



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL CITY COUNCIL MEETING

Virtual/Online

Monday, December 13, 2021 – 4:00 PM

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### MINUTES

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

Council Members Adkins, Frey, Garone, Gokul, Morcos, Rossman and Zook

Mayor Rossman called the regular meeting to order at 4:00 p.m. via MS Teams.

#### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Cynthia Adkins  
Councilmember Roger Frey  
Councilmember Jennifer Garone  
Councilmember Harini Gokul (online at 5:02 p.m.)  
Councilmember Alex Morcos  
Councilmember Bob Zook (online at 4:20 p.m.)

#### ABSENT

None.

#### STAFF PRESENT

Michael Sauerwein, Scott Missall, Steve Burns, Pat, Crickmore, Ryan Osada, Steve Wilcox, Stephanie Keyser, Julie Ketter, Dawn Nations, Aimee Kellerman

#### 2. APPROVAL OF MEETING AGENDA

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, public comment was closed.

#### 4. PRESENTATIONS

##### 4.1 Swearing In of New Council Members.

City Clerk Aimee Kellerman administered the Oath and Affirmations of Office to Jennifer Garone, Jessica Rossman, Mac Johnston, and Randy Reeves.

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

Director of Public Works, Ryan Osada reported that the city received the new playground equipment for Medina Park. The project is scheduled to move forward in the spring.

Director of Development Services, Steve Wilcox reported the Planning Commission is ready to bring the tree code discussion forward to Council. He also reported that Planning Manager, Stephanie Keyser was successful in achieving a grant in the amount of twelve thousand and thirty dollars (\$12,030.00) for the Shoreline Master Program.

Police Chief, Steve Burns reported that Captain Sass and Emergency Preparedness Chair Rosalie Gann are preparing the agenda for the January meeting which should be coming out about the first week in the new year.

## 5. **CONSENT AGENDA**

**ACTION:** Motion Garone second Morcos and carried by 5:0 (Gokul and Zook absent) vote; Council approved the Consent Agenda with the exception of Agenda Item 5.4 Draft October 11, 2021, Meeting Minutes, which was pulled for review and corrections. This item will come back in January, 2022 for action.

- 5.1 Check Register, November 2021

**Recommendation:** Approve.

**Staff Contact:** Julie Ketter, Finance Director

- 5.2 Approved October 18, 2021 Park Board Meeting Minutes

**Recommendation:** Receive and file.

**Staff Contact:** Dawn Nations, Deputy City Clerk

- 5.3 Approved October 19, 2021 Planning Commission Meeting Minutes

**Recommendation:** Receive and file.

**Staff Contact:** Stephanie Keyser, AICP, Planning Manager

- 5.4 DRAFT Meeting Minutes of October 11, 2021

**Recommendation:** Adopt Minutes.

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

- 5.5 Resolution Authorizing the City Manager to Enter into a Contract Second Amendment with PC Specialist, Inc. dba Technology Integration Group

**Recommendation:** Adopt Resolution No. 422.

**Staff Contacts:** Emily Miner, Assistant City Attorney and Aimee Kellerman, CMC, City Clerk

- 5.6 Ordinance Amending 2021 Budget

**Recommendation:** Adopt Ordinance No. 1004.

**Staff Contacts:** Julie Ketter, Finance & HR Director; Michael Sauerwein, City Manager

- 5.7 Ordinance Approving New MMC Chapter 12.26 Addressing Exclusion and Trespass on City Property

**Recommendation:** Adopt Ordinance No. 1006.

**Staff Contact:** Steve Burns, Police Chief

- 5.8 Ordinance Approving Upland Road Street Vacation Adjacent to Liang property

**Recommendation:** Adopt Ordinance No. 1007.

**Staff Contact:** Scott Missall, City Attorney and Stephanie Keysers, Planning Manager

- 5.9 City of Medina Personnel Guidelines Amendment

**Recommendation:** Approve.

**Staff Contact:** Julie Ketter, Finance/HR Director, Michael Sauerwein, City Manager

- 5.10 Sound Cities Association (SCA) Board Elections - North Caucus

**Recommendation:** Approve.

**Staff Contacts:** Michael Sauerwein, City Manager and Jessica Rossman, Mayor

## **6. LEGISLATIVE HEARING**

None.

## **7. PUBLIC HEARING**

- 7.1 Tree Code Update

**Recommendation:** Cancel public hearing and re-notice it for a future date.

**Staff Contact:** Stephanie Keyser, Planning Manager

**ACTION:** Motion Adkins second Garone to remove the public hearing from the agenda and re-notice for a future date.

## **8. CITY BUSINESS**

- 8.1 Approve 2021 City Manager Review

**Recommendation:** Approve.

**Staff Contact:** Julie Ketter, Finance and HR Director

Mayor Rossman reported that Council completed a review of the City Manager for 2021.

**ACTION:** Motion Adkins second Garone and carried by a 5:0 (Gokul and Zook absent); Council approved the City Manager's 2021 Review as proposed.

- 8.2 Management Transition Plan (MTP)

**Recommendation:** Discussion, direction and Executive Session.

**Staff Contact:** Scott Missall, City Attorney

City Attorney Scott Missall gave a brief introduction of the Management Transition Plan (MTP), a plan created by the city attorney and the City Council Personnel Committee following the resignation of City Manager, Michael Sauerwein on December 3, 2021. The two principal topics and potential action needed are: 1) to appoint an Interim City Manager and 2) to consider and adopt the Management Transition Plan that was included with the packet.

Council moved into Executive Session at 4:31 p.m. for an estimated time of 30 minutes.

**9. EXECUTIVE SESSION**

City Council may take action.

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:** Motion Adkins to appoint Chief Steve Burns to serve as Medina's Interim City Manager commencing with Michael's departure and in effect, until the City Council selects and appoints a regular city manager. Steve and Michael are directed to work together beginning as soon as feasible, through Michael's last day with the city to help ensure a smooth transition and continuation of city business and staff operations. Chief Burns will continue to receive his current salary as set forth in the city's 2022 budget and will receive additional compensation while serving as the Interim City Manager in an amount to be set by Council in the first quarter of 2022 with retroactive effect to his first day as Interim City Manager and requested that staff schedule a discussion of the same on the City Council's regular or special meetings during the first quarter of 2022 to ensure a prompt decision on the same. This was seconded by Morcos.

Council discussed the motion further.

**ACTION:** Council Member Zook proposed a friendly amendment to the compensation to state "it may increase." Both Adkins and Morcos supported the proposed amendment.

**ACTION:** Motion Adkins to appoint Chief Steve Burns to serve as Medina's Interim City Manager commencing with Michael's departure and in effect until the City Council selects and appoints a regular city manager. Steve and Michael are directed to work together beginning as soon as feasible, through Michael's last day with the city, to help ensure a smooth transition and continuation of city business and staff operations. Chief Burns will continue to receive his current salary as set forth in the city's 2022 budget and *may receive additional compensation* while serving as the Interim City Manager in an amount to be set by Council in the first quarter of 2022 with retroactive effect to his first day as Interim City Manager, and City staff are directed to schedule a discussion of the same on the City Council's regular or special meetings during the first quarter of 2022 to ensure a prompt decision on the same. This was seconded by Morcos. Motion carried 6:0 (Gokul absent).

**10. CITY MANAGER'S REPORT**

Police, Development Services, Finance, Central Services, Public Works, City Attorney

Written reports were provided. Council asked questions and staff responded.

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

None.

12. **PUBLIC COMMENT**

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


13. **ADJOURNMENT**

By consensus, Council adjourned the regular meeting at 5:20 p.m.



Jessica Rossman, Mayor

Attest:



Aimee Kellerman, City Clerk