

**City of Kenmore
City Council Meeting
Special & Regular Meeting Minutes
Monday, February 24, 2025**

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 (virtual)
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
Assistant City Manager/Community Development Director Debbie Bent
Environmental Services Director Richard Sawyer (virtual)

Speaking Guests: Russ Johnson, Kenmore Resident – Where’s the Wildlife?
Jennifer Meisner, King County Historic Preservation Officer
Nancy Ousley, John D. Spellman Awards Recipient
Todd Banks, Kenmore Air, John D. Spellman Awards Recipient
Greg Prothman, GMP Consultants – Executive Search Firm (virtual)
Kate Hansen, GMP Consultants – Executive Search Firm (virtual)
Jennifer Curtis, Baker Tilly – Executive Search Firm (virtual)
Carol Jacobs, Baker Tilly – Executive Search Firm (virtual)
Cliff Moore, Prothman – Executive Search Firm (virtual)

Public Comment Speakers:
Jennifer Anderson, Kenmore Resident
Carl Michelman, Brier Resident
Patrick O’Brien, Kenmore Resident

Jane Lewis, Kenmore Resident

CALL SPECIAL MEETING TO ORDER

Mayor Herbig called the special meeting to order at 5:30 PM.

EXECUTIVE SESSION

Pursuant to RCW 42.30.110(1)(g), the City Council entered an executive session to evaluate the qualifications of an applicant for public employment at 5:30 PM. This executive session was slated to last approximately 90 minutes until 7:00 PM. The Council exited the executive session at 6:57 PM.

ACTION RELATING TO EXECUTIVE SESSION

MOTION: Appoint Stephanie Lucash as Interim City Manager and authorize the Mayor to execute the contract for interim city manager services and bring contract back for Council ratification under consent agenda.

Moved by O’Cain; seconded by Culver.

VOTE: 7 Yes – Srebnik, Marshall, Sasson, Loutsis, Culver, O’Cain, Herbig; 0 No; 0 Abstain.

MOTION PASSES.

ADJOURN SPECIAL MEETING

Mayor Herbig adjourned the special meeting at approximately 7:03 PM.

CALL REGULAR MEETING TO ORDER

Mayor Herbig called the regular meeting to order at 7:03 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.

PROCLAMATION

Deputy Mayor O’Cain read March’s Women’s History Month proclamation. Mayor Herbig, on behalf of the City Council, proclaimed March as Women’s History Month throughout the City of Kenmore.

[Women's History Month - March 2025](#)

WHERE'S THE WILDLIFE?

Kenmore resident Russ Johnson shared nature videos taken in his backyard highlighting wildlife in Kenmore.

WHERE'S THE FUN?

City Manager Rob Karlinsey highlighted a co-creator event that took place on February 8 organized by Maura Query and the Thoughtful Citizens group where over 50 volunteers spent time making cards for senior citizens in the area.

PUBLIC COMMENTS

The City Council received comments from the public.

Timestamped link: <https://www.youtube.com/live/XynU09qheMU?si=IlkbEGSpZNWfln4-&t=6868>.

CONSENT AGENDA

- A. Cancel the Regular City Council Meeting of Monday, March 10, 2025. *(added 2/18)*
- B. Approve the City Council Special and Regular Meeting Minutes from February 10, 2025.
[City Council Special and Regular Meeting Minutes from Monday, February 10, 2025 \(added 2/18\)](#)
- C. Approve Total Check #s 55717 through 55780 totaling \$405,239.72, Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 01/24/2025 in the amount totaling \$290,085.78, and Total EFT Payments #s 1769 through 1782 totaling \$27,216.70.
[Voucher Certification 1/18/2025 - 1/31/2025](#)
- D. Approve the ARCH (A Regional Coalition for Housing) 2025-2026 Budget and Work Program; and
Approve the recommended Fall 2024 ARCH Housing Trust Fund (HTF) projects and the City of Kenmore's HTF contribution of \$72,900 (\$15,200 for the Aventine Project in Bellevue and \$57,700 for the Larus Project in Kenmore).
[Agenda Bill - ARCH Budget, Work Program, and Housing Trust Fund Attachment 1 - ARCH 2025-2026 Budget and Work Program Memo Attachment 2 - ARCH Fall 2024 Housing Trust Fund Projects Memo Attachment 3 - Presentation to the ARCH Executive Board](#)
- E. Approve Contract No. 10-C873 Amendment No. 8 with Progressive Animal Welfare Society (PAWS) to implement PAWS 2025 fees, and authorize the City Manager to execute substantially and materially in the form attached to the February 24, 2025 agenda bill.
[Agenda Bill - Amendment No. 8 to Contract No. 10-C873](#)

[Attachment 1 - Contract 10-C873](#)

[Attachment 2 - Amendment No. 6](#)

[Attachment 3 - Amendment No. 8](#)

- F. Authorize the City Manager to execute Contract No. 24-C3092 with Beckwith Consulting Group for assistance with the Kenmore Parks, Recreation, and Open Space (PROS) Plan, PROS Element Update, Capital Facilities Element Update, and Park Impact Fee Rate Study, in an amount not to exceed \$120,000.

[Agenda Bill - Contract No. 24-C3092](#)

- G. Authorize the City Manager to execute Contract No. 25-C3100 with Elyon Maintenance Inc. for SR 522 right-of-way landscape maintenance services in an amount not to exceed \$225,000 for a three-year contract. *(added 2/19)*

[Agenda Bill - Contract No. 25-C3100 \(added 2/19\)](#)

[Attachment 1 - Contract No. 25-C3100 \(added 2/19\)](#)

[Attachment 2 - Elyon Maintenance Inc. RFP No. 25-C3100 Proposal \(2/19\)](#)

- H. Authorize the City Manager to enter into an agreement with the Eastside Transportation Partnership. *(added 2/18)*

[Agenda Bill - Eastside Transportation Forum Agreement Renewal \(added 2/18\)](#)

[Attachment 1 - Draft Operating Procedures \(added 2/18\)](#)

- I. Authorize the City Manager to execute an Interlocal Agreement with the Washington State Department of Commerce to accept Local Emissions Reduction Project award of \$463,500. *(added 2/19)*

[Agenda Bill - Commerce Grant \(added 2/19\)](#)

MOTION: Approve the consent agenda outlined above.

Moved by Culver; seconded by Marshall.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT.

PRESENTATIONS

King County Historic Preservation Officer Jennifer Meisner recognized a staff member and community member (below) for the John D. Spellman Awards for Achievement in Historic Preservation.

- Recognizing Nancy Ousley (former Kenmore staff)
- Recognizing Kenmore Air (Kenmore business)

Engineering Director John Vicente presented the West Sammamish Bridge Final Report. The project is not complete – wetland mitigation monitoring will continue through 2028.

BUSINESS AGENDA

- A. STEP Housing Advisory Committee Charter, presented by Assistant City Manager/Community Development Director Debbie Bent, *for discussion and direction*
[Agenda Bill - STEP Housing Advisory Committee Charter](#)
[Attachment 1 - Draft STEP Housing Advisory Committee Charter](#)

The Councilmembers would like to activate the search to find STEP Housing Committee members. They would like at least one public comment opportunity to be held at the committee. Staff will move forward with the process.

- B. 2025 Federal Legislative Agenda, presented by Deputy City Manager Stephanie Lucash, *for approval*
[Agenda Bill - 2025 Federal Legislative Agenda \(added 2/20\)](#)
[Attachment 1 - Draft 2025 Federal Legislative Agenda \(added 2/20\)](#)

MOTION: Approve the 2025 Federal Legislative Agenda.

Moved by O'Cain; seconded by Srebnik.

VOTE: 6 Yes – Srebnik, Marshall, Sasson, Loutsis, O'Cain, Herbig; 1 No - Culver; 0 Abstain.

MOTION PASSES.

- C. Executive Search Firm Options, presented by City Manager Rob Karlinsey, *for discussion and direction*
[Agenda Bill - Executive Search Firms \(added 2/19\)](#)
[Attachment 1 - GMP Consultants \(added 2/19\)](#)
[Attachment 2 - Baker Tilly \(added 2/19\)](#)
[Attachment 3 - Prothman \(added 2/19\)](#)

MOTION: Select GMP Consultants to run the executive search.

Moved by Loutsis; seconded by O'Cain.

VOTE: 6 Yes – Srebnik, Marshall, Sasson, Loutsis, O'Cain, Herbig; 1 No – Culver; 0 Abstain.

MOTION PASSES.

STAFF REPORTS

Assistant City Manager/Community Development Director Debbie Bent presented the Planning Commission Compensation Survey.

[Memo - Planning Commission Compensation Survey](#)

[Attachment A - Planning Commission Compensation Survey](#)

Environmental Services Director Richard Sawyer polled the Council on interest in serving on an elected officials' group for K4C. Deputy Mayor O'Cain and Councilmember Loutsis expressed interest.

City Manager Rob Karlinsey recommended the Kenmore boathouse be named the “Baker Boathouse.” Council suggested a “naming policy” be drafted to guide such considerations in the future.

COUNCILMEMBER REPORTS & COMMENTS

The Council agreed to discuss Council position on House Bill 1195 on March 3, 2025 (after the joint meeting with the Northshore School Board).

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 9:40 PM.


Nigel Herbig (Apr 2, 2025 10:06 PDT)
Nigel Herbig, Mayor


Anastasiya Warhol (Mar 26, 2025 10:47 PDT)
Anastasiya Warhol, City Clerk

City Council Special and Regular Meeting Minutes from Monday, February 24, 2025 AW

Final Audit Report

2025-04-02

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