



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, September 09, 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 5:02 p.m.

#### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen  
Councilmember Jennifer Garone  
Councilmember Mac Johnston  
Councilmember Michael Luis

#### ABSENT

Councilmember Harini Gokul

**ACTION:** Without objections, Council excused the absence of Councilmember Gokul.

#### STAFF

Burns, Huo (online), Wilcox, Sass, Osada, Wagner, Kesler, and Kellerman

#### 2. APPROVAL OF MEETING AGENDA

Mayor Rossman pulled Agenda Item 8.1 Preliminary 2025 Budget Public Hearing to City Business as Agenda Item 9.4.

Councilmember Garone requested to pull Agenda Item 6.4 Contract Change Order for additional Stormwater Improvements\_2024 ADA Improvements and Overlay to City Business as Agenda Item 9.5 for further discussion.

**ACTION:** Motion Johnston second Garone and carried by a 6:0 (Gokul absent) vote; Council approved the meeting agenda as amended.

#### 3. PUBLIC COMMENT PERIOD

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

#### **4. PRESENTATIONS**

##### **4.1 Recognition Award for Outgoing Emergency Preparedness Committee Member, Daniel Lipkie**

Police Chief Jeffrey Sass presented a recognition award to outgoing Emergency Preparedness Committee member, Daniel Lipkie for his 16 plus years of dedicated service to Emergency Preparedness Committee.

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

Park Board Chair Barbara Moe reported on the success of the pet parade at Medina Days to get more community engagement. She also reported that Park Board is working with the city manager on the draft Park Board Work Plan, they will be hosting a fall park clean up and lastly, they are hosting the Christmas Ships at Medina Beach Park on Saturday, December 14, 2024.

Planning Commission Chair Laura Bustamante reported that the Commission is having a special meeting on Wednesday, September 11 at 6:00 p.m. to address comments received from various agencies. She also reported that they will have a Department of Commerce representative at the meeting to give a presentation on the Middle Housing element. Lastly, they will be addressing the tree code amendments as directed from the City Council and the amendments to the non fixed-rate variance code.

Emergency Preparedness Chair Rosalie Gann thanked the Council for their support of the committee.

Mayor Rossman reported that the Development Services Committee (DSC) met over the summer to interview potential middle housing consultants. Initially, the scope of work and timeline for these consultants were not clearly defined. The committee reviewed the Council's prior directives on what the consultant's role should entail. The Department of Commerce requires a draft of middle housing development regulations by January 13, 2025. Council has consistently directed a more holistic view of housing in Medina and has wanted to be a leader in how to integrate the increased housing density with the existing community character. DSC discussed this, including a need to anticipate potential changes that might threaten the city's priorities of safety, walkability, quiet and sylvan character. There's a desire to bring forward a Comprehensive Plan that addressed concerns along those lines, while fully implementing the state's mandates. The DSC proposed a two-phase approach. Phase one being that we only have a few months to draft this immediate middle housing code and to move forward with a consultant who has worked with our planning manager in the past to work on that. Concurrently, the DSC would continue to meet regularly to start planning for a phase two, which would be a more holistic look at the code.

Lastly, Mayor Rossman expressed thanks to City Clerk Aimee Kellerman and City Manager Steve Burns for their candid discussions with her and the Deputy Mayor concerning the timing of meeting packet publications. Earlier distribution ensures that information is distributed to volunteers with sufficient time to review. Additionally, this

approach helps meet staff expectations and fosters respectful and well-prepared inquiries and allows the public ample opportunity to review the packet prior to the meeting.

Councilmember Garone expressed thanks and appreciation to community member Heija Nunn and all the volunteers who contributed to the success of Medina Days.. She also expressed her appreciation to the city for its support.

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

Police Chief Jeffrey Sass reported that Seafair 2025 was an exceptionally busy weekend for the department. Despite the increased activity, officers were highly proactive in managing traffic flow and preventing illegal parking. Chief Sass noted that the following week's Medina Days event provided a more friendly and enjoyable experience for the police department. Lastly, he reported on a couple of medical emergencies that occurred on the final day of Seafair.

Director of Public Works Ryan Osada provided an update on a couple of key projects in the city. His report included progress on the NE 12th Street Pedestrian Improvements, the TIB ADA Improvements and Overlay, and the 77th Ave NE Sidewalk Ramp Improvements. Lastly, he reported on the success of having approximately 125 goats and four sheep at Fairweather Nature Preserve to help mitigate vegetation overgrowth. Going forward, the city will budget for goats on an annual basis to help remove the overgrown vegetation that specifically target invasive ivy and blackberries.

Councilmember Garone commented on the number of parking enforcement actions on non-city contractors, questioning why city contractors can park and stage their vehicles in city right-of-way while non-city contractors can't. She also commented that the city should have standards for construction vehicle parking.

Councilmember Brazen expressed concern about communication gaps in public works projects, particularly when when the main point of contact staff member is on vacation or leave.

**ACTION:** Without objections, Council directed staff to bring back a recommendation to amend the city's code to close the loophole that allow construction vehicles to park on city streets indefinitely. Additionally, staff is to look at how to bring the recommendation forward, how complicated it is and where it fits on the list of priorities.

Director of Finance and HR Ryan Wagner provided a brief update on the city's finances, highlighting key points. He also mentioned that the employee handbook is nearly finished and will be presented to the Council for final review at the first meeting in October.

Director of Development Services Steve Wilcox reported that the city has received the initial planning applications for reconstructing the T-Mobile site on Bellevue School District property. He highlighted that the proposed new pole and antenna will feature a monopine design, which resembles the appearance of a tree.

City Manager Steve Burns thanked the DSC Committee for narrowing down the consultant for the Middle Housing project. He mentioned that city staff is finalizing the contract this week. Additionally, he reported that staff is working on the Park Board Work Plan and hoping to have it finalized at the September 16 Park Board meeting and then bring it forward to Council at the October meeting.

Burns also extended his appreciation to all the volunteers and staff who contributed to the success of Medina Days. Finally, he highlighted ongoing discussions with WSDOT, noting that they have made some improvements to the trail.

## 6. **CONSENT AGENDA**

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

### 6.1 July 2024, Check Register

**Recommendation:** Approve.

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

### 6.2 August 2024, Check Register

**Recommendation:** Approve.

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

### 6.3 Draft City Council Meeting Minutes of:

a) June 10, 2024; and

b) July 22, 2024.

**Recommendation:** Adopt minutes.

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

### 6.4 Executive Team Updated Job Descriptions - City Manager, City Clerk, Finance/HR Director, Public Works Director, Development Services Director, and Chief of Police

**Recommendation:** Approve.

**Staff Contacts:** Ryan Wagner Finance Director, Steve Burns City Manager

## 7. **LEGISLATIVE HEARING**

None.

## 8. **PUBLIC HEARING**

8.1 was moved to City Business as Agenda Item 9.4

## 9. **CITY BUSINESS**

### 9.1 American Towers Franchise Agreement Renewal Presentation

**Recommendation:** Discussion.

**Staff Contacts:** Stephen R. Burns, City Manager; Jennifer S. Robertson, City Attorney; Steven R. Wilcox, Development Services Director

City Manager introduced city consultant Tripp May, Shareholder and Managing Partner of Telecommunications Law Firm to present on the American Towers Franchise agreement renewal.

May gave a presentation on a proposed renewal for an expired franchise between the city and ATC Outdoor DAS LLC ("ATC"), which is set for a public hearing at the Council's meeting on September 23rd. He provided an overview of the background on the expired franchise, detailed the existing facilities, and outlined the relevant laws. The proposed renewal would enable ATC to continue its operations. Council asked questions and May responded.

By consensus, Council recognized audience attendee Heija Nunn to speak and ask questions on the proposed renewal. With permission from Mayor Rossman, May addressed her inquiries.

**ACTION:** Presentation and discussion only; no action taken.

## 9.2 Middle Housing Consultant Update

**Recommendation:** Discussion and direction.

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

Planning Manager Jonathan Kesler updated the Council on the Middle Housing Consultant, announcing that the city will partner with SCJ Alliance for the Middle Housing project. While the final contract details are still being finalized, the plan is for Project Manager Kirsten Peterson to attend and present at the Council meeting on Monday, September 23rd.

Kesler noted that he previously collaborated with Ms. Peterson on other projects. He highlighted her relevant projects and experience in working with other agencies that are similar in size to Medina.

Lastly, Kesler highlighted that SCJ's proposed scope of work aligns with Medina's objectives and adheres to the timeline and deliverables set forth by the Commerce grant. The project will be executed in four phases: Administrative and Project Management, Community Engagement, Drafting Middle Housing Development Regulation Amendments, and Amendment Adoption.

Council discussed, asked questions, and staff responded.

**ACTION:** Presentation and discussion only; no action taken.

## 9.3 Comp Plan Update

**Recommendation:** Discussion item only.

**Staff Contacts:** Jonathan Kesler, AICP, Planning Manager and Dane Jepsen, Planner, LDC Inc., Consultants

Planning Manager Jonathan Kesler introduced city consultant Dane Jepsen with LDC to present on the Comprehensive Plan update.

Jepsen presented an overview of comments from reviewing agencies to assist the city in revising the Draft Comprehensive Plan ahead of its adoption. He explained that the agency reviews are classified into three levels: State, Regional, and Local. LDC reviewed and compiled the feedback, identifying key action items for the city across several elements, including Chapter 1: Land Use, Chapter 2: Natural Environment, Chapter 4: Housing, Chapter 5: Transportation & Circulation, and Chapter 7: Capital Facilities. Council asked questions and Jepsen responded.

The Council directed staff to clarify the city's requirements related to the Wildland Urban Interface (WUI) and to categorize the necessary actions the city must take versus those that are discretionary.

**ACTION:** Presentation and discussion only; no action taken.

Without objections, Council added a brief Public Comment period. The following individual addressed the Council and LDC Consultant Dane Jepsen:

Heija Nunn spoke about affordable housing in Medina and proposed several creative approaches for the city to consider. She suggested asking the Department of Commerce if the city could collaborate with the Points Communities to develop transit-oriented higher-density housing. Nunn also recommended exploring options for seniors who currently benefit from the senior exemption, such as allowing them to add a second housing unit on their property to help them stay in their homes longer. Additionally, she mentioned providing incentives or creating cottage communities as potential solutions.

At this point, Council took a 10 minute break. The Council reconvened the regular meeting at 8:20 p.m.

9.4 Preliminary 2025 Budget Public Hearing

**Recommendation:** Discussion and direction.

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

Director of Finance and HR Ryan Wagner gave a presentation on the 2025 Preliminary Budget. He gave an overview of the 2019 Levy Lid Lift. He highlighted that both 2025 and 2026 are projected to have balanced budgets, while 2027 will mark the beginning of the "Gap Years," during which the city will rely on the Levy Stabilization and Contingency Funds for support.

Wagner also gave a timeline overview for the preliminary budget preparation, a summary of the proposed 2025 budget, and a recap of discussions from the recent budget retreat.

He announced that he will be sending the Council the budget workbook and accompanying memo by Monday of the upcoming week. Council asked questions and staff responded.

**ACTION:** Presentation and discussion only; no action taken.

9.5 Contract Change Order for additional Storm Water Improvements\_2024 ADA Improvements & Overlay

**Recommendation:** Approve.

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

Councilmember Garone asked staff if the grant was already approved, why the city needed a change order and if the city has the money for this project.

Staff clarified that this project will incur an additional cost of \$210,000. Public Works Director Ryan Osada received a \$130,000 stormwater grant for 2024 and 2025, which will help offset this expense. Additionally, the city allocated \$1.5 million this past year specifically for storm-related projects.

**ACTION:** Motion Garone to approve the contract change order for additional stormwater improvements. This was seconded by Johnston and carried by a 6:0 (Gokul absent) vote.

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. **EXECUTIVE SESSION**

Council moved into Executive Session for an estimated time of 15 minutes at 8:50 p.m. 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.

Council moved back into the regular meeting at 9:02 p.m.

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

13. **ADJOURNMENT**

Without objections, Council adjourned the regular meeting at 9:02 p.m.

Meeting minutes taken by Aimee Kellerman, City Clerk