



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person
Monday, September 11, 2023 – 5:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called to order the City Council meeting in the Medina Council Chambers at 5:02 p.m. Mayor Rossman also recognized that it was September 11 and in memory of the 9/11 events, she thanked first responders, rescue and recovery workers, emergency prep workers, and all those who put their lives on the line for the rest of us.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Cynthia Adkins - Online
Councilmember Jennifer Garone - Online (Offline at 7:00 p.m.)
Councilmember Harini Gokul - Online at 6:50 p.m.
Councilmember Mac Johnston
Councilmember Bob Zook

ABSENT

None

STAFF

Burns, Missall, Sass, Wagner, Osada, Wilcox, Keyser, Nations and Kellerman

2. APPROVAL OF MEETING AGENDA

ACTION: City Manager Steve Burns requested to pull Agenda Item 6.11 Resolution No. 436 Amending Financial Policies from the Consent Agenda for further review and changes by staff.

ACTION: By consensus, the meeting agenda was approved 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 Reports and announcements from Park Board, Planning Commission, Emergency Preparedness, and City Council.

Emergency Preparedness Chair Rosalie Gann thanked the police department for disseminating educational pamphlets and small emergency kits for children at both Seafair and Medina Days. She noted that September is National Emergency Preparedness Month. The next Emergency Preparedness meeting is scheduled for Wednesday, October 11 from 4:00 to 5:30 p.m. at City Hall and online.

Mayor Rossman recognized and thanked all the volunteers and staff that made Medina Days 2023 successful.

5. **CITY MANAGER'S REPORT**

Director of Development Services Steve Wilcox gave an update on permitting activities in Development Services. Wilcox reported that he will be bringing the mandatory 2021 State Building Code update to Council for adoption, once the State's updates are final. The State's updates were initially supposed to be finalized earlier this year and go into effect on July 1, 2023; however, it was delayed by the State due to some controversy regarding the energy code.

Police Chief Jeffrey Sass reported that Seafair and Medina Days was a great success. He noted that there are two possible donations to be made to the city to fund specific equipment for the police department. One is for \$9,000 for two FLIRs (Forward Looking Infrared) for the patrol cars. This would allow officers to detect images better at night, such as looking into the woods or in a body of water without any light since it detects heat. The second donation would be about \$40,000 for two additional speed signs for the city.

ACTION: Without objection Council directed staff to proceed with the two donations on the understanding that Council intends to approve a budget amendment to spend the money on the purposes on which the donors intend.

Director of Public Works Ryan Osada gave an update on Public Works projects in Medina. He reported that the city received five proposals for the city hall balcony replacements and that the city would be going out for a rebid, due to the fact that the contractors didn't understand the project. The city will be sending the project out to bid the week of September 18 with new plan designs.

Director of Finance and HR Ryan Wagner gave a brief update on the city's finances.

City Manager Steve Burns reported that T-Mobile pulled their application to install a small wireless facility in Medina Heights. T-Mobile has submitted a different application. To help support the city by properly managing and processing this and other applications that may be submitted in the future, City Manager Steve Burns and Director of Development Services Steve Wilcox researched possible professional advisors for the city. Telecom Law Firm out of California has submitted a proposal to staff for review and staff will report back to the Council at a future meeting.

As part of the Records Management project Central Services is working on, Mayor Rossman asked what process city staff was following in deciding what to shred and what to keep. Her question came in two parts: what are the legal minimum requirements and does city staff have a policy that we layer on top of the minimum requirements? City Clerk, Aimee Kellerman responded that the city does not have a different policy outside of the Washington State Archives CORE retention schedule for local governments. However, city staff is working with MG Consulting to develop a process to keep historical records. She also assured the Council that staff is double checking all boxes that are set for destruction to ensure that historical records are being preserved.

6. CONSENT AGENDA

ACTION: Motion Reeves second Johnston and carried by a 6:0 (Gokul absent) vote; Council approved the Consent Agenda except for Agenda Item 6.11, Resolution No. 436 Financial Policies Update, which was pulled for further review and changes.

- 6.1 July 2023, Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Director of Finance and HR
- 6.2 August 2023, Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Director of Finance and HR
- 6.3 Park Board Meeting Minutes of May 15, 2023
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk
- 6.4 Planning Commission Meeting Minutes of:
a) May 24, 2023; and
b) June 27, 2023.
Recommendation: Receive and file.
Staff Contact: Stephanie Keyser, AICP, Planning Manager
- 6.5 Draft City Council Meeting Minutes of:
a) June 12, 2023; and
b) July 10, 2023.
Recommendation: Adopt Minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk
- 6.6 Civil Service Commission 2022 Annual Report
Recommendation: Approve.
Staff Contact: Dawn Nations, Civil Service Secretary
- 6.7 Gas-Powered Leaf Blower Resolution
Recommendation: Adopt Resolution No. 435.
Staff Contacts: Stephen R. Burns, City Manager and Scott Missall, City Attorney
- 6.8 Upland Road Drainage Improvements
Recommendation: Approve.
Staff Contact: Ryan Osada, Public Works Director
- 6.9 Upland Road Overlay
Recommendation: Approve.
Staff Contact: Ryan Osada, Public Works Director
- 6.10 Confirmation of Appointment to the Medina Parks and Recreation Board
Recommendation: Confirm the appointment of Hayool Park as the Youth Advisor on the Medina Parks and Recreation Board.
Staff Contact: Aimee Kellerman, City Clerk on behalf of the Personnel Committee
- 6.11 Resolution No. 436 Amending Financial Policies, Adding Accounts Payable and Expanding EFT Policy.
Recommendation: Adopt Resolution No. 436.
Staff Contact: Ryan Wagner, Finance & HR Director

- 6.12 Ordinance Amending Section 8.04.160 of the Medina Municipal Code Regarding Work Hours for Professional Yard Maintenance and Landscaping
Recommendation: Adopt Ordinance No. 1021.
Staff Contacts: Stephen R. Burns, City Manager and Scott Missall, City Attorney

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

- 8.1 2024 Preliminary Budget Proposal
Recommendation: Discussion item only.
Staff Contact: Ryan Wagner, Director of Finance and HR

Director of Finance and HR Ryan Wagner gave a presentation on the preliminary 2024 budget. His update included the status of the 2019 levy lid lift (10-year long term financial plan for the city), 2024 budget summary, including anticipated revenue and expenditures. There are three key items that are requested for 2024, body worn cameras and leased tasers for the police department, plow truck and sprayer for Public Works, and a fuel-efficient vehicle for Development Services. Council and staff will hold a study session and budget deep dive on Monday, September 25th at 5:00 p.m. Council asked questions and staff responded.

Mayor Rossman opened the public hearing period. There were no speakers. Mayor Rossman closed the public hearing period.

ACTION: Discussion item only; no action taken.

9. **CITY BUSINESS**

- 9.1 Comprehensive Plan Update and Existing Conditions Report
Recommendation: Update only; no action needed.
Staff Contact: Stephanie Keyser, AICP, Planning Manger

Planning Manager Stephanie Keyser gave an update on the Comprehensive Plan. She assured Council that with the termination of the Crea contract, that the city will not fall behind on updating the Comprehensive Plan. She also reported that the city is eligible for a \$100,000.00 grant to do climate planning, that's associated with the Comprehensive Plan. The focus would have to be climate to resiliency. She will provide additional details at an upcoming Council meeting and will then request that Council direct staff apply for the grant which is due in October. She also reported that the city is eligible to apply for a \$35,000.00 grant for middle housing, which is due Friday, September 15. This grant is to help cities implement HB 1110 to support the development of middle housing by amending Comp Plans and developing regulations. To apply for the grant, Keyser requested a letter of commitment by the Mayor to be included with the grant application by the application deadline.

Council discussed, asked questions, and staff responded.

ACTION: Without objections, Council approved for staff to apply for the middle housing grant in the amount of \$35,000.00 with the help of the Mayor and staff as needed.

ACTION: Without objections, Council amended the agenda to move Agenda Item 9.3 City Manager Review as 9.2 and Tree Code Violations was moved to 9.3.

9.2 City Manager Review

Recommendation: Discussion and direction.

Staff Contact(s): Scott Missall, City Attorney and Jessica Rossman, Mayor

City Attorney Scott Missall gave a summary on the personnel committee's proposed changes to the review process for the City Manager review, which allows for more flexibility. The committee is working to streamline the review process and as the 2023 review process gets underway, the Personnel Committee, City Manager, and City Attorney may find that Resolution No. 411 needs further updates or modifications. If so, those changes will be brought back to the Council for further discussion and direction.

ACTION: Update only, no action taken.

9.3 E-Vehicle Helmet Law Discussion

Recommendation: Discussion and direction.

Staff Contact: Jeff Sass, Chief of Police

City Manager Steve Burns gave an update on the proposed e-vehicle helmet law. He noted three recommendations of changes as requested from public comment write-ins: 1) Clarify in 3(a) that riding on SR-520 trail is fine; 2) Remove 5(a) hours of operation; and 3) remove 6(a) mufflers.

Council discussed, asked questions and staff responded.

ACTION: Discussion and direction. Council requested that staff consider changes in number 3 - Use in Certain Areas, that trails be more defined, and revise the title of the ordinance encompass more than helmets, to include e-vehicles as well as define helmets.

ACTION: Without objections, Council amended the agenda to move Agenda Item 9.4 E-Vehicle Helmet Law Discussion as Agenda Item 9.3 and Tree Code Violations Text Amendment was moved to 9.4.

9.4 Proposed Tree Management Code Violations Section – Text Amendment

Recommendation: Discussion and direction.

Staff Contact: Steve Wilcox, Development Services Director

Director of Development Services Steve Wilcox gave a presentation on a proposal for tree removal violations. His proposal includes private and public property violations. Wilcox provided examples of the proposed violation costs. Council discussed, asked questions and staff responded.

The proposed next steps include sending the proposed changes to the Department of Commerce for a review which could take from 30 to 60 days. Following the Department of Commerce review, staff will bring an ordinance to the Council at a future meeting for discussion, direction and action.

ACTION: Discussion item only; no action taken. Staff will send the proposed changes to the Department of Commerce for review.

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

Councilmember Johnston requested that vacant homes be added to a future meeting. City Manager Burns reported that ghost homes is on Council's meeting calendar for the second meeting in October.

11. PUBLIC COMMENT

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

12. EXECUTIVE SESSION

Council moved into Executive Session at 7:45 p.m. for an estimated time of 25 minutes.

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.

The City Council moved back into the regular meeting at 8:08 p.m.

ACTION: No action was taken following the Executive Session.

13. ADJOURNMENT

By consensus, Council adjourned the regular meeting at 8:08 p.m.

Meeting minutes taken by:
Aimee Kellerman, City Clerk