

**City of Kenmore
City Council Meeting
Regular Meeting Minutes
Monday, April 13, 2026**

These minutes are created to capture Council action. This is not a verbatim transcript. Meeting video is available on the [City YouTube channel](#). Attachments are available on the [CivicClerk Agenda Management Portal](#).

PRESENT:

Councilmembers: Mayor Nigel Herbig
Deputy Mayor Valerie Sasson
Councilmember Melanie O’Cain
Councilmember Joe Marshall
Councilmember Jon Culver
Councilmember Eric Adman
Councilmember Nathan Loutsis

Staff: City Manager Teri Killgore
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan
City Clerk Scott Passey
Co Clerk Shannon Tipple-Leen
Richard Sawyer, Environmental Services Director
Nina Rasmussen, Climate Action Plan Program Manager
Debbie Bent, Community Development Director and Assistant City Manager
Todd Hall, Principal Planner
Melinda Merrell, Finance & Administration Director
Teresa McAllister, Administrative Specialist/Public Records Officer

Speaking Guests: Angie and Em, Peer Educators, King County Sexual Assault Resource Center (KCSARC)
Chris Eastland, Climate Action Advisory Committee member
Dave Stokes, Climate Action Advisory Committee member
Tom Beckwith, Beckwith Consultants
Shelly Helder, State Lobbyist

Public Comments Speaking Guests:
Quinn Wyatt, Kenmore resident

Will Grette, Kenmore resident
Michelle Gross, Kenmore resident

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.

PROCLAMATIONS

Deputy Mayor Sasson read the proclamation designating April 2026 as Sexual Assault Awareness Month, throughout the City of Kenmore. The proclamation was accepted by Angie and Em, Peer Educators working with King County Sexual Assault Resource Center (KCSARC).

Mayor Herbig, on behalf of the City Council, proclaimed April 2026, as Child Abuse Prevention Month, throughout the City of Kenmore.

Councilmember Culver read the proclamation designating April 22, 2026, as Earth Day throughout the City of Kenmore. The proclamation was accepted by Chris Eastman, member of the Climate Action Advisory Committee.

Councilmember O’Cain read the proclamation designating April 24, 2026, as Arbor Day throughout the City of Kenmore. The proclamation was accepted by Dave Stokes, member of the Climate Action Advisory Committee.

WHERE’S THE FUN?

City Manager Teri Killgore highlighted the Hydroplane Cup Event held this past weekend on Lake Washington.

PUBLIC COMMENTS

The City Council took comments from the public.

Timestamped link here: https://youtu.be/9ChooV_VyyM?t=1717.

CONSENT AGENDA

- A. Approve City Council Special and Regular Meeting Minutes of Monday, March 16, 2026.
- B. Approve the following Voucher Certification and Approval:
- Total Check #s 57910 through 57974 totaling \$920,896.16
 - Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 03/06/2025 in the amount totaling \$320,414.58
 - Total EFT Payment #s 1959 through 1962 total \$277,341.64
 - Total Wire Transfers totaling \$ 0
- C. Approve the following Voucher Certification and Approval:
- Total Check #s 57975 through 58056 totaling \$1,191,899.03
 - Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 03/20/2025 in the amount totaling \$321,864.41
 - Total EFT Payment #s 1963 through 1968 total \$55,167.22
 - Total Wire Transfers totaling \$ 671,987.45
- D. Authorize the City Manager to award and execute a contract with low bid contractor (To Be Determined-TBD) for an amount up to \$3,300,000 (includes 10% contingency) to complete the 80th Ave NE (SR522-NE 185th St) Sidewalk and Bike Lane Project construction
- E. Authorize the City Manager to enter an Interlocal Agreement with the Northshore Utility District (NUD) for the City's contract to include District's utility cover adjustment as part of the 80th Ave NE (SR522-NE 185th St) Sidewalk and Bike Lane Project
- F. Authorize the City Manager to execute a contract with PNW Heavy Civil Construction, LLC for an amount up to \$317,951.70 which includes 10% construction contingency for the 2026 ADA Upgrades project
- G. Authorize the City Manager to increase the contract authority with Parametrix by \$60,500 (includes a 10% contingency) to \$506,547.15 for finalizing design and providing engineering services during construction for the Arrowhead Drive Sidewalk and Traffic Calming Project
- H. Authorize the City Manager to award and execute a contract with the low bid contractor (To Be Determined-TBD) for an amount up to \$2,375,000 (includes 10 % contingency) to complete the Arrowhead Drive Sidewalk and Traffic Calming Project construction

- I. Authorize the City Manager to increase the total contract authorization to \$1,675,000 (includes 10% contingency) to complete the design, permitting and right-of-way services for the Lower Swamp Creek Bridge Replacement Project

MOTION: Approve the consent agenda outlined above.

Moved by Culver; seconded by O’Cain.

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

MOTION PASSES.

PRESENTATION

A) Climate Action Plan (CAP) Update, *presented by Richard Sawyer, Environmental Services Director, and Nina Rasmussen, Climate Action Plan Program Manager*

Council received an update on the Climate Action Program, including 2025 accomplishments such as completing the Electric Vehicle Infrastructure Plan and Urban Forestry Management Plan, installing City Hall fleet chargers, hosting public outreach events (tree planting, Green Jobs Fair, Solarize, and education seminars), and securing funds for City Hall solar expansion. Staff also reviewed the 2026 work plan to launch a heat pump incentive program, expand solar at City Hall, install public EV chargers, implement targeted tree plantings, update the greenhouse gas inventory, begin the Climate Action Plan update with stakeholder input, develop a street tree guidance document, and complete the public tree inventory in partnership with UW Bothell.

BUSINESS AGENDA

A) Park Impact Fee Rate Study, discussion, *presented by Debbie Bent, Community Development Director, Todd Hall, Principal Planner, and Tom Beckwith, Beckwith Consultants*

Council received a presentation on the proposed methodology for updating park impact fees, generally expressed support for the methodology and for separating the fee schedule from the ordinance, and focused its discussion on how to set the percentage of the maximum fee by housing type and in relation to other park funding tools such as REET, levies, grants, and the general fund. Members asked questions about land and facility valuation assumptions, legal requirements to spend collected fees within the statutory time frame, the risk of refunds if projects are not delivered, and how different percentages would affect housing costs, especially for multifamily and affordable projects. Several councilmembers indicated interest in charging relatively higher rates

on single-family development and relatively lower rates on multifamily, maintaining or expanding exemptions or waivers for affordable housing, and using future staff analysis or a staff recommendation—grounded in the overall financial strategy and recent rate history—to help them choose a specific percentage level before a public hearing on the updated fees. Staff will return with additional analysis and options for council consideration.

RECESS

At 9:09 pm, Mayor Herbig called for a 10-minute break. The meeting resumed at 9:19 pm.

B) Year-end 2025 Quarterly Financial Report, *receive and file, presented by Melinda Merrell, Finance and Administration Director*

Melinda Merrell, Finance and Administration Director, reported that 2025 year-end results show general fund revenues slightly above target and expenditures below target, producing a strong fund balance well above reserve requirements, with most major funds and impact fee revenues tracking at or better than budget and the net financial impact of the automated enforcement (CAPE) program still uncertain pending King County's final 2025 court cost billing later in 2026.

C) State Legislative Session Recap, *presented by Stephanie Lucash, Deputy City Manager, and Shelly Helder, State Lobbyist*

Shelly Helder, State Lobbyist, reported that the 2026 short session was fiscally tight but generally stable for cities, noted that Kenmore secured 300,000 in capital funding for the Burke-Gilman Trail–SR-522 ADA connection and continued long-term Lakepointe advocacy, and explained that several housing and transportation bills were shaped to protect city interests while some priorities, such as eCityGov permitting system funding and state support for public defense, will need further work before the 2027 session.

STAFF REPORTS

A) Business Registration Update, *presented by Stephanie Lucash, Deputy City Manager, and Teresa McAllister, Administrative Specialist/Public Records Officer*

Council received an update on the business registration program, converted from voluntary to mandatory in 2024 at the Kenmore Business Alliance's request. The program has identified about 3,280 registered businesses (roughly two-thirds

home-based) and generated about 11,900 in 2025 revenue while maintaining a low fee that is waived for businesses with gross annual revenue of 12,000 or less. The registration data is now being used with the KBA to guide small investments, including the online business directory, a kiosk in the Hangar, Oktoberfest marketing, and new SR-522 banners, and that the fee level and program have generally been well-received by the business community.

B) Other

City Manager Teri Killgore reminded Council of the Town Hall meeting next week and commented on a records-clean-up event at City Hall.

COUNCILMEMBER REPORTS & COMMENTS

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 10:20 PM.



Nigel Herbig, Mayor



Scott Passey, City Clerk









draft City Council Regular Meeting Minutes from Monday, April 13, 2026

Final Audit Report

2026-05-07

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