



**MEDINA, WASHINGTON**  
**MEDINA CITY COUNCIL**  
**CITY COUNCIL SPECIAL MEETING**

Virtual/Online

Monday, June 13, 2022 – 5:00 PM

---

**MINUTES**

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

Mayor Rossman called the special meeting to order in the Medina Council Chambers at 5:00 pm.

**PRESENT**

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Cynthia Adkins  
Councilmember Jennifer Garone  
Councilmember Harini Gokul  
Councilmember Mac Johnston  
Councilmember Bob Zook

**ABSENT**

None

**STAFF PRESENT**

Steve Burns, Scott Missall, Ryan Osada, Steve Wilcox, Jeff Sass, Ryan Wagner, Dawn Nations, Aimee Kellerman

**2. APPROVAL OF MEETING AGENDA**

By consensus, the meeting agenda was approved as presented.

**3. PUBLIC COMMENT PERIOD**

Mayor Rossman opened the public comment period. There were no speakers. City Clerk Aimee Kellerman referred Council to the emailed public comment from Rebecca Johnston regarding gas-powered lawn equipment received on Friday, June 10, 2022. With no further comments, public comment was closed.

#### 4. **PRESENTATIONS**

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

Director of Public Works, Ryan Osada announced that the grand re-opening of the Medina Park playground will be Tuesday, June 14, 2022, at 4:00 pm.

Planning Commission Chair Laurel Preston gave an update on Planning Commission work since the last meeting.

Interim Police Chief Sass reported that the next Emergency Preparedness meeting is scheduled for July 13, 2022 at 4:00 p.m.

#### 5. **CONSENT AGENDA**

**ACTION:** Motion Zook second Reeves and carried by a 7:0 vote; Council approved the Consent Agenda as presented.

- 5.1 May 2022, Check Register  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Wagner, Finance Director
- 5.2 Approved March 21, 2022 Park Board Meeting Minutes  
**Recommendation:** Receive and file.  
**Staff Contact:** Dawn Nations, Deputy City Clerk
- 5.3 Approved April 26, 2022 Planning Commission Meeting Minutes  
**Recommendation:** Receive and file.  
**Staff Contact:** Rebecca Bennett, Development Services Coordinator
- 5.4 Draft City Council Meeting Minutes of May 9, 2022  
**Recommendation:** Adopt minutes.  
**Staff Contact:** Aimee Kellerman, CMC, City Clerk
- 5.5 Medina Parks and Recreation Board and Planning Commission Appointment Confirmations  
**Recommendation:** Approve.  
**Staff Contact:** Aimee Kellerman, CMC, City Clerk
- 5.6 Ordinance Amending Council Meeting Date/Time/Location  
**Recommendation:** Adopt Ordinance No. 1010.  
**Staff Contact:** Aimee Kellerman, CMC, City Clerk

#### 6. **LEGISLATIVE HEARING**

None.

## 7. **PUBLIC HEARING**

### 7.1 2023-2028 Six-Year Capital Improvement Plan (CIP/TIP/Non-TIP)

**Recommendation:** Approve.

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

Director of Public Works Ryan Osada gave a brief overview of the 2023-2028 Six-Year Capital Improvement Plan and Transportation Improvement Plan.

Council discussed, asked questions and staff responded.

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

- Alexander Kruse commented regarding Medina's restriction on float plane moorage on docks.

With no further comments, the public hearing was closed.

**ACTION:** Motion Johnston second Reeves to approve as presented. Motion carried 7:0.

## 8. **CITY BUSINESS**

### 8.1 Ordinance Rescinding Street Vacation

**Recommendation:** Adopt Ordinance No. 1011.

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

City Attorney Scott Missall gave a brief update on the approved street vacation of 442 Upland Road. Council asked questions and staff responded.

**ACTION:** Motion Zook second Adkins and carried by a 7:0 vote; Council adopted Ordinance No 1011.

### 8.2 Management Transition Plan Update

**Recommendation:** Council executive session review, discussion and determination of next steps concerning the Management Transition Plan

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

City Attorney Scott Missall gave a brief update on the management transition plan.

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

## 9. **INTERIM CITY MANAGER'S REPORT**

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

Director of Development Services Steve Wilcox gave an update on activities in Development Services.

Director of Public Works Ryan Osada gave an update on Public Works projects.

Interim Police Chief Jeff Sass gave an update on activities in the Police Department.

Director of Finance and HR Ryan Wagner gave an update on the city's finances and audits.

Interim City Manager Steve Burns gave a brief summary of his report.

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

None.

**11. PUBLIC COMMENT**

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

- Mark Nelson commented in support of Interim City Manager Steve Burns to become the permanent City Manager.

Mayor Rossman closed the public comment period.

At this point Council took a five-minute break.

**12. EXECUTIVE SESSION**

Council moved into Executive Session for an estimated time of 30 minutes at 7:09 p.m.

At 7:39 p.m. Council extended Executive Session for an additional up to 15 minutes.

RCW 42.30.110(1)(i)

To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

Council moved back into the regular meeting at 7:54 p.m.

**ACTION:** No action was taken.

Council moved into a second Executive Session at 7:55 p.m. for an estimated time of 30 minutes.

RCW 42.30.110(1)(g)

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW **42.30.140(4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual

employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

Council adjourned the Executive Session back into the regular meeting at 8:25 p.m.

**ACTION:** Motion Reeves to approve the proposed contract as prepared by the city attorney and included in the Council's executive session packet; direct the city attorney to finalize the contract and obtain Stephen Burns signature, followed by the Mayor's countersignature, for final acceptance by Council at its June 27 regular meeting; Appoint Stephen Burns as Medina's regular city manager effective July 1, 2022 and subject to completion of contract signatures above; and direct the city attorney to finalize the resolution paying retroactive compensation to Stephen Burns for his service as Interim City Manager from January 4 to June 30 at the flat rate of \$1,000 per month. This was seconded by Johnston and carried by 7:0 vote.

13. **ADJOURNMENT**

By consensus, Council adjourned the regular meeting at 8:30 p.m.

DRAFT