

**City of Kenmore
City Council Meeting
Special & Regular Meeting Minutes
Monday, May 8, 2023**

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 David Baker
Councilmember Joe Marshall
Councilmember Angela Kugler – Joined at approximately 6:51 PM
Councilmember Debra Srebnik
Councilmember Corina Pfeil

Staff: City Manager Rob Karlinsey
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan
City Attorney Kathy Weber
Acting City Clerk Michelle Kang
Co-Clerk Brian Randall
Community Development Director Debbie Bent
Assistant to the City Manager Garrett Oppenheim
Engineering Director John Vicente

Speaking Guests: Alexis Mercedes Rinck, KCRHA Director of Sub-Regional Planning
and Equitable Engagement

Public Comments Speaking Guests:
Carl Michelman, Kenmore Business Owner and Brier Resident
Elizabeth Mooney, Kenmore Resident
Victoria Grayland, Kenmore Resident
Stacey Valenzuela, Kenmore Resident
David Morton, Redmond Resident

Public Hearing Speaking Guest:
Stacey Valenzuela, Kenmore Resident

CALL SPECIAL MEETING TO ORDER

Mayor Herbig called the special meeting to order at 6:30 PM.

EXECUTIVE SESSION

Pursuant to RCW 42.30.110(1)(i), the City Council entered an executive session to discuss pending litigation.

POSSIBLE ACTION RELATING TO EXECUTIVE SESSION

No action from the executive session.

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.

FLAG SALUTE

Mayor Herbig led the Council in the flag salute.

AGENDA APPROVAL

The agenda was approved as presented.

PRESENTATION

King County Regional Homelessness Authority (KCRHA): Organizational and Progress Updates, presented by Assistant to the City Manager Garrett Oppenheim and KCRHA Director of Sub-Regional Planning and Equitable Engagement Alexis Mercedes Rinck [Presentation - KCHRA Organizational and Progress Updates](#)

Mayor Herbig recused himself from this presentation.

Assistant to the City Manager introduced KCRHA Alexis Mercedes Rinck. Alexis Mercedes Rinck presented to the Council an update of KCRHA, including an organizational overview, the five-year plan, North King County Sub-Regional Implementation Plan, and North King County Agreement - Progress Update. Councilmembers provided questions and comments.

Alexis Mercedes Rinck is planning to return with an update from KCRHA in October 2023. The update will likely include a draft North King County Sub-Regional Implementation Plan and North King County Outcomes.

WHERE'S THE FUN?

City Manager Rob Karlinsey showed the Council photos from the ʔaʔwadis (Tl' awh-ah-dees) Park Ribbon Cutting that took place on Saturday, May 6, 2023.

PUBLIC COMMENTS

The City Council took comments from the public.

Timestamped link here:

<https://www.youtube.com/live/QXFtrmMqEDo?feature=share&t=3777>

CONSENT AGENDA

A. Approve City Council Special and Regular Meeting Minutes from April 10, 2023.

[City Council Special and Regular Meeting Minutes from April 10, 2023](#)

B. Approve Total Check #s 51819 through 51925 totaling \$379,058.94 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 04/07/2023 in the amount totaling \$221,377.59 and ACH Payment to US Bank Purchase Cards in the amount of \$4,466.30, and ACH Payment to Washington Federal Bank in the amount of \$1,793.89.

[Voucher Certification and Approval 04/01/23-04/14/23](#)

MOTION: Councilmember Pfeil moved to approve the consent agenda outlined above. Councilmember Kugler seconded the motion.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

PUBLIC HEARING

Proposed Resolution No. 23-397 for the 2024-2029 Six-Year Transportation Improvement Program, presented by Engineering Director John Vicente, *for Public Hearing*

[Agenda Bill - 2024-2029 Six-Year Transportation Improvement Program](#)

[Attachment A - Proposed Resolution No. 23-397 \(updated 5/4\)](#)

[Presentation - 2024-2029 Six-Year Transportation Improvement Program](#)

Engineering Director John Vicente presented to the Council prior to the public hearing. There was a review of the proposed Transportation Improvement Program (TIP), review of new projects, and summary of 2022 improvements.

There are ten projects from 2023-2028 program that have been carried over. There are seven projects that have been added to the proposed TIP and three projects that have been completed. Some new projects have been funded while others have not been funded yet. Staff received notice right before the Council Meeting started on some projects the City expected to be funded but which are actually unfunded.

Councilmembers provided questions and comments.

- Concern about having enough space on certain roads to add both a sidewalk and bike lane.
 - There is enough space, it would require the City reclaiming the right of way.
- Appreciation for Engineering Director John Vicente for all the grant writing and work he has done and continues to do for the City.
- Acknowledgement of how many miles of sidewalk the City has added and plans to add.
- Staff should create a timelapse to see the build-out of the sidewalks and bike facilities.
- What about adding lights along Burke-Gilman trail?
 - The trail falls under the purview of King County Parks. We can suggest or make a request for the lights.

Mayor Herbig opened the Public Hearing at approximately 8:41 PM.

The City Council received testimony from the public.

Timestamped link here:

<https://www.youtube.com/live/QXFtrmMqEDo?feature=share&t=7926>

Mayor Herbig closed the Public Hearing at approximately 8:43 PM.

BUSINESS AGENDA

Proposed Resolution No. 23-397 for the 2024-2029 Six-Year Transportation Improvement Program, presented by Engineering Director John Vicente, *for Adoption*
[Agenda Bill - 2024-2029 Six-Year Transportation Improvement Program](#)
[Attachment A - Proposed Resolution No. 23-397 \(updated 5/4\)](#)

Councilmembers provided additional comments.

- Responding to some concerns from residents.

MOTION: Councilmember Pfeil moved to approve Resolution No. 23-397.

Councilmember Baker seconded the motion.

VOTE: 7 Yes; 0 No; 0 Abstain. **MOTION PASSES**

STUDY SESSION AGENDA

Personnel Policies Manual Comprehensive Update, presented by City Manager Rob Karlinsey and Attorney Kathy Weber, *for Discussion and Direction*

[Agenda Bill - Personnel Policies Manual Comprehensive Update](#)

[Attachment 1 - Proposed Resolution No. 23-398 with Exhibit A \(Personnel Policies Manual\)](#)

[Attachment 2 - Comparison of Several Compensation Policies Among Neighboring Cities](#)

[Presentation - Personnel Policies Manual](#)

City Manager Rob Karlinsey introduced Inslee Best Attorney Kathy Weber who has been working on the comprehensive update of the personnel policies manual.

Although the personnel policies manual has had periodic updates, it has not seen a comprehensive review in recent years. The majority of the policies is administrative in nature and falls under the authority of the City Manager. However, some changes are regarding employee compensation and therefore, needs to be approved by the City Council.

After there were updates made, the personnel policies manual were brought to staff to review in three personnel policies workshops where staff could voluntarily come and ask questions or give input.

The legal updates include, but are not limited to, anti-harassment, disability accommodations, sick leave, parental leave, substance abuse, workplace violence, etc. The full list can be found in the attached presentation above.

The compensation-related updates include, but are not limited to calculation of overtime, compensatory time, call back, standby pay, dental plan premium, holiday overtime, severance agreements, etc. The full list can be found in the attached presentation above.

Councilmembers provided questions and comments.

- Many people carry mace for protection. Is there an exception for mace?
 - Yes, there is an exception for these types of scenarios.
- Does this manual cover the Council?
 - No.
- Clarification of the standby pay.
- In favor of retaining 5.6.4 the way the manual currently is.
- Is the take home vehicle a discretion?
 - Yes.
- There's a lot to consider about the take home vehicle, like liability.
- If the staff person got a business meeting allowance of \$400, they would be taxed on that?
 - Yes.

The Council provided directions on each compensation-related update based on whether there were any objections made as City Manager Rob Karlinsey went down the bullet points in the presentation.

The personnel policies manual will return to the Council for adoption consideration at the May 22, 2023 Regular Council Meeting.

STAFF REPORTS

City Manager Rob Karlinsey updated the Council that the Cadman asphalt plant facility conducted testing on emissions and the City became aware of the results late last week. The City wants to make sure the public is informed so we are working on putting the content together to keep the public updated.

City Manager Rob Karlinsey also updated the Council that the new Climate Action Plan manager began working today. Deputy City Manager Stephanie Lucash updated the Council that the Housing and Human Services Manager has been hired and begins on May 22nd.

COUNCILMEMBER REPORTS & COMMENTS

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 10:00 PM.


Nigel G. Herbig (May 24, 2023 07:16 PDT)

Nigel Herbig, Mayor


Michelle Kang (May 23, 2023 09:02 PDT)

Michelle Kang, Acting City Clerk

City Council Special and Regular Meeting Minutes from May 8, 2023

Final Audit Report

2023-05-24

Created:	2023-05-23
By:	Michelle Kang (mkang@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6e__qisBUa7aQCvIbgXe5ZTrc6QethzE

"City Council Special and Regular Meeting Minutes from May 8, 2023" History

-  Document created by Michelle Kang (mkang@kenmorewa.gov)
2023-05-23 - 4:02:12 PM GMT
-  Document emailed to nherbig@kenmorewa.gov for signature
2023-05-23 - 4:02:40 PM GMT
-  Document emailed to Michelle Kang (mkang@kenmorewa.gov) for signature
2023-05-23 - 4:02:40 PM GMT
-  Document e-signed by Michelle Kang (mkang@kenmorewa.gov)
Signature Date: 2023-05-23 - 4:02:48 PM GMT - Time Source: server
-  Email viewed by nherbig@kenmorewa.gov
2023-05-24 - 2:15:43 PM GMT
-  Signer nherbig@kenmorewa.gov entered name at signing as Nigel G. Herbig
2023-05-24 - 2:16:06 PM GMT
-  Document e-signed by Nigel G. Herbig (nherbig@kenmorewa.gov)
Signature Date: 2023-05-24 - 2:16:08 PM GMT - Time Source: server
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2023-05-24 - 2:16:08 PM GMT



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