

# MEDINA, WASHINGTON



COVID-19 (Coronavirus) Briefing  
followed by

MEDINA CITY COUNCIL  
REGULAR MEETING

Virtual/Teleconference  
Monday, July 13, 2020  
4:00 PM following COVID-19 Briefing

**MAYOR**  
JESSICA ROSSMAN

**DEPUTY MAYOR**  
CYNTHIA F. ADKINS

**COUNCIL MEMBERS**  
ROGER FREY  
JENNIFER GARONE  
HARINI GOKUL  
ALEX MORCOS  
BOB ZOOK

**CITY MANAGER**  
MICHAEL SAUERWEIN

**CITY ATTORNEY**  
SCOTT MISSALL

**CITY CLERK**  
AIMEE KELLERMAN

## MINUTES

### 1. INCIDENT COMMANDER COVID-19 (Coronavirus) Briefing - 4:00 PM

City Council Present via MS Teams: Adkins, Garone, Gokul (in at 4:07 p.m.), Zook, and Mayor Rossman

Council Members Absent: Frey and Morcos

Staff Present via MS Teams: Sauerwein, Missall, Wilcox, Nations, Osada, Scherf, Ketter, Keyser, and Kellerman

#### 1.1 COVID-19 (Coronavirus) Update - Chief Burns and Captain Scherf

Medina Police Captain Dave Scherf gave a brief update on the novel COVID-19 (Coronavirus) pandemic. The Medina Police Department has maintained full patrol operations during COVID-19 with a priority in employee health. Police officers continue to respond to all calls-for-service and patrolling neighborhoods. Officers have observed most residents following the social distancing guidelines ordered by the Governor's health orders. King County remains in phase 2 for the foreseeable future and city hall remains closed until phase 3 per the phased re-open Washington.

## 1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the regular meeting to order at 4:03 p.m.

City Council Present via MS Teams: Adkins, Garone, Gokul (in at 4:07 p.m.), Zook, and Mayor Rossman

Council Members Absent: Frey and Morcos

Staff Present via MS Teams: Sauerwein, Missall, Wilcox, Nations, Osada, Scherf, Ketter, Keyser, and Kellerman

## 2. APPROVAL OF MEETING AGENDA

**ACTION:** By consensus, Council approved the meeting agenda as presented.

## 3. PUBLIC COMMENT PERIOD

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

## 4. PRESENTATIONS

### 4.1 Exceptional Citizenship Recognition - Ros Ghan and Anne Boyer

Mayor Rossman recognized Ros Ghan and Anne Boyer for their kindness, selflessness and quick thinking recently, saving the life of a fellow resident.

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

Planning Commission Chair Laurel Preston gave a brief update from the last Planning Commission meeting. The Planning Commission discussed the perception of bulk and whether the current code is best to maintain the high-quality residential character and semi-rural character of our neighborhood. Planning Manager Stephanie Keyser sent out a survey to residents and a separate survey to architects and builders to gather data to make informed decisions and to help avoid unintended consequences.

## 5. CONSENT AGENDA

**ACTION:** Motion Garone second Adkins and carried by a 5:0 (Frey and Morcos absent) vote; Council approved the Consent Agenda.

### 5.1 June 2020, Check Register

**Recommendation:** Approve.

**Staff Contact:** Julie Ketter, Finance Director

- 5.2 Draft City Council Meeting Minutes of June 8, 2020  
**Recommendation:** Adopt Minutes.  
**Staff Contact:** Aimee Kellerman, CMC, City Clerk
- 5.3 Resolution of Intent to Participate in the National Flood Insurance Program  
**Recommendation:** Adopt Resolution No. 410.  
**Staff Contact:** Steve Wilcox, Development Services Director
- 5.4 Resolution No. 407 Amending Financial Policies (Small and Attractive Assets)  
**Recommendation:** Adopt Resolution No. 407.  
**Staff Contact:** Julie Ketter, Finance Director
- 5.5 Resolution No. 408 Funding Affordable Housing Projects as Recommended by ARCH Executive Board  
**Recommendation:** Adopt Resolution No. 408.  
**Staff Contact:** Michael Sauerwein, City Manager
- 5.6 Resolution No. 409 Adopting Electronic Signature Policy  
**Recommendation:** Adopt Resolution No. 409.  
**Staff Contact:** Michael Sauerwein, City Manager

## 6. LEGISLATIVE HEARING

- 6.1 Stormwater Code Update  
**Recommendation:** Discussion item only; no action needed.  
**Staff Contact:** Ryan Osada, Public Works Director and Emily Miner, Assistant City Attorney and Stacey Clear, Gray and Osborn

Assistant City Attorney Emily Miner gave a presentation on the stormwater code update. The city is currently updating its code to create the private inspection program to bring the city into compliance with NPDES. Code updates include Grading and Drainage and Stormwater. Next steps include continuing public outreach in August and set a public hearing and adopting of code amendments at the September 14 City Council meeting. Following adoption, city staff will begin conducting inspections.

## 7. PUBLIC HEARING

None.

## 8. CITY BUSINESS

- 8.1 Automated License Plate Recognition System  
**Recommendation:** Discussion item only; no action needed.  
**Staff Contact:** Stephen Burns, Chief of Police and Dave Scherf, Police Captain

Captain Scherf gave an update on the Automated License Plate Recognition System (ALPR). The system was installed in 2009 and has been operational since. As the system has aged, staff has been researching several options to the camera system working and reliable. The options include replacing, upgrading, or extensive repair. All options have been reviewed for budget impacts and overall effectiveness. The cost of replacing this aging system will run upwards of \$250,000 or more. City staff recommends working with Statewide Security to improve the existing ALPR system as the cost will be substantially lower than a complete overhaul of the system. The police department will be able to absorb the cost in the current 2020 budget.

## 8.2 Construction Activity Permit (CAP)

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

**Staff Contact:** Steve Wilcox, Development Services Director

Director of Development Services Steve Wilcox gave a status update on the Construction Activity Permit (CAP) and proposed amendments to the CAP. Proposals include extending the Notice of Application (NOA) from 14 days to 21 days, extend the required submittal of Affidavit of Notice period from 14 days to 21 days, extend the comment period from 14 days to 28 days, extend the required time to conduct the information meeting from 30 days to 90 days (maximum).

Additional proposed changes include changing the required information meeting from City Hall to include Zoom and MS Teams or other remote meeting software, eliminate the requirement that each information meeting be three-hours long from 5:00 PM to 8:00 PM, change requirement to use postcards for noticing, and use door-hanger notices.

Council discussed, asked questions, provided input and staff responded. The proposed code changes will come back to Council at a future meeting.

## 8.3 Resolution adopting the City Manager Evaluation Process

**Recommendation:** Discussion and Adopt Resolution No. 411.

**Staff Contact:** Scott Missall, City Attorney

City Attorney Scott Missall gave a brief update of the proposed City Manager evaluation process. A schedule was developed which integrates the Manager's annual review, the annual development of City goals by the Manager and Council, and the annual Council retreat which focuses on development and adoption of the annual City goals.

**ACTION:** Motion Adkins second Garone and carried by a 5:0 (Frey and Morcos absent) vote; Council adopted Resolution No. 411 adopting a new city manager evaluation and goal setting process and annual schedule.

## 8.4 City Council Mini Retreat Recap

**Recommendation:** Discussion item only.

**Staff Contact:** Michael Sauerwein, City Manager

City Manager Sauerwein gave a quick recap of the City Council mini retreat, which included the City Council Goals and 2020/2021 City Council Workplan. The final City

Council Goals and 2020/2021 Workplan will be brought back to Council at the September 14 City Council meeting for approval.

#### 8.5 City Council Committees

**Recommendation:** Discussion and Direction.

**Staff Contact:** Michael Sauerwein, City Manager

City Manager Sauerwein and Council discussed Council committees and processes going forward for the Personnel Committee and Finance Committee. Council discussed whether to treat committee meetings the same as Council meetings, which include recording all committee meetings and opening the meetings up to the public except when in executive session.

**ACTION:** Council directed staff to post a notice of potential quorum and record all committee meeting for the remainder of 2020. Staff will report back to Council at the first part of 2021 on how times these recording were accessed to determine if there is a need to continue to record the committee meetings.

**ACTION:** Council formed a Technology working group committee that includes Council Members Zook and Gokul. The Mayor will reach out to Council Members Frey and Morcos to poll their interest in joining.

**ACTION:** Council ask Deputy Mayor Adkins to send her draft updated Mission and Vision statement as part of the retreat workplan to City Manager Sauerwein to distribute to Council for comments. This will come back to Council with the retreat follow up at a future meeting.

## 9. CITY MANAGER'S REPORT

### 9.1 Police, Development Services, Finance, Central Services, Public Works, City Attorney

Captain Scherf gave an update on activities in the police department and reported back on the increased patrolling of the Evergreen Point Road Lid, Park-n-Ride, and Fairweather park.

Director of Development Services Steve Wilcox gave an update on activities in Development Services.

Director of Finance and HR Julie Ketter gave an update on the state of the City's finances.

Director of Public Works Ryan Osada gave an update on Public Works projects and additional signage going up on Evergreen Point Road Lid with arrows directing bikers and pedestrians to public restrooms at Medina Park or Medina Beach Park.

City Manager Michael Sauerwein reported that the Medina Birthday celebration has been postponed until 2021 and Medina Days has been cancelled this year.

The University of Washington Engineering Department indicated that they plan to start work on Phase 2 of their study in August 2020 with an end date of December 2021.

Sauerwein will continue discussions with WSDOT about adding a restroom or port-a-potty on the other side of the 520 bridge.

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

Council directed staff to invite Council Chair Claudia Balducci, District 6 to come speak to Council at the September meeting and State Representatives at the October or November meeting.

#### **11. PUBLIC COMMENT**

Mayor Rossman opened the public comment period at 7:24 p.m. The following individual address the Council:

- Yi Zhao commented in support of the City to look at high speed internet for the city.

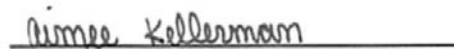
Being no further comments, public comment was closed.

#### **12. ADJOURNMENT**

Motion Adkins second Zook; Council adjourned the meeting at 7:26 p.m.

  
Jessica Rossman, Mayor

Attest:

  
Aimee Kellerman, City Clerk