



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, March 11, 2024 – 5:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the regular meeting to order in the Medina Council Chambers at 5:02 p.m.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Joseph Brazen
Councilmember Harini Gokul
Councilmember Mac Johnston (online at 5:17 p.m.)
Councilmember Michael Luis

ABSENT

Councilmember Jennifer Garone

STAFF

Burns, Robertson, Kesler, Wilcox, Osada, Wagner, and Kellerman

2. APPROVAL OF MEETING AGENDA

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

3. PUBLIC COMMENT PERIOD

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

4. PRESENTATIONS

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

Planning Commission Chair Laura Bustamante reported that the Commission met the week before and approved the Utilities Element of the Comprehensive Plan to move forward for city attorney review. The next meeting of the Commission is scheduled for March 14th, and they will be reviewing the Land Use Element of the Comprehensive Plan.

Emergency Preparedness Chair Rosalie Gann reported that at the last Emergency Preparedness meeting, the Committee had an informative discussion about their radios and they have two new members interested in joining the emergency radio team.

5. **CITY MANAGER'S REPORT**

Development Services Director Steve Wilcox gave a brief update of the Wild Land Urban Interface Code regarding the requirements for tree removal within 10 feet of your house. He noted that it did not pass in the state legislature. However, there is a State Building Code Council meeting on Friday, March 15 on the same topic. The State Building Code Council may choose to review the same code and send it back with recommendations for changes.

Director of Public Works gave an update on the bid opening for the NE 12th Street Pedestrian Improvement Project. He noted that there were seven bidders of which four of them were under the engineer's estimate. He's working with PSE to notify the affected neighbors and anticipates starting the project in April of 2024.

Director of Finance and HR Ryan Wagner reported that the Finance Committee met in February and discussed the financial policies with the main focal point being the levy stabilization fund and contingency fund building. He also reported that the 2022 audit is coming to an end and the exit conference will take place at the April 8 City Council meeting.

Police Chief Sass reported that over the weekend there was a peaceful protest that started in Kirkland, walked around the north lake approximately 25 miles for a cease fire Palestinian group. He also reported the installation of the new speed signs should be starting around May after the equipment arrives.

City Manager Steve Burns gave an update on the SR-520 lid maintenance and reported all four points communities will be participating in mediation with WSDOT on May 8th and 9th. He also reported that the SR-520 Expansion Joints Noise Mitigation Phase 3 funding did not make into the Transportation budget. Burns will continue to work with the city's lobbyist to do off session work to prepare for the 2025 session. Lastly, he reported that staff is putting together the City Council Work Plan and will be bringing it forward to Council at their March 25th City Council meeting.

6. **CONSENT AGENDA**

ACTION: Motion Gokul second Reeves and carried by a 6:0 (Garone absent) vote; Council approved the Consent Agenda.

6.1 January and February 2024, Check Registers

Recommendation: Approve.

Staff Contact: Ryan Wagner, Finance Director

6.2 Approved January 23, 2024 Planning Commission Meeting Minutes

Recommendation: Receive and file.

Staff Contact: Rebecca Bennett, Development Services Coordinator

6.3 Draft City Council Regular Meeting Minutes of:

a) February 10, 2024; and

b) February 12, 2024.

Recommendation: Adopt minutes.
Staff Contact: Aimee Kellerman, City Clerk

- 6.4 NE 12th Street Pedestrian Improvements - REBID
Recommendation: Approve.
Staff Contact: Ryan Osada, Public Works Director

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

- 9.1 Comprehensive Plan - Utilities Element Final Review
Recommendation: Review and Approval.
Staff Contact: Jonathan Kesler, AICP, Planning Manager

Planning Manager Jonathan Kesler and planning consultant Kim Mahoney gave a presentation on the final review of the Utilities Element of the Comprehensive Plan. The review included redline iterations from Council, Planning Commission and final review from the City Attorney. Council asked questions and staff responded.

ACTION: Motion Reeves to approve the version reviewed by city attorney Jennifer Robertson, pages 94 to 96 of the agenda packet, the Utilities Element of the Comprehensive Plan and send to PSRC and the Department of Commerce for review. This was seconded by Johnston. Motion carried by a 6:0 (Garone absent) vote.

- 9.2 Comprehensive Plan Land Use Element Gap Analysis
Recommendation: Discussion and direction.
Staff Contact: Jonathan Kesler, AICP, Planning Manager

Planning Manager Jonathan Kesler and consultant Kim Mahoney gave a quick introduction to the Land Use Element Gap Analysis. Council asked questions and staff responded.

ACTION: Motion Luis second Reeves to direct staff to move forward with Land Use Element to Planning Commission consistent with the Gap Analysis. Motion carried by a 6:0 (Garone absent) vote.

ACTION: Motion Reeves (as read by City Attorney Jennifer Robertson) second Johnston to update the revised process path to Comp Plan adoption to update the deliverables for Council initial review and direction to include: 1) Gap Analysis, 2) Draft element with conformance amendments to address Gap analysis, and 3) List of issues or topics for Council consideration to give preliminary high level input to Planning Commission. Motion carried by a 6:0 (Garone absent) vote.

- 9.3 City of Medina Facilities Improvements Priority List
Recommendation: Discussion item only.
Staff Contact(s): Public Works Director Ryan Osada and City Manager Steve Burns

City Manager Steve Burns gave a brief update on the City of Medina Facilities (City Hall building and the Post Office building) improvement priority list. The priorities for City Hall building includes carpet replacement, interior painting, and roof replacement. For the Post Office building, the priorities are interior and exterior painting, HVAC installation, and replacing the roof. The funding comes from the non-restrictive Capital budget. Council asked questions and staff responded.

ACTION: Update and discussion only; no action taken.

9.4 City of Medina – Human Resource Manual Update

Recommendation: Discussion item only.

Staff Contact: Ryan Wagner, Finance Director

Director of Finance and Human Resources Ryan Wagner gave an update on the City of Medina Human Resource manual. In May of 2023, the city implemented ADP Comprehensive Services and Payroll moving the city away from paper timesheets. As part of the ADP HR package, quarterly and annual staff training has been rolled out as well as the ability to update the city's personnel manual and ensuring compliance in the Federal and State level and the ability to keep the Medina specific language intact. Wagner will be working closely with the Personnel Committee on the draft manual before bringing it before Council for review. Council asked questions and staff responded.

ACTION: Update and discussion only; no action taken.

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

None.

11. **PUBLIC COMMENT**

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

12. **ADJOURNMENT**

By consensus, Council adjourned the meeting at 7:45 p.m.

Minutes taken by Aimee Kellerman, City Clerk