



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, July 08, 2024 – 5:00 PM**

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### MINUTES

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

Mayor Rossman called the regular meeting to order in the Medina Council Chambers at 5:06 p.m.

#### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen  
Councilmember Michael Luis

#### ABSENT

Councilmember Jennifer Garone  
Councilmember Harini Gokul  
Councilmember Mac Johnston

#### STAFF

Burns, Robertson (online), Osada, Wagner, Sass, and Kellerman

#### 2. APPROVAL OF MEETING AGENDA

**ACTION:** Without objections, the meeting agenda was approved as presented.

#### 3. PUBLIC COMMENT PERIOD

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

#### **4. PRESENTATIONS**

- 4.1 Introduction to City Business Licenses by Eric Jones, Management Analyst, Washington State Department of Revenue.

Eric Jones, Department of Revenue, Management Analyst gave a presentation and introduction to city business licensing. Council asked questions and the presenter responded.

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

Police Chief Sass reported that Emergency Preparedness will staff a booth at the upcoming Medina Days events in August.

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

Police Chief Sass introduced and welcomed new Medina officer Luis Robles. Officer Robles gave a quick self introduction. Sass also reported year-end activities with the local schools and their continuation to build on those relationships and educating new incoming parents on school drop-off and pick-up safety. Lastly, he reported that MPD has implemented the use of body worn cameras.

Director of Public Works Ryan Osada gave an update on the NE 12th Street project and the upcoming Transportation Improvement Board (TIB) ADA overlay project. Lastly, he reported that the city contracted with a company to secure goats for Fairweather Nature Preserve to eat away at the overgrown English Ivy and blackberries for 16 days, starting on August 27th. Signs will be posted at all the entrances and dogs will be required to be leashed for the duration of the 16 days. Additionally, staff will send out notices to the community in the upcoming weeks.

Director of Development Services reported on the Wildland Urban Interface Code that was recently adopted by the city and then immediately repealed following the State's action. Wilcox anticipates that this will come back to Council for adoption at some point in the future.

Director of Finance and HR Ryan Wagner reported that the business license opportunity will come back to Council at the July 22nd meeting for further discussion and direction. The Finance Committee met last week to discuss the upcoming budget retreat and what they would like to see come out of it for staff and Council.

City Manager Steve Burns reported that staff has been working on the new resident resource page on the website and reminded Council that feedback is requested by Friday, July 12th. He also reported that he and Mayor Rossman as well as leadership from the other points communities attended the WSDOT Safety Charette on the lid and WSDOT identified some safety concerns up on the lids. The next mediation with WSDOT regarding maintenance on the lids is set for Wednesday, July 31st.

## 6. **CONSENT AGENDA**

**ACTION:** Motion Luis second Reeve and carried by a 4:0 (Garone, Gokul, and Johnston absent) vote; Council approved the Consent Agenda as presented.

### 6.1 June 2024, Check Register

**Recommendation:** Approve.

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

### 6.2 Approved Park Board Meeting Minutes of:

a) March 18, 2024 Regular Meeting; and

b) April 15, 2024 Special Meeting.

**Recommendation:** Receive and file.

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

### 6.3 Approved Planning Commission Regular Meeting Minutes of:

a) April 23, 2024; and

b) May 29, 2024.

**Recommendation:** Receive and file.

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

### 6.4 Draft City Council Meeting Minutes of May 28, 2024 Special Meeting

**Recommendation:** Adopt Minutes.

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

### 6.5 Ordinance Amending Special Events Permit Language

**Recommendation:** Adopt Ordinance No. 1028.

**Staff Contacts:** Stephen R. Burns, City Manager and Jennifer S. Robertson, City Attorney

## 7. **LEGISLATIVE HEARING**

None.

## 8. **PUBLIC HEARING**

None.

## 9. **CITY BUSINESS**

### 9.1 Street Vacation Work Plan Follow-up

**Recommendation:** Discussion and direction.

**Staff Contacts:** Stephen R. Burns, City Manager and Jennifer S. Robertson, City Attorney

City Attorney Jennifer Robertson gave an update on the proposed code changes and policy regarding street vacations. Council asked questions and staff responded.

**ACTION:** By consensus, Council directed to staff to revise Chapter 12.44 to 1) add a general policy expressing how much the City values unopened rights-of-way and that the city should rarely grant street vacations, and 2) amend 12.44.100 to require posting of

signs, mailing of postcards to properties within 300 feet of the property subject to the petition and a notice on the website when a petition for vacation is deemed complete.

9.2 2025-2030 Six Year CIP, TIP, Non-TIP

**Recommendation:** Approve.

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

Director of Public Works Ryan Osada gave a brief update on the proposed 2025-2030 Six-Year CIP/TIP/Non-TIP. Council asked questions and staff responded.

**ACTION:** Motion Reeves second Luis to approve the 2025-2030 Six-Year CIP/TIP/Non-TIP as presented. Motion carried by a 4:0 (Garone, Gokul, and Johnston absent) vote.

9.3 2024 Comprehensive Plan Update, review and approval of Section A: Preface, Section B: Introduction and Section C: Background and Context

**Recommendation:** Approval.

**Staff Contacts:** Jonathan Kesler, AICP, Planning Manager and Dane Jepsen, Planner, LDC Inc., Consultants

LDC Planning Consultant Dane Jepsen gave a presentation the 2024 Comprehensive Plan for review and approval of Section A: Preface, Section B: Introduction and Section C: Background and Context.

**ACTION:** Council directed the following revisions:

B. Introduction:

- Include Vision and Mission Statement.
- Revise the fourth paragraph to be broadly general and remove references to specific middle housing types.

State Planning Goals

- Retain last sentence of the last paragraph, but remove code references.

Countywide Planning Goals

- Revise fifth paragraph, third sentence: Add the word "currently" to the sentence "Additionally, the City currently participates in ARCH..."
- Revise last paragraph, third sentence to strike the word "ensures" and replace with "fosters".

C. Background and Context

- Remove attribution and replace with "Unknown" as quoted on the Post Office mural.

History

- Remove all references to specific tribes.

The council took a brief break at 8:03 p.m. A quorum of the Council recovered back into the regular meeting at 8:17 p.m.

- 9.4 Ordinance Amending Section 2.24.020 of the Medina Municipal Code (MMC) Related to the Parks and Recreation Board Membership

**Recommendation:** Adopt Ordinance No. 1029.

**Staff Contacts:** Aimee Kellerman, CMC, City Clerk and Jennifer S. Robertson, City Attorney

Mayor Rossman gave an introduction to the proposed changes to the Park Board membership.

**ACTION:** Motion Reeves to adopt Ordinance No. 1029, amending Medina Municipal Code Section 2.24.020 related to parks and recreation board membership, adding two alternate membership positions, providing for severability and corrections, and establishing an effective date. This was seconded by Luis and carried by a 4:0 (Garone, Gokul, and Johnston absent) vote.

- 9.5 Park Board Appointment Confirmations

**Recommendation:** Approve.

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

Mayor Rossman gave a brief introduction to the Park Board Appointments.

**ACTION:** Motion Reeves to appoint Michelle Lei to Position No. 6 and Mary Nelson to Alternate No. 1 on the Medina Parks and Recreation Board for a four-year term. This was seconded by Brazen and carried by a 4:0 (Garone, Gokul, and Johnston absent) vote.

- 9.6 Medina Park Board Workplan

**Recommendation:** N/A

**Staff Contacts:** City Manager Steve Burns and Public Works Director Ryan Osada

City Manager Steve Burns gave a brief introduction of the proposed Park Board Work Plan which will be going to the next Park Board meeting on July 15, 2024, for discussion. Council discussed, asked questions, and staff responded.

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

- 9.7 City Hall Use and Public Resource Discussion

**Recommendation:** Discussion and direction.

**Staff Contacts:** Ryan Osada, Public Works Director and Stephen R. Burns, City Manager

City Manager Steve Burns gave a brief introduction to the staff report regarding City Hall current use and potential future use.

**ACTION:** By consensus, Council moved this item to low priority on the work plan and tabled discussion to 2025 after middle housing has been completed.

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

Mayor Rossman requested that staff hold enough parking spaces for electeds, presenters, and citizens who would like to attend public meetings on evenings where the weather is agreeable and parking spaces are generally taken up for Medina Park beach goers.

**11. PUBLIC COMMENT**

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

**12. 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.

**ACTION:** Council deferred the Executive Session to a future meeting.

**13. ADJOURNMENT**

Motion Luis, second Reeves and without objections, Council adjourned the regular meeting at 8:45 p.m.