

**City of Kenmore
City Council Meeting
Regular Meeting Minutes
Monday, November 10, 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
City Clerk Scott Passey
Deputy City Clerk Michelle Kang
Climate Action Plan Program Manager Nina Rasmussen
Finance & Administration Director Melinda Merrell
Community Development Director Debbie Bent
Principal Planner Todd Hall

Speaking Guests: Chris Eastland, Climate Action Advisory Committee (CAAC)
Mariana Lassalle, CAAC
Tom Beckwith, Beckwith Consulting Group

Public Comments Speaking Guests:
David Dorrian, Kenmore resident
Marianna Lassalle, Kenmore resident
Jim Myers, Kenmore resident
Elizabeth Mooney, Kenmore resident
Danielle Olson, Kenmore resident
Brian Martin, Kenmore resident (virtual)
Sori Hastings, Kenmore resident

Public Hearing #1 Speaking Guests: (none)

Public Hearing #2 Speaking Guests: (none)

Public Hearing #3 Speaking Guests: (none)

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

Mayor Herbig, on behalf of the City Council, proclaimed November 11, 2025 as Veterans Day throughout the City of Kenmore in honor of all veterans.

Councilmember Srebniak, on behalf of the City Council, proclaimed November 16-22, 2025, as Hunger and Homelessness Awareness Week throughout the City of Kenmore. Juliana Pooley accepted the proclamation on behalf of North Urban Human Services Alliance (NUHSA).

WHERE'S THE FUN?

City Manager Teri Killgore highlighted the Tree Planting Event that took place on Saturday, November 8 and the City's Pumpkin Decorating Challenge.

PUBLIC COMMENTS

The City Council took comments from the public.

Timestamped link here:

<https://youtu.be/OfNUtchfMSc?list=PLZEA8WWEno4xzgqU9ARuTRwHg5cHeeSr&t=935>.

CONSENT AGENDA

A) Approve City Council Regular Meeting Minutes of Monday, October 20, 2025.

B) Approve the following Voucher Certification and Approval:

- Total Check #s 57088 through 57177 totaling \$1,084,613.71
- Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 10/03/2025 in the amount totaling \$318,096.17
- Total EFT Payment #s 1902 through 1904 total \$525,021.19

C) Approve the following Voucher Certification and Approval:

- Total Check #s 57178 through 57262 totaling \$880,470.47
- Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 10/17/2025 in the amount totaling \$318,044.09
- Total EFT Payment #s 1905 through 1907 total \$102,872.52

D) Authorize City Manager to execute Contract No. 25-C3127, Amendment No. 1, with 4Leaf, Inc, substantially and materially in the form attached.

MOTION: Approve the consent agenda outlined above.

Moved by Culver; seconded by Loutsis.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

PRESENTATION

Climate Action Plan Program Manager Nina Rasmussen and the Climate Action Advisory Committee members presented an update of Climate Action activities. The presentation touched on their purpose, responsibilities, action items, challenges, opportunities for improvement, and future goals.

PUBLIC HEARINGS

A) Proposed Ordinance No. 25-0635 Mid-Biennial Amendments to the 2025-2026 Biennial Budget and Salary Plan for 2026, presented by Finance & Administration Director Melinda Merrell, *for introduction and public hearing*

Finance & Administration Director Melinda Merrell presented amendments to the 2025-2026 Biennial Budget, recommending a \$1.5 million increase in general fund revenue, primarily from unexpected building permit and plan review fees, and adjusted utility tax revenue. Expenditures are expected to rise by \$954,000, including increases for consulting services, police services, and a new IT position. The net positive impact to the fund balance is \$511,000. The amendments also addressed restricted funds: adjustments were made to the street fund, CAPE fund, park capital, transportation capital, and more, reflecting increased investment interest, grant funding, and development-related revenues. Significant adjustment to the CAPE fund included accounting for unexpectedly high photo enforcement revenue and reallocating court costs, with collaborative input from county accounting teams.

Salary plan increases tied to the June CPI-W Seattle-Tacoma-Bellevue index and a new IT supervisor position were recommended to support city operations and strategic goals.

Mayor Herbig opened the Public Hearing at approximately 8:13 pm.
With nobody signed in to speak, Mayor Herbig closed the Public Hearing at approximately 8:13 pm.

Timestamped link here:

<https://youtu.be/OfNUtchfMSc?list=PLZEQA8WWEno4xzgqU9ARuTRwHg5cHeeSr&t=4459>

B) Proposed Ordinance No. 25-0636, Property Tax Levy, presented by Finance & Administration Director Melinda Merrell, *for introduction and public hearing*

Finance & Administration Director Melinda Merrell presented the Proposed Property Tax Levy with a recommendation to use the available \$133,709 of banked capacity for 2026.

Because of the increase in assessed valuation for the entire City, the levy rate will decrease from \$0.77 to about \$0.70 for each \$1,000 of assessed value. In 2025, the median residential value for Kenmore was \$964,000; with the 13.7% increase in valuation, the median home value is now approximately \$1,095,700. On a \$1,095,700 home in the city, a 3.91% levy increase at a rate of \$0.70 per \$1,000 of assessed value would result in an annual property tax of \$768. The proposed property tax levy of 3.91% meets the City Council's goal for a financial sustainable plan and continued financial sustainability for the City.

Mayor Herbig opened the Public Hearing at approximately 8:25 pm.
With nobody signed in to speak, Mayor Herbig closed the Public Hearing at approximately 8:25 pm.

Timestamped link here:

<https://youtu.be/OfNUtchfMSc?list=PLZEQA8WWEno4xzgqU9ARuTRwHg5cHeeSr&t=5112>

C) Proposed Ordinance No. 25-0637, Excess Property Tax Levy, presented by Finance & Administration Director Melinda Merrell, *for introduction and public hearing*

Mayor Herbig opened the Public Hearing at approximately 8:27 pm.
With nobody signed in to speak, Mayor Herbig closed the Public Hearing at approximately 8:27 pm.

Timestamped link here:

<https://youtu.be/OfNUtchfMSc?list=PLZEQA8WWEno4xzgqU9ARuTRwHg5cHeeSr&t=5274>

BUSINESS AGENDA

A) Draft Amendments to the Parks, Recreation, and Open Space (PROS) Element and Capital Facilities Element, presented by Assistant City Manager/Community Development Director Debbie Bent, Principal Planner Todd Hall, and Consultant Tom Beckwith, *for continued discussion and direction*

Principal Planner Todd Hall, and Consultant Tom Beckwith provided additional information to address City Council comments and questions raised at the prior meeting. The City Council discussed and provided direction on minor edits to the draft amendments. Because the changes are not substantive to the Planning Commission's recommendations, there is no need to hold a Public Hearing prior to Ordinance adoption.

MOTION: Direct staff to bring back an ordinance reflecting council's changes to the draft amendments to the PROS and Capital Facilities Elements for adoption.

VOTE: 7 Yes; 0 No; 0 Abstain.

MOTION PASSES UNANIMOUSLY.

STAFF REPORTS

City Manager Teri Killgore reported on the provision of SNAP benefits and other Human Services programs in the city.

COUNCILMEMBER REPORTS & COMMENTS

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 9:01 PM.



Nigel Herbig, Mayor



Scott Passey, City Clerk

City Council Regular Meeting Minutes of Monday, November 10, 2025

Final Audit Report

2025-11-26

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