



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 09, 2026 – 5:00 PM

MINUTES

1. **STUDY SESSION starts at 5:00 PM**

Mayor Rossman called the study session of the Medina City Council to order in the Council Chambers at 5:02pm

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Harini Gokul
Councilmember Michael Luis
Councilmember Heija Nunn
Councilmember Laura Bustamante

STAFF

Swanson, Osada, Wagner, Wilcox, Robertson, Sass, Nations

1.1 SAO Exit Conference Presentation **Staff Contact:** Ryan Wagner, Finance/HR Director

The state auditors gave a report on their audit for 2024. Council asked questions and auditors and staff responded.

1.2 CJTC Grant - Public Safety Sales and Use Tax **Recommendation:** Discussion. **Staff Contact:** Jeff Sass, Police Chief

Chief Sass addressed the council regarding the CJTC Grant - Public Safety Sales and Use Tax. He gave an overview of the timeline of when to apply and how the grant would impact the police department by adding an additional police officer to the department. Council asked questions and staff responded.

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 6:08 pm.

Mayor Rossman opened with a statement thanking former Councilmember Joseph Brazen for his service to the City of Medina and its residents. She noted that during his time on Council, Mr. Brazen emphasized community events, public communication, resident engagement, and city beautification, and that staff continued to work toward implementing priorities he championed. Mayor Rossman asked that the city release the statement publicly.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Harini Gokul
Councilmember Michael Luis
Councilmember Heija Nunn
Councilmember Laura Bustamante

STAFF

Swanson, Osada, Wagner, Wilcox, Robertson, Sass, Nations

3. APPROVAL OF MEETING AGENDA

Councilmember Nunn requested that the IT Contract be pulled from the Consent Agenda for discussion. Mayor Rossman stated that the IT Contract would be removed from Consent and added as City Business Item 10.5.

ACTION: With no further changes proposed by consensus, the meeting agenda was approved as amended.

4. PUBLIC COMMENT PERIOD

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

5. PRESENTATIONS

Mayor Rossman noted that Councilmember reports would now be taken under Agenda Item 11, and that the Presentations section would focus on boards and commissions.

Rosalie Gann Chair of the Emergency Preparedness Committee reported that the Committee continued its 7:00 p.m. Sunday radio check-ins and thanked those who participated. She announced the first Emergency Preparedness Committee meeting, scheduled for Wednesday, March 18 at 4:00 p.m. in Council Chambers. City Manager Swanson and police leadership were expected to attend and discuss the Comprehensive Emergency Management Plan.

Planning Commissioner Nelson reported that the Commission looked forward to the Council's consideration of the work plan and to working on the tree management code.

The Park Board had nothing to report. The next Joint City Council and Park Board meeting was confirmed for Monday, March 16, 2026, at 5:00 p.m.

6. CITY MANAGER'S REPORT

City Manager Swanson highlighted an upcoming Eastside Mayors meeting. The meeting was intended to gather Eastside cities' priorities and concerns before a Sound Transit Board retreat regarding the agency's "enterprise initiative" for planning, capital, operations, maintenance, and finance.

Council discussed regional transit concerns affecting Medina and similarly situated small cities. Councilmember Nunn emphasized the need to repeatedly communicate small-city traffic impacts, including the consequences of regional transit decisions on local streets, parking areas, and safe access. Mayor Rossman suggested highlighting Medina's interest in working with other small cities facing similar issues.

City Manager Swanson also reported that he had been in early conversations with neighboring Point communities about resource sharing and potential economies of scale in light of long-term structural fiscal pressures.

Chief Sass highlighted the Police Department's use of body-camera-based language interpretation services funded by Council. He reported that the service had already been used including traffic stops and criminal matters and had allowed officers to communicate in languages including Mandarin, French, Spanish, and Russian. He described the tool as "invaluable" for communicating with community members who do not speak English.

Development Services Director Wilcox reported that the right-of-way tree inventory project had begun. The city had been divided into five areas, with work starting in the southeast portion. He noted that notices had been sent to residents and that arborists were prepared to explain that work would occur in the public right-of-way, not on private property. Council asked questions and staff responded.

Director Wilcox also reported that staff were preparing for Planning Commission work plan items and developing a calendar.

Finance/HR Director Wagner reported on business licensing implementation. He stated that staff had been working with the Department of Revenue on businesses located in Medina.

Councilmember Nunn asked whether the City could issue a newsletter or other communication to alert residents about business licensing, right-of-way tree work, and other timely issues. Director Wagner stated that staff had discussed a spring newsletter my issue an abbreviated digital notice, followed by a more substantial printed newsletter. Councilmembers emphasized that business licensing was a new topic that warranted direct resident communication, potentially by postcard, and suggested including reminders about pet licensing and other City services.

No questions were raised regarding the Central Services report.

Public Works Director Osada had nothing additional to report. Council complimented recent street cleanup work and asked about moss treatment, which Director Osada described as biodegradable and pet friendly. Council also asked about progress on the North Pond invasive vegetation removal project; Director Osada reported that Phase 1 was moving along.

7. CONSENT AGENDA

ACTION: Deputy Mayor Reeves moved to approve the Consent Agenda as amended. The motion was Seconded by Councilmember Bustamante and carried by a vote of 6-0.

7.1 February 2026 Check Register

Recommendation: Approve.

Staff Contact: Ryan Wagner, Finance/HR Director

7.2 Draft City Council Meeting Minutes of January 26, 2026.

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Acting City Clerk

7.3 Medina Park - North Pond Invasive Vegetation Removal Project

Recommendation: Approve.

Staff Contact: Ryan Osada, Public Works Director

7.4 City Hall Water Filler Station to Replace the Water Cooler Service

Recommendation: Approve.

Staff Contact: Ryan Osada, Public Works Director

8. LEGISLATIVE HEARING

None.

9. PUBLIC HEARING

None.

10. CITY BUSINESS

10.1 Tree Code Recommendations

Recommendation: Direct staff to forward the Short-Term Solutions defined within the Summary to the Planning Commission.

Staff Contact: Steve Wilcox, Development Services Director

Development Services Director Wilcox presented the tree code recommendations and explained that the agenda bill contained the same substantive information previously provided to Council, but now requested Council action to forward recommended short-term adjustments to the Planning Commission. He stated that the recommendations were organized into six topic areas and highlighted in bold in the agenda materials. Council asked questions and staff responded.

ACTION: Motion by Deputy Mayor Reeves to direct staff to forward the recommended adjustments and short-term solutions listed within the agenda bill's proposed amendments, highlighted in bold under recommendations, to the Planning Commission for addition to its calendar and to begin immediate review and creation of a recommendation. The motion was seconded by Councilmember Gokul, the motion carried 6:0 vote.

10.2 CJTC Grant - Public Safety Sales and Use Tax

Recommendation: Discussion and adoption.

Staff Contact: Jeff Sass, Police Chief

Chief Sass presented the CJTC Grant and public safety sales and use tax item as a continuation of the earlier Study Session discussion. He explained that the opportunity arose from House Bill 2015, adopted in 2025, which created a state account intended to enhance law enforcement in Washington and that the proposed action would allow Medina to apply, contingent on adopting a one-tenth of one percent public safety sales and use tax and meeting other grant requirements. Council discussed, asked questions and staff responded.

ACTION: Motion by Deputy Mayor Reeves to approve Ordinance No. 1054 relating to the implementation of a public safety sales and use tax for criminal justice purposes, adding a new Chapter 3.66, Public Safety Sales and Use Tax, to the Medina Municipal Code, authorizing the City to apply for a state public safety grant, providing for severability and corrections, and establishing an effective date. The motion was seconded by Councilmember Luis. The motion carried 5:1 vote.

ACTION: Motion by Councilmember Luis to direct staff to bring back an analysis of the impact of reducing the City's general sales tax by one-tenth of one percent, together with a proposal Council could vote on, and to include the requested public safety financial analysis. The motion was seconded by Councilmember Harini Gokul. The motion carried 6:0 vote.

10.3 Draft Planning Commission Work Plan

Recommendation: Discussion and direction.

Staff Contact: Jeff Swanson, City Manager

City Manager Swanson presented the draft Planning Commission work plan, based on the recent joint meeting. He explained that items marked as priorities included annual code updates, tree management code updates, bulk, outdoor lighting, right-of-way vision, affordable housing, residential lot splitting, capital facilities planning, comprehensive plan amendments, undergrounding utilities, integrated comprehensive planning, gas-powered leaf blowers, franchise agreement for fiber, Green Store concomitant agreement, permit fees, use of advanced deposits, and fee schedule updates. He also noted several items that were not prioritized but were already in process, including telecommunications code updates and a planning services RFQ.

Mayor Rossman asked what would make the work plan actionable for the Planning Commission. City Manager Swanson and Director Wilcox stated that staff would further scope the items, develop a calendar, and bring back more specific items or charges to the Planning Commission as needed. Council asked questions and staff responded.

ACTION: Council reached consensus that the draft work plan reflected the joint meeting priorities and directed staff to return with a more detailed calendar for Council approval.

ACTION: Motion by Councilmember Nunn to direct staff to bring Council an ordinance or other appropriate vehicle to help establish the allowance of short-term rentals in the lead-up to FIFA and the period immediately after, with licensing or other guardrails to protect the community and homeowners. The motion was seconded by Deputy Mayor Reeves. The motion carried 6:0 vote.

10.4 Process for Filling Council Vacancy

Recommendation: Direct staff to facilitate the process to fill the City Council vacancy.

Staff Contact: Jeff Swanson, City Manager

City Manager Swanson presented the process for filling the Council vacancy created by former Councilmember Joseph Brazen's resignation, effective February 26, 2026. He explained that typical steps would include developing a public call for applications describing the Council role and term, opening an approximately 30-day application period for letters of interest and CVs, reviewing applicants in executive session to determine finalists, interviewing finalists in open session at a special meeting, discussing qualifications in executive session, and then returning to open session for nominations and appointment. He noted that Council had 90 days from the vacancy date before the appointment authority would shift to the King County Council. The City Attorney clarified that the practical deadline was around the second meeting in May. Council discussed, asked questions and staff responded.

ACTION: Motion by Councilmember Gokul to direct staff to initiate the process to fill the City Council vacancy as described. The motion was seconded by Deputy Mayor Reeves. The motion carried 6:0 vote.

ACTION: Council also discussed incorporating the adopted vacancy process into Council guidelines at a future time so that the process would be established for future vacancies.

10.5 IT Contract Renewal

Recommendation: Approve.

Staff Contact: Ryan Wagner, Finance/HR Director

Councilmember Nunn explained that she pulled the IT Contract from the Consent Agenda for clarity because the City was not fully satisfied with its current IT support and the prior contract had been a five-year agreement. She asked whether the one-year term was intended to provide a runway to either confirm satisfaction or transition to another plan.

City Manager Swanson confirmed that the one-year renewal was intended to facilitate a transition already under consideration. Director Wagner added that the renewal reduced costs because the city would no longer have a permanent on-site support person twice per week. Instead, support would be handled through the ticket system, with on-site support called as needed. He estimated savings of approximately \$40,000 per year.

ACTION: Motion by Councilmember Luis to approve the IT Contract as stated in the Consent Agenda. The motion was seconded by Councilmember Gokul. The motion carried 6:0 vote.

11. COUNCILMEMBER REPORTS AND ROUNDTABLE

Mayor Rossman reported on the City's legislative agenda. She reported on meetings related to Point communities, a Point Mayors check-in, an SCA North Caucus Mayors meeting, and a meeting with Dr. Heather Sanchez, Chief Operating Officer of the Bellevue School District. She also reported continuing work with the King County Regional Water Quality Committee on service plans, utility rates, and related matters.

Councilmember Gokul reported that she and City Manager Swanson met with a property owner following neighborhood concerns raised at a prior Council meeting about a house design. City Manager Swanson and Director Wilcox are continuing to communicate with the owner's representatives.

Councilmember Nunn reported attending the Bellevue Downtown Association dinner in an individual. She also attended the Eastside Women's Leadership Conference. Councilmember Nunn also publicly thanked Chief Sass and officers for assistance with a difficult and concerning situation related to her work.

Councilmember Bustamante reported meeting with Sophie Glass from ARCH for an introduction to the organization. Councilmember Bustamante also reported attending the Bellevue Audit Committee meeting.

Councilmember Luis requested that the Bellevue Fire Chief be invited to a future Council meeting to brief Council on services. Councilmembers supported the request, and City Manager Swanson will contact the Fire Chief.

12. PUBLIC COMMENT

Mayor Jessica Rossman opened the public comment period. The following person addressed the council:

Scott Nicholson commented on the public safety sales tax discussion.

There were no additional speakers, and the public comments was closed.

13. EXECUTIVE SESSION

The Council entered Executive Session at 8:30 PM for an estimated duration of 25 minutes to discuss matters as authorized under RCW 42.30.110 (1)(i) and RCW 42.30.110 (1)(g)

ACTION: No action was taken following the Executive Session.

The City Attorney Jennifer Robertson was present online during the Executive Session

14. ADJOURNMENT

Council adjourned from Executive Session.

Meeting minutes taken by Dawn Nations, Acting City Clerk