



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person  
Medina City Hall – Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, February 10, 2025 – 5:00 PM**

---

### MINUTES

#### 1. **REGULAR MEETING - CALL TO ORDER / ROLL CALL**

Mayor Rossman called the regular meeting to order in the Medina Council Chambers at 5:00 PM.

##### PRESENT

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

##### ABSENT

None

##### STAFF

Burns, Robertson, Kesler, Sass, Osada, Wilcox, Wagner, Kellerman

#### 2. **APPROVAL OF MEETING AGENDA**

Mayor Rossman announced that Executive Session 1 regarding RCW 42.30.140 (4)(a) was removed from the agenda.

**ACTION:** By consensus, the meeting agenda was approved as amended.

#### 3. **PUBLIC COMMENT PERIOD**

Mayor Rossman opened the public comment period. The following individuals addressed the Council:

Alex Tsimertman commented on the impacts of the Indian community in Bellevue, expressing concerns about crime and cultural differences.

William Reeves commented on a permitted project allowing the removal of four healthy legacy trees. He urged the city to compare current canopy cover with the 2015 study to assess net loss. He suggested that the City Council consider requiring at least 20% tree preservation on-site, incentivizing the protection of large trees outside the building envelope, removing dwarf cultivars from the approved tree list, and strengthening replacement requirements, as saplings don't offset the loss of mature trees. He also suggested incentives for homeowners to preserve large trees and groves, emphasizing the need for stronger protection against deforestation.

Heija Nunn urged the council to create meaningful opportunities for residents to feel heard and encouraged council members to actively elevate community voices in everyday conversations.

With no other speakers, Mayor Rossman closed the public comment period.

#### **4. PRESENTATIONS**

##### **4.1 Legislative Update and Check-in by Soundview Strategies by Jennifer Ziegler**

Jennifer Ziegler, a consultant with Soundview Strategies, presented an overview of the legislative session, highlighting key changes and insights from the 2024 election. She addressed the state's budget outlook, noting a significant general fund shortfall and the governor's directive for 6% agency budget cuts. Ziegler also outlined challenges in the transportation budget, including a billion-dollar deficit and rising project costs due to inflation. Additionally, she reviewed housing legislation, such as lot-splitting and transit-oriented development bills, and raised concerns about the Department of Commerce's guidance on implementing the middle housing and accessory dwelling unit bills.

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

Director of Public Works Ryan Osada reported that the Park Board has finalized its 2025 event calendar, including scheduling the annual Easter Egg Hunt for the Saturday before spring break. He will provide the Council with the full calendar of events.

Planning Commission Chair Laura Bustamante reported that the commission met on January 28. SCJ Alliance provided an update on the community forums and preliminary survey results. City Attorney Jennifer Robertson introduced proposed code revisions for unit lot subdivisions and zero lot line ordinances. Planning Manager Jonathan Kesler highlighted key priorities for the year, including updates to the critical areas ordinance and development code revisions tied to the Comprehensive Plan, in addition to ongoing discussions on middle housing.

Emergency Preparedness Chair Rosalie Gann reported that the committee met on January 22nd. The meeting featured two guest speakers from Puget Sound Energy, who provided insights into the recent cyclone bomb. They discussed their response process, prioritization strategies, and answered questions from the committee.

Mayor Rossman reported that the Personnel met to discuss the City Manager recruitment but deferred further details to Agenda Item 9.1 for efficiency. She also expressed appreciation for Ryan Wagner's leadership in the Finance Committee, which began

reviewing salary structures to better understand the compensation landscape for the recruitment process. Additionally, the committee initiated discussions on the Comprehensive Plan, budget overages, and requested further information, scheduling follow-up meetings for a more in-depth review.

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

Director of Development Services Steve Wilcox reported that American Tower Co. has submitted permit applications to modify antennas on ten existing poles within the Medina public right-of-way. Notably, ATC is also seeking to install new electric meter posts adjacent to each of these poles. The city is currently reviewing this request in accordance with the Municipal Code.

Director of Finance and HR Ryan Wagner provided an update on the city's financial status, highlighting key expenditures from the 13th month, the unaudited year-end 2024 financials, and investment earnings.

Director of Public Works Ryan Osada provided an update on two ongoing projects. The first, a stormwater project, is currently awaiting Puget Sound Energy (PSE) to relocate their service lines before the city can proceed with connecting the storm pipes. The second project, the City Hall deck replacement, is fully usable, but the final painting will be completed once the weather improves, likely in April.

Medina Police Chief Sass provided an update on the recent community forum with the police department. While attendance was lower than expected, he expressed appreciation to Mayor Rossman and Councilmember Nunn for attending and livestreaming the event. The forum provided an opportunity to engage with the community, answer questions, and clarify key topics. Chief Sass also announced that *Coffee with the Chief* is scheduled for Wednesday, February 19, at 7:00 AM at City Hall.

City Manager Steve Burns provided an update on scheduling the City Council retreat and the process of selecting a facilitator. He noted that most facilitators he spoke with require approximately eight weeks to prepare a comprehensive presentation. Councilmembers Brazen and Nunn have been appointed to conduct facilitator interviews and will present a recommendation to the Council upon completion.

## 6. **CONSENT AGENDA**

**ACTION:** Councilmember Reeves moved to approve the Consent Agenda as presented. The motion was seconded by Councilmember Gokul and passed unanimously with a 7-0 vote.

- 6.1 January 2025 Check Register  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Wagner, Finance Director
- 6.2 13th Month - Check Register  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Wagner, Finance/HR Director

- 6.3 Approved Park Board Meeting Minutes of November 18, 2024  
**Recommendation:** Receive and file.  
**Staff Contact:** Dawn Nations, Deputy City Clerk
- 6.4 Approved Planning Commission Meeting Minutes of January 16, 2025  
**Recommendation:** Receive and file.  
**Staff Contact:** Rebecca Bennett, Development Services Coordinator
- 6.5 Draft City Council Meeting Minutes of:  
a) January 13, 2025; and  
b) January 27, 2025.  
**Recommendation:** Adopt minutes.  
**Staff Contact:** Aimee Kellerman, CMC, City Clerk
- 6.6 Medina Council Legislative Priorities Agenda  
**Recommendation:** Adopt.  
**Staff Contact:** Stephen R. Burns, City Manager

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

- 9.1 City Manager Recruitment  
**Recommendation:** Discussion and direction.  
**Staff Contacts:** Ryan Wagner, Finance/HR Director and Charlotte Archer, Assistant City Attorney

Director of Finance and Human Resources Ryan Wagner gave a presentation on the City Manager recruitment process, outlining the timeline, the selected recruitment firm, and the next steps. The personnel committee chose GMP Consulting as the recruiting firm, and over the next week, Wagner, the committee, and GMP will work on finalizing the recruitment ad to be published as soon as possible. Future meetings will address key aspects of the process, including approving the job description and conducting public outreach. Council members asked questions, and staff responded.

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

- 9.2 Middle Housing Update  
**Recommendation:** Discussion only; no action needed.  
**Staff Contact(s):** Jonathan G. Kesler, AICP – Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

Planning Manager Jonathan Kesler provided a brief introduction to the Middle Housing update, followed by SCJ Alliance consultant Kirsten Peterson, who shared an update on

the community survey. SCJ Alliance will present the Council with a complete set of responses to the open-ended survey questions, along with a summary of key findings.

Peterson also noted that SCJ Alliance is assisting the city in navigating the adoption process for the middle housing ordinance, ensuring compliance with state regulations. The survey results are expected to help identify key topics closely related to the ordinance. City staff, consultants, and the city attorney continue working toward the June 30 deadline. Council asked questions, and staff responded.

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

#### 9.3 City Right of Way Policy Discussion

**Recommendation:** Discussion and direction.

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

City Attorney Jennifer Robertson gave an overview of the City Right of Way Policy discussion. The presentation included a plan to create a vision and a process that staff estimates to take approximately 18 to 24 months to do all of the work. Council was asked to provide input on both the process and the key issues. Council discussed, asked questions, and staff responded.

**ACTION:** By consensus, Council directed staff to move forward with the "What is" phase. Additionally, Council directed staff to pause the Evergreen Point Road sidewalk project, pending this work.

#### 9.4 NE 12th Street Landscape Options

**Recommendation:** Discussion and direction.

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

Director of Public Works Ryan Osada presented four options for landscaping NE 12th Street, including costs for plantings, irrigation, and maintenance. Council discussed the options, asked questions and staff responded.

**ACTION:** Councilmember Nunn moved that the city provide plantings and a water connection. The motion was seconded by Councilmember Johnston.

**ACTION:** Councilmember Nunn withdrew the motion.

**ACTION:** Councilmember Nunn moved that the city present Option 2 to the homeowners on NE 12th Street. Under this option, the city would install the plantings in time for the spring growing season and assist homeowners in connecting to their water system. Homeowners would agree to water the plants according to a recommended schedule. The motion was seconded by Councilmember Johnston.

**ACTION:** Councilmember Nunn introduced a substitute motion for the city to provide plantings to the homeowners on NE 12th Street. The motion was seconded by Councilmember Johnston.

**ACTION:** Councilmember Brazen moved to amend the motion, directing staff to meet with homeowners to discuss plant selection and maintenance responsibilities and bring the

matter back to the Council for final approval. The motion was seconded by Councilmember Johnston.

**ACTION:** Council approved the overall motion by a vote of 7-0.

Council took brief 10-minute break.

**ACTION:** Councilmember Johnston moved to defer items 9.5 and 9.6 to the March meeting. The motion was seconded by Councilmember Gokul and approved by a 7-0 vote.

9.5 Viewpoint Park Parking Stalls

**Recommendation:** Discussion and direction.

**Staff Contacts:** Jeff Sass, Police Chief and Stephen R. Burns, City Manager

9.6 Medina Park Memorial Donation

**Recommendation:** Discussion and direction.

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

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

- a) Requests for future agenda items.
- b) Council round table.

None.

11. **PUBLIC COMMENT**

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

Mark Nelson noted that Mercer Island referred to its Middle Housing Code as the "Interim Middle Housing Code" and suggested that Medina could adopt a similar approach. This would give the city time to evaluate what is working, identify any gaps, and make necessary adjustments before finalizing the code. Nelson also commented on the mailboxes along Evergreen Point Road, observing that they appear to be placed randomly. He expressed a desire for more consistency in their design.

With no other speakers, public comments was closed.

12. **EXECUTIVE SESSIONS**

~~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.~~

The Council entered Executive Session at 8:55 p.m. for an estimated 15 minutes and will adjourn directly afterward.

RCW 42.30.110(1)(b)

To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

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

**13. ADJOURNMENT**

Council adjourned at 9:03 p.m.

Meeting Minutes taken by Aimee Kellerman, CMC, City Clerk