

**City of Kenmore
City Council Meeting
Special & Regular Meeting Minutes
Monday, November 13, 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 – Excused
Councilmember Corina Pfeil

Staff: City Manager Rob Karlinsey
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan – Virtual
City Clerk Anastasiya Warhol – Virtual
Deputy City Clerk Michelle Kang
Development Services Director Samantha Loyuk
Permit Coordinator Daniel Saunders
Parks and Streetscape Supervisor Quinn Proffitt
Public Works Maintenance Worker Seth Thompson
Public Works Maintenance Worker Case Rogers
Public Works Maintenance Work Darrin Neil
Assistant to the City Manager Garrett Oppenheim
Finance and Administration Director Melinda Merrell
Environmental Services Director Richard Sawyer
Engineering Director John Vicente

Speaking Guests: Tracy Banaszynski, Planning Commission Applicant
David Dorrian, Planning Commission Applicant
Marcia Fischer, Planning Commission Applicant
Christopher Olson, Planning Commission Applicant
Dwight Thompson, Planning Commission Applicant
Suzanne Greathouse, Kenmore Heritage Society President

Abby Anderson, King County Regional Homelessness Authority
Sub-Regional Planning Specialist
Mallory Van Abbema, King County Regional Homelessness
Authority Sub-Regional Planning Specialist
Reah Flisakowski, DKS Associates Consultant
Alicia McIntire, Parametrix

Public Comments Speaking Guests:

Laurie Sperry, Kenmore Resident
Nadia Silver, Kenmore Resident
Emilie Burnham, Kenmore Resident
Stacey Valenzuela, Kenmore Resident

Public Hearing A Speaking Guests:

Laurie Sperry, Kenmore Resident
Stacey Valenzuela, Kenmore Resident

Public Hearing B Speaking Guests:

Stacey Valenzuela, Kenmore Resident

CALL SPECIAL MEETING TO ORDER

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

BUSINESS AGENDA

A. Planning Commission Interviews

[Agenda Bill - Planning Commission Interviews](#)
[Attachment 1 - Applications of Interviewees](#)

The Council interviewed the following applicants:

1. Tracy Banaszynski
2. David Dorrien
3. Marcia Fischer
4. Christopher Olson
5. Dwight Thompson

B. Planning Commission Selection, *for appointment*

[Agenda Bill - Planning Commission Interviews](#)
[Attachment 1 - Applications of Interviewees](#)

MOTION: Councilmember Marshall moved to appoint Marcia Fischer to the Planning Commission. Councilmember Baker seconded the motion.

VOTE: 2 Yes, 4 No, 0 Abstain. **MOTION FAILS.**

MOTION: Deputy Mayor O’Cain moved to appoint Tracy Banaszynski to the Planning Commission. Councilmember Pfeil seconded the motion.
VOTE: 5 Yes, 1 No, 0 Abstain. **MOTION PASSES.**

MOTION: Councilmember Pfeil moved to appoint David Dorrian to the Planning Commission. Deputy Mayor O’Cain seconded the motion.
VOTE: 6 Yes, 0 No, 0 Abstain. **MOTION PASSES.**

MOTION: Councilmember Pfeil moved to appoint Christopher Olsen to the Planning Commission. Councilmember Kugler seconded the motion.
VOTE: 6 Yes, 0 No, 0 Abstain. **MOTION PASSED.**

MOTION: Councilmember Kugler moved to appoint Dwight Thompson to the Planning Commission. Deputy Mayor O’Cain seconded the motion.
VOTE: 6 Yes, 0 No, 0 Abstain. **MOTION PASSES.**

Applicant Marcia Fischer will be part of an applicant pool for potential future vacancies in the Planning Commission.

ADJOURN SPECIAL MEETING

Mayor Herbig adjourned the special meeting at approximately 7:09 PM.

CALL REGULAR MEETING TO ORDER

Mayor Herbig called the regular meeting to order at 7:09 PM.

LAND ACKNOWLEDGEMENT

Mayor Herbig read the Land Acknowledgement Honoring First Peoples.

FLAG SALUTE

Mayor Herbig led the Council in the flag salute.

AGENDA APPROVAL

The agenda was approved as presented.

PROCLAMATION

Mayor Nigel Herbig read a proclamation honoring Veterans; it was accepted by Daniel Saunders, U.S. Army, Sergeant-E5.

[Veterans Day - November 11, 2023](#)

PRESENTATIONS

Deputy City Manager Stephanie Lucash introduced Kenmore Heritage Society President Suzanne Greathouse. Ms. Greathouse highlighted the efforts of KHS in installing a bench to honor veterans. The group took a photo break and Veterans were encouraged to enjoy cookies provided by Ms. Greathouse.

New Staff Introductions

The following staff were introduced:

- Daniel Saunders - Development Services Permit Coordinator, introduced by Development Services Director Samantha Loyuk
- Seth Thompson - Public Works Maintenance Worker, introduced by Parks and Streetscape Supervisor Quinn Proffitt
- Case Rogers - Public Works Maintenance Worker, introduced by Parks and Streetscape Supervisor Quinn Proffitt
- Darrin Neil - Public Works Maintenance Worker, introduced by Parks and Streetscape Supervisor Quinn Proffitt
- Michelle Kang - Deputy City Clerk (new position), introduced by City Clerk Anastasiya Warhol

Farmers Market Recognition

Mayor Herbig honored the following Farmers Market Volunteers: Nayantara Vyas, Suzanne Greathouse, Danielle Olsen, Rebecca Shepard, and Nadia Silver.

Virtual Public Participation Update

City Clerk Anastasiya Warhol provided a brief update on the new virtual participation option. Due to meeting disruptions caused by bad actors spreading hate speech, the City Council has elected to try a pre-registration process for all virtual participants. The new change was announced on October 23rd and was publicized on social media, e-bulletins, and targeted emails. The form has gone “live” and the City successfully received and vetted individuals for this council meeting. The form is easily accessed through multiple places on the city website. If the form does not strike the right balance between access and security, the Council will be encouraged to revisit all other options, including the elimination of virtual public comments.

WHERE'S THE FUN?

City Manager Rob Karlinsey highlighted two events that took place in October. Each department participates in an annual pumpkin decorating contest. The winner from Development Services was shown. The City also holds a Staff Appreciation Event every year and this year the event took place on Halloween. The Development Services department won the best team costume dressed up as the characters from the Walking Dead.

PUBLIC COMMENTS

The City Council took comments from the public.

Timestamped link here:

<https://www.youtube.com/live/YrL2w6l0R6M?si=iQC8d5YVaNd6VL-T&t=7861>

PRESENTATIONS (continued)

- A. King County Regional Homelessness Authority (KCRHA) Update, presented by Abby Anderson, Sub-Regional Planning Specialist, and Mallory Van Abbema, Sub-Regional Planning Specialist

[Presentation - KCRHA](#)

[KCRHA Unsheltered Point-in-Time Count](#)

Mayor Herbig recused himself during the segment and handed the gavel to Deputy Mayor O’Cain. Assistant to the City Manager Garrett Oppenheim introduced KCRHA staff Mallory Van Abbema and Abby Anderson. The KCRHA provided a brief update, highlighting the following components of the North King County Sub-Regional Plan and shared both demographic and program performance data:

1. Landscape of Homeless Services
2. Overview of Investments & Funding
3. Lived Experience Input
4. Identified Gaps and Needs
5. Activities & Associated Action Steps
6. Time-bound Metrics

After the presentation, Mayor Herbig resumed his role as presiding officer.

CONSENT AGENDA

- A. Adopt Resolution No. 23-404 and adopt the updated Right of Way Acquisition procedures.

[Agenda Bill - Proposed Resolution No. 23-404 Right of Way Acquisition Procedures Attachment A - Proposed Resolution 23-404](#)

- B. Authorize the City Manager to execute Contract No. 23-C2982 with Sentinel Offender Services, LLC to provide electronic home monitoring services for indigent defendants beginning November 15, 2023.

[Agenda Bill - Contract No. 23-C2982 Electronic Home Monitoring Attachment 1 - Contract No. 23-C2982 Electronic Home Monitoring with Sentinel Offender Services, LLC](#)

- C. Ratify the Amendments to the 2021 King County Countywide Planning Policies (CPPs) by taking no action.

[Agenda Bill - 2021 King County Countywide Planning Policies Attachment 1 - 9/1/2023 Transmittal Letter from King County to Mayor Herbig](#)

[Attachment 2 - King County Ordinance 19660](#)

[Attachment 3 - 6/21/2023 Transmittal Letter from the King County Executive to the King County Council](#)

[Attachment 4 - 7/25/2023 King County Staff Report](#)

- D. Approve the City Council Special Meeting Minutes from October 9, 2023.
[City Council Special Meeting Minutes from October 9, 2023](#)
- E. Approve the City Council Special and Regular Meeting Minutes from October 16, 2023.
[City Council Special and Regular Meeting Minutes from October 16, 2023](#)
- F. Approve the City Council Special and Regular Meeting Minutes from October 23, 2023.
[City Council Special and Regular Meeting Minutes from October 23, 2023](#)
- G. Approve the City Council Special Meeting Minutes from October 30, 2023.
[City Council Special Meeting Minutes from October 30, 2023](#)
- H. Approve Total Check #s 53142 through 53246 totaling \$950,349.15 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 10/20/2023 in the amount totaling \$231,981.89 and ACH Payment to Center for Human Services in the amount of \$4,440.00, and ACH Payment to KBA, Inc. in the amount of \$1,745.22, and ACH Payment to Mott MacDonald in the amount of \$26,558.02. and ACH Payment to Thomco Construction, Inc. in the amount of \$127,303.52, and ACH Payment to U.S. Bank Card Purchase Cards in the amount of \$34,354.20, and Payroll Checks #10247 and 10248 dated 10/20/2023 in the amount of \$2,355.35.
[Voucher Certification and Approval 10/14/2023 - 10/27/2023](#)

MOTION: Councilmember Kugler moved to approve the consent agenda outlined above. Deputy Mayor O’Cain seconded the motion.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT.

BUSINESS AGENDA (continued)

- C. Financial Forecast Update, presented by Finance and Administration Director Melinda Merrell, *for information*

[Agenda Bill - Financial Forecast Update](#)

[Attachment 1 - 2025-2030 Revenue Forecast](#)

[Attachment 2 - 2025-2030 Expense Forecast](#)

[Attachment 3 - 2025-2030 Combined Financial Forecast](#)

[Attachment 4 - Consolidated General and Street Funds Reserves, Graph](#)

[Attachment 5 - 2020 Adopted Financial Sustainability Plan](#)

[Presentation - Six-Year General Fund and Street Fund Financial Forecast, 2025-2030](#)

Finance and Administration Director Melinda Merrell presented a 6-year forecast which will guide the work of the Financial Sustainability Task Force. It covered the General and Street Funds for the years 2022-2030. Ms. Merrell highlighted the following points:

- **Data Adjustments:**
 - Reflects actual 2022 balances and modified 2023-2024 balances.
 - Excludes ARPA funds, traffic safety engineer costs from 2023, and recessionary pressures.
 - Assumes moderate inflation.
- **General Fund Revenue Assumptions:**
 - Follows 2020 Financial Sustainability Plan (FSP) actions.
 - Property tax levy rises by 1.9% annually, utilizing banked capacity in 2024-2026.
 - Sales tax flat in 2023-2024, then increases by 3% annually.
 - Various utility taxes change annually.
 - Recommends new admissions tax in 2024, growing by 3% annually.
 - Development revenues increase by 3% annually.
 - Investment earnings adjusted based on September 2023 actuals.
- **Street Fund Revenue Assumptions:**
 - Implements 0.15% Transportation Sales Tax in 2027, growing by 3% annually.
 - Vehicle fees increase by \$20 in 2023, growing by 1% annually.
 - Expenditure Highlights:
 - Maintains 2020 FSP expenditure reductions.
 - Anticipates 5% annual increase in all expenditure line items.
 - Includes new CAP and Housing and Human Services expenses growing by 5% annually.
 - Shifts certain 2023-2024 Strategic Opportunities Fund costs to General Fund in 2025-2026.
- **Fund Balance Summary:**
 - Warns of expenses outpacing revenues, risking drop below the 20% Reserve goal.
 - Reserve goal stipulates a minimum of 20% of operating expenditures in reserves.
 - Combined General Fund and Street Fund reserve projected to fall below 20% in 2029.

Ms. Merrell reiterated that the data will be used to help the Financial Sustainability Task Force in their decision making and problem solving.

PUBLIC HEARINGS

- A. Proposed Ordinance No. 23-0588 Property Tax Levy and Proposed Ordinance No. 23-0590 Excess Property Tax Levy, presented by Finance and Administration Director Melinda Merrell, *for public hearing*
[Agenda Bill - Proposed Ordinances No. 23-0588 Property Tax Levy and 23-0590 Excess Property Tax Levy](#)
[Attachment 1 - Proposed Ordinance No. 23-0588 Property Tax Levy](#)
[Attachment 2 - Proposed Ordinance No. 23-0590 Excess Property Tax Levy](#)
[Presentation - 2024 Regular Property Tax Levy and Excess Property Tax Levy](#)

Finance and Administration Director Melinda Merrell explained that the City must set a tax levy for the upcoming year. The permissible levy increase is the lesser of the 1% or the percentage increase in the July IPD, plus any available “banked capacity.” The proposed 3.28% property tax levy increase aligns with Financial Sustainability Plan recommendations, addressing the City Council's goal for continued financial sustainability.

She highlighted the following points:

- **Fiscal Consideration - Regular Property Tax Levy (2024):**
 - The proposed 2023-2024 Biennial Budget includes a 3.28% levy increase using banked tax capacity.
 - Utilizes \$129,326 of available banked capacity, leaving \$260,000.
 - Preliminary assessed value for 2024 is \$6,929,220,450, a 14.72% decrease from 2023.
 - A 3.28% levy increase yields \$725 annual tax on an \$850,000 home.
- **City Council's Financial Sustainability Goal:**
 - The proposed 3.28% property tax levy increase aligns with the City Council's goal for financial sustainability.
 - Comparing a 1% levy increase, the proposed 3.28% levy provides an additional \$16.00 tax impact.
- **Excess Property Tax Levy (2024):**
 - Aimed at repaying Walkways and Waterways bonds approved in 2016.
 - Recommended levy of \$1,057,250 (\$0.15/1,000 AV) for 2024 debt service payments.
 - Ordinance for excess tax levy approval to be presented on November 27, 2023, City Council meeting.
- **Tax Relief Programs:**
 - State law offers property tax exemptions and deferrals for seniors and the disabled.
 - Basic qualifications include an annual household income under \$58,423, property ownership, age 61 or older, or an 80% total disability rating.

- More information is available on the King County Assessor's website or by calling 206-263-2338 or 206-296-3920.

Mayor Herbig opened the Public Hearing at approximately 9:10 p.m.
The City Council received testimony from the public.

Timestamped link here:

https://www.youtube.com/live/YrL2w6l0R6M?si=8qKafQc_DTczfRDw&t=13185

Mayor Herbig closed the Public Hearing at approximately 9:18 p.m.

- B. Proposed Ordinance No. 23-0598 Surface Water Management (SWM) Capital Improvement Program (CIP), presented by Finance and Administration Director Melinda Merrell and Environmental Services Director Richard Sawyer, *for public hearing*

[Agenda Bill - Proposed Ordinance No. 23-0598 SWM CIP](#)

[Attachment 1 - Proposed Ordinance No. 23-0598 with Exhibit A, SWM Capital Improvement Program](#)

[Attachment 2 - SWM Project Narratives](#)

[Attachment 3 - Adopted CIP, 2023-2024 Budget book, pages 214-215](#)

[Presentation - SWM CIP Public Hearing](#)

Finance and Administration director Melinda Merrell explained that the purpose of the public hearing is to receive public comments on the amended 2023-2029 Surface Water management Capital Improvement Program (CIP). The amended SWM CIP was presented to the Council on October 16, and staff hope to present the agenda bill for adoption tonight. The program is reflective of the "Rapid Progress Option" selected by the City Council. Ms. Merrell offered the following highlights:

- **Information/Background:**

- The current 2023-2028 Six-Year Capital Improvement Program (CIP) was adopted on October 24, 2022 (Ordinance 22-0559, Attachment 3).
- The recommended updates align with City Council's priorities, emphasizing the reduction of greenhouse gas emissions, environmental stewardship, fish-friendly infrastructure, riparian habitat restoration, and clean waterways.
- Revisions to the CIP may lead to Budget Amendments during the Mid-Biennium review this fall.

- **SWM Projects Added to the 2023-2029 CIP:**

- SW 33 Stormwater Facility Retrofit: \$1.2M project starting in 2027.
- SW 36 Restoration Project: Spread over 6+ years, exceeding \$4.1 million.
- SW 37 192nd SC Trib Fish Passage Culvert Replacement: \$1.7M project starting in 2024.
- SW 38 through SW 41 Trib 0057 Fish Passage Culvert Replacement: Four projects along stream 0057.

- SW 42 169th Samm Trib Fish Passage Culvert Replacement: Design starts in 2024, \$2.3M project.
- **Fiscal Consideration:**
 - The updated SWM CIP aims for fiscal balance, utilizing Surface Water Utility fees, grant funds, and City resources.
 - Despite potential future needs for grant funds, the project budget is considered "balanced," serving as a tool to seek external funding.
 - The CIP is a programming document, with the City of Kenmore adopting budget appropriating funds for project expenditures.
- **Financial Overview:**
 - The updated SWM CIP comprises 14 projects plus debt service, totaling \$34,512,450 over the six-year planning horizon through 2029.
 - Project costs, funding sources, and narratives are detailed in Attachments 1 and 2.

Mayor Herbig opened the Public Hearing at approximately 9:25 p.m.

The City Council received testimony from the public.

Timestamped link here:

https://www.youtube.com/live/YrL2w6l0R6M?si=QzL0IRu1cj1gj_IH&t=14071

Mayor Herbig closed the Public Hearing at approximately 9:29 p.m.

BUSINESS AGENDA (continued)

- D. Proposed Ordinance No. 23-0598 Surface Water Management (SWM) Capital Improvement Program (CIP), presented by Finance and Administration Director Melinda Merrell and Environmental Services Director Richard Sawyer, *for adoption*
- [Agenda Bill - Proposed Ordinance No. 23-0598 SWM CIP](#)
[Attachment 1 - Proposed Ordinance No. 23-0598 with Exhibit A, SWM Capital Improvement Program](#)
[Attachment 2 - SWM Project Narratives](#)
[Attachment 3 - Adopted CIP, 2023-2024 Budget book, pages 214-215](#)
[Presentation - SWM CIP](#)

Councilmember Baker was excused from the meeting at 9:29 p.m.

Councilmembers mentioned the challenges residents have in keeping up with various tax payments. They expressed concern and the necessity to direct residents to financial resources, whenever possible.

MOTION: Deputy Mayor O'Cain moved to adopt Ordinance No. 23-0598, amending the 2023-2029 Capital Improvement Program for Surface Water Management. Mayor Herbig seconded the motion.

VOTE: 5 Yes; 0 No; 0 Abstain. **MOTION PASSES**

- E. Transportation Impact Fee Update, presented by Engineering Director John Vicente and DKS Associates Consultant Reah Flisakowski, *for discussion* (Added 11/7/2023)
[Agenda Bill - Transportation Impact Fee Update](#)
[Attachment 1 - Revised Impact Fee Study](#)
[Attachment 2 - Impact Fee Rate Schedule](#)
[Presentation - Transportation Impact Fee Update](#)

Engineering Director John Vicente and DKS Associates Consultant Reah Flisakowski presented an update. The updated Transportation Impact Fee, discussed by the City Council on October 9, 2023, will be presented for approval on November 27, 2023, as part of the revised fee schedule resolution. The fee calculation, modified since the last discussion, is subject to Council approval. Key factors affecting the fee include the Eligible Project List Cost, Future Growth projections, and PM Peak Trip Ends. Despite some adjustments made by the consultant, Parametrix, the revised impact fee recommends a new per unit rate of \$4,592, representing a 42% reduction from the current rate of \$7,233.57. The reduction is attributed to completed large projects and an increased forecast for future person trips. Detailed fee rates for different development types can be found in the Transportation Impact Fee Schedule (Attachment 2), which is part of the Council agenda. The proposed edits will be incorporated into the fee resolution, to be presented at the November 27 meeting.

- F. 2024 State Legislative Agenda and Policy Statements, presented by City Manager Rob Karlinsey, *for approval* (Added 11/8/2023)
[Agenda Bill - 2024 State Legislative Agenda and Policy Statements](#)
[Attachment 1 - 2024 State Legislative Agenda](#)
[Attachment 2 - 2024 Policy Statements](#)

MOTION: Councilmember Kugler moved to Approve the proposed City of Kenmore 2024 State Legislative Agenda and Policy Statements *as amended* by moving “Local Culvert and Stormwater Funding” and “Air Pollution Emergencies During Wildfire Smoke Events” items from the Policy Statements document to the 2024 Legislative Agenda document. Deputy Mayor O’Cain seconded the motion.

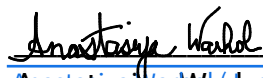
VOTE: 5 Yes; 0 No; 0 Abstain. **MOTION PASSES**

COUNCILMEMBER REPORTS & COMMENTS

The Council agreed to discuss this topic of North Urban Human Services Alliance (NUHSA) Board of Directors letter at a future meeting in January 2024.

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 10:15 p.m.


Anastasiya Warhol, City Clerk


Nigel Herbig, Mayor

City Council Special and Regular Meeting Minutes from November 13, 2023

Final Audit Report

2025-06-02

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