

**City of Kenmore
City Council Meeting
Special Meeting Minutes
Thursday, December 18, 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 (excused)
Councilmember Joe Marshall (excused)
Councilmember Debra Srebnik (excused)
Councilmember Valerie Sasson (virtual)
Councilmember Jon Culver
Councilmember Nathan Loutsis

Staff: City Clerk Scott Passey
Deputy City Clerk Michelle Kang
Administrative/Financial Services Manager Carla Schnee

CALL SPECIAL MEETING TO ORDER

Mayor Herbig called the special meeting to order at 12:00 PM.

CONSENT AGENDA

- A. Approve the following Voucher Certification and Approval:
- Total Check #s 57330 through 57413 totaling \$523,580.13
 - Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 11/14/2025 in the amount totaling \$312,194.80
 - Total EFT Payment #s 1918 through 1920 total \$68,846.55
 - Total Wire Transfers totaling \$2,539,610.46
- B. Approve the following Voucher Certification and Approval:
- Total Check #s 57414 through 57477 totaling \$462,837.69
 - Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 11/28/2025 in the amount totaling \$314,616.04
 - Total EFT Payment #s 1921 through 1929 total \$76,379.17

MOTION: Approve the consent agenda outlined above.

Moved by Culver; seconded by Loutsis.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

ADJOURN SPECIAL MEETING

Mayor Herbig adjourned the special meeting at approximately 12:00 PM.



Nigel Herbig, Mayor



Scott Passey, City Clerk

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Final Audit Report

2026-01-13

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