

**City of Kenmore
City Council Meeting
Regular Meeting Minutes
Monday, July 22, 2024**

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 Joe Marshall
Councilmember Debra Srebnik
Councilmember Valerie Sasson
Councilmember Jon Culver
Councilmember Nathan Loutsis

Staff: City Manager Rob Karlinsey
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan
City Clerk Anastasiya Warhol
Deputy City Clerk Michelle Kang
Public Works Operations Director Jennifer Gordon
Development Services Director Samantha Loyuk
Assistant to the City Manager Garrett Oppenheim
Housing and Human Services Manager Tambi Cork
Engineering Director John Vicente
Recreation Program Supervisor Maurita Colburn

Speaking Guests: Shoreline Fire Chief Matt Cowan

Public Comment Speaking Guests:
Elizabeth Mooney, Kenmore Resident
Patrick O’Brien, Kenmore Resident
John Hendrickson, Kenmore Resident
Corina Pfeil, Kenmore Resident

Public Hearing Speaking Guests:
Jonathan Lounds, Bellevue Resident, Master Builders Association
Tracy Banaszynski, Kenmore Resident

Corina Pfeil, Kenmore Resident
Patrick O'Brien, Kenmore Resident

Special Topic Public Comment Speaking Guests:
Corina Pfeil, Kenmore Resident

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 flag salute.

AGENDA APPROVAL

The agenda was approved as presented.

WHERE'S THE FUN?

Public Works Operations Director Jennifer Gordon highlighted two special events from last week: Movie Night at the Square on Wednesday where the City showed *Wonka* for the community and the Concert at St. Edward State Park on Thursday.

PUBLIC COMMENTS

The City Council took comments from the public.

Timestamped link here:

<https://www.youtube.com/live/BfyhXTrQKcs?si=tzRBunTcgewXbwEc&t=218>.

CONSENT AGENDA

- A. Approve the City Council Special and Regular Meeting Minutes from June 24, 2024.
[City Council Special and Regular Meeting Minutes from June 24, 2024](#)
- B. Approve the City Council Regular Meeting Minutes from July 8, 2024.
[City Council Regular Meeting Minutes from July 8, 2024](#)
- C. Approve Total Check #s 54573 through 54665 totaling \$719,687.66, and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 6/28/2024 in the amount totaling \$427,777.85, and printed paycheck #10260 totaling 646.40, and EFT Payment #s 1632 through 1650 totaling \$59,297.78.
[Voucher Certification and Approval 6/22/2024 through 7/5/2024](#)

- D. Adopt Ordinance No. 24-0613, Clerical Updates, Amending Sections 2.15.010 and 2.45.010 of the Kenmore Municipal Code.
[Agenda Bill - Code Cleanup KMC 2.15 and 2.45](#)
[Attachment 1- Ordinance 24-0613](#)
[Exhibit A KMC 2.15.010 City Clerk](#)
[Exhibit B KMC 2.45.010 City Council Meetings](#)
- E. Adopt Resolution No. 24-416 to reduce the speed limit on NE 170th Street and Simonds Road NE between Juanita Drive NE and 92nd Avenue NE from 35 MPH to 30 MPH.
[Agenda Bill - Proposed Resolution No. 24-416](#)
[Attachment A - Proposed Resolution No. 24-416](#)
[Attachment B - Speed Limit Reduction Map](#)
- F. Adopt Resolution No. 24-418, Opposing the Proposed Albertson-Kroger.
[Resolution No. 24-418, Opposing the Kroger Albertsons Merger \(Added 7/19/2024\)](#)
- G. Accept \$1.3 million of Federal Community Projects funding for the NE 192nd Culvert Replacement Project and authorize the City manager to execute the appropriate agreements with the Washington State Department of Transportation (WSDOT).
[Agenda Bill - Funding for NE 192nd Culvert Replacement Project](#)
- H. Authorize the City Manager to execute Contract No. 24-C3071, to provide public recreation programming at the Rhododendron Park Public Boathouse between the City and the Kenmore Community Rowing Club (KCRC), subject to minor amendments agreeable to both parties and as approved as to form by the City Attorney and execution by KCRC.
[Agenda Bill - Contract No. 24-C3071 \(Added 7/19/2024\)](#)
[Attachment 1 - Contract No. 24-C3071 \(Added 7/19/2024\)](#)
- I. Authorize the City Manager to execute a contract with Health Management Associates, Inc. in an amount not to exceed \$60,000 for the Human Services Strategic Plan, in a form approved by the City Attorney.
[Agenda Bill - Contract with Health Management Associates, Inc. \(Added 7/17/2024\)](#)
- J. Join and approve the Kroger opioid settlement and authorize the City Manager or designee to sign the Participation Form and Allocation Agreement III and take all steps necessary to implement the City's participation in the settlement.
[Agenda Bill - Kroger Opioid Settlement](#)
- K. Receive and File Camp United We Stand Report.
[Agenda Bill - Camp United We Stand Report](#)
[Attachment 1 - Temporary Permit TMP23-0816](#)
[Attachment 2 - CUWS 2024 Report](#)

L. Cancel all August Regular Council Meetings (August 12, August 19, August 26).

MOTION: Councilmember Loutsis moved to approve the consent agenda items A-L outlined above. Councilmember Marshall seconded the motion. Councilmember Srebnik abstained.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT (6 in favor; 1 abstention).

PUBLIC HEARING

Proposed Ordinance No. 24-0611, amending the exceptional tree regulations in Section 18.57.063 of the Kenmore Municipal Code (KMC), presented by Development Services Director Samantha Loyuk and Assistant to the City Manager Garrett Oppenheim, *for public hearing*

[Agenda Bill - Proposed Ordinance No. 24-0611](#)

[Attachment 1 - Proposed Ordinance No. 24-0611](#)

[Attachment 2 - Exhibit A to Proposed Ordinance No. 24-0611, Revisions to KMC 18.57.063](#)

[Attachment 3 - Ordinance No. 23-0593](#)

Development Services Director Samantha Loyuk and Assistant to the City Manager Garrett Oppenheim explained that the proposed Ordinance No. 24-0611 aims to amend Section 18.57.063 of the Kenmore Municipal Code concerning exceptional tree regulations. This amendment follows feedback from the public and City Council discussions, highlighting potential negative impacts on housing from the previously adopted Ordinance No. 23-0593. The new ordinance would grant the City Manager discretion to permit the removal of exceptional trees when necessary to build new dwelling units, including accessory dwelling units (ADUs) and subdivisions. This change is intended to balance environmental stewardship with the city's priority of increasing and preserving affordable housing options. The amendments are not expected to affect staffing or the budget.

Mayor Herbig opened the Public Hearing at approximately 7:30 PM. The City Council received testimony from the public. Timestamped link here:

<https://www.youtube.com/live/BfyhXTrQKcs?si=mOUbj7A09jg9E1QA&t=1823> Mayor Herbig closed the Public Hearing at approximately 7:40 PM.

BUSINESS AGENDA

A. Proposed Ordinance No. 24-0611, amending the exceptional tree regulations in Section 18.57.063 of the Kenmore Municipal Code (KMC), presented by Development Services Director Samantha Loyuk and Assistant to the City Manager Garrett Oppenheim, *for adoption*

[Agenda Bill - Proposed Ordinance No. 24-0611](#)

[Attachment 1 - Proposed Ordinance No. 24-0611](#)

[Attachment 2 - Exhibit A to Proposed Ordinance No. 24-0611, Revisions to KMC 18.57.063](#)

[Attachment 3 - Ordinance No. 23-0593](#)

EXECUTIVE SESSION

At the recommendation of the City of Attorney, pursuant to RCW 42.30.110(1)(i), the City Council entered an executive session to discuss potential litigation. Mayor Herbig announced that the executive session was slated to last 15 minutes, until approximately 8:05 PM. The Council entered the executive session at 7:50 p.m. At approximately 8:05 p.m., Mayor Herbig announced that the executive session would be extended by 15 minutes to conclude at approximately 8:20 p.m. The Council exited the executive session at approximately 8:20 p.m.

MOTION: Councilmember Culver moved to postpone the business item (Proposed Ordinance No. 24-0611) to the September 9th Council Meeting. Deputy Mayor O’Cain seconded the motion. **VOTE:** 7 Yes – Loutsis, Marshall, Srebnik, Sasson, Culver, O’Cain, Herbig; 0 No; 0 Abstain. **MOTION PASSES.**

B. Proposed Resolution No. 24-417, expressing support for the Northshore Fire Department Fire Levy Rate Ballot Measure, Proposition No. 1

- **Public Comment Opportunity** - Per RCW 42.17A.555(1), members of the public are afforded an approximately equal opportunity for the expression of an opposing view relating to the ballot measure.
- Council Discussion and Potential Action

[Agenda Bill - Proposed Resolution No. 24-417, Expressing Support for Proposition 1](#)
[Attachment 1 - Proposed Resolution No. 24-417, Expressing Support for Proposition No. 1](#)

Members of the public were given an opportunity to speak on the topic.

Timestamped link:

<https://www.youtube.com/live/BfyhXTrQKcs?si=eaL38JNN7oR8MI4k&t=5005>.

MOTION: Councilmember Culver moved to adopt proposed Resolution No. 24-417, expressing support for King County Fire Protection District No. 16, the “Northshore Fire Department” Fire Levy Rate Ballot Measure, Proposition No. 1. Councilmember Loutsis seconded the motion.

VOTE: 7 Yes – Loutsis, Marshall, Srebnik, Sasson, Culver, O’Cain, Herbig; 0 No; 0 Abstain. **MOTION PASSES.**

C. Human Services Needs Assessment Final Report and 2025-2026 Funding Rate Recommendation, presented by Housing and Human Services Manager Tambi Cork, *for adoption*

[Agenda Bill - Human Services Needs Assessment Final Report \(Added 7/18/2024\)](#)
[Attachment 1 - Human Services Needs Assessment Final Report \(Added 7/18/2024\)](#)
[Presentation \(Added 7/22/2024\)](#)

Housing and Human Services Manager Tambi Cork presented the Needs Assessment Final Report, created in collaboration with Health Management Associates. The assessment addresses the City's growing housing and human services needs, identified through community feedback and workshops. The City plans to use this information, along with input from a Human Services Advisory Group, to develop an actionable strategic plan. This plan will outline initiatives to enhance homelessness outreach, mental health services, and other critical programs, reflecting the City's priorities of increasing affordable housing options and supporting public safety and social justice reforms. Ms. Cork also discussed the Human Services Funding budget and highlighted the need for an increase. The proposed funding increase, the first update since 2017, anticipates an additional \$11,000 based on the 2024 population. Staff recommend an increase from a rate of \$7.53 per capita, to \$8 per capita.

MOTION: Councilmember Culver moved to adopt the Human Services Needs Assessment Final Report. Deputy Mayor O'Cain seconded the motion.

VOTE: 7 Yes – Sasson, Srebnik, O'Cain, Culver, Marshall, Loutsis, Herbig; 0 No; 0 Abstain.

MOTION PASSES.

MOTION: Deputy Mayor O'Cain moved to adopt a \$8.00 per capita Human Services Grant Funding rate for the 2025- 2026 Human Services Grant Funding program. Mayor Herbig seconded the motion.

VOTE: 7 Yes – Srebnik, Sasson, Loutsis, Marshall, O'Cain, Culver, Herbig; 0 No; 0 Abstain.

MOTION PASSES.

D. Proposed Resolution No. 24-415, Kenmore Purchasing and Contracting Policies and Procedures, presented by Engineering Director John Vicente, *for discussion*

[Agenda Bill - Purchasing and Contracting Policies and Procedures](#)

[Attachment A - Draft Resolution No. 24-415](#)

[Attachment B - Purchasing Policies and Procedures, Red-Lined Changes](#)

[Attachment C - Purchasing Policies and Procedures, Clean](#)

[Attachment D - Summary of Changes Made](#)

[Presentation - Purchasing Policies and Procedures Update](#)

Engineering Director John Vicente presented comprehensive updates to the City's Purchasing and Contracting Policies and Procedures, last revised in 2017. Prompted by changes in state law effective July 2024 and the need to modernize outdated policies, the updates include increased purchasing authority for Department Directors (from \$2,000 to \$5,000) and the City Manager (from \$50,000 to \$150,000). Specific changes

encompass adding new terms, clarifying existing guidelines, defining artistic services, and revising bid thresholds and processes to conform with current RCWs.

Additionally, the updates address significant cost increases in materials and services, streamline approval processes, and introduce new chapters on community service organizations and invoice approval. The presentation sought council discussion and feedback, with no immediate action required. Staff explained that this item will be brought to the Council again on September 9, 2024.

STAFF REPORTS

A. Connections Health Update, presented by Deputy City Manager Stephanie Lucash

Deputy City Manager Stephanie Lucash announced that Connections Health Crisis Care Facility will be hosting an invitation-only open house, on Monday July 29, from 1:00 – 5:00 PM. The Crisis Care Facility is scheduled to open at the end of July.

B. Northshore Parks and Recreation Service Area (NPRSA) Workplan Update, presented by Recreation Program Supervisor Maurita Colburn [Staff Memo \(Added 7/19/2024\)](#)

Maurita Colburn, Recreation Program Supervisor, and Jennifer Gordon, Public Works Operations Director, provided an update on the Northshore Parks & Recreation Service Area (NPRSA) work plan. Established in 1988, the NPRSA focuses on developing and maintaining parks and recreation facilities, particularly for older adults. The current six-year levy, funding the Northshore Senior Center and the Health & Wellness and Adult Day Center in Bothell, is ending soon, prompting discussions on whether to propose a single levy for maintaining current facilities and future expansion or separate levies.

The memo outlines a needs assessment and site search process for a potential new youth community center, with considerations for multi-generational and multi-cultural activities. Survey results indicate a high community interest in aquatic and indoor recreation, and youth/educational programs. Potential sites for the new center in Kenmore include city-owned properties and others like the King County precinct building and the old Northshore Fire District building. The NPRSA Board is contemplating the inclusion of the youth center in the upcoming levy proposal.

COUNCILMEMBER REPORTS & COMMENTS

The Council agreed to discuss Camp United We Stand (CUWS) and temporary use permits at a future meeting. The Mayor agreed to work with staff to come up with an appropriate date.

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 9:38 PM.



Anastasiya Warhol (Aug 19, 2024 17:01 PDT)

Anastasiya Warhol, City Clerk



Nigel G. Herbig (Aug 23, 2024 15:25 PDT)

Nigel Herbig, Mayor

City Council Regular Meeting Minutes from July 22, 2024

Final Audit Report

2024-08-23

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