



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
Monday, December 08, 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 Joseph Brazen
Councilmember Harini Gokul (on-line)
Councilmember Mac Johnston
Councilmember Michael Luis
Councilmember Heija Nunn

STAFF

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

1.1 Records Management Project - Laserfiche

Ryan Wagner, Finance/HR Director gave a presentation/demonstration on the Records management project. Council asked questions and staff responded.

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 6:06 pm.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Joseph Brazen
Councilmember Harini Gokul (on-line)
Councilmember Mac Johnston
Councilmember Michael Luis
Councilmember Heija Nunn

STAFF

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

3. APPROVAL OF MEETING AGENDA

ACTION: By censuses the meeting agenda was approved as presented.

4. PUBLIC COMMENT PERIOD

Mayor Jessica Rossman opened the public comment period. There were no speakers, and the public comments was closed. Haley Mowat emailed a letter to council on behalf of her dad. The letter was added to packet for record.

5. PRESENTATIONS

5.1 SPLASHForward Endorsement - Photo OP

Susan Pappalardo, President and Co-Founder of SPLASHForward addressed the council. She thanked council for their support and endorsement of SPLASHForward's mission and effort to develop a once-in-a-generation best-in-class regional public aquatic center in Bellevue. She gave a brief overview of the current program and new project. Council members and Susan took a photo for their endorsement.

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

Ryan Osada announced the Christmas ships will be at Medina Beach Park on December 22 at 5:35pm.

Laura Bustamante Planning Commission Chair informed the council that planning commission approved the draft Critical areas ordinance for review by City Council which will be reviewed at the meeting tonight. The December 16th meeting will be cancelled.

Councilmember Nunn reported she attended the SCA annual meeting. Councilmember Nunn and Future councilmember Laura Bustamante attended the AWC training at Bothell City Hall. She reported they had training on Public Records Act and met many members from other communities. Council asked questions regarding any items for voting and Council member Nunn reported no action needed.

5.3 Recognition for Outgoing Councilmember Mac Johnston

Mayor Rossman and council members addressed outgoing council member Mac Johnston and thanked him for his contributions while on council. They offered much praise and kind words towards Mr. Johnston.

6. EXECUTIVE SESSION 1

The Council entered Executive Session at 6:25 PM for an estimated time of 30 minutes to discuss matters as authorized under the following RCW 42.30.110 (1)(i).

ACTION: No action was taken following the Executive Session.

The City Attorney Jennifer Robertson was present during the Executive Session.

The council reconvened the regular meeting at 6:59 PM.

7. CITY MANAGER'S REPORT

City Manager Jeff Swanson gave a brief overview regarding Flock cameras and reporting. He reported the City does not share data with other agencies and reported the only requests for information have come in via public records requests. Council members asked questions and Swanson replied.

Police Chief Jeff Sass reported it has been a great year. He reported that the newest officer will go to training at the academy in January and will graduate in May. Councilmember Nunn commented she participated in the Independent Force Investigation Team (IFIT) interview for Officer Roman Scott to add him as a detective. Council member Nunn is one of the representatives which is required by state law to have 2 representatives that represent the city. Chief Sass gave brief overview of the IFIT team.

Development Service Director Steve Wilcox answered questions regarding the Tree Management project. He reported the anticipated tree inventory will be completed in early 2026. This will set the framework going forward to what the city can do with the current tree code and can open further discussions on direction from council on next steps regarding budgeting for this project. Director Wilcox reported construction activities are down, and staff are researching current processes.

Finance/HR Director Ryan Wagner gave a brief overview of final financials for 2025 which will be presented in February 2026. He announced he is currently hiring for the open assistant position.

Acting City Clerk Dawn Nations announced the Annual Team Appreciation luncheon and outgoing councilmember recognition will take place on December 11, 2025, at Overlake Golf & Country Club. This is great event to thank staff, council, boards/commissions for the efforts to make Medina a great place to work and live.

Public Works Director Ryan Osada reported on the Pond Improvement Project. He informed council the city is working on getting permits. The pond area is deemed a critical area, and the process is lengthy to go through all required agencies. Stormwater catch basins are required to be inspected each year and records are documented. Council asked questions and staff responded.

8. CONSENT AGENDA

ACTION: Councilmember Johnston moved to approve the Consent Agenda. The motion was Seconded by Councilmember Luis and carried by a vote of 7-0.

- 8.1 November 2025, Check Register

Recommendation: Approve.

Staff Contact: Ryan Wagner, Finance/HR Director

- 8.2 Approved Park Board Minutes of September 15, 2025

Recommendation: Receive and file.

Staff Contact: Dawn Nations, Acting City Clerk

- 8.3 Planning Commission Meeting Minutes of:

a) September 23, 2025;
b) October 14, 2025; and

c) October 28, 2025.

Recommendation: Receive and file.

Staff Contact: Rebecca Bennett, Development Services Coordinator

8.4 Draft City Council Meeting Minutes of November 10, 2025

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Acting City Clerk

8.5 Lighting Ordinance – Interim Official Control (Extension)

Recommendation: Adopt Ordinance No. 1050 to extend and renew the interim official control, which was adopted on June 23, 2025, under Ordinance No. 1043.

Staff Contact(s): Jennifer S. Robertson, City Attorney and Steve Wilcox, Development Services Director

8.6 Approval of Second Amendment to Independent Force Investigations Team (IFIT) Interlocal Agreement

Recommendation: Approve.

Staff Contact(s): Jeff Sass, Police Chief and Jennifer Robertson, City Attorney

8.7 Updated Eastside Transportation Partnership Agreement

Recommendation: Approve.

Staff Contact: Jeff Swanson, City Manager

9. LEGISLATIVE HEARING

None.

10. PUBLIC HEARING

10.1 Critical Areas Update

Recommendation: Hold a public hearing, discuss the critical areas code update and provide input to staff regarding the draft, including directing staff to initiate the SEPA process and to send the code to the Department of Commerce to begin the 60-day review.

Staff Contact(s): Jennifer S. Robertson, City Attorney and Steve Wilcox, Development Services Director

Mayor Rossman opened the public hearing for the Critical Areas Update and gave a brief introduction to the purpose of the hearing.

Development Services Director Steve Wilcox opened the presentation with a brief introduction and timeline of the process (including meetings, open houses, information signage placed in the city) for the Critical areas Ordinance update, then introduced Facet Consultant Doug Yormick and Dan Nickel. Doug Yormick provided an overview of the Critical Areas Ordinance Update, growth management act requirements, major changes (key areas of consideration, public and agency comments. Following the presentations, Council members asked questions, which staff responded.

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

Haley Mowat made a comment regarding the discussion regarding the disconnected buffer and lot structure regarding yard and landscaping could fully disconnect the lot

further from the stream and asked for clarification. City attorney Jennifer Robertson stated that Facet noted that property line changes do not disconnect buffer structures existing road do.

There were no additional speakers without objection, Mayor Rossman closed the public hearing.

ACTION: Motion made to direct staff to submit the draft critical areas code to the Department of Commerce for review to initiate the SEPA process by Councilmember Johnston Seconded by Councilmember Nunn and carried by a vote of 7-0.

11. CITY BUSINESS

11.1 2025 Budget Amendments

Recommendation: Adopt Ordinance No. 1048.

Staff Contact: Ryan Wagner, Finance & HR Director

Finance Director Ryan Wagner gave a brief overview of 2025 budget amendments and announced no further changes from the last meeting. Council did not have any additional questions for staff.

ACTION: Motion made to adopt Ordinance No. 1048 amending the 2025 budget and salary schedule with approved, listed changes by Councilmember Johnston Seconded by Councilmember Luis and carried by a vote of 7-0.

11.2 Vegetation Management Reimbursement Policy

Recommendation: Adopt Ordinance No. 1049.

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

Public Works Director Ryan Osada gave an update on the changes as the council requested at the last meeting and presented the new flow chart for the process. Council asked questions and staff responded.

ACTION: Council directed staff to change flow chart to 90-120 days.

ACTION: Motion made to adopt Ordinance No. 1049 Vegetation Reimbursement Policy by Deputy Mayor Reeves, Seconded by Councilmember Gokul. and carried by a vote of 7-0.

12. REQUESTS FOR FUTURE AGENDA ITEMS

a) Requests for future agenda items.

Councilmember Nunn requested to add View corridors to future agenda seconded by Councilmember Johnston.

13. PUBLIC COMMENT

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

14. EXECUTIVE SESSION 2

The Council entered Executive Session at 9:03 PM for an estimated time of 10 minutes to discuss matters as authorized under the following RCW 42.30.110 (1)(g) and RCW 42.30.140(4).

The council reconvened the regular meeting at 9:14 PM.

ACTION: Motion to authorize the mayor to sign an amendment to the City Manager Contract relating to certain benefits made by Councilmember Johnston, Seconded by Councilmember Nunn and carried by a vote of 7-0.

Assistant City Attorney Charlotte Archer was present (on-line) during the Executive Session.

15. EXECUTIVE SESSION 3

The Council entered Executive Session at 9:15 PM to discuss matters as authorized under the following RCW 42.30.110 (1)(i).

ACTION: No action will be taken; and the meeting will adjourn directly from Executive Session.

Jennifer Robertson, City Attorney, was in attendance during this Executive Session.

16. ADJOURNMENT

Council adjourned from Executive Session.

Meeting minutes taken by Dawn Nations, Acting City Clerk