



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person  
Medina City Hall – Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, December 09, 2024 – 5:00 PM**

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### MINUTES

#### 1. 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 5:01pm.

#### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen  
Councilmember Mac Johnston  
Councilmember Michael Luis  
Councilmember Heija Nunn  
Councilmember Harini Gokul (arrived at 6:46 PM)

#### ABSENT

None

#### STAFF

Burns, Sass, Osada, Wilcox, Wagner, Nations, Archer (arrived at 5:53pm)

#### 2. APPROVAL OF MEETING AGENDA

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

#### 3. PUBLIC COMMENT PERIOD

The mayor opened the public comment period. There was one speaker who addressed the council:

Resident Nevet Basker addressed the council regarding the bicyclist crossing from the 520 trail to Evergreen Point Road and safety issues she has witnessed. She also voiced her concerns regarding the walkability in the North Point area with no sidewalks, shoulders and lighting. She thanked the council for their time.

With no further comments, Mayor Rossman closed the public comment period.

#### 4. **PRESENTATIONS**

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

Park Board Chair Moe reported about the Christmas Ship Event is on December 14, 2024. She reported that Medina Kitchen and Market will be there, and the board members will be handing out lighted necklaces. The Park Board will be discussing their yearly events at the January 21, 2025, meeting and the board will inform the council after that meeting.

Planning Commission Chair Bustamante reported the Commission held a special meeting on December 5, 2024. They discussed the public engagement plan for middle and affordable housing, received a middle housing update from the SCJ consultants, and reviewed the council comments for the 2025 planning commission workplan. She gave a brief update on the next steps for the middle housing forum, asked the city attorney to review website updates and the graphics to be updated to show more accurate descriptions for Medina. Planning Commissioners are working with the SCJ consultants to create a 6-month plan for middle housing. The next meeting is December 18, 2024.

Emergency Preparedness Chair Gann reported they continue to do the weekly 7pm check in for the radios. She announced that Matt Larson, Puget Sound Energy local government public affairs and policy manager will be the guest speaker to discuss winter storm preparation and response at the January 22, 2025, meeting. Council gave input on exploring different meeting times were discussed and how to increase more community involvement. The topic of the roles of the Emergency Preparedness Response volunteer team and when they are deployed when an actual declared emergency happens will be discussed further at the January 22, 2025, meeting.

Mayor Rossman gave a brief update on what other communities did during the recent storm and power outage. Council asked questions regarding the City's GovDelivery system and staff responded. Council asked staff to look into updating the communication efforts to the community.

Councilmember Nunn addressed concerns that residents have mentioned.

**ACTION:** Roundtable request from Nunn to add a discussion and show video of St. Thomas School traffic control concerns to a future council meeting. The request was seconded by Johnston.

Mayor Rossman updated the council about the downed tree on the powerline on 32nd and how the residents were affected. She contacted Matt Larson regarding the status and will provide communication with the council via email.

## 5. CITY MANAGER'S REPORT

City manager Steve Burns - reminded the council that the luncheon is on December 12, 2024. He thanked staff for their hard work this year and said city staff are amazing. Council seconded their thanks to staff as well.

Jeff Sass, Police Chief, addressed the council regarding storm response and will be discussed at the Emergency Preparedness meeting on January 22, 2025. E-Alerts are for emergency information. He addressed regarding threats and explained what - doxing, squatting, email threats are and how the police department handles these threats. The Chief advised the council to call 911 for a faster response. Chief Sass is looking into additional Animal Control resources.

Steve Wilcox, Development Services Director, addressed the council regarding mechanical appliance sound testing compliance with the City's noise ordinance. Over the years the sound testing was changed to only outdoor appliances were to be tested and the requirement for emergency generators was eliminated from sound testing. With the efficiency of new equipment, the noise is very minimal; they are eliminating the requirement of sound testing on replacement equipment. New housing and new projects will continue to require sound testing. The fee schedule will be evaluated and updated. The code enforcement is still in place. Councilmember Nunn asked regarding the process of staff noticing requirements that are required by the code and can these requirements be changed. This was referred to the city attorney to address and report back to the council.

Ryan Wagner, Finance/HR Director, addressed the council regarding the year end and 13th month check run. He announced a bond was called added another mature 2027. Council asked questions regarding comprehensive plan expenses and staff responded.

Ryan Osada, Public Works Director updated on NE12th street project. The poles will be moved in 2025. Stormwater project updates - Post office will be done 2025. City Hall deck - deck is safe to occupy. Painting will be completed in 2025. Points loop trail signage being installed. Public Works Director Osada addressed streetlights and mailboxes from a resident on 7th/86th.

The Council asked questions and staff responded.

## 6. CONSENT AGENDA

**ACTION:** Mayor Rossman requested the Planning Commission meeting Minutes for October 9, 2024, be pulled for an attendance clarification of Julie Barrett and requested the Draft City Council meeting Minutes from November 25, 2024, be pulled for clarification.

Motion Reeves Second Luis and carried by at 6:0 (Gokul absent) vote; Council Consensus approved the Consent Agenda as amended.

### 6.1 November 2024, Check Register

**Recommendation:** Approve.

**Staff Contact:** Ryan Wagner, Director of Finance and HR

- 6.2 Approved Park Board Meeting Minutes of September 16, 2024  
**Recommendation:** Receive and file.  
**Staff Contact:** Dawn Nations, Deputy City Clerk
- 6.3 Approved Planning Commission Meeting Minutes of:  
a) October 9, 2024; and  
b) November 6, 2024.  
**Recommendation:** Receive and file.  
**Staff Contact:** Rebecca Bennett, Development Services Coordinator
- 6.4 Draft City Council Meeting Minutes of:  
a) November 12, 2024; and  
b) November 25, 2024.  
**Recommendation:** Adopt minutes.  
**Staff Contact:** Aimee Kellerman, CMC, City Clerk
- 6.5 2024 Budget Amendments  
**Recommendation:** Adopt Ordinance No. 1037.  
**Staff Contact:** Ryan Wagner, Finance & HR Director
- 6.6 Human Resource Employee Handbook  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Wagner, Finance & HR Director
- 6.7 ARCH Consents to Assignment  
**Recommendation:** Approve.  
**Staff Contact:** Stephen R. Burns, City Manager
- 6.8 Ordinance Amending Chapter 16.80 of the Medina Municipal Code as Required to Implement SSSB 5290 Project Permit Procedures and Timelines, and Additional Revisions for Code Clean Up.  
**Recommendation:** Adopt Ordinance No. 1039.  
**Staff Contact:** Steven R. Wilcox, Development Services Director
7. **LEGISLATIVE HEARING**
- None.
8. **PUBLIC HEARING**
- None.
9. **CITY BUSINESS**
- 9.1 Middle Housing Public Engagement Plan  
**Recommendation:** Presentation, discussion and direction.  
**Staff Contacts:** Jonathan G. Kesler, AICP – Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

Mayor Rossman gave a brief overview of priority items to discuss. The postcard mailing changes, Public Engagement Plan, graphics and materials discussed and more detailed comments to be emailed and reviewed by the DSC committee.

SCJ Alliance Consultants Kirsten Peterson and Shareefa Abulsalam gave a presentation to the council after meeting with the Planning Commission. They gave a progress report, schedule overview and discussed the plan for public engagement. Middle Housing Webpage POP (purpose, outcome, plan) - they discussed what will be on the website and will work the city for our webpage.

Council directed the consultants/staff to:

1. Place the HB1110 and HB1337 laws in the first paragraph to explain to the community how/why this is required. Add hyperlinks to resources.
2. Keep the graphics simple and what could happen in Medina.
3. Add to the FAQ section.
4. Examples: Lot sizes 8,500, 16,000, 25,000 to show what can be put on these lot sizes.
5. Explain what a Tier 3 City means - they still must comply with existing height, setbacks and lot coverage requirements.
6. Postcard mailers - enlarge City of Medina logo, change the colors, remove the graphic, invite residents to come, event details on the front, QR code, and leave space for address.

Council asked questions and staff/consultants responded.

## 9.2 Planning Commission Work Plan

**Recommendation:** Approve.

**Staff Contact:** Jonathan G. Kesler, AICP, Planning Manager

Mayor Rossman proposed that staff create a detailed workback calendar to support the Planning Commission Work Plan discussion. She also suggested that the Development Services Committee (DSC) review whether some elements could be incorporated into phase two during their December 10 meeting. After these steps are completed, the matter can return to the Council for further prioritization, if necessary. Council discussed, asked questions, and by consensus agreed to Mayor Rossman's proposal.

Council directed staff to put Right of Way Priorities related questions on the January 13, 2025, meeting agenda - bring additions and deletions for discussion.

Additionally, Mayor Rossman asked for the clarification of Council initiatives and future initiatives.

Planning manager, Jonathan Kesler gave a brief description that it is driven by the immediate desires of the council. Future initiatives are state driven, or longer-term

projects. Based on the feedback from the council this is how he categorized them. The council clarified it should be categorized as near term and longer term.

**ACTION:** Discussion and direction.

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

a) Requests for future agenda items.

Motion Nunn to add garbage can pick up, Fiber, and St. Thomas School traffic control to future agenda. Second Johnston.

Leaf Blower enforcement plan and communication plan will be on a future agenda.

Council retreat planning on January 13, 2025, meeting. Council asked the city attorney to assist with choosing a facilitator.

b) Council round table.

Councilmember Nunn asked to add additional bulletin boards in the city. She will discuss with Ryan Osada and bring back to council.

Mayor Rossman discussed having a City Tour with City Attorney with council and staff.

c) Cancellation of Monday, December 23, 2024, City Council meeting. By consensus the meeting was canceled.

**11. PUBLIC COMMENT**

Mayor Rossman opened public comment, no speakers, consequently, public comment closed.

At this point, Council took a brief 5-minute break at 8:10 PM.

The council reconvened at 8:15 PM.

**12. EXECUTIVE SESSION**

The Council entered an Executive session, with an estimated time of 20 minutes, to discuss matters pursuant to RCW 42.30.110 (1)(i) at 8:17pm

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.

The council reconvened at 8:38 PM.

The Council entered a second Executive session, with an estimated time of 45 minutes, to discuss matters pursuant to RCW 42.30.110 (1)(g) at 8:39 PM

Council extended the executive session an additional 20 minutes at 9:25pm

Council reconvened at 9:45 PM.

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.

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

**13. ADJOURNMENT**

By Consensus, the meeting was adjourned at 9:46 PM.

Meeting minutes taken by Dawn Nations, Deputy City Clerk