



## MEDINA, WASHINGTON

COVID-19 (Coronavirus) Briefing  
followed by

MEDINA CITY COUNCIL  
REGULAR MEETING  
Virtual/Teleconference  
Monday, April 13, 2020  
4:00 PM following COVID-19 Briefing

**MAYOR**  
JESSICA ROSSMAN

**CITY MANAGER**  
MICHAEL SAUERWEIN

**DEPUTY MAYOR**  
CYNTHIA F. ADKINS

**CITY ATTORNEY**  
SCOTT MISSALL

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

**CITY CLERK**  
AIMEE KELLERMAN

## MINUTES

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

City Council Present via Zoom: Adkins, Frey, Garone, Gokul, Morcos, Zook, and Mayor Rossman

City Council Absent: None

Staff Present via Zoom: Sauerwein, Missall, Osada, Burns, Wilcox, Ketter, Nations, and Kellerman

#### COVID-19 (Coronavirus) Update – Chief Burns

Chief Burns gave an update on the novel COVID-19 (Coronavirus) pandemic. Following the extension of the Stay Home, Stay Healthy order to May 4, 2020, Governor Inslee announced that schools will remain closed for the remainder of the school year with on-line/distance learning only.

Burns also gave an update on the City's current objectives. The focus remains on responding to and implementing Government orders and guidance as they are received. Disseminating information to the community in a timely manner, keeping officers visible around the city and encouraging voluntary compliance of the social distancing requirements. Lastly, the city's management team meets daily via Zoom meetings to continue to provide day to day leadership as well as identifying longer term strategies/contingency planning.

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

Mayor Rossman called the regular meeting to order at 4:07 p.m.

City Council Present via Zoom: Adkins, Frey, Garone, Gokul, Morcos, Zook, and Mayor Rossman

City Council Absent: None

Staff Present via Zoom: Sauerwein, Missall, Osada, Burns, Wilcox, Ketter, Nations, and Kellerman

## 2. APPROVAL OF MEETING AGENDA

**ACTION:** Motion Zook second Morcos and carried by a 7:0 roll call vote; the meeting agenda was approved as presented.

## 3. PUBLIC COMMENT PERIOD

Due to remote conferencing there were no contemporaneous public comments at the Council meeting.

## 4. PRESENTATIONS

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

There were no reports or announcements.

## 5. CONSENT AGENDA

City Clerk Aimee Kellerman proposed a correction to the draft City Council meeting Minutes of March 9, 2020. The correction is to remove the "Action" of the Consent Agenda from Agenda Item 1 and correct Agenda Item 1 to read Mayor Rossman called the regular meeting to order in the Medina Council Chambers at 6:30 p.m."

**ACTION:** Motion Zook second Morcos and carried by a 7:0 roll call vote; the Consent Agenda was approved as amended.

- 5.1 March 2020, Check Register  
**Recommendation:** Approve.  
**Staff Contact:** Julie Ketter, Finance Director

- 5.2 Draft City Council Meeting Minutes of March 9, 2020  
**Recommendation:** Adopt Minutes.  
**Staff Contact:** Aimee Kellerman, CMC, City Clerk

5.3 Contract Kamins Construction - 8th Street Sidewalk Improvements

**Recommendation:** Approve.

**Staff Contact:** Ryan Osada, Public Works Director

**6. LEGISLATIVE HEARING**

None.

**7. PUBLIC HEARING**

None.

**8. CITY BUSINESS**

8.1 DOE Discussion by Stacey Clear, Gray and Osborn and Emily Miner, OMW

Stacey Clear, Design Engineer with Gray & Osborne gave a presentation on the proposed Stormwater Management Plan for the City of Medina.

**ACTION:** Discussion item only; no action taken.

**9. CITY MANAGER'S REPORT**

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

Director of Development Services Steve Wilcox gave an update on activities in Development Services and reported that Kristin McKenna retired from the City and welcomed new hire Amber Kellison as her replacement. He noted that Planning Manager Stephanie Keyser is caught up on plan review and is currently progressing on the Planning Commission Work Plan. He also noted that the Planning Commission meetings have been canceled for March and April.

Chief of Police Steve Burns gave an update on activities in the police department and reported that two new lateral officers were hired to replace the two that left. He also thanked Sergeant Gidlof for filling in the void during the transition.

Director of Public Works Ryan Osada reported on activities in the Public Works Department and noted that Catey McGauran retired at the end of last month. The plan is to fill the position when things get back to normal. He also reported on upcoming capital projects that will start after the Stay Home, Stay Healthy order is lifted.

Director of Finance Julie Ketter gave a brief report on the Finance Committee meeting and the City's finances.

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

None.

## 11. PUBLIC COMMENT

Due to remote conferencing there were no contemporaneous public comments at the Council meeting.

Council moved into executive session for an estimated time of 30 minutes at 6:00 p.m.

## 12. EXECUTIVE SESSION

City Council Present via MS Teams: Adkins, Frey, Garone, Gokul, Morcos, and Mayor Rossman

City Council Absent: Zook (recused)

Staff Present via MS Teams: Sauerwein, Missall, Osada, Burns, Wilcox, Ketter, and Kellerman

### RCW 42.30.110(1)(i)

To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

**ACTION:** Motion Frey second Adkins and carried by a 6:0 vote; Council extended executive session for an additional 30 minutes.

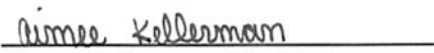
## 13. ADJOURNMENT

By consensus; Council adjourned the meeting at 7:00 p.m.



Jessica Rossman, Mayor

Attest:



Aimee Kellerman, City Clerk