



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person  
Medina City Hall – Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, January 13, 2025 – 5:00 PM**

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### MINUTES

#### 1. 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 5:00pm.

#### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen  
Councilmember Mac Johnston  
Councilmember Michael Luis  
Councilmember Heija Nunn  
Councilmember Harini Gokul (online at 5:03 pm) (in-person 5:48 pm to 7:54 pm) (online at 8:03 pm)

#### ABSENT

None

#### STAFF

Burns, Sass, Osada, Wilcox, Wagner, Nations, Kesler, Scott, Anderson, Gregory, Kilmer, and Kellerman

#### 2. APPROVAL OF MEETING AGENDA

Mayor Rossman announced the addition of a new agenda item, 4.4: Remembrance of Emergency Preparedness Committee Member Cy Humphries, and moved it up to Agenda Item 4.3. As a result, Reports and Presentations was shifted to Agenda Item 4.4.

In addition, the order of City Business items was revised as follows:

- NE 12th Street Landscape Update was moved up as Agenda Item 9.1
- City Right-of-Way Discussion was moved down as Agenda Item 9.2
- Middle Housing Update was moved down as Agenda 9.3

**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 Professional Excellence Award - Police Officer Roman Scott by Chief Jeffrey Sass

Medina Police Chief Jeffrey Sass presented a Professional Excellence award to Officer Roman Scott for his dedication and professional excellence in serving the city of Medina. Chief Sass highlighted Officer Scott's exceptional performance in various aspects of this job.

4.2 Introduction of Rob Kilmer as the City's Building Official

Steve Wilcox, Director of Development Services, introduced Rob Kilmer, who has been promoted from Deputy Building Official to Building Official, effective January 1, 2025. Kilmer gave a self-introduction highlighting his qualifications and experience.

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

Mayor Rossman introduced community member and former Council Member Bob Zook, who spoke in remembrance of long-time resident and dedicated community volunteer Cy Humphries, who passed away over the holidays. Zook shared heartfelt memories of Humphries and highlighted his impactful contributions to emergency preparedness and community service.

City Manager Steve Burns also paid tribute to Cy Humphries, emphasizing his technical expertise and dedication to emergency communications, which left a lasting legacy in the community.

Mayor Rossman expressed gratitude to St. Thomas Church for hosting the Community Forum on Middle Housing and to Kitchen and Market for providing refreshments. She also thanked Commissioners Julie Barrett and Mark Nelson for their efforts in ensuring the forum's success.

Planning Commission Chair Laura Bustamante reported that the Commission's last meeting on December 18 primarily focused on preparing materials for the Community Forum and the Community Survey on middle housing. She announced a special meeting scheduled for Thursday, January 16, 2025, at 6:00 PM to update Commissioners who were unable to attend the forum and further discuss middle housing.

Park Board Chair Barbara Moe shared the success of the Argosy Cruise Christmas Ships event held in December, noting its strong attendance despite the challenging weather. She also announced that the Park Board will finalize its 2025 event calendar at their next meeting and share it with the Council afterward.

Emergency Preparedness Chair Rosalie Gann thanked Bob Zook and City Manager Steve Burns for their tributes to Cy Humphries. She highlighted the importance of community engagement in emergency planning and reminded everyone of the upcoming Emergency Preparedness meeting on January 22.

City Manager Steve Burns announced his decision to retire early in June 2025, citing the toll the position has taken on him and his desire to prioritize his health. Reflecting on his tenure, Burns described his time as Chief of Police as "absolutely amazing" and shared his deep appreciation for the community. However, he noted that his three years as City Manager had been more challenging. Burns offered to provide an exit interview with the Council Personnel Committee and expressed heartfelt thanks to the staff for their support and dedication.

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

Given the heavy agenda, department directors submitted written reports for Council review. Councilmembers had the opportunity to ask questions which staff addressed.

Councilmember Nunn raised specific concerns about the T-Mobile monopine concealment proposal, questioning how the staff report will be framed when submitted to the hearing examiner. She emphasized the importance of public engagement and transparency in the decision-making process, urging staff to ensure the report reflects a strong, balanced perspective that considers both the Council's views and the community's sentiments. However, other Councilmembers expressed concerns about creating a false impression that the community has more influence over the outcome than it does.

City Attorney Jennifer Robertson clarified that the Council does not have the authority to direct staff on how to draft a staff report. She noted, however, that Councilmembers can encourage residents to review the project details and submit comments directly to the hearing examiner, where their input will carry more weight.

Mayor Rossman asked staff how to make the input from the first community forum more actionable. Planning Manager Jonathan Kesler and city consultant Kirsten Peterson explained that they are incorporating feedback from both the forum and the survey to refine the presentation for the upcoming community forum.

The Council also emphasized the need for a stronger call to action to encourage community members to complete the middle housing survey. They recommended that staff implement a prominent alert banner on the website to drive greater participation in the survey.

## 6. **CONSENT AGENDA**

**ACTION:** Motion Reeves second Johnston and carried by a 7:0 vote; Council approved the Consent Agenda as presented.

### 6.1 December 2024, Check Register

**Recommendation:** Approve.

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

- 6.2 Approved Park Board Meeting Minutes of September 16, 2024  
**Recommendation:** Receive and file.  
**Staff Contact:** Dawn Nations, Deputy City Clerk
- 6.3 Approved Planning Commission Meeting Minutes of:  
a) October 9, 2024;  
b) November 18, 2024; and  
c) December 5, 2024.  
**Recommendation:** Receive and file.  
**Staff Contact:** Rebecca Bennett, Development Services Coordinator
- 6.4 Draft City Council Meeting Minutes of:  
a) November 25, 2024; and  
b) December 9, 2024  
**Recommendation:** Adopt minutes.  
**Staff Contact:** Aimee Kellerman, CMC, City Clerk

## 7. **LEGISLATIVE HEARING**

None.

## 8. **PUBLIC HEARING**

None.

## 9. **CITY BUSINESS**

- 9.1 NE 12th Street Landscape Update  
**Recommendation:** Discussion and direction.  
**Staff Contact:** Ryan Osada, Director of Public Works

Mayor Rossman introduced the topic of the NE 12th Street landscape update. She suggested the Council listen to the staff presentation, compile key questions, and direct staff to address those questions in conjunction with broader discussions on city rights-of-way. The Council would then revisit the matter with additional information.

Director of Public Works Ryan Osada presented the preliminary design for the planters, outlining the project's history, the design process, and the proposed plant palette. Council members asked questions which staff addressed during the discussion.

**ACTION:** Motion Nunn to include feedback from Ryan Osada and the public in developing a comprehensive right-of-way strategy before making final decisions. However, the motion failed for a lack of a second.

Mayor Rossman opened the discussion to the public and the following individuals addressed the Council:

Louise Hall Reider urged the Council to streamline the project for greater cost efficiency while achieving a more serene aesthetic. She recommended incorporating evergreens to ensure year-round greenery and suggested forming a small subcommittee or focus group

to collaborate with the selected landscape architect and Public Works before proceeding to the next steps.

Dan Moore expressed support for the proposed plan, emphasizing the importance of selecting landscaping that reflects Medina's character.

Mark Nelson commented in support of the proposed plan.

**ACTION:** Council directed staff provide three options for the NE 12th Street landscaping plan, including a more streamlined, low-maintenance approach. Additionally, staff will need to prepare a report on the city's current rights-of-way status, including maintenance responsibilities and any issues or inconsistencies across different neighborhoods.

## 9.2 City Right of Way Discussion

**Recommendation:** Discussion and direction.

**Staff Contact:** Mayor Jessica Rossman, Ryan Osada, Public Works Director, Stephen R. Burns, City Manager, and Jennifer Robertson, City Attorney

Council discussed the city's rights-of-way, identifying key issues that needs to be addressed for long-term management and planning. The discussion includes the need for a clear vision and policy guidelines to guide future development and maintenance efforts. The following were identified as key issues:

- Right-of-ways encroachment
- Trash management and pet waste
- Walkable Medina
- Parking for Special Events/Parking Inventory
- Low Impact Development and Stormwater Management
- Undergrounding and Utilities
- Community Design (neighborhood identity/branding)

**ACTION:** By consensus, the Council directed staff to update the list to incorporate the newly identified issues, staff additions, and come back to Council with a suggestion on how to move forward.

## 9.3 Middle Housing Update

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

**Staff Contacts:** Jonathan G. Kesler, AICP – Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

Mayor Rossman introduced the Middle Housing discussion, emphasizing that the focus would be on the draft code for compliance with middle housing that is due to the Department of Commerce at the end of January. She also noted that the city attorney and Planning staff would provide individual briefings to Councilmembers over the next two weeks. Council will have the opportunity to ask policy-related questions when the draft code returns for a second review.

SCJ Alliance Consultant, Kirsten Peterson provided an overview of the gap analysis and the proposed code amendments. Council discussed the proposed changes, asked questions, and Peterson responded.

**ACTION:** Discussion only; no action taken.

- 9.4 2025 Council Retreat Discussion  
**Recommendation:** Discussion and direction.  
**Staff Contact:** Stephen R. Burns, City Manager

City Manager Steve Burns reported that he will be working on securing a facilitator for the Council Retreat and asked for additional direction for planning.

**ACTION:** Council directed staff to work with a facilitator prioritizing visioning, long-term goals, and strategy over roles and responsibilities.

- 9.5 Medina Legislative Priorities Agenda Update  
**Recommendation:** Discussion.  
**Staff Contact:** Stephen R. Burns, City Manager

City Manager Burns gave a brief status update of the Legislative Priorities agenda. He will be meeting with Councilmember Nunn to finalize and will present it to Council for discussion at the January 27 City Council meeting.

**ACTION:** Update only; no action taken.

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

Mayor Rossman shared that the Medina Elementary School Robotics team recently contacted her, seeking the opportunity to engage with Councilmembers regarding their presentation. Due to the short timeline of their request, Mayor Rossman will forward the information to the Council and encourage members to attend if they are available.

Councilmember Nunn requested to add Solid Waste and Park Memorials and how to manage requests to a future agenda. Additionally, she requested information on safety in regard to business licenses and whether there would be impacts on safety on petty crime or property crime in the city. Lastly, she asked for clarification on if the city distinguishes between e-bikes and e-motorbikes for citation purposes like the city of Mercer Island.

Mayor Rossman asked Chief Sass to address e-bikes and e-motorbikes at a future meeting under the City Manager's Report.

Mayor Rossman also asked Director of Finance and HR, Ryan Wagner to include a discussion on public safety implications when the business license discussion comes to Council.

Lastly, Mayor Rossman requested that staff add Park Memorials as a separate agenda item, outside of the Park Board Work Plan, due to increased interest from the Council.

11. **PUBLIC COMMENT**

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

**12. EXECUTIVE SESSIONS**

Council moved in Executive Session for an estimated time of 20 minutes under the following RCW:

RCW 42.30.140(4)(a)

Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Council reconvened back into the regular meeting and announced they would move back in Executive Session for an estimated time of 15 minutes under the following RCW:

RCW 42.30.110(1)(g)

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW **42.30.140(4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

Council moved back into the regular meeting for adjournment at 9:48 p.m.

**ACTION:** No action was taken following the Executive Sessions.

**13. ADJOURNMENT**

By consensus, Council adjourned the regular meeting at 9:50 p.m.

Meeting minutes taken by Aimee Kellerman, CMC, City Clerk