



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, February 09, 2026 – 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 5:02pm

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves (arrived 5:04 pm)
Councilmember Harini Gokul
Councilmember Michael Luis
Councilmember Heija Nunn
Councilmember Laura Bustamante
Councilmember Joseph Brazen (arrived 5:05 pm)

STAFF

Osada, Wagner, Wilcox, Robertson, Nations

- 1.1 Council Orientation to ROW Design Standards
Recommendation: Information and Discussion.
Staff Contact: Ryan Osada, Public Works Director

Ryan Osada, Public Works Director gave a brief presentation regarding the ROW design standards for the city. Council discussed various options, 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 6:09 pm.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Harini Gokul
Councilmember Michael Luis
Councilmember Heija Nunn
Councilmember Laura Bustamante
Councilmember Joseph Brazen (out 7:08 pm)

STAFF

Osada, Wagner, Wilcox, Robertson, Nations, Swanson (absent), Sass (absent)

3. APPROVAL OF MEETING AGENDA

ACTION: By consensus, 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.

5. PRESENTATIONS

5.1 Acting City Clerk Dawn Nations gave a brief update on Park Board event dates the Easter Egg Hunt scheduled for March 28, 2026, Arbor Day will be April 24th and Spring Cleanup Day. The results of the Park Board election were announced that Katie Surbeck is the Chair and Collette McMullen is the Vice-Chair. Council member Nunn asked if there could be a larger clean-up event to involve the residents in participating and staff reported the Park Board will be discussing hosting another clean-up event to invite residents.

Development Services Director Steve Wilcox gave an update on Planning Commission he reported Shawn Schubring was elected as chair and Brian Pao the vice-chair. He reported that Kim Gunderson, Consultant, gave an overview of the outdoor lighting ordinance and they will continue to discuss this topic in future meetings. Council asked questions and staff responded.

Mayor Rossman informed the council there was a request from Medina Elementary students to give a presentation on Indigenous People's Day at the next council meeting. Mayor Rossman has been collecting ideas from elementary school parents on ideas they would like to see at City Hall. Councilmember Gokul extended congratulations to the Medina Elementary Robotics team for achieving 9th place out of 500 teams in the Robotics competition. Council member Gokul commented on having elementary students provide service to the community.

6. CITY MANAGER'S REPORT

Steve Wilcox, Acting City Manager reported the AWC Hot Sheet distributed. Council member Gokul asked questions regarding the Flock cameras and asked for Chief Sass and City Manager Swanson to address at a future time. She thanked City Manager Swanson for his statement regarding law enforcement that was sent out to Medina residents.

Development Services Director Wilcox gave update on the Critical Areas Ordinance. The 60-day comment period for Department of Commerce closed they had no comments, Department of Natural Resources made positive comments. The Critical Areas Ordinance will come to Council at the February 23rd or March 9th meeting. Council asked questions about current permits and the tree code and staff responded.

ACTION: Council directed staff to bring updates on previous tree code discussions that can be quick fixes to council for further discussion and allow staff to make changes.

ACTION: Council directed staff and City Attorney to draft an Interim Official Control Ordinance (IOC) on bulk for the February 23rd meeting for discussion.

He reported the Joint City Council/Planning Commission meeting on February 24th to discuss the workplan and adding bulk to the list.

Finance Director Wagner reported the 2024 City Audit is nearing completion and the ending conference with the auditors will be on March 9th. He gave a brief overview of his report and will have the updated financial report in the February 23rd packet. Council asked questions and staff responded.

Public Works Director Osada gave a brief update on the Medina Pond restoration project. Councilmember Bustamante thanked Public Works staff for cleaning up Medina Beach Park. Council asked questions and staff responded.

7. CONSENT AGENDA

ACTION: Deputy Mayor Reeves moved to approve the Consent Agenda. The motion was Seconded by Councilmember Gokul and carried by a vote of 6-0.

7.1 13th Month - Check Register

Recommendation: Approve.

Staff Contact: Ryan Wagner, Finance/HR Director

7.2 Approved Planning Commission Meeting Minutes of November 18, 2025

Recommendation: Receive and file.

Staff Contact: Rebecca Bennett, Development Services Coordinator

7.3 Draft City Council Meeting Minutes of:

a) December 8, 2025; and

b) January 12, 2026.

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Acting City Clerk

8. LEGISLATIVE HEARING

None.

9. PUBLIC HEARING

None.

10. CITY BUSINESS

10.1 Council Committee Assignments - Finance, Personnel, Development Services

Recommendation: Discussion and direction.

Staff Contacts: Jeff Swanson, City Manager and Jessica Rossman, Mayor

Mayor Rossman gave a brief overview of the Council Committee Assignments. The committee assignment will be finalized at the February 23rd meeting.

ACTION: Council directed the city attorney to draft the required council rules update for adding a committee chair to committees. This will be added on consent at a future meeting.

ACTION: Councilmember Bustamante asked staff and council to list out all boards, committees, meetings they attend. Council discussed and will report on meetings they attend.

10.2 Financial Policy Discussion, Key Updates

Recommendation: Discussion and direction.

Staff Contact: Ryan Wagner, Finance/HR Director

Ryan Wagner, Finance/HR Director gave an update on the key items for the financial policy update.

- 1) Per Diem will be a flat rate
- 2) Purchasing Policy - Food and Beverage related to city business (council meetings, retreat, staff meeting)
- 3) External Payment Verification system will be implemented.

Council asked questions and staff responded. The updated policy resolution will be brought to council for approval at a future meeting.

11. REQUESTS FOR FUTURE AGENDA ITEMS

No additional requests presented.

12. PUBLIC COMMENT

Mayor Jessica Rossman opened the public comment period. The following person addressed the council:

Michael Tyler Nix addressed the council regarding his interview for the Planning Commission position. He thanked the council for their efforts and is looking forward to more discussions.

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

13. ADJOURNMENT

By consensus the meeting was adjourned at 7:42 PM.

Meeting minutes taken by Dawn Nations, Acting City Clerk