

**City of Kenmore
City Council Meeting
Regular Meeting Minutes
Monday, September 8, 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
Councilmember Debra Srebnik
Councilmember Valerie Sasson
Councilmember Jon Culver
Councilmember Nathan Loutsis

Staff: City Manager Teri Killgore
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan
Acting City Clerk Michelle Kang
Events and Volunteer Coordinator Alison Jenkins
Engineering Director John Vicente
Civil Engineer Lucas Fowler
Development Services Director Samantha Loyuk
Code Compliance Officer Kaitlin Grimm
Permit Coordinator Tessa Sithat
Senior Building Plans Examiner Brendan Bray
Finance & Administration Director Melinda Merrell

Speaking Guests: Brook Buettner, Proclamation Recipient

Public Comments Speaking Guests:

Janet Hays, Kenmore Resident
Stacey Valenzuela, Kenmore Resident
Jim Myers, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
John Hendrickson, 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 Pledge of Allegiance.

AGENDA APPROVAL

The agenda was approved as presented.

PROCLAMATIONS

- A. Mayor Herbig, on behalf of the Kenmore City Council, proclaimed September 2025 as Suicide Prevention Awareness Month. Regional Crisis Response (RCR) Agency Executive Director Brook Buettner accepted this year's proclamation.
- B. Mayor Herbig, on behalf of the Kenmore City Council, proclaimed September 2025 as National Recovery Month.

WHERE'S THE FUN?

Events and Volunteer Coordinator Alison Jenkins highlighted this summer's City summer events, including Juneteenth and Pride at the Farmers Market, the Fourth of July at Log Boom Park, the summer concert series at Saint Edward Park, Movies @ the Square, and Play Day.

PUBLIC COMMENTS

The City Council took comments from the public.

Timestamped link here:

<https://www.youtube.com/live/s9LDEqK2FiU?si=2QZPPDNIGM387-au&t=974>

CONSENT AGENDA

- A. Approve the City Council Special and Regular Meeting Minutes of Monday, June 23, 2025.
- B. Approve the City Council Special Meeting Minutes of Monday, July 14, 2025.
- C. Approve the City Council Regular Meeting Minutes of Monday, July 21, 2025.
- D. Approve the City Council Special and Regular Meeting Minutes of Monday, July 28, 2025.

- E. Approve the City Council Special Meeting Minutes of Wednesday, August 27, 2025.
- F. Approve the following Voucher Certification and Approval:
 - Total Check #s 56784 through 56854 totaling \$750,161.88
 - Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 08/08/2025 in the amount totaling \$327,780.60
 - Total EFT Payment #s 1875 through 1879 total \$526,505.78
- G. Adopt Ordinance No. 25-0631, amending Titles 15 and 18 of the Kenmore Municipal Code (KMC), for single room occupancy (SRO) and residential parking regulations.
- H. Authorize the City Manager to execute Interlocal Agreement No. 25-C3170 with the Washington State Department of Commerce to accept grant funds totaling \$98,160 to install and expand the solar capacity on City Hall.
- I. Join and approve the Purdue Pharma and Generic Manufacturers opioid settlement and authorize the City Manager or designee to sign the 1) Subdivision Participation and Release Form, 2) Secondary Manufacturers' Combined Subdivision Participation and Release Form ("Combined Participation Form"), 3) Washington State Allocation Agreement Governing the Allocation of Funds Paid by the Purdue Bankruptcy, Sacklers, and Certain Opioid Manufacturers ("Allocation Agreement IV"), and 4) One Washington Memorandum of Understanding Between Washington Municipalities, and take all steps necessary to implement the City's participation in the settlement.

MOTION: Approve the consent agenda outlined above.

Moved by Culver; seconded by Herbig.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

PRESENTATION

The following new staff were introduced to the Council:

- Civil Engineer Lucas Fowler, introduced by Engineering Director John Vicente
- Code Compliance Officer Kaitlin Grimm, introduced by Development Services Director Samantha Loyuk
- Permit Coordinator Tessa Sithat, introduced by Development Services Director Samantha Loyuk
- Senior Building Plans Examiner Brendan Bray, introduced by Development Services Director Samantha Loyuk
- City Manager Teri Killgore

BUSINESS AGENDA

2nd Quarter Financial Report, presented by Finance & Administration Director Melinda Merrell, *to receive and file*

Finance & Administration Director Melinda Merrell presented the 2nd quarter financial report for the 2025-2026 biennium. She presented the revenues and expenditures of the general fund and other funds, explaining that the city is currently through 25% of the biennium. Other second quarter summaries included:

- General fund revenues and expenditures are very close to target
- Development fees & permits revenue came in at 58% of budget
- Right-of-way permit fees (revenue) in Street Fund at 138% of budget
- Park and Transportation impact fees (revenue) ahead of target due to higher development activity than budgeted
- Public Works Operations Center debt costs lower than budgeted and construction costs slower to ramp up

STAFF REPORTS

COUNCILMEMBER REPORTS & COMMENTS

The Council has directed Staff to come back to a future Council meeting for further discussion with:

- More information about testing of all sorts, specifically regarding air quality around Cadman and Lakepointe
- What the City can do similarly to King County Motion 16848

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 8:24 PM.



Nigel Herbig, Mayor



Michelle Kang (Sep 23, 2025 09:46:49 PDT)

Michelle Kang, Acting City Clerk

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Final Audit Report

2025-09-23

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