



## MEDINA CITY COUNCIL

Monday, June 09, 2025

5:00 PM – STUDY SESSION  
6:00 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**

### **SPECIAL AND REGULAR MEETING**

Hybrid - Virtual/In-Person  
Medina City Hall – Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, June 09, 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

**FINANCE/HR DIRECTOR** | Ryan Wagner

### **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 Finance/HR Director. To participate online, please register your request with the City Clerk at 425.233.6415 or email [rwagner@medina-wa.gov](mailto:rwagner@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 Finance/HR Director 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



## **Study Session Information**

The Study Session is an informal discussion for the City Council. This session is held in person only and is not recorded. The public is welcome to attend; however, Zoom access will not be available until the regular meeting begins at **6:00 PM**.

### **STUDY SESSION**

#### **1.1** Draft Six-Year CIP/TIP/Non-TIP Plan

Time Estimate: 50 minutes

The regular meeting will start at 6:00 PM.

#### **2. REGULAR MEETING - CALL TO ORDER / ROLL CALL**

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

#### **3. APPROVAL OF MEETING AGENDA**

#### **4. PUBLIC COMMENT PERIOD**

Individuals wishing to speak live during the Virtual City Council meeting may register their request with the Finance/HR Director at 425.233.6415 or email [dnations@medina-wa.gov](mailto:dnations@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 Finance/HR Director 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.

#### **5. PRESENTATIONS**

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

Time Estimate: 10 minutes

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

Time Estimate: 30 minutes

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

##### **6.1a** Interim City Manager Monthly Report

##### **6.1b** Police Monthly Report

##### **6.1c** Development Services Monthly Report

##### **6.1d** Finance Monthly Report



[6.1e](#) Central Services Monthly Report

[6.1f](#) Public Works Monthly Report

## 7. **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.

[7.1](#) May 2025, Check Register

**Recommendation:** Approve.

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

[7.2](#) Draft City Council Meeting Minutes of:

a) April 14, 2025;

b) May 3, 2025;

c) May 12, 2025; and

d) May 27, 2025.

**Recommendation:** Adopt Minutes.

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

[7.3](#) Confirmation of Reappointment to the Medina Parks and Recreation Board and Planning Commission

**Recommendation:** Approve.

**Staff Contact:** Aimee Kellerman, CMC, City Clerk on behalf of the Personnel Committee

[7.4](#) Approved Park Board meeting minutes of March 17, 2025

**Recommendation:** Receive and file.

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

[7.5](#) Approved Planning Commission meeting minutes of April 22, 2025

**Recommendation:** Receive and file.

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

## 8. **LEGISLATIVE HEARING**

None.

## 9. **PUBLIC HEARING**

None.



**10. CITY BUSINESS**

**10.1 St. Thomas School Traffic Flow (video)**

**Recommendation:** Discussion.

**Council Contact:** Heija Nunn, Council member

Time Estimate: 15 minutes

**10.2 An Ordinance Regulating Vehicle Weight Limits on Overlake Drive Bridge**

**Recommendation:** Adopt Ordinance No. 1042.

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

Time Estimate: 15 minutes

**11. REQUESTS FOR FUTURE AGENDA ITEMS**

a) Requests for future agenda items.

**12. PUBLIC COMMENT**

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

**13. EXECUTIVE SESSION**

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.

**14. ADJOURNMENT**

Next regular City Council Meeting: June 23, 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**

***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, June 9, 2025, Special and Regular Meeting of the Medina City Council was posted and available for review on Thursday, June 5, 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).



**CITY OF MEDINA**

Updated 6/2/2025

2026 - 2031 SIX YEAR CAPITAL IMPROVEMENT PLAN (CIP)

2026 - 2031 SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP)

2026 - 2031 SIX YEAR NON-TRANSPORTATION IMPROVEMENT PLAN (NON-TIP)

DATE SUBMITTED: July 2025

Approved by: Medina City Council

Date: July 2025

Resolution Number:

| NO. | YEAR | STREET / LOCATION | FROM / AT | TO | LENGTH<br>(mi) | PROJECT SCOPE | PAVEMENT<br>CONDITION | PROJECT<br>BUDGET | REVENUE<br>SOURCE |
|-----|------|-------------------|-----------|----|----------------|---------------|-----------------------|-------------------|-------------------|
|-----|------|-------------------|-----------|----|----------------|---------------|-----------------------|-------------------|-------------------|

**I. STREET IMPROVEMENT PROJECTS (ACP Overlays, Sidewalks, Storm Drainage, etc.)**

|        |      |                     |                 |                    |      |                        |    |              |          |
|--------|------|---------------------|-----------------|--------------------|------|------------------------|----|--------------|----------|
| I - 1  | 2026 | 78th Place NE       | NE 32nd Street  | Evergreen Pt Rd    | 0.24 | Asphalt Overlay        | 68 | \$160,000.00 | REET Tax |
| I - 2  | 2026 | Bridge 1014C        |                 |                    | NA   | Pier 2 Cap Replacement |    | \$100,000.00 | REET Tax |
| I - 3  | 2027 | 81st Ave NE         | Overlake Dr W   | NE 8th Street      | 0.09 | Asphalt Overlay        | 68 | \$65,000.00  | REET Tax |
| I - 4  | 2027 | Bridge 1014C        |                 |                    | NA   | Pier Cap Replacement   |    | \$100,000.00 | REET Tax |
| I - 5  | 2027 | 77th Ave NE         | NE 16th Street  | NE 22nd Street     | 0.4  | Asphalt Overlay        | 64 | \$190,000.00 | REET Tax |
| I - 6  | 2028 | Overlake Dr Bridges |                 |                    | NA   | Bridge Repairs         |    | \$100,000.00 | REET Tax |
| I - 7  | 2028 | Parking Lot         | Medina Park     | NE 82nd Street Lot | NA   | Asphalt Overlay        | 71 | \$50,000.00  | REET Tax |
| I - 8  | 2028 | NE 12th Street      | 84th Ave NE     | Evergreen Pt Rd    | 0.5  | Asphalt Overlay        | 70 | \$225,000.00 | REET Tax |
| I - 9  | 2029 | NE 8th Street       | Evergreen Pt Rd | 82nd Ave NE        | 0.46 | Asphalt Overlay        | 72 | \$200,000.00 | REET Tax |
| I - 10 | 2029 | Overlake Dr Bridges |                 |                    | NA   | Bridge Repairs         |    | \$100,000.00 | REET Tax |
| I - 11 | 2030 | 78th Ave NE         | NE 21st Street  | NE 28th Street     | 0.47 | Asphalt Overlay        | 68 | \$200,000.00 | REET Tax |
| I - 12 | 2030 | Overlake Dr Bridges |                 |                    | NA   | Bridge Repairs         |    | \$100,000.00 | REET Tax |
| I - 13 | 2031 | Overlake Dr W       | 84th Ave NE     | Overlake Dr E      | 0.28 | Asphalt Overlay        | 68 | \$160,000.00 | REET Tax |
| I - 14 | 2031 | Overlake Dr Bridges |                 |                    | NA   | Bridge Repairs         |    | \$200,000.00 | REET Tax |

**II. STORM DRAINAGE PROJECTS (Not including storm drainage improvements in conjunction with street or path projects)**

|        |      |                |                 |                 |  |  |  |              |          |
|--------|------|----------------|-----------------|-----------------|--|--|--|--------------|----------|
| II - 1 | 2026 | 78th Place NE  | NE 32nd Street  | Evergreen Pt Rd |  | Stormwater Infrastructure Improvements |  | \$200,000.00 | REET Tax |
| II - 2 | 2027 | 77th Ave NE    | NE 16th Street  | NE 22nd Street  |  | Stormwater Infrastructure Improvements |  | \$200,000.00 | REET Tax |
| II - 3 | 2028 | NE 12th Street | 84th Ave NE     | 80th Ave NE     |  | Stormwater Infrastructure Improvements |  | \$200,000.00 | REET Tax |
| II - 4 | 2029 | NE 8th Street  | Evergreen Pt Rd | 82nd Ave NE     |  | Stormwater Infrastructure Improvements |  | \$200,000.00 | REET Tax |
| II - 5 | 2030 | 78th Ave NE    | NE 21st Street  | NE 28th Street  |  | Stormwater Infrastructure Improvements |  | \$200,000.00 | REET Tax |
| II - 6 | 2031 | Overlake Dr W  | 84th Ave NE     | Overlake Dr E   |  | Stormwater Infrastructure Improvements |  | \$200,000.00 | REET Tax |

**Pavement Condition Legend for Part I. ACP Overlays:**

Based on a 100 point rating with 0 being the worst.  
Rating is generated by the TIB Performance Management Dashboard  
\*Rating is outdated - field verified

**NOTES:**

- 1) The above budget figures are to be considered preliminary project costs only.  
More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting.
- 2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.



**III. SIDEWALK / PATH PROJECTS (Including storm drainage improvements as needed)**

|         |      |                    |                |                |      |                                  |  |              |          |
|---------|------|--------------------|----------------|----------------|------|----------------------------------|--|--------------|----------|
| III - 1 | 2026 | Evergreen Pt Rd    | NE 12th Street | SR 520         | 1.18 | Pedestrian Improvements - Design |  | \$200,000.00 | REET Tax |
| III - 2 | 2027 | Evergreen Point Rd | NE 12th Street | NE 16th Street | 0.3  | Pedestrian Improvements          |  | \$200,000.00 | REET Tax |
| III - 3 | 2028 | Evergreen Point Rd | NE 16th Street | 2000 block     | 0.4  | Pedestrian Improvements          |  | \$200,000.00 | REET Tax |
| III - 4 | 2029 | 77th Ave NE        | NE 22nd ST     | NE 16th St     | 0.6  | Pedestrian Improvements          |  | \$100,000.00 | REET Tax |
| III - 5 | 2029 | Evergreen Point Rd | 2000 Block     | NE 22nd Street | 0.2  | Pedestrian Improvements          |  | \$200,000.00 | REET Tax |
| III - 6 | 2030 | Evergreen Point Rd | NE 22nd Street | NE 24th Street | 0.13 | Pedestrian Improvements          |  | \$200,000.00 | REET Tax |
| III - 7 | 2031 | Evergreen Point Rd | NE 24th Street | NE 28th Street | 0.24 | Pedestrian Improvements          |  | \$200,000.00 | REET Tax |

**NON-TRANSPORTATION IMPROVEMENT PROJECTS:**

**IV. BUILDING RESTORATION AND IMPROVEMENTS**

|        |      |                |  |  |  |                                |  |             |          |
|--------|------|----------------|--|--|--|--------------------------------|--|-------------|----------|
| IV - 1 | 2026 | City Hall      |  |  |  | Lobby Security Review & Design |  | \$20,000.00 | REET Tax |
| IV - 2 | 2026 | Post Office    |  |  |  | Re-paint Interior              |  | \$20,000.00 | REET Tax |
| IV - 3 | 2027 | Post Office    |  |  |  | Re-Roof Building               |  | \$40,000.00 | REET Tax |
| IV - 4 | 2028 | City Hall Bldg |  |  |  | Re-Roof Building               |  | \$65,000.00 | REET Tax |

**V. PARKS PROJECTS**

|       |      |                                |                 |  |     |  |  |              |          |
|-------|------|--------------------------------|-----------------|--|-----|--|--|--------------|----------|
| V - 1 | 2026 | Fairweather Park               | Nature Preserve |  | N/A | Two Foot Bridges                           |  | \$60,000.00  | REET Tax |
| V - 2 | 2026 | Post Office Park               | Park            |  | N/A | Hardscaping & Landscaping Phase 1 - Design |  | \$25,000.00  | REET Tax |
| V - 3 | 2026 | Medina Park & Fairweather Park |                 |  | N/A | Tennis Court Fence Rehab                   |  | \$20,000.00  | REET Tax |
| V - 4 | 2027 | Post Office Park               | Park            |  | N/A | Hardscaping & Landscaping Phase 2          |  | \$50,000.00  | REET Tax |
| V - 5 | 2028 | Post Office Park               | Park            |  | N/A | Hardscaping & Landscaping Phase 3          |  | \$50,000.00  | REET Tax |
| V - 6 | 2029 | Medina Park                    | Playground      |  | N/A | Wood Chip Rehabilitaion                    |  | \$20,000.00  | REET Tax |
| V - 7 | 2030 | Fairweather Park               | Playfield       |  | N/A | Playfield Drainage Improvements            |  | \$150,000.00 | REET Tax |

**SUMMARY TOTAL PROJECTED BUDGET BY YEAR:**

|      |    |            |
|------|----|------------|
| 2026 | \$ | 805,000.00 |
| 2027 | \$ | 845,000.00 |
| 2028 | \$ | 840,000.00 |
| 2029 | \$ | 820,000.00 |
| 2030 | \$ | 850,000.00 |
| 2031 | \$ | 760,000.00 |

**TOTAL SIX YEAR C.I.P. 2026 - 2031 \$ 4,920,000.00**

**NOTES:**

- 1) The above budget figures are to be considered preliminary project costs only. More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting.
- 2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.





# CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144  
TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

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**Date:** June 9, 2025

**To:** Honorable Mayor and City Council

**From:** Jeff Swanson, Interim City Manager

**Subject:** City Manager Report

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- A recurring theme from three different meetings in May was regional utilities affordability. The Points Communities Mayors meeting May 7th heard a presentation from the City of Bellevue regarding the Lake Line project. Later that morning the Sound Cities Association meeting attendees discussed all cities sending a letter and/or passing a resolution calling on the King County Executive's Office to convene a regional utilities affordability summit in 2026. We later learned in a meeting with the King County Executive's Office attended by the Mayor, Deputy Mayor, and Interim City Manager on May 22nd that Interim County Executive Braddock intends to convene a conversation on regional utilities affordability this fall. The scope of this conversation concerns the cumulative impact of all utilities and anticipated capacity investments on affordability. The City should continue to participate in these conversations as several significant infrastructure projects materialize affecting the City and region.
- Please respond to the Doodle poll from the Clerk regarding scheduling additional City Council retreats. Our goal is to identify three sessions of approximately three hours in length to continue strategic planning and the 2026 budget.
- Bellevue Fire Report – **See attachment 1.**
- 2025 City Council Calendar – **See attachment 2.**



Filter statement

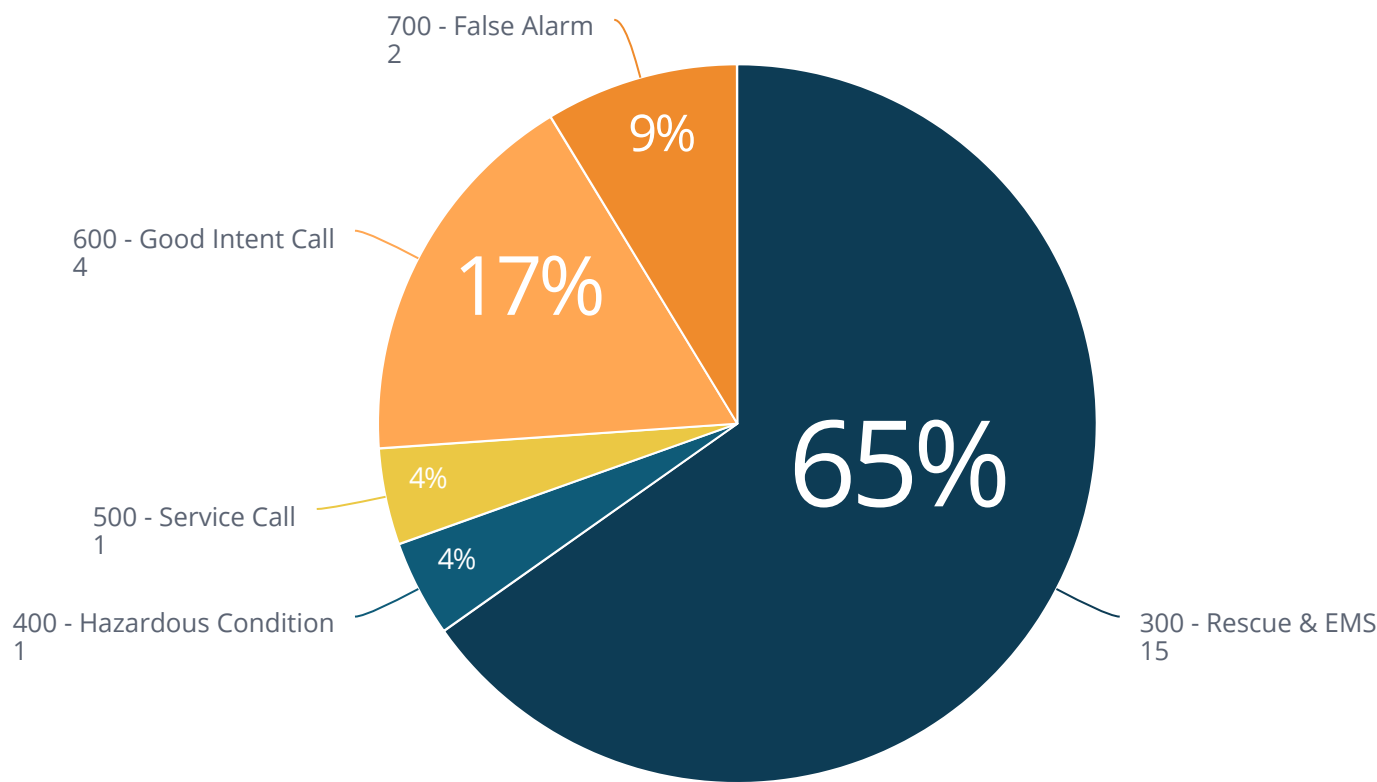
Filters      **Alarm Date Range** Last Month | **Is Locked** true | **Is Active** true | **Location City** MEDINA, Medina

# Fire and EMS Summary

Count of Total Incidents

23

Percentage of Incident Type (with count)





Filter statement

Filters      **Alarm Date Range** Last Month   |   **Is Locked** true   |   **Is Active** true   |   **Location City** MEDINA, Medina

Count of Incidents by Type

| Incident Type Group          | Incident Type                                      | Type Code | Count |
|------------------------------|--|-----------|-------|
| 300 - Rescue & EMS           | EMS Call, Cancelled at Scene                       | 3117      | 1     |
|                              | EMS call, excluding vehicle accident with injury   | 321       | 1     |
|                              | EMS Call, Medical                                  | 3211      | 10    |
|                              | EMS Call, Other Accident/Trauma                    | 3210      | 2     |
|                              | EMS Call, Unintentional Medical Alert Activation   | 3119      | 1     |
| 300 - Rescue & EMS Total     |  |           | 15    |
| 400 - Hazardous Condition    | Carbon monoxide incident                           | 424       | 1     |
| 500 - Service Call           | Service Call, other                                | 500       | 1     |
| 600 - Good Intent Call       | Dispatched & canceled en route                     | 611       | 2     |
|                              | Dispatched & cancelled en route - EMS              | 6111      | 2     |
| 600 - Good Intent Call Total |  |           | 4     |
| 700 - False Alarm            | Alarm system activation, no fire - unintentional   | 745       | 1     |
|                              | Smoke detector activation, no fire - unintentional | 743       | 1     |
| 700 - False Alarm Total      |  |           | 2     |
| Count                        |  |           | 23    |



| JUNE 23, City Council Regular Meeting, 5:00 pm |  |                   |                          |                |              |
|--|--|-------------------|--------------------------|----------------|--------------|
| Item Type                                      | Topic                                    | Staff Contact     | Recommendation           | Council Action | Legal Notice |
| Study Session                                  | DRAFT Six-Year CIP/TIP/Non-TIP Plan      | Osada             |                          |                |              |
| Consent Agenda                                 |  |                   |                          |                |              |
| Consent Agenda                                 |  |                   |                          |                |              |
| Legislative Hearing                            |  |                   |                          |                |              |
| Public Hearing                                 | Business Licenses - Tentative            | Wagner            | Adopt Ordinance          |                |              |
| Public Hearing                                 | DRAFT Six-Year CIP/TIP/Non-TIP Plan      | Osada             | First Hearing            |                |              |
| City Business                                  | Hedge Reimbursement Policy               | Osada             | Push to June 23          |                |              |
| City Business                                  |  |                   |                          |                |              |
| JULY 14, City Council Regular Meeting, 5:00 pm |  |                   |                          |                |              |
| Item Type                                      | Topic                                    | Staff Contact     | Recommendation           | Council Action | Legal Notice |
| Study Session                                  | Complete Streets Ordinance Discussion    | Osada             |                          |                |              |
| Presentation                                   |  |                   |                          |                |              |
| Consent Agenda                                 | June 2025, Check Register                | Wagner            |                          |                |              |
| Consent Agenda                                 | Small Works Roster Update - Tentative    | Osada             | Approve                  |                |              |
| Consent Agenda                                 |  |                   |                          |                |              |
| Consent Agenda                                 | DRAFT 06/09/2025 & 06/23/2025 CC Minutes | Nations/Kellerman |                          |                |              |
| Consent Agenda                                 |  |                   |                          |                |              |
| Consent Agenda                                 |  |                   |                          |                |              |
| Consent Agenda                                 |  |                   |                          |                |              |
| Legislative Hearing                            |  |                   |                          |                |              |
| Public Hearing                                 | DRAFT Six-Year CIP/TIP/Non-TIP Plan      | Osada             | Adopt                    |                |              |
| City Business                                  |  |                   |                          |                |              |
| City Business                                  | Complete Streets Ordinance Discussion    | Osada             | Discussion and Direction |                |              |
| City Business                                  |  |                   |                          |                |              |
| City Business                                  |  |                   |                          |                |              |
| City Business                                  |  |                   |                          |                |              |
| Executive Session                              |  |                   |                          |                |              |
| JULY 28, City Council Regular Meeting, 5:00 pm |  |                   |                          |                |              |
| Item Type                                      | Topic                                    | Staff Contact     | Recommendation           | Council Action | Legal Notice |
| Presentation                                   |  |                   |                          |                |              |
| Consent Agenda                                 |  |                   |                          |                |              |
| Consent Agenda                                 |  |                   |                          |                |              |
| Legislative Hearing                            |  |                   |                          |                |              |



|  |  |                      |                       |                       |                     |
|--|--|----------------------|-----------------------|-----------------------|---------------------|
| Public Hearing   |  |                      |                       |                       |                     |
| City Business  |  |                      |                       |                       |                     |
| City Business  |  |                      |                       |                       |                     |
| City Business  |  |                      |                       |                       |                     |
|  |  |                      |                       |                       |                     |
| <b>AUGUST 11, City Council DARK</b>                        |  |                      |                       |                       |                     |
| <b>Item Type</b>   | <b>Topic</b>                             | <b>Staff Contact</b> | <b>Recommendation</b> | <b>Council Action</b> | <b>Legal Notice</b> |
|  |  |                      |                       |                       |                     |
| <b>AUGUST 25, City Council DARK</b>                        |  |                      |                       |                       |                     |
| <b>Item Type</b>   | <b>Topic</b>                             | <b>Staff Contact</b> | <b>Recommendation</b> | <b>Council Action</b> | <b>Legal Notice</b> |
|  |  |                      |                       |                       |                     |
| <b>SEPTEMBER 8, City Council Regular Meeting, 5:00 pm</b>  |  |                      |                       |                       |                     |
| <b>Item Type</b>   | <b>Topic</b>                             | <b>Staff Contact</b> | <b>Recommendation</b> | <b>Council Action</b> | <b>Legal Notice</b> |
| Presentation   |  |                      |                       |                       |                     |
| Consent Agenda   | July/August 2025, Check Register         | Wagner               |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |
| Consent Agenda   | DRAFT 07/14/2025 & 07/28/2025 CC Minutes | Kellerman            |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |
| Legislative Hearing  |  |                      |                       |                       |                     |
| Public Hearing   | 2026 Preliminary Budget Hearing          | Wagner               |                       |                       |                     |
| City Business  |  |                      |                       |                       |                     |
| City Business  |  |                      |                       |                       |                     |
| City Business  |  |                      |                       |                       |                     |
| City Business  |  |                      |                       |                       |                     |
| City Business  | City Hall Resource Usage Update          | Burns/Osada          |                       |                       |                     |
| Executive Session  |  |                      |                       |                       |                     |
|  |  |                      |                       |                       |                     |
| <b>SEPTEMBER 22, City Council Regular Meeting, 5:00 pm</b> |  |                      |                       |                       |                     |
| <b>Item Type</b>   | <b>Topic</b>                             | <b>Staff Contact</b> | <b>Recommendation</b> | <b>Council Action</b> | <b>Legal Notice</b> |
| Presentation   |  |                      |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |



|  |  |                      |                       |                       |                     |
|--|--|----------------------|-----------------------|-----------------------|---------------------|
| Legislative Hearing                                      |  |                      |                       |                       |                     |
| Public Hearing   |  |                      |                       |                       |                     |
| City Business  | 2026 Preliminary Budget - Deep Dive      | Wagner               |                       |                       |                     |
| City Business  | Short-term Rentals - Tentative           | Burns                |                       |                       |                     |
| City Business  | Vacant Houses - Tentative                | Burns                |                       |                       |                     |
|  |  |                      |                       |                       |                     |
| <b>OCTOBER 13, City Council Regular Meeting, 5:00 pm</b> |  |                      |                       |                       |                     |
| <b>Item Type</b>   | <b>Topic</b>                             | <b>Staff Contact</b> | <b>Recommendation</b> | <b>Council Action</b> | <b>Legal Notice</b> |
| Presentation   |  |                      |                       |                       |                     |
| Consent Agenda   | September 2025, Check Register           | Wagner               |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |
| Consent Agenda   | DRAFT 09/08/2025 & 09/22/2025 CC Minutes | Kellerman            |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |
| Legislative Hearing                                      |  |                      |                       |                       |                     |
| Public Hearing   | 2026 Preliminary Budget Hearing          | Wagner               |                       |                       |                     |
| City Business  |  |                      |                       |                       |                     |
| City Business  |  |                      |                       |                       |                     |
| City Business  |  |                      |                       |                       |                     |
| City Business  |  |                      |                       |                       |                     |
| City Business  |  |                      |                       |                       |                     |
| Executive Session  |  |                      |                       |                       |                     |
|  |  |                      |                       |                       |                     |
| <b>OCTOBER 27, City Council Regular Meeting, 5:00 pm</b> |  |                      |                       |                       |                     |
| <b>Item Type</b>   | <b>Topic</b>                             | <b>Staff Contact</b> | <b>Recommendation</b> | <b>Council Action</b> | <b>Legal Notice</b> |
| Presentation   |  |                      |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |
| Consent Agenda   |  |                      |                       |                       |                     |
| Legislative Hearing                                      |  |                      |                       |                       |                     |
| Public Hearing   |  |                      |                       |                       |                     |
| City Business  |  |                      |                       |                       |                     |
| City Business  |  |                      |                       |                       |                     |
| City Business  |  |                      |                       |                       |                     |



| NOVEMBER 10, City Council Regular Meeting, 5:00 pm |  |               |                |                |              |
|--|--|---------------|----------------|----------------|--------------|
| Item Type  | Topic                                    | Staff Contact | Recommendation | Council Action | Legal Notice |
| Presentation                                       |  |               |                |                |              |
| Consent Agenda                                     | October 2025, Check Register             | Wagner        |                |                |              |
| Consent Agenda                                     |  |               |                |                |              |
| Consent Agenda                                     |  |               |                |                |              |
| Consent Agenda                                     | DRAFT 10/13/2025 & 10/27/2025 CC Minutes | Kellerman     |                |                |              |
| Consent Agenda                                     |  |               |                |                |              |
| Consent Agenda                                     |  |               |                |                |              |
| Consent Agenda                                     |  |               |                |                |              |
| Consent Agenda                                     |  |               |                |                |              |
| Consent Agenda                                     |  |               |                |                |              |
| Consent Agenda                                     |  |               |                |                |              |
| Legislative Hearing                                |  |               |                |                |              |
| Public Hearing                                     | 2026 Final Budget and Salary Schedule    | Wagner        |                |                |              |
| Public Hearing                                     | 2026 Property Tax Resolution             | Wagner        |                |                |              |
| City Business                                      |  |               |                |                |              |
| City Business                                      |  |               |                |                |              |
| City Business                                      |  |               |                |                |              |
| City Business                                      |  |               |                |                |              |
| City Business                                      |  |               |                |                |              |
| Executive Session                                  |  |               |                |                |              |
| NOVEMBER 24, City Council Regular Meeting, 5:00 pm |  |               |                |                |              |
| Item Type  | Topic                                    | Staff Contact | Recommendation | Council Action | Legal Notice |
| Presentation                                       |  |               |                |                |              |
| Consent Agenda                                     |  |               |                |                |              |
| Consent Agenda                                     |  |               |                |                |              |
| Legislative Hearing                                |  |               |                |                |              |
| Public Hearing                                     |  |               |                |                |              |
| City Business                                      |  |               |                |                |              |
| City Business                                      |  |               |                |                |              |
| City Business                                      |  |               |                |                |              |
| DECEMBER 8, City Council Regular Meeting, 5:00 pm  |  |               |                |                |              |
| Item Type  | Topic                                    | Staff Contact | Recommendation | Council Action | Legal Notice |



| Presentation  |                               |               |                |                |              |
|---|-------------------------------|---------------|----------------|----------------|--------------|
| Consent Agenda  | November 2025, Check Register | Wagner        |                |                |              |
| Consent Agenda  |                               |               |                |                |              |
| Consent Agenda  |                               |               |                |                |              |
| Consent Agenda  | DRAFT 11/10/2025 CC Minutes   | Kellerman     |                |                |              |
| Consent Agenda  |                               |               |                |                |              |
| Consent Agenda  |                               |               |                |                |              |
| Consent Agenda  |                               |               |                |                |              |
| Consent Agenda  |                               |               |                |                |              |
| Consent Agenda  |                               |               |                |                |              |
| Consent Agenda  |                               |               |                |                |              |
| Legislative Hearing                                       |                               |               |                |                |              |
| Public Hearing  |                               |               |                |                |              |
| City Business   |                               |               |                |                |              |
| City Business   |                               |               |                |                |              |
| City Business   |                               |               |                |                |              |
| City Business   |                               |               |                |                |              |
| City Business   |                               |               |                |                |              |
| Executive Session   |                               |               |                |                |              |
| <b>DECEMBER 22, City Council Regular Meeting, 5:00 pm</b> |                               |               |                |                |              |
| Item Type   | Topic                         | Staff Contact | Recommendation | Council Action | Legal Notice |
| Presentation  |                               |               |                |                |              |
| Consent Agenda  |                               |               |                |                |              |
| Consent Agenda  |                               |               |                |                |              |
| Legislative Hearing                                       |                               |               |                |                |              |
| Public Hearing  |                               |               |                |                |              |
| City Business   |                               |               |                |                |              |
| City Business   |                               |               |                |                |              |
| City Business   |                               |               |                |                |              |

Parking Lot Items:    Weekly Recycling and Compost Update  
                                   Wireless Facilities - Telecom  
                                   King County Animal Control and Animal  
                                   Licensing  
                                   Affordable Housing Presentation  
                                   Joint PB/CC Meeting



Joint PC/CC Meeting





## **MEDINA POLICE DEPARTMENT**

**DATE:** June 9<sup>th</sup>, 2025

**TO:** Jeff Swanson, Interim City Manager

**FROM:** Jeffrey R. Sass, Chief of Police

**RE:** Police Department Update – May, 2025

---

The following is a summary highlighting some of the Medina Police Department activity in May, 2025.

### **Follow up:**

Nothing to report.

### **WASPC Accreditation:**

The Medina Police Department has successfully completed a rigorous accreditation program that certifies it is operating under best practices and standards for law enforcement. The program is administered by the Washington Association of Sheriffs and Police Chiefs (WASPC) and involves a seven-phase process over several months. Benefits of accreditation include administrative and operational effectiveness, fair recruitment and employment practices, better records management, improved use of technology, health and safety, training, codes of conduct and prisoner security, among other important law enforcement tasks. The certification is awarded for a four-year period when the re-accreditation process begins. The Medina Police Department's 2025 accreditation follows our previous accreditations in 2021, 2017, 2013 and prior.

The Washington Legislature originally called for the development of standards and goals for law enforcement in 1976. WASPC was founded in 1963 and represents executive and top management personnel from law enforcement agencies statewide. With more than 900 members it includes the 39 elected county sheriffs, and 240 police chiefs, as well as the Washington State Patrol, the Washington Department of Corrections, and representatives of several federal agencies. The Medina Police Department is one of only 80 law enforcement agencies in Washington State to achieve accreditation.





**Welcome Officer McKenney:**

On May 14<sup>th</sup>, newest Medina Police Officer Kyle McKenney graduated from the 720-hour Basic Law Enforcement Academy and was presented with his graduation certificate and Peace Officer Certification by Chief Sass! Officer McKenney grew up in the north King County area, graduated from Syracuse University as a member of the varsity crew team and worked in sales before embarking upon his career in law enforcement. Officer McKenney is a welcomed addition to our police family!

**St. Thomas School Walk-a-thon:**

On May 16<sup>th</sup>, Officer Halverson and Sergeant Anderson participated in St. Thomas School's Walk-a-thon event at Medina Park. The two police personnel had a great time walking around the park and interacting with the kids and parents!

**Marine Patrol:**

Nothing to report.





**MEDINA POLICE DEPARTMENT**  
*Jeffrey R. Sass, Chief of Police*  
**MONTHLY SUMMARY**  
**MAY, 2025**



**FELONY CRIMES**

- Burglary** **2025-00002875** **05/19/2025**  
 Officers were dispatched to the 8700 block of Overlake Drive West for a report of a burglary to a construction site. A utility trailer containing construction equipment was forced open and several power tools were stolen from inside the trailer. Investigation ongoing.
- MV Theft** **2025-00003030** **05/27/2025**  
 Officers were dispatched to the 8600 block of NE 7<sup>th</sup> Street for a report of a stolen motor vehicle. The vehicle was suspected to have been stolen by a suspect other criminal activity who evaded police capture the night before. The suspect has been identified and the investigation is ongoing. The vehicle has since been recovered and returned to the registered owner.

**MISDEMEANOR CRIMES**

- Malicious Mischief** **2025-00002581** **05/03/2025**  
 Officers were dispatched to the 1800 block of 77<sup>th</sup> Avenue NE for a report of the Medina Police speed radar trailer having been overturned causing damage to the unit. No further investigatory leads available at this time.
- Theft** **2025-00002615** **05/05/2025**  
 Officers were dispatched to the 800 block of 86<sup>th</sup> Avenue NE for a report of two large ceramic pots that were stolen overnight. The value of the pots was estimated at \$2,000. No further investigatory leads available at this time.
- Malicious Mischief** **2025-00003027** **05/26/2025**  
 Officers were dispatched to the 200 block of Overlake Drive East for a report of vandalism of a residence under construction that occurred overnight. A door to the residence was damaged, suffering approximately \$300 in damage. Investigation ongoing.
- Theft** **2025-00003091** **05/29/2025**  
 Officers located a vehicle parked in a driveway in the 1000 block of 80<sup>th</sup> Avenue NE after the vehicle's license plates registered as stolen on the license plate reader cameras. The vehicle's owner was unaware of the stolen license plate on their vehicle. A report was taken for the theft of the registered owner's license plates that were taken off the vehicle at some point. No further investigatory leads available at this time.

**OTHER**

- Traffic Collision** **2025-00002648** **05/06/2025**  
 Officers were dispatched to the 500 block of Evergreen Point Road for a report of a one vehicle, non-injury, non-reportable collision. Officers assisted with the exchange of information between the two involved parties.



**Death Investigation****2025-00002868****05/18/2025**

Officers were dispatched to the 8900 block of Groat Point Drive for a death investigation.

**DV****2025-00002981****05/24/2025**

Officers were dispatched to the 8600 block of NE 6<sup>th</sup> Street for a report of a domestic violence incident.

**Traffic Collision****2025-00002952****05/22/2025**

Officers were dispatched to the intersection of Evergreen Point Road and NE 28<sup>th</sup> Street for a report of a two vehicle, non-injury, reportable collision. Report taken.





# MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

## MONTHLY REPORT



AGENDA ITEM 6.1b

**MAY, 2025**

| CRIMES                                   | Current Month | YTD 2025  | YTD 2024  | Year-End 2024 |
|--|---------------|-----------|-----------|---------------|
| Burglary                                 | 1             | 2         | 0         | 6             |
| Vehicle Prowl                            | 0             | 0         | 8         | 17            |
| Vehicle Theft                            | 1             | 1         | 0         | 1             |
| Theft (mail & all other)                 | 2             | 5         | 16        | 31            |
| ID Theft/Fraud                           | 0             | 1         | 4         | 14            |
| Malicious Mischief (Vandalism)           | 2             | 4         | 7         | 9             |
| Domestic Violence                        | 1             | 1         | 3         | 15            |
| Disturbance, Harassment & Non-DV Assault | 0             | 1         | 6         | 15            |
| <b>TOTAL</b>                             | <b>7</b>      | <b>15</b> | <b>44</b> | <b>108</b>    |

| COMMUNITY POLICING | Current Month | YTD 2025   | YTD 2024   | Year-End 2024 |
|--------------------|---------------|------------|------------|---------------|
| Drug Violations    | 0             | 0          | 1          | 1             |
| Community Assists  | 54            | 365        | 161        | 474           |
| Marine             | 0             | 3          | 3          | 10            |
| House Watch Checks | 75            | 412        | 326        | 955           |
| School Zone        | 22            | 137        | 149        | 258           |
| Behavioral Health  | 4             | 6          | 2          | 13            |
| <b>TOTAL</b>       | <b>155</b>    | <b>923</b> | <b>642</b> | <b>1711</b>   |

| TRAFFIC             | Current Month | YTD 2025    | YTD 2024   | Year-End 2024 |
|---------------------|---------------|-------------|------------|---------------|
| Collisions          |               |             |            |               |
| Injury              | 0             | 0           | 2          | 2             |
| Non-Injury          | 1             | 1           | 1          | 5             |
| Non-Reportable      | 1             | 2           | 1          | 3             |
| <b>TOTAL</b>        | <b>2</b>      | <b>3</b>    | <b>4</b>   | <b>10</b>     |
| Traffic Enforcement |               |             |            |               |
| Criminal Citations  | 2             | 11          | 17         | 28            |
| Infractions         | 21            | 114         | 125        | 418           |
| Warnings            | 193           | 970         | 810        | 2175          |
| <b>TOTAL</b>        | <b>216</b>    | <b>1095</b> | <b>952</b> | <b>2621</b>   |

| LICENSE PLATE READER EVENTS                   | Current Month | YTD 2025  | YTD 2024  | Year-End 2024 |
|---|---------------|-----------|-----------|---------------|
| LPR alerts that were recovered                | 2             | 5         | 6         | 13            |
| LPR alerts that were not located              | 4             | 26        | 24        | 77            |
| LPR alerts that were located, not apprehended | 0             | 0         | 2         | 4             |
| <b>TOTAL</b>                                  | <b>6</b>      | <b>31</b> | <b>32</b> | <b>94</b>     |

| CALLS FOR SERVICE               | Current Month | YTD 2025   | YTD 2024   | Year-End 2024 |
|---------------------------------|---------------|------------|------------|---------------|
| Animal                          | 4             | 16         | 11         | 29            |
| Residential Alarms              | 19            | 87         | 86         | 221           |
| Missing Person                  | 0             | 2          | 0          | 3             |
| Suspicious Activity/Area Checks | 70            | 267        | 307        | 639           |
| <b>TOTAL</b>                    | <b>93</b>     | <b>372</b> | <b>404</b> | <b>892</b>    |

| ADMINISTRATIVE                                  | Current Month | YTD 2025  | YTD 2024  | Year-End 2024 |
|---|---------------|-----------|-----------|---------------|
| Public Disclosure Requests Received             | 6             | 31        | 16        | 72            |
| Concealed Pistol License Applications Processed | 4             | 13        | 14        | 25            |
| <b>TOTAL</b>                                    | <b>10</b>     | <b>44</b> | <b>30</b> | <b>97</b>     |

*\*This report does not include all calls for service handled by Medina Police Officers. It is meant to be an overview of general calls for service within the specified reporting period.*





**MEDINA POLICE DEPARTMENT**  
*Jeffrey R. Sass, Chief of Police*  
**MONTHLY SUMMARY**



**MAY, 2025 (through 05/28/2025)**

The Medina Police Department has successfully completed a rigorous accreditation program that certifies it is operating under best practices and standards for law enforcement. The program is administered by the Washington Association of Sheriffs and Police Chiefs (WASPC) and involves a seven-phase process over several months. Benefits of accreditation include administrative and operational effectiveness, fair recruitment and employment practices, better records management, improved use of technology, health and safety, training, codes of conduct and prisoner security, among other important law enforcement tasks. The certification is awarded for a four-year period when the re-accreditation process begins. The Medina Police Department's 2025 accreditation follows our previous accreditations in 2021, 2017, 2013 and prior.

The Washington Legislature originally called for the development of standards and goals for law enforcement in 1976. WASPC was founded in 1963 and represents executive and top management personnel from law enforcement agencies statewide. With more than 900 members it includes the 39 elected county sheriffs, and 240 police chiefs, as well as the Washington State Patrol, the Washington Department of Corrections, and representatives of several federal agencies. The Medina Police Department is one of only 80 law enforcement agencies in Washington State to achieve accreditation.



**FELONY CRIMES**

**MISDEMEANOR CRIMES**

**OTHER**

**Order Service**

**2025-00002884**

**05/19/2025**

Officers were dispatched to the 3000 block of Fairweather Place to serve a domestic violence protection order.





# MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

## MONTHLY REPORT

AGENDA ITEM 6.1b

TOW  
HUNTS POINT  
Washington

**MAY, 2025 (through 05/28/2025)**

| CRIMES                                   | Current Month | YTD 2025 | YTD 2024 | Year-End 2024 |
|--|---------------|----------|----------|---------------|
| Burglary                                 | 0             | 0        | 0        | 0             |
| Vehicle Prowl                            | 0             | 0        | 1        | 2             |
| Vehicle Theft                            | 0             | 0        | 0        | 1             |
| Theft (mail & all other)                 | 0             | 0        | 0        | 2             |
| ID Theft/Fraud                           | 0             | 1        | 1        | 3             |
| Malicious Mischief (Vandalism)           | 0             | 0        | 1        | 3             |
| Domestic Violence                        | 1             | 1        | 4        | 11            |
| Disturbance, Harassment & Non-DV Assault | 0             | 0        | 2        | 5             |
| <b>TOTAL</b>                             | <b>1</b>      | <b>2</b> | <b>9</b> | <b>27</b>     |

| COMMUNITY POLICING | Current Month | YTD 2025   | YTD 2024  | Year-End 2024 |
|--------------------|---------------|------------|-----------|---------------|
| Drug Violations    | 0             | 0          | 0         | 0             |
| Community Assists  | 24            | 80         | 22        | 76            |
| Marine             | 0             | 2          | 0         | 1             |
| House Watch Checks | 4             | 38         | 13        | 65            |
| Behavioral Health  | 0             | 0          | 1         | 1             |
| <b>TOTAL</b>       | <b>28</b>     | <b>120</b> | <b>36</b> | <b>143</b>    |

| TRAFFIC             | Current Month | YTD 2025   | YTD 2024   | Year-End 2024 |
|---------------------|---------------|------------|------------|---------------|
| Collisions          |               |            |            |               |
| Injury              | 0             | 0          | 0          | 0             |
| Non-Injury          | 0             | 0          | 0          | 1             |
| Non-Reportable      | 0             | 0          | 1          | 1             |
| <b>TOTAL</b>        | <b>0</b>      | <b>0</b>   | <b>1</b>   | <b>2</b>      |
| Traffic Enforcement |               |            |            |               |
| Citations           | 2             | 2          | 6          | 9             |
| Infractions         | 7             | 36         | 25         | 73            |
| Warnings            | 43            | 201        | 206        | 467           |
| <b>TOTAL</b>        | <b>52</b>     | <b>239</b> | <b>237</b> | <b>549</b>    |

| LICENSE PLATE READER EVENTS                   | Current Month | YTD 2025 | YTD 2024 | Year-End 2024 |
|---|---------------|----------|----------|---------------|
| LPR alerts that were recovered                | 0             | 0        | 0        | 1             |
| LPR alerts that were not located              | 0             | 5        | 1        | 5             |
| LPR alerts that were located, not apprehended | 0             | 1        | 0        | 1             |
| <b>TOTAL</b>                                  | <b>0</b>      | <b>6</b> | <b>1</b> | <b>7</b>      |

| CALLS FOR SERVICE               | Current Month | YTD 2025  | YTD 2024  | Year-End 2024 |
|---------------------------------|---------------|-----------|-----------|---------------|
| Animal                          | 2             | 2         | 5         | 13            |
| Residential Alarms              | 2             | 12        | 29        | 61            |
| Missing Person                  | 0             | 0         | 1         | 2             |
| Suspicious Activity/Area Checks | 15            | 50        | 32        | 82            |
| <b>TOTAL</b>                    | <b>19</b>     | <b>64</b> | <b>67</b> | <b>158</b>    |

\*This report does not include all calls for service handled by Medina Police Officers. It is meant to be an overview of general calls for service within the specified reporting period.





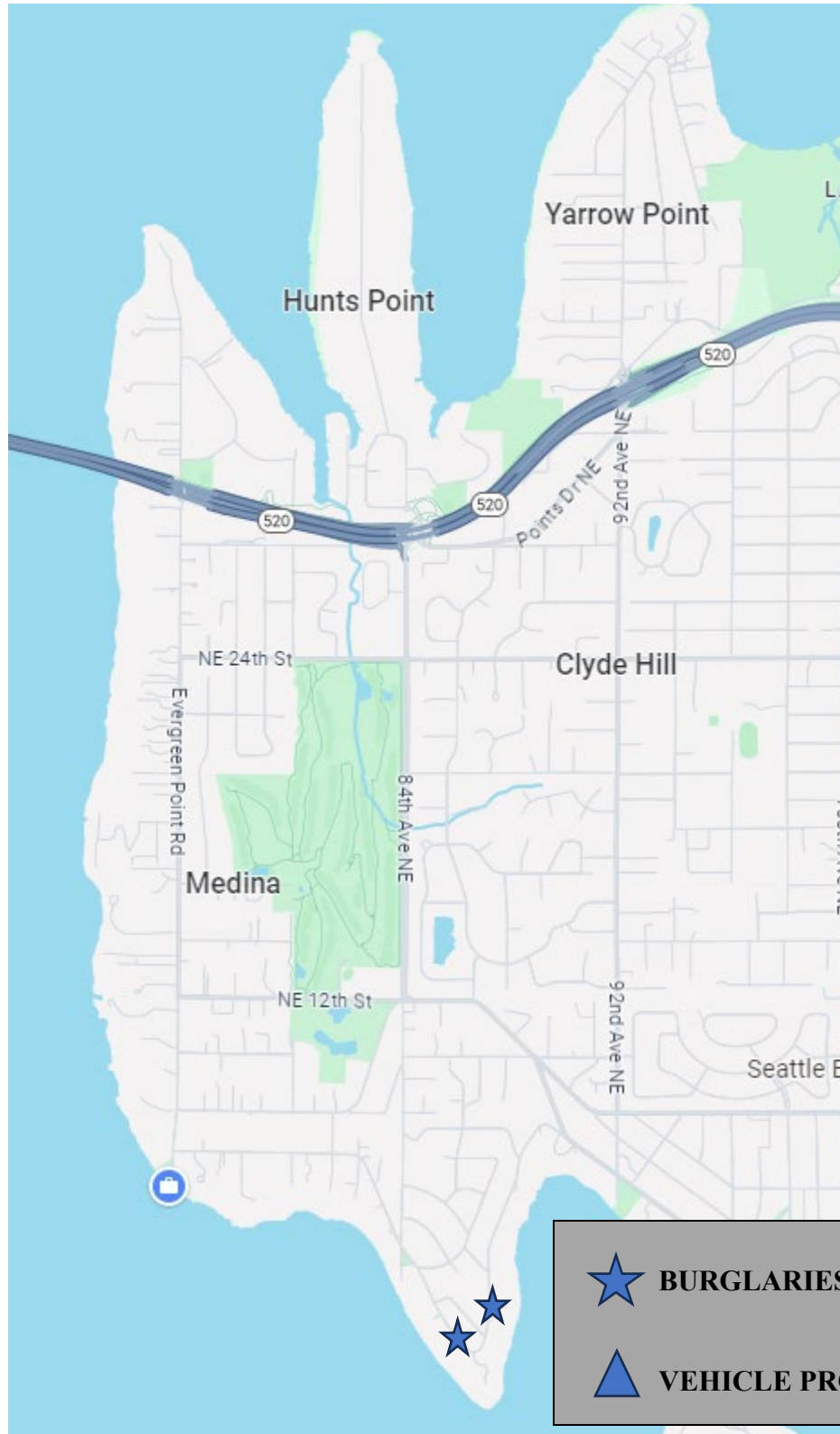
# MEDINA POLICE DEPARTMENT

## BURGLARY & MOTOR VEHICLE PROWL

### INCIDENT MAP



MAY YEAR-TO-DATE







# MEDINA POLICE DEPARTMENT

## MONTHLY REPORTING STANDARDS



| CATEGORY                               | DETAILS   |
|--|---|
| Burglary                               | Includes: <ul style="list-style-type: none"> <li>Burglary (all degrees)</li> <li>Residential Burglary</li> </ul>  |
| Vehicle Prowl                          | All degrees of Motor Vehicle Prowl.   |
| Vehicle Theft                          | Includes: <ul style="list-style-type: none"> <li>Motor vehicle theft</li> <li>Taking a motor vehicle without permission</li> <li>Car jacking</li> </ul>   |
| Theft                                  | Includes: <ul style="list-style-type: none"> <li>Possession of stolen property</li> <li>Theft (all degrees)</li> <li>Theft of mail</li> </ul>   |
| ID Theft/Fraud                         | Includes: <ul style="list-style-type: none"> <li>Identity theft</li> <li>Fraud</li> </ul>   |
| Malicious Mischief                     | Includes: <ul style="list-style-type: none"> <li>Arson</li> <li>Malicious Mischief (vandalism)</li> </ul>   |
| Domestic Violence                      | Includes: <ul style="list-style-type: none"> <li>DV Assault (all degrees)</li> <li>Violation of Domestic Violence Court Order</li> <li>DV Harassment (all degrees)</li> <li>Custodial Interference</li> <li>Order Service</li> <li>DV Rape &amp; Sex Offenses</li> </ul>  |
| Disturbance/Harassment /Non-DV Assault | Includes: <ul style="list-style-type: none"> <li>Disturbance</li> <li>Telephonic Harassment</li> <li>Harassment (all degrees)</li> <li>Assault (all degrees)</li> <li>Adult Protective Services (APS) investigations</li> <li>Child Protective Services (CPS) investigations</li> <li>Abuse investigations</li> <li>Extortion</li> <li>Kidnapping</li> <li>Non-DV Rape &amp; Sex Offenses</li> <li>Robbery</li> </ul> |
| Drug Violations                        | Includes all Violations of the Uniformed Controlled Substances Act  |
| Community Assists                      | Includes: <ul style="list-style-type: none"> <li>Civil matters</li> <li>Community Policing</li> <li>Non-suspicious Death Investigations</li> </ul>  |



|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>• Assisting the Fire Department/EMS</li> <li>• Found Child</li> <li>• Found Property</li> <li>• Special Events</li> </ul>   |
| Marine                            | Includes all incidents within our jurisdiction on the waterways.   |
| House Watch Checks                | Total number of visits to residences on house watch within the reporting period.   |
| School Zone                       | Total number of school zone patrols conducted at all three elementary schools within the reporting period.   |
| Behavioral Health                 | Calls for service involving individuals experiencing a behavioral or mental health episode. The call may have resulted in anything ranging from no police action and an involuntary commitment to a medical facility for treatment.  |
| Traffic Collisions                | <p>Includes:</p> <ul style="list-style-type: none"> <li>• Injury collisions involve medical treatment to at least one of the involved parties, either by on-scene EMS evaluation/treatment and/or transportation to a medical facility for treatment. These collisions require a police case report by law.</li> <li>• Non-injury collisions involve a collision in which there is property damage amounting to at least \$1,000 but no involved parties were injured. These collisions require a police case report by law.</li> <li>• Non-reportable collisions involve a collision under any of the following circumstances: <ul style="list-style-type: none"> <li>○ Collision on private property with no injuries.</li> <li>○ Collision on public right of way with no injuries and any property damage did not amount to at least \$1,000.</li> </ul> </li> </ul> |
| Traffic Enforcement               | <p>Citations:</p> <ul style="list-style-type: none"> <li>• Any criminal traffic citation, to include Driving With Suspended License, Reckless Driving, DUI, etc.</li> </ul> <p>Infractions:</p> <ul style="list-style-type: none"> <li>• Any non-criminal traffic stop that resulted in the issuance of a civil infraction (ticket) to the driver.</li> </ul> <p>Warnings:</p> <ul style="list-style-type: none"> <li>• Any traffic stop that resulted in a verbal warning to the driver.</li> </ul>   |
| License Plate Reader (LPR) Events | <p>Stolen license plates/vehicles that alerted the LPR system and were recovered.</p> <p>Stolen license plates/vehicles that alerted the LPR system and were not located.</p> <p>Stolen license plates/vehicles that alerted the LPR system and were located but fled from law enforcement attempts to apprehend the vehicle.</p>  |
| Animal                            | <p>Includes:</p> <ul style="list-style-type: none"> <li>• Found animal call for service</li> <li>• Lost animal call for service</li> <li>• Welfare check involving an animal</li> <li>• Noise complaints or nuisance calls for service involving an animal</li> </ul>  |
| Residential Alarms                | House alarms that are triggered and the alarm company contacts 911 for a police response. These calls for service do not include alarm calls that become a burglary investigation upon police arrival.   |
| Missing Person                    | Calls for service where a missing person report is taken, or the assistance of law enforcement is requested to search for a missing person. These calls include adults as well as juveniles.   |



|                                 |   |
|---------------------------------|---|
| Suspicious Activity/Area Checks | <p>Includes:</p> <ul style="list-style-type: none"><li>• Noise complaints</li><li>• Suspicious person/activity reports</li><li>• Field contacts made by officers on patrol</li><li>• Loud party calls, juveniles</li><li>• Reports of dangerous driving</li><li>• Weapons Complaints</li><li>• Soliciting</li><li>• Welfare Check</li><li>• Prowler</li></ul> |
|---------------------------------|---|

*\*This report does not include all calls for service handled by Medina Police Officers. It is meant to be an overview of general calls for service within the specified reporting period.*





501 Evergreen Point Road, Medina WA 98039  
425.233.6400 [www.medina-wa.gov](http://www.medina-wa.gov)

**Date:** June 9, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Jeff Swanson, Interim City Manager  
**From:** Steven R. Wilcox, Development Services Department Director  
**Subject:** Development Services Department Monthly Report

## Permitting

Our Development Services Coordinator Rebecca Bennett is scheduled to return from leave on June 17<sup>th</sup>. Rebecca will be busy helping to get us caught up on various reports that we have not been able to do on a regular basis in her absence.

Rebecca will go through 2025 permit reports and get us up to date. With the reports I can provide a summary of 2025 to date in my July 2025 staff report.

## Planning Manager Report

Jonathan G. Kesler, AICP, Planning Manager

A written report is not provided this month. See "Permit Applications of Interest" below.

## Permit Applications of Interest

Here is an update on three projects which Council has been previously advised on.

### American Tower Company (ATC)

We continue to work on the ATC permit application to upgrade ten existing facilities which include the proposed addition of ten electric meters placed within the public right of way and mounted on 4x4 posts.

The matter of the electric meters is now back with the applicant's representative for response.

### T-Mobile Tower with Monopine proposal at 2800 block of Evergreen Point Road

The hearing examiner provided a decision on the T-Mobile special use and variance applications. You may have already seen this, but for your quick reference a copy of the decision is provided with this staff report. A summary is that the monopine concealment proposal was denied by the hearing examiner. Without the monopine, the existing tower height of 65' can continue and will not need to increase to 70'. Various conditions that Medina had asked for were included in the decision.

Project summary: The existing T-Mobile facility will change with the existing pole location moving 10' to the north within the same fenced area. The existing automatic standby generator will be eliminated. No trees will be



removed. The existing 36" diameter antenna will remain without concealment and the size will increase to up to 80" in diameter. The tower and antenna will be painted and maintained a color and in a tone as specified by Medina.

At this point we are waiting for T-Mobile to submit a complete building permit application.

For additional information permits P-24-034, P-24-035, and P-24-036 are available through public records request.

#### Overlake Golf and Country Club 50' Driving Range Protection Fence Proposal

The hearing for the proposed 50' driving range fence was held on May 15<sup>th</sup>. The hearing will continue Wednesday June 11<sup>th</sup>.

The June 11<sup>th</sup> hearing will be conducted in person at Medina City Hall and with an on-line option.

### **Development Services Consultant Staffing**

We are exploring consultant options to better assist us with current and long-range planning.

Loss of consultant SCJ due to the completion of the Middle Housing work, and increasing costs of service are causing the need for re-evaluation of how we have been operating with planning consultants. I am waiting for the hiring of a new City Manager to make decisions, but I have been moving this topic forward in preparation.

Medina has a history of using planning consultants for both specific tasks such as long-range planning, and for day-to-day assistance with Development Services current planning projects.

### **Tree Inventory**

Our arborist is now working in Fairweather Park to inventory trees.

Medina Park trees are now tagged with a number, GIS located, species determined, size and health recorded.

Next year I hope that Medina right of way trees can be inventoried under 2026 budget.

When the inventory is completed in 2026, Medina will be able to manage public trees as a forest rather than as a collection of unidentified individual trees as we have traditionally. All data will be on-line for use by anyone and will also be updated as changes occur. Council and residents will be able to visualize the urban forest and can use inventory collected data to better plan the future.

These inventories are a tool for managing public trees only and do not involve any private trees.

### **Critical Area Ordinance Update**

The Council approved funding for consultant Facet to assist us with this 2025 project. We are now under contract with Facet and will have a kick-off meeting soon.

This is an unfunded State of Washington mandate which requires that jurisdictions update their existing Critical Area's ordinances. Medina has until the end of 2025 to complete the update to Medina Municipal Code Chapter 16.50 with implementation at the start of 2026.



## Development Services Projects

Below are a couple of significant projects that we need to complete.

### Code Amendments

I have an on-going compilation of code amendment proposals for later in 2025 and in 2026. Several of these may be considered “minor code amendments” which have been typically presented to Council for approval on consent. However, some amendments will be larger and need to be considered separate. A minor code amendment would not need Planning Commission or Department of Commerce involvement.

Examples of small amendments may include addressing changes in the Bellevue Fire Code to match Medina’s Municipal Code, correcting an error in code numbering, adding helpful definitions, updating our complete building permit application requirements, defining measurement of fences, adding site notice and waiting period for approved tree removals, etc. Some minor code amendments could overlap with addressing “Phase 2” impacts of Middle Housing.

Examples of larger amendments may include proposals to improve the use and effectiveness of our Tree Management Code, updating our existing telecommunications code, updating and amending our existing Construction Activity Permit ordinance with the inclusion of previous Council directives, creation of a separate Construction Activity Permit violations section, a complete re-draft of our code enforcement chapter with matching amendments throughout our MMC, etc. These types of amendments may need Planning Commission, Department of Commerce or other involvement.

The result of the 2025 Tree Canopy Study, and the 2025-2026 public tree inventory project may be that the Council will want to amend our Tree Management Code. If the time comes to amend our Tree Management Code, it will require budget funds and careful advanced planning.

### Development Services Fees

Development Services fees have not been comprehensively reviewed in many years. A complete review of our fees is needed versus services and costs. As part of a “fee study” is a review of our use of cash deposits or “Advanced Deposits”. Advanced Deposits require policy development.

Until recently, our fees combined with the use of Advanced Deposits have been working well. Consultant costs are going up dramatically as are the costs of overhead etc. causing a need to re-evaluate not only fees we charge, but also how we administer them.

As a part of the fee discussion, we have a need to create policies for the use of the Development Services Fund. An example of policy is the amount of reserve funds that should be maintained from year to year.





## May 2025 Code Enforcement Report

| Case Number | Case Type               | Assigned To | Address           | Case Text   | Fine Amount |
|-------------|-------------------------|-------------|-------------------|---|-------------|
| CC-2025-047 | GENERAL                 | Rob Kilmer  | 2433 78TH AVE NE  | <p>Description: Received concern regarding materials on roof of construction project</p> <p>Action Taken: Directed project Agent to have the materials secured until work can resume.</p>   | N/A         |
| CC-2025-039 | GENERAL                 | Rob Kilmer  | 122 OVERLAKE DR E | <p>Description: Received concern regarding construction along the waterfront.</p> <p>Action Taken: Investigated and determined the work was per plan on a current, valid permit. Provided findings for response to community member.</p>  | N/A         |
| CC-2025-040 | GENERAL                 | Rob Kilmer  | 1525 79TH PL NE   | <p>Description: Received concern regarding work potentially requiring a permit.</p> <p>Action Taken: Visited location and observed that no work had apparently taken place yet. Equipment and materials observed to be on site do not indicate work that would require a permit.</p>  | N/A         |
| CC-2025-041 | TREE INVESTIGATION      | Rob Kilmer  | 7808 NE 10TH ST   | <p>Description: Received concern regarding cutting of two trees.</p> <p>Action Taken: Investigated/communicated with City Arborist and determined that the cutting was per issued permit TREE-25-011. No further action taken.</p>  | N/A         |
| CC-2025-042 | GENERAL                 | Rob Kilmer  | 2045 78TH AVE NE  | <p>Description: Received concern regarding work being performed without permits.</p> <p>Action Taken: Visited site to investigate. Determined that the current work does not require a permit. Workers on site understood that the permit applications for work that does require a permit were not yet approved. Educated the workers on site about the work rules in Medina. Left my card. No further action taken.</p> | N/A         |
| CC-2025-043 | NOTICE OF VIOLATION     | Rob Kilmer  | 201 OVERLAKE DR E | <p>Description: Received report of a tree cut down without permit.</p> <p>Action Taken: Visited site with City Arborist to investigate. Determined that the report was accurate.</p> <p>Drafted Notice of Violation and sent it to City Arborist and Development Services Director.</p>   | \$21,000    |
| CC-2025-044 | FORMAL, WRITTEN WARNING | Rob Kilmer  | 7626 NE 10TH ST   | <p>Description: Received concern from neighbor regarding work occurring after allowable work hours.</p> <p>Action Taken: Issued formal warning to the project Owner/Agent.</p>  | N/A         |



|             |                 |            |                 |   |     |
|-------------|-----------------|------------|-----------------|---|-----|
| CC-2025-045 | SIGN VIOLATION  | Rob Kilmer | 830 80TH AVE NE | Description: Observed large advertising flag/banner/pole displayed along right-of-way (Optima Fence and Deck).<br><br>Action Taken: Removed advertisement and called company to inform them of sign rules in Medina.  | N/A |
| CC-2025-046 | GENERAL         | Rob Kilmer | 8455 RIDGE RD   | Description: Received report from Medina Police that there were noise complaints regarding work occurring at this site.<br><br>Action Taken: Visited site to investigate. Work does not appear to require permits. Left card with onsite worker directing that their boss should call me. Followed up with Medina Police. | N/A |
| CC-2025-048 | GENERAL         | Rob Kilmer | 607 86TH AVE NE | Description: Received concern regarding landscaping activities.<br><br>Action Taken: Investigated and directed Grading and Drainage Inspector to visit site to determine what is required. Additionally directed City Arborist to address tree concerns.  | N/A |
| CC-2025-049 | SIGN VIOLATION  | Rob Kilmer | 8398 NE 12TH ST | Description: Observed commercial advertising signs (2)(Torre Junk and Demolition) displayed along right-of-way.<br><br>Action Taken: Removed signs and contacted company to inform them regarding sign rules in Medina.   | N/A |
| CC-2025-050 | INITIAL WARNING | Rob Kilmer | 7930 NE 32ND ST | Description: Observed site conditions that require correction to bring the site back into compliance with the project permits.<br><br>Action Taken: Issued correction letter to project Agent.  | N/A |

| Past Code Enforcement Cases Still Open |                     |             |                |  |  |
|--|---------------------|-------------|----------------|--|--|
| Case Number(s)                         | Case Type           | Assigned To | Address        | Case Text  | Fine Amount                            |
| CC-2023-152                            | NOTICE OF VIOLATION | Rob Kilmer  | 7838 NE 8TH ST | Description: During an inspection at a neighboring property, a structure was observed to have been built within the rear-yard setbacks of 7838 NE 8th Street. The structure appears to require both an approved variance and building permit.<br><br>Action Taken: Issued a Notice of Violation<br><br>Estimated Penalty: Structure must be removed or approved variance and building permit(s) must be obtained. Financial penalties will apply if required actions are not initiated by 11/2/23.<br><br>Status: Working through variance process | To be determined based upon compliance |



|             |                       |            |                  |   |  |
|-------------|-----------------------|------------|------------------|---|--|
| CC-2024-067 | STOP WORK ORDER       | Rob Kilmer | 1636 73rd Ave NE | Description: Clearing, grading, and construction occurring on site within a steep slope critical area.  | To be determined based upon compliance |
| CC-2024-075 | NOTICE OF VIOLATION   |            |                  | Action Taken: Stop Work Order issued and project owner instructed to set up an application meeting. Work can only resume once required permits are approved and issued.   |  |
|             |                       |            |                  | Estimated Penalty: Doubling of building permit fees per 16.40.070. - Work commencing before permit issuance. To be reviewed for Notice of Violation penalty per MMC 1.15.200. - Notice of violation.<br><br>Status: Working through permitting process. |  |
| CC-2024-070 | STOP WORK ORDER       | Rob Kilmer | 8711 Ridge Road  | Description: Observed stairway structure being erected on roof of garage up to roof of second story.  | To be determined based upon compliance |
| CC-2024-072 | NOTICE OF VIOLATION   |            |                  | Action Taken: Issued Stop Work Order and required a permit pre-application meeting to be scheduled.   |  |
| CC-2024-080 | NOTICE OF FINAL ORDER |            |                  | Estimated Penalty: Doubling of permit fees per MMC 16.40.070. - Work commencing before permit issuance. To be reviewed for Notice of Violation penalty per MMC 1.15.200. - Notice of violation.<br><br>Status: Pending Resolution                       |  |
| CC-2024-101 | GENERAL               | Rob Kilmer | 7664 NE 14TH ST  | Description: Met onsite with homeowner to discuss a sport court that had been installed.  | To be determined based upon compliance |
| CC-2024-114 | NOTICE OF VIOLATION   |            |                  | Action Taken: Directed homeowner that permits are required for a sport court.   |  |
|             |                       |            |                  | Status: Working through zoning process  |  |



# Tree Permit Activity Report

## May 2025

### By Andy Crossett

#### Tree Inventory Update:

Fairweather Park is nearing completion. The site supports a typical distribution of Pacific Northwest lowland native species, including Douglas fir, western redcedar, bigleaf maple, Pacific madrone, black cottonwood, red alder, and bitter cherry. The park also contains a healthy representation of native shrubs and small trees such as osoberry, cascara, and oceanspray. However, there remains a significant presence of non-native invasive species, including Himalayan blackberry and English ivy. Overall, disease loads appear to be within a normal range. As forest succession progresses and conifers become more dominant, bigleaf maple and red alder are expected to decline within the interior of the site—an anticipated and natural part of ecological succession.

| Issued Non-Development Tree Permit Activity Table |                                 |                   |                 |                     |                       |   |
|---|---------------------------------|-------------------|-----------------|---------------------|-----------------------|---|
| Picture #   | Permit Type                     | Address           | # Trees Removed | Removed Tree (Size) | Supplemental Required | Description   |
| 1   | TREE-RESTORATION<br>TREE-25-023 | 212 Overlake DR E | 1 Douglas fir   | 40"                 | 1                     | Tree met requirements to be considered 'high-risk'. |
| N/A   | TREE-PERFORMANCE<br>TREE-25-031 | 8626 NE 6th St.   | 2 Katsura       | 13", 16"            | N/A                   | The site exceeds minimum TU requirements.           |

| New Non-Development Tree Permit Activity Table |                                 |                            |                                |                       |                       |   |
|--|---------------------------------|----------------------------|--------------------------------|-----------------------|-----------------------|---|
| Picture #                                      | Permit Type                     | Address                    | # Trees Proposed to be Removed | Removed Tree (Size)   | Supplemental Required | Description   |
| 2  | TREE-RESTORATION<br>TREE-25-029 | 3434 EVERGREEN<br>POINT RD | 2 Douglas fir, 2<br>Grand fir  | 36", 32",<br>41", 35" | ?                     | The application contains numerous deficiencies. A correction letter has been issued requesting the missing information needed to proceed with the review. |



**Issued Development Tree Permit Activity Table**

| Picture # | Permit Type                                | Address          | # Trees Removed | Removed Tree (Size) | Supplemental Required | Description   |
|-----------|--|------------------|-----------------|---------------------|-----------------------|---|
| N/A       | TREE-WITH BUILDING/DEVELOPMENT TREE-25-024 | 2045 78TH AVE NE | N/A             | N/A                 | N/A                   | No tree removals are proposed as part of this permit. The scope of the permit is limited to monitoring compliance with the approved Tree Protection Plan. |

**New Development Tree Permit Activity Table**

| Picture # | Permit Type                                | Address        | # Trees Proposed to be Removed                                      | Removed Tree (Size) | Supplemental Required | Description  |
|-----------|--|----------------|---|---------------------|-----------------------|--|
| 3         | TREE-WITH BUILDING/DEVELOPMENT TREE-25-025 | 8048 NE 8TH ST | Douglas fir, Flowering cherry, Silver Birch, Black Pine, Black Pine | 36, 21, 12, 21, 17  | TBD                   | The application was incomplete. A correction letter has been sent requesting the necessary information to continue the review. |



**Picture 1. 212 Overlake DR E – High risk Douglas fir**





**Picture 2. 3434 EVERGREEN POINT RD – Highlighted trees proposed for removal.**





Picture 3. 8048 NE 8TH ST – Development site





**BEFORE THE HEARING EXAMINER FOR THE CITY OF MEDINA**

Phil Olbrechts, Hearing Examiner

|  |   |
|--|---|
| <p>RE: T-Mobile Monopole</p> <p>Special Use Permit and<br/>Variance</p> <p>File Nos. P-24-036, P-24-034 &amp;<br/>P-24-035</p> | <p><b>FINDINGS OF FACT, CONCLUSIONS<br/>OF LAW AND DECISION</b></p> |
|--|---|

**INTRODUCTION**

T-Mobile<sup>1</sup> seeks approval of a special use permit and variance to replace a 65-foot stealth monopole wireless facility with a 70-foot monopine faux tree pole located at 7800 NE 28" Street. The purpose of the variance is to increase the authorized maximum height of MMC 16.37.070B2 from 35 feet to 70 feet. MMC 16.37.120A requires a special use permit for all wireless communication facilities. The applications are approved subject to conditions.

The proposed monopine faux tree design is denied by this decision. T-Mobile is required to instead employ a "nonstealth" design option in which the monopole is completely exposed but painted green along with its antenna. The strict attention to aesthetic impacts of this decision implements Medina's priority to maintain its highly sensitive "sylvan" (wooded) suburban character as reflected in several comprehensive plan goals and policies.

Pursuant to the City's strict aesthetic policies great care must be taken to assure that the least visually intrusive design is applied to the monopole. Ironically, the community's focus upon trees results in the disqualification of T-Mobile's proposed faux tree design. The faux design is too obviously faux in contrast to the surrounding natural tree environment. In that regard the design draws more attention to itself rather than less. The bulk of the faux tree was also of great concern to City staff as it was significantly more than the other design options presented by T-Mobile.

T-Mobile presented two other concealment design options: (1) a cannister stealth option in which the antennas of the pole are hidden in a cylinder surrounding the monopole and (2) a "nonstealth" option in which the monopole is fully exposed but its

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<sup>1</sup> "T-Mobile" is a shorthand reference to the identified in Finding of Fact No. 1.



1 antennas are painted green along with the pole itself. The nonstealth option is required  
2 by this decision since it presents the least bulk of all three options.

3 An added condition resulting from the nonstealth selection is that the design be limited  
4 to that depicted in T-Mobile's photo simulations and other submissions into the record.  
5 As previously noted, the nonstealth option was selected for its comparatively minimal  
6 bulk. That bulk could change if T-Mobile adds antennas to the pole beyond that  
7 proposed. Revisions that T-Mobile has requested to staff recommended conditions of  
approval suggest that T-Mobile would like to keep its options open to add facilities to  
the pole. If T-Mobile does make any such changes, it will have to acquire approval of  
permit amendments as any developer would when altering an approved project design  
to the extent consistent with federal law.

8 At the hearing Ms. Nunn testified that she felt that hearing notice and community  
9 outreach was inadequate. Mr. Wilcox, the City's community development director,  
10 testified that he had suggested enhanced outreach but that was declined by T-Mobile.  
11 It is undisputed that the applications under review have met all required public notice  
12 requirements. Arguably nothing more can be required of T-Mobile. In any event,  
13 federal law places deadlines on WCF permit processing and added notice requirements  
cannot be implemented without violating those deadlines. Further, T-Mobile  
volunteered to an extension of the federal deadline to submit some additional photo  
simulations. Those additional simulations were helpful in assessing impacts. T-Mobile  
also met with the City Council to discuss their application, which was not required.

14 Ms. Nunn also questioned whether the proposed monopole would appreciably improve  
15 coverage. Data not made available until the hearing do show a marked improvement  
16 in coverage. Figures A-C of T-Mobile's PowerPoint presentation show a massive  
17 improvement in 2.5 GHZ coverage and a significant improvement in low band  
coverage.

## 18 ORAL TESTIMONY

19 A computer-generated transcript of the hearing has been prepared to provide an  
20 overview of the hearing testimony. The transcript is not intended to provide a precisely  
21 accurate rendition of testimony but generally identifies the subjects addressed during  
22 the hearing. The transcript is provided for informational purposes only as Appendix  
A.

## 23 EXHIBITS

24 Exhibits 1-40 listed on the revised Exhibits list submitted by staff as a supplement to  
25 the staff report dated April 9, 2025, were admitted into the record during the April 16<sup>th</sup>,



2025, virtual public hearing. The following exhibits were also admitted at or after the hearing:

- Ex. 41: Applicant PowerPoint presentation
- Ex. 42 : Applicant letter requesting revised conditions
- Ex. 43: Photo simulations.
- Ex. 44 : May 9, 2025 Applicant Final Argument

## FINDINGS OF FACT

### Procedural:

1. Applicant. The Applicants are VB BTS II, LLC (Vertical Bridge) and T-Mobile West LLC (T-Mobile).
2. Hearing. A virtual hearing was held on the application on April 16<sup>th</sup>, 2025, at 10:00 am. The record was left open through April 30, 2025 for added photo simulations of other design options with a public response of May 7, 2025 and final word from T-Mobile on May 9, 2025.

### Substantive:

3. Site/Proposal/Project Description. T-Mobile seeks approval of a special use permit and variance to replace a monopole wireless facility located at 7800 NE 28" Street in the City of Medina. The purpose of the variance is to increase the authorized maximum height of MMC 16.37.070B2 from 35 feet to 70 feet. MMC 16.37.120A requires a special use permit for all wireless communication facilities. The applications are approved subject to conditions.

The primary use of the project site is the Bellevue Christian Elementary School. The monopole to be replaced was approved by the City in 2016. The existing wireless communications facility (WCF) is located on the northwest corner of the project site in an existing 35' x 25' leased area. T-Mobile requests to remove the existing 65-foot stealth monopole and replace it with a 70-foot monopine. A monopine is an imitation tree likely constructed of metals and plastics. The monopine will continue to be an unmanned wireless facility. (Ex. 5 at 5). The leased area is surrounded by a 6-foot tall fence with non-reflective black privacy slats (Ex. 5 at 4). There is no expansion proposed for the existing lease area. (Ex. 5 at 4) The existing fence and gate approved under the 2016 WCF are not proposed to be modified. (Ex. 5 at 5). The equipment building will also not be modified and T-Mobile proposes to put all ground equipment into the existing structure. Tr. 8.



The existing monopole included a 98-foot setback, as measured from the equipment shelter. T-Mobile has represented that the distance from residential properties will not be decreased by the Proposal (Ex. 9 - response to MMC 16.37.070B.4).

4. Characteristics of the Area. The subject property is zoned Parks and Public Places.

| Direction | Zoning              | Present Use                 |
|-----------|---------------------|-----------------------------|
| North     | P-Public            | Fairweather Nature Preserve |
| South     | R-16, Residential   | Residential                 |
| East      | Town of Hunts Point | Residential                 |
| West      | R-20, Residential   | Residential                 |

5. Adverse Impacts. As mitigated, the impacts of the proposal are minimized. The Responsible Official issued a Revised Determination of Nonsignificance (Revised DNS) on March 12, 2025.

The primary impact of concern is aesthetic. As a 70-foot tall structure the proposal towers over surrounding structures that are all limited to 35 feet by City zoning standards. The site plan (Ex. 12, sheet A-1.1) illustrates that the existing 2016 WCF monopole is much smaller in area than the proposed monopine faux tree (Ex. 12, sheet A.1.2), with a staff report approximation that the faux pine exceeds the area and dimensions of the existing 2016 WCF by as much as two to three times. The gross diameter of the monopine was not provided. The photo-simulations of the design options presented by T-Mobile emphasize the increased bulk of the monopine as opposed to the existing monopole and alternative design options (Ex. 34, 25). Of particular concern to City staff is that the monopine will be visible from Evergreen Point Road, which is apparently a highly travelled road in the Medina community. The Ex. 25 site plan shows the proposed monopole will be moved north from its existing location and away from existing natural trees which will further expose it to users of Evergreen Point Road and others which makes it more visually conspicuous than the existing location.

Although the monopine proposal increases aesthetic impacts, it must also be recognized that the baseline for assessing conditions is the current condition of the environment<sup>2</sup>, which is the 65-foot monopole. As shown in the photo simulations, Ex. 33 and 34, from some vantage points both the existing and proposed monopoles

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<sup>2</sup> *King Co. v. Friends of Sammamish Valley*, 3 Wn.3d 793, 556 P.3d 132 (2024). The Sammamish case addresses the environmental baseline for SEPA review. However, there is no case law that addresses baseline for zoning permit review and in any event there is no apparent reason why baseline should be assessed differently for zoning permits.



are overshadowed in height by surrounding pine trees of greater height. The monopole will be painted dark green for further concealment within the green background of the surrounding pine trees. Applying the appropriate baseline, the requested five foot increase in height by itself is not significant. Coupled with the added bulk of the faux pine or cannister design options the height increase is significant.

The most significant and perhaps only material difference of opinion between City staff and T-mobile concerns the choice of concealment design used to reduce aesthetic impacts. As previously noted T-Mobile proposes a faux pine design. T-Mobile has also presented a stealth cannister and nonstealth structure as alternative design options. See Ex. 32 and 33. The stealth cannister option conceals all monopole antenna in a cannister. The nonstealth option leaves the monopole exposed but includes painting the monopole and its antenna green. City staff advocate those two alternatives because while obtrusive, both are visually expected while a monopine could become an undesired feature along Evergreen Point Road.

At first glance using a faux pine structure as opposed to the other two design options would appear to directly serve the City's objective of maintaining its "sylvan" character as discussed in its comprehensive plan (See COL<sup>3</sup> 4). However, as shown in the simulations and pictures of the monopine design, the monopine is clearly artificial. In this regard the monopine design enhances rather than obscures the artificial aesthetic of the tower, at least when in close proximity. The aesthetic impact of the monopine design when compared to the other design options is further exacerbated by the greater height and greater width of the faux pine. The significance of the difference in aesthetic impact between the monopine and alternative design options can be reasonably debated. However, most reasonable minds would agree that the alternatives, or at least the nonstealth option, has less impact.

City staff expressed no preference between their two preferred options. As noted by T-Mobile, the cannister has more bulk than the nonstealth option and in this sense has a greater aesthetic impact. T-Mobile also favors the nonstealth option because the cannister option impedes access and creates heat problems. Tr<sup>4</sup>. 24. The nonstealth option is found to create the least aesthetic impact.

6. Necessity of Variance/Minimum Request. The proposed 65 foot tower height is the minimum necessary to enable adequate T-Mobile adequate WCF coverage.

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<sup>3</sup> "COL" are conclusions of law. "FOF" are findings of fact.

<sup>4</sup> "Tr." are citations to the Appendix A transcript.



1 T-Mobile asserts it has a significant gap in reliable wireless service in the area  
 2 around the proposed site. A gap in reliable in-vehicle and in-building residential  
 3 service currently exists in the vicinity of the project site. Currently T-Mobile is  
 4 operating on a temporary 45' tall facility at Fairweather Park. The current  
 5 temporary site and any other facility of similar or lower height cannot remedy the  
 6 significant gap in service. T-Mobile identifies that the current facility is out of date  
 and needs to be upgraded to allow all the current T-Mobile licensed frequencies  
 and technologies, including 5-G, to provide the "best coverage". (Ex. 5 at 5). As  
 such, *"the current standard for T-Mobile technologies requires a significantly  
 larger footprint of antennas and remote equipment to provide those additional  
 technologies"* (Ex. 5 at 5).

7 Although the height requested by T-Mobile is 70 feet, the height approved for the  
 8 proposal continues to be 65 feet under the nonstealth design option. The 65-foot  
 9 height is necessary to provide for adequate T-mobile cellular coverage. T-Mobile  
 10 submitted a cellular coverage analysis prepared by a radio frequency engineer,  
 11 Nathan Rausch, to establish the need for the proposed height. (Ex. 38). In Ex. 38,  
 Mr. Rausch states that modeling and analysis show that *"the antenna tip height of  
 65 feet continues to be the minimum necessary to continue to fill what would  
 otherwise be a significant gap in coverage"*. (Ex. 38).

12 The Ex. 38 analysis was an update to analysis used to justify the 65-foot height of  
 13 the currently existing monopole. The analysis was based upon the use of a test  
 14 antenna transmitting at different heights coupled with drive testing to assess  
 15 adequacy of coverage. T-Mobile doesn't appear to have any financial incentive to  
 16 build towers with heights that exceeds its coverage needs. There is also no evidence  
 in the record that conflicts with Mr. Rausch's findings or suggests them to be in  
 error.<sup>5</sup> From these facts it is concluded that 65 feet is the minimum necessary for  
 adequate T-Mobile coverage.

17 A lower height is not reasonably available in an alternative location. The location  
 18 of the proposed facility is particularly suited for T-Mobile's RF Engineering needs.  
 19 The site is located in close proximity to the existing temporary site. This location  
 20 allows for similar coverage to be provided thus allowing existing customers to  
 21 continue receiving personal communication services. The site is also located at a  
 22 ground elevation that is higher than other alternative locations identified in the  
 report to follow. This higher ground elevation allows for a reduction in total tower  
 height. Furthermore, the location is in a wooded area surrounded by trees which  
 limits the visibility of the structure.

23  
 24  
 25 <sup>5</sup> As noted in the Introduction, Ms. Nunn questioned the anticipated improvements in  
 coverage. Data presented for the first time at hearing showed that coverage would in  
 fact be significantly increased at low and high band levels.



1 T-Mobile explains that to replace the temporary facility and remedy T-Mobile's  
 2 significant gap in coverage, a relatively narrow search area exists to ensure T-  
 3 Mobile can complete their network requirements according to sound engineering  
 4 practices. This narrow search area is limited to within a few hundred feet of the  
 5 temporary location and requires similar or better ground elevation. T-Mobile  
 6 assessed a couple alternative locations advocated by local residents. Ex. 39, Conroy  
 7 analysis, p. 19. Both sites were too far from T-Mobile's coverage area and at too  
 low an elevation compared to the proposed site to provide adequate coverage. No  
 evidence of any other viable alternative site was presented. In the absence of any  
 evidence in the record to suggest a feasible alternative that can meet T-Mobile's  
 coverage needs with less adverse impact, the proposed site must be considered the  
 best available site to provide adequate coverage.

## 8 CONCLUSIONS OF LAW

### 9 Procedural:

- 10 1. Authority of Hearing Examiner. MMC 16.80.050(C) authorize the Hearing  
 11 Examiner to hold hearings and issue final decisions on variance and special use  
 12 permit applications.

### 13 Substantive:

- 14 2. Zoning. The project site is zoned Parks and Public Spaces.
- 15 3. Review Criteria. MMC 16.37.120A requires a special use permit for all wireless  
 16 communication facilities. Wireless communication facilities are defined by MMC  
 17 16.12.260 as "*a facility designed and used for the purpose of transmitting, receiving,*  
 18 *and relaying voice, video and data signals from various wireless communication*  
 19 *devices...*" The proposed monopole meets this definition and a special use permit is  
 20 required. As previously noted T-Mobile as requests a variance because its proposed  
 21 monopole height exceed the 35 foot height limit for wireless communication facilities  
 imposed by MMC 16.37.070B2. Applicable review criteria for both the special use  
 permit and variance are quoted below in italics and imposed via corresponding  
 conclusions of law.

### 22 *Special Use Permit*

23 **MMC 16.72.010**, *A non-administrative special use permit may be approved*  
 24 *only if the following criteria are satisfied:*  
 25



1 *1. The use complies with the adopted goals and policies set forth in the*  
 2 *comprehensive plan;*

3 4. Criterion Met. As conditioned for the nonstealth design option, the criterion is met.

4 As identified in FOF 5, a central issue in this application is whether the faux pine  
 5 design proposed by T-mobile should be authorized as opposed to the stealth design  
 6 advocated by City staff. Preservation of the City's sylvan character is found to be  
 7 of central importance in the City's comprehensive plan. Given this priority, it is  
 8 further found that all reasonable effort is required to require the least visually  
 9 intrusive design. The nonstealth design option is found to be most compatible with  
 10 the sylvan character and is thus found necessary to comply with the aesthetic goals  
 11 and policies of the comprehensive plan.

12 Medina is a unique community in that community aesthetics play a major role in  
 13 maintaining community identity, property values and a premium high quality built  
 14 environment. The City's comprehensive plan provides a good explanation on the  
 15 significance of its high quality setting:

16 ...  
 17 *Medina finds itself in the center of an increasingly urban metropolitan area.*  
 18 *The City is attempting to maintain its identity in the face of exploding*  
 19 *growth that has been occurring all through King County. Medina's unique*  
 20 *character is due in part to its lake front location. With approximately five*  
 21 *miles of waterfront, the City is graced by premium single-family residential*  
 22 *development along the lakeshore, and a mixture of modest homes in the*  
 23 *north-central portion of the City, establishing the character of the City as a*  
 24 *high-quality residential community.*

25 *Medina also has a distinctive and sylvan quality that is typified by semi-*  
*wooded and heavily landscaped lots that provide visual and acoustic*  
*privacy between neighbors and abutting city streets. Many of the residences*  
*are situated in open settings, which take advantage of the attractive lake*  
*and territorial views. Additional contributing factors are elaborately*  
*landscaped lots as well as the large tracts of open space, which can be seen*  
*from city streets...*

Medina Comprehensive Plan, Setting and Character, p. 8.

The Comprehensive Plan has numerous goals and policies designed to maintain  
 and perpetuate the City's natural and high quality built environment. Examples  
 of such goals and policies are as follows:



**Goal LU-G1:** *To maintain Medina's high-quality residential setting and character, while considering creative housing solutions to accommodate community members of all socioeconomic groups.*

**Goal CD-G2:** *Maintain the informal, natural appearance and safety of the Medina's street rights-of-way and public areas.*

**CD-P1:** *Preserve and enhance trees as a component of Medina's distinctive sylvan character.*

**CD-P6:** *Encourage infill and redevelopment in a manner that is compatible with the existing neighborhood scale.*

**CD-P9:** *The City's design objective is to maintain the City's natural, lower-density, and informal appearance. Medina's highly visible streets as identified in the Landscaping Plan should be heavily landscaped with native trees and shrubs arranged in an informal manner.*

**H-P2:** *Maintain the informal, sylvan residential character of neighborhoods. Encourage residential site development and redevelopment to plan for the retention or preservation of existing trees.*

From the comprehensive plan goals and policies above it is clear that maintaining the sylvan character of the City is a priority objective of the City. As a priority objective, all reasonable effort should be made to maintain that sylvan character and any failure to do so would not be consistent with the policies and goals enunciated above. As determined in FOF 5, the nonstealth design has less adverse aesthetic impact. That design is found necessary to establish conformance to the City's comprehensive plan.

2. *The use is designed to minimize detrimental effects on neighboring properties;*

5. Criterion Met. The criterion is met. The nonstealth design required by this decision coupled with several other mitigation measures minimizes impacts as determined in FOF No. 5.

3. *The use satisfies all requirements specified for the use;*

4. Criterion met. The criterion is met. The proposal meets all applicable development standards as outlined in detail in the staff report.

5. *The use complies with all applicable zoning and development standards and requirements; and*



6. Criterion Met. The criteria is met. The proposal meets all applicable development standards as outlined in detail in the staff report.

6. *The use will have no materially detrimental effects on neighboring properties due to excessive noise, lighting, off-site traffic generation, or other interferences with the peaceful use and possession of said neighboring properties.*

7. Criterion Met. The criteria is met. As identified in Finding of Fact No 5, the Proposal will remove the existing generator from the leased space, which should reduce noise on the site.

### Variance

***MMC 16.72.100.E.1, Non-administrative variances may be granted where the application of a dimensional standard would result in an unusual or unreasonable hardship due to physical characteristics of the site;***

8. Criterion Met. The criterion is met. As identified in Finding of Fact No 6, the proposed height is the minimum necessary to provide for adequate T-Mobile coverage.

***MMC 16.72.100.E.2, Evidence of other variances granted under similar circumstances shall not be considered in the granting of a non-administrative variance; and***

9. Criterion Met. The criterion is met. The approval of other variances have not served as precedent in this review.

***MMC 16.72.100.F.1, The Variance does not constitute a granting of special privilege inconsistent with the limitations upon uses of other properties in the vicinity and zone in which the subject property is located.***

10. Criterion Met. The criterion is met. Approval is mandated by federal law to meet the City's obligation to provide for adequate coverage for personal wireless services. The City would similarly approve any other project where approval was mandated by state or federal law. As such, approval for this project would not qualify as a grant of special privilege.

Section 704(a) of the Telecommunications Act of 1996 Act requires that the regulation of the placement, construction, and modification of personal wireless service facilities by any local government shall not prohibit or have the effect of prohibiting the provision of personal wireless services. 47 U.S.C. §332(c)(7)(B)(i). The City is free to reasonably regulate the impacts of wireless facilities and Medina certainly has done so. The proposal meets all of the City's wireless facility development standards and no alternative locations are reasonably available.



Under these circumstances the City must approve the variance request if that is necessary for adequate coverage. As determined in FOF 6, the variance is necessary for adequate coverage. Since approval is mandatory, the approval does not qualify as special privilege.

**MMC 16.72.100.F.2, *The Variance is necessary, because of special circumstances relating to the size, shape, topography, location or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located.***

11. Criterion Met. The criterion is met. The variance is necessary because of special circumstances related to location and surroundings that make it infeasible to otherwise provide adequate coverage for personal wireless services. The circumstances of the location and surroundings are “special” when combined with the Telecommunications Act coverage requirements as outlined in COL 10. The combination of topography, surroundings and law creates a unique set of conditions that necessitate the variance. The same rights and privileges would extend to any other WCF provider in the same vicinity and zone.

**MMC 16.72.100.F.3, *The Variance is necessary to relieve a material hardship that cannot be relieved by any other means such that the material hardship must relate to the land itself and not to problems personal to the applicant.***

12. Criterion Met. The criterion is met, As detailed in FOF 6, there are no other alternative locations reasonably available to provide full personal wireless service coverage.

**MMC 16.72.100.F.4, *The granting of such Variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated.***

13. Criterion Met. The criterion is met as identified in FOF 5.

**MMC 16.72.100.F.5, *The Variance is the minimum necessary to provide reasonable relief.***

14. Criterion Met. The criterion is met with the concealment design limited to a 65 foot height as outlined in FOF 5.

## DECISION



The variance and special use permit applications are approved subject to the conditions<sup>6</sup> below:

1. Pertinent building construction, right of way use, tree protection, and construction mitigation permits shall be obtained before starting construction activity.
2. All other zoning and development regulations applicable to the Proposal shall be followed and confirmed during the building permit review.
3. No existing landscaping or trees shall be removed, altered, or modified.
4. The 98-foot setback to residential properties approved by 2016 WCF shall not be decreased/reduced in any way.
5. The existing generator shall be removed from the site. Addition of a new generator would be under permits issued by the City of Medina.
6. All replacement and/or ancillary facilities shall be placed within the interior of the existing equipment structure or on the tower. The existing equipment structure shall not be relocated, expanded, or modified. No equipment or facilities shall be located outside of the existing equipment structure on the ground.
7. The existing fence and gate security barriers shall not be modified or altered.
8. No activities shall occur in, and there shall be no impact to, the geohazard area located on the Property.
9. Plans for concealment techniques for a ~~Stealth Cannister~~ or Non-stealthed Structure shall be submitted to the City as part of a complete building permit application and screen, hide, or disguise the facilities to make them visually inconspicuous to the extent technically feasible to surrounding properties and city streets. No building permit shall be issued until the City approves the proposed concealment techniques as meeting the conditions of this decision and in conformance with the proposed design of Ex. 34 and 43 to the extent consistent with the conditions of this decision.
10. The maximum height of the replacement WCF on the Property shall be 65-feet above the finished adjacent grade which will require verification by a Washington State licensed professional surveyor prior to final building inspection approval
11. All components of the WCF on the Property shall be painted in a nonreflective green color that matches the predominate visual background so as to visually blend

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<sup>6</sup> Changes to staff recommended conditions are identified in track change.



with the natural surroundings. The City has the discretion to approve or reject the proposed color. This condition shall also be a condition of building permit issuance. Continued maintenance of the approved color shall be a condition of building permit issuance. The proposed color will be submitted by product name and manufacturers identification.

12. A Non-Administrative Special Use permit may not be transferred, nor subleased, unless the provisions of MMC 16.37.150 are met.
13. Maintenance of the WCF, consistent with MMC 16.37.160, shall be required and made a condition of building permit issuance. Applicants shall provide a re-paint schedule consistent with maintenance of the approved color.
14. Abandoned WCF, as defined by MMC 16.37.170, shall be removed no later than 90 days from date of abandonment.
15. The approved Non-Administrative Variance shall expire after one year from the later date of the decision being issued or an appeal becoming final unless a complete building permit application is submitted. A six-month extension may be granted pursuant to MMC 16.72.030(H)(3), if Applicants makes such a request in writing prior to the expiration date and can show good cause for granting the extension.
16. The proposal is required to conform to the nonstealth design option as depicted in Ex. 34. The design, bulk and dimensions of the nonstealth option shall be materially limited to the parameters depicted in Ex. 34 and otherwise proposed by T-Mobile. Additions to the monopole shall be subject to amendment requirements as applicable to any other approved special use permit design as consistent with federal law.

Dated this 23<sup>rd</sup> day of May 2025.

Phil Olbrechts  
Phil Olbrechts,  
City of Medina Hearing Examiner

### **Appeal and Valuation Notices**

Approval of the shoreline substantial development permit is subject to appeal to the Washington State Shoreline Hearings Board as governed by Chapter 90.58 RCW.



1 Affected property owners may request a change in valuation for property tax purposes  
2 notwithstanding any program of revaluation.  
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# CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144  
TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

**Date:** June 9, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Jeff Swanson, Interim City Manager  
**From:** Ryan Wagner, Finance & HR Director  
**Subject:** 2025 May Financial Report

The 2025 report includes:

- May Key Revenue and Expenditures:
- Updated Legal and Planning Cost Snapshot
- Potential 2025 Budget Amendment Items
- May Cash Statement
- May Financial Summary
- May 2025 AP Check Register Activity Detail

## May Key Revenue

- \$864K Property Taxes
- \$147K Local Sales and Use Tax
- \$69K Utility and Franchise Fees/Taxes
- \$59K REET – Retail Excise Tax (April Sales)
- \$40K Investment Earnings
- \$32K Building Permit Revenue

## May Key Expenditures

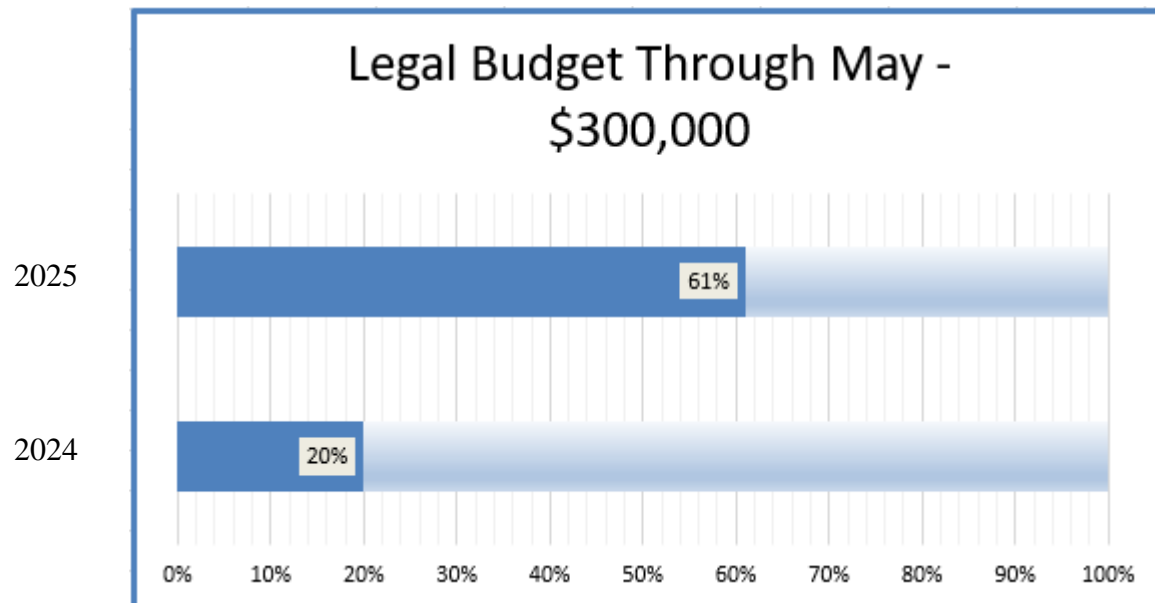
- \$97K Kamins Construction – Storm System Improvements
- \$57K Inslee Best – April Attorney Services
- \$31K LDC Corp – March/April Planning Consultant
- \$28K Axon Enterprise – Body Worn Camera Lease
- \$23K Exigy Consulting – City Manager Consulting Services April/May
- \$7K GMP Consultants – City Manager Recruitment



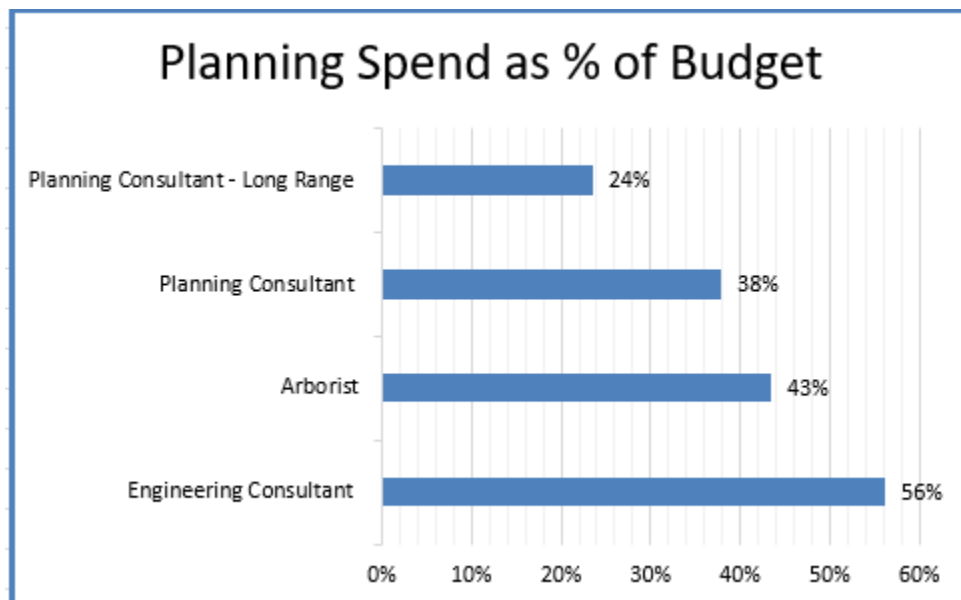
## Legal and Planning Cost Analysis and Tracker

### Legal

Over the last couple of years, Medina's City Attorney budget has been flat at \$300,000, as end of year costs have fallen short of what was expected. With current trends in 2025, and a \$57,000 April bill, costs are expected to exceed budget. Staff are aware of these trends and are working to reduce costs through better management and oversight.



### Planning





## 2025 Potential Budget Amendment Items

### 1) City Manager Recruitment - \$25K Estimate

In January of this year, City Manager Burns announced his retirement after over 10 years working for the City of Medina. The City has signed a contract with the recruiting firm GMP Consultants, totaling \$19,500. With assumed additional costs associated with the recruiting/hiring process, the estimate has been increased by \$5,500.

### 2) City Manager Cashout - \$45K Estimate

Per Medina policy, found within the Employee Handbook, the City Manager is eligible for a cashout of all unused vacation time upon departure. After 10 years of service with the City, the City Manager is also eligible for a cashout of 25% of all accrued sick time up to 180 hours as well.

### 3) Teamsters CBA Contract - \$25K Estimate

The Teamsters collective bargaining agreements for the Clerical and Public Works Unions are on consent for the March 10<sup>th</sup> meeting. The estimated cost increase over the 2025 budget is \$25K. While the negotiated increase to salary and longevity are set, the “estimate” comes from potential budget impacts to overtime and on call rates.

### 4) Critical Area Review - \$100K Estimate

## 2025 Cash Position and Investment Summary

| <u>2025 Cash Balance, 4/30/25</u>   |                        | <u>2025 Cash Balance, 5/31/2025</u> |                        |
|-------------------------------------|------------------------|-------------------------------------|------------------------|
| <u>TOTAL CASH &amp; INVESTMENTS</u> |                        | <u>TOTAL CASH &amp; INVESTMENTS</u> |                        |
| Period Ending: 4/30/25              |                        | Period Ending: 5/31/2025            |                        |
| WA ST INV POOL                      | \$ 10,907,944          | WA ST INV POOL                      | \$ 11,106,895          |
| OTHER INVESTMENTS*                  | 4,312,403              | OTHER INVESTMENTS*                  | 4,790,922              |
| CHECKING                            | 1,550,524 <sup>▼</sup> | CHECKING                            | 1,142,657 <sup>▼</sup> |
|                                     | <u>\$ 16,770,871</u>   |                                     | <u>\$ 17,040,474</u>   |
|                                     |                        | Outstanding Checks                  | <u>\$146,238</u>       |
|                                     |                        |                                     | <u>\$ 16,894,235</u>   |

|  |                               |
|--|-------------------------------|
|  | <b>\$1M bond (Dec 2024)</b>   |
|  | 5/15/2028                     |
|  |                               |
|  | \$500K bond (June 2022)       |
|  | 12/31/2025                    |
|  | \$1.15M bond (Jan 2023)       |
|  | 6/30/2026                     |
|  | <b>\$500K bond (May 2025)</b> |
|  | 3/1/2029                      |
|  | \$1M bond (Aug 2024)          |
|  | 7/8/2027                      |
|  | \$1M bond (Nov 2024)          |
|  | 11/15/2027                    |



## May 2025 Financial Summary

| REVENUES:                                      | MAY ACTUAL         | YTD ACTUAL         | 2025 ANNUAL BUDGET  | % of Budget Total | REMAINING BUDGET     |
|--|--------------------|--------------------|---------------------|-------------------|----------------------|
| <b>General Fund</b>                            |                    |                    |                     |                   |                      |
| Property Tax                                   | \$864,134          | \$2,531,062        | \$4,608,359         | 54.92%            | \$2,077,297          |
| Sales Tax                                      | \$147,043          | \$747,277          | \$1,964,450         | 38.04%            | \$1,217,173          |
| Affordable & Sup. Housing                      | \$0                | \$91               | \$0                 | —                 | (\$91)               |
| Criminal Justice                               | \$8,653            | \$42,390           | \$111,099           | 38.15%            | \$68,709             |
| B & O Tax: Utility & Franchise Fee             | \$69,121           | \$597,074          | \$978,219           | 61.04%            | \$381,145            |
| Leasehold Excise Tax                           | \$0                | \$0                | \$2,000             | 0.00%             | \$2,000              |
| General Government (includes Hunts Point)      | \$83,628           | \$199,454          | \$406,868           | 49.02%            | \$207,414            |
| Passports, General Licenses & Permits          | \$78               | \$737              | \$5,900             | 12.49%            | \$5,163              |
| Fines, Penalties, Traffic Infr.                | \$0                | \$13,521           | \$18,000            | 75.12%            | \$4,479              |
| Misc. Invest. Facility Leases                  | \$20,647           | \$194,209          | \$262,166           | 74.08%            | \$67,957             |
| Disposition of Capital Assets                  | \$0                | \$0                | \$0                 | —                 | \$0                  |
| <b>General Fund Total</b>                      | <b>\$1,193,304</b> | <b>\$4,325,816</b> | <b>\$8,357,061</b>  | <b>51.76%</b>     | <b>\$4,031,245</b>   |
| <b>Development Services Fund Total</b>         | <b>\$43,770</b>    | <b>\$266,426</b>   | <b>\$915,500</b>    | <b>29.10%</b>     | <b>\$649,073.66</b>  |
| Development Services Fund Transfers In from GF | \$0                | \$0                | \$0                 | —                 | \$0.00               |
| <b>Street Fund Total</b>                       | <b>\$132,346</b>   | <b>\$145,913</b>   | <b>\$118,085</b>    | <b>123.57%</b>    | <b>\$90,446</b>      |
| Street Fund Transfers In                       | \$45,000           | \$225,000          | \$540,000           | 41.67%            | \$200,764            |
| <b>Tree Fund Total</b>                         | <b>\$0</b>         | <b>\$0</b>         | <b>\$3,075</b>      | <b>0.00%</b>      | <b>\$3,075</b>       |
| <b>Contingency Fund Total</b>                  | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>          | <b>0.00%</b>      | <b>\$0</b>           |
| <b>Capital Fund Total</b>                      | <b>\$121,834</b>   | <b>\$572,805</b>   | <b>\$1,535,000</b>  | <b>37.32%</b>     | <b>\$962,195</b>     |
| <b>Levy Stabilization Fund Total</b>           | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>          | <b>—</b>          | <b>\$0</b>           |
| Levy Fund Transfers In GF                      | \$23,750           | \$118,750          | \$285,000           | 41.67%            | \$166,250            |
| <b>NonRevenue Trust Funds Total</b>            | <b>\$69</b>        | <b>\$14,416</b>    | <b>\$0</b>          | <b>—</b>          | <b>(\$14,416)</b>    |
| <b>Master Investments Total</b>                | <b>\$0</b>         | <b>\$1,500,000</b> | <b>\$0</b>          | <b>—</b>          | <b>(\$1,500,000)</b> |
| <b>Total (All Funds)</b>                       | <b>\$1,491,323</b> | <b>\$5,325,376</b> | <b>\$10,928,721</b> | <b>48.73%</b>     | <b>\$5,603,345</b>   |
| Total (All Funds) Transfers In                 | \$68,750           | \$343,750          | \$825,000           | 41.67%            | \$481,250            |

| EXPENDITURES:                                 | MAY ACTUAL         | YTD ACTUAL         | 2025 ANNUAL BUDGET  | % of Budget Total | REMAINING BUDGET     |
|---|--------------------|--------------------|---------------------|-------------------|----------------------|
| <b>General Fund</b>                           |                    |                    |                     |                   |                      |
| Legislative                                   | \$1,037            | \$18,997           | \$83,000            | 22.89%            | \$64,003             |
| Municipal Court                               | \$0                | \$7,154            | \$15,000            | 47.70%            | \$7,846              |
| Executive                                     | \$55,096           | \$163,983          | \$308,736           | 53.11%            | \$144,753            |
| Finance                                       | \$29,105           | \$378,417          | \$614,051           | 61.63%            | \$235,634            |
| Legal   | \$60,572           | \$208,351          | \$468,000           | 44.52%            | \$259,649            |
| Central Services                              | \$81,080           | \$516,215          | \$1,186,277         | 43.52%            | \$670,062            |
| Police Operations                             | \$240,528          | \$1,206,892        | \$2,931,655         | 41.17%            | \$1,724,763          |
| Fire & Medical Aid                            | \$0                | \$467,591          | \$950,544           | 49.19%            | \$482,953            |
| Public Housing, Environmental & Mental Health | \$10,538           | \$24,274           | \$55,966            | 43.37%            | \$31,692             |
| <b>Fees</b>                                   |                    |                    |                     |                   |                      |
| Recreational Services                         | \$173              | \$173              | \$48,500            | 0.36%             | \$48,327             |
| Long Range Planning                           | \$12,888           | \$71,063           | \$315,222           | 22.54%            | \$244,159            |
| Parks   | \$50,526           | \$242,637          | \$630,355           | 38.49%            | \$387,718            |
| <b>General Fund Subtotal</b>                  | <b>\$541,542</b>   | <b>\$3,305,748</b> | <b>\$7,607,306</b>  | <b>43.45%</b>     | <b>\$4,301,558</b>   |
| General Fund Transfers Out                    | \$60,417           | \$302,083          | \$725,000           | 41.67%            | \$422,917            |
| <b>General Fund Total</b>                     | <b>\$601,958</b>   | <b>\$3,607,831</b> | <b>\$8,332,306</b>  | <b>43.30%</b>     | <b>\$4,724,475</b>   |
| <b>Development Services Fund Total</b>        | <b>\$106,170</b>   | <b>\$468,505</b>   | <b>\$1,208,063</b>  | <b>38.78%</b>     | <b>\$739,558</b>     |
| <b>City Street Fund Total</b>                 | <b>\$37,524</b>    | <b>\$204,035</b>   | <b>\$647,696</b>    | <b>31.50%</b>     | <b>\$443,661</b>     |
| <b>Tree Fund Total</b>                        | <b>\$0</b>         | <b>\$320</b>       | <b>\$30,000</b>     | <b>1.07%</b>      | <b>\$29,680</b>      |
| <b>Capital Fund Total</b>                     | <b>\$114,477</b>   | <b>\$246,266</b>   | <b>\$750,000</b>    | <b>32.84%</b>     | <b>\$503,734</b>     |
| Capital Fund Transfers Out                    | \$8,333            | \$41,667           | \$100,000           | 41.67%            | \$58,333             |
| <b>NonRevenue Trust Funds Total</b>           | <b>\$165</b>       | <b>\$320</b>       | <b>\$0</b>          | <b>0.00%</b>      | <b>(\$320)</b>       |
| <b>Master Investments Total</b>               | <b>\$478,518</b>   | <b>\$1,478,518</b> | <b>\$0</b>          | <b>0.00%</b>      | <b>(\$1,478,518)</b> |
| <b>Total (All Funds)</b>                      | <b>\$1,278,396</b> | <b>\$5,703,713</b> | <b>\$10,243,065</b> | <b>55.68%</b>     | <b>\$4,539,352</b>   |
| Total (All Funds) Transfers Out               | \$68,750           | \$343,750          | \$825,000           | 41.67%            | \$481,250            |





# CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144  
TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

**Date:** June 9, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Jeff Swanson, Interim City Manager  
**From:** Aimee Kellerman, CMC, City Clerk  
**Subject:** Central Services Department Monthly Report

## JUNE AND JULY PUBLIC MEETINGS AND EVENTS

| Event   | Date    | Time     | Location         |
|---|---------|----------|------------------|
| Juneteenth Holiday – <b>City Hall Closed</b>              |         |          |                  |
| Hearing Examiner: OGCC Non-Administrative Variance        | June 11 | 10:00 am | In-Person/Online |
| Hearing Examiner: P-24-054 Substantial Development Permit | June 18 | 11:00 am | In-Person/Online |
| City Council Meeting                                      | June 23 | 5:00 pm  | In-Person/Online |
| Planning Commission Meeting                               | June 24 | 6:00 pm  | In-Person/Online |
| City Council Meeting                                      | July 14 | 5:00 pm  | In-Person/Online |
| Park Board Meeting  | July 21 | 5:00 pm  | In-Person/Online |
| Planning Commission Meeting                               | July 22 | 6:00 pm  | In-Person/Online |

*Meetings are publicly noticed on the City's three official notice boards, City website, and via GovDelivery. Occasionally notices require publication in the City's official newspaper, The Seattle Times. Public meetings scheduled after publication of this report can be found on the City's website.*

## COMMUNICATION TO OUR COMMUNITY

**E-Notice Program:** During the month of May, the City issued 23 bulletins amounting to a total of 188,996 bulletins delivered to subscribers; approximately 13.8% were opened. See **Attachment 1**.

As of May 31, the city had 21,313 subscribers (change in total subscribers **+374**), with a combined total of 190,358 subscriptions (change in total subscriptions **+1,938**).

## RECORDS REQUESTS

During the month of May, 14 public records requests were received by Central Services. See **Attachment 2**.



## ATTACHMENT 1

|                         | Bulletins<br>Developed   | Total<br>Recipients | Total<br>Delivered | Unique Email<br>Opens | Unique Email<br>Open Rate | Wireless<br>Recipients |
|-------------------------|--|---------------------|--------------------|-----------------------|---------------------------|------------------------|
| Comparisons:            |  |                     |                    |                       |                           |                        |
| May, 2025               | 23   | 200,329             | 188,996            | 16,249                | 13.80%                    | 72,374                 |
| April, 2025             | 18   | 150,572             | 141,378            | 11,470                | 13.00%                    | 54,740                 |
| March, 2025             | 19   | 122,516             | 108,177            | 11,151                | 14.80%                    | 40,332                 |
| February, 2025          | 20   | 257,214             | 228,450            | 21,848                | 15.00%                    | 99,834                 |
| January, 2025           | 25   | 242,268             | 214,852            | 20,893                | 14.90%                    | 90,903                 |
| December, 2024          | 32   | 350,956             | 311,634            | 29,373                | 14.70%                    | 134,905                |
| November, 2024          | 24   | 187,537             | 167,321            | 16,364                | 14.50%                    | 65,730                 |
| October, 2024           | 30   | 282,844             | 252,380            | 24,188                | 14.50%                    | 102,850                |
| September, 2024         | 21   | 188,362             | 167,673            | 15,322                | 13.80%                    | 68,343                 |
| August, 2024            | 25   | 212,439             | 189,942            | 18,274                | 14.30%                    | 59,517                 |
| July, 2024              | 13   | 94,658              | 84,329             | 8,360                 | 14.50%                    | 32,234                 |
| June, 2024              | 13   | 114,839             | 102,709            | 9,751                 | 14.20%                    | 40,902                 |
| May, 2024               | 19   | 160,753             | 143,855            | 13,815                | 14.20%                    | 56,413                 |
| April, 2024             | 33   | 272,560             | 244,326            | 22,981                | 14.00%                    | 97,242                 |
| Date Sent               | Top 10 Most Read Bulletins During May  |                     |                    |                       | Emails Opened             | Email Open<br>Rate     |
| 05/01/2025 09:08 AM PDT | Community Bulletin - Police Activity - Trespass Suspect<br>Apprehended                       |                     |                    |                       | 2,431                     | 15%                    |
| 05/02/2025 10:01 AM PDT | Community Bulletin - Solicitor Information   |                     |                    |                       | 2,310                     | 15%                    |
| 05/02/2025 10:42 AM PDT | Proclamation - Professional Municipal Clerks Week - May 4<br>through May 10, 2025            |                     |                    |                       | 1,897                     | 14%                    |
| 05/05/2025 10:00 AM PDT | Community Bulletin - Boating Season  |                     |                    |                       | 2,412                     | 15%                    |
| 05/14/2025 03:38 PM PDT | Proclamation - Recognition of National Police Week and<br>Peace Officer Day: May 11-17, 2025 |                     |                    |                       | 1,968                     | 15%                    |
| 05/14/2025 04:13 PM PDT | Notice to Medina Residents - Landscape Work In Right-Of-<br>Way                              |                     |                    |                       | 1,715                     | 14%                    |
| 05/23/2025 11:35 AM PDT | HEX Decision - T-Mobile Special Use Permit & Non-<br>Administrative Variance Request         |                     |                    |                       | 1,554                     | 13%                    |
| 05/23/2025 01:08 PM PDT | City Hall Closure - Monday, May 26, 2025 In Observance of<br>Memorial Day                    |                     |                    |                       | 1,403                     | 12%                    |
| 05/30/2025 12:31 PM PDT | Retirement Celebration for Steve Burns - June 4, 2025 4-6 PM                                 |                     |                    |                       | 1,619                     | 14%                    |
| 05/30/2025 03:24 PM PDT | City Manager Finalist Reception- June 5, 2025 6 -7:30PM                                      |                     |                    |                       | 1,854                     | 14%                    |



**ATTACHMENT 2**

501 EVERGREEN POINT ROAD • P.O. BOX 144 • MEDINA, WA 98039-0144  
TELEPHONE (425) 233-6400 • FAX (425) 451-8197 • [www.medina-wa.gov](http://www.medina-wa.gov)

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DATE: June 9, 2025

TO: Mayor and City Council

From: Aimee Kellerman, City Clerk

Subject: May 2025, Public Records Request Tracking

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In May 2025, Central Services staff received **14** new public records requests. These requests required approximately **6 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall May cost, which includes staff hourly rate plus benefits and City Attorney fees, is approximately **\$555**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In May 2025, the Police Department received **7** new records requests. These requests required approximately **2 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall May cost, which includes staff hourly rate plus benefits, is approximately **\$193**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.



## ATTACHMENT 2

## May 2025 Monthly PRR Report

| Ref. # | Public Records Request   | Requester Name | Request Date | Dept.                                  | Assigned Staff  |
|--------|--|----------------|--------------|--|-----------------|
|        | <p>SmartProcure is submitting a public records request to the City of Medina for purchasing records from 1/22/2025 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name</p> |                |              |  |                 |
| 25-100 | Parcel 252504-9092, 7626 NE 10th ST, B-22-013 Thanks!  | Jeffrey Lee    | 5/29/2025    | Finance                                | Aimee Kellerman |
| 25-99  | David Assessments  | David McCourt  | 5/28/2025    | Development Services                   | Aimee Kellerman |
|        | <p>Dear Ms. Kellerman, I am seeking information about Mr. David (Dave) Hedequist, who may have briefly owned my current residence at 2316 100th Ave NE and possibly constructed or modified a fence on the property. I understand that Mr. Hedequist was a candidate for Medina City Council in 2007. Could you please advise if there are any public records or archived contact details associated with his candidacy or property ownership that could assist me in reaching out to him? Thank you for your time and assistance. Sincerely,</p>  |                |              |  |                 |
| 25-97  | Yonghong Shi   | Yonghong Shi   | 5/27/2025    | Development Services; Central Services | Aimee Kellerman |



## ATTACHMENT 2

|       |   |               |           |                                       |                    |
|-------|---|---------------|-----------|---------------------------------------|--------------------|
| 25-94 | I am looking for records relating to parcel # 2540700115 which is located at 1076 Lake Washington Blvd. NE Medina 98039. The records that are being requested are as follows: Geotechnical Reports for the property and/or surrounding area. Any previous Street Improvement Plans that would pertain to the front of the property. Gas, Sewer, and Storm pipe maps that would relate to the property.  | Colby Stead   | 5/21/2025 | Development Services;<br>Public Works | Aimee<br>Kellerman |
| 25-92 | Parcel 242504-9244, 3621 Evergreen Pt Rd. B-24-066<br>254070-0025, 8417 NE 12th ST, B-22-040 Permit Status only: Parcel 252504-9030, 7640 NE 8th ST, B-22-076<br>252504-9250, 1081 80th pl NE, B-24-060 302530-0186, 7675 NE 14th ST, B-24-040 & B-24-077<br>362504-9068, 610 Evergreen Pt. RD. M-24-100 & B-25-008<br>362504-9085, 7749 NE 8th ST, M-22-048 252504-9211, 816 82nd Ave NE, B-23-065 Thanks! David   | David McCourt | 5/21/2025 | Development Services                  | Aimee<br>Kellerman |
| 25-91 | Parcel 383550-2910, 328 Overlake DR E. B-24-052<br>644730-0305, 8723 Overlake DR W. B-23-015<br>252504-9065, 1013 84th Ave NE. B-23-045 920890-0007, 2247 Evergreen Pt. RD. B-24-050 Thanks! David  | David McCourt | 5/21/2025 | Development Services                  | Aimee<br>Kellerman |
| 25-90 | Hi Jeff Let's solve this step by step otherwise we won't be able to get to any resolution here. As a first step, can you please send us the documents that states that the city provided the builder with alternate plans to construct the catch basin? If there is no documentation of that communication with the builder, and it was all done verbally between Mr Osada and Mr David, then we need to understand why there was a failure of following the proper process by the city. We pay heavy taxes as residents of the city of Medina and we have the rights to be given proper, comprehensive, and accurate answers to our questions. Your reply that you cannot do anything else is unfortunately not an acceptable answer to tax paying residents. We look forward to your quick reply on this matter Thanks Payal. | Payal Tiwana  | 5/20/2025 | Development Services;<br>Public Works | Aimee<br>Kellerman |



## ATTACHMENT 2

|       |  |                            |           |                      |                 |
|-------|--|----------------------------|-----------|----------------------|-----------------|
| 25-89 | <p>What I am requesting for prompt disclosure are records in your possession detailing your discussions about [1] res ipsa loquitor (i) as a Latin term, which basically means: "The thing speaks for itself;" (ii) as a "doctrine in tort law, which permits an inference or presumption that a defendant was negligent in an accident injuring the plaintiff on the basis of circumstantial evidence if the accident was of a kind that does not ordinarily occur in the absence of negligence;" [iii] [2] Scarlett Johansson as a woman (and a global superstar) who has on (or around) May 20th 2024 published a statement wherein she recognized that (i) she was in the month of September 2023 contacted by Open Artificial Intelligence ("OpenAI") Chief Executive Officer (CEO) Sam Altman for the purpose of working with OpenAI by voicing OpenAI; (ii) she had for a brief period of time after September 2023 considered working for OpenAI to "bridge the gap between tech companies and creatives and help consumers to feel comfortable with the seismic shift concerning humans and AI;" (iii) she has upon reflection "declined" to work with OpenAI for the purpose of "voicing the system;" (iv) she has chosen not to add millions and millions of American dollars to her net worth (and her bank account) by working with OpenAI because she didn't want to exacerbate antisemitism, racism and sexism on the Internet;[iv] (v) efforts were made to get her to reconsider her decision not to work with OpenAI on (or around) May 11th 2024; (vi) the May 11th 2024 efforts to get her to reconsider her decision not to work with OpenAI were quickly abandoned; (vii) OpenAI disregarded her wishes not to be associated with them and used a voice so "eerily</p> | Michael A. Ayele (a.k.a) W | 5/20/2025 | Human Resources      | Aimee Kellerman |
| 25-87 | <p>Hello, Requesting all As builds available for the house. Thanks. Joe</p>  | Joe                        | 5/14/2025 | Development Services | Aimee Kellerman |
| 25-86 | <p>Hi, Can I get the Geotech Report, and all permit drawings for 7652 NE 12th Street</p>   | richard floisand           | 5/14/2025 | Development Services | Aimee Kellerman |



**ATTACHMENT 2**

|       |  |               |           |                      |                 |
|-------|--|---------------|-----------|----------------------|-----------------|
| 25-85 | Parcel 242504-9120 / 3603 Evergreen Pt Rd. (no bldg. permit located) House under construction. Thanks! David   | David McCourt | 5/14/2025 | Development Services | Aimee Kellerman |
| 25-84 | Parcel 242504-9195, 7930 NE 32nd ST (no bldg. permit located) New house under construction. Thanks! David  | David McCourt | 5/14/2025 | Development Services | Aimee Kellerman |
| 25-83 | Requesting a report of all issued and pending building permits for residential & commercial properties from 3/1/2025 - 4/30/2025. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate. | Braden Mineer | 5/13/2025 |                      | Aimee Kellerman |
| 25-81 | Parcel 644730-0050 / 8845 Overlake DR W. / Permit B-23-063   | David McCourt | 5/5/2025  | Development Services | Aimee Kellerman |





## CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144  
TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

**Date:** June 9, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Jeff Swanson, Interim City Manager  
**From:** Ryan Osada, Public Works Director  
**Subject:** Public Works Monthly Report

---

- 1. OVERLAKE DRIVE EAST BRIDGES** – The city owns two bridges which are located at the 400 block of Overlake Drive East. Both bridges were built in 1951 and span approximately 60 feet over a natural depression in the hillside. A federal mandate requires inspection of all bridges on public roads according to the National Bridge Inspection Standards (NBIS). A recent inspection of Medina's west bridge (1014C) revealed deficiencies which will need to be repaired. The city is also re-evaluating the load rating which is currently posted at a 5 ton per axel limit to account for substructure deterioration.





2. **TIB GRANT FUNDING WORKSHOP** – Every year the Transportation Improvement Board (TIB) hosts several mandatory grant funding workshops. The City of Medina qualifies for the Small City Programs which include an Arterial Program and a Preservation Program. Once the city adopts a Complete Streets Ordinance an additional funding program will become available. In the last 10 years, TIB has been a valuable partner with over \$2.0M in funding for capital improvement projects.



# 2025 TIB FUNDING WORKSHOP

Small City Programs

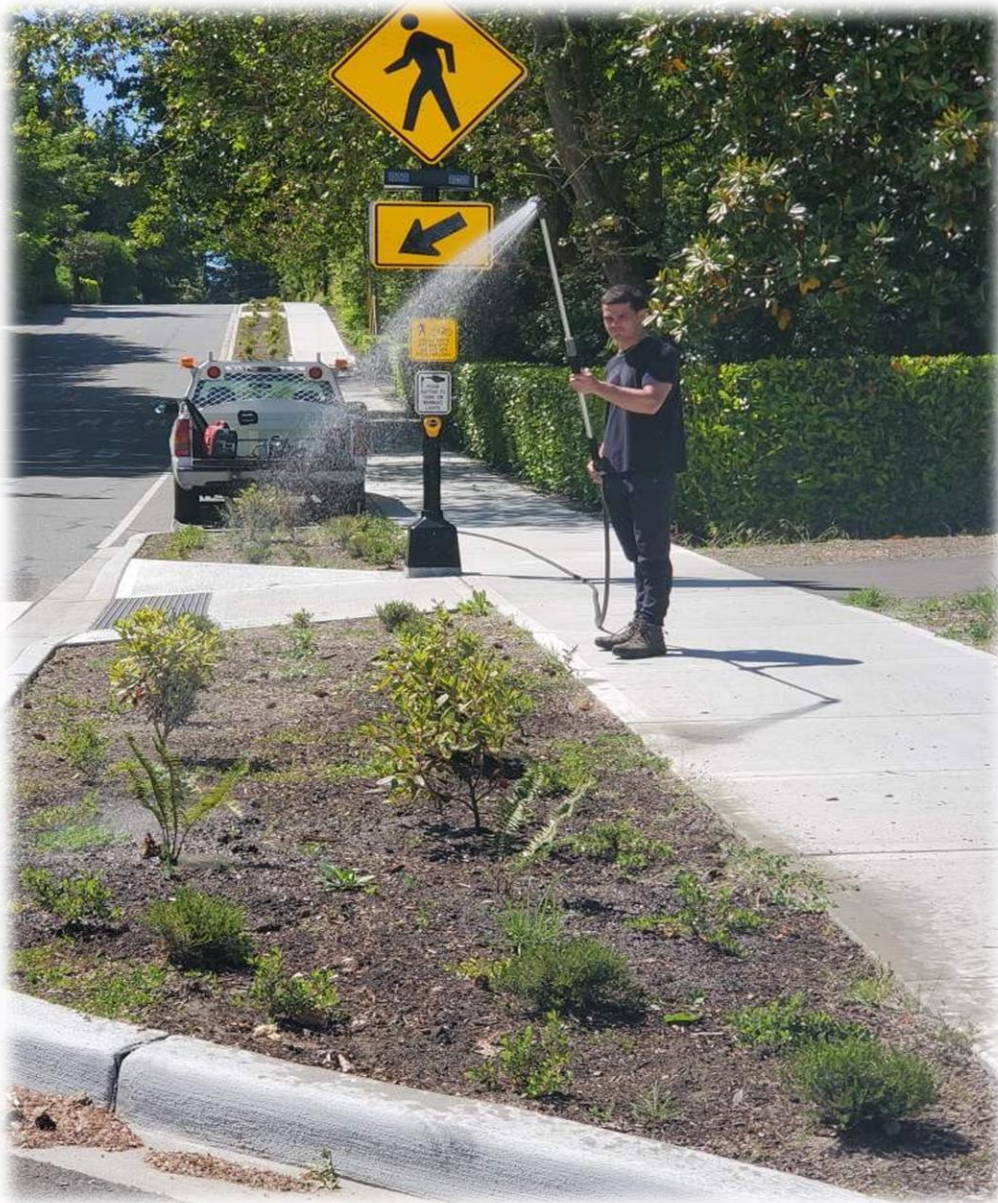


3. **84<sup>th</sup> MEDIAN LANDSCAPING MAINTENANCE** – The landscaped median on 84<sup>th</sup> Ave NE was constructed in 2012 as a joint project with the City of Clyde Hill. Last month, the median strip received 180 cubic yards of mulch via blower truck. The operation took a few hours on three separate days which required traffic to be reduced to a single through lane. Mulch bedding is essential for the planter and provides moisture retention, weed mitigation and beautification.





4. **PUBLIC WORKS MAINTENANCE** – Summer typically comes fast with hot and dry weather. Last month, Public Works hired two seasonal workers and immediately started watering roadside planters. They are also helping with the beach restroom remodeling project which will be completed just in time for summer visitors. Lastly, Public Works has filled the open maintenance worker position with an expected start date of June 16<sup>th</sup>.





## 5. PROJECT UPDATES -

**Medina Beach Park Tree Replanting** – Phase III tree planting

**2024 Localized Stormwater Imp\_NE 2<sup>nd</sup> PI, 78<sup>th</sup> PL NE, 82<sup>nd</sup> Ave NE, PO** – Everything is complete except for 78<sup>th</sup> PI NE which is still waiting for gas relocation.

**SROF\_Medina Park Stormwater Pond Imp.** – permitting

**Citywide Stormwater System Mapping & Evaluation** – Drainage easement analysis

**City Hall Deck Repair** – complete

**City Hall & Post Office Exterior Painting** – scheduling

**2025 Hazardous Tree Removal** – as needed

**Points Loop Trail Signs** – in progress

**87<sup>th</sup> Ave NE\_86<sup>th</sup> Ave NE to NE 10<sup>th</sup> St Overlay** – design

**Evergreen Point Rd Sidewalk Improvements\_NE 12<sup>th</sup> to NE 16<sup>th</sup> St** – postponed

**Tennis Court Resurfacing** – starts June 12th

**Fairweather Nature Preserve Goats** – scheduled August 17<sup>th</sup> – 31st

**2025 Stormwater Improvements** – design

**City Hall Interior Painting** – scheduling

**Public Works Carport Canopy** – design



| 2025 PROPOSED PROJECT LIST                         | START DATE | DURATION | GRANT FUNDS   | TOTAL COST    | CITY COST     |
|--|------------|----------|---------------|---------------|---------------|
| <b>STREETS:</b>                                    |            |          |               |               |               |
| 87th Ave NE - 86th Ave NE to NE 10th ST            | Aug-25     | 1 week   | \$ -          | \$ 100,000.00 | \$ 100,000.00 |
| <b>SIDEWALK:</b>                                   |            |          |               |               |               |
| Resurface Gravel Sidewalk OLDr & Points Loop Trail | Aug-25     | 2 weeks  | \$ -          | \$ 50,000.00  | \$ 50,000.00  |
| <b>PARKS:</b>                                      |            |          |               |               |               |
| Medina Park & Fairweather Tennis Court Resurfacing | Jun-25     | 3 weeks  | \$ 50,000.00  | \$ 50,000.00  | \$ 50,000.00  |
| Fairweather Invasive Species Removal - Goats       | Aug-25     | 3 weeks  |               | \$ 15,000.00  | \$ 15,000.00  |
| Medina Beach Park Tree Planting                    | TBD        | 2 days   | \$ -          | \$ 5,000.00   | \$ 5,000.00   |
| <b>STORMWATER:</b>                                 |            |          |               |               |               |
| 2025 Localized Improvements                        | Aug-25     | 3 weeks  | \$ -          | \$ 250,000.00 | \$ 250,000.00 |
| 2025 Medina Park North Pond Vegetation Removal     | Sep-25     | 4 weeks  | \$ 200,000.00 | \$ 200,000.00 | \$ -          |
| Citywide Stormwater System Mapping & Evaluation    | 2025       | TBD      | \$ 50,000.00  | \$ 50,000.00  | \$ 50,000.00  |
| <b>BUILDING:</b>                                   |            |          |               |               |               |
| City Hall Interior Painting                        | Jul-25     | 2 weeks  | \$ -          | \$ 50,000.00  | \$ 50,000.00  |
| Public Works Canopy / Carport                      | Aug-25     | 2 weeks  | \$ -          | \$ 50,000.00  | \$ 50,000.00  |
| City Hall & Post Office Exterior Painting          | Jul-25     | 3 weeks  | \$ -          | \$ 50,000.00  | \$ 50,000.00  |
| <b>OTHER:</b>                                      |            |          |               |               |               |
| Points Loop Trail Sign                             | 2024       | NA       | \$ -          | \$ 10,000.00  | \$ 10,000.00  |
| 2025 Hazardous Tree Removal Program                | 2025       | NA       | \$ -          | \$ 25,000.00  | \$ 25,000.00  |

\*UPDATED 6/4/2025

**TOTALS**

|               |               |               |
|---------------|---------------|---------------|
| \$ 300,000.00 | \$ 905,000.00 | \$ 705,000.00 |
|---------------|---------------|---------------|



May 2025 Check Register

| Vendor                           | Invoice Number  | Expense Notes                      | Invoice Amount     | Check Number                      | Check Date | Account Number           | Account Description                    |
|----------------------------------|---|------------------------------------|--------------------|-----------------------------------|------------|--------------------------|--|
| 8X8, Inc.                        | 4977071   | CH Phones                          | \$923.40           | 66708                             | 5/13/2025  | 001-000-000-518-80-41-50 | Technical Services, Software Services  |
|                                  |   |                                    | <b>\$923.40</b>    |                                   |            |                          |  |
| 911 Supply Inc                   | INV-2-52637   | Mag/Cuff Pouch                     | \$53.87            | 66709                             | 5/13/2025  | 001-000-000-521-20-22-00 | Uniforms                               |
| 911 Supply Inc                   | INV-252916  | PD Gear-Glenn                      | \$48.14            | 66749                             | 5/28/2025  | 001-000-000-521-20-31-40 | Police Operating Supplies              |
|                                  |   |                                    | <b>\$102.01</b>    |                                   |            |                          |  |
| ADP, Inc.                        | JE 2263 ADP Fees                                      | JE 2263 ADP Fees                   | \$2,443.15         | EFT Payment 6/2/2025 9:41:25 AM - | 5/28/2025  | 001-000-000-514-20-41-01 | Professional Services                  |
|                                  |   |                                    | <b>\$2,443.15</b>  |                                   |            |                          |  |
| Amazon Capital Services          | 17T9-7XY7-9G6M  | PD Office Supplies                 | \$31.76            | 66710                             | 5/13/2025  | 001-000-000-521-20-31-00 | Office Supplies                        |
| Amazon Capital Services          | 14PL-LKTM-4FYQ  | PD Office Supplies                 | \$66.10            | 66710                             | 5/13/2025  | 001-000-000-521-20-31-00 | Office Supplies                        |
| Amazon Capital Services          | 1XMT-7NI6-PMPL  | PD Office Supplies                 | \$35.13            | 66750                             | 5/28/2025  | 001-000-000-521-20-31-00 | Office Supplies                        |
| Amazon Capital Services          | 13KR-N7WP-KMKM  | PD Office Supplies                 | \$43.20            | 66750                             | 5/28/2025  | 001-000-000-521-20-31-00 | Office Supplies                        |
| Amazon Capital Services          | 1WYT-QHVJ-VDCV  | PD Office Supplies                 | \$55.26            | 66750                             | 5/28/2025  | 001-000-000-521-20-31-40 | Police Operating Supplies              |
|                                  |   |                                    | <b>\$231.45</b>    |                                   |            |                          |  |
| American Leak Detection          | 00404310  | Leak Detection 508 84th Ave NE     | \$550.00           | 66751                             | 5/28/2025  | 101-000-000-542-30-41-00 | Professional Services                  |
|                                  |   |                                    | <b>\$550.00</b>    |                                   |            |                          |  |
| AT&T MOBILITY                    | 287287975246X04272025                                 | PW Cell Phones                     | \$1,958.30         | 66711                             | 5/13/2025  | 001-000-000-576-80-42-00 | Telephone/postage                      |
| AT&T Mobility                    | 287287975246X05272025                                 | PD Patrol Cars                     | \$179.45           | 66752                             | 5/28/2025  | 001-000-000-521-20-42-00 | Communications (phone,Pager)           |
|                                  |   |                                    | <b>\$2,137.75</b>  |                                   |            |                          |  |
| Axon Enterprise, Inc.            | INUS343232  | Tax at 10.2%                       | \$2,611.55         | 66712                             | 5/13/2025  | 001-000-000-521-20-31-00 | Office Supplies                        |
| Axon Enterprise, Inc.            | INUS343232  | Body Worn Cameras                  | \$25,603.43        | 66712                             | 5/13/2025  | 001-000-000-594-21-70-00 | Police Lease Repayment, Principal Cost |
|                                  |   |                                    | <b>\$28,214.98</b> |                                   |            |                          |  |
| Bellevue City Treasurer - Water  | Service from 1/27/25 to 4/1/25 501 Evergreen          | CH Water                           | \$767.07           | 66713                             | 5/13/2025  | 001-000-000-518-10-47-00 | Utility Serv-Elec,Water,Waste          |
| Bellevue City Treasurer - Water  | Service from 1/27/25 to 4/1/25 506 Evergreen Point Rd | Beach Park Irrigation              | \$244.29           | 66713                             | 5/13/2025  | 001-000-000-576-80-47-00 | Utilities                              |
| Bellevue City Treasurer - Water  | Service from 1/27/25 to 4/1/25 1000 80th Ave NE       | Medina Park Irrigation             | \$1,436.99         | 66713                             | 5/13/2025  | 001-000-000-576-80-47-00 | Utilities                              |
| Bellevue City Treasurer - Water  | Service from 1/27/25 to 4/1/25 7801 NE 32nd St        | Fairweather Park Irrigation        | \$144.42           | 66713                             | 5/13/2025  | 001-000-000-576-80-47-00 | Utilities                              |
| Bellevue City Treasurer - Water  | Service from 2/7/25-4/23/25 100 84th Ave NE           | View Point Park                    | \$81.61            | 66753                             | 5/28/2025  | 001-000-000-576-80-47-00 | Utilities                              |
| Bellevue City Treasurer - Water  | Service from 2/12/25-4/23/25 8401 Overlake Dr W       | View Point Park Irrigation         | \$81.61            | 66753                             | 5/28/2025  | 001-000-000-576-80-47-00 | Utilities                              |
|                                  |   |                                    | <b>\$2,755.99</b>  |                                   |            |                          |  |
| Bellevue, City of                | 52607   | 2025 ARCH Contribution             | \$10,538.00        | 66714                             | 5/13/2025  | 001-000-000-551-10-40-00 | Public Housing Services - ARCH         |
|                                  |   |                                    | <b>\$10,538.00</b> |                                   |            |                          |  |
| Buenavista Services, Inc         | 12568   |                                    | \$1,053.29         | 66715                             | 5/13/2025  | 001-000-000-518-30-48-00 | Repairs/maint-City Hall Bldg           |
| Buenavista Services, Inc         | 12486   | Janitorial Services @ PO           | \$1,852.50         | 66715                             | 5/13/2025  | 001-000-000-518-30-48-00 | Repairs/maint-City Hall Bldg           |
| Buenavista Services, Inc         | 12485   | Janitorial Services @ Parks        | \$1,053.29         | 66715                             | 5/13/2025  | 001-000-000-518-30-48-00 | Repairs/maint-City Hall Bldg           |
| Buenavista Services, Inc         | 12567   | Janitorial Services @ PO           | \$1,852.50         | 66715                             | 5/13/2025  | 001-000-000-518-30-48-00 | Repairs/maint-City Hall Bldg           |
|                                  |   |                                    | <b>\$5,811.58</b>  |                                   |            |                          |  |
| Centurylink                      | Service from 4/18/25 - 5/17/20 425-637-3933           | PD/CH Emergency Lines              | \$212.79           | 66716                             | 5/13/2025  | 001-000-000-521-20-42-00 | Communications (phone,Pager)           |
| Centurylink                      | Services from 5/8/25-5/7/25 425-451-7838              | CC Terminal                        | \$198.39           | 66754                             | 5/28/2025  | 001-000-000-518-10-42-00 | Postage/Telephone                      |
|                                  |   |                                    | <b>\$411.18</b>    |                                   |            |                          |  |
| Coffman Engineers                | 24112363  | Mechanical Equipment Sound Testing | \$315.00           | 66755                             | 5/28/2025  | 401-000-000-555-50-41-08 | Sound Testing Consultant               |
|                                  |   |                                    | <b>\$315.00</b>    |                                   |            |                          |  |
| Comcast                          | Services from 5/25/25-6/24/25                         | PW Internet                        | \$146.37           | 66756                             | 5/28/2025  | 001-000-000-576-80-42-00 | Telephone/postage                      |
|                                  |   |                                    | <b>\$146.37</b>    |                                   |            |                          |  |
| Crystal And Sierra Springs-Admin | 11037150 051725                                       | CH Drinking Water                  | \$156.71           | 66757                             | 5/28/2025  | 001-000-000-518-10-31-00 | Office And Operating Supplies          |
|                                  |   |                                    | <b>\$156.71</b>    |                                   |            |                          |  |
| Crystal And Sierra Springs-PW    | 5291929 041925  | PW Drinking Water                  | \$58.37            | 66717                             | 5/13/2025  | 001-000-000-576-80-31-00 | Operating Supplies                     |
| Crystal And Sierra Springs-PW    | 5291929 051725  | PW Drinking Water                  | \$72.13            | 66758                             | 5/28/2025  | 001-000-000-576-80-31-00 | Operating Supplies                     |
|                                  |   |                                    | <b>\$130.50</b>    |                                   |            |                          |  |
| Department of Licensing          | JE 2263 DOL Gun Permit Fees                           | JE 2263 DOL Gun Permit Fees        | \$129.00           | 20101084                          | 5/28/2025  | 631-000-000-589-30-01-00 | Dept Of Lic-Gun Permit                 |
|                                  |   |                                    | <b>\$129.00</b>    |                                   |            |                          |  |
| Exigy Consulting                 | 1285  | Interim City Manager               | \$22,968.46        | 66759                             | 5/28/2025  | 001-000-000-513-10-41-00 | Professional Services                  |
|                                  |   |                                    | <b>\$22,968.46</b> |                                   |            |                          |  |
| FCI - Custom Police Vehicles     | 16629   | Lease MPD Veh 29                   | \$1,151.21         | 66760                             | 5/28/2025  | 001-000-000-594-21-70-00 | Police Lease Repayment, Principal Cost |
| FCI - Custom Police Vehicles     | 16630   | Lease MPD Cars 30 & 31             | \$2,101.93         | 66760                             | 5/28/2025  | 001-000-000-594-21-70-00 | Police Lease Repayment, Principal Cost |
| FCI - Custom Police Vehicles     | 16632   | Lease MPD Car 33                   | \$817.57           | 66760                             | 5/28/2025  | 001-000-000-594-21-70-00 | Police Lease Repayment, Principal Cost |
| FCI - Custom Police Vehicles     | 16631   | Lease MPD Car 32                   | \$572.53           | 66760                             | 5/28/2025  | 001-000-000-594-21-70-00 | Police Lease Repayment, Principal Cost |
| FCI - Custom Police Vehicles     | 16628   | Lease MPD Car 28                   | \$954.03           | 66760                             | 5/28/2025  | 001-000-000-594-21-70-00 | Police Lease Repayment, Principal Cost |
| FCI - Custom Police Vehicles     | 16631   | Interest PD Veh                    | \$389.10           | 66760                             | 5/28/2025  | 001-000-000-594-21-80-00 | Police Lease Repayment, Interest Cost  |
| FCI - Custom Police Vehicles     | 16628   | Interest PD Veh                    | \$127.05           | 66760                             | 5/28/2025  | 001-000-000-594-21-80-00 | Police Lease Repayment, Interest Cost  |
| FCI - Custom Police Vehicles     | 16630   | Interest PD Veh                    | \$602.87           | 66760                             | 5/28/2025  | 001-000-000-594-21-80-00 | Police Lease Repayment, Interest Cost  |
| FCI - Custom Police Vehicles     | 16632   | Interest PD Veh                    | \$545.56           | 66760                             | 5/28/2025  | 001-000-000-594-21-80-00 | Police Lease Repayment, Interest Cost  |
| FCI - Custom Police Vehicles     | 16629   | Interest PD Veh                    | \$217.75           | 66760                             | 5/28/2025  | 001-000-000-594-21-80-00 | Police Lease Repayment, Interest Cost  |
|                                  |   |                                    | <b>\$7,479.60</b>  |                                   |            |                          |  |
| GMP Consultants LLC              | 25-144  | City Manager Recruiting            | \$6,666.67         | 66718                             | 5/13/2025  | 001-000-000-513-10-41-00 | Professional Services                  |
|                                  |   |                                    | <b>\$6,666.67</b>  |                                   |            |                          |  |
| Gray & Osborne, Inc.             | Project No: 25427.00 Invoice No: 4                    | Project No: 25427.00 Invoice No: 4 | \$342.99           | 66719                             | 5/13/2025  | 401-000-000-558-50-41-07 | Engineering Consultant                 |



|   |  |   |                    |                                       |           |                          |                                       |
|---|--|---|--------------------|---------------------------------------|-----------|--------------------------|---------------------------------------|
| Gray & Osborne, Inc.                                    | Project No: 25427.11 Invoice No: 1     | Project No: 25427.11 Invoice No: 1        | \$394.80           | 66719                                 | 5/13/2025 | 401-000-000-558-50-41-07 | Engineering Consultant                |
| Gray & Osborne, Inc.                                    | Project No: 19412.39 Invoice No: 10    | Project No: 19412.39 Invoice No: 10       | \$78.96            | 66719                                 | 5/13/2025 | 401-000-000-558-50-41-07 | Engineering Consultant                |
| Gray & Osborne, Inc.                                    | Project No: 25427.09 Invoice No: 1     | Project No: 25427.09 Invoice No: 1        | \$157.92           | 66719                                 | 5/13/2025 | 401-000-000-558-50-41-07 | Engineering Consultant                |
| Gray & Osborne, Inc.                                    | Project No: 22427.03 Invoice No: 12    | Project No: 22427.03 Invoice No: 12       | \$504.66           | 66719                                 | 5/13/2025 | 401-000-000-558-50-41-07 | Engineering Consultant                |
| Gray & Osborne, Inc.                                    | Project No: 25427.10 Invoice No: 1     | Project No: 25427.10 Invoice No: 1        | \$649.18           | 66719                                 | 5/13/2025 | 401-000-000-558-50-41-07 | Engineering Consultant                |
| Gray & Osborne, Inc.                                    | Project No: 24427.05 Invoice No: 5     | Project No: 24427.05 Invoice No: 5        | \$204.86           | 66719                                 | 5/13/2025 | 401-000-000-558-50-41-07 | Engineering Consultant                |
| Gray & Osborne, Inc.                                    | Project No: 24427.03 Invoice No: 1     | Project No: 24427.03 Invoice No: 1        | \$649.18           | 66719                                 | 5/13/2025 | 401-000-000-558-50-41-07 | Engineering Consultant                |
| Gray & Osborne, Inc.                                    | Project No: 23427.20 Invoice No: 5     | Project No: 23427.20 Invoice No: 5        | \$267.78           | 66719                                 | 5/13/2025 | 401-000-000-558-50-41-07 | Engineering Consultant                |
| Gray & Osborne, Inc.                                    | Project No: 21427.27 Invoice No: 11    | Project No: 21427.27 Invoice No: 11       | \$332.64           | 66719                                 | 5/13/2025 | 401-000-000-558-50-41-07 | Engineering Consultant                |
| Gray & Osborne, Inc.                                    | Project No: 24456.00 Invoice No: 9     | Storm Improvements                        | \$424.42           | 66761                                 | 5/28/2025 | 307-000-000-595-30-63-02 | Storm Sewer Improvements              |
|   |  |   | <b>\$4,007.39</b>  |                                       |           |                          |                                       |
| Hastings Mechanical                                     | Refund request for M-25-034            | Refund request for M-25-034               | \$732.00           | 20101083                              | 5/28/2025 | 401-000-000-322-10-00-00 | Building Permits                      |
| Hastings Mechanical                                     | Refund request for M-25-034            | Refund request for M-25-034               | \$19.75            | 20101083                              | 5/28/2025 | 401-000-000-322-11-00-00 | Building Permit - Technology Fee      |
|   |  |   | <b>\$751.75</b>    |                                       |           |                          |                                       |
| Home Depot Credit Services                              | 4/16/25 Medina City Hall Bathrooms     | 4/16/25 Medina City Hall Bathrooms        | \$289.83           | EFT Payment 5/28/2025 10:18:01 AM - 1 | 5/28/2025 | 307-000-000-594-18-60-00 | Building Improvements                 |
|   |  |   | <b>\$289.83</b>    |                                       |           |                          |                                       |
| Honey Bucket  | 0554827314                             | City Hall Porta Potty                     | \$289.50           | 66720                                 | 5/13/2025 | 001-000-000-518-30-48-00 | Repairs/maint-City Hall Bldg          |
| Honey Bucket  | 0554725462                             | City Hall Porta Potty                     | \$289.50           | 66762                                 | 5/28/2025 | 001-000-000-518-30-48-00 | Repairs/maint-City Hall Bldg          |
|   |  |   | <b>\$579.00</b>    |                                       |           |                          |                                       |
| Horticultural Elements, Inc.                            | 9809                                   | 84/24th & 84th Median Maintenance         | \$4,490.00         | 66721                                 | 5/13/2025 | 101-000-000-542-30-41-00 | Professional Services                 |
| Horticultural Elements, Inc.                            | 9888                                   | Spring Irrigation Repairs                 | \$1,000.00         | 66763                                 | 5/28/2025 | 101-000-000-542-30-41-00 | Professional Services                 |
|   |  |   | <b>\$5,490.00</b>  |                                       |           |                          |                                       |
| Inslee Best Doezie & Ryder, P.S.                        | 436487                                 | City Attorney                             | \$56,502.00        | 66722                                 | 5/13/2025 | 001-000-000-515-41-40-00 | City Attorney                         |
|   |  |   | <b>\$56,502.00</b> |                                       |           |                          |                                       |
| Kamins Construction Inc                                 | Storm CO #3                            | Storm Improvements CO 3                   | \$91,148.95        | 66764                                 | 5/28/2025 | 307-000-000-595-30-63-02 | Storm Sewer Improvements              |
| Kamins Construction Inc                                 | 8480                                   | Emergency Ditch Rehab- 77th Ave NE        | \$6,116.10         | 66764                                 | 5/28/2025 | 307-000-000-595-30-63-02 | Storm Sewer Improvements              |
|   |  |   | <b>\$97,265.05</b> |                                       |           |                          |                                       |
| KC Office of Finance                                    | 11015838                               | KC Inet                                   | \$375.00           | 66765                                 | 5/28/2025 | 001-000-000-518-80-41-50 | Technical Services, Software Services |
|   |  |   | <b>\$375.00</b>    |                                       |           |                          |                                       |
| Kellerman, Aimee  | Kellerman, Aimee Expense Report 5/5/25 | City Council Retreat-Food/snacks expenses | \$71.85            | EFT Payment 5/14/2025 11:09:59 AM - 1 | 5/31/2025 | 001-000-000-511-60-49-00 | Miscellaneous                         |
|   |  |   | <b>\$71.85</b>     |                                       |           |                          |                                       |
| Kenneth Philp Landscape Architects                      | 6099                                   | NE 12th St Landscape                      | \$597.50           | 66723                                 | 5/13/2025 | 307-000-000-595-30-63-10 | Sidewalk Improvements                 |
|   |  |   | <b>\$597.50</b>    |                                       |           |                          |                                       |
| Kesler, Jonathan  | Kesler Reimbursement, Water            | Kesler Reimbursement, Water               | \$15.91            | EFT Payment 5/28/2025 10:18:01 AM - 2 | 5/28/2025 | 001-000-000-518-20-31-00 | Office And Operating Supplies         |
| Kesler, Jonathan  | PAW Conference, Kesler Reimbursement   | PAW Conference, Kesler Reimbursement      | \$528.77           | EFT Payment 5/28/2025 10:18:01 AM - 2 | 5/28/2025 | 401-000-000-558-60-43-00 | Travel & Training                     |
|   |  |   | <b>\$544.68</b>    |                                       |           |                          |                                       |
| Konica Minolta Premier Finance                          | 590233392                              | PD Copier                                 | \$229.66           | EFT Payment 5/28/2025 2:43:51 PM - 1  | 5/28/2025 | 001-000-000-521-20-45-00 | Equipment-Lease & Rentals             |
|   |  |   | <b>\$229.66</b>    |                                       |           |                          |                                       |
| LDC Corp  | 37827                                  | Long Range Planning                       | \$5,779.50         | 66724                                 | 5/13/2025 | 001-000-000-558-60-41-01 | Planning Consultant                   |
| LDC Corp  | 37827                                  | Current Planning                          | \$9,446.00         | 66724                                 | 5/13/2025 | 401-000-000-558-60-41-01 | Planning Consultant                   |
| LDC Corp  | 37979                                  | Current Planning                          | \$23,069.50        | 66724                                 | 5/13/2025 | 401-000-000-558-60-41-01 | Planning Consultant                   |
|   |  |   | <b>\$38,295.00</b> |                                       |           |                          |                                       |
| LexisNexis Risk Management - Account 1100137654 1011660 |  | Investigative Tool                        | \$127.75           | 66766                                 | 5/28/2025 | 001-000-000-521-20-41-00 | Professional Services                 |
|   |  |   | <b>\$127.75</b>    |                                       |           |                          |                                       |
| LN Curtis and sons                                      | INV949682                              | PD Uniforms                               | \$46.28            | 66767                                 | 5/28/2025 | 001-000-000-521-20-22-00 | Uniforms                              |
|   |  |   | <b>\$46.28</b>     |                                       |           |                          |                                       |
| MG Consulting Services LLC                              | 25028                                  | LF/RM Consulting                          | \$1,050.00         | 66725                                 | 5/13/2025 | 001-000-000-518-10-41-00 | Professional Services                 |
| MG Consulting Services LLC                              | 25034                                  | LF Repository & RM Work                   | \$787.50           | 66768                                 | 5/28/2025 | 001-000-000-518-10-41-00 | Professional Services                 |
|   |  |   | <b>\$1,837.50</b>  |                                       |           |                          |                                       |
| Michael's Fine Dry Cleaning                             | 318                                    | PD Dry Cleaning                           | \$186.21           | 66726                                 | 5/13/2025 | 001-000-000-521-20-22-00 | Uniforms                              |
|   |  |   | <b>\$186.21</b>    |                                       |           |                          |                                       |
| Moberly & Roberts, PLLC                                 | 1233                                   | Prosecuting Attorney                      | \$4,000.00         | 66727                                 | 5/13/2025 | 001-000-000-515-93-40-10 | Prosecuting Attorney                  |
|   |  |   | <b>\$4,000.00</b>  |                                       |           |                          |                                       |
| Navia Benefit Solutions                                 | 10969356                               | Navia Fees                                | \$100.00           | 66728                                 | 5/13/2025 | 001-000-000-514-20-49-10 | Miscellaneous                         |
|   |  |   | <b>\$100.00</b>    |                                       |           |                          |                                       |
| NW Landscape Services, Inc                              | 10172                                  | NE 12th St Sidewalk Landscape             | \$15,900.00        | 66729                                 | 5/13/2025 | 307-000-000-595-30-63-10 | Sidewalk Improvements                 |
|   |  |   | <b>\$15,900.00</b> |                                       |           |                          |                                       |
| On-Target Strategies Inc                                | 479                                    | Training-Glenn                            | \$195.00           | 66730                                 | 5/13/2025 | 001-000-000-521-20-43-00 | Travel & Training                     |
|   |  |   | <b>\$195.00</b>    |                                       |           |                          |                                       |
| Pacific Power Group, LLC                                | 5166656                                | Generator Repair                          | \$3,297.47         | 66731                                 | 5/13/2025 | 001-000-000-518-30-48-00 | Repairs/maint-City Hall Bldg          |
|   |  |   | <b>\$3,297.47</b>  |                                       |           |                          |                                       |
| Pro-shred   | 85026                                  | CH Shredding Services                     | \$58.10            | 66732                                 | 5/13/2025 | 001-000-000-518-10-41-00 | Professional Services                 |
| Pro-shred   | 84615a                                 | CH Shredding Services                     | \$58.10            | 66732                                 | 5/13/2025 | 001-000-000-518-10-41-00 | Professional Services                 |
|   |  |   | <b>\$116.20</b>    |                                       |           |                          |                                       |



|  |   |                                |                    |                                   |           |                          |  |
|--|---|--------------------------------|--------------------|-----------------------------------|-----------|--------------------------|--|
| Puget Sound Energy                                 | Service from 3/21/25-4/21/25 1000 80th Ave NE         | Medina Park Power              | \$996.42           | 66733                             | 5/13/2025 | 001-000-000-576-80-47-00 | Utilities                                |
| Puget Sound Energy                                 | Service from 3/22/25-4/22/25 84th Ave NE              | View Point Power               | \$17.80            | 66733                             | 5/13/2025 | 001-000-000-576-80-47-00 | Utilities                                |
| Puget Sound Energy                                 | Service from 3/21/25-4/21/25 1050 82nd Ave NE         | Street Lights -10th/82nd       | \$42.34            | 66733                             | 5/13/2025 | 101-000-000-542-63-41-00 | Street Light Utilities                   |
| Puget Sound Energy                                 | Service from 3/21/25-4/21/25 City Hall                | CH Utilities                   | \$1,959.27         | 20101082                          | 5/31/2025 | 001-000-000-518-10-47-00 | Utility Serv-Elec,Water,Waste            |
| Puget Sound Energy                                 | Service from 4/2/25-5/1/25 515 Evergreen Pt Rd        | Street Light Power 515 EPR     | \$41.41            | 66769                             | 5/28/2025 | 101-000-000-542-63-41-00 | Street Light Utilities                   |
| Puget Sound Energy                                 | Service from 4/1/25-4/30/25 77th Ave NE & 79th Ave NE | Street Light Power 77th & 79th | \$322.90           | 66769                             | 5/28/2025 | 101-000-000-542-63-41-00 | Street Light Utilities                   |
| Puget Sound Energy                                 | Service from 4/1/25-4/30/25 TIB LED Conversion        | Street Light Power             | \$1,379.58         | 66769                             | 5/28/2025 | 101-000-000-542-63-41-00 | Street Light Utilities                   |
| Puget Sound Energy                                 | Service from 4/2/25-5/1/25 80th Ave NE                | Street Light Power 80th/10th   | \$12.14            | 66769                             | 5/28/2025 | 101-000-000-542-63-41-00 | Street Light Utilities                   |
| Puget Sound Energy                                 | Service from 4/2/25-5/1/25 88th Ave NE                | Street Light Power             | \$37.51            | 66769                             | 5/28/2025 | 101-000-000-542-63-41-00 | Street Light Utilities                   |
|  |   |                                | <b>\$4,809.37</b>  |                                   |           |                          |  |
| Ramp   | May 2025 Ramp Statement                               | May 2025 Ramp Statement        | \$898.35           | 20101087                          | 5/31/2025 | 001-000-000-521-20-11-14 | Education                                |
| Ramp   | May 2025 Ramp Statement                               | May 2025 Ramp Statement        | \$322.05           | 20101087                          | 5/31/2025 | 001-000-000-521-20-22-00 | Uniforms                                 |
| Ramp   | May 2025 Ramp Statement                               | May 2025 Ramp Statement        | \$864.56           | 20101087                          | 5/31/2025 | 001-000-000-521-20-31-00 | Office Supplies                          |
| Ramp   | May 2025 Ramp Statement                               | May 2025 Ramp Statement        | \$241.57           | 20101087                          | 5/31/2025 | 001-000-000-521-20-31-40 | Police Operating Supplies                |
| Ramp   | May 2025 Ramp Statement                               | May 2025 Ramp Statement        | \$1,399.75         | 20101087                          | 5/31/2025 | 001-000-000-521-20-32-00 | Vehicle Expenses-Gas, Car Wash           |
| Ramp   | May 2025 Ramp Statement                               | May 2025 Ramp Statement        | \$47.37            | 20101087                          | 5/31/2025 | 001-000-000-521-20-35-20 | Firearms (Purchase & Repair)             |
| Ramp   | May 2025 Ramp Statement                               | May 2025 Ramp Statement        | \$2,942.02         | 20101087                          | 5/31/2025 | 001-000-000-521-20-43-00 | Travel & Training                        |
| Ramp   | May 2025 Ramp Statement                               | May 2025 Ramp Statement        | \$31.96            | 20101087                          | 5/31/2025 | 001-000-000-594-18-64-00 | City Hall Capital >\$5K                  |
|  |   |                                | <b>\$6,747.63</b>  |                                   |           |                          |  |
| Republic Services, Inc. dba Rabanco,               | 0172-009927860  | PW Debris Removal              | \$1,000.26         | 66734                             | 5/13/2025 | 001-000-000-576-80-41-04 | Professional Services-Misc               |
|  |   |                                | <b>\$1,000.26</b>  |                                   |           |                          |  |
| Robert Half International Inc. dba Office 64943338 |   |                                | \$2,191.20         | 66735                             | 5/13/2025 | 401-000-000-558-60-11-00 | Salaries & Wages                         |
| Robert Half International Inc. dba Office 64918363 |   | Temp Staff                     | \$880.00           | 66735                             | 5/13/2025 | 401-000-000-558-60-11-00 | Salaries & Wages                         |
| Robert Half International Inc. dba Office 64956884 |   | Temporary Staff                | \$880.00           | 66770                             | 5/28/2025 | 401-000-000-558-60-11-00 | Salaries & Wages                         |
|  |   |                                | <b>\$3,951.20</b>  |                                   |           |                          |  |
| Seattle Times, The                                 | 70498   | Legal Notices                  | \$860.75           | 66736                             | 5/13/2025 | 401-000-000-558-60-42-00 | Communications                           |
|  |   |                                | <b>\$860.75</b>    |                                   |           |                          |  |
| Sound View Strategies, LLC                         | 3514  | Lobbyist                       | \$3,000.00         | 66737                             | 5/13/2025 | 001-000-000-513-10-41-00 | Professional Services                    |
|  |   |                                | <b>\$3,000.00</b>  |                                   |           |                          |  |
| St Thomas Episcopal Church                         | Great Hall Venue Rental                               | Great Hall Venue Rental        | \$632.50           | 66779                             | 5/28/2025 | 001-000-000-511-60-41-00 | Professional Services                    |
| St Thomas Episcopal Church                         | Venue Deposit   | Venue Deposit                  | \$200.00           | 66777                             | 5/28/2025 | 001-000-000-511-60-41-00 | Professional Services                    |
|  |   |                                | <b>\$832.50</b>    |                                   |           |                          |  |
| Staples Business Advantage                         | 6031108377  | CH Office Supplies             | \$248.24           | 66738                             | 5/13/2025 | 001-000-000-518-10-31-00 | Office And Operating Supplies            |
| Staples Business Advantage                         | 6031108357  | PD Office Supplies             | \$49.24            | 66738                             | 5/13/2025 | 001-000-000-521-20-31-00 | Office Supplies                          |
| Staples Business Advantage                         | 6031108366  | PD Office Supplies             | \$73.44            | 66738                             | 5/13/2025 | 001-000-000-521-20-31-00 | Office Supplies                          |
| Staples Business Advantage                         | 6032019214  | CH Office Supplies             | \$419.81           | 66771                             | 5/28/2025 | 001-000-000-518-10-31-00 | Office And Operating Supplies            |
| Staples Business Advantage                         | 6032019212  | PD Office Supplies             | \$87.25            | 66771                             | 5/28/2025 | 001-000-000-521-20-31-00 | Office Supplies                          |
|  |   |                                | <b>\$877.98</b>    |                                   |           |                          |  |
| Statewide Security                                 | 230003  | Be-Programming                 | \$205.71           | 66739                             | 5/13/2025 | 001-000-000-518-30-48-00 | Repairs/maint-City Hall Bldg             |
| Statewide Security                                 | 230033  | Install Cellular Communicator  | \$980.78           | 66739                             | 5/13/2025 | 001-000-000-518-30-48-00 | Repairs/maint-City Hall Bldg             |
|  |   |                                | <b>\$1,186.49</b>  |                                   |           |                          |  |
| Stewart Title Company                              | 1234758   | Street Easement Docs           | \$330.30           | 66740                             | 5/13/2025 | 101-000-000-542-30-41-00 | Professional Services                    |
|  |   |                                | <b>\$330.30</b>    |                                   |           |                          |  |
| Supply Source Inc., The                            | 2501482   | Janitorial Supplies            | \$546.49           | 66772                             | 5/28/2025 | 001-000-000-518-30-48-00 | Repairs/maint-City Hall Bldg             |
|  |   |                                | <b>\$546.49</b>    |                                   |           |                          |  |
| Telecom Law Firm, PC                               | 19019   | Special Counsel                | \$70.00            | 66741                             | 5/13/2025 | 001-000-000-515-45-40-00 | Special Counsel                          |
|  |   |                                | <b>\$70.00</b>     |                                   |           |                          |  |
| TIG Technology Integration Group                   | 69092   | IT Services                    | \$12,922.62        | 66742                             | 5/13/2025 | 001-000-000-518-80-41-50 | Technical Services, Software Services    |
| TIG Technology Integration Group                   | 5600010   | Anti Malware                   | \$903.64           | 66742                             | 5/13/2025 | 001-000-000-518-80-41-60 | Software Services                        |
| TIG Technology Integration Group                   | 5597091   | VEEAM Back up solution-Annual  | \$2,951.60         | 66742                             | 5/13/2025 | 001-000-000-518-80-48-00 | Repairs & Maint., Annual Software Maint. |
| TIG Technology Integration Group                   | 69092   | IT Services                    | \$2,381.29         | 66742                             | 5/13/2025 | 401-000-000-558-50-05-00 | Technical Services, Software Services    |
|  |   |                                | <b>\$19,159.15</b> |                                   |           |                          |  |
| Tiki Car Wash                                      | 2347  | PD Car Washes                  | \$194.16           | 66773                             | 5/28/2025 | 001-000-000-521-20-32-00 | Vehicle Expenses-Gas, Car Wash           |
| Tiki Car Wash                                      | 2346  | PD Car Washes                  | \$138.69           | 66773                             | 5/28/2025 | 001-000-000-521-20-32-00 | Vehicle Expenses-Gas, Car Wash           |
|  |   |                                | <b>\$332.85</b>    |                                   |           |                          |  |
| Tree Frog LLC                                      | 2078  | Tree Inventory Project         | \$8,250.00         | 66743                             | 5/13/2025 | 001-000-000-558-60-41-56 | Tree Canopy and ROW Inventory            |
| Tree Frog LLC                                      | 2076  | Arborist Services              | \$3,787.50         | 66743                             | 5/13/2025 | 401-000-000-558-50-41-50 | Arborist                                 |
| Tree Frog LLC                                      | 2079  | Arborist Services              | \$4,950.00         | 66774                             | 5/28/2025 | 401-000-000-558-50-41-50 | Arborist                                 |
|  |   |                                | <b>\$16,987.50</b> |                                   |           |                          |  |
| US Bank  | JE 2263 US Bank Fees                                  | JE 2263 US Bank Fees           | \$207.09           | 20101085                          | 5/28/2025 | 001-000-000-514-20-49-10 | Miscellaneous                            |
| US Bank  | JE 2263 US Bank Fees                                  | JE 2263 US Bank Fees           | \$1,567.34         | 20101085                          | 5/28/2025 | 401-000-000-558-60-49-10 | Miscellaneous                            |
| US Bank  | May 2025 Nations US Bank Credit Card                  | Food for Stifler retirement    | \$72.45            | EFT Payment 6/3/2025 9:09:48 AM - | 5/31/2025 | 001-000-000-511-60-49-00 | Miscellaneous                            |
| US Bank  | May 2025 Nations US Bank Credit Card                  | Food for Stifler retirement    | \$60.17            | EFT Payment 6/3/2025 9:09:48 AM - | 5/31/2025 | 001-000-000-511-60-49-00 | Miscellaneous                            |
| US Bank  | May 2025 Wagner US Bank Credit Card                   | AWC Labor Conference           | \$550.00           | EFT Payment 6/3/2025 9:09:48 AM - | 5/31/2025 | 001-000-000-514-20-43-00 | Travel & Training                        |
| US Bank  | May 2025 Wagner US Bank Credit Card                   | Lodging for Labor Conference   | \$244.84           | EFT Payment 6/3/2025 9:09:48 AM - | 5/31/2025 | 001-000-000-514-20-43-00 | Travel & Training                        |
| US Bank  | May 2025 Wagner US Bank Credit Card                   | WFOA                           | \$75.00            | EFT Payment 6/3/2025 9:09:48 AM - | 5/31/2025 | 001-000-000-514-20-49-00 | Misc-Dues,Subscriptions                  |
| US Bank  | May 2025 Wagner US Bank Credit Card                   | Dividers                       | \$40.51            | EFT Payment 6/3/2025 9:09:48 AM - | 5/31/2025 | 001-000-000-514-20-49-10 | Miscellaneous                            |



|                                    |  |  |                   |                                       |           |                          |  |
|------------------------------------|--|--|-------------------|---------------------------------------|-----------|--------------------------|--|
| US Bank                            | May 2025 Wagner US Bank Credit Card    | Binders                                      | \$107.83          | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-514-20-49-10 | Miscellaneous                          |
| US Bank                            | May 2025 Nations US Bank Credit Card   | Toaster for council chambers                 | \$44.35           | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-10-31-00 | Office And Operating Supplies          |
| US Bank                            | May 2025 Nations US Bank Credit Card   | Bathroom air freshner                        | \$9.87            | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-10-31-00 | Office And Operating Supplies          |
| US Bank                            | May 2025 Nations US Bank Credit Card   | Mouse pad- Fischer                           | \$11.04           | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-10-31-00 | Office And Operating Supplies          |
| US Bank                            | May 2025 Nations US Bank Credit Card   | Amazon credit                                | (\$165.74)        | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-10-31-00 | Office And Operating Supplies          |
| US Bank                            | May 2025 Nations US Bank Credit Card   | Decorations for Stifler and Burns            | \$41.85           | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-10-31-00 | Office And Operating Supplies          |
| US Bank                            | May 2025 Nations US Bank Credit Card   | Coffee cups for council chambers             | \$18.49           | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-10-31-00 | Office And Operating Supplies          |
| US Bank                            | May 2025 Nations US Bank Credit Card   | Decorations for Stifler and Burns            | \$7.72            | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-10-31-00 | Office And Operating Supplies          |
| US Bank                            | May 2025 Nations US Bank Credit Card   | Mouse pad                                    | \$14.35           | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-10-31-00 | Office And Operating Supplies          |
| US Bank                            | May 2025 Nations US Bank Credit Card   | Easels for council chambers                  | \$30.82           | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-10-31-00 | Office And Operating Supplies          |
| US Bank                            | May 2025 Nations US Bank Credit Card   | Decorations for Stifler and Burns            | \$11.04           | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-10-31-00 | Office And Operating Supplies          |
| US Bank                            | May 2025 Kellerman US Bank Credit Card | Lunch at LF Empower Training                 | \$21.72           | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-10-43-00 | Travel & Training                      |
| US Bank                            | May 2025 Kellerman US Bank Credit Card | WAPRO Spring Training                        | \$65.00           | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-10-43-00 | Travel & Training                      |
| US Bank                            | May 2025 Kellerman US Bank Credit Card | Lunch at LF Empower Training                 | \$34.54           | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-10-43-00 | Travel & Training                      |
| US Bank                            | May 2025 Kellerman US Bank Credit Card | Breakfast at LF Empower Training Room Charge | \$38.54           | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-10-43-00 | Travel & Training                      |
| US Bank                            | May 2025 Kellerman US Bank Credit Card | Breakfast at LF Empower Training             | \$31.63           | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-10-43-00 | Travel & Training                      |
| US Bank                            | May 2025 Kellerman US Bank Credit Card | Outgoing flight change adj for work          | \$80.00           | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-10-43-00 | Travel & Training                      |
| US Bank                            | May 2025 Nations US Bank Credit Card   | Flowers for Stifler retirement               | \$17.12           | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-10-49-10 | Miscellaneous                          |
| US Bank                            | May 2025 Nations US Bank Credit Card   | WMCA Clerks Membership                       | \$100.00          | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-10-49-20 | Dues, Subscriptions                    |
| US Bank                            | May 2025 Kellerman US Bank Credit Card | Public Storage                               | \$413.00          | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-30-45-00 | Facility Rental                        |
| US Bank                            | May 2025 Kellerman US Bank Credit Card | Zoom Annual License                          | \$3,190.15        | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-518-80-41-50 | Technical Services, Software Services  |
| US Bank                            | May 2025 Crickmore US Bank Credit Card | Columbia Sportswear                          | \$89.26           | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-576-80-22-00 | Uniforms                               |
| US Bank                            | May 2025 Crickmore US Bank Credit Card | Columbia Sportswear                          | \$176.32          | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-576-80-22-00 | Uniforms                               |
| US Bank                            | May 2025 Crickmore US Bank Credit Card | Keen Footwear                                | \$187.34          | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-576-80-22-00 | Uniforms                               |
| US Bank                            | May 2025 Crickmore US Bank Credit Card | Amazon                                       | \$41.63           | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-576-80-22-00 | Uniforms                               |
| US Bank                            | May 2025 Osada US Bank Credit Card     | David Stifler Retirement Plaque              | \$165.30          | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-576-80-43-00 | Travel & Training                      |
| US Bank                            | May 2025 Osada US Bank Credit Card     | MRSC Rosters Annual Fee                      | \$135.00          | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-576-80-43-00 | Travel & Training                      |
| US Bank                            | May 2025 Osada US Bank Credit Card     | David Stifler Retirement Lunch               | \$671.59          | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 001-000-000-576-80-43-00 | Travel & Training                      |
| US Bank                            | May 2025 Crickmore US Bank Credit Card | Bidirectional Vehicle Scan Tool              | \$308.55          | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 101-000-000-542-30-35-00 | Small Tools/minor Equipment            |
| US Bank                            | May 2025 Crickmore US Bank Credit Card | Chainsaw Tensioning Bolt                     | \$14.87           | EFT Payment 6/3/2025 9:09:48 AM -     | 5/31/2025 | 101-000-000-542-30-48-00 | Equipment Maintenance                  |
|                                    |  |  | <b>\$8,730.58</b> |                                       |           |                          |  |
| Utilities Underground Location Ctr | 5040183                                | Utility Locate Services                      | \$94.50           | 66744                                 | 5/13/2025 | 101-000-000-542-30-47-00 | Utility Services                       |
| Utilities Underground Location Ctr | 5030183                                | Utility Locate Services                      | \$68.85           | 66744                                 | 5/13/2025 | 101-000-000-542-30-47-00 | Utility Services                       |
|                                    |  |  | <b>\$163.35</b>   |                                       |           |                          |  |
| Voyager Systems                    | 8693624262519                          | PD Fuel                                      | \$1,756.06        | EFT Payment 5/14/2025 11:09:28 AM - 1 | 5/13/2025 | 001-000-000-521-20-32-00 | Vehicle Expenses-Gas, Car Wash         |
|                                    |  |  | <b>\$1,756.06</b> |                                       |           |                          |  |
| WA ST Department of Revenue        | 2024 WA DOR Use Tax Return             | 2024 WA DOR Use Tax Return                   | \$26.27           | EFT Payment 6/2/2025 12:31:07 PM - 1  | 5/31/2025 | 001-000-000-518-10-41-50 | Prof Serv-Computer Tech Serv           |
| WA ST Department of Revenue        | 2024 WA DOR Use Tax Return             | Late fee                                     | \$444.59          | EFT Payment 6/2/2025 12:31:07 PM - 1  | 5/31/2025 | 001-000-000-518-10-49-10 | Miscellaneous                          |
| WA ST Department of Revenue        | 2024 WA DOR Use Tax Return             | 2024 WA DOR Use Tax Return                   | \$153.26          | EFT Payment 6/2/2025 12:31:07 PM - 1  | 5/31/2025 | 001-000-000-518-10-49-10 | Miscellaneous                          |
| WA ST Department of Revenue        | 2024 WA DOR Use Tax Return             | 2024 WA DOR Use Tax Return                   | \$122.57          | EFT Payment 6/2/2025 12:31:07 PM - 1  | 5/31/2025 | 001-000-000-518-80-41-50 | Technical Services, Software Services  |
| WA ST Department of Revenue        | 2024 WA DOR Use Tax Return             | 2024 WA DOR Use Tax Return                   | \$225.97          | EFT Payment 6/2/2025 12:31:07 PM - 1  | 5/31/2025 | 001-000-000-518-80-41-60 | Software Services                      |
| WA ST Department of Revenue        | 2024 WA DOR Use Tax Return             | 2024 WA DOR Use Tax Return                   | \$13.93           | EFT Payment 6/2/2025 12:31:07 PM - 1  | 5/31/2025 | 001-000-000-521-20-22-00 | Uniforms                               |
| WA ST Department of Revenue        | 2024 WA DOR Use Tax Return             | 2024 WA DOR Use Tax Return                   | \$270.25          | EFT Payment 6/2/2025 12:31:07 PM - 1  | 5/31/2025 | 001-000-000-521-20-31-00 | Office Supplies                        |
| WA ST Department of Revenue        | 2024 WA DOR Use Tax Return             | 2024 WA DOR Use Tax Return                   | \$210.24          | EFT Payment 6/2/2025 12:31:07 PM - 1  | 5/31/2025 | 001-000-000-521-20-31-40 | Police Operating Supplies              |
| WA ST Department of Revenue        | 2024 WA DOR Use Tax Return             | 2024 WA DOR Use Tax Return                   | \$65.03           | EFT Payment 6/2/2025 12:31:07 PM - 1  | 5/31/2025 | 001-000-000-521-20-31-60 | Ammo/Range (Targets, etc)              |
| WA ST Department of Revenue        | 2024 WA DOR Use Tax Return             | 2024 WA DOR Use Tax Return                   | \$336.12          | EFT Payment 6/2/2025 12:31:07 PM - 1  | 5/31/2025 | 001-000-000-521-20-35-20 | Firearms (Purchase & Repair)           |
| WA ST Department of Revenue        | 2024 WA DOR Use Tax Return             | 2024 WA DOR Use Tax Return                   | \$25.80           | EFT Payment 6/2/2025 12:31:07 PM - 1  | 5/31/2025 | 001-000-000-521-20-41-00 | Professional Services                  |
| WA ST Department of Revenue        | 2024 WA DOR Use Tax Return             | 2024 WA DOR Use Tax Return                   | \$5.28            | EFT Payment 6/2/2025 12:31:07 PM - 1  | 5/31/2025 | 001-000-000-521-20-48-10 | Repairs & Maint-Automobiles            |
| WA ST Department of Revenue        | 2024 WA DOR Use Tax Return             | 2024 WA DOR Use Tax Return                   | \$253.01          | EFT Payment 6/2/2025 12:31:07 PM - 1  | 5/31/2025 | 001-000-000-521-20-49-60 | Crime Prevention/Public Educ           |
| WA ST Department of Revenue        | 2024 WA DOR Use Tax Return             | 2024 WA DOR Use Tax Return                   | \$117.33          | EFT Payment 6/2/2025 12:31:07 PM - 1  | 5/31/2025 | 001-000-000-571-00-30-00 | Uniforms - Lifeguards                  |
| WA ST Department of Revenue        | 2024 WA DOR Use Tax Return             | 2024 WA DOR Use Tax Return                   | \$55.39           | EFT Payment 6/2/2025 12:31:07 PM - 1  | 5/31/2025 | 001-000-000-571-00-32-00 | Miscellaneous - Lifeguards             |
| WA ST Department of Revenue        | 2024 WA DOR Use Tax Return             | 2024 WA DOR Use Tax Return                   | \$35.99           | EFT Payment 6/2/2025 12:31:07 PM - 1  | 5/31/2025 | 001-000-000-576-80-22-00 | Uniforms                               |
| WA ST Department of Revenue        | 2024 WA DOR Use Tax Return             | 2024 WA DOR Use Tax Return                   | \$1,370.79        | EFT Payment 6/2/2025 12:31:07 PM - 1  | 5/31/2025 | 001-000-000-576-80-31-00 | Operating Supplies                     |
| WA ST Department of Revenue        | 2024 WA DOR Use Tax Return             | 2024 WA DOR Use Tax Return                   | \$11.37           | EFT Payment 6/2/2025 12:31:07 PM - 1  | 5/31/2025 | 001-000-000-576-80-41-00 | Professional Services                  |
| WA ST Department of Revenue        | 2024 WA DOR Use Tax Return             | 2024 WA DOR Use Tax Return                   | \$948.56          | EFT Payment 6/2/2025 12:31:07 PM - 1  | 5/31/2025 | 001-000-000-594-21-70-00 | Police Lease Repayment, Principal Cost |



|   |                            |                            |                     |   |           |                          |                                       |
|---|----------------------------|----------------------------|---------------------|---|-----------|--------------------------|---------------------------------------|
| WA ST Department of Revenue                                       | 2024 WA DOR Use Tax Return | 2024 WA DOR Use Tax Return | \$95.95             | EFT Payment 6/2/2025 12:31:07<br>PM - 1 | 5/31/2025 | 001-000-000-594-21-80-00 | Police Lease Repayment, Interest Cost |
| WA ST Department of Revenue                                       | 2024 WA DOR Use Tax Return | 2024 WA DOR Use Tax Return | \$596.40            | EFT Payment 6/2/2025 12:31:07<br>PM - 1 | 5/31/2025 | 101-000-000-542-67-41-00 | Street Cleaning                       |
|   |                            |                            | <b>\$5,384.10</b>   |   |           |                          |                                       |
| WA ST Dept of Ecology   | 25-RS-WAR045527-1          | SAM                        | \$1,808.00          | 66775                                   | 5/28/2025 | 101-000-000-542-30-41-03 | NPDES Grant                           |
|   |                            |                            | <b>\$1,808.00</b>   |   |           |                          |                                       |
| WA ST Dept of Transportation                                      | RE *FB91017010251          | PW Fuel                    | \$421.57            | 66745                                   | 5/13/2025 | 001-000-000-576-80-32-00 | Vehicle Fuel & Lube                   |
| WA ST Dept of Transportation                                      | RE *FB91017010251          | Inspection Vehicle Fuel    | \$31.47             | 66745                                   | 5/13/2025 | 401-000-000-558-60-32-00 | Vehicle Expenses - Gas, Oil, Maint.   |
|   |                            |                            | <b>\$453.04</b>     |   |           |                          |                                       |
| Washington Law Enforcement<br>Information and Records Association | 4859                       | Training-Marxer            | \$400.00            | 66746                                   | 5/13/2025 | 001-000-000-521-20-43-00 | Travel & Training                     |
|   |                            |                            | <b>\$400.00</b>     |   |           |                          |                                       |
| Washington State Patrol   | I2505858                   | CPL Backgrounds            | \$36.00             | 66747                                   | 5/13/2025 | 631-000-000-589-30-02-00 | WA ST Patrol-Gun-Fbi                  |
|   |                            |                            | <b>\$36.00</b>      |   |           |                          |                                       |
| Western Equipment & Irrigations                                   | INV082856                  | Mower Parts                | \$527.77            | 66748                                   | 5/13/2025 | 001-000-000-576-80-48-00 | Repair & Maint Equipment              |
| Western Equipment & Irrigations                                   | INV082855                  | Mount Roller               | \$811.65            | 66776                                   | 5/28/2025 | 001-000-000-576-80-48-00 | Repair & Maint Equipment              |
|   |                            |                            | <b>\$1,339.42</b>   |   |           |                          |                                       |
|   |                            |                            | <b>\$403,679.94</b> | <b>AP Total</b>                         |           |                          |                                       |
| Payroll   | May 2025 Payroll           | Payroll                    | \$22,461.21         |   | 5/31/2025 | 001-000-000-513-10-11-00 | Salaries, Wages & Benefits            |
| Payroll   | May 2025 Payroll           | Payroll                    | \$25,336.15         |   | 5/31/2025 | 001-000-000-514-20-11-00 | Salaries, Wages & Benefits            |
| Payroll   | May 2025 Payroll           | Payroll                    | \$40,843.12         |   | 5/31/2025 | 001-000-000-518-10-11-00 | Salaries, Wages & Benefits            |
| Payroll   | May 2025 Payroll           | Payroll                    | \$192,377.68        |   | 5/31/2025 | 001-000-000-521-20-11-00 | Salaries, Wages & Benefits            |
| Payroll   | May 2025 Payroll           | Payroll                    | \$7,108.19          |   | 5/31/2025 | 001-000-000-558-60-11-00 | Salaries, Wages & Benefits            |
| Payroll   | May 2025 Payroll           | Payroll                    | \$39,641.56         |   | 5/31/2025 | 001-000-000-576-80-11-00 | Salaries, Wages & Benefits            |
| Payroll   | May 2025 Payroll           | Payroll                    | \$26,427.03         |   | 5/31/2025 | 101-000-000-542-30-11-00 | Salaries, Wages & Benefits            |
| Payroll   | May 2025 Payroll           | Payroll                    | \$43,448.45         |   | 5/31/2025 | 401-000-000-558-60-11-00 | Salaries, Wages & Benefits            |
|   |                            |                            | <b>\$397,643.39</b> | <b>Payroll Total</b>                    |           |                          |                                       |
|   |                            |                            | <b>\$801,323.33</b> | <b>Grand Total</b>                      |           |                          |                                       |





# 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 14, 2025 – 5:00 PM**

### MINUTES

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

Mayor Rossman called the regular meeting of the Medina City Council to order in the Council Chambers at 5:05 p.m.

##### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen  
Councilmember Harini Gokul  
Councilmember Mac Johnston  
Councilmember Michael Luis  
Councilmember Heija Nunn

##### STAFF

Osada, Sass, Nations, Wagner, Wilcox, Robertson, Archer

#### 2. APPROVAL OF MEETING AGENDA

By consensus, the meeting agenda was approved as amended. Council added an Executive Session to become agenda item 4 and the agenda items all shift down in numbering. Council added specific public comments for agenda item 10. 2 to be heard at that time.

#### 3. PUBLIC COMMENT PERIOD

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

1. Alex Tsimerman, he commented on trespasses at various agencies.
2. Mark Nelson addressed the council regarding the petition he presented to Medina residents asking if they would like to have the Kitchen and Market store to be open on all holidays. He will share this petition and the proposed change to the current policy at a future meeting. He voiced concerns and gave suggestions about the NE 12<sup>th</sup> Street landscaping and irrigation.

With no further comments, public comments was closed.



#### 4. **EXECUTIVE SESSION**

- 4.1 The Council entered Executive Session for an estimated duration of 30 minutes pursuant to RCW 42.30.110 1(i). The Council reconvened the regular meeting and announced they would extend the Executive Session, an additional 15 minutes and reconvene at 6 PM.

Mayor Rossman discussed the work of the personnel committee and proposed action for the council to consider. The council thanked Steve Burns for his service and wished him the best in his well-deserved retirement. The personnel committee has identified GMC consultants to assist with the recruitment and hiring of a new City Manager which could take up to 4 months. The firm identified several strong candidates to serve as interim City Manager while conducting a thorough and thoughtful search for a new City Manager. The personnel committee recommended Jeff Swanson to serve as the Interim City Manager. Mayor Rossman gave a brief background on Mr. Swanson.

**ACTION:** Deputy Mayor Reeves moved to authorize the mayor to execute an agreement with Interim City Manager Jeff Swanson and an associated separation agreement with Steve Burns. The motion was seconded by Councilmember Johnston and carried by a vote of 7-0.

#### 5. **PRESENTATIONS**

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

Ryan Osada, Public Works Director presented the Park Board report on behalf of Park Board Chair Collette McMullen. He shared the recap on the Easter Egg Hunt. It was reported to be a great success. Council extended a huge thank you to the Park Board for their efforts to reorganize this community event and make it successful. Osada also gave updates on upcoming events, Arbor Day celebration on April 25<sup>th</sup> at 10 a.m. and Weeding/Spring cleanup work party on April 29<sup>th</sup> at 10 a.m.

Planning Commission Chair Laura Bustamante reported the Planning Commission met on March 25<sup>th</sup> they reviewed the Middle Housing survey results, presented with the calendar for the remaining middle housing tasks, reviewed Middle Housing and Subdivision ordinance drafts and provided comments to present to council before adoption.

Emergency Preparedness – On behalf of chair Gann, Mayor Rossman extended a thank you to the city for adding information on Emergency Preparedness in the newsletter.

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

Given the heavy agenda, department directors submitted written reports for Council review. Council members had the opportunity to ask questions which staff addressed.

Director of Finance and HR Ryan Wagner provided an update on the city's financial status. Council asked for concrete numbers when entering the 2026 Budget planning period.

Director of Development Services Steve Wilcox reported the T-Mobile Hearing will be on April 16, 2025, and the release of the staff report for the Overlake Golf and Country Club proposed 50-foot fence hearing on May 15, 2025.



Medina Police Chief Sass announced Shredder Day is April 19<sup>th</sup> at 9 a.m. at Medina Park. He gave an update on recent police activities.

Director of Public Works Ryan Osada provided an update that trail signage is an on-going project and public works will be adding a trail map to the notice boards.

## 7. **CONSENT AGENDA**

**ACTION:** Councilmember Johnston moved to approve the Consent Agenda. The motion was seconded by Councilmember Gokul and carried by a vote of 7-0.

- 7.1 March 2025 Check Register  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Wagner, HR/Finance Director
- 7.2 Park Board Meeting Minutes of January 21, 2025  
**Recommendation:** Receive and file.  
**Staff Contact:** Dawn Nations, Deputy City Clerk
- 7.3 Planning Commission Meeting Minutes of January 28, 2025  
**Recommendation:** Receive and file.  
**Staff Contact:** Dawn Nations, Deputy City Clerk
- 7.4 Draft City Council Meeting Minutes of:  
a) February 24, 2025; and  
b) March 10, 2025.  
**Recommendation:** Adopt minutes.  
**Staff Contact:** Aimee Kellerman, CMC, City Clerk
- 7.5 2025 Proclamation: Sexual Assault Awareness and Prevention Month  
**Recommendation:** Adopt Proclamation.  
**Staff Contact:** Stephen R. Burns, City Manager
- 7.6 Proclamation: 56th Annual Professional Municipal Clerks Week May 4-May 10, 2025  
**Recommendation:** Adopt Proclamation.  
**Staff Contact:** Aimee Kellerman, CMC, City Clerk

## 8. **LEGISLATIVE HEARING**

None.

## 9. **PUBLIC HEARING**

None.

## 10. **CITY BUSINESS**

- 10.1 City Manager Recruitment  
**Recommendation:** Discussion and direction.  
**Staff Contacts:** Ryan Wagner, Finance/HR Director and Charlotte Archer, Assistant City Attorney

Ryan Wagner, Finance/HR Director gave an update on the recruitment process. The job was posted on March 17<sup>th</sup> and the first review was April 13<sup>th</sup>. He reported GMC



consultants will conduct the first-round interviews and candidates will be presented to council on April 28, 2025. The city received 26 applications. GMC consultants will prepare a confidential packet will be distributed to the council the week of April 21<sup>st</sup>.

#### 10.2 NE 12th Street Landscape Update

**Recommendation:** Discussion and direction.

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

Public Comment - Louise Reider commented on the NE 12<sup>th</sup> Street Landscaping project and thanked council and Ryan Osada for follow up and information. She extended her support for the project.

Ryan Osada, Public Works Director, gave a presentation on the different cost options for council to direct staff on what direction they should move forward with for the project. Council asked questions and staff responded.

**ACTION:** Councilmember Johnston motion to move forward with draft resistant plants only, do not stub in the irrigation and use water buffalo watering system. The motion was seconded by Councilmember Luis

Motion to Amend the underlining motion by Gokul to review the plants to make ensure the draught tolerance and identify the funds to use the water buffalo system. Motion to Amend seconded by Deputy Reeves carried vote of 5-2.

Motion as Amended is to direct staff to move forward using draught tolerate plants and review the plant list to make sure they are truly draught tolerant and to identify appropriate funds to water the plants until well established using the water buffalo system. Vote carried by a vote of 5-2.

Council members spoke for and against the motion.

#### 10.3 Medina Park Donation Update

**Recommendation:** Discussion and direction.

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

Ryan Osada, Public Works Director, gave a brief update. The Park Board advised staff to draft a policy on this donation and future park donations. Osada will present the draft policy to the park board for discussion and direction at a later meeting. Once the Park Board gives input on the policy it will be presented to the council later this year for review and possible resolution adoption. Osada will contact the donor and update them on the next steps.

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

None.

#### 12. **PUBLIC COMMENT**

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



**13. EXECUTIVE SESSION**

The Council entered Executive Session for an estimated duration of 45 minutes pursuant to RCW 42.30.110 (1)(i). No action was taken following the Executive Session, and the council adjourned from Executive Session.

**14. ADJOURNMENT**

Council adjourned from Executive Session.

Meeting minutes taken by Dawn Nations, Deputy City Clerk

DRAFT





# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL

### SPECIAL MEETING

Hybrid - Virtual/In-Person  
 Medina City Hall – Council Chambers  
 501 Evergreen Point Road, Medina, WA 98039  
**Saturday, May 03, 2025 – 7:30 AM**

## MINUTES

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

Mayor Rossman called the special meeting to order in the Medina Council Chambers at 7:37 a.m.

#### PRESENT

Mayor Jessica Rossman  
 Deputy Mayor Randy Reeves (online)  
 Councilmember Joseph Brazen (online)  
 Councilmember Harini Gokul  
 Councilmember Mac Johnston (online)  
 Councilmember Michael Luis

#### ABSENT

Councilmember Heija Nunn

#### STAFF

Kellerman, Wagner, Debbie Tarry (GMP Consultant)

### 2. EXECUTIVE SESSION

The Council entered Executive Session for an estimated time of 15 minutes to discuss matters as authorized under the following RCW:

The Council extended Executive Session an additional 10 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.



Following the Executive Session, the Council moved back into the special meeting to take action.

**3. SPECIAL MEETING TOPIC(S)**

**3.1 City Manager Recruitment Process**

**Recommendation:** Potential action on City Manager position and Finalist Candidate(s)

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

**ACTION:** Councilmember Johnston moved to advance the following three qualified candidates identified by the initials DM, RH, and JS—for final interviews. The motion was seconded by Deputy Mayor Reeves.

Council discussed the motion.

**ACTION:** Councilmember Gokul moved to amend the motion to include an additional candidate, identified by the initials SB. The amendment was seconded by Councilmember Brazen.

Council discussed the proposed amendment.

**ACTION:** The Council voted on the amendment. The motion to amend carried by a vote of 4-2, with Councilmembers Johnston and Rossman dissenting.

**ACTION:** The Council then voted on the amended main motion. The motion carried unanimously by a vote of 6-0.

**4. ADJOURNMENT**

Council adjourned the special meeting at 8:30 a.m.





# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person  
Medina City Hall – Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, May 12, 2025 – 5:00 PM**

### MINUTES

#### 1. **STUDY SESSION – 5:00 to 6:00 PM**

Mayor Rossman called the study session of the Medina City Council to order in the Council Chambers at 5:10 p.m.

#### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen  
Councilmember Harini Gokul  
Councilmember Mac Johnston (online 5:00 p.m. to 5:40 p.m.)  
Councilmember Michael Luis  
Councilmember Heija Nunn

#### STAFF

Swanson, Robertson, Osada, Sass, Wagner, Wilcox, and Kellerman

#### 1.1 Critical Areas Ordinance Update

**Recommendation:** Discussion and direction.

**Staff Contacts:** Steven R. Wilcox, Director of Development Services

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



## 2. **REGULAR MEETING - CALL TO ORDER / ROLL CALL**

Mayor Rossman called the regular meeting of the Medina City Council to order in the Council Chambers at 6:10 p.m.

### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen  
Councilmember Harini Gokul  
Councilmember Michael Luis  
Councilmember Heija Nunn

### ABSENT

Councilmember Mac Johnston

### STAFF

Swanson, Robertson, Osada, Sass, Wagner, Wilcox, Archer, and Kellerman

## 3. **APPROVAL OF MEETING AGENDA**

Mayor Rossman announced that, due to staff availability, a second City Business section will be added as Agenda Item 5. As a result, the City Manager Recruitment Timeline will be moved earlier in the meeting. The agenda will be reordered to reflect these changes.

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

## 4. **PUBLIC COMMENT PERIOD**

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

## 5. **CITY BUSINESS MOVED**

### 5.1 City Manager Recruitment Timeline Update

**Recommendation:** Discussion and recommendations.

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

Director of Finance and HR Ryan Wagner gave an overview of the City Manager recruitment timeline update. Council discussed and proposed dates for holding interviews for the City Manager finalists.

**ACTION:** Motion Deputy Mayor Reeves to schedule Friday, June 6, 2025 subject to Councilmember Johnston's availability. Motion was seconded by Gokul and carried by a 6-0 vote.



## 6. **PRESENTATIONS**

### 6.1 ARCH (A Regional Coalition for Housing) Presentation by Lindsay Masters, Executive Director

Interim City Manager Jeff Swanson introduced ARCH Executive Director Lindsay Masters, who gave a presentation on the 2025–2026 Budget and Work Program, as well as the 2024 Housing Trust Fund recommendations.

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

Director of Public Works Ryan Osada shared a positive recap of the successful Arbor Day 2025 celebration. Around 75 elementary students joined in, along with some teachers and parents. The next Park Board meeting is set for Monday, May 19 at 5:00 p.m.

Planning Chair Laura Bustamante reported that at the most recent Planning Commission meeting, two public hearings were held—one regarding the Middle Housing ordinance and the other concerning the Subdivision ordinance. With no public comments received, the Commission voted to approve both ordinances for submission to the City Council. Additionally, they recommended amending the Subdivision ordinance to include a standard for the minimum abutment to the common wall in zero-lot-line subdivisions.

Emergency Preparedness Chair Rosalie Gann expressed her appreciation to staff for the Emergency Preparedness article featured in the *Medina Sun* newsletter, titled *Join Medina's Emergency Preparedness Network: MERRT Radio Team Opportunity*. She also noted that the committee is planning to meet in June and encouraged anyone with agenda item suggestions to reach out to her directly.

Mayor Rossman reported that there were no items on the Eastside Transportation Partnership (ETP) agenda requiring a position from the City of Medina. However, the group did receive a presentation on the conclusion of the state's budget discussions, which is publicly available as a PDF on the ETP website.

## 7. **PUBLIC HEARING**

### 7.1 Presentation and Public Hearing Middle Housing Ordinance and Unit Lot Subdivision Ordinance

**Recommendation:** Hold public hearings on both the middle housing and subdivision ordinances.

**Staff Contacts:** Jonathan G. Kesler, AICP – Planning Manager, Kirsten Peterson, Senior Project Manager, SCJ Alliance, and Jennifer S. Robertson, City Attorney

Mayor Rossman opened the public hearing for both the Middle Housing and Unit Lot Subdivision ordinances and gave a brief introduction to the purpose of the hearing.

Planning Manager Jonathan Kesler opened the presentation with a brief introduction, then welcomed SCJ Alliance Planning Consultant Kirsten Peterson, who provided an overview of the Middle Housing Mandates, subdivision requirements, project milestones, proposed



code revisions, procedural requirements, and next steps. Following the presentation, Council members asked questions, which staff responded.

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

Mark Nelson expressed concern about the Council's deliberations on potential changes, noting that with the June 30 deadline approaching, it may be too late to begin making adjustments.

**ACTION:** By consensus, Council continued the public hearings to the May 27, 2025 City Council meeting.

At this time, Council took a brief recess.

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

Given the heavy agenda, department directors submitted written reports for Council review. Council members had the opportunity to ask questions which staff addressed.

## 9. **CONSENT AGENDA**

Mayor Rossman pulled Agenda Item 9.3b - April 14, 2025 City Council Meeting Minutes for minor corrections.

**ACTION:** Motion by Deputy Mayor Reeves to approve the Consent Agenda as amended. This was seconded by Councilmember Nunn and carried by a vote of 6-0.

- 9.1 April 2025, Check Register  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Wagner, Director of Finance and HR
- 9.2 Planning Commission Meeting Minutes of March 25, 2025  
**Recommendation:** Receive and file.  
**Staff Contact:** Dawn Nations, Deputy City Clerk
- 9.3 Draft City Council Meeting Minutes of:  
a) March 24, 2025;  
b) April 14, 2025; and  
c) April 28, 2025.  
**Recommendation:** Adopt minutes.  
**Staff Contact:** Aimee Kellerman, CMC, City Clerk
- 9.4 Proclamation Honoring National Police Week and Peace Officer Memorial Day  
**Recommendation:** Adopt Proclamation.  
**Staff Contact:** Jeffrey Sass, Police Chief
- 9.5 Approval of King County Interlocal Agreement Renewal - Road Services  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Osada, Public Works Director



## 10. **LEGISLATIVE HEARING**

None.

## 11. **CITY BUSINESS**

- 11.1 A Regional Coalition of Housing (ARCH) 2025/2026 Budget and Work Plan and Trust Fund Recommendations

**Recommendation:** Approve.

**Staff Contact:** Jeff Swanson, Interim City Manager

Interim City Manager Jeff Swanson thanked ARCH Executive Director Lindsay Masters for attending the meeting, providing a presentation, and being available to answer questions from the Council. He noted that funding for the ARCH Budget and Work Plan had already been included and adopted as part of the 2025 City Budget.

**ACTION:** Motion Councilmember Nunn second Reeves and carried by a 6:0 vote.

- 11.2 Critical Areas Ordinance Update

**Recommendations:** Discussion and direction.

**Staff Contact:** Steven R. Wilcox, Development Services Director

Director of Development Services Steve Wilcox provided an update on the proposed Critical Areas Ordinance update. He presented two recommendations for Council approval: (1) Approve the estimated budget of \$99,481.00 as outlined in Exhibit 1 – Facet Task Order; and (2) Refer the Critical Areas Ordinance update to the Planning Commission for inclusion in its 2025 work plan calendar. Council discussed, asked questions, and staff responded.

**ACTION:** Motion Deputy Mayor Reeves for approval of the \$99,4481.00 budget request to fund the cost of the periodic update to Medina Municipal's Code Chapter 16.50. This was seconded by Councilmember Luis and carried by a vote of 6-0.

**ACTION:** Motion Deputy Mayor Reeves that staff forward the Critical Areas Ordinance Update to the Planning Commission for inclusion within their 2025 workplan calendar. This was seconded by Councilmember Nunn and carried by a vote of 6-0.

## 12. **REQUESTS FOR FUTURE AGENDA ITEMS**

Mayor Rossman reported that she, along with Deputy Mayor Randy Reeves and Interim City Manager Jeff Swanson, will be reviewing the City Council Rules and Guidelines. Councilmembers are encouraged to send any initial comments to Interim City Manager Swanson. Additionally, any Councilmember interested in participating in the review process are welcomed.

Councilmember Harini Gokul requested that follow-up retreats be scheduled and added to the calendar.



**13. PUBLIC COMMENT**

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

**14. EXECUTIVE SESSIONS**

The Council entered Executive Session for an estimated time of 30 minutes to discuss matters as authorized under the following RCW:

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.

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.

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

**15. ADJOURNMENT**

Council adjourned directly from Executive Session at 8:50 PM.





# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person  
Medina City Hall – Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Tuesday, May 27, 2025 – 5:00 PM**

### MINUTES

#### 1. **STUDY SESSION**

Mayor Rossman called the study session to order in the Council Chambers at 5:03 p.m.

##### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen  
Councilmember Harini Gokul  
Councilmember Mac Johnston  
Councilmember Michael Luis  
Councilmember Heija Nunn

##### ABSENT

None

##### STAFF

Swanson, Robertson, Wagner, Osada, Sass, Wilcox, and Kellerman

#### 1.1 Business License Discussion

**Recommendation:** Discussion item only.

**Staff Contact(s):** Ryan Wagner, Finance & HR Director, Jennifer Robertson, City Attorney

Director of Finance and HR Ryan Wagner gave a brief overview of the proposed business license program for the city. Council asked questions and staff responded.

**ACTION:** The Council directed staff to draft an ordinance incorporating the following provisions:

- A \$100 business license fee shall apply. However, businesses, whether resident or non-resident—that generate less than \$4,000 annually in revenue within Medina will be exempt from the fee.
- No late renewal fees will be imposed.
- All rental properties will be classified as business activities and will require a business license.



- Businesses located in Medina that do not operate any rental units within the city are not required to pay a license fee unless they generate \$4,000 or more in annual revenue within Medina.

## 2. **REGULAR MEETING - CALL TO ORDER / ROLL CALL**

Mayor Rossman called the regular meeting of the Medina City Council to order in the Council Chambers at 6:09 p.m.

### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen  
Councilmember Harini Gokul  
Councilmember Mac Johnston  
Councilmember Michael Luis  
Councilmember Heija Nunn

### ABSENT

None

### STAFF

Swanson, Robertson, Wagner, Osada, Sass, Wilcox, and Kellerman

## 3. **APPROVAL OF MEETING AGENDA**

Mayor Rossman added Executive Session as Agenda Item 9.1 under RCW 42.30.110 (1)(i).

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

## 4. **PUBLIC COMMENT PERIOD**

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

## 5. **PRESENTATIONS**

### 5.1 Presentation by Susan Pappalardo and Nancy Wenke Price on the new Bellevue Aquatics Center and the Mission of SPLASHForward

Susan Pappalardo gave a presentation on the new Bellevue Aquatics Center and the mission of SPLASHForward.

**ACTION:** Motion by Deputy Mayor Randy Reeves to endorse SPLASHForward. This was seconded by Councilmember Mac Johnston and carried by a 7:0 vote.



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

None.

The Interim City Manager requested that Council consider alternative dates for the 2026 Budget Retreat. In response, Council asked that shorter timeframes and multiple date options be explored. City Clerk Aimee Kellerman will distribute a new poll with additional proposed dates for consideration.

## 7. **CONSENT AGENDA**

**ACTION:** Motion by Councilmember Mac Johnston to approve the Consent Agenda. This was seconded by Councilmember Heija Nunn and carried by a 7:0 vote.

- 7.1 Exigy Consulting Invoice Approval – Interim City Manager  
**Recommendation:** Approval of the Invoice for Payment  
**Staff Contacts:** Ryan Wagner, Finance/HR Director

## 8. **LEGISLATIVE HEARING**

None.

## 9. **ADDED EXECUTIVE SESSION**

- 9.1 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.

## 10. **PUBLIC HEARING**

- 10.1 Public Hearing Middle Housing and Unit Lot Subdivision – continued from the May 12, 2025, City Council Meeting

**Recommendation:** Continue public hearings on both the middle housing and subdivision ordinances and adopt the ordinances as revised.

**Staff Contact(s):** Jonathan G. Kesler, AICP, Planning Manager, Jennifer S. Robertson, City Attorney and Kirsten S. Peterson, Senior Project Manager, SCJ Alliance

Planning Manager Jonathan Kesler gave a presentation on the Middle Housing ordinance changes. His presentation included comments from the Department of Commerce.

Mayor Rossman opened the public comment period for the hearing. There were no speakers. Without objections, Mayor Rossman closed the public hearing.

**ACTION:** Deputy Mayor Randy Reeves moved to adopt Ordinance No. 1040, amending the Medina Unified Development Code for consistency with the middle housing laws to



incorporate requirements in ESSHB 1110 and ESSB 2321 and accessory dwelling unit requirements in EHB 1337); making revisions to the following Sections of the Medina Municipal Code (MMC) 16.00.020, 16.12.040, 16.12.050, 16.12.140, 16.12.210, 16.12.220, 16.20.010, 16.20.020, 16.21.030, 16.21.060, 16.30.060, 16.34.020, adding a new section 16.30.090, and making a housekeeping change to 16.30.010; providing for severability and corrections; and establishing an effective date. This was seconded by Councilmember Mac Johnston and carried by a vote of 6-1 (Nunn dissented).

**ACTION:** Motion Councilmember Harini Gokul to adopt 1041, amending the Medina Unified Development Code to provide zero lot line subdivisions consistent with the requirements of RCW 35.70A.635(5), amending Sections 16.12.130, 16.12.200, 16.73.020, 16.73.060, 16.73.080, 16.73.090, 16.73.100, 16.73.110, 16.73.120, 16.73.140 and 16.73.150 of the Medina Municipal Code (MMC) and creating a new Section 16.73.095 of the MMC, providing for severability and corrections; and establishing an effective date, amended to remove C of MMC 14.73.095 of Section 7 of the ordinance. This was seconded by Councilmember Heija Nunn and carried unanimously by a vote of 7-0.

## 11. **CITY BUSINESS**

### 11.1 City Manager Recruitment Update

**Recommendation:** Approve Updated Timeline.

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

Director of Finance and HR Ryan Wagner gave a brief update on the City Manager recruitment process. Council asked about the feasibility of moving the public reception from St. Thomas School to St. Thomas Church.

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

### 11.2 Presentation and Approval of WRIA 8 Interlocal Agreement Renewal

**Recommendation:** Discussion and Direction.

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

Director of Public Works Ryan Osada introduced Jason Mulvhill-Kuntz, Salmon Recovery Manager with Lake Washington/Cedar/Sammamish Watershed (WRIA8), who gave a presentation on Salmon Recovery. His presentation included salmon recovery timeline, the framework, and work plan.

**ACTION:** Motion Councilmember Michael Luis to authorize the Interim City Manager to approve renewal of interlocal agreement with WRIA 8. This was seconded by Councilmember Harini Gokul and carried unanimously by a vote of 7-0.

Additionally, Deputy Mayor Randy Reeves was appointed to be the city's delegate, with Councilmember Harini Gokul as the alternate on the Salmon Recovery Council.



**12. REQUESTS FOR FUTURE AGENDA ITEMS**

Councilmember Mac Johnston asked for a follow-up on Gas-powered leaf blowers. City attorney Jennifer Robertson responded that this topic will be coming in July.

Councilmember Heija Nunn announced that Kathleen Higgins has taken over as the new chair of the Medina Days Committee and is currently seeking volunteers to assist with the event.

**13. PUBLIC COMMENT**

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

**14. ADJOURNMENT**

Without objections, Council adjourned the regular meeting at 8:37 p.m.





# MEDINA, WASHINGTON

## AGENDA BILL

Monday, June 9, 2025

**Subject:** Confirmation of Reappointment to the Medina Parks and Recreation Board and Planning Commission

**Category:** Consent

**Staff Contact:** Aimee Kellerman, CMC, City Clerk on behalf of the Personnel Committee

### **Summary**

Several terms on the Medina Parks and Recreation Board and Planning Commission are set to expire on June 30, 2025:

- Parks and Recreation Board: Positions 1, 3, and 4
- Planning Commission: Positions 1 and 5

Current volunteers holding these positions were notified of the upcoming term expirations and encouraged to reapply. Recruitment for these positions opened on March 31, 2025, with notices posted on City bulletin boards, the City website, and distributed via the City's e-notice program.

During the application period, the City received five applications, all from current incumbents. No new candidates applied.

Given the absence of new applicants and the recent leadership transition at City Hall, the Personnel Committee recognizes the importance of continuity and stability. With that in mind, the committee recommends reappointing all current incumbents to their respective positions.

This meets and supports Council's priority number 3.

Council Priorities:

1. Financial Stability and Accountability
2. Quality Infrastructure
3. **Efficient and Effective Government**
4. Public Safety and Health
5. Neighborhood Character and Community Building

### **Attachments:**

- Park Board Application - Barbara Moe, including Letter of Interest
- Park Board Application - Gretchen Stengel
- Park Board Application - Katie Surbeck, including Letter of Interest
- Planning Commission Application - Brian Pao
- Planning Commission Application - Shawn Schubring



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

**Recommendation:** Approve.

**City Manager Approval:**

**Proposed Council Motion:** *I move to reappoint the current incumbents to their respective positions on the Parks and Recreation Board and Planning Commission, with new terms effective July 1, 2025, as follows:*

- Parks and Recreation Board
  - Position 1: Gretchen Stengel
  - Position 3: Barbara Moe
  - Position 4: Katie Surbeck
- Planning Commission
  - Position 1: Brian Pao
  - Position 5: Shawn Schubring





# CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144  
TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

## Board/Committee You're Applying For:

Parks and Recreation Board

## First Name

Barb

## Last Name

Moe

## City

Medina

## State

WA

## Postal Code

98039-2342

## Length of Residency

11 years

## Employer

## Occupation

retired

**How did you hear about this opportunity?** Other

**Are you available for evening meetings?** Yes, any day of the week

**Are you available for daytime meetings?** Yes, any day of the week

## Why are you interested in serving in this position?

I am currently a board member and would like to continue serving.

## What community activities or other experience do you bring to this position, including leadership roles?

I participate in our community events and I have been on the Park Board the last 3 years, 2 of which I was the Chair. We brought back the Pet Parade during Medina Days that will be a regular activity sponsored by the Park Board.

## Do you have any special skills or expertise applicable to this position?

I have used my graphic design skills throughout the last 3 years as a board member.

Educational / Occupational background

Bachelor in Fine Arts, graduating in Graphic Design



## Letter of Interest for Park and Recreation Board Position No. 3

### Barb Moe's Application

03/18/2025

To the City of Medina,

I am writing this letter to express my interest in reapplying for the Park Board Position No. 3. I have enjoyed being on the board and working on events to bring our community together at the parks of Medina. We live in a really special neighborhood and I love giving back to our community. I also enjoy working with the employees, staff, and council of our city.

Thank you for your consideration.

Sincerely,

Barb Moe





## CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144  
TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

**Board/Committee You're  
Applying For:**

Parks and Recreation Board

**Prefix**

Ms

**First Name**

Gretchen

**Last Name**

Stengel

**City**

Medina

**State**

WA

**Postal Code**

98039

**Length of Residency**

45 years

**Employer**

N/A

**Occupation**

Retired

**How did you hear about this opportunity?**

Other

**Are you available for evening meetings?**

Yes, any day of the week

**Are you available for daytime meetings?**

Yes, some days of the week

**Why are you interested in serving in this position?**

I have enjoyed serving on this board the past 4years and wish to continue to contribute to my community in this manner.

**What community activities or other experiences do you bring to this position, including leadership roles?**

I served for 14 years on the Board of the Bellevue Botanical Garden, I am an active gardener and an energetic and eager participant in my community.



**Do you have any special skills or expertise applicable to this position?**

As noted above , I am a lifelong dedicated gardener

**Educational / Occupational background**

Graduated from University of Washington with a Bachelor's Degree in Nursing, I have a Masters in Gerontological Nursing





## CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144  
TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

### Board/Committee You're

#### Applying For:

Parks and Recreation Board

#### First Name

Katie

#### Last Name

Surbeck

#### City

Medina

#### State

WA

#### Postal Code

98039

#### Length of Residency

20 years

#### Employer

Surbeck Orthodontics

#### Occupation

Admin

#### How did you hear about this opportunity?

Other

#### Are you available for evening meetings?

Yes, any day of the week

#### Are you available for daytime meetings?

Yes, any day of the week

#### Why are you interested in serving in this position?

I have served one term on the Medina Park Board and really enjoy giving back to my community by not only helping to care for our beautiful parks but helping facilitate their access and enjoyment by all members of our city. I am also really excited about continuing to build a stronger sense of community in Medina through our neighborhood events and activities.

#### What community activities or other experiences do you bring to this position, including leadership roles?

One term on Medina Park Board 2021-2025 , Vice Chair 2024

Medina Elementary PTA co-president 2012-2013

Washington Outdoor Women Fly-fishing Instructor and planning team member

King County Certified Master Gardener



**Do you have any special skills or expertise applicable to this position?**

Lifelong gardener and certified Master Gardener  
PTA member/officer and events coordinator Medina Elementary, International School, Seattle  
Preparatory School

**Educational / Occupational background**

Physical Therapist: BS Zoology- University of Washington, Masters of Physical Therapy-  
Western University of Health Sciences



To whom it may concern,

I am excited to submit my application for another term on the Medina Park board. I have enjoyed serving the community and my fellow residents during my previous term through community outreach, events, collaboration with council members and city staff and care and betterment of our beautiful neighborhood parks and green spaces.

We are so fortunate to live in a city that prioritizes its parks and making them accessible to everyone. I love not only being a liaison and voice for my fellow neighbors but helping to facilitate a strong sense of community through activities such as the Easter Egg hunt, Christmas ship gathering, Pet Parade and more. I would love to promote more participation from our community members in events directly caring for our city such as community clean up days that are possibly paired with a social component for neighbors to meet neighbors. I would look forward to working to implement this, if it is the desire of the board, during my next term if I am selected to continue.

As a lifelong gardener, someone who highly values service and a sense of community, and 20 year resident of Medina, being a member of the park board has been such a great way to contribute to our city. I would be honored to do so for another term. Thank you for your consideration!

Sincerely,

Katie Surbeck





## CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144  
TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

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**Board/Committee You're  
Applying For:**

Planning Commission

**First Name**

Brian

**Last Name**

Pao

**City**

Medina

**State**

WA

**Postal Code**

98039

**Length of Residency**

10 years

**Employer**

**Occupation**

**How did you hear about this opportunity?**

Other

**Are you available for evening meetings?**

Yes, any day of the week

**Are you available for daytime meetings?**

Yes, some days of the week

**Why are you interested in serving in this position?**

I want to get fiber internet into Medina.

**What community activities or other experiences do you bring to this position, including leadership roles?**

I've been a Product Manager in tech for more than 15 years, this role requires leadership, analytical, and people skills. I've also been a planning commissioner for City of Medina for the last few years.

**Do you have any special skills or expertise applicable to this position?**

Expertise in tech for a changing world, analytical skills, ability to communicate and build connection with people.



**Educational / Occupational background**

Bachelors degree from Carnegie Mellon University, Product Manager in tech for big companies.





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TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

**Board/Committee You're  
Applying For:**

Planning Commission

**Prefix**

Mr

**First Name**

Shawn

**Last Name**

Schubring

**City**

Medina

**State**

WA

**Postal Code**

98039

**Length of Residency**

17

**Employer**

BNSF

**Occupation**

Signal Inspector

**How did you hear about this opportunity?**

Medina-wa.gov

**Are you available for evening meetings?**

Yes, any day of the week

**Are you available for daytime meetings?**

Yes, some days of the week

**Why are you interested in serving in this position?**

I've been working to make a difference and contribute to the city for many years

**What community activities or other experiences do you bring to this position, including leadership roles?**

Chair/Vice chair planning commission for many years hosting block parties during Medina days answering questions from various city officials

**Do you have any special skills or expertise applicable to this position?**

35 years as a Kandy



30 years working with Railroad rules regulations etc including standards committee Rules committee with FRA

**Educational / Occupational background**

3 Associates degrees

Computer Engineering

Railroad Engineering science

Manufacturing Engineering Science





# MEDINA, WASHINGTON

## PARK BOARD MEETING

Hybrid - Virtual/In-Person  
 Medina City Hall - Council Chambers  
 501 Evergreen Point Road, Medina, WA 98039  
**Monday, March 17, 2025 – 5:00 PM**

### MINUTES

#### **1. CALL TO ORDER / ROLL CALL**

The Park Board meeting was called to order by Chair Collette McMullen at 5:00pm.

##### PRESENT

Board Chair Collette McMullen  
 Board Vice Chair Barbara Moe  
 Board Member Dana Brekke  
 Board Member India Fitting-Koh  
 Board Member Michelle Lei  
 Board Member Katie Surbeck  
 Board Member Mary Nelson

##### ABSENT

Board Member Gretchen Stengel

##### STAFF

Osada, Crickmore, Sass, Nations

#### **2. ANNOUNCEMENTS**

None.

#### **3. APPROVAL OF PARK BOARD MINUTES**

##### 3.1 Meeting Minutes of January 21, 2025

**Recommendation:** Adopt minutes.

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

**ACTION:** Motion made by Board Vice Chair Moe, Seconded by Board member Surbeck and carried by 7:0 vote; the board adopted the January 21, 2025, meeting minutes.

#### **4. PUBLIC COMMENT**

Chair McMullen opened the public comment period. Mayor Jessica Rossman thanked the board for all their work. No other comment; public comments was closed.



## **5. PARK BOARD BUSINESS**

### **5.1 Easter Egg Hunt Event - Finalize**

- a) Egg Stuffing Event - April 8, 2025, at 10 AM - City Hall
- b) Easter Egg Hunt - April 12, 2025 - Medina Park- Arrive at 9 AM to set-up and Hunt starts at 10 AM
- c) Signage/Postcard Mailer

Chair McMullen reported she addressed the council at the March 10<sup>th</sup> council meeting and shared the event dates. She stated she asked that the dates not be shared on social media platforms to keep attendance lower. She ordered 4000 plastic eggs and board vice chair Moe will order the candy. The city will reimburse the costs of plastic eggs and candy. Board members will reach out to recruit volunteers to help with these events. Vice Chair Moe created the postcard flyer, and this will be mailed to Medina residents. The signage locations were discussed and will be put in interior city locations.

### **5.2 Arbor Day Event - April 25, 2025, at 10 AM**

- a) Location - TBD
- b) Contact Medina Elementary School

Pat Crickmore, Public Works Supervisor reported the tree has been ordered. The planting location will be Medina Park. Ryan Osada, Public Works Director, ordered the saplings. Board Member Nelson will contact Medina Elementary to coordinate the first graders' participation.

### **5.3 Spring Clean-up Event Discussion**

The board decided on April 1<sup>st</sup> at 10 Am and location on 24<sup>th</sup> Street to weed newly created beds. Public works will assist.

### **5.4 Comprehensive Plan Overview – Parks and Open Space Element**

**Recommendation:** Discussion.

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

Ryan Osada, Public Works Director gave a brief overview of the Comprehensive Plan for open spaces and guiding principles for the park board to follow.

### **5.5 Medina Park - Pavilion Donation**

**Recommendation:** Discussion and direction.

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

Ryan Osada, Public Works Director gave a brief update regarding the donation request the city received to add a covered pavilion at Medina Park. Osada brought the request to the council and the council directed him to bring it to the Park Board for input and direction. The board members gave input and asked questions and staff responded. It was decided there should be a process/policy for how to handle this donation and future donation requests. The board agreed there should be a process of how to get input from the community on this new policy. A draft policy will be presented to the board at a future meeting to vet out before being taken to council for future consideration.



## **6. PARK BOARD ROUNDTABLE**

### **6.1 Questions or Concerns of the Board**

Chair McMullen gave an overview of this new agenda item.

Dawn Nations, Deputy City Clerk, gave further explanation on what items should be brought up during this time. She also went over housekeeping items that were discussed at the January 21<sup>st</sup> meeting regarding in person meeting attendance to allow for a more cohesive interaction.

Board Member Nelson asked NE 12<sup>th</sup> Street planters. Ryan Osada, Public Works Director, gave a brief update on the planting and the next steps with the irrigation. He will bring the irrigation options to the council at a future council meeting. Board members asked questions and staff responded.

Chair McMullen informed the board that the council would like to have a joint meeting with the Park Board in the future to discuss areas of concern and future park-related projects.

Board Member India Fitting-Koh suggested creating a pamphlet of a native plant list to put on the website. She asked about areas regarding the ivy. Staff asked for her to provide a list of areas/parks to be addressed and these can be added to a future agenda.

Board Member Lei asked about the Park and Ride near 520. Chief Sass addressed her questions. He gave a brief overview and informed her it belongs to the State (WSDOT), and it is the state's responsibility to monitor this park and ride.

Chair McMullen asked for Ryan Osada to go over the CIP at the next Park Board Meeting.

## **7. PARK REPORTS**

### **7.1 Park Assignments for Park Reports**

Fairweather & Lid – McMullen reported looks good. Crickmore reported branches we be taken care of.

Points Loop Trail – Crickmore gave update on the drainage issues and public works is clearing the ditch in this area. This is an ongoing project and is weather dependent.

Moe reported a bamboo plant issue. Public Works will check into this area.

Lake Lane- McMullen reported looks great.

Medina Beach Park – Ongoing maintenance for this park.

Medina Park – Looks great. The new path is holding up great. The no pets in the pond sign is posted.

Viewpoint Park -Park closed through April for an AC watermain replacement.

## **8. ADJOURNMENT**

By consensus, the meeting was adjourned at 6:05 PM.

Meeting minutes taken by Dawn Nations, Deputy City Clerk





# MEDINA, WASHINGTON

## PLANNING COMMISSION MEETING

Hybrid - Virtual/In-Person  
 Medina City Hall - Council Chambers  
 501 Evergreen Point Road, Medina, WA 98039  
**Tuesday, April 22, 2025 – 6:00 PM**

### MINUTES

#### 1. CALL TO ORDER / ROLL CALL

Planning Commission Chair Laura Bustamante called the Planning Commission meeting to order in the Medina Council Chambers at 6:00 p.m.

##### PRESENT

Commission Chair Laura Bustamante  
 Commission Vice-Chair Shawn Schubring (in at 6:03 p.m.)  
 Commissioner Julie Barrett (in at 6:04 p.m.)  
 Commissioner Li-Tan Hsu  
 Commissioner Evonne Lai (online 6:00 p.m. to 7:04 p.m.)  
 Commissioner Mark Nelson  
 Commissioner Brian Pao

##### STAFF

Swanson, Reitan, Kesler, Wilcox, Kilmer (online), Peterson (Consultant) and Kellerman

#### 2. APPROVAL OF MEETING AGENDA

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

#### 3. APPROVAL OF MINUTES

##### 3.1 Planning Commission Meeting Minutes of March 25, 2025

**Recommendation:** Adopt minutes.

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

**ACTION:** Motion to approve the meeting minutes. Motion passed 5-0.

Motion made by Commissioner Hsu, Seconded by Commissioner Pao.

Voting Yea: Commission Chair Bustamante, Commissioner Hsu, Commissioner Lai, Commissioner Nelson Commission Pao.

Absent: Commission Vice-Chair Schubring, Commissioner Barrett



#### 4. **ANNOUNCEMENTS**

##### 4.1 Staff/Commissioners

Planning Commission Chair Bustamante welcomed Interim City Manager Jeff Swanson and invited him to introduce himself. Mr. Swanson shared a brief overview of his background, noting that he is currently serving in an interim capacity while the city conducts its recruitment process for a permanent City Manager. He brings extensive experience in local government, having previously served as a City Manager, City Administrator, and Director of Community and Economic Development.

#### 5. **PUBLIC COMMENT PERIOD**

Planning Commission Chair Bustamante opened the public comment period. There were no speakers. Subsequently, public comments was closed.

#### 6. **PUBLIC HEARING**

##### 6.1 Middle Housing Ordinance

Hold a public hearing to take public testimony on the Middle Housing Ordinance.

**Recommendation:** Review and recommend approval to the City Council.

**Staff Contacts:** Jonathan Kesler, AICP, Planning Manager; Kirsten S. Petersen, Senior Project Manager, SCJ Alliance, consultants

Planning Manager Jonathan Kesler and SCJ Alliance Consultant Kirsten Peterson gave a presentation on the draft Middle Housing ordinance, highlighting key updates to the ordinance and summarizing community outreach efforts and public feedback received. The Commissioners asked questions and staff responded.

Chair Bustamante opened the public hearing for comments from the public. There were no speakers. Subsequently, the public hearing was closed.

**ACTION:** Motion to approve the Middle Housing ordinance revisions for submission to the City Council. Motion passed 7-0.

Motion made by Commissioner Pao, Seconded by Commissioner Barrett.

Voting Yea: Commission Chair Bustamante, Commission Vice Chair Schubring, Commissioner Barrett, Commissioner Hsu, Commissioner Lai, Commissioner Nelson, Commission Pao.

##### 6.2 Subdivision Ordinance

Hold a public hearing to take public testimony on the Subdivision Ordinance.

**Recommendation:** Review and recommend approval to the City Council

**Staff Contacts:** Jonathan Kesler, AICP, Planning Manager; Kirsten S. Petersen, Senior Project Manager, SCJ Alliance, consultants

Planning Manager Jonathan Kesler gave a presentation on the proposed subdivision ordinance and what is required by the middle housing laws.



Chair Bustamante opened the public hearing for comments from the public. There were no speakers. Subsequently, the public hearing was closed.

**ACTION:** Motion to approve Subdivision ordinance to include a standard for the minimum abutment to the common wall in zero-lot-line subdivisions for submission to the City Council. Motion passed 7-0.

Motion made by Commissioner Nelson, Seconded by Vice Chair Schubring.

Voting Yea: Commission Chair Bustamante, Commission Vice Chair Schubring, Commissioner Barrett, Commissioner Hsu, Commissioner Lai, Commissioner Nelson, Commission Pao.

## 7. **DISCUSSION**

### 7.1 Concerns of the Commission

Vice Chair Schubring inquired about parking arrangements for scheduled meetings. City Clerk Aimee Kellerman responded that designated parking spaces would be reserved for elected officials and volunteers attending public meetings.

Chair Bustamante asked for an update on upcoming vacancies on the Planning Commission. City Clerk Kellerman reported that, at the close of the open filing period, the only applicants that applied were the two current incumbents.

Commissioner Pao asked about undergrounding utilities, mentioning a friend's input on high cost. Vice Chair Schubring explained the historical attempts to underground distribution lines and the cost implications.

### 7.2 Critical Areas Ordinance Update

**Recommendation:** Update item only.

**Staff Contact:** Jonathan Kesler, AICP, Planning Manager

Director of Development Services reported that the city will conducting a tree canopy study in early June, which will take approximately two months to complete. The study will compare the current tree canopy to a previous evaluation done 10 years ago.

He also gave a brief update on the Critical Areas ordinance that will be going to Council in early May. The critical areas ordinance update is expected to be completed by the end of the year.

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

## 8. **ADJOURNMENT**

Motion by Nelson, seconded by Barrett, to adjourn the regular meeting. The Commission adjourned at 7:18 p.m.

Meeting Minutes taken by Aimee Kellerman, City Clerk





# MEDINA, WASHINGTON

## AGENDA BILL

June 9, 2025

**Subject:** An Ordinance Regulating Vehicle Weight Limits on Overlake Drive Bridge

**Category:** City Business

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

### **Summary**

King County Bridge Inspectors performed a bridge inspection of the 1014C and 1014B bridges on May 03, 2024. As you know, the structures are posted with a 5 Ton Axle weight restriction due to advanced substructure deterioration. The inspectors expressed some concern about the continued deterioration at the 1014C Bridge. King County's Chief Structural Engineer will be decrementing the Substructure Overall Condition Rating to "2 – Critical". It also has been recommended to implement repairs and increase monitoring frequency to every 6 months until those repairs are in place. King County Bridge strongly recommends reducing vehicle weight limit to 10,000 lbs. This ordinance will allow enforcement of the new weight limits.

This project meets and supports Council's priority number 4.

1. Financial Stability and Accountability
2. Quality Infrastructure
3. Efficient and Effective Government
- 4. Public Safety and Health**
5. Neighborhood Character

### **Attachment:**

Ordinance No. 1042 - Overlake Drive Bridge Vehicle Weight Limit

**Budget/Fiscal Impact:** n/a

**Recommendation:** Adopt Ordinance No. 1042.

**City Manager Approval:**

**Proposed Council Motion:** "I move to adopt Ordinance No. 1042, adding new section 10.12.015 to the Medina Municipal Code to restrict vehicles with more than three tons per axel of weight on Overlake Drive East between Lake Washington Boulevard and Ridge Road, amending MMC 10.12.030 to make the violation of the chapter an infraction with a fine of \$500.00 and allowing for enforcement as a misdemeanor for repeated violations; providing for severability and corrections; directing the erection of signs; and establishing an effective date."

**Time Estimate:** 15 minutes



## CITY OF MEDINA, WASHINGTON

## Ordinance No. 1042

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, REGARDING WEIGHT LIMITS ON CITY STREETS, ADDING A NEW SECTION 10.12.015 TO THE MEDINA MUNICIPAL CODE (MMC) TO RESTRICT VEHICLES WITH MORE THAN THREE TONS PER AXEL OF WEIGHT ON OVERLAKE DRIVE EAST BETWEEN LAKE WASHINGTON BLVD. AND RIDGE ROAD, AMENDING MMC 10.12.030 TO MAKE THE VIOLATION OF THE CHAPTER AN INFRACTION WITH A FINE OF \$500 AND ALLOWING ENFORCEMENT AS A MISDEMEANOR FOR REPEATED VIOLATIONS; PROVIDING FOR SEVERABILITY AND CORRECTIONS; DIRECTING THE ERECTION OF SIGNS; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Medina has been undertaking assessments of its roads and bridges; and

**WHEREAS**, the Overlake Drive East Bridge which is located on the 400 block of Overlake Drive East has been found to be in need of repairs; and

**WHEREAS**, until those repairs have been completed, the weight limits on this bridge need to be restricted to ensure that the bridge is not further damaged; and

**WHEREAS**, the engineering review recommends limiting the total vehicle weight on this bridge to no greater than five tons (10,000 pounds); **NOW, THEREFORE**,

**THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1.** A new Section 10.12.015 is hereby added to the Medina Municipal Code to read as follows:

**10.12.015 Weight limits on Overlake Drive East Bridge**

No person shall operate any type of vehicle upon Overlake Drive East between Lake Washington Blvd. and Ridge Road within the city when the weight of such vehicle is such as to put an average gross load in excess of five tons (10,000 pounds).

**Section 2.** Section 10.12.030 of the Medina Municipal Code is hereby amended to read as follows:



**10.12.030. Violation—Penalty.**

Violation of any section of this chapter shall constitute a civil infraction, punishable by a fine not to exceed \$500.00. Every violation shall occur shall constitute a separate civil infraction.

If a person violates this code more than three times in a given 12 month period, such third violation shall constitute ~~Violation of any of the provisions of this chapter is a misdemeanor, and shall be punishable by a fine of not to exceed \$3001,000.00 or imprisonment for not to exceed 90 days, or both.~~

**Section 3. Severability.** If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

**Section 4. Publication.** This Ordinance shall be published by an approved summary consisting of the title.

**Section 5. Corrections.** Upon the approval of the city attorney, the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

**Section 6. Effective Date.** This ordinance shall be effective five days after publication as provided by law.

**Section 7. Enforcement of Ordinance – Erection of Signs.** The Public Works Director is directed to promptly arrange for the preparation and erection of signs on the streets listed in Section 1 of this Ordinance (MMC 10.12.015) which designates which streets, or portions of streets, are off-limits to vehicles of a certain weight. This Ordinance shall not be effective or enforced until such time as these signs are installed.



**PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 9TH DAY OF JUNE 2025 BY A VOTE OF \_\_\_ FOR, \_\_\_ AGAINST, AND \_\_\_ ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 9TH DAY OF JUNE 2025.**

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

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

Attest:

\_\_\_\_\_  
Jennifer S. Robertson, City Attorney

\_\_\_\_\_  
Aimee Kellerman, City Clerk

PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO.: 1042