



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, July 22, 2024 – 5:00 PM**

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### MINUTES

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

Mayor Rossman called the regular meeting to order in the Medina Council Chambers at 5:00 p.m.

#### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Jennifer Garone  
Councilmember Michael Luis  
Councilmember Joseph Brazen (arrived at 5:04 PM)

#### ABSENT

Councilmember Harini Gokul  
Councilmember Mac Johnston

#### STAFF

Burns, Robertson, Osada, Wilcox, Wagner, Sass, and Nations

#### 2. APPROVAL OF MEETING AGENDA

The June 10, 2024, draft meeting minutes were removed for additional review and edits. Agenda item 6.4 Street Vacation Policy and Work Plan was moved to City Business as Agenda Item 9.4

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

#### 3. PUBLIC COMMENT PERIOD

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

4. **PRESENTATIONS**

None.

5. **CITY MANAGER'S REPORT**

None.

6. **CONSENT AGENDA**

**ACTION:** Motion Reeves second Garone and carried by a 5:0 (Gokul and Johnston absent) vote; Council approved the Consent Agenda as amended.

6.1 Draft Meeting Minutes of:

- a) ~~June 10, 2024, Regular Meeting;~~
- b) June 24, 2024, Council Retreat: and
- c) July 8, 2024, Regular Meeting.

**Recommendation:** Adopt Minutes.

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

6.2 City Hall Deck Repair

**Recommendation:** Approve.

**Staff Contact:** Ryan Osada, Public Works Director

6.3 TIB\_2024 ADA Improvements & Overlay  
CO 001\_77th Ave NE Ramp

**Recommendation:** Approve.

**Staff Contact:** Ryan Osada, Public Works Director

6.4

6.5 **6.4** Ordinance Amending Section 2.24.020 of the Medina Municipal Code (MMC) Related to the Parks and Recreation Board Membership

**Recommendation:** Adopt Ordinance No. 1031.

**Staff Contacts:** Aimee Kellerman, CMC, City Clerk and Jennifer S. Robertson, City Attorney

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

9.1 Middle Housing Engagement Consultant Update

**Recommendation:** Approve.

**Staff Contacts:** Jonathan G. Kesler, Planning Manager, Steve Wilcox, Development Services Director and Stephen R. Burns, City Manager

Planning Manager Jonathan Kesler gave a brief update on the 3 consultants. The Development Services Committee (DSC) reviewed the applications, and staff was directed to schedule the interviews for July 30, 2024. Staff and DSC anticipate bringing the new consultant on-board in mid-August. This position is partially funded by the second-year funds of the Commerce grant awarded in 2023. Staff asked for City Manager approval to approve the contract with the chosen consultant for up to \$50,000. Council asked questions and staff responded. DSC committee developed a set of questions to ask all 3 applicants.

**ACTION:** Motion Luis, Second Reeves and carried by a 5:0 (Gokul and Johnston absent) vote. Motion to allow the City Manager to sign a contract for the Middle Housing Engagement Consultant contract, not to exceed \$50,000.

9.2 Medina City Council Budget Discussion

a) 2025 Workplan Items - Estimated Costs

b) 2025 Key Department Expenditures and Requests - Presentations by Director and Estimated Costs

c) 2025 Council Priorities Discussion and Preliminary Budget Direction

d) Property Tax Levy Planning (2024 Council Work Plan Priority)

**Recommendation:** Discussion and direction.

**Staff Contacts:** Stephen R. Burns, City Manager and Ryan Wagner, Finance/HR Director

Mayor Rossman gave a brief overview of how each item will be discussed and noted there will be an Executive session during this discussion.

9.2 a) 2025 Workplan Items - Estimated Costs

Director of Finance and HR Ryan Wagner gave brief overview the preliminary 2025 budget of how the items will be presented. He stated with the levy in place it is estimated that 85% of the budget is the day-to-day operations/services that will remain the same as stated to the voters. The other 15% is what will be discussed, council priorities and staff recommendations. He presented the 2025 workplan items and estimated costs for each item. There are three key items that are requested for 2025, SR 520 Lid discussions with WSDOT, two middle housing bills (HB1110 and HB1337), and Telecom Wireless Facility Code Updates. Council asked questions and staff responded.

**ACTION:** By consensus, council directed staff to put these items in the draft 2025 budget for further review.

## **EXECUTIVE SESSION**

Council moved into Executive Session at 5:22 p.m. for an estimated time of 15 minutes. Council back on at 5:37 p.m. extended the executive session an additional 10 minutes. Council back at 5:50 p.m. extended an additional 10 minutes.

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.

The City Council moved back into the regular meeting at 6:04 p.m.

**ACTION:** No action was taken following the Executive Session.

9.2 b) 2025 Key Department Expenditures and Requests - Presentations by Director and Estimated Costs

Ryan Wagner gave a brief overview of key department expenditures and requests to prioritize if these items should be included in the draft budget; to align with council workplan and priorities.

Chief Sass gave a presentation for their request to move a clerical position that is vacant to add a second Police Sergeant position and requested to add one additional police officer. This request is to align with the vision and mission statements – the main priority is safety. Chief Sass gave statistics to support the additional positions. Ryan Wagner gave additional information/details regarding the increased costs per year going forward but no impact on the current 2024 budget. Council asked questions and staff responded.

**ACTION:** By consensus, (5:0 vote) (Gokul and Johnston absent) council approved putting this in the draft agenda for 2025.

**ACTION:** Motion Reeves Second Garone (5:0 vote) (Gokul and Johnston absent) Motion to approve the sergeant position in 2024 with allocating funds.

Development Services Director Steve Wilcox gave a brief overview of the Tree Canopy Study and Tree Inventory Study of City ROW and property. He gave statistics on past studies and how these new studies would give data for future preservation of the tree canopy and the Tree code. He stated the importance of managing the City's public trees based new mandates and zoning laws for private property trees. Council asked questions and staff responded.

**ACTION:** Council directed staff to research and bring back information on how the tree inventory study could be broken down to budget over 3-5 years. Research should include the following: 1) how much money is in the tree fund and whether the tree fund money can be utilized to off-set the costs, 2) how much should be allocated toward the tree inventory study; 3) total cost spent on tree replacement or hazardous tree removal each year, 4) potentially exclude the Fairweather Preserve from the Tree inventory study..

**ACTION:** By consensus, council approved putting the Tree Canopy Study in the draft budget for 2025.

Ryan Wagner gave brief overview of new servers (On Prem Vs Cloud) Central Services staff met with the IT department to identify the pros and cons. The recommendation is a Hybrid Infrastructure. On-Premise hardware for production, minimal cloud for offsite

backup and DR, available cloud for special or short-term projects as needed. City Manager Steve Burns stated the IT department did a lot of research and staff agrees with the Hybrid Infrastructure for security purposes based on the experts. Council asked questions and staff responded. This will be added to draft 2025 budget.

Public Works Director Ryan Osada gave a brief overview of 2 items for Public Works. Canopy Cover for Public Works Vehicles (Capital Budget) and Increased Street Sweeping Service. Council asked questions and staff responded.

**ACTION:** By consensus, Council directed staff to bring the canopy back to council as a lower priority and may be cut.

**ACTION:** By consensus, Council approved putting the Increased Street Sweeping Services in the draft agenda for 2025.

9.2 c) 2025 Council Priorities Discussion and Preliminary Budget Direction  
Director of Finance and HR Ryan Wagner asked council if they have additional budget items or questions about the preliminary 2025 budget. Council asked question and staff responded.

**ACTION:** Council directed staff to:

1. Allocate funds to Park Board for projects
2. Chief Sass to research adding pay for parking at the City Hall/Medina Beach Park.
3. Steve Burns reach out to lobbyist regarding a Legislative agenda
4. Legal contingency fund within the Legal fund to allow the city manager authority to authorize.

9.2 d) Property Tax Levy Planning (2024 Council Work Plan Priority)  
Director of Finance and HR Ryan Wagner gave brief overview of long-term financial forecast. These discussions will go to the Finance Committee in 2025 to work on options to bring to council.

Council took a brief break at 8:10 p.m. and returned to the regular meeting at 8:20 p.m.

### 9.3 Business License Discussion

**Recommendation:** Discussion and recommendations.

**Staff Contact:** Ryan Wagner, Finance & HR Director and Stephen R. Burns, City Manager

Finance Director Ryan Wagner gave a brief overview regarding what businesses would require a business license and sample fee structure using nearby cities. He presented 3 different models (Revenue, Information and Hybrid models). Council asked questions and staff responded.

**ACTION:** Council directed staff to research what other jurisdictions do, keep the concept simple and bring the concept ideas back to council for review.

### 9.4 Street Vacation Policy and Work Plan (moved from consent agenda to City Business)

**Recommendation:** Adopt Ordinance No. 1030.

**Staff Contacts:** Stephen R. Burns, City Manager and Jennifer S. Robertson, City Attorney

**ACTION:** Council requested the City Attorney to revise the Ordinance to clarify the

policy of what is expected from the petitioner. This will be brought back to council in September for review and potential adoption.

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

No additional agenda requests were given at this time.

**11. PUBLIC COMMENT**

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

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

**12. EXECUTIVE SESSION**

Council moved into Executive Session at 8:48 p.m. for an estimated time of 15 minutes to discuss the following:

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.

[No action was taken following the Executive Session.](#)

Returned to regular meeting at 9:05 p.m.

**13. ADJOURNMENT**

Without objections, the Council adjourned the regular meeting at 9:05 p.m.

Meeting Minutes taken by Dawn Nations, Deputy City Clerk