



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
Wednesday, November 19, 2025 – 5:00 PM

MINUTES

1. STUDY SESSION

Mayor Rossman called the study session of the Medina City Council to order in the Council Chambers at 5:06pm.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Mac Johnston
Councilmember Heija Nunn

ABSENT

Councilmember Joseph Brazen
Councilmember Harini Gokul
Councilmember Michael Luis

STAFF

Swanson, Osada, Wilcox, Wagner, Nations, Robertson

1.1 Discussion re: Legislative Direction on Phasing-Out Gas-Powered Leaf Blowers

Staff Contact: Jeff Swanson, City Manager; Ryan Osada, Public Works Director; Jennifer Robertson, City Attorney's Office

Ryan Osada, Public Works Director, gave an overview of timeline and work that has been done to date regarding phasing out gas powered leaf blowers. Council asked questions and discussed additional options and a path forward. Staff responded.

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 6:10pm.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Mac Johnston
Councilmember Heija Nunn

ABSENT

Councilmember Joseph Brazen
Councilmember Harini Gokul
Councilmember Michael Luis

STAFF

Swanson, Osada, Wilcox, Wagner, Nations, Robertson

3. APPROVAL OF MEETING AGENDA

Mayor Rossman asked to add SCA Meeting Representative discussion to the Presentations item 5.1.

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

4. PUBLIC COMMENT PERIOD

Mayor Jessica Rossman opened the public comment period.

Steve Burns addressed the Council first by thanking our Veterans for protecting our rights and then addressed the council regarding the leaf Blower ordinance regarding the noise section and residents' rights.

There were no additional speakers, and the public comments was closed.

5. PRESENTATIONS

5.1 SCA (Sound Cities Association) Meeting Representative Discussion

Deputy Mayor Randy Reeves will attend the December 3rd, 2025, Annual meeting and Councilmember Heija Nunn will attend the December 9th Board Members and Caucus meeting. City Manager Jeff Swanson will review the voting

items and give direction to Deputy Mayor Reeves, and the December 9th board member voting will be discussed at the December 8th Council meeting.

6. CITY MANAGER'S REPORT

None.

7. CONSENT AGENDA

ACTION: Motion made by Deputy Mayor Reeves, Seconded by Councilmember Johnston. Carried 4-0 vote. The meeting agenda was approved as presented.

- 7.1 2026 Property Tax Levy Resolution
Recommendation: Adopt Resolution No. 453.
Staff Contact: Ryan Wagner, Finance Director

8. LEGISLATIVE HEARING

None.

9. PUBLIC HEARING

None.

10. CITY BUSINESS

- 10.1 2025 Budget Amendments
Recommendation: Discussion and feedback, to be brought back in December for approval.
Staff Contact: Ryan Wagner, Finance & HR Director

Ryan Wagner, Finance and HR Director gave an overview of the 4 budget amendments for 2025 which included:

City Manager Cashout - \$45,962.36

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

City Manager Recruitment - \$52,813.63.

The City has signed a contract with the recruiting firm GMP Consultants, totaling \$19,500. With advertising, background and travel costs, the total expense was **\$25,156.13**. An additional **\$27,657.50** has been spent through June to our City Attorney's office for the recruitment process.

Interim City Manager Contract - \$61,555.48

At the first April meeting of 2025, the Council announced an agreement with Exigy Consulting to bring Jeff Swanson on as the interim City Manager. From the period of April 14th - July 20th, Medina operated under the interim City Manager until the conclusion of the recruitment process, in which the Interim title was removed, and Mr. Swanson was hired. Over this time, the city paid Exigy Consulting **\$61, 555.48**.

Teamsters CBA Contract - \$25K Estimate

The Teamsters collective bargaining agreements for the Clerical and Public Works Unions were approved by the Council during the March 10th 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.

The proposed amendments above have a combined cost to the 2025 General Fund of \$185,331.47.

To offset these adjustments, the city could utilize two revenue sources that have exceeded budget projections in 2025.

- 1) Investment Interest Earnings
- 2) Utility and Franchise Fees

ACTION: Direction to provide the Handbook and Contract language to the council for review and clarification. Council asked for redline of salary schedule.

10.2 2026 Final Budget and Salary Schedule

Recommendation: Approve and adopt Ordinance No.1047.

Staff Contact: Ryan Wagner, Finance Director

Ryan Wagner, Finance and HR Director gave an overview of the budget process timeline and highlighted the changes from the previous draft 2025 budget is language and code language to Central Services Professional Services line item and long-range planning. Council held 3 Public Hearings. The process started in July 2025. First public hearing was on September 8, second on October 13 and third on November 10. Council discussed, asked questions and staff responded.

ACTION: Motion made by Councilmember Nunn to reduce the central service Professional Services line-item bars account 001.000.000.518.10.41.00 professional services from 125,000 down to 37,200 and move the 87,800 to the ending fund balance to the general fund expenditures by equivalent amount and increasing ending fund balance general fund by same amount. Seconded by Mayor Rossman, Carried 3-1 vote.

Amended Motion made by Councilmember Johnston to adopt the 2026 final budget and salary schedule with the central services professional services line item modified by the motion. Three parts to Ordinance No. 1047 reducing central service professional services line \$87,800 to \$37,200 general fund expenditures by \$87,800 take it from \$8,179,612.91 to \$8,091,812.91 and increase general fund ending fund balance from \$3,590,355.09 to \$3,678,155.09 amended Ordinance No.1047. Seconded by Deputy Mayor Reeves, Carried 4-0 vote

10.3 2026 Legislative Priorities

Recommendation: Adopt.

Staff Contact: Jeff Swanson, City Manager

Jeff Swanson, City Manager, gave overview of the updated draft 2026 Legislative Priorities and highlighted the changes that came out of the study session with council. He went into detail of the changes and updates. Council discussed and staff responded.

ACTION: Motion made by Councilmember Nunn to adopt 2026 Legislative Priorities with changes Seconded by Deputy Mayor Reeves, Carried 4-0 vote.

10.4 Vegetation Management Reimbursement Policy

Recommendation: Discussion and direction.

Staff Contact(s): Jennifer S. Robertson, City Attorney, Randi Shaffer, Assistant City Attorney, and Ryan Osada, Public Works Director

Ryan Osada, Public Works Director gave an overview of the updated policy. The policy is to allow the city to take action if the situation cannot be rectified by following the process. He went over the flow chart on how the policy would be followed in the event the city needs to step in with vegetation management in the ROW if homeowners do not abide by the current policy regarding maintaining overgrowth vegetation. This will also involve public engagement, communication and education. Council discussed, asked questions and staff responded.

ACTION: Council directed staff to update the flow chart to add additional days before the lien resolution brought to council and bring back at the December 8, 2025, Council meeting on consent for approval.

11. REQUESTS FOR FUTURE AGENDA ITEMS

None.

12. PUBLIC COMMENT

Mayor Rossman opened the public comment period.

Steve Burns addressed the council regarding council priorities and city policies. He thanked the council for their efforts and purposeful consideration regarding policies that impact the residents.

There were no additional speakers, and the public comments were closed.

13. EXECUTIVE SESSION

The Council entered Executive Session at 8:10 PM for an estimated time of 30 minutes to discuss matters as authorized under the following RCW:

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.

14. ADJOURNMENT

By consensus Council adjourned at 8:56pm

Meeting Minutes taken by Dawn Nations, Acting City Clerk