed her concerns regarding the bridge closure and the drop-off area to walk the trail is still a mess. Mayor Burkett updated Council on what he has learned through WSDOT and options for the drop-off area. Mayor Burkett let Council know that WSDOT has done a good job on updating with the bridge updates.

Council member Smith discussed that he would like to see parents at Glacier Middle School during drop-off and pick-up times not be allowed to turn left out of the parking lot. There was a student hit by a car in the crosswalk. Mayor Burkett and Interim City Administrator Banks will meet with the White River superintendent and Mr. Banks added he could look into painting the crosswalk green.

With nothing further, the Study Session was adjourned at 6:53 PM.

City Administrator

Mayor

Prepared by: Jessica Clark, Deputy Clerk

City Council Study Session – October 7, 2025

City Council
November 18, 2025

Mayor Burkett called the regularly scheduled meeting to order at 6:00 PM.

Upon roll call the following members were present: Smith, Anderson, Burbank, and Bergerson.

Also present were: Interim City Administrator Banks, Finance Director Hines, Police Records Clerk Burkett, and City Clerk Zumeck.

Council member Burbank moved to excuse Council members Green, Arsanto, and Bender. Council member Bergerson seconded the motion. Motion carried.

Mayor Burkett asked if there were any other additions, deletions, or changes to the agenda.

Council member Smith moved to approve the agenda as presented. Council member Bergerson seconded the motion. Motion carried.

CITIZEN PARTICIPATION

Meagan Rhoades – Ms. Rhoades came as a representative of the Foothills Historical Society and wanted to speak about the LTAC funds for a mural. She shared that her understanding from the Committee was that the mural project was not far enough along to grant funding but she also saw that Visit Rainier and the Enumclaw Expo Center both received funding and they aren't in Buckley. She would like more information on why their request was denied.

Natasha Hackett - Ms. Hackett shared that she is the Treasurer for the Buckley Downtown Association and she was also hear to speak about the funding request for the mural that was denied. Ms. Hackett stated that they have everything ready to go and just needed the funding to move forward. She would also like more feedback on what they could have put in their application to explain that they were far enough along.

COMMITTEE REPORTS

Mayor's Report: Mayor Burkett reminded everyone that the Tree Lighting is on November 29th at 5:00 PM and wanted to wish everyone a Happy Thanksgiving.

Senior Citizen Advisory Commission:

Council member Bergerson shared that the Commission met on November 5th and received updates on the following:

- Senior Wellness Fair
- New carpet for the Senior Center
- New chairs
- Volunteer drivers
- Jingle Jubilee
- Senior Center Newsletter, and
- Meeting calendar.

She also shared that their next meeting will be on January 7, 2026.

CONSENT AGENDA

Council Member Smith moved to approve the Consent Agenda. Council member Burbank seconded the motion. Motion carried.

Approve Minutes of August 12, 2025, City Council Meeting

Approve Minutes of August 26, 2025, City Council Meeting

Approve Minutes of September 9, 2025, City Council Meeting

Claim check numbers 70209 through 70292 in the amount of \$278,103.28 for October 15, 2025, through October 28, 2025; payroll check numbers 42089 through 42119 in the amount of \$155,923.38 and ACH Payroll in the amount of \$487,707.34 for October 29, 2025, through November 11, 2025, and claim check numbers 70293 through 70345 in the amount of \$287,046.52 for October 29, 2025, through November 11, 2025, are hereby approved and ordered paid this 18th day of November 2025.

REGULAR AGENDA

Public Hearing: 2026 Property Tax Levy and 2026 EMS Tax Levy

Mayor Burkett convened the Public Hearing at 6:11 PM.

Director Hines gave a brief presentation on the 2026 Property Tax Levy and 2026 EMS Tax Levy.

Upon no testimony, Mayor Burkett closed the Public Hearing and reconvened the Council meeting at 6:18 PM.

ORD No. 10-25: Adopting the 2026 Regular Property Tax Levy

Council member Burbank moved to Approve Ordinance No. 10-25 Adopting the 2026 Regular Property Tax Levy. Council member Smith seconded the motion. Upon roll call vote, motion carried 4/0.

ORD No. 11-25: Adopting the 2026 EMS Levy

Council member Smith moved to Approve Ordinance No. 11-25 Adopting the 2026 EMS Tax Levy. Council member Bergerson seconded the motion. Upon roll call vote, motion carried 4/0.

ORD No. 12-25: Setting the 2026 Levy Amount Required for the 2010 Unlimited General Obligation Bonds Used for the Fire Station Construction

Council member Anderson moved to Approve Ordinance No. 12-25 Setting the 2026 Levy Amount Required for the Voter Approved 2010 Unlimited General Obligation Bonds for Fire Station Construction Financing. Council member Burbank seconded the motion. Upon roll call vote, motion carried 4/0.

RES No. 25-06: Repealing and Replacing the City of Buckley Personnel Policies & Administrative Procedures Manual

Council member Burbank moved to Adopt Resolution No. 25-06 Repealing and Replacing the City of Buckley Personnel Policies and Administrative Procedures Manual. Council member Anderson seconded the motion. Motion carried.

Adoption of the 2026 Legislative Priorities

Council member Bergerson moved to Adopt the City of Buckley 2026 Legislative Priorities. Council member Smith seconded the motion. Motion carried.

STAFF REPORTS

City Administrator Update

Interim City Administrator Banks shared that Judge Berry will no longer be with the City of Buckley, she is moving on to Bonney Lake. He also shared that regarding painting the crosswalks green at intersection of C Street & Main Street and A Street & River this is supposed to only be used for bike lanes and trail crossings so they are looking into other options to make these crosswalks more visible.

Council Member Comments & Good of the Order:

Council member Burbank asked if the Council could hear more about the LTAC process and what that looks like. Staff stated they would be happy to add a discussion item to next week's agenda to discuss this.

Council member Smith stated that regarding the crosswalk at C Street and Main Street his reasoning for wanting it to be more visible was because a student was struck there. He also stated that he would like a right turn only out of there during certain hours of the day. He wondered if the City could partner with the school to possibly install lighted beacons at that crosswalk.

Council member Anderson shared that she saw that Mountain Meadow has a flagger at the crosswalk by their school, is that something the school could consider doing at this crosswalk?

Council member Bergerson shared that she thinks a right turn only and adding a crossing guard would really help people out at that intersection.

Council member Anderson shared that Citizen Advisory Commission met on November 27th, she was unable to be present for the meeting so she will get an update from Director Snodgrass and share that with the Council next week.

Council member Smith moved to adjourn. Council member Burbank seconded the motion. Motion carried.

With nothing further, the meeting was adjourned at 6:35 PM.

Mayor

City Administrator

Prepared by: Treva Zumek, City Clerk

D. REGULAR AGENDA



CITY COUNCIL AGENDA BILL

City of Buckley
PO Box 1960
Buckley, WA 98321

ITEM INFORMATION						
SUBJECT: Lodging Tax Advisory Committee 2026 Funding Recommendations	Agenda Date: January 13, 2026		AB26-001			
	Department/Committee/Individual	Created	Reviewed			
Mayor						
City Administrator			X			
City Attorney						
City Engineer						
City Clerk			X			
Finance Dept		X				
Building Official						
Fire Dept						
Parks & Recreation						
Building & Planning						
Police Dept						
Municipal Court						
PW/Utilities						
Staff Contact: Sandi Hines, Finance Director						
Attachments: Memo						
SUMMARY STATEMENT: The Lodging Tax Advisory Committee (LTAC) met on October 16 th to review nine (9) 2026 applications. The LTAC developed funding recommendations that were presented to Council in November 2025 as part of the 2025-2026 Mid-Biennial Budget Update. The City Council proposed a revised funding amount for the Buckley Downtown Association and the LTAC met again on December 8 th to review the proposal. Attached are the LTAC's final recommendations for the 2026 funding cycle.						
COMMITTEE REVIEW AND RECOMMENDATION: LTAC Committee October 16, 2025 and December 8, 2025						
RECOMMENDED ACTION: MOVE to Approve the 2026 Lodging Tax Funding Allocations.						
RECORD OF COUNCIL ACTION						
Meeting Date	Action	Vote				



Memo

To: Mayor and City Council
From: Sandi Hines, Finance Director
Date: January 13, 2026
Re: 2026 LTAC Final Funding Recommendations

This memo is to provide the City Council with the Lodging Tax Advisory Committee's (LTAC) final 2026 funding recommendations.

The 2026 lodging tax application period was opened in September 2025 with all applications due by Tuesday, October 7th. The City received nine applications. The following list provides a short summary of each organization's funding request.

- **Foothills Historical Society** (in cooperation with the City of Buckley) – funding would be used to maintain the Museum by funding communication and utility costs, insurance, repairs and maintenance, and supplies. Funding request of \$14,643.
- **Foothills Historical Society** – funding would be used to create an exhibit activity book by using a graphic designer to do the layout and printing and the book would target families and school groups to bring tourism to Buckley. Funding request of \$3,000.
- **Visit Rainier** – funding would be used for establishing and maintaining a Buckley specific page on the Visit Rainier website that would list and showcase restaurants, lodging establishments, events, and attractions in the city of Buckley. Funding request of \$15,100.
- **Enumclaw Expo & Event Association** – funding would be used for social media advertising and geo fencing of events in Buckley and at the Enumclaw Expo Center. Funding request of \$7,500.
- **Buckley Chamber of Commerce** – funding would be used to purchase bleachers and a stage for Main Street that could be used during City and community events. Funding request of \$18,811.
- **Buckley Downtown Association** – funding would be used for the rental of a porta potty for all downtown events, A-Boards to be used for advertising of community events, a metal mural project downtown, storage fees for equipment, and a kiosk board along the Foothills trail. Funding request of \$20,642.78.
- **Veteran's Memorial** – funding would be used for supplies (bricks), utility costs, and maintenance of the Veteran's Memorial. Funding request of \$1,475.

- **Log Show** - funding would be used for the purchase of new seating/bleachers for the Log Show event. Funding request of \$25,000.
- **Pedals for the People** – funding would be used for illumination of the Buckley Asphalt Pump Track. Funding request of \$100,000.

The LTAC met on October 16, 2025, to review, discuss, and score each application. The LTAC recommended the following funding packages which were presented for the Council's consideration at the November 18, 2025, Council meeting as part of the 2025-2026 Mid-Biennial update:

- Foothills Historical Society – Request \$14,463. **Recommended Funding \$14,463.**
- Foothills Historical Society – Request \$3,000. **Recommended Funding \$3,000.**
- Visit Rainier – Request \$15,100. **Recommended Funding \$15,100.**
- Enumclaw Expo & Event Association - Request \$7,500. **Recommended Funding \$5,000.**
- Buckley Chamber of Commerce - Request \$18,811. **Recommended Funding \$18,811.**
- Buckley Downtown Association - Request \$20,642.78. **Recommended Funding \$4,000.**
- Buckley Veteran's Memorial – Request \$1,475. **Recommended Funding \$1,475.**
- Log Show – Request \$25,000. **Recommended Funding \$25,000.**
- Pedals for the People – Request \$100,000. **Recommended Funding \$0.**

Total Funding Requests = \$205,991.78. Total Funding Recommendations = \$86,849

During the City Council's discussion at the November 18 meeting, the Council had questions regarding the funding for the Buckley Downtown Association (BDA) project and asked staff to bring back more information about why the BDA's application, specifically for the metal mural project, was not funded in full. At the November 25, 2025, Council meeting LTAC Chairperson Councilmember Bergerson spoke to the LTAC's decision to not fund the metal mural project as they felt the project was not far enough along in its development based on the wording in the application. The Council expressed interest in increasing the allocation for the BDA to fund the metal mural project.

Based on RCW 67.28.1817, any Council directed changes to the LTAC's recommended funding allocations must be submitted as a proposal to the LTAC for review and comment not less than 45 days before final action on the approval of the funding allocations. The Council submitted a proposal to the LTAC on November 26, 2025, with the request to fund the BDA's metal mural project for the requested amount of \$10,217.75. The LTAC met again on December 8, 2025, to discuss the proposal from the City Council and information that was subsequently received from the BDA that they had been awarded funding from Pierce County for the same metal mural project. The LTAC's consensus was that the project still seemed to be underdeveloped but that they would agree to recommend funding for the metal mural project in the amount of \$6,717.75, which is the total requested amount of \$10,217.75 less \$3,500 of Pierce County funding. The LTAC also commented that the BDA LTAC contract would state that the City has no future commitment or responsibility for maintenance of the project. The Visitor Promotion & Development Fund has sufficient resources for the additional funding of the BDA's project.

The LTAC recommends funding the 2026 applicants as outlined above, with the addition of \$6,717.75 for the BDA metal mural project. Total Funding Recommendation is \$93,566.75. The adopted 2025-2026 budget had a placeholder amount of \$70,000 for the 2026 cycle. The additional funding of \$23,566.75 will come from fund balance of the Visitor Promotion and Development Fund which has sufficient resources.



CITY COUNCIL AGENDA BILL

City of Buckley
PO Box 1960
Buckley, WA 98321

ITEM INFORMATION			
SUBJECT:	Agenda Date: January 13, 2026		AB26-002
Employment Contract with Samantha Johnson to serve as Municipal Court Judge	Department/Committee/Individual	Created	Reviewed
	Mayor		X
	City Administrator		X
	City Attorney		X
	City Engineer		
	City Clerk	X	X
	Finance Dept		
	Building Official		
	Fire Dept		
	Parks & Recreation		
	Building & Planning		
	Police Dept		
	Municipal Court		X
	PW/Utilities		
Staff Contact: Jessica Cash, Court Administrator and Chris Banks, Interim City Administrator			
Attachments: Employment Agreement			
SUMMARY STATEMENT: The Judicial hiring committee made a recommendation and former Mayor Burkett appointed Samantha Johnson to serve as Municipal Court Judge for the term of January 1, 2026, through December 31, 2029. The City requests the Council approve the attached employment contract.			
COMMITTEE REVIEW AND RECOMMENDATION:			
RECOMMENDED ACTION: MOVE to Approve the Employment Contract with Samantha Johnson for Municipal Court Judicial Services.			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	

MUNICIPAL COURT JUDICIAL SERVICES AGREEMENT

This agreement (the “**Agreement**”) is by and between the City of Buckley, Washington, a municipal corporation operating as a (non-charter) or (charter) code city under the Laws of the State of Washington (the “**City**”) and **Samantha Johnson** and is dated the 1st day of January 2026.

RECITALS

- A. The City operates a Municipal Court pursuant to RCW 3.50 and Buckley Municipal Code (BMC) 2.28.
- B. The Mayor desires to appoint, and the City Council desires to confirm, Samantha Johnson as the Judge of the Buckley Municipal Court for the term of January 1, 2026 through December 31, 2029.
- C. Samantha Johnson meets the judicial qualifications set forth by Washington State law.
- D. Samantha Johnson is willing and able to serve as the City’s Municipal Court Judge for the above referenced term and the City and Samantha Johnson desires to enter into an agreement setting forth the relative rights, duties and obligations of the Parties.

Now, therefore, in consideration of the mutual promises and covenants set forth below, the sufficiency of which is acknowledged by the Parties, it is agreed as follows:

1. **Appointment** – Effective January 1, 2026, Samantha Johnson is appointed to be the judge of Buckley Municipal Court until the current term expires and thereafter as agreed by the parties for another term.
2. **Term** - The term of this agreement shall be from January 1, 2026, through December 31, 2029, for the four-year term prescribed by law. This agreement shall be in effect during the term specified unless terminated by mutual agreement or according to law.
3. **Duties** – Samantha Johnson agrees to serve as the Municipal Court Judge for the City of Buckley with all the powers, duties, privileges and obligations which said office confers and in accordance with the Constitution of the United States, the Constitution of the State of Washington, the Revised Code of Washington, the Municipal Code of Buckley and all other applicable laws and treaties. Samantha Johnson shall abide by the Rules of Judicial Conduct as promulgated by the Washington Supreme Court and shall at all times maintain her status as a licensed attorney in the state of Washington in the status of either active or judicial. The services provided will include regularly scheduled court sessions and any administrative work and out-of-court work done by the Municipal Court Judge, and all time expended for mandatory judicial education. Samantha Johnson shall also use her best efforts to improve the City’s Court by advancing the causes of justice, impartiality, fairness and efficiency in all of the Court’s business.

4. **Compensation** – The City shall compensate Samantha Johnson at the 2026 flat rate of **\$4,000.00 per month** for all her time, both judicial and administrative. This monthly rate will be

adjusted annually based on the Council approved COLA provided to non-rep positions for the duration of this contract. The City shall provide health care benefits for Samantha Johnson at a proportionate cost share per the City's Personnel Policy. The City shall also pay for the mandatory dues for membership in the District and Municipal Court Judge's Association (DMCJA) for which membership is required of all municipal court judges. Further, the City shall reimburse Samantha Johnson for all tuition and required materials for her mandatory attendance at Continuing Judicial Legal Education sessions as required by Washington State General Rules.

5. Status - Samantha Johnson shall be an employee of the City and is subject to all pertinent withholding taxes, social security taxes, and retirement contributions.

6. General Rule 29 – The parties agree that the provision of Washington State Rules of Court General Rule 29, which governs the election, term, vacancies, removal, selection, responsibilities and authorities of presiding judges in courts of limited jurisdiction, shall be applicable to all court operations and personnel.

7. Qualifications – Samantha Johnson declares that she is and shall at all times during the term of this Agreement, be qualified to serve as a Municipal Court Judge in that she is a citizen of the United States and of the State of Washington, and an attorney admitted to practice law before the courts of record of the State of Washington.

8. Indemnity Agreement – The City shall defend, indemnify and hold Samantha Johnson and/or pro tem judges that may serve in her absence, harmless from any and all claims arising out of the good faith performance of her duties and functions as the Buckley Municipal Court Judge.

9. Judges Pro Tem – In the event that Samantha Johnson is the subject of an Affidavit of Prejudice or must by law recuse herself from hearing a case, the City will be responsible for paying a pro tem judge. The City will also pay a pro tem judge to serve in her stead for mandatory judicial training and judicial college. The City will also allot Samantha Johnson sixteen (16) hours of pro tem time per year to be paid by the City in the event of illness, vacation, or absence due to discretionary judicial training at the hourly rate as listed in the most currently adopted City Employee Salary Scales for those specific hours worked. All pro tem judges must at all times be qualified to serve in that position and the Court is ultimately responsible for determining that status.

10. Mediation and Arbitration – Should any dispute arise between the parties, the disputed matter shall be submitted to mediation using a mediator from the JAMS (Tacoma office), and following the mediator selection process and mediation rules followed by JAMS. The parties shall each pay their own costs associated with mediation and shall each pay one half of the JAMS and mediator's fees. If the mediation is unsuccessful, then the matter, at either party's request, shall be submitted to binding arbitration in accordance with the Uniform Arbitration Act, Chapter 7.04A RCW.

The substantially prevailing party shall be entitled to recover their costs and attorneys' fees incurred in the arbitration, and the substantially non-prevailing party shall pay the cost of the arbitration, including the arbitrator's fee.

Signed this 22nd day of Dec, 2025

CITY OF BUCKLEY

MUNICIPAL COURT JUDGE

By 
Samantha Johnson

Mayor Carolyn Robertson Harding

Attest/Authenticated

Treva Zumeck, City Clerk

Approved as to Form:

City Attorney

E. STAFF REPORTS