



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person  
Monday, November 13, 2023 – 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 5:02 p.m.

##### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Cynthia Adkins - Online  
Councilmember Jennifer Garone  
Councilmember Harini Gokul  
Councilmember Mac Johnston  
Councilmember Bob Zook

##### ABSENT

None

##### STAFF

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

#### 2. APPROVAL OF MEETING AGENDA

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

#### 3. PUBLIC COMMENT PERIOD

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

#### 4. PRESENTATIONS

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

Director of Public Works Ryan Osada reported that the Park Board met for their fall planting of Salal at Fairweather Park. The Argosy Christmas ships will be coming to Medina Beach Park on Friday, December 22nd at 5:35 p.m.

Planning Commission Chair Laura Bustamante commented that if the City Council meets and discusses the Comprehensive Plan Housing and Community Design elements at their November 27th meeting, then the Planning Commission will discuss and respond to it at their December meeting.

Emergency Preparedness Chair Rosalie Gann gave an update from the last Emergency Preparedness meeting.

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

Director of Development Services Steve Wilcox thanked his staff for stepping up and helping with additional work with the recent departure of the Planning Manager.

Director of Public Works Ryan Osada gave a brief update on the deck replacement at city hall. The schedule will be amended due to weather conditions.

Police Chief Jeffrey Sass gave an update on the city's house watch program. He also reported that both donations to the city for FLIR's and two additional speed signs have been received and the city has moved forward with the purchases.

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

City Manager Steve Burns reported that city received a level one credentialing from WCIA for risk management. He also reported that the four points communities selected John McCullough from McCullough Hill, PLLC to represent the communities in the WSDOT lid maintenance negotiations. Lastly, he reported that the City's volunteer and employee luncheon is tentatively scheduled for Thursday, December 7th. The city did not budget for this in 2023; however, it is budgeted for 2024. He requested for Council direction for this event.

**ACTION:** Motion Johnston second Garone to amend the budget to authorize expenditures from the Legislative Services in an amount not to exceed \$5,000.00 for the City's volunteer and employee appreciation lunch. Motion carried by a 7:0 vote.

## 6. **CONSENT AGENDA**

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

### 6.1 October 2023, Check Register

**Recommendation:** Approve.

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

### 6.2 Planning Commission Meeting Minutes of September 26, 2023

**Recommendation:** Receive and file.

**Staff Contact:** Rebecca Bennett, Development Services Coordinator

### 6.3 Draft City Council Meeting Minutes of:

a) October 9, 2023; and

b) October 23, 2023.

**Recommendation:** Adopt minutes.

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

6.4 Resolution Accepting Donation – Adding Two Additional Digital Speed Signs for the City  
**Recommendation:** Adopt Resolution No. 439.  
**Staff Contact:** Jeffrey R. Sass, Chief of Police

6.5 Contract Change Order No. 1 – Approving Upland Road Drainage Improvements  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Osada, Public Works Director

## **7. LEGISLATIVE HEARING**

None.

## **8. PUBLIC HEARING**

8.1 2024 Final Budget and Salary Schedule  
**Recommendation:** Adopt 2024 Budget Ordinance No. 1022.  
**Staff Contact:** Ryan Wagner, Finance Director

Director of Finance and HR Ryan Wagner gave a brief summary of the the proposed budget and changes since the last meeting. Council discussed, asked questions and staff responded.

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

**ACTION:** Motion Reeves second Zook and carried by 7:0 vote; Council adopted Ordinance No. 1022 approving the 2024 Budget and setting the 2024 salary schedule.

8.2 2024 Property Tax Levy Resolution  
**Recommendation:** Adopt Resolution No.440.  
**Staff Contact:** Ryan Wagner, Finance Director

Director of Finance and HR Ryan Wagner gave a brief summary of the 2024 Property Tax Levy. Council discussed, asked questins and staff responded.

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

**ACTION:** Motion Johnston second Zook and carried by a 7:0 vote; Council adopted Resolution No. 440.

## **9. CITY BUSINESS**

9.1 Council Projects - Timeline and Protocols  
**Recommendation:** Discussion and direction.  
**Staff Contact:** Stephen R. Burns, City Manager

City Manager Steve Burns gave a brief summary of the proposed updated Agenda Bill that provides more details on projects that are presented to Council at meetings.

**ACTION:** Council directed staff to update the Agenda Bill to include metrics of success and stakeholders and add to the December agenda under Consent for approval.

9.2 Planning Manager Recruitment Process

**Recommendation:** Discussion and direction.

**Staff Contacts:** Stephen R. Burns, City Manager, Mayor Jessica Rossman, Deputy Mayor Randy Reeves

Mayor Rossman gave an introduction and historical background on Council's involvement of the hiring process of staff.

Director of Development Services Steve Wilcox provided background on the Planning Manager's job description and how the original position was created. He noted that the current job posting is the same as it was five years ago when we hired the last Planning Manager. Council discussed, asked questions, and staff responded.

**ACTION:** Council directed staff to come back to Council at the December meeting with a recruitment update and potential options, in addition of hiring a planner, to include the cost savings or increase for use of a land use attorney and consultants.

9.3 City Attorney Request for Proposal (RFP)

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

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

Mayor Rossman gave brief introduction of the Request for Proposal (RFP) and asked for feedback from Council on the proposal. Council discussed, asked questions and staff responded.

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

9.4 Solid Waste Services Update

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

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

City Manager Steve Burns gave an update on moving to weekly recycling, including composting. Staff will invite Wendy Weiker from Republic Services to give a presentation to Council as well as work on a survey to send out to the community the first quarter of 2024.

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

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

Councilmember Zook requested an update on 520 Bridge Noise.

**11. PUBLIC COMMENT**

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

Council took a brief break at 7:56 p.m. The full Council reconvened into the regular meeting at 8:06 p.m.

**12. EXECUTIVE SESSION**

Council moved into Executive Session for an estimated time of 40 minutes at 8:07 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.

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.

**ACTION:** Council extended the Executive Session at 8:47 p.m. for an additional 20 minutes.

**ACTION:** Motion Johnston to approve the City Manager's 2023 annual review as presented. This was seconded by Gokul and carried by 7:0 vote.

**13. ADJOURNMENT**

By consensus, Council adjourned the regular meeting at 9:07 p.m.

Meeting Minutes taken by: Aimee Kellerman, City Clerk