



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person  
Monday, October 09, 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 5:01 p.m.

##### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Cynthia Adkins - Online  
Councilmember Jennifer Garone  
Councilmember Harini Gokul - In-person at 5:43 p.m.  
Councilmember Mac Johnston

##### ABSENT

Councilmember Bob Zook

##### STAFF

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

#### 2. APPROVAL OF MEETING AGENDA

City Manager Steve Burns requested to pull Agenda Item 9.1 Comprehensive Plan Update due to the absence of staff and move it to the October 23, 2023 City Council meeting.

City Attorney Scott Missall requested to add an Executive Session as Agenda Item 12 under RCW 42.30.110(1)(i) Potential Litigation.

**ACTION:** Without objections, Council approved the meeting agenda as amended. Agenda Item 9.1 Comprehensive Plan Update was moved to the October 23rd City Council meeting, Executive Session was added as Agenda Item 12 and Adjournment was moved to Agenda Item 13.

#### 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.

Director of Public Works Ryan Osada reported that Park Board hosted an ivy removal event at Fairweather Park. He also reported that the board is planning to plant Salal, a plant native to our area, instead of bulbs this year at Fairweather along the roadside near the Fairweather sign.

Emergency Preparedness Chair Rosalie Gann reported that the next Emergency Preparedness meeting is this Wednesday, October 11 at 4:00 p.m. with the main agenda item on fire safety (how to prepare and respond).

Planning Commission Chair Laura Bustamante reported that the Commission continues to work on the Comprehensive Plan and the design element piece.

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

Director of Development Services Steve Wilcox gave an update on the proposed tree code violation exemptions which will be coming to Council for approval at a future meeting.

Police Chief Jeffrey Sass reported Police Administrative Assistant Sunita Hall resigned from her position with the city and took a position with King County Emergency Management. He also reminded Council that Shredder Day is coming up on Saturday, October 21st at Medina Park from 9:00 a.m. to 12:00 p.m.

Director of Public Works Ryan Osada gave an update on the recent water main break on the east corner Bellevue Christian and NE 28th Street.

Director of Finance and HR Ryan Wagner gave an update on the city's month end financials.

City Manager Steve Burns reported that city staff sent out letters and emails to all the professional landscape companies that work in Medina with the updated professional yard maintenance hours and will include an article in the winter newsletter as a reminder to the residents.

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

**ACTION:** Motion Johnston second Reeves and carried by a 6:0 (Zook absent) vote; Council approved the Consent Agenda as presented.

##### 6.1 September 2023, Check Register

**Recommendation:** Approve.

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

##### 6.2 Park Board Meeting Minutes of July 17, 2023

**Recommendation:** Receive and file.

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

6.3 Planning Commission Meeting Minutes July 25, 2023  
**Recommendation:** Receive and file.  
**Staff Contact:** Stephanie Keyser, AICP, Planning Manager

6.4 Draft City Council Meeting Minutes of:  
a) September 11, 2023; and  
b) September 25, 2023.  
**Recommendation:** Adopt Minutes.  
**Staff Contact:** Aimee Kellerman, CMC, City Clerk

6.5 Resolution Accepting Donation - FLIRs (Forward Looking Infrared) for PD Patrol Cars  
**Recommendation:** Adopt Resolution No. 437.  
**Staff Contact:** Jeff Sass, Chief of Police

## 7. **LEGISLATIVE HEARING**

None.

## 8. **PUBLIC HEARING**

8.1 2024 Preliminary Budget  
**Recommendation:** Discussion and direction.  
**Staff Contact:** Ryan Wagner, Director of Finance and HR

Director of Finance and HR Ryan Wagner gave a presentation on the proposed 2024 preliminary budget. His presentation included an overview of the 2024 budget, revenue overview, and updates from the September 25th City Council budget study session. Key changes from the study session include making the Levy Stabilization Fund a priority and the city set \$400K to be transferred in 2024 to the fund. Central Services managed IT services and software services were split into separate accounts and the Public Works plow truck was added as a 2023 budget amendment item per Council direction and removed from the 2024 budget. Council asked questions and staff responded.

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

**ACTION:** Council directed staff to include a placeholder budget item for a new permitting software and asked staff to create a public record describing the need for carpet replacement in 2024. Council also requested that staff add a future agenda item to discuss city hall and how we are currently using the building and how we see using the building in the future as a public resource.

## 9. **CITY BUSINESS**

9.1 Comprehensive Plan Update  
**Recommendation:** Discussion and direction.  
**Staff Contact:** Stephanie Keyser, Planning Manager

**ACTION:** This agenda item was removed and added to the October 23, 2023, City Council meeting.

- 9.2 NE 12th Street Project Update  
**Recommendation:** Update only; no action needed.  
**Staff Contact:** Ryan Osada, Public Works Director

Director of Public Works Ryan Osada gave an update on the NE 12th Street sidewalk project. The goal of the project is to move the powerline poles out of the sidewalks to widen them by five feet for ADA compliance. Council asked questions and staff responded.

**ACTION:** Council directed staff to come back with two additional proposal options with one leaving the poles where they are with additional bump outs and the other moving the power poles as described with a landscaping restoration plan.

- 9.3 City Manager Review  
**Recommendation:** Status Update.  
**Staff Contacts:** Scott Missall, City Attorney and Jessica Rossman, Mayor

City Attorney Scott Missall gave a status update on the City Council's review of the city manager. He reported that the review is on track for Council's set timeline.

**ACTION:** Council asked the City Manager to provide a written update on his goals and priorities by Monday, October 16.

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

Mayor Rossman requested that for the next roundtable that if Council has topic items in their notes that has been started and not finished or anything that needs to be addressed by this current Council to bring them to the table to be addressed before the end of the year. Councilmember Garone requested that the 520 Bike Path and public safety discussion be added as a future discussion item.

## 11. **PUBLIC COMMENT**

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

## 12. **ADDED EXECUTIVE SESSION**

Council moved into Executive Session for an estimated time of 15 minutes at 7:32 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.

Council moved back in the regular meeting at 7:44 p.m.

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

12. **ADJOURNMENT**

By consensus, Council adjourned the regular meeting at 7:48 p.m.

Minutes taken by:  
Aimee Kellerman, City Clerk