

**City of Kenmore
City Council Meeting
Special & Regular Meeting Minutes
Monday, September 9, 2024**

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 (virtual)
Deputy Mayor Melanie O’Cain - Presiding
Councilmember Joe Marshall
Councilmember Debra Srebnik
Councilmember Valerie Sasson
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
Principal Planner Todd Hall
Development Services Director Samantha Loyuk
Finance & Administration Director Melinda Merrell

Speaking Guests: Cathy Assata, Proclamation Recipient
Marc Oommen, Proclamation Recipient
Marisol Bejarano, Proclamation Recipient
Mary Pat O’Leary, Proclamation Recipient (virtual)
Tyler Running Deer, eCityGov Executive Director
Dwight Thompson, Planning Commission Chair
Mike Vanderlinde, Planning Commission Vice Chair
Chris Olson, Planning Commissioner
Tracy Banaszynski, Planning Commissioner
David Dorrian, Planning Commissioner (virtual)

Public Comment Speakers:
Jeff Snedden, Lake Forest Park Resident
Patrick O’Brien, Kenmore Resident

Dakota Rash, Lake Forest Park
Tracy Banaszynski, Kenmore Resident
Kara Macias, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
Jim Myers, Kenmore Resident
Nancy Hansen, Kenmore Resident
Stacey Valenzuela, Kenmore Resident (virtual)

CALL SPECIAL MEETING TO ORDER

Deputy Mayor O’Cain called the special meeting to order at 6:00 PM.

EXECUTIVE SESSION

Confidential Session of the Council - Pursuant to RCW 42.30.110(1)(i), the City Council entered an executive session to discuss potential and pending litigation. The executive session was slated to last approximately 60 minutes until 7:00 PM. At 6:59 PM, Deputy Mayor O’Cain announced the executive session was to be extended for 30 minutes until approximately 7:30 PM. At 7:30 PM, Deputy Mayor O’Cain announced that the executive session was to be extended for 15 additional minutes, set to end at 7:45 PM. Executive Session concluded at 7:45 PM. No final action was taken.

ADJOURN SPECIAL MEETING

Deputy Mayor O’Cain adjourned the special meeting at approximately 7:47 PM.

CALL REGULAR MEETING TO ORDER

Deputy Mayor O’Cain called the regular meeting to order at 7:47 PM.

LAND ACKNOWLEDGEMENT

Deputy Mayor O’Cain read the Land Acknowledgement Honoring First Peoples.

FLAG SALUTE

Deputy Mayor O’Cain led the Council in the flag salute.

AGENDA APPROVAL

MOTION: Councilmember Culver moved to remove Business Agenda Item B (Amendments to the Exceptional Tree Ordinance). Councilmember Marshall seconded the motion. **VOTE:** Motion was approved by UNANIMOUS CONSENT.

PROCLAMATIONS

- A. The Deputy Mayor proclaimed September 2024 as National Recovery Month throughout the City of Kenmore. Cathy Assata, Substance Use Treatment Director, from the Center for Human Services, accepted this year's proclamation.
[National Recovery Month - September 2024](#)
- B. The Deputy Mayor proclaimed September 2024 as Suicide Prevention Awareness Month throughout the City of Kenmore. Marc Oommen, Executive Director from National Alliance on Mental Illness (NAMI) Eastside, accepted this year's proclamation.
[Suicide Prevention Awareness Month - September 2024](#)
- C. The Deputy Mayor proclaimed September 15-October 15, 2024, as Hispanic and Latino Heritage Month throughout the City of Kenmore. Marisol Bejarano, Director of Health and Wellness Programs at Latino Educational Training Institute accepted this year's proclamation.
[Hispanic and Latino Heritage Month - September 15 - October 15, 2024](#)
- D. The Deputy Mayor proclaimed September 23-27, 2024, as Falls Prevention Awareness Week throughout the City of Kenmore. Mary Pat O'Leary, Co-Lead of King County Fall Prevention Coalition, accepted this year's proclamation.
[Falls Prevention Awareness Week - September 23-27, 2024](#)

WHERE'S THE FUN?

City Manager Rob Karlinsey highlighted three community love notes from August: NEXUS Kenmore Mental Health Fair, Kenmore QUAD, Thoughtful Citizens' Kenmore Children's Business Fair.

PUBLIC COMMENTS

The City Council took comments from the public.

Timestamped link here:

<https://www.youtube.com/live/OfulCSWmfyE?si=FApuVuP5sgmHPwMd&t=7971>

CONSENT AGENDA

- A. Approve the City Council Special Meeting Minutes from Friday, August 16, 2024.
[City Council Special Meeting Minutes from August 16, 2024](#)
- B. Adopt Resolution No. 24-415, updating the purchasing and contracting policies and procedures.
[Agenda Bill - Purchasing and Contracting Policies and Procedures](#)
[Attachment A - Proposed Resolution No. 24-415](#)
[Attachment B - Summary of Purchasing Policy Changes](#)

- C. Authorize the City Manager to execute Amendment No. 5 to Contract No. 21-C2667 with PACE Engineers, Inc. to increase the contract amount, substantially and materially in the form attached.
[Agenda Bill - Amendment No. 5 to Contract No. 21-C2667 with PACE Engineers](#)
[Attachment 1 - Amendment No. 5 to Contract No. 21-C2667](#)
- D. Authorize the City Manager to execute Amendment No. 1 to Contract No. 23-C2995 with Kimley-Horn for completion of a land capacity analysis that supports assistance with Comprehensive Plan and Code Amendments, in an amount not to exceed \$26,250 that increases the total contract to \$111,250.
[Agenda Bill - Amendment No. 1 to Contract No. 23-C2995 with Kimley-Horn](#)
[Attachment 1 - Amendment No. 1 to Contract No. 23-C2995](#)
[Attachment 2 - Contract No. 23-C2995](#)
- E. Authorize the City Manager to execute Contract No. 24-C3074 with Elyon Maintenance for Mitigation for mitigation site vegetation management and maintenance, in an amount not to exceed \$560,000.
[Agenda Bill - Contract No. 24-C3074 \(added 9/4\)](#)
[Attachment 1 - Contract No. 24-C3074 \(added 9/4\)](#)
- F. Authorize the City Manager to execute Contract No. 24-C3076 for landscape maintenance to maintain right of way improvements installed as part of Walkways and Waterways on Juanita Drive NE and 68th Ave NE as well as the West Sammamish River Bridge Replacement project, in an amount not to exceed \$420,000 through December 2026.
[Agenda Bill - Contract No. 24-C3076 \(added 9/5\)](#)
[Attachment 1 - Draft Contract No. 24-C3076 for Landscape Maintenance Services \(added 9/5\)](#)
[Attachment 2 - RFP No. 24-C3076 \(added 9/5\)](#)
- G. Authorize the City Manager to execute Contract No. 24-C3081, Consultant Services with Gordon Thomas Honeywell, through December 31, 2026.
[Agenda Bill - Contract No. 24-C3081](#)
[Attachment 1 - Contract No. 24-C3081](#)
- H. Authorize the City Manager to execute a contract with Jacobs for an amount up to \$1,300,000 (which includes a 10% contingency) for design, permitting, and right-of-way services for the Lower Swamp Creek Bridge Replacement Project.
[Agenda Bill - Contract with Jacobs for Lower Swamp Creek Bridge Replacement Project](#)

MOTION: Councilmember Marshall moved to approve the consent agenda (items A-H) outlined above. Councilmember Culver seconded the motion.
VOTE: Consent Agenda was approved by UNANIMOUS CONSENT.

PRESENTATION

eCityGov Alliance and My Building Permit (MBP) Back-End Permitting System, presented by Tyler Running Deer, eCityGov Executive Director.

[Presentation \(added 9/9\)](#)

eCityGov Executive Director Tyler Running Deer presented to the Council, covering the eCityGov Alliance and its MyBuildingPermit (MBP) software system. He presented a proposal for shared consistency in the permitting process and standards across jurisdictions. The presentation detailed the Alliance's history, formed through interlocal agreements to streamline services like online permit applications for building and land use. It outlined Kenmore's proposed budget improvements for MBP system upgrades from 2025 to 2027, highlighting the benefits of improved efficiency, cross-jurisdictional standards, and a new permit tracking system, alongside a potential backend rebuild for MBP. Staff explained that they would like to request state funding for the initial investment in the backend system.

BUSINESS AGENDA

A. Comprehensive Plan Amendments Planning Commission Recommendations, presented by Community Development Director Debbie Bent, Principal Planner Todd Hall, and Planning Commissioners, *for discussion*

- Downtown Element
- Community Design Element
- Surface Water Element
- Table CF-B Surface Water Facilities Capital Improvements (Capital Facilities Element)
- Natural Environment Element
- Amendments to Chapter 18.20 KMC - Technical Terms and Land Use Definitions
- Amendments to Chapter 18.55 KMC - Critical Areas

[Agenda Bill - Downtown Element and Community Design Element](#)

[Exhibit A - Draft Downtown Element](#)

[Exhibit B - Draft Community Design Element](#)

[Exhibit C - Summary of Proposed Comprehensive Plan Amendments](#)

[Agenda Bill - Surface Water Element, Capital Facilities Element, Natural Environment Element, and KMC Amendments \(added 9/4\)](#)

[Exhibit A - Draft Surface Water Element \(9/4\)](#)

[Exhibit B - Draft Table CF-B Capital Facilities Element \(added 9/4\)](#)

[Exhibit C - Draft Natural Environmental Element \(added 9/4\)](#)

[Exhibit D - Draft Amendments to Chapter 18.20 KMC - Technical Terms and Land Use Definitions \(added 9/4\)](#)

[Exhibit E- Draft Amendments to Chapter 18.55 KMC - Critical Areas \(added 9/4\)](#)

[Exhibit F- Summary of Proposed Comprehensive Plan Amendments \(added 9/4\)](#)

Planning Commissioners presented their findings to the Council. The Commission noted that the Downtown Element amendments were a “light touch” because the Commission needs professional guidance and context on a downtown strategy before they can make substantive changes to the element. The Community Development team and Planning Commission will revisit the interim draft when a new strategy and plan for the downtown has been created.

The Council had additional comments pertaining to the separate elements. The Council also commended the Planning Commission for the productive and hard work.

B. Business Agenda item B, “Amendments to the Exceptional Tree Ordinance” was removed during Agenda Approval above.

C. *1st Quarter 2024 Financial Report, presented by Finance & Administration Director Melinda Merrell, to receive and file*
[Agenda Bill - 1st Quarter 2024 Financial Report](#)
[Attachment 1 - 1st Quarter 2024 Financial Report](#)
[Presentation - General and Other Revenue Funds, Year to Date as of 6/30/2024 \(added 9/9\)](#)

D. *2nd Quarter 2024 Financial Report, presented by Finance & Administration Director Melinda Merrell, to receive and file*
[Agenda Bill - 2nd Quarter 2024 Financial Report](#)
[Attachment 1 - 2nd Quarter 2024 Financial Report](#)
[Presentation - General and Other Revenue Funds, Year to Date as of 6/30/2024 \(added 9/9\)](#)

Finance and Administration Director Melinda Merrell presented the quarterly reports. She highlighted the following points:

- General Fund revenues are slightly over for the biennium at 78.9%
- General Fund expenditures are below budget at 58.5%
- Interest revenue high at 121% of budget
- Development Fees & Permits revenues is 116.5% of budget
- Real Estate Excise Tax (REET) revenues are lagging at about 80% of target
- All other funds tracking as expected

STAFF REPORTS

No staff reports.

COUNCILMEMBER REPORTS & COMMENTS

Initiative Measure No. 2066

There was Council consensus to discuss Initiative 2066 at a future Council meeting. Mayor Herbig agreed to connect with the City Manager for the proper timing.

Proclamation for a Month for Renters

There was Council consensus to bring this proclamation to a future meeting.

Recognition

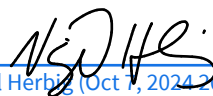
Deputy Mayor recognized Councilmember Nathan Loutsis for earning his Certificate of Municipal Leadership, issued by the Association of Washington Cities.

Right of Way Maintenance cost-sharing with property owner

The Council would like to discuss a possible policy on cost-sharing maintenance requests in the right-of-way.

ADJOURNMENT

Deputy Mayor O'Cain adjourned the meeting at approximately 10:52 PM.


Nigel Herbig (Oct 1, 2024 10:35 PDT)

Nigel Herbig, Mayor


Anastasiya Warhol (Oct 21, 2024 18:14 PDT)

Anastasiya Warhol, City Clerk

City Council Special and Regular Meeting Minutes from September 9, 2024

Final Audit Report

2024-10-22

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