



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person  
Medina City Hall – Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
Monday, October 14, 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 5:04 p.m.

#### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen  
Councilmember Harini Gokul  
Councilmember Mac Johnston  
Councilmember Michael Luis

#### ABSENT

None

#### STAFF PRESENT

Burns, Robertson, Wilcox, Sass, Osada, Wagner, Kesler, 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. The following individuals addressed the Council:

Mark Nelson raised concerns regarding the new planter strip at one of the primary entrances into the city and the decision made not to spend money landscaping the planters installed alongside the new sidewalks. He urged the Council to provide clear guidelines for the homeowners regarding their landscaping responsibilities or to allocate budget for plants and maintenance.

Shawn Schubring expressed his support for Laura Bustamante's application to join the City Council. He also noted that the trails in Medina previously featured small posts, which have now been replaced with cones. He urged the city to restore the posts along the trails with signs.

With no other speakers, public comments was closed.

#### **4. COUNCIL VACANCY**

- 4.1 New Councilmember Appointment and Oath of Office.  
a) New Councilmember Appointment.  
b) Executive Session - RCW 42.30.110(1)(h).

To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public.

- c) Nominations.  
d) Oath of Office.

The council moved into Executive Session at 5:10 p.m. for an estimated time of 35 minutes to discuss the following:

RCW 42.30.110(1)(h)

To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public.

**ACTION:** Council extended the Executive Session for an additional five minutes at 5:46 p.m.

The Council reconvened the regular meeting at 5:52 p.m.

Mayor Rossman opened the nomination period and called for nominations.

Deputy Mayor Reeves nominated Heija Nunn to Council Position No. 3.

With no further nominations, Mayor Rossman closed the nomination period. Council discussed the nomination.

**ACTION:** Motion Reeves to appoint Heija Nunn to Council Position No. 3. Motion carried by a 6:0 vote. Heija Nunn was appointed to the Medina City Council Position No. 3 until the certification of the next election.

With the new appointment of a Councilmember, Mayor Rossman rearranged the Council Committees as follows:

Finance Committee: Nunn, Brazen, and Rossman

Personnel Committee: Johnston, Reeves, and Rossman

There was no change to the Development Services Committee.

## 5. **PRESENTATIONS**

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

Police Chief Jeff Sass reported on behalf of the Emergency Preparedness meeting that the Great Shake Out is on October 17 at 10:17 a.m.

## 6. **CITY MANAGER'S REPORT**

Department Directors provided written reports in the packet. Council asked questions and staff responded.

**ACTION:** The Council directed the City Manager and staff to consider resident comments regarding the new planters on NE 12th Street and to return with a recommendation on how to address the planters, including any associated costs. Additionally, the proposal should also cover the planter located in front of Medina Kitchen and Market as well as communication to the community when projects are happening around them what expectations of them, if any, is expected prior to the start of the project.

## 7. **CONSENT AGENDA**

**ACTION:** Motion Reeves second Johnston and carried by a 6:0 vote; Council approved the Consent Agenda.

- 7.1 September 2024, Check Register

**Recommendation:** Approve.

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

- 7.2 Approved July 15, 2024 Park Board Meeting Minutes

**Recommendation:** Receive and file.

**Staff Contact:** Dawn Nations, Deputy City Clerk

- 7.3 Approved Planning Commission Meeting Minutes of:

- a) June 25, 2024; and
- b) September 11, 2024.

**Recommendation:** Receive and file.

**Staff Contact:** Rebecca Bennett, Development Services Coordinator

- 7.4 Approval of Draft City Council Meeting Minutes of:

- a) September 9, 2024; and
- b) September 23, 2024.

**Recommendation:** Adopt Minutes.

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

- 7.5 Approval of Second Amendment for Interlocal Agreement for Joint Negotiation with WSDOT Regarding the Maintenance of SR 520 Facilities

**Recommendation:** Approve.

**Staff Contact:** Stephen R. Burns, City Manager

- 7.6 Resolution Approving Reallocation of Existing Funds from Kenmore Supportive Housing to Redmond Supportive Housing for A Regional Coalition for Housing (ARCH)  
**Recommendation:** Adopt Resolution No. 446.  
**Staff Contact:** Stephen R. Burns, City Manager
- 7.7 Resolution Authorizing the City's Membership in the Association of Washington Cities (AWC) Risk Management Service and Interlocal Agreement  
**Recommendation:** Adopt Resolution No. 447.  
**Staff Contact:** Ryan Wagner, Director of Finance and HR
- 7.8 Ordinance Amending Medina Municipal Code Chapter 16.52 – Tree Management Code, Adding Section 16.250 – Violations  
**Recommendation:** Adopt Ordinance No. 1032.  
**Staff Contact:** Steven R. Wilcox, Development Services Director
- 7.9 Ordinance Amending Section 16.72.030 of the Medina Municipal Code Updating the Procedures and Performance Standards for Granting Non-Administrative Variances  
**Recommendation:** Adopt Ordinance No. 1033 (as amended by the Planning Commission)  
**Staff Contact:** Steven R. Wilcox, Development Services Director

## 8. **LEGISLATIVE HEARING**

None.

## 9. **PUBLIC HEARING**

- 9.1 Approval of American Towers Franchise Agreement – Second Public Hearing  
**Recommendation:** Adopt Ordinance No. 1034.  
**Staff Contacts:** Stephen R. Burns, City Manager and Tripp May, Shareholder and Managing Partner, Telecom Law Firm, PC

City consultant Tripp May, Shareholder and Managing Partner at Telecom Law Firm PC, provided a brief overview of the American Towers Franchise Agreement.

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

**ACTION:** Motion Reeves to adopt Ordinance No. 1034, granting to ATC Outdoor DAS LLC the right, privilege and authority for a non-exclusive telecommunications franchise in, across, over, along, under, through and below the public rights-of-way of the City of Medina, Washington, providing for severability and corrections, and establishing an effective date. This was seconded by Johnston and carried by a 6:0 vote.

- 9.2 Preliminary 2025 Budget  
**Recommendation:** Conduct Public Hearing and direction as needed.  
**Staff Contact:** Ryan Wagner, Director of Finance and HR

Director of Finance and HR Ryan Wagner gave a presentation on the preliminary 2025 budget highlighting key changes and revenue projections. Council asked questions and staff responded.

The Council requested that staff include funding for a retreat facilitator in the 2025 budget to help clarify and align roles and responsibilities of both the City Council and staff.

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

Shawn Schubring inquired about the cost of the new insurance carrier and whether the city has explored the option of opting for a higher deductible in exchange for enhanced coverage. Wagner responded that AWC caters to small cities like ours. The increasing annual costs resulting from higher claims in larger cities influenced our decision to switch to a more favorable option.

With no further comments, Mayor Rossman closed the public hearing.

**ACTION:** This was a discussion item only; no action was taken.

At this point, Council took a brief recess. The Council reconvened back into the regular meeting at 7:14 p.m.

## 10. **CITY BUSINESS**

### 10.1 Middle Housing Update and Introduction of Consultant Firm SCJ Alliance, Kirsten Peterson, Project Manager

**Recommendation:** Discussion and introduction only; no action needed.

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

Planning Manager Jonathan Kesler introduced Middle Housing consultant firm SCJ Alliance, Kirsten Peterson, Project Manager, who introduced her two teammates on Zoom, two teammates on Zoom: Shareefa Abdulsalam, who focuses on design standards, and Zoe Tapert, who focuses on community engagement. Additionally, Ms. Peterson provided an outline and overview of the Middle Housing project. Council asked questions and Ms. Peterson responded.

**ACTION:** Council directed the city manager to reach out to Bellevue School district regarding Bellevue Christian and discuss their long-term planning, including their intentions for the property, and then return to Council with prompt updates.

### 10.2 Medina Park Board Draft Work Plan

**Recommendation:** Discussion, direction, and possible approval.

**Staff Contacts:** Stephen R. Burns, City Manager and Ryan Osada, Director of Public Works

Mayor Rossman introduced the draft Park Board Work Plan and provided Council with the opportunity to defer this discussion to the next meeting when Park Board leadership can attend or move forward with the discussion as is this evening. Council discussed, asked questions, and staff responded.

**ACTION:** Motion Reeves to approve the Park Board Work Plan as presented. This was seconded by Johnston and carried by a 5:1 (Gokul dissented) vote.

**ACTION:** Motion Gokul to schedule joint visioning and planning session with the Park Board to determine prioritization and success metrics for the proposed plan. This was seconded by Reeves carried by a 5:1 (Johnston dissented) vote.

Additionally, Council further directed staff that prior to setting up any joint meeting with the Park Board to return to Council in order to establish goals for the joint meeting.

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

Mayor Rossman reported that the Eastside Transportation Partnership (ETP) is in the process of developing an annual legislative agenda. She shared that in the last meeting she talked about the importance of safe commuter paths for non-motorized transportation, such as bicycles. The Mayor proposed that ETP include this initiative in their legislative agenda and requested the Council's support before she formalizes her request to the ETP.

Councilmember Johnston reported that a draft ordinance aimed at phasing out gas-powered leaf blowers has been created and is currently under review by the city attorney and city manager. He requested that this topic be placed on the agenda for an upcoming meeting to discuss the next steps for moving it forward.

**12. PUBLIC COMMENT**

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

**13. ADJOURNMENT**

By consensus, Council adjourned the meeting at 8:20 p.m.

Meeting minutes taken by Aimee Kellerman, CMC, City Clerk