



## MEDINA CITY COUNCIL

Monday, April 28, 2025

**5:00 PM – REGULAR MEETING**

### AGENDA

#### VISION STATEMENT

Medina is a family-friendly, diverse and inclusive community on the shores of Lake Washington. With parks and open spaces, Medina is a quiet and safe small city, with active and highly-engaged residents. Medina honors its heritage while preserving its natural environment and resources for current and future generations.

#### MISSION STATEMENT

Ensure efficient delivery of quality public services, act as responsible stewards of Medina's financial and natural resources, celebrate diversity, leverage local talent, and promote the safety, health, and quality of life of those who live, work, and play in Medina.



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person  
Medina City Hall – Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, April 28, 2025 – 5:00 PM**

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### AGENDA

**MAYOR** | Jessica Rossman

**DEPUTY MAYOR** | Randy Reeves

**COUNCIL MEMBERS** | Joseph Brazen, Harini Gokul, Mac Johnston, Michael Luis, Heija Nunn

**INTERIM CITY MANAGER** | Jeff Swanson

**CITY ATTORNEY** | Jennifer S. Robertson

**CITY CLERK** | Aimee Kellerman

#### Hybrid Meeting Participation

The Medina City Council has moved to hybrid meetings, offering both in-person and online meeting participation. Medina City Council welcomes and encourages in-person public comments. To participate in person, please fill out a comment card upon arrival at City Hall and turn it in to the City Clerk. To participate online, please register your request with the City Clerk at 425.233.6411 or email [akellerman@medina-wa.gov](mailto:akellerman@medina-wa.gov) and leave a message before 2PM on the day of the Council meeting; please reference Public Comments for the Council meeting on your correspondence. The City Clerk will call you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3-minute limit. The city will also accept written comments to [Council@medina-wa.gov](mailto:Council@medina-wa.gov) at any time.

Join Zoom Meeting

<https://medina-wa.zoom.us/j/81961696176?pwd=WjRuK3ErVy9jdmttelAvek1VeHkzUT09>

Meeting ID: 819 6169 6176

Passcode: 689036

One tap mobile

+1 253 205 0468, 81961696176# US

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

Council Members Brazen, Gokul, Luis, Johnston, Nunn, Reeves, Rossman

2. **APPROVAL OF MEETING AGENDA**

3. **PUBLIC COMMENT PERIOD**

Individuals wishing to speak live during the Virtual City Council meeting may register their request with the City Clerk at 425.233.6411 or email [akellerman@medina-wa.gov](mailto:akellerman@medina-wa.gov) and leave a message **before 2PM** on the day of the Council meeting. Please reference Public Comments for the Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3-minute limit.

4. **PRESENTATIONS**

None.

5. **CITY MANAGER'S REPORT**

None.

6. **CONSENT AGENDA**

Time Estimate: 5 minutes

Consent agenda items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a Councilmember or City staff requests the Council to remove an item from the consent agenda.

[6.1](#) Recruitment Update – Authorization for Travel Costs for Finalist Candidate(s)

**Recommendation:** Adopt Resolution No. 450.

**Contacts:** Finance Director Ryan Wagner, GMP Consultant Debbie Tarry

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

[9.1](#) Recruitment Timeline Update

**Recommendation:** Update.

**Contacts:** Finance Director Ryan Wagner, GMP Consultant Debbie Tarry

Time Estimate: 15 minutes

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

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

11. **PUBLIC COMMENT**

Comment period is limited to 10 minutes. Speaker comments are limited to one minute per person.

12. **EXECUTIVE SESSION**

Time Estimate: 120 minutes

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.

Council may take action following the Executive Session.

13. **ADDITIONAL CITY BUSINESS**

13.1 Recruitment Update – Action on Finalist Candidate(s)

**Contacts:** Finance Director Ryan Wagner, GMP Consultant Debbie Tarry

Time Estimate: 15 minutes

14. **ADJOURNMENT**

Next regular City Council Meeting: May 12, 2025, at 5 PM.

### **ADDITIONAL INFORMATION**

Public documents related to items on the open session portion of this agenda, which are distributed to the City Council less than 72 hours prior to the meeting, shall be available for public inspection at the time the documents are distributed to the Council. Documents are available for inspection at the City Clerk's office located in Medina City Hall.

The agenda items are accessible on the City's website at [www.medina-wa.gov](http://www.medina-wa.gov) on Thursdays or Fridays prior to the Regular City Council Meeting.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk's Office at (425) 233-6410 at least 48 hours prior to the meeting.

### **UPCOMING MEETINGS AND EVENTS**

Monday, May 12, 2025 - City Council Meeting (5:00PM)

***Monday, May 26, 2025 - Memorial Day - City Hall Closed***

Tuesday, May 27, 2025 - City Council Meeting (5:00PM)

Monday, June 9, 2025 - City Council Meeting (5:00PM)

***Thursday, June 19, 2025 - Juneteenth - City Hall Closed***

Monday, June 23, 2025 - City Council Meeting (5:00PM)

***Friday, July 4, 2025 - Independence Day - City Hall Closed***

Monday, July 14, 2025 - City Council Meeting (5:00PM)

Monday, July 28, 2025 - City Council Meeting (5:00PM)

***Monday, August 11, 2025 - City Council Meeting - Dark No Meeting***

***Monday, August 25, 2025 - City Council Meeting - Dark No Meeting***

***Monday, September 1, 2025 - Labor Day - City Hall Closed***

Monday, September 8, 2025 - City Council Meeting (5:00PM)

Monday, September 22, 2025 - City Council Meeting (5:00PM)

Monday, October 13, 2025 - City Council Meeting (5:00PM)

Monday, October 27, 2025 - City Council Meeting (5:00PM)

Monday, November 10, 2025 - City Council Meeting (5:00PM)

***Tuesday, November 11, 2025 - Veterans Day - City Hall Closed***

Monday, November 24, 2025 - City Council Meeting (5:00PM)

***Thursday, November 27, 2025 - Thanksgiving Holiday - City Hall Closed***

***Friday, November 28, 2025 - Day After Thanksgiving Holiday - City Hall Closed***

Monday, December 8, 2025 - City Council Meeting (5:00PM)

Monday, December 22, 2025 - City Council Meeting (5:00PM)

***Thursday, December 25, 2025 - Christmas Day - City Hall Closed***

### **CERTIFICATION OF POSTING AGENDA**

The agenda for Monday, April 28, 2025, Regular Meeting of the Medina City Council was posted and available for review on Thursday, April 24, 2025, at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at [www.medina-wa.gov](http://www.medina-wa.gov).



# MEDINA, WASHINGTON

## AGENDA BILL

April 28th, 2025

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**Subject:** Recruitment Update – Authorization for Travel Costs for Finalist Candidate(s)

**Category:** Consent

**Contacts:** Finance Director Ryan Wagner, GMP Consultant Debbie Tarry

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### **Summary**

The purpose of this agenda item is to authorize the reimbursement of travel / per diem expenses for out-of-area candidates for the 2025 City Manager recruitment process. The City's consultant for this recruitment, GMP, has recommended the payment of these reasonable business expenses in order to remain competitive for qualified, top candidates. The expected expenditures will depend upon the number of candidates selected by the City Council for interview, but typically range from \$500-\$1,500, per candidate.

The City Council has adopted a policy in the City of Medina Employee Handbook that pertains to the reimbursement of employees for reasonable travel expenses associated with their work. This Resolution would authorize the application of that policy to selected out-of-area candidates, subject to additional parameters.

### **Agenda Time Estimates**

N/A – Consent Item

**Budget/Fiscal Impact:** There is existing budget authority for this recruitment process, however the total amount (which is dependent on the number of candidates selected) may trigger a budget amendment.

**Recommendation:** Adoption of a Resolution No. 450 authorizing the reimbursement of travel expenses for out-of-area candidates for the 2025 City Manager recruitment.

**City Manager Approval:** N/A

### **Attachments:**

Resolution No. 450

## CITY OF MEDINA, WASHINGTON

## RESOLUTION NO. 450

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, REGARDING 2025 CITY MANAGER RECRUITMENT PROCESS AND REIMBURSABLE COSTS OF APPLICANTS**

**WHEREAS**, the City has established policy in the City of Medina Employee Handbook, adopted by the City Council on December 9, 2024, that provides guidance for reimbursing travel time and expenses incurred by an employee where travel is an integral part of the performance of their duties; and

**WHEREAS**, the City is currently conducting a recruitment process for the position of City Manager; and

**WHEREAS**, in order to remain competitive for qualified candidates for this position, the City Council desires to adopt policy authorizing to similar expenditures for candidates traveling from outside the local commuting area to attend in-person interviews for this position; and

**WHEREAS**, the City Council desires to utilize existing policy for this current recruitment process;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, RESOLVES AS FOLLOWS:**

**Section 1.** The City Council authorizes the application of Policy No. 5-13 of the City of Medina Employee Handbook to candidates for the 2025 City Manager recruitment process, provided authorized expenditures are limited to those candidates invited for an interview with the City Council and further limited to mileage reimbursement (at the current IRS rate), airfare (coach / economy class) plus local transportation from the airport, lodging (if an overnight stay is required by the agency), and meals (at the rate set forth in the Handbook).

**Section 2.** This authorization shall expire upon completion of the 2025 City Manager recruitment process, defined as either the execution of a contract with a City Manager or as otherwise directed by the City Council, whichever occurs first.

**Section 3. Effective Date.** This Resolution shall be effective upon its adoption by the City Council.

**PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON APRIL 28, 2025 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE ON APRIL 28, 2025.**

\_\_\_\_\_  
Jessica Rossman, Mayor

Approved as to form:  
Inslee Best Doezie & Ryder, P.S.

Attest:

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Jennifer R. Robertson, City Attorney

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Aimee Kellerman, City Clerk

FILED WITH THE CITY CLERK: XX  
PASSED BY THE CITY COUNCIL: XX  
RESOLUTION NO. XXX





# MEDINA, WASHINGTON

## AGENDA BILL

April 28th, 2025

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**Subject:** Recruitment Timeline Update

**Category:** City Business

**Contacts:** Finance Director Ryan Wagner, GMP Consultant Debbie Tarry

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### **Summary**

The purpose of this agenda item is to provide the Medina City Council and the community with an update to the City Manager recruitment process, including key dates and potential interview structure.

### **Agenda Time Estimates**

Drafted Finalist Process – 15 Minutes

**Budget/Fiscal Impact:** N/A

**Recommendation:** Discussion and Recommendations

**City Manager Approval:** N/A

**Proposed Council Motion:** N/A.

### **Attachments:**

Drafted Finalist Process

## Drafted Finalist Process – Proposed week of May 12th

*Evening Before – Out-of-Town Candidates Arrive (Hotel Night)*

### **Day 1**

**AM** – City Tour (1.5 - 2 Hr)

- This could be a walking and/or vehicle tour depending on route
  - Does City have vehicles for groups?
- Department Directors, External Stakeholders – Councilmembers?
- Tour points: Housing types, SR520, Park properties, Schools (3), Green Store, City project sites, other? (City decides stops, route, etc.)

**Lunch** – Box Lunch w/ larger group – informal conversation – If Council quorum need to advertise

**PM** - Staff/External Stakeholder Interviews (Needs to wrap up by 3 pm for candidates)

- Four Groups (30 minute rotations) - could either have questions or self-directed (could also make 2 groups)
  - Public Safety: Jeff Sass & Rosalie Gann
  - Planning: Steve Wilcox & Laura Bustamante
  - Parks & PW: Ryan Osada & Collette McMullen
  - Administrative: City Clerk (Aimee) & Finance/HR - Ryan Wagner
- Facilitated debrief w/ Debbie - groups together

**Evening** – Community Meet & Greet (90 min – 2 hr)

- Candidate stations w/ mingling
- Candidate Self Introductions
- ?? Candidate Questions - Two or three questions that all candidates respond to
- Comment Cards for Community Members

*Out of Town Candidates – Hotel Night*

### **Day 2**

**Council Interviews w/ Candidates – Executive Session**

- Interviews – 1 hr per candidate (is that enough time?)
- Council Deliberations
- Debbie provides feedback from Day 1 Interviews, Community Comment Cards
- Council feedback from interviews

Candidates dismissed after their interview – or does Council want them to hang around. Allow for candidates to fly home if coming from out-of-state.



# MEDINA, WASHINGTON

## AGENDA BILL

April 28th, 2025

**Subject:** Recruitment Update – Action on Finalist Candidate(s)

**Category:** City Business

**Contacts:** Finance Director Ryan Wagner, GMP Consultant Debbie Tarry

### **Summary**

The purpose of this agenda item is to provide the Medina City Council, the opportunity to discuss and take potential action to identify finalist(s) for the position of City Manager for the next phase of the recruitment process. As these candidates may have current employers and have requested anonymity until the interview process, the City Council will utilize candidate initials rather than their full names when publicly discussing these candidates (consistent with RCW 42.56.250(1)(b)).

### **Agenda Time Estimates**

Discussion and possible action – 15 Minutes

**Budget/Fiscal Impact:** N/A

**Recommendation:** Discussion and possible action to identify finalist(s) for the next phase of the recruitment process.

**City Manager Approval:** N/A

**Proposed Council Motion:** The Council may choose to take action through a motion to identify finalist(s) they would like to invite to interview.

“I move to invite candidates \_\_, \_\_, \_\_ and \_\_ for the interview phase of this process.”

### **Attachments:**

None.