

**City of Kenmore
City Council Meeting
Special Meeting Minutes
Monday, October 3, 2022**

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
Assistant City Manager Stephanie Lucash
City Attorney Dawn Reitan
City Clerk Anastasiya Warhol
Deputy City Clerk Michelle Kang
Co-Clerk Brian Randall
Community Development Director Debbie Bent
Principal Planner Lauri Anderson
Finance and Administration Director Leticia Salcido
City Engineer John Vicente
Human Resources Manager Leonora Palaña
Diversity, Equity, and Inclusion Consultant Chanin Kelly-Rae
Farmers Market and Special Events Coordinator Nicole Suarez
Volunteer and Events Supervisor Stephanie Brown

Public Comments Speaking Guests:
Francis Hunkins, Kenmore Resident
Nadia Silver, Kenmore Resident
Carl Michelman, Kenmore Resident
John King, Kenmore Resident
Colleen Anderson, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
James Smith, Kenmore Resident
Chris Olson, Kenmore Resident
John Hendrickson, Kenmore Resident
John Peeples, Kenmore Resident
Phyllis Finley, Kenmore Resident
Stacey Valenzuela, Kenmore Resident

Lena King, Kenmore Resident
Corey Holder, Kenmore Resident

Continued Public Hearing: Comprehensive Plan Speaking Guests:

Erin MacDonald, Kenmore Resident
Robin Hill, Kenmore Resident
Jim Myers, Kenmore Resident
Josh Kurcinka, Kenmore Resident
Carl Michelman, Kenmore Resident
Sean Replogle, Kenmore Resident
Jane Lewis, Kenmore Resident
Chris Olson, Kenmore Resident
Richard Lewis, Kenmore Resident
Melissa van Meurs, Kenmore Resident
Pim van Meurs, Kenmore Resident
Phyllis Finley, Kenmore Resident
Holly Strauss, Kenmore Resident
Heather Skeen, Kenmore Resident

Public Hearing: Capital Improvement Program Speaking Guests:

Nicholas Bykov, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
John King, Kenmore Resident
Stacey Valenzuela, Kenmore Resident
Phyllis Finley, Kenmore Resident

CALL SPECIAL MEETING TO ORDER

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

FLAG SALUTE

Mayor Herbig led the Council in the flag salute.

AGENDA APPROVAL

The agenda was approved as presented.

BUSINESS AGENDA

- A. Diversity, Equity, and Inclusion Plan, presented by Human Resources Manager Leonora Palaña and Chanin Kelly-Rae Consulting LLC DEI Consultant Chanin Kelly-Rae, *for Discussion*

[Agenda Bill - Diversity, Equity, Inclusion, and Accessibility Policy](#)

[Attachment 1 - City of Kenmore Diversity Equity Inclusion and Accessibility Policy](#)

[Attachment 2 - City of Kenmore DEI Task Force Report](#)

Human Resources Manager Leonora Palaña and Consultant Chanin Kelly-Rae presented a DEIA policy which included revisions by both the Council and the Task Force. This recommended

policy is being reviewed by the Leadership Team and their revisions will be incorporated into the final policy scheduled for adoption in November.

Councilmembers had questions and comments, and staff responded:

- Clarification that the recommendations from August by the Council will be fully addressed by the final version of the policy
- Some strategies for community engagement were discussed
- Concern that although the intent to support DEI participation is there, the efforts seem passive
 - o All City staff, including Council, has some responsibility and ownership to help implement the DEI strategies; it is not one person's or one department's sole responsibility to oversee the DEI goals
- Concern about title of policy as redundant by including the term "accessibility"
 - o This language is customary so that people in this field of work can easily recognize the concept and know what it is being discussed
- Are zoning and basic safety infrastructure addressed in here?
 - o Yes, anything to do with accessibility and affordability should be looked at.

B. Pilot Farmers Market Report, presented by Farmers Market and Special Events Coordinator Nicole Suarez and Volunteer and Events Supervisor Stephanie Brown

[Agenda Bill - Kenmore Pilot Farmers Market Report](#)

[Attachment 1 - 2022 Farmers Market Recap Presentation \(updated 9/27\)](#)

Farmers Market and Special Events Coordinator Nicole Suarez and Volunteer and Events Supervisor Stephanie Brown presented the Council an update of the 2022 pilot Farmers Market program.

Some data provided during the presentation include:

- 14 Market Wednesdays from June through August
- 14,501 shoppers over the season
- 285 volunteer hours contributed
- 2022 Market Revenues covered Market Expenses

If the Farmers Program continues, combining the Farmers Market with other special events, such as Movie Night at the Square or Juneteenth festivities, will be explored. Furthermore, making the Farmers Market more accessible to residents will be considered, such as including Women Infant Children (WIC) and Senior Farmers Market Nutrition Program. At this time, Kenmore has been advised to hold off on bringing EBT and SNAP benefits to the Farmers Market due to the administrative and accounting demands.

Councilmembers provided questions and comments; and staff responded:

- Concerns about not choosing to include EBT and SNAP accessibility
- Suggestion of partnering with Hopelink or King County for food voucher certificate program
- Suggestion to collaborate with local businesses that are within walking distance

- Are there alternative options for funding being considered, such as non-profits? Yes, current options being explored are grants, partnering with places such as Kenmore Business Alliance, and non-profits
- Suggestion of networking with other markets in the surrounding area

BREAK

Mayor Herbig announced that Council will take a break until 7:00 PM.

RESUME SPECIAL MEETING

Mayor Herbig resumed the Special Meeting at approximately 7:02 PM.

PROCLAMATION

Mayor Herbig proclaimed the month of October as Domestic Violence Awareness Month.

[Proclamation - Domestic Violence Awareness Month October 2022](#)

PRESENTATION

Farmers Market and Special Events Coordinator Nicole Suarez and Volunteer and Events Supervisor Stephanie Brown introduced the Farmers Market Volunteer Committee to the Council. Mayor Herbig read a short recognition statement for each of the volunteers and handed certificates out to each of the volunteers. The volunteers recognized included Nadia Silver, Sheri Baker, Suzanne Greathouse, Morgan Dougherty, and Nayantara Vyas. The Council took a photo with the volunteers.

PUBLIC COMMENTS

The Council took comments from the public; 14 people provided comments.

Timestamped link included here: https://youtu.be/8ClxI78P_mE?t=4187

CONSENT AGENDA

A. Approve Special & Regular Meeting Minutes from September 19, 2022

[City Council Special & Regular Meeting Minutes September 19, 2022](#)

B. Approve Total Check #s 50439 through 50540 totaling \$780,918.39 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 09/09/2022 in the amount totaling \$194,420.80, and ACH Payment to KBA Inc. in the amount of \$160,032.04.

[Voucher Approval Report dated 9/16/2022](#)

C. Authorize City Manager to Execute an Amendment to Agreement 21-C2703 with Davidson-Macri Sweeping, Inc. in an amount not to exceed \$25,000 for street sweeping services throughout the city.

[Agenda Bill - Amendment to Agreement 21-C2703 Street Sweeping Services](#)

MOTION: Councilmember Baker moved to approve the consent agenda including items A-C outlined above. Councilmember Srebnik seconded the motion.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

PUBLIC HEARING

- A. Continued Public Hearing: Comprehensive Plan and Development Regulation Amendments presented by Community Development Director Debbie Bent and Principal Planner Lauri Anderson

[Agenda Bill - Comprehensive Plan and Development Regulation Amendments \(updated 9/27\)](#)

[Attachment 1 - Summary of Missing Middle housing amendments](#)

[Attachment 1a - Example Single-Family House](#)

[Attachment 1b - Example Duplex](#)

[Attachment 1c - Example Triplex](#)

[Attachment 1d - Example site plan](#)

[Attachment 2 - Final Revised Vision Statement](#)

[Attachment 3 - Final Revised Land Use Element](#)

[Attachment 4 - Final Revised Housing Element](#)

[Attachment 5 - Final Revised Capital Facilities Element](#)

[Attachment 6 - Final Revised Zoning Map](#)

[Attachment 7 - Missing Middle Housing Code Amendments](#)

[Attachment 8 - Missing Middle Flyer](#)

[Attachment 9 - Missing Middle Housing FAQs](#)

[Attachment 10 - Comprehensive Plan Presentation](#)

Mayor Herbig continued the Public Hearing at approximately 7:50 PM. Fourteen (14) people gave oral testimony and two people had their testimonies read into the record:

https://youtu.be/8ClxI78P_mE?t=6611. Mayor Herbig closed the Public Hearing at approximately 8:47 PM.

- B. Public Hearing: Capital Improvement Program for Parks, Transportation, Surface Water, and City Facilities (Ordinance No. 22-0559), presented by Finance and Administration Director Leticia Salcido

[Agenda Bill - 2023-2028 Capital Improvement Program \(updated 9/27\)](#)

[Exhibits - 2023-2028 Capital Improvement Program](#)

[Presentation - 2023-2028 Capital Improvement Program \(updated 9/27\)](#)

[Agenda Bill - CIP 2023-2028 - As prepared for 9/26](#)

Finance & Administration Director Leticia Salcido presented to the Council the 2023-2028 Proposed Capital Improvement Program. The entire program consists of 25 programs totaling \$86.2 million dollars. The four categories within this program are Parks, Transportation, Surface Water, and City Facilities.

The Council asked about funding for sidewalks and safe routes to schools. The Council also raised questions about the Public Works Facility funding, encouraging staff to get creative with the design or vision to see if savings can be found. During this portion, Community Development Director Debbie Bent and City Engineer John Vicente also participated in addressing Council questions. Mr. Vicente explained that the City traditionally pursues multiple grant opportunities to cover CIP projects; however, grant funding to do sidewalk improvements specifically is limited.

Mayor Herbig opened the Public Hearing at approximately 9:27 PM. Five people gave oral testimony: https://youtu.be/8ClxI78P_mE?t=12405. Mayor Herbig closed the Public Hearing at approximately 9:43 PM.

BUSINESS AGENDA - CONTINUED

Budget Message and Preliminary 2023-2024 Biennial Budget, presented by City Manager Rob Karlinsey and Assistant City Manager Stephanie Lucash
[2023-2024 Preliminary Biennial Budget](#)

The reading of the Budget Message can be found here: https://youtu.be/8ClxI78P_mE?t=13403
Councilmember Baker was excused during reading of the Budget Message.

STAFF REPORTS

OPMA Hybrid Meetings Contingency Plan, presented by City Clerk Anastasiya Warhol.

In Ms. Warhol's absence, City Attorney Dawn Reitan provided the legal portions of the staff report for OPMA Hybrid Meetings. In 2022, the Legislature revised the Open Public Meetings Act (OPMA) to require that meetings take place in a physical location. The OPMA encourages but does not require remote or virtual options. Although the City of Kenmore does offer hybrid, both physical and virtual options, sometimes technical difficulties make it difficult for the virtual component to proceed. If staff is unable to fix the technical issues, per the OPMA, the meeting will continue at the physical location. This information is also presented to the public at the top of the agenda.

COUNCILMEMBER REPORTS & COMMENTS

Councilmember Marshall moved to resolve that Councilmember Srebnik will be the representative to the NPRSA (Northshore Parks and Recreation Service Area) and Councilmember Pfeil will be the alternate to the NPRSA. Mayor Herbig seconded the motion.
VOTE: 6 Yes, 0 No, 0 Abstained. PASSED BY UNANIMOUS CONSENT

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 11:29 PM.


[Nigel Herbig \(Oct 18, 2022 12:55 PDT\)](#)

Nigel Herbig, Mayor


[Michelle Kang \(Oct 18, 2022 09:05 PDT\)](#)

Michelle Kang, Deputy City Clerk

10/3 Meeting Minutes - to sign

Final Audit Report

2022-10-18

Created:	2022-10-18
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