



# 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 23, 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 5:02 p.m.

##### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen  
Councilmember Jennifer Garone (online) (offline at 5:40 p.m.)  
Councilmember Harini Gokul (out at 6:04 p.m.)  
Councilmember Mac Johnston  
Councilmember Michael Luis

##### ABSENT

None

##### STAFF

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

#### 2. APPROVAL OF MEETING AGENDA

Mayor Rossman proposed separating Agenda Item 9.2, the Budget Deep Dive and Business License Discussion, into two separate discussions. This change would place the Business License Discussion under its own item, Agenda Item 9.3 for better clarity in the meeting record and allows the Council to streamline the agenda if time runs short.

Councilmember Garone requested that the discussion of appointing a new Councilmember be added to the beginning of City Business.

**ACTION:** Without objection, Council approved the meeting agenda as amended.

### 3. **PUBLIC COMMENT PERIOD**

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

Christie Ritchie expressed concerns about recent parking restrictions on her street without notice or consultation.

With no further comments, the public comment period was closed.

### 4. **PRESENTATIONS**

**ACTION:** Motion Reeves to add Council discussion to 4.1. This was seconded by Gokul and without objection, Council discussion was added to the agenda.

**ADDED** Agenda Item 4.1 Council Discussion.

Councilmember Garone announced that she will no longer be a resident of Medina effective October 1, 2024, and resigned from Council Position No. 3 effective immediately. Garone recommended that Council appoint Heija Nunn to fill the remaining term, highlighting her long-term service to the community and qualifications.

**ACTION:** Motion Reeves to appoint Heija Nunn to replace Jennifer Garone for the balance of her term. This was seconded by Gokul.

City Attorney Jennifer Robertson outlined the laws and procedures for appointing a new Councilmember when a vacancy occurs before the end of a term. She noted that the Council has 90 days to appoint a replacement, with a deadline of December 22, 2024. If the Council fails to appoint someone by this date, they lose the ability to do so. To qualify for appointment, candidates must be at least 18 years old, have lived in Medina for at least one year, and be registered voters.

Robertson clarified the process for opening the floor to nominations instead of making a direct motion to appoint. This approach follows Robert's Rules and enables the Council to consider multiple nominations.

Council discussed the motion and asked clarifying and procedural questions to the city attorney.

Former Councilmember Garone spoke in favor of her recommendation, highlighting Ms. Nunn's strong qualifications and how ready she is to take on this role. She mentioned Ms. Nunn's valuable experience on the Planning Commission and her active involvement in important city events like Medina Days. Garone noted that Ms. Nunn is well-informed about the key issues facing the city, making her the most qualified candidate for the position.

The Council continued their discussion on the nomination and the associated process.

**ACTION:** Reeves withdrew his motion to appoint Heija Nunn to replace Jennifer Garone for the balance of her term. Councilmember Gokul agreed to withdraw her second on the friendly withdrawal.

**ACTION:** Motion Luis to ask the Mayor, City Attorney, and City Manager to create a simple process inviting the community to apply for the open Council vacancy. The Council will evaluate and nominate candidates with the intention of appointing a new Councilmember at the next Council meeting. The invitation should specify that Council will give preference to applicants who have actively engaged with the City Council and have a strong understanding of the key issues currently being addressed. This was seconded Johnston and carried by a 6:0 vote.

Mayor Rossman noted for the record that City Business no longer includes a revised item 9.1. The agenda is now structured as follows: 9.1 Comprehensive Plan Update, 9.2 Budget Deep Dive, and 9.3 Business License Discussion.

**5. CITY MANAGER'S REPORT**

None.

**6. CONSENT AGENDA**

**ACTION:** Motion Reeves second Johnston and carried by a 6:0 vote; Council approved the Consent Agenda.

**6.1 Ordinance Amending Medina Municipal Code (MMC) Chapter 12.44 Street Vacation**

**Recommendation:** Approve Ordinance No. 1030.

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

**7. LEGISLATIVE HEARING**

None.

**8. PUBLIC HEARING**

**8.1 American Towers Franchise (ATC) Franchise Agreement**

**Recommendation:** Hold public hearing, take public testimony, and add to October 14 City Council meeting for a second public hearing and action.

**Staff Contacts:** Stephen R. Burns, City Manager and Tripp May, Shareholder and Managing Partner, Telecom Law Firm, PC

City Manager Steve Burns introduced the city's consultant Tripp May, Shareholder and Managing Partner with Telecom Law Firm PC.

May gave a presentation on the expired American Towers Franchise agreement, explaining the existing and proposed terms. He noted that the agreement covers the use of public rights-of-way for small wireless facilities, with American Tower required to comply with all applicable laws and regulations. Council asked questions and May responded.

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

- LeAnne Bremer, local counsel for American Tower, introduced herself and her team members: Joe Albrecht, Judy Morrissey, and Jay Henning Kratt. She praised Mr. May's presentation for its thoroughness and comprehensiveness, expressing

that American Tower is in full agreement with the franchise terms and is prepared to move forward with the renewal process.

With no further comments, Mayor Rossman closed the public hearing.

**ACTION:** Presentation and discussion only; no action taken. This item will be on the October 14 City Council meeting for a second public hearing and action.

## **9. CITY BUSINESS**

### **9.1 Comprehensive Plan Update**

**Recommendation:** Discussion item only; no action needed.

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

City Planning Consultant Dane Jepsen gave a presentation on the Comprehensive Plan Revisions, highlighting a few major concerns for the update from the Department of Commerce: Wildland Urban Interface (WUI) Code, Affordable Housing Capacity, and Racially Disparate Impacts. Jepsen noted that the city is not required to adopt the Wildland Interface Code until updated maps are produced. Additionally, within the Development Regulations Amendments, the issue of affordable housing capacity is identified as a future concern that will require zoning revisions. Council asked questions and staff responded.

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

### **9.2 Budget Deep Dive and Business License Discussion**

**Recommendation:** Discussion and direction.

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

Director of Finance and HR Ryan Wagner guided the Council through the 2025 budget workbook, highlighting key requests from each department that were discussed and approved during the budget retreat in July. Council asked questions, and Wagner responded.

**ACTION:** Presentation and discussion only; no action taken. The 2025 Budget will be on the October 14 Council meeting as a public hearing.

### **9.3 Business License Discussion**

**Recommendation:** Discussion and direction.

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

Mayor Rossman gave a quick introduction of the Business License discussion, highlighting that Council would need to make a decision tonight on whether to proceed with implementing a business license program for the city that would begin in the summer of 2025. She noted that further decisions, including coverage parameters and the fee structure model, will be addressed in spring 2025.

Director of Finance and HR Ryan Wagner reiterated three main points: 1. Is the city interested in a business license program, and should we initiate the process? 2. Who should be included under the program? 3. Should we impose fees, and if so, how much?

**ACTION:** Motion Luis to instruct our city to pursue a business license program with the state of Washington. This was seconded by Johnston and carried by a 5:0 (Gokul absent) vote.

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

Councilmember Luis commented on the earlier public comment regarding parking the new "No Parking" signs on her street. He expressed his own long-standing frustration over inconsistent application of parking rules and the confusion caused by varying street widths and lack of clear signage.

Mayor Rossman highlighted two key items in the Council Work Plan related to parking: 1. The "Welcome to the Neighborhood" communication packet and 2. The Right-of-Way policy, both of which should address the parking concerns raised.

**11. PUBLIC COMMENT**

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

**12. ADJOURNMENT**

Without objections, Council adjourned the meeting at 8:30 pm