



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, May 12, 2025 – 5:00 PM

MINUTES

1. **STUDY SESSION – 5:00 to 6:00 PM**

Mayor Rossman called the study session of the Medina City Council to order in the Council Chambers at 5:10 p.m.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Joseph Brazen
Councilmember Harini Gokul
Councilmember Mac Johnston (online 5:00 p.m. to 5:40 p.m.)
Councilmember Michael Luis
Councilmember Heija Nunn

STAFF

Swanson, Robertson, Osada, Sass, Wagner, Wilcox, and Kellerman

1.1 Critical Areas Ordinance Update

Recommendation: Discussion and direction.

Staff Contacts: Steven R. Wilcox, Director of Development Services

ACTION: Discussion only; no action taken.

2. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the regular meeting of the Medina City Council to order in the Council Chambers at 6:10 p.m.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Joseph Brazen
Councilmember Harini Gokul
Councilmember Michael Luis
Councilmember Heija Nunn

ABSENT

Councilmember Mac Johnston

STAFF

Swanson, Robertson, Osada, Sass, Wagner, Wilcox, Archer, and Kellerman

3. APPROVAL OF MEETING AGENDA

Mayor Rossman announced that, due to staff availability, a second City Business section will be added as Agenda Item 5. As a result, the City Manager Recruitment Timeline will be moved earlier in the meeting. The agenda will be reordered to reflect these changes.

ACTION: By consensus, the meeting agenda was approved as amended.

4. PUBLIC COMMENT PERIOD

Mayor Rossman opened the public comment period. There were no speakers. Subsequently, public comments was closed.

5. CITY BUSINESS MOVED

5.1 City Manager Recruitment Timeline Update

Recommendation: Discussion and recommendations.

Contacts: Ryan Wagner, Finance and HR Director and Debbie Tarry, GMP Consultant

Director of Finance and HR Ryan Wagner gave an overview of the City Manager recruitment timeline update. Council discussed and proposed dates for holding interviews for the City Manager finalists.

ACTION: Motion Deputy Mayor Reeves to schedule Friday, June 6, 2025 subject to Councilmember Johnston's availability. Motion was seconded by Gokul and carried by a 6-0 vote.

6. **PRESENTATIONS**

6.1 ARCH (A Regional Coalition for Housing) Presentation by Lindsay Masters, Executive Director

Interim City Manager Jeff Swanson introduced ARCH Executive Director Lindsay Masters, who gave a presentation on the 2025–2026 Budget and Work Program, as well as the 2024 Housing Trust Fund recommendations.

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

Director of Public Works Ryan Osada shared a positive recap of the successful Arbor Day 2025 celebration. Around 75 elementary students joined in, along with some teachers and parents. The next Park Board meeting is set for Monday, May 19 at 5:00 p.m.

Planning Chair Laura Bustamante reported that at the most recent Planning Commission meeting, two public hearings were held—one regarding the Middle Housing ordinance and the other concerning the Subdivision ordinance. With no public comments received, the Commission voted to approve both ordinances for submission to the City Council. Additionally, they recommended amending the Subdivision ordinance to include a standard for the minimum abutment to the common wall in zero-lot-line subdivisions.

Emergency Preparedness Chair Rosalie Gann expressed her appreciation to staff for the Emergency Preparedness article featured in the *Medina Sun* newsletter, titled *Join Medina's Emergency Preparedness Network: MERRT Radio Team Opportunity*. She also noted that the committee is planning to meet in June and encouraged anyone with agenda item suggestions to reach out to her directly.

Mayor Rossman reported that there were no items on the Eastside Transportation Partnership (ETP) agenda requiring a position from the City of Medina. However, the group did receive a presentation on the conclusion of the state's budget discussions, which is publicly available as a PDF on the ETP website.

7. **PUBLIC HEARING**

7.1 Presentation and Public Hearing Middle Housing Ordinance and Unit Lot Subdivision Ordinance

Recommendation: Hold public hearings on both the middle housing and subdivision ordinances.

Staff Contacts: Jonathan G. Kesler, AICP – Planning Manager, Kirsten Peterson, Senior Project Manager, SCJ Alliance, and Jennifer S. Robertson, City Attorney

Mayor Rossman opened the public hearing for both the Middle Housing and Unit Lot Subdivision ordinances and gave a brief introduction to the purpose of the hearing.

Planning Manager Jonathan Kesler opened the presentation with a brief introduction, then welcomed SCJ Alliance Planning Consultant Kirsten Peterson, who provided an overview of the Middle Housing Mandates, subdivision requirements, project milestones, proposed

code revisions, procedural requirements, and next steps. Following the presentation, Council members asked questions, which staff responded.

Mayor Rossman opened the public hearing comment period. The following individual addressed the Council:

Mark Nelson expressed concern about the Council's deliberations on potential changes, noting that with the June 30 deadline approaching, it may be too late to begin making adjustments.

ACTION: By consensus, Council continued the public hearings to the May 27, 2025 City Council meeting.

At this time, Council took a brief recess.

8. CITY MANAGER'S REPORT

Given the heavy agenda, department directors submitted written reports for Council review. Council members had the opportunity to ask questions which staff addressed.

9. CONSENT AGENDA

Mayor Rossman pulled Agenda Item 9.3b - April 14, 2025 City Council Meeting Minutes for minor corrections.

ACTION: Motion by Deputy Mayor Reeves to approve the Consent Agenda as amended. This was seconded by Councilmember Nunn and carried by a vote of 6-0.

- 9.1 April 2025, Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Director of Finance and HR
- 9.2 Planning Commission Meeting Minutes of March 25, 2025
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk
- 9.3 Draft City Council Meeting Minutes of:
 - a) March 24, 2025;
 - b) April 14, 2025; and
 - c) April 28, 2025.**Recommendation:** Adopt minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk
- 9.4 Proclamation Honoring National Police Week and Peace Officer Memorial Day
Recommendation: Adopt Proclamation.
Staff Contact: Jeffrey Sass, Police Chief
- 9.5 Approval of King County Interlocal Agreement Renewal - Road Services
Recommendation: Approve.
Staff Contact: Ryan Osada, Public Works Director

10. **LEGISLATIVE HEARING**

None.

11. **CITY BUSINESS**

- 11.1 A Regional Coalition of Housing (ARCH) 2025/2026 Budget and Work Plan and Trust Fund Recommendations

Recommendation: Approve.

Staff Contact: Jeff Swanson, Interim City Manager

Interim City Manager Jeff Swanson thanked ARCH Executive Director Lindsay Masters for attending the meeting, providing a presentation, and being available to answer questions from the Council. He noted that funding for the ARCH Budget and Work Plan had already been included and adopted as part of the 2025 City Budget.

ACTION: Motion Councilmember Nunn second Reeves and carried by a 6:0 vote.

- 11.2 Critical Areas Ordinance Update

Recommendations: Discussion and direction.

Staff Contact: Steven R. Wilcox, Development Services Director

Director of Development Services Steve Wilcox provided an update on the proposed Critical Areas Ordinance update. He presented two recommendations for Council approval: (1) Approve the estimated budget of \$99,481.00 as outlined in Exhibit 1 – Facet Task Order; and (2) Refer the Critical Areas Ordinance update to the Planning Commission for inclusion in its 2025 work plan calendar. Council discussed, asked questions, and staff responded.

ACTION: Motion Deputy Mayor Reeves for approval of the \$99,4481.00 budget request to fund the cost of the periodic update to Medina Municipal's Code Chapter 16.50. This was seconded by Councilmember Luis and carried by a vote of 6-0.

ACTION: Motion Deputy Mayor Reeves that staff forward the Critical Areas Ordinance Update to the Planning Commission for inclusion within their 2025 workplan calendar. This was seconded by Councilmember Nunn and carried by a vote of 6-0.

12. **REQUESTS FOR FUTURE AGENDA ITEMS**

Mayor Rossman reported that she, along with Deputy Mayor Randy Reeves and Interim City Manager Jeff Swanson, will be reviewing the City Council Rules and Guidelines. Councilmembers are encouraged to send any initial comments to Interim City Manager Swanson. Additionally, any Councilmember interested in participating in the review process are welcomed.

Councilmember Harini Gokul requested that follow-up retreats be scheduled and added to the calendar.

13. PUBLIC COMMENT

Mayor Rossman opened the public comment period. There were no speakers. Subsequently, public comments was closed.

14. EXECUTIVE SESSIONS

The Council entered Executive Session for an estimated time of 30 minutes to discuss matters as authorized under the following RCW:

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.

RCW 42.30.110 (1)(i)

To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

ACTION: No action was taken following the Executive Session.

15. ADJOURNMENT

Council adjourned directly from Executive Session at 8:50 PM.

Meeting minutes taken by Aimee Kellerman, CMC, City Clerk