

**City of Kenmore
City Council Meeting
Regular Meeting Minutes
Monday, May 22, 2023**

These minutes are created to capture Council action. This is not a verbatim transcript.
Meeting video and audio is available on the City YouTube channel.

PRESENT:

Councilmembers: Mayor Nigel Herbig
Deputy Mayor Melanie O’Cain
Councilmember David Baker
Councilmember Joe Marshall
Councilmember Angela Kugler
Councilmember Debra Srebnik
Councilmember Corina Pfeil

Staff: City Manager Rob Karlinsey
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan – Virtual
Acting City Clerk Michelle Kang
Co-Clerk Brian Randall
Environmental Services Director Richard Sawyer
GIS Analyst Amanda Larson
Climate Action Plan Program Manager Nina Rasmussen
Housing and Human Services Manager Tambi Cork
Public Works Operations Director Jennifer Gordon
ARPA Management Analyst Janet Quinn
Administrative Specialist Teresa McAllister

Speaking Guests: Jeanne Galloway, Proclamation Recipient
Sara Solum Hayashi, Arts of Kenmore Director
Shelly Helder, Gordon Thomas Honeywell Government Relations
State Lobbyist

Public Comments Speaking Guests:
Dakota Rash, Lake Forest Park Resident
Stacey Valenzuela, Kenmore Resident
David Morton, Redmond Resident
Chris Olson, Kenmore Resident

James Myers, Kenmore Resident

CALL REGULAR MEETING TO ORDER

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

FLAG SALUTE

Mayor Herbig led the Council in the flag salute.

AGENDA APPROVAL

The agenda was approved as presented.

PROCLAMATIONS

- A. Councilmember Pfeil read the Pride Month proclamation. Mayor Herbig proclaimed June 2023 as Pride Month in the City of Kenmore. Jeanne Galloway accepted the proclamation and provided remarks. A photo was taken with the Council and Jeanne Galloway.

[Proclamation - Pride Month](#)

- B. Deputy Mayor O'Cain read the National Gun Violence Awareness Day proclamation. Mayor Herbig proclaimed June 2, 2023, as National Gun Violence Awareness Day in the City of Kenmore.

[Proclamation - National Gun Violence Awareness Day](#)

PRESENTATION

New Staff Introductions:

- Environmental Services Director Richard Sawyer introduced GIS Analyst Amanda Larson to the Council. Amanda Larson briefly spoke to the Council.
- Environmental Services Director Richard Sawyer introduced Climate Action Plan Program Manager Nina Rasmussen to the Council. Nina Rasmussen briefly spoke to the Council.
- Deputy City Manager Stephanie Lucash introduced Housing and Human Services Manager Tambi Cork to the Council. Tambi Cork briefly spoke to the Council.

WHERE'S THE FUN?

City Manager Rob Karlinsey presented to the Council events that happened this weekend:

- The Seattle Flying Dragon Boat Club competed in Tacoma this past weekend and proudly displayed the Kenmore flag. The mixed team took first place. The Keiki competitors, youth including children as young as four years old, placed first in their race.
- Right of Way Inspector Jarrett Smith's photos from his summit of Mt. Baker this past weekend. He flew the Kenmore flag at the Summit and got to share about the City to others who were present.

PUBLIC COMMENTS

The City Council took comments from the public.

Timestamped link here: https://www.youtube.com/live/_-lhHHbQV2A?feature=share&t=1023

CONSENT AGENDA

- A. Approve the City Council Special Meeting Minutes from May 1, 2023.
[City Council Special Meeting Minutes from May 1, 2023](#)
- B. Approve the City Council Special and Regular Meeting of May 8, 2023.
[City Council Special and Regular Meeting Minutes from May 8, 2023](#)
- C. Approve Total Check #s 52011 through 52112 totaling \$488,749.80 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 05/05/2023 in the amount totaling \$213,374.16 and ACH Payment to KBA Inc. in the amount of \$40,696.05, and Payroll Check #s 10214 and 10215 dated 05/05/2023 in the amount of \$2,769.63. *(added 5/16)*
[Voucher Certificate and Approval 04/29/23 - 05/12/23](#)
- D. Adopt Ordinance No. 23-0578 updating Title 12 of the Kenmore Municipal Code (KMC).
[Agenda Bill - KMC Title 12 Updates Ordinance](#)
[Attachment A - Ordinance 23-0578](#)
- E. Authorize the City Manager to purchase a 2023 Ford Transit (EV model) for Environmental Services Division staff in an amount of approximately \$58,612.64 plus fees.
[Agenda Bill - 2023 Ford Transit \(EV Model\) Purchase](#)
- F. Authorize the City Manager to execute Contract No. 23-C2898 for the aquatic center feasibility study.
[Agenda Bill - Aquatic Center Feasibility Study](#)
[Attachment 1 - Contract No. 23-C2898](#)

MOTION: Councilmember Baker moved to approve the consent agenda outlined above. Councilmember Srebnik seconded the motion.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

BUSINESS AGENDA

- A. Downtown Interactive Art Installation, presented by Public Works Operations Director Jennifer Gordon and Arts of Kenmore Director Sara Solum Hayashi, *for approval*

[Agenda Bill - Downtown Interactive Art Installation](#)
[Proposal - Downtown Interactive Urban Art Installation](#)

Public Works Operations Director Jennifer Gordon introduced the proposal for the Downtown Interactive Urban Art Installation. The Kenmore Urban Pride Committee partnered with the Arts of Kenmore to initially propose Pride-themed crosswalks. However, the idea was beyond the scope of the purview and fundraising because it involved the Department of Transportation. Arts of Kenmore Director Sara Solum Hayashi presented to the Council an alternative concept of painting the front stairs of Kenmore's City Hall. There is no financial ask of the City.

Councilmembers provided comments about their excitement and appreciation for this proposal.

MOTION: Councilmember Kugler moved to authorize the City Manager to enter into an agreement with the Kenmore Urban Pride Committee and Arts of Kenmore to install Pride themed art on City Hall property. Deputy Mayor O'Cain seconded the motion.
VOTE: 6 Yes; 1 No; 0 Abstain. **MOTION PASSES**

- B. Proposed Changes to the City's Business Registration Program, presented by Deputy City Manager Stephanie Lucash, ARPA Management Analyst Janet Quinn, and Administrative Specialist Teresa McAllister, *for discussion and direction*
[Agenda Bill - Business Registration Program](#)
[Attachment 1 - Business Registration Program Memo](#)
[Presentation - Kenmore Business Registration Program](#)

Deputy City Manager Stephanie Lucash and Administrative Specialist Teresa McAllister presented to the Council on proposed changes to the City's Business Registration program.

Currently, the City requires all Kenmore businesses with an annual gross income above \$2,000.00 to register and pay a \$10 annual registration fee. The City does not require "non-resident" businesses to register with the City or pay the annual registration fee.

The proposed changes include:

- Expanding the City's Business Registration Program to require "non-resident" businesses to register and pay the \$10 annual registration fee.
- Require all resident businesses to register but establish a "fee-free registration" option for business below the revenue threshold.
- Raise the annual gross revenue threshold from \$2,000 to \$12,000. All businesses, regardless of revenue, are required to register.

Councilmembers asked clarification questions. Councilmembers thanked Staff for putting the work in for these changes. Councilmembers provided direction that Staff return for adoption consideration.

C. Personnel Policies Manual Amendments, presented by City Manager Rob Karlinsey, *for Adoption*

[Agenda Bill - Personnel Policies Manual](#)

[Attachment 1 - Resolution No. 23-398 Adopting the Personnel Policies Manual as Exhibit A](#)

[Attachment 2 - May 8, 2023 Agenda Bill and Attachments](#)

Two weeks ago, Staff presented the Personnel Policies Manual amendments. Councilmembers asked Staff to return with more information about Section 5.6.4 Business Meeting Meal & Travel Allowance.

City Manager Rob Karlinsey presented the changes made to the language of 5.6.4 as well as the fiscal consideration.

Councilmembers provided questions and comments.

- Confirming that the proposed new language still does not require receipts?
 - Correct.
- Having the allowance be up to \$400 will either be a wash or savings?
 - Correct.
- Appreciate that the new language provides more transparency.
- Reiteration of the importance of receipts.

MOTION: Deputy Mayor O’Cain moved to approve Resolution No. 23-398 adopting the Personnel Policies Manual as Exhibit A to the Resolution. Councilmember Pfeil seconded the motion.

VOTE: 6 Yes; 1 No; 0 Abstain. **MOTION PASSES**

D. State Legislative Session Recap, presented by Gordon Thomas Honeywell
Government Relations State Lobbyist Shelly Helder

[Presentation - 2023 Legislative Session](#)

[End-of-Session Report](#)

State Lobbyist Shelly Helder presented to the Council a recap of the 2023 State Legislative Session. The 2023 Legislative Session is the first year of the biennium; any legislation that did not pass this session will be automatically reconsidered next session. The budget was reviewed.

Kenmore’s 2023 legislative priorities were discussed:

- Climate Change Planning and Funding – House Bill 1181 was signed into law and takes effect July 23, 2023. The State operating budget provides \$41 million for implementation.
- Plymouth Affordable Housing Development – The City requested \$5 million. In the final budget, \$1 million was included with intent to fully fund the City's request.
- Crisis Receiving Center in North King County – The Project is fully funded.
- Lift 1% Property Tax Cap – The bills did not advance out of committee.
- Funding for Affordable Housing – \$400 million to the Housing Trust Fund and more.
- Air Pollution Emergencies – Senate Bill 5535 was sponsored by Senator Derek Stanford. Bill did not receive a public hearing this session.

Additional Legislative Issues include:

- Public Safety – Senate Bill 5352 passed through the Legislature. Senate Bill 5536 did not pass through the Legislature. A Special Session was called to begin on May 16, 2023. There was a compromise between the caucuses.
- Housing – Passed bills include condo liability, SEPA exemption, permit streamlining, middle housing, etc.
- Sidewalk Funding for Kenmore
 - NE 192nd Sidewalk & Bike Lane - \$760,900
 - Arrowhead Drive Sidewalks - \$1,997,455
 - 80th Ave NE Sidewalk and Bike Lane Project - \$2,222,636

Councilmembers provided questions or comments.

- Where is the 61st Ave sidewalk funding in the hopper?
 - The City was awarded \$3.5 million for the 61st Ave sidewalk replacement through the Move Ahead Washington package that the Legislature passed last year, which will be funded in phases over the next sixty years. The package announced the first round of funding and the 61st Ave project is not part of it, so funding through this package is more than six years out at this point. Things may change if additional revenue is made available.
 - City Manager Rob Karlinsey noted that the City has secured \$1.5 million for the project and will begin on the project but will need more to complete.
- Kenmore is currently under 25,000 in population. Kenmore's requirement is up to two units on all residential properties, which we already do with our ADUs, correct?
 - Correct.
- It will not be long until we surpass 25,000. What does the requirement look like for Kenmore?
 - 0.25-mile walking distance of a major transit stop.

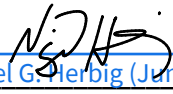
STAFF REPORTS

There were no staff reports.

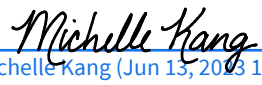
COUNCILMEMBER REPORTS & COMMENTS

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 9:11 PM.


Nigel G. Herbig (Jun 13, 2023 18:31 PDT)

Nigel Herbig, Mayor


Michelle Kang (Jun 13, 2023 13:16 PDT)

Michelle Kang, Acting City Clerk

City Council Regular Meeting Minutes from May 22, 2023

Final Audit Report

2023-06-14

Created:	2023-06-13
By:	Michelle Kang (mkang@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAADHZBUEUheRS9z9rxYMiA6w4INyceZjUR

"City Council Regular Meeting Minutes from May 22, 2023" History

-  Document created by Michelle Kang (mkang@kenmorewa.gov)
2023-06-13 - 8:15:37 PM GMT
-  Document emailed to nherbig@kenmorewa.gov for signature
2023-06-13 - 8:16:08 PM GMT
-  Document emailed to Michelle Kang (mkang@kenmorewa.gov) for signature
2023-06-13 - 8:16:08 PM GMT
-  Document e-signed by Michelle Kang (mkang@kenmorewa.gov)
Signature Date: 2023-06-13 - 8:16:15 PM GMT - Time Source: server
-  Email viewed by nherbig@kenmorewa.gov
2023-06-14 - 1:31:01 AM GMT
-  Signer nherbig@kenmorewa.gov entered name at signing as Nigel G. Herbig
2023-06-14 - 1:31:16 AM GMT
-  Document e-signed by Nigel G. Herbig (nherbig@kenmorewa.gov)
Signature Date: 2023-06-14 - 1:31:18 AM GMT - Time Source: server
-  Agreement completed.
2023-06-14 - 1:31:18 AM GMT

