

**City of Kenmore
City Council Meeting
Special & Regular Meeting Minutes
Monday, December 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
Deputy Mayor Melanie O’Cain
Councilmember Joe Marshall
Councilmember Debra Srebnik
Councilmember Valerie Sasson
Councilmember Jon Culver
Councilmember Nathan Loutsis

Staff: City Manager Rob Karlinsey
City Attorney Dawn Reitan
City Clerk Anastasiya Warhol
Deputy City Clerk Michelle Kang
Community Development Director Debbie Bent
Principal Planner Todd Hall
Finance & Administration Director Melinda Merrell
Accountant Julie Yinger

Speaking Guests: Dr. Eric Murray, President of Cascadia College
Shelly Helder, Gordon Thomas Honeywell State Lobbyist

Public Comments Speaking Guests:
Elizabeth Mooney, Kenmore Resident
Patrick O’Brien, Kenmore Resident
Stacey Valenzuela, Kenmore Resident (virtual)

CALL SPECIAL MEETING TO ORDER

Mayor Herbig called the special meeting to order at 6:00 PM.

EXECUTIVE SESSION

Pursuant to RCW 42.30.110(1)(b), the City Council entered an executive session to consider the acquisition of real estate. The Mayor announced that the executive session

was slated to last 60 minutes until approximately 7:00 PM. The Council entered the session at 6:00 PM. The Council exited the executive session at 7:00 PM. No final action was taken.

ADJOURN SPECIAL MEETING

Mayor Herbig adjourned the special meeting at approximately 7:00 PM.

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.

WHERE'S THE FUN?

Deputy City Clerk Michelle Kang informed the Council and the public of the upcoming Winterfest event hosted by the City. This event will be held on Saturday, December 14 at both City Hall and at the Hangar and will include a Pop! Shop craft market, gift-wrapping station, musical performances, and an igloo building contest.

PUBLIC COMMENTS

The City Council got comments from the public.

Timestamped link here:

<https://www.youtube.com/live/g2eJKAREiEg?si=S8oepV32xACKCs9r&t=3887>

CONSENT AGENDA

- A. Cancel the City Council Regular Meetings of December 16, 2024, and December 23, 2024.
- B. Approve the City Council Regular Meeting Minutes from Monday, November 18, 2024.
[City Council Regular Meeting Minutes from November 18, 2024 \(added 12/4\)](#)
- C. Approve Total Check #s 55303 through 55369 totaling \$504,133.41, Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 11/15/2024 in the amount totaling \$398,264.32.
[Voucher Certification & Approval 11/09/2024 - 11/22/2024](#)

- D. Approve Amendment No. 4 to the City Manager's employment agreement, Contract No. 16-C1631, effective January 1, 2025.
[Agenda Bill - Amendment No. 4 to City Manager's Employment Agreement \(added 12/4\)](#)
[Attachment 1 - Amendment No. 4 to Contract No. 16-C1631 \(added 12/4\)](#)
- E. Authorize the City Manager to execute Amendment No. 1 to Contract No. 24-C3026 with Hillis, Clark, Martin & Peterson for provision of environmental legal advice associated with the potential acquisition of a portion of the Lakepointe property and other general environmental legal assistance, subject to approval by the City Attorney.
[Agenda bill - Amendment No. 1 to Contract No. 24-C3026](#)
[Attachment 1 - Amendment No. 1 to Contract No. 24-C3026](#)
[Attachment 2 - Contract No. 24-C3026](#)
- F. Accept \$2,500,000 in state funding from the Washington State Transportation Improvement Board (TIB) to complete the construction of the 61st Avenue NE Sidewalks Replacement Phase 1 Project (T-44) and authorize the City Manager to execute the appropriate agreements with the TIB.
[Agenda Bill - TIB Grant Award](#)
[Attachment 1 - TIB Grant Award Letter](#)

Councilmember Culver requested that item E be discussed independently.

MOTION: Approve the consent agenda minus item E outlined above.

Moved by Culver; seconded by Srebnik.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT.

MOTION: Approve consent agenda item E (Authorize the City Manager to execute Amendment No. 1 to Contract No. 24-C3026 with Hillis, Clark, Martin & Peterson for provision of environmental legal advice associated with the potential acquisition of a portion of the Lakepointe property and other general environmental legal assistance, subject to approval by the City Attorney.)

Moved by Loutsis; seconded by O'Cain.

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

MOTION PASSES.

PRESENTATION

Cascadia College - State of the College, presented by Cascadia College President Dr. Eric Murray

[Presentation - State of the College \(added 12/5\)](#)

BUSINESS AGENDA

- A. Proposed Ordinance No. 24-0623, Amendments for the Periodic Update to the City's Comprehensive Plan, presented by Community Development Director Debbie Bent and Principal Planner Todd Hall, *for adoption*

[Agenda Bill - Comprehensive Plan Amendments](#)

[Attachment 1 - Proposed Ordinance No. 24-0623](#)

[Exhibit A - Community Design Element](#)

[Exhibit B - Downtown Element](#)

[Exhibit C - Economic Development Element](#)

[Exhibit D - Housing Element](#)

[Exhibit E - Land Use Element](#)

[Exhibit F - Natural Environment Element](#)

[Exhibit G - Surface Water Element](#)

[Exhibit H - Introduction Section](#)

[Exhibit I - Land Use Map](#)

[Exhibit J - Surface Water Facilities Table CF-B](#)

[Exhibit K - Appendix E - Equity Analysis and recommendations of the Kenmore Comprehensive Plan](#)

[Exhibit L - Appendix F - Engagement Report for ARCH and East King County Partner Cities](#)

[Exhibit M - Appendix G - Comp Plan Engagement 2021-2024](#)

[Exhibit N - Appendix H - Land Capacity Analysis Memorandum](#)

Community Development Director Debbie Bent recommended that the Council adopt amendments to the Comprehensive Plan. This includes all items brought to the Council by the Planning Commission and final adjustments made following the public hearings.

In January 2025, the Planning Commission will meet with the City Council to discuss the land use capacity analysis and do a general overview of the policy direction.

MOTION: Adopt proposed Ordinance No. 24-0623, adopting the City of Kenmore's Periodic Update to the Kenmore Comprehensive Plan.

Moved by Culver; seconded by Srebnik.

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

MOTION PASSES.

- B. Proposed Ordinance No. 24-0624, Amending Chapters 18.20 and 18.55 of the Kenmore Municipal Code and amending the City's Official Zoning Map, presented by Community Development Director Debbie Bent and Principal Planner Todd Hall, *for adoption*

[Agenda Bill - Proposed Ordinance No. 24-0624](#)

[Attachment 1 - Proposed Ordinance No. 24-0624](#)

[Exhibit A - Amendments to the Official Zoning Map](#)

[Exhibit B - Amendments to Chapter 18.20 KMC](#)

[Exhibit C - Amendments to Chapter 18.55 KMC](#)

MOTION: Adopt proposed Ordinance No. 24-0624, amendment Chapters 18.20 and 18.55 of the Kenmore Municipal Code and amending the City's Official Zoning Map.

Moved by O'Cain; seconded by Srebnik.

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

MOTION PASSES.

C. 3rd Quarter 2024 Financial Report for the City of Kenmore, presented by Finance & Administration Director Melinda Merrell, *to receive and file*

[Agenda Bill - 3rd Quarter 2024 Financial Report \(added 12/5\)](#)

[Attachment 1 - 3rd Quarter 2024 Financial Report \(added 12/5\)](#)

[Presentation - 3rd Quarter 2024 Financial Report \(added 12/6\)](#)

Director Melinda Merrell provided a quarterly update, summarized by the following:

- General Fund revenues are budgeted at 87%
- General Fund expenditures are below budget at 70%
- Interest revenue high at 177.5% of budget
- Development Fees & Permits revenue is 144.4% of budget
- Public Safety costs are low due to the use of ARPA funds in 2023
- Transfers will need to be recorded before YE and impact revenues and expenses in various funds

D. Proposed 2025 Salary Plan, presented by Finance & Administration Director Melinda Merrell, *for adoption*

[Agenda Bill - Proposed 2025 Salary Plan \(added 12/5\)](#)

[Attachment 1 - Proposed 2025 Salary Plan \(added 12/5\)](#)

Melinda Merrell, Finance and Administration Director, presented the 2025 Proposed Salary Plan to the City Council. The plan was created through a comprehensive salary survey, conducted by a consulting firm. The plan includes a 3.6% wage adjustment based on the Seattle-Tacoma-Bellevue CPI-W Index, aligning salaries with market standards. This adjustment is part of the 2025-2026 biennial budget, adopted on November 25, 2024, and fulfills state requirements to adopt budgets before the fiscal year begins.

MOTION: Approve the proposed 2025 Salary Plan.

Moved by O'Cain; seconded by Sasson.

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

MOTION PASSES.

- E. 2025 State Legislative Agenda Amendment, presented by City Manager Rob Karlinsey, *for discussion and possible adoption (added 12/5)*
[Agenda Bill - 2025 State Legislative Agenda, Amended \(added 12/5\)](#)
[Attached - Draft 2025 State Legislative Agenda, Amended \(added 12/5\)](#)

MOTION: Approve the proposed amendment to the City of Kenmore 2025 State Legislative Agenda.

Moved by Srebnik; seconded by Marshall.

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

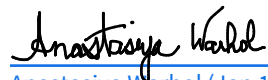
MOTION PASSES.

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 7:57 PM.



Nigel Herbig, Mayor



[Anastasiya Warhol \(Jan 15, 2025 13:39 PST\)](#)

Anastasiya Warhol, City Clerk

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

Final Audit Report

2025-01-27

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