

**City of Kenmore
City Council Meeting
Special Meeting Minutes
Monday, May 6, 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
Community Development Director Debbie Bent
Finance and Administration Director Melinda Merrell
Communications and Tourism Manager Lauren Chomiak
Events Specialist Nicole Suarez

Speaking Guests: Ian Stewart, EMC Research

Public Comments Speaking Guests:
Nathan MacDonald, Kenmore Resident
Stacey Valenzuela, Kenmore Resident
Patrick O’Brien, Kenmore Resident
Trish Lundeen, Kenmore Resident
Carl Michelman, Kenmore Resident
Nich VanBrecken, Kenmore Resident
Zach Koopmans, Kenmore Resident
Laura Hodge, Kenmore Resident
Jim Myers, Kenmore Resident
Justin Woods, Kenmore Resident

Lynda O'Brien, Kenmore Resident
Julianna Pooley, Kenmore Resident
John Hendrickson, Kenmore Resident
David Dorrian, Kenmore Resident
Kara Macias, Kenmore Resident
Brent Smith, Kenmore Resident
Theresa Dunning, Kenmore Resident
Laura Nordyke, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
Geoff Chism, Kenmore Resident
Billie Brandon, Kenmore Resident (virtual)

CALL SPECIAL MEETING TO ORDER

Mayor Herbig called the special meeting to order at 7:15 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.

PROCLAMATION

Mayor Herbig, on behalf of the Kenmore City Council proclaimed the week of May 18-24, 2024, as Safe Paddling and Boating Week, throughout the City of Kenmore. Members of the United States Coast Guard Auxiliary accepted the proclamation.

[Safe Paddling and Boating Week - May 18-24, 2024](#)

WHERE'S THE FUN?

Events Specialist Nicole Suarez highlighted various events from Earth Day. Deputy City Manager Stephanie Lucash highlighted the 23rd annual McMaster's Heritage Awards Ceremony hosted by the Kenmore Heritage Society.

PUBLIC COMMENTS

The City Council took comments from the public.

Timestamped link here:

<https://www.youtube.com/live/MuhkrKcZpCQ?si=W0gl4DwsscK750a-&t=683>

CONSENT AGENDA

- A. Cancel the City Council Regular Meeting of Monday, May 13, 2024.
- B. Authorize the City Manager to execute Agreement No. 24-C3041 with the Washington State Department of Ecology to accept a grant in an amount of \$130,000 for implementing NPDES permit requirements.
[Agenda Bill - Agreement No. 24-C3041 with Department of Ecology](#)
- C. Authorize the City Manager to execute Contract No. 21-C2667 Amendment No. 4 with PACE Engineers to increase the yearly contract amount from \$100,000 to \$200,000.
[Agenda Bill - Amendment No. 4 to Contract No. 21-C2667](#)
[Attachment 1 - Amendment No. 4 to Contract No. 21-C2667](#)
- D. Authorize the City Manager to purchase two fleet trucks in an amount not to exceed \$125,000.
[Agenda Bill - Fleet Trucks](#)
- E. Approve Total Check #s 54228 through 54294 totaling \$303,171.46, Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 4/19/2024 in the amount totaling \$374,356.21, and ACH Payment #s 1585 through 1605 totaling \$32,208.36.
[Voucher Certification and Approval 4/13/2024 - 4/26/2024](#)

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

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT.

PRESENTATIONS

- A. Recognize Sara Solum Hayashi, outgoing Arts of Kenmore President and Proclaim May 7, 2024 to be Sara Solum Hayashi Day in the City of Kenmore
[Sara Solum Hayashi Day - May 7, 2024](#)

Mayor Herbig, on behalf of the Kenmore City Council, proclaimed May 7, 2024, as Sara Solum Hayashi Day throughout the City of Kenmore for her dedication to the City through the Arts of Kenmore for many years. Sara Solum Hayashi was honored with a plaque. City Manager Rob Karlinsey also awarded Ms. Solum Hayashi with a Super Co-Creator medal for her many hours dedicated to beautifying the City through her work at the Arts of Kenmore.

- B. Introduce Judy Elbert, incoming Arts of Kenmore President

Incoming Arts of Kenmore President Judy Elbert introduced herself and the Board to the Kenmore City Council.

- C. Recognize City Clerk Anastasiya Warhol's Master Municipal Clerk Certification and Issue Professional Municipal Clerks Week Proclamation

[Professional Municipal Clerks Week - May 6-11, 2024](#)

Mayor Herbig, on behalf of the Kenmore City Council, proclaimed the week of May 5-11, 2024, as Professional Municipal Clerks Week. Mayor Herbig also recognized City Clerk Anastasiya Warhol for her recent Master Municipal Clerk Certification.

STUDY SESSION AGENDA

- A. Financial Sustainability Plan (FSP) Task Force Recommendations, presented by Finance and Administration Director Melinda Merrell and FSP Task Force Members, *for discussion and possible direction*

[Agenda Bill - FSP Recommendations 2024 \(uploaded 5/1\)](#)

[Attachment 1 - FSP Final Report 2024 \(updated 5/2\)](#)

[Attachment 2 - FSP Council Presentation May 6, 2024 \(updated 5/2\)](#)

[Attachment 3 - FSP Town Hall Feedback \(uploaded 5/1\)](#)

[Attachment 4 - Balancing Act Engagement Presentation May 6, 2024 \(uploaded 5/1\)](#)

[Attachment 5 - Balancing Act Comments 2024 \(uploaded 5/1\)](#)

The Financial Sustainability Plan (FSP) task force presentation for the City of Kenmore outlines key elements of the city's financial situation and provides recommendations to address a projected \$2.6 million annual deficit. The task force, composed of nine residents, synthesized input from multiple meetings with city staff, a town hall, and the Balancing Act tool.

Key findings highlight that expenses are growing faster than revenues due to capped property tax growth, high inflation, and unfunded mandates. The focus is on the general and street funds, with major expenditures on public safety and public works.

Recommendations include:

- Addressing Public Safety Costs: Proposals include a targeted levy lid lift, expanding the traffic camera program, and securing public safety sales tax.
- Ensuring Park Sustainability: Establishing a Metropolitan Park District and implementing picnic shelter rental fees.
- Improving City Efficiency and Cost Reductions: Strategic reallocation of staff, improving operational efficiency, and converting streetlights to LED.
- Strategically Expanding City Capabilities: Hiring a strategic and economic development manager and a human services case worker.

- Ensuring Fairness of Tax Burden: Setting up a utility tax rebate program and eliminating the admissions tax.

Councilmembers raised the following questions:

Are the Economic Development Director and the Navigator positions projected to be part-time or full-time? Mr. Pooley explained that he's not certain about that but noted that the navigator position would best be set up to utilize current partnerships.

What about the about the staff reduction? The FSP explained The City has a few employees using ARPA funds and they have temporary contracts due to expire. The recommendation is that the City would allow those positions to expire.

Was the Business and Occupation Tax impact per business looked at? The FSP explained that it did not have an appetite for the B&O Tax. City Manager Karlinsey noted that administrative costs to implement the tax should be explored as well. The Council also noted options such as a gambling tax, offering new municipal services as revenue options.

Some Councilmembers expressed support for the expansion of the KAPE program. They discussed the substantive structural budget issues created at the state level, which set the City on a trajectory of increasing deficits. Councilmembers look forward to evaluating the FSP recommendations as part of the budget process and commended the FSP for a thorough and professional job.

- B. Love Where You Live Phase II Feedback, presented by Communications and Tourism Manager Lauren Chomiak and EMC Consultant Ian Stewart, *for discussion*
- [Agenda Bill - The Love Where You Live Project Phase II Summary \(uploaded 5/2\)](#)
 - [Attachment 1 - Love Where You Live Phase II Summary Presentation \(uploaded 5/2\)](#)
 - [Attachment 2 - LWYL Phase II - Downtown Feedback Data \(uploaded 5/2\)](#)
 - [Attachment 3 - LWYL Phase II - Lakepointe Feedback Data \(uploaded 5/2\)](#)
 - [Attachment 4 - Love Where You Live Phase I Recap and Phase II Presentation - January 9, 2024 \(uploaded 5/2\)](#)
 - [Attachment 5 - EMC Survey #1 - Presentation for City Council 2.12.24 \(uploaded 5/2\)](#)
 - [Attachment 6 - EMC Survey #1 - Topline Results \(uploaded 5/2\)](#)
 - [Attachment 7 - EMC Survey #1 - Open Ended Verbatims \(uploaded 5/2\)](#)
 - [Attachment 8 - EMC Survey #2 - Presentation \(uploaded 5/2\)](#)
 - [Attachment 9 - EMC Survey #2 - Topline Results \(uploaded 5/2\)](#)
 - [Attachment 10 - EMC Survey #2 - Affordable Housing Verbatims \(uploaded 5/2\)](#)
 - [Attachment 11 - EMC Survey #2 - Lakepointe Amenity Verbatims \(uploaded 5/2\)](#)

Communications and Tourism Manager Lauren Chomiak presented on phase II of the LWYL community engagement project.

The second phase of The Love Where You Live Project in Kenmore took place in February and March 2024, focusing on economic development and community spaces, which were identified as top themes in the initial phase. This phase included four community workshops with about 200 attendees, an online survey with 130 responses, and a statistically valid survey by EMC Research with 303 responses. The community provided 850 new ideas and responses, emphasizing the desire for economic development, more restaurants and shops, outdoor recreation, open spaces, and improved connectivity for pedestrians, cyclists, and drivers. The community expressed excitement about future opportunities for Kenmore's downtown and the Lakepointe property and showed a strong interest in participating in ongoing discussions.

Ian Stewart of EMC Research talked through the second statistically valid survey results. The survey revealed enthusiasm for public parks and mixed-use urban development at Lakepointe, with a significant interest in nature paths, trails, and shoreline habitat restoration. Over half of the respondents supported forming a Metropolitan Parks District to fund recreation and park maintenance. The survey also highlighted concerns about housing affordability, particularly for middle- and working-class residents, with mixed opinions on affordable housing for lower-income residents and those experiencing homelessness. Comparisons between workshop feedback and the statistically valid survey showed alignment in the community's priorities, such as the preference for more dining and shopping options downtown and a focus on outdoor recreation and habitat restoration at Lakepointe.

- C. Ballot Measure Options, presented by City Manager Rob Karlinsey and Community Development Director Debbie Bent, *for discussion and possible direction*
[Agenda Bill - FSP Ballot Measures May 6, 2024](#)
[Presentation - Funding Strategies May 6, 2024](#)

Community Development Director Debbie Bent presented FSP Ballot measure recommendations. Councilmembers had varied opinions related to the recommended options. Some Councilmembers were leery of moving forward with any ballot in 2024. Some Councilmembers expressed an interest in pursuing a ballot in 2024, or at least continuing the discussion.

At 11:03 PM, the Council waived Council Rule 2.9 to extend the meeting by UNANIMOUS CONSENT.

Councilmembers expressed a need to have a compelling story or project to present to the community before pursuing a ballot measure. The Council agreed to revisit the subject during the May 20, 2024, Council meeting. Related to the general FSP

recommendations, City Manager Karlinsey explained that FSP recommendations can be approved in tandem with the budget.

STAFF REPORTS

COUNCILMEMBER REPORTS & COMMENTS

ADJOURN SPECIAL MEETING

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


Nigel G. Herbig (May 28, 2024 14:57 PDT)

Nigel Herbig, Mayor


Anastasiya Warhol (May 22, 2024 18:48 PDT)

Anastasiya Warhol, City Clerk

Minutes

Final Audit Report

2024-05-28

Created:	2024-05-23
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