

**City of Kenmore  
City Council Meeting  
Special & Regular Meeting Minutes  
Monday, July 28, 2025**

These minutes are created to capture Council action. This is not a verbatim transcript. Meeting video is available on the [City YouTube channel](#). Attachments are available on the [CivicClerk Agenda Management Portal](#).

**PRESENT:**

Councilmembers: Mayor Nigel Herbig  
Deputy Mayor Melanie O’Cain  
Councilmember Joe Marshall (virtual)  
Councilmember Debra Srebnik  
Councilmember Valerie Sasson  
Councilmember Jon Culver  
Councilmember Nathan Loutsis

Staff: Interim Deputy City Manager Tambi Cork  
City Attorney Dawn Reitan  
Acting City Clerk Michelle Kang  
Co-Clerk Sammie Roeun  
Climate Action Plan Program Manager Nina Rasmussen  
Planner Reilly Rosbotham  
Assistant City Manager/Community Development Director Debbie Bent  
Principal Planner Todd Hall  
Senior Planner Brittany Chue

Speaking Guests: Elisabeth Sotak, Proclamation Recipient  
Jody Ferguson, Ferguson Consulting  
Tarelle Osborn, Osborn Consulting Principal  
Diana Halladay, Osborn Consulting Senior Biologist

Public Comments Speaking Guests:  
Pat Ducey, Shoreline Resident  
Domenick Dellino, Shoreline Resident  
Semra Riddle, Lake Forest Park Resident  
Theresa Dunning, Kenmore Resident  
Anne Udaloy, Lake Forest Park Resident

Tracy Furutani, Lake Forest Park Resident  
Roy Henson, Kenmore Resident  
Bambi Reile, Snohomish Resident  
Mitch Winter, Woodinville Resident

### **CALL SPECIAL MEETING TO ORDER**

Mayor Herbig called the special meeting to order at 6:00 PM.

### **EXECUTIVE SESSION**

Pursuant to RCW 42.30.110(1)(b), the City Council will now enter an executive session to consider the acquisition of real estate. This executive session is slated to last 60 minutes until approximately 7:00 PM. No final action is expected.

### **ADJOURN SPECIAL MEETING**

Mayor Herbig adjourned the special meeting at approximately 7:00 PM.

### **CALL REGULAR MEETING TO ORDER**

Mayor Herbig called the regular meeting to order at 7:00 PM.

### **LAND ACKNOWLEDGEMENT**

Mayor Herbig read the Land Acknowledgement Honoring First Peoples.

### **FLAG SALUTE**

Mayor Herbig led the Council in the Pledge of Allegiance.

### **AGENDA APPROVAL**

The agenda was approved as presented.

### **PROCLAMATION**

The Mayor, on behalf of the City Council, proclaimed July 2025 to be Disability Pride Month. Elisabeth Sotak of Kinderling received the proclamation and provided a few remarks.

### **WHERE'S THE FUN?**

Senior Planner Brittany Chue showed the Community Development Parks, Recreation, and Open Space (PROS) Plan survey "movie preview" video that was created in collaboration with Communications Intern Nathan Dills and Climate and Sustainability Intern Rukia Yosif. This video was played before the City's Summer Movies at the Square on July 16.

## **PUBLIC COMMENTS**

The City Council took comments from the public.

Timestamped link here: <https://youtu.be/C1KKOgYzhbl?si=Fr1rS8Qr0LPLRZFg&t=4117>

## **CONSENT AGENDA**

- A. Cancel the City Council Regular Meetings of August 11, 18, and 25.
- B. Approve the following Voucher Certification and Approval:
  - Total Check #s 56544 through 56616 totaling \$470,998.42
  - Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 06/27/2025 in the amount totaling \$292,096.27
  - Total EFT Payment #s 1858 through 1860 total \$362,270.60
- C. Adopt Resolution No. 25-430 to reduce the speed limit from 35 MPH to 30 MPH on 61st Avenue NE from SR 522 to 61st Place NE and on 61st Place NE from 61st Avenue NE to north City limits.
- D. Approve Contract No. 25-C3165 NE 181st Street Custom Lighting, Takeover Agreement and Bill of Sale NE 181st Street Lighting with Puget Sound Energy (PSE) and authorize the Interim City Manager to sign the same.
- E. Approve the City Manager employment agreement with Teri Killgore and authorize the Mayor to execute the agreement.
- F. Approve that ongoing funding for the Northshore Senior Center funding, which totals \$67,000 annually for the 2025-2026 biennium, be removed from the competitive Human Services Grant Program and become a direct allocation in the Human Services budget, starting in 2025, and authorize the Interim City Manager to execute Contract No. 25-C3123 with Northshore Senior Center.
- G. Authorize the Interim City Manager to execute an interlocal agreement with eCityGov Alliance for 2026 aerial orthophotography acquisition and updates to contours and impervious feature GIS data in an amount not to exceed \$22,400. *(added 7/22)*
- H. Authorize the Interim City Manager to execute Contract No. 25-C3160 for Kenmore Public Works Operations Center (PWOC) Initial Site Work. *(added 7/22)*
- I. Approve the drainage easement agreement with Northshore School District #417 in a form acceptable to the City Attorney's Office and authorize the Interim City Manager or designee to sign the agreement. *(added 7/22)*
- J. Approve Contract No. 25-C3163 between the City of Kenmore and the Inglemoor High School (IHS) Crew Boosters for use of Rhododendron Park Public Boathouse for recreation programming, in a form acceptable to the City Attorney's Office and

substantially similar to Attachment 1, and authorize the Interim City Manager to sign the same. (added 7/24)

Consent Item J was removed from the Consent agenda.

**MOTION:** Approve the consent agenda outlined above.

Moved by Sasson; seconded by O'Cain.

**VOTE:** Consent Agenda was approved 6-1 (1 nay vote: Culver)

#### Consent Item J

**MOTION:** Approve Contract No. 25-C3163 between the City of Kenmore and the Inglemoor High School (IHS) Crew Boosters for use of Rhododendron Park Public Boathouse for recreation programming, in a form acceptable to the City Attorney's Office and substantially similar to Attachment 1, and authorize the Interim City Manager to sign the same.

Moved by Loutsis; seconded by O'Cain.

**VOTE:** 6 Yes – Loutsis, Srebnik, Sasson, Marshall, O'Cain, Herbig; 1 No - Culver; 0 Abstain.

**MOTION PASSES.**

#### **PRESENTATION**

Climate Action Plan Program Manager Nina Rasmussen presented the Completed Kenmore Urban Forestry Management Plan to the Council.

#### **BUSINESS AGENDA**

The Council switched the discussion order of Business Items A and B.

- A. Proposed Ordinance No. 25-0626, relating to easing restrictions on temporary homeless shelters, amending Chapter 18.100 of the Kenmore Municipal Code (KMC), presented by Planner Reilly Rosbotham, *for discussion*

Planner Reilly Rosbotham introduced to the Council proposed Ordinance No. 25-0626, to amend Chapter 18.100 of the Kenmore Municipal Code, related to temporary homeless shelters and cold-weather low-barrier shelters. This addresses the Council's second priority of providing preserving and increasing availability of all housing types, which includes the needs of people experiencing homelessness. After discussion, the Council directed Staff to return with more information and with some changes to the ordinance:

- Research standards and best practices for temporary homeless shelters and emergency low-barrier shelters in neighboring jurisdictions.
- Consider expanding "cold-weather" low-barrier shelters to include all severe weather events.

- Consider removing the background check requirement for low-barrier shelters to make them feasible.

Staff will return for further discussion as well as a public hearing on the potential ordinance at a future Council meeting.

- B. Report on the Findings and Recommendations for Emergency Management, presented by Assistant City Manager/Community Development Director Debbie Bent and Consultant Jody Ferguson, *for discussion and direction*

Consultant Jody Ferguson presented the report on the findings and recommendations for emergency management. After presenting and discussing, the Council thanked the consultant, the volunteers in the audience, and provided direction to Staff to bring back more information about the possibility of strengthening a relationship with NEMCo, retaining the pool of volunteers that serve the Kenmore area, and potentially utilizing an in-house staff person for emergency management. Staff will return to a later Council meeting for further discussion.

- C. Code Amendments to Title 18 of the Kenmore Municipal Code (KMC): Critical Areas, presented by Principal Planner Todd Hall and Osborn Consulting Team: Principal Tarelle Osborn and Senior Biologist Diana Halladay, *for discussion and direction*

Principal Planner Todd Hall and Osborn Consulting Team presented on code amendments relating to critical areas, as required by Washington's Growth Management Act and to comply with Washington Department of Fish and Wildlife requirements. The amendments include:

- Update Fish and Wildlife Habitat Conservation Areas
- Include Riparian Management Zones
- Update definitions

Staff will return to a later Council meeting to provide track changes of KMC 18.55, to hold a public hearing for these code amendments, and to finalize and adopt the code amendments before the December 31, 2025 deadline.

- D. Amending the processing procedure for development agreements that require the vote of a majority plus one of the whole City Council, presented by Assistant City Manager/Community Development Director Debbie Bent and Senior Planner Brittany Chue, *for discussion and direction*

After discussion with Staff, the Council decided to not move forward with this business item. Staff have been directed to not proceed with making any changes to the code at this time.

- E. Zoning Regulation Amendments for Parcels Adjacent to Swamp Creek near SR 522/80th Avenue NE where interim regulations currently apply, presented by Assistant City Manager/Community Development Director Debbie Bent and Senior Planner Brittany Chue, *for continued discussion and direction*

Staff returned to further discuss zoning regulation amendments and the Council provided further direction for Staff. Staff will return to a future Council meeting with code amendments based on the direction provided.

The Council waived Council Rule 2.9 and set the new end time to 11:30 PM.

### **STAFF REPORTS**

### **COUNCILMEMBER REPORTS & COMMENTS**

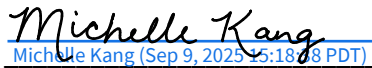
### **ADJOURNMENT**

Mayor Herbig adjourned the meeting at approximately 11:13 PM.



---

Nigel Herbig, Mayor

  
Michelle Kang (Sep 9, 2025 4:18:48 PDT)

---

Michelle Kang, Acting City Clerk

# City Council Special and Regular Meeting Minutes of Monday, July 28, 2025

Final Audit Report

2025-09-12

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2025-09-09                                   |
| By:             | Michelle Kang (mkang@kenmorewa.gov)          |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAXaFJfEvS6euKApoT7va63CYwsa46fszu |

## "City Council Special and Regular Meeting Minutes of Monday, July 28, 2025" History

-  Document created by Michelle Kang (mkang@kenmorewa.gov)  
2025-09-09 - 10:17:56 PM GMT
-  Document emailed to Nigel Herbig (nherbig@kenmorewa.gov) for signature  
2025-09-09 - 10:18:00 PM GMT
-  Document emailed to Michelle Kang (mkang@kenmorewa.gov) for signature  
2025-09-09 - 10:18:00 PM GMT
-  Email viewed by Michelle Kang (mkang@kenmorewa.gov)  
2025-09-09 - 10:18:25 PM GMT
-  Document e-signed by Michelle Kang (mkang@kenmorewa.gov)  
Signature Date: 2025-09-09 - 10:18:38 PM GMT - Time Source: server
-  Email viewed by Nigel Herbig (nherbig@kenmorewa.gov)  
2025-09-12 - 11:14:43 PM GMT
-  Document e-signed by Nigel Herbig (nherbig@kenmorewa.gov)  
Signature Date: 2025-09-12 - 11:15:23 PM GMT - Time Source: server
-  Agreement completed.  
2025-09-12 - 11:15:23 PM GMT