



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person  
Monday, December 11, 2023 – 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 5:00 p.m.

##### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Cynthia Adkins (left at 7:10 PM)  
Councilmember Jennifer Garone  
Councilmember Harini Gokul (left at 8:06 PM)  
Councilmember Mac Johnston  
Councilmember Bob Zook

##### ABSENT

None

##### STAFF

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

#### 2. APPROVAL OF MEETING AGENDA

Mayor Rossman amended the recommendation for Agenda Item 6.4 to read "Approve."

**ACTION:** By consensus, 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 Reports and announcements from Park Board, Planning Commission, Emergency Preparedness, and City Council.

City Manager Steve Burns reported that the Argosy Cruise Christmas Ships will be at Medina Beach Park on Friday, December 22nd arriving at 5:35 p.m. This is hosted by the Medina Parks and Recreation Board.

Planning Commission Chair Laura Bustamante reported that at the last Planning Commission meeting, Planning Commission discussed the resignation of the Planning Manager and the status of the Comprehensive Plan.

Emergency Preparedness Chair Rosalie Gann reported that former Emergency Preparedness leaders Doug Dicharry and Kay Koelemay will be moving out of the state in early 2024 and she recognized and thanked them for their contributions over the years.

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

Director of Finance and HR Ryan Wagner reported that the city purchased a new snow plow truck. Assistant Director of Finance Tsz Yan Brady resigned her position from the city to take a full-time position.

Police Chief Jeff Sass gave an update on parking signs at Fairweather Park. He also gave an update on fraud activities throughout the nation.

Director of Public Works Ryan Osada gave an update on the stormdrains and flooding in the city. He noted that the city met the required 80 percent stormwater inspection program the second year in a row.

City Manager Steve Burns reported he will start the City Council's Retreat planning at the beginning of 2024. He also recognized and thanked retiring City Attorney Scott Missall for his years of service to the city.

#### 6. **CONSENT AGENDA**

**ACTION:** Motion Zook second Gokul and carried by a 7:0 vote; Council approved the Consent Agenda as amended.

- 6.1 November 2023, Check Register  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Wagner, Finance and HR Director
- 6.2 Park Board Minutes of September 18, 2023  
**Recommendation:** Receive and file.  
**Staff Contact:** Dawn Nations, Deputy City Clerk
- 6.3 Draft City Council Meeting Minutes of:  
a) November 11, 2023; and  
b) November 27, 2023.

**Recommendation:** Adopt minutes.

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

6.4 Council Projects - Timeline and Protocols

**Recommendation:** Discussion and direction.

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

6.5 Park Board Appointment Confirmation

**Recommendation:** Approve.

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

6.6 Upland Road Drainage Improvements - Change Order #002

**Recommendation:** Approve.

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

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

8.1 Street Vacation ROW Moratorium

**Recommendation:** Discussion and direction.

**Staff Contacts:** Stephen R. Burns, City Manager; Scott Missall, City Attorney

City Attorney Scott Missall gave an introduction of the street vacation moratorium. With the goal of the moratorium to enable the Council and staff to review the situation, understand what the issues are and study the city's current policies, determine whether the city should adopt new policies and what they should be.

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

Rosalie Gann commented on the street vacation moratorium and proposed the following suggestions for the city to consider. On a process level, she suggested that the City Council create requirements to increase transparency and timely communication with neighbors. Residents should not have to submit a public records request to find out about an issue that has the potential to impact their neighborhood. She asked Council to consider a similar process to construction proposals that are sent out via direct mail and placards onsite. On a policy level, she requested that Council consider before selling Medina city-owned land, that Council seriously and meticulously anticipate adverse, long-term, and unintended consequences of the sale of the city's collective land. Council discussed, asked questions, and staff responded.

John Fischer commented in support of street vacation right-of-way moratorium.

With no further comments, Mayor Rossman closed the public comment period.

**ACTION:** Zook second Gokul to direct the staff to prepare a workplan as to issues and options for right-of-way management for future Council review and discussion and

prepare a final workplan for review and adoption prior to April 23, 2024. Motion carried by a 7:0 vote.

In addition, Council directed staff to take into consideration the above comments made by resident Rosalie Gann.

## **9. CITY BUSINESS**

### 9.1 NE 12th Street Sidewalk Project Update

**Recommendation:** Approve.

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

Director of Public Works Ryan Osada gave a presentation on the NE 12 Street sidewalk project. Council asked questions and staff responded.

**ACTION:** Motion Johnston to approve the final plans and authorize the Public Works Director to advertise for bids. This was seconded by Zook and carried by 7:0 vote.

### 9.2 City Recruitment Update

**Recommendation:** Discussion item only.

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

City Manager Steve Burns gave a brief update on the city's recruitment efforts for vacancies in city staff as well as a new contract city attorney.

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

### 9.3 2023 Budget Amendment

**Recommendation:** Adopt Ordinance No. 1023.

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

Director Ryan Wagner gave a brief overview of the 2023 budget amendment. Council discussed, asked questions and staff responded.

Council directed staff to refer the contingency fund discussion to the Finance Committee in the first quarter of 2024.

**ACTION:** Motion Reeves second Zook and carried by 7:0 vote; Council adopted Ordinance No. 1023 approving the 2023 budget amendment.

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

Councilmember Garone thanked the current and outgoing Council members for their leadership and for collaborating as a team throughout their term.

## **11. PUBLIC COMMENT**

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

At this point, Council took a brief recess. Council reconvened the regular meeting and moved into Executive Session at 7:10 p.m. for an estimated time of one-hour.

**12. EXECUTIVE SESSION**

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 reconvened into the regular meeting at 8:10 p.m.

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

**13. ADJOURNMENT**

By consensus, Council adjourned the regular meeting at 8:11 p.m.

Meeting Minutes taken by: Aimee Kellerman, City Clerk