

**City of Kenmore
City Council Meeting
Special & Regular Meeting Minutes
Monday, June 12, 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
Councilmember Debra Srebnik – Virtual Attendance
Councilmember Corina Pfeil

Staff: City Manager Rob Karlinsey
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan
City Clerk Anastasiya Warhol
Code Enforcement Officer Bridgit Baker
Deputy City Clerk Michelle Kang
Community Development Director Debbie Bent
ARPA Management Analyst Janet Quinn

Speaking Guests: Alivia Chambers, Inglemoor High School, Proclamation Recipient
Aliana Taylor, Inglemoor High School, Proclamation Recipient
Lillie Tsegay, Inglemoor High School, Proclamation Recipient
Omar Omar, Inglemoor High School Teacher, Proclamation Recipient
Crystal Ellerbe, Senior Vice President of Federal Relations Strategies 360
Tylynn Gordon, Executive Vice President, Strategies 360
Matt Gall, Vice President of Federal Relations, Strategies 360
Michelle Auster, Public Engagement Specialist, PRR
Kyana Wheeler, Senior Director of DEI, PRR
Clay White, Director of Planning, LDC Corp

Public Comments Speaking Guests:

Patrick O'Brien, Kenmore Resident
Lisa Wood, Kenmore Resident
Richard Konieczka, Bothell Resident
Glenn Rogers, Kenmore Resident
Carl Michelman, Kenmore Business Owner, and Brier Resident
Elizabeth Mooney, Kenmore Resident
Jim Meyers, Kenmore Resident
Janet Hays, Kenmore Resident
Victoria Grayland, Kenmore Resident
Stacey Valenzuela, Kenmore Resident

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)(i), the City Council entered an executive session to discuss pending or potential litigation. Mayor Herbig announced that the session would last approximately 60 minutes, to conclude at 7:00 PM.

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.

PROCLAMATION

Mayor Herbig issued a proclamation in honor of Juneteenth. Alivia Chambers, IHS Senior, BSU President; Aliana Taylor, IHS Senior, BSU Secretary; Lillie Tsegay, IHS Junior, Incoming BSU President; and Omar Omar, IHS Teacher & BSU Advisor/Mentor accepted the proclamation on behalf of Inglemoor High School's Black Student Union.

[Juneteenth Proclamation](#)

PRESENTATION

City Manager Karlinsey explained that the City Council directed staff to reengage a federal lobbying firm (the City does have a state lobbyist group; Gordon Thomas Honeywell) and approved the partnership with Strategies 360. Mr. Karlinsey introduced the team:

- Crystal Ellerbe, Senior Vice President of Federal Relations
- Tylynn Gordon, Executive Vice President
- Matt Gall, Vice President of Federal Relations

Crystal Ellerbe gave a brief overview of the firm, the team, and the services they will offer to the City. She reiterated that the City of Kenmore's Federal legislative priorities are as follows:

- Fiscal Year 2024 Community Project funding request for the Swam Creek Tributary Fish-Friendly culvert – 1.3 million dollars.
- Climate Action Plan Funding
- Housing & Human Services Funding
- Multi-Modal Transportation Funding
- Limiting Flight Restrictions During Presidential Visits

WHERE'S THE FUN?

City Manager Rob Karlinsey showed the Council photos from recent events, including the opening day of Kenmore's Farmers Market.

PUBLIC COMMENTS

The City Council took comments from the public. Ten people gave comments. Timestamped link here:

https://www.youtube.com/live/x7KHAi3Tp_Q?feature=share&t=5046

CONSENT AGENDA

- A. Approve the City Council Regular Meeting Minutes from May 15, 2023.
[City Council Regular Meeting Minutes from May 15, 2023](#)
- B. Approve the City Council Regular Meeting Minutes from May 22, 2023.
[City Council Regular Meeting Minutes from May 22, 2023](#)
- C. Approve Total Check #s 52113 through 52209 totaling \$671,574.41 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 05/19/2023 in the amount totaling \$226,737.29 and ACH Payment to Thomco Construction, Inc. in the amount of \$258,626.52, and ACH Payments to US Bank in the amount of

\$32,501.11, and ACH Payment to Washington Federal Bank in the amount of \$4,882.12, and Payroll Checks #10225 through 10227 dated 05/19/23 in the amount of \$4,096.80.

[Voucher Certification and Approval 05/13/23 - 05/26/23](#)

- D. Authorize the City Manager to execute Contract No. 23-C2902 with Always Active Services for an amount up to \$246,000, which includes 20% construction contingency for the NE 175th Wayfinding Channelization Improvements project.

[Agenda Bill - Construction Award 23-C2902](#)

- E. Authorize the City Manager to execute and submit a signed letter of intent, to negotiate and execute a site host agreement, and take any further actions necessary to site on-street electric vehicle charging stations at the locations described in the agenda bill.

[Agenda Bill - ZEVIP Fast Charge EV Charging Letter of Intent](#)

[Attachment 1 - Sample Letter of Intent](#)

MOTION: Councilmember Marshall moved to approve the consent agenda outlined above. Mayor Herbig seconded the motion.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT.

BUSINESS AGENDA

- A. Consultant PRR Presentation on Missing Middle Housing Finds: Policy and Regulation Analysis; Public Engagement and Racial Equity Analysis, presented by Community Development Director Debbie Bent, PRR Public Engagement Specialist Michelle Auster, PRR Senior Director of Diversity, Equity, and Inclusion Kyana Wheeler, and LDC Corp Director of Planning Clay White, *for Discussion*

[Agenda Bill - Missing Middle Housing Findings](#)

[Attachment 1 - Presentation](#)

Community Development Director Debbie Bent explained that the City must adopt regulation changes by June 30, 2025, to comply with recent state legislation, mainly House Bill 1110 (dealing with Missing Middle housing), and House Bill 1337 (dealing with accessory dwelling units). In addition, the Comprehensive Plan must also be reflective of regulatory changes. A strategy and options for implementation will be brought forward for Council consideration for inclusion in the 2024 work program.

Ms. Bent introduced the PRR project team. Michelle Auster, Public Engagement Specialist provided brief background. PRR partnered with the City on the Missing Middle project funded by a Department of Commerce Grant. Missing Middle housing is alternative style housing such as duplexes, triplexes, townhomes, and multiplex

buildings which are “missing” from the terrain of detached single-family homes and mid-rise housing/apartments. The focus of the work was to engage the community in discussing Missing Middle housing, provide a policy review, provide a Racial Equity analysis, and propose other strategies to encourage Missing Middle housing. In gathering feedback through community engagement, attendees expressed the following priorities as the City considers how to add Missing Middle housing to Kenmore:

1. Green Space
2. Supportive Infrastructure
3. Variety in home offerings and affordability

PRR previewed the “Discovery Report” and three discussions for addressing missing middle housing:

1. Permit Duplexes and Triplexes in R-6 zone within ¼ mile of High-Capacity Transit
2. Expand Missing Middle Housing Options for R-1, R-4, and R-6 Zones
3. House Bill 1110 and House Bill 1337 implementation.

The PRR team explained that they will produce a Missing Middle Housing Report to present to the City Council. PRR noted that recent legislation will impact proposed options. City Staff will bring options for implementation for Council consideration for inclusion in the 2024 Work program in the coming months.

Some Councilmembers expressed a hesitation to make any judgments until the formal findings and report have been presented. City Staff committed to returning in the future with more information as the analyses conclude.

STAFF REPORTS

ARPA Business/Nonprofit Assistance Program

Janet Quinn ARPA Management Analyst provided an update on the ARPA Business/Nonprofit Assistance Program. She explained that \$185,000 is available to be disbursed to selected commercial, home-based, or nonprofit businesses. They must have been in operation prior to the pandemic and must demonstrate pandemic-related impact to be eligible to apply for funds. After a series of public outreach efforts to attract applicants, the City received 42 unique applications. Staff will interview applicants, and the Finance Department will provide additional application review. No decisions will be made until the vetting and interview process conclude (possibly mid-July).

Diversity, Equity, Inclusion and Accessibility

City Manager Karlinsey explained that staff continue working on the DEIA Strategic Plan and 5-Year Roadmap. Draft documents have been routed for review to the DEIA Advisory Committee. Staff hope to present the strategic plan in the coming months.

Kenmore Farmers Market

Mr. Karlinsey explained that over 2,000 people attended the opening day of the Farmers Market.

ADJOURNMENT

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


Nigel G. Herbig (Jul 11, 2023 16:50 PDT)

Nigel Herbig, Mayor


Anastasiya Warhol (Jul 12, 2023 11:04 PDT)

Anastasiya Warhol, City Clerk

City Council Special and Regular Meeting Minutes from June 12, 2023

Final Audit Report

2023-07-12

Created:	2023-07-11
By:	Michelle Kang (mkang@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAII4C9vN83-uDfv1PV5oS6GEUCz5tAPgv

"City Council Special and Regular Meeting Minutes from June 12, 2023" History

-  Document created by Michelle Kang (mkang@kenmorewa.gov)
2023-07-11 - 6:24:44 PM GMT
-  Document emailed to Anastasiya Warhol (awarhol@kenmorewa.gov) for signature
2023-07-11 - 6:25:17 PM GMT
-  Document emailed to nherbig@kenmorewa.gov for signature
2023-07-11 - 6:25:17 PM GMT
-  Email viewed by nherbig@kenmorewa.gov
2023-07-11 - 11:50:09 PM GMT
-  Signer nherbig@kenmorewa.gov entered name at signing as Nigel G. Herbig
2023-07-11 - 11:50:39 PM GMT
-  Document e-signed by Nigel G. Herbig (nherbig@kenmorewa.gov)
Signature Date: 2023-07-11 - 11:50:41 PM GMT - Time Source: server
-  Email viewed by Anastasiya Warhol (awarhol@kenmorewa.gov)
2023-07-12 - 6:04:19 PM GMT
-  Document e-signed by Anastasiya Warhol (awarhol@kenmorewa.gov)
Signature Date: 2023-07-12 - 6:04:30 PM GMT - Time Source: server
-  Agreement completed.
2023-07-12 - 6:04:30 PM GMT

