



## MEDINA CITY COUNCIL

Monday, December 13, 2021

4:00 PM – REGULAR MEETING

### AGENDA

#### VISION STATEMENT

Medina is a family-friendly, diverse and inclusive community on the shores of Lake Washington. With parks and open spaces, Medina is a quiet and safe small city, with active and highly-engaged residents. Medina honors its heritage while preserving its natural environment and resources for current and future generations.

#### MISSION STATEMENT

Ensure efficient delivery of quality public services, act as responsible stewards of Medina's financial and natural resources, celebrate diversity, leverage local talent, and promote the safety, health, and quality of life of those who live, work, and play in Medina.



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL CITY COUNCIL MEETING

Virtual/Online

Monday, December 13, 2021 – 4:00 PM

---

### AGENDA

**MAYOR** | Jessica Rossman

**DEPUTY MAYOR** | Cynthia F. Adkins

**COUNCIL MEMBERS** | Roger Frey, Jennifer Garone, Harini Gokul, Alex Morcos, Bob Zook

**CITY MANAGER** | Michael Sauerwein

**CITY ATTORNEY** | Scott Missall

**CITY CLERK** | Aimee Kellerman

#### Virtual Meeting Participation

With the passage of the City's Proclamation of Local Emergency, City Hall is closed to the public. Council participation in this meeting will be by teleconference/online only. Members of the public may also participate by phone/online. Individuals wishing to speak live during the Virtual City Council meeting will need to register their request with the City Clerk at 425.233.6411 or email [akellerman@medina-wa.gov](mailto:akellerman@medina-wa.gov) and leave a message before 2PM on the day of the December 13 Council meeting. Please reference Public Comments for December 13 Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit.

[Join Microsoft Teams Meeting](#)

+1 360-302-2562 United States, Seattle (Toll)

Conference ID: 647 612 757#

#### 1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Council Members Adkins, Frey, Garone, Gokul, Morcos, Rossman and Zook

#### 2. APPROVAL OF MEETING AGENDA

#### 3. PUBLIC COMMENT PERIOD

Individuals wishing to speak live during the Virtual City Council meeting will need to register their request with the City Clerk at 425.233.6411 or email [akellerman@medina-wa.gov](mailto:akellerman@medina-wa.gov) and leave a message **before 2PM** on the day of the December 13 Council meeting. Please reference Public Comments for December 13 Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit.

#### 4. PRESENTATIONS

- 4.1 Swearing In of New Council Members.

Time Estimate: 10 minutes

- 4.2 Reports and announcements from Park Board, Planning Commission, Emergency Preparedness, and City Council.

Time Estimate: 10 minutes

5. **CONSENT AGENDA**

Time Estimate: 5 minutes

Consent agenda items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a Councilmember or City staff requests the Council to remove an item from the consent agenda.

- 5.1 Check Register, November 2021

**Recommendation:** Approve.

**Staff Contact:** Julie Ketter, Finance Director

- 5.2 Approved October 18, 2021 Park Board Meeting Minutes

**Recommendation:** Receive and file.

**Staff Contact:** Dawn Nations, Deputy City Clerk

- 5.3 Approved October 19, 2021 Planning Commission Meeting Minutes

**Recommendation:** Receive and file.

**Staff Contact:** Stephanie Keyser, AICP, Planning Manager

- 5.4 DRAFT Meeting Minutes of October 11, 2021

**Recommendation:** Adopt Minutes.

**Staff Contact:** Aimee Kellerman, CMC, City Clerk

- 5.5 Resolution Authorizing the City Manager to Enter into a Contract Second Amendment with PC Specialist, Inc. dba Technology Integration Group

**Recommendation:** Adopt Resolution No. 422.

**Staff Contacts:** Emily Miner, Assistant City Attorney and Aimee Kellerman, CMC, City Clerk

- 5.6 Ordinance Amending 2021 Budget

**Recommendation:** Adopt Ordinance No. 1004.

**Staff Contacts:** Julie Ketter, Finance & HR Director; Michael Sauerwein, City Manager

- 5.7 Ordinance Approving New MMC Chapter 12.26 Addressing Exclusion and Trespass on City Property

**Recommendation:** Adopt Ordinance No. 1006.

**Staff Contact:** Steve Burns, Police Chief

5.8 Ordinance Approving Upland Road Street Vacation Adjacent to Liang property  
**Recommendation:** Adopt Ordinance No. 1007.  
**Staff Contact:** Scott Missall, City Attorney and Stephanie Keyzers, Planning Manager

5.9 City of Medina Personnel Guidelines Amendment  
**Recommendation:** Approve.  
**Staff Contact:** Julie Ketter, Finance/HR Director, Michael Sauerwein, City Manager

5.10 Sound Cities Association (SCA) Board Elections - North Caucus  
**Recommendation:** Approve.  
**Staff Contacts:** Michael Sauerwein, City Manager and Jessica Rossman, Mayor

## 6. **LEGISLATIVE HEARING**

None.

## 7. **PUBLIC HEARING**

7.1 Tree Code Update  
**Recommendation:** Cancel public hearing and re-notice it for a future date.  
**Staff Contact:** Stephanie Keyser, Planning Manager

Time Estimate: 5 minutes

## 8. **CITY BUSINESS**

8.1 Approve 2021 City Manager Review  
**Recommendation:** Approve.  
**Staff Contact:** Julie Ketter, Finance and HR Director

Time Estimate: 5 minutes

8.2 Management Transition Plan (MTP)  
**Recommendation:** Discussion, direction and Executive Session.  
**Staff Contact:** Scott Missall, City Attorney

Time Estimate: 1 hour

## 9. **EXECUTIVE SESSION**

**City Council may take action.**

RCW 42.30.110(1) (g)

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW **42.30.140(4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

**10. CITY MANAGER'S REPORT**

Time Estimate: 5 minutes

*No presentations will be given on written reports from departments; time for questions will be allotted.*

Police, Development Services, Finance, Central Services, Public Works, City Attorney

10.1a CM Monthly Report

10.1b Police Monthly Report

10.1c DS Monthly Report

10.1d Finance Monthly Report

10.1e CS Monthly Report

10.1f PW Monthly Report

**11. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE**

**12. PUBLIC COMMENT**

Comment period is limited to 10 minutes. Speaker comments limited to one minute per person.

**13. ADJOURNMENT**

Next regular City Council Meeting: January 10, 2022 at 4 PM.

### **ADDITIONAL INFORMATION**

Public documents related to items on the open session portion of this agenda, which are distributed to the City Council less than 72 hours prior to the meeting, shall be available for public inspection at the time the documents are distributed to the Council. Documents are available for inspection at the City Clerk's office located in Medina City Hall.

The agenda items are accessible on the City's website at [www.medina-wa.gov](http://www.medina-wa.gov) on Thursdays or Fridays prior to the Regular City Council Meeting.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk's Office at (425) 233-6410 at least 48 hours prior to the meeting.

### **UPCOMING MEETINGS**

Monday, December 27, 2021 - City Council Meeting (Canceled)

Monday, January 10, 2022 - City Council Meeting (4:00 PM)

### **CERTIFICATION OF POSTING AGENDA**

The agenda for Monday, December 13, 2021 Regular Meeting of the Medina City Council was posted and available for review on Friday, December 10, 2021 at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at [www.medina-wa.gov](http://www.medina-wa.gov).