



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, September 08, 2025 – 5:00 PM

MINUTES

1. STUDY SESSION/PRESENTATION

Mayor Rossman called the study session to order in the Council Chambers at 5:05 p.m.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Joseph Brazen (arrived at 5:28 pm)
Councilmember Mac Johnston
Councilmember Michael Luis
Councilmember Heija Nunn

ABSENT

Councilmember Harini Gokul

STAFF

Swanson, Osada, Wilcox, Wagner, Sass, Nations, Robertson

1.1 Presentation on Tree Canopy Assessment by Facet

Recommendation: Discussion item. Council may wish to make a motion to direct staff using the items listed under “Potential Direction” as a guide, or otherwise.

Staff Contact: Steven Wilcox, Development Services Director

Steven Wilcox, Development Services Director gave brief overview of the Tree Canopy Assessment study and introduced Kim Frappier and Nathan Burroughs who gave a presentation on the methodology of how the study data/layers were configured. Council discussed, asked questions and staff/consulted responded.

2. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the regular meeting to order in the Council Chambers at 6:00 p.m.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves

Councilmember Joseph Brazen
Councilmember Mac Johnston
Councilmember Michael Luis
Councilmember Heija Nunn

ABSENT

Councilmember Harini Gokul

STAFF

Swanson, Osada, Wilcox, Wagner, Sass, Marxer, Nations, Robertson

3. APPROVAL OF MEETING AGENDA

By consensus, the meeting agenda was approved as amended.

Councilmember Nunn item 8.7 Parking Fine Ordinance to City Business item 11.2.
Mayor Rossman withdrew item 8.5 - July 14, 2025, meeting minutes for clarification. The agenda was approved as amended.

4. SPECIAL PRESENTATION

4.1 Recognition of Lifeguards

Chief Sass gave a brief presentation of the recent incident at Medina Beach Park on August 22, 2025. He recognized Megan Keith and Blake Turner for their heroism and quick response to assist with the emergency of a paddle boarder who went underwater. He commended them on their efforts to act immediately and use their training. Mayor Rossman thanked them on behalf of a grateful community for their service and thanked them for how they responded outside their area of responsibility to use their training to respond. She expressed admiration for their actions. Megan Keith and Blake Turner were recognized for their courageous display of heroism as a lifeguard for the City of Medina and presented plaques.

5. PUBLIC COMMENT PERIOD

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

6. PRESENTATIONS

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

Park Board Chair Collette McMullen gave a brief update on Park Board business. She thanked the Council for allocating money for the Post office pocket park project for 2026. She reported the park board created a subcommittee for Park donation policy. The Christmas ships will be at Medina Beach Park on December 22, 2025, at 5:35pm. Councilmember Nunn thanked the Park Board for the pet parade/Olympics at Medina Days.

Steve Wilcox gave update on Planning Commission business. He announced the next meeting will be on September 23 to discuss Critical Areas ordinance update and outdoor lightning introduction. He announced October 7, 2025, there will be an Open House to discuss the Critical Areas ordinance update and second discussion at the October 14th Planning Commission Meeting.

Emergency Preparedness Chair Rosalee Gann announced the next meeting is September 17, 2025, at 4pm. She announced there will be looking at new disaster resilience network facilitator training. Regular radio check-ins have been working well each Sunday night at 7pm. She reported that with hot weather the repeater tends to go out, and they are looking into this issue but reported it has been working well.

Mayor Ross reported she has been attending the Washington Collaborative Elected Leaders Institute. One of the goals she is working on with Yarrow Point mayor Katie Harris and North Bend mayor Mary Miller is small cities to be more collaborative in discussing needs and working together to not duplicate work.

7. CITY MANAGER'S REPORT

City Manager Jeff Swanson and Public Works Director Ryan Osada asked the council for direction on the Park Donation policy as to next steps. They listed out the budgetary impact, staff workload to maintain, addressed past practices on park donations for planting trees, adding benches and plaques. Council discussed, asked questions and staff responded.

ACTION: Motion to remove the memorial donation page from the website and to inform anyone who inquires otherwise that we presently in the process of reconsidering memorial and donation policy to reach out in 2026 made by Councilmember Nunn, Seconded by Deputy Mayor Reeves Voting Yea: Mayor Rossman, Deputy Mayor Reeves, Councilmember Brazen, Councilmember Luis, Councilmember Nunn. Voting Nay: Councilmember Johnston and carried by a vote of 5-1.

Council gave staff direction for the City Manager to work on a Park Board workplan and suggested a joint Park Board/Council meeting to discuss how to manage the work plan before having the Park Board work on a donation policy.

Councilmember Nunn asked Development Services Director Steve Wilcox questions regarding ATC Renewal and Director Wilcox reported the space has not been evaluated at this time, the city is working with a commercial broker, and the city attorney will be drafting a lease based on these evaluations. Council asked questions and staff responded. Councilmember Nunn asked questions on Overlake Golf and Country Club tennis courts. Director Wilcox responded this in the preapplication phase at this time; no application has been submitted at this time.

Councilmember Nunn asked to add expanding noticing range to a broader range for items that pertain to the public that could be impacted by the projects to a future agenda. Councilmember Johnston seconded the motion to add this to a future agenda for discussion.

Councilmember Nunn asked ADU questions regarding the middle housing legislation that was adopted, and staff responded to these questions are discussed during the preapplication meeting discussions. Councilmember Nunn asked Code enforcement questions and staff responded.

Deputy Mayor Reeves asked about Critical Areas Ordinance Update Forum. Director Wilcox gave brief schedule of how the forum will be handled. Residents will be sent a postcard, notices, and properties directly impacted will be sent a letter, and signage throughout the city. All materials will direct residents to the City's website for information.

8. CONSENT AGENDA

The consent agenda was approved as amended.

ACTION: Motion made by Deputy Mayor Reeves, Seconded by Councilmember Luis. Voting Yea: Mayor Rossman, Deputy Mayor Reeves, Councilmber Brazen, Councilmember Johnston, Councilmember Luis, Councilmember Nunn and carried by a vote of 6-0.

- 8.1 July 2025, Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Finance Director
- 8.2 August 2025, Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Finance Director
- 8.3 Approved Park Board Minutes of May 19, 2025
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Acting City Clerk
- 8.4 Approved Planning Commission Minutes of:
a) May 28, 2025; and
b) June 24, 2029.
Recommendation: Receive and file.
Staff Contact: Rebecca Bennett, Development Services Coordinator
- 8.5 Draft City Council Meeting Minutes of:
a) July 14, 2025; and
b) July 28, 2025.
Recommendation: Adopt minutes.
Staff Contact: Dawn Nations, Acting City Clerk
- 8.6 On-Call Professional Services Agreement - Transpo Group
Staff Recommendation: Approve.
Staff Contact: Ryan Osada, Public Works Director

9. LEGISLATIVE HEARING

None.

10. PUBLIC HEARING

10.1 Business License Ordinance

Recommendation: Receive public comment and direction.

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

Mayor Rossman opened the public hearing. Finance/HR Director gave a brief presentation on timeline and reported the draft ordinance has been sent to the department of commerce feedback. There may be a second public hearing in October for council discussion and potential adoption. Council asked questions and staff responded. Council addressed the word dishonest in the ordinance will be changed to read false or misleading information.

There were no public comments, and the public hearing was closed.

10.2 2026 Preliminary Budget Hearing

Recommendation: Receive public comment and direction.

Staff Contact: Ryan Wagner, Finance Director

Mayor Rossman opened the public hearing. Finance/HR Director gave a brief presentation on 2026 Preliminary Budget. He addressed the 2019 Levy lid lift that established the levy stabilization fund. He discussed the 2026 budget summary. There will be a Budget Open House in October. Council asked questions and staff responded.

There were no public comments, and the public hearing was closed.

11. CITY BUSINESS

11.1 Medina Complete Streets Ordinance

Recommendation: Adopt Ordinance No. 1044.

Staff Contact: Ryan Osada, Public Works Director

City Manager Jeff Swanson gave a brief introduction to the complete street ordinance process and how it impacts the city designs. Public Works Director Ryan Osada discussed the changes that were made to the draft ordinance per council discussion. He highlighted each change/update. Council asked questions and staff responded.

ACTION: Motion made to adopt the Medina Complete Streets Ordinance No. 1044 by Councilmember Johnston, Seconded by Deputy Mayor Reeves. Voting Yea: Mayor Rossman, Deputy Mayor Reeves, Councilmember Brazen, Councilmember Johnston, Councilmember Luis, Councilmember Nunn Carried and carried by a vote of 6-0.

11.2 Medina Parking Fine Ordinance – Amending MMC 10.40.070

Recommendation: Adopt Ordinance No. 1045.

Staff Contacts: Jeff Sass, Police Chief and Jennifer Robertson, City Attorney

Councilmember Nunn stated concern with the ordinance and the parking fine rules.

ACTION: Motion “to forgo the parking fine adoption ordinance until the work to properly educate the citizens and align the parking rules across the city in coordination with until ROW is completed” made by Councilmember Nunn, Seconded by Councilmember Brazen.

Councilmember Johnston made comments against the motion. Councilmember Nunn made comments for the motion.

Voting Yea: Councilmember Brazen, Councilmember Nunn

Voting Nay: Mayor Rossman, Deputy Mayor Reeves, Councilmember Johnston, Councilmember Luis Motion and failed vote of 2-4.

ACTION: Motion “to adopt ordinance No. 1045” made by Councilmember Johnston, Seconded by Councilmember Luis. Deputy Mayor Reeves and Mayor Rossman commented on the motion to increase the parking fines but commented the city may need address parking rules. Councilmember Brazen commented against the motion to inform the residents on the parking rules and not raise the fines now.

Voting Yea: Mayor Rossman, Deputy Mayor Reeves, Councilmember Johnston, Councilmember Luis, 6.0 vote Voting Nay: Councilmember Brazen, Councilmember Nunn and carried by a vote of 4-2.

12. REQUESTS FOR FUTURE AGENDA ITEMS

a) Requests for future agenda items.

Councilmember Nunn proposed to discuss public information regarding laws, codes, enforcement noticing and sign code updates to a future agenda. Second by Councilmember Johnston.

13. PUBLIC COMMENT

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

14. EXECUTIVE SESSIONS

The Council entered Executive Session for an estimated duration of 90 minutes pursuant to RCW 42.30.110 1(i) and RCW 42.30.110 (1)(g). 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, Acting City Clerk