



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING MINUTES

Medina City Hall, Council Chambers
501 Evergreen Point Road, Medina
Monday, January 11, 2016
6:30 PM

MAYOR
ALEX MORCOS

DEPUTY MAYOR
SHEREE WEN

COUNCIL MEMBERS
CYNTHIA ADKINS
DAVID LEE
JOHN MAFFEI
CURT PRYDE

CITY MANAGER
MICHAEL SAUERWEIN

CITY ATTORNEY
KATHLEEN J. HAGGARD

CITY CLERK
AIMEE KELLERMAN

MINUTES

1. REGULAR MEETING - CALL TO ORDER

City Manager Michael Sauerwein called the regular meeting to order in the Medina Council Chambers at 6:30 p.m.:

Council Members Present: Adkins, Boyd, Lee, Maffei, Morcos, Pryde, and Wen

Council Members Absent: None

Staff Present: Sauerwein, Haggard, Adams, Grumbach, Halverson, Meyer, Hall, Burns, Osada, and Kellerman

3. PRESENTATION

3.1 Swearing in new Council Members

City Clerk Aimee Kellerman administered the Oath of Office to David Lee, Cynthia Adkins, and Sheree Wen.

3.2 Elect Mayor and Vice Mayor

City Clerk Aimee Kellerman called for nominations for Mayor.

ACTION: Council Member Adkins nominated Council Member Morcos.

ACTION: Council Member Pryde nominated Council Member Maffei.

Council Member Maffei declined his nomination.

ACTION: Council Member Maffei nominated Council Member Boyd.

With no other nominations, the nomination period closed.

In response to a request, City Attorney Kathleen Haggard advised the Council that they can have a public comment period prior to voting for the new Mayor. She also commented that parliamentary procedures allow nominees and nominators to make short statements.

ACTION: Motion Maffei to allow a public comment period prior to voting on Mayor nominations. Council Member Pryde seconded.

After discussion, the motion carried by a 5:2 (Boyd and Morcos opposed) vote.

City Manager Michael Sauerwein opened the public comment period at 6:41 p.m. The following individuals addressed the Council:

- Mark Nelson congratulated the new members of the City Council and noted on email he sent to Council earlier regarding the Mayor election. He thanked Council Member Boyd for serving as Mayor and commented that he has gone above and beyond the Mayors of the past. Nelson urged Council to reelect Council Member Boyd as Mayor again.
- Heija Nunn provided a handout on city council guidelines. She commented that she hopes the City Council will consider these when voting on a Mayor for Medina. She expressed the qualities she would like to see in a Mayor.
- Miranda Lee thanked Council Member Boyd for his work as Mayor and commented that there are many potential candidates and that change is not always bad.

The public comment period was closed at 6:53 p.m.

At this point the nominees and nominators for Mayor made their statements in support of their candidacy.

ACTION: The City Clerk called for a vote on the first nomination for Mayor, Council Member Alex Morcos. Morcos was elected with four votes. Following a request by Council Member Maffei, Maffei, Pryde, and Boyd went on record as opposed.

The meeting was turned over to Mayor Morcos.

Mayor Morcos called for nominations for a Deputy Mayor.

ACTION: Council Member Lee nominated Council Member Wen.

ACTION: Council Member Maffei nominated Council Member Pryde.

With no other nominations, the nomination period was closed.

At this point the nominees and nominators for Deputy Mayor made their statements in support of their candidacy.

ACTION: Mayor Morcos called for a vote on the first nomination for Deputy Mayor, Council Member Wen. Wen was elected with four votes. Boyd, Pryde and Maffei went on record as opposed.

PLEDGE OF ALLEGIANCE

The Mayor added the Pledge of Allegiance to the agenda and led the pledge.

2. APPROVAL OF MEETING AGENDA

ACTION: Deputy Mayor Wen moved to table Agenda Item 7.6 Housekeeping Code Amendments to the next meeting in February to allow for research and discussion before voting on this item. Motion failed for lack of a second.

ACTION: Motion Adkins second Wen to pull Agenda Item 7.6 to Other Business for discussion. The motion failed by a 4:3 (Boyd, Morcos, Pryde, and Maffei dissented) vote.

ACTION: Motion Boyd second Maffei and carried by a 6:1 (Wen dissented) vote; Council approved the Meeting Agenda.

4. PUBLIC COMMENT PERIOD

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

- Heija Nunn commented on Council not moving Agenda Item 7.6 to Other Business. She expressed what she thought Council Members Adkins and Wen were trying to say and felt there should be a discussion before forging ahead with the ordinance.

Mayor Morcos closed the public comment period at 7:26 p.m.

5. BOARDS AND COMMISSIONS REPORTS

5.1 There were no reports.

6. CITY MANAGERS REPORT

6.1 Department Directors: Police, Development Services, Finance, and Public Works.

Police Chief Burns welcomed the new Council Members. He reported on crime from 2015 compared to 2014 and highlighted that fraud was up pretty significantly compared to the previous year. Car prowls were also up; however, there was a significant drop in theft and burglary by 50 percent compared to 2014. Burns also reported on traffic enforcement and increased traffic stops were up by 67 percent in 2015 compared to the year before. He noted by increasing traffic stops, it reduced the amount of collisions in Medina. There were 22 collisions in 2014 and 12 in 2015 with no significant injuries. Chief Burns then discussed that the Medina Police department will be sending out a short community survey and will report back on the results at the February City Council meeting. He also noted there will be an Emergency Preparedness meeting on January 19 at 6:00 with guest speaker from PSE. The Emergency Preparedness committee will also have an orientation session for Council regarding Council's role and response to large scale emergencies.

Chief Burns then launched into the department's annual Employee of the Year program, where peers get to vote on the employee of the year. Chief Burns recognized Courtney Meyer and Brady Halverson as employees of the year and presented both with a plaque and thanked them for their hard work.

Director of Development Services Robert Grumbach reported on recent activity with KGM on the SR 520 project. One of the conditions imposed for approval of their revised construction mitigation plan was monitoring traffic counts to determine impacts from the project. He provided Council with raw traffic count numbers showing traffic while the two construction ramps are still open. He answered council questions and informed them he would follow-up once he received a report from Transpo detailing the meaning of the traffic count numbers.

He reported on HB1438, which makes changes to state marijuana laws that may require follow-up action by the City. Staff is currently tracking the bill.

Grumbach also report that the RFQ submission period for Development Services review has been extended. He commented that the City received good applications, but wanted to draw in more for Planning and Construction Mitigation.

He also noted that the Comp Plan looks like it will be certified by the Puget Sound Regional Council. This is a requirement by state law. Final letter should be coming and he will forward to Council once received.

Grumbach also provided a brief update on the Medina Tree Management and Stewardship Plan. He noted having a first draft to be shared with Council at the February meeting.

Finally, Grumbach commented on Agenda Item 7.6 and gave a brief explanation of the process. He noted that Council Member Adkins called him earlier with questions and encouraged Council to contact him if they have questions or want to discuss more.

Adkins thanked Grumbach for taking time earlier to explain the recommendation to her.

Director of Finance Nancy Adams congratulated the new Council Members on their election. She briefly explained to the new Council Members that even though we have passed December 31st, and because we are a cash basis entity, the books remain open for expenses until January 20th to give time for invoices to come in for services that were performed in 2015. Adams reported on the end of year revenues.

Director of Public Works Ryan Osada reported that there is a new beaver at Medina Park, hiding near the south pond. They are working with a trapper to relocate it.

He updated Council on Public Works projects. Last month the Public Works staff got the public works trucks winterized with sanders and snowplows. The three aerators and fountain have been installed; however, there are power issues for the fountain that he is working on fixing or possibly replacing. There was a noise complaint from a resident on one of the aerators near the 83rd Street parking lot. With the aerators on timers, Osada is changing the time on the aerators to run from 7:00 am to 5:00 pm.

Maffei expressed concern that when one person speaks out, everyone else thinks that person is the voice of the community and asked staff to keep that in mind when making decisions or changes.

Osada noted that the Medina Beach park swim float is being built off-site and he is hoping to see it installed soon.

Osada also commented on the Indian Trail restoration project. There were some unintended consequences from removing hazardous trees on the trail. To fix the trail they contractors spread 26 bales of hay over the trail. The hay will help dry up the trail, so they can begin the process of fixing the trail.

Lastly, the City received a letter from the Transportation Improvement Board (TIB) regarding Relight Washington. They increased our grant amount to \$147,633.41 from \$27,633.41.

Council Member Pryde asked citizens will be able to have an opportunity to see sample lighting before changing out all of the lights in Medina. Osada and Sauerwein responded that we will utilized lights in the City Hall parking lot first and invite citizens to come view and comment on them.

6.2 City Manager

City Manager Michael Sauerwein commented that the City Council retreat is scheduled Saturday, February 27, 2016, at Overlake Golf and Country Club. The retreat will be facilitated by John Howell.

Maffei commented that we have used him twice before and asked if we should consider someone new. Council Members Boyd and Pryde agreed with Maffei that we should look for another facilitator. Following Council discussion and by consensus the City Manager will look for a new facilitator for the spring retreat.

Sauerwein shifted to City Council committees and explained the annual process of selecting committees to serve either on the Finance Committee, Personnel Committee, or the Public Works/Facilities Committee. Boyd commented that the Personnel committee strictly defined for populating the sub-committees and felt that Council needs to change the definition if the Personnel committee is going to be used as a tool for other City business. Maffei commented on Council Member Boyd's point. He would like to have committees accomplish more to streamline Council meetings.

Council Members Wen, Lee, and Morcos signed up for the Finance Committee. Council Members Maffei, Adkins, and Morcos signed up for the Personnel Committee. Council Members Boyd, Pryde, and Morcos signed up for the Public Works/Facilities Committee.

During discussion of the Personnel Committee sign up, Council Member Boyd announced that two Park Board Members recently resigned.

Following more discussion on the committees, Council tabled committee sign ups to discuss at the upcoming City Council retreat.

Lastly, Sauerwein noted that the March 14 Council meeting is scheduled for 5:00 pm to tour Public Works projects that are planned for construction this year. In April and May there will be an open house for construction projects. Finally, there are two upcoming trainings: March 28, 2016 is Finance 101 and April 25, 2016 is a training with Ramsey Ramerman on the Open Meeting and Public Records Act.

7. CONSENT AGENDA

These items will be acted upon as a whole unless called upon by a council member.

ACTION: Motion Boyd second Maffei and carried by a 7:0 vote; Council approved the Consent Agenda.

7.1 **Subject:** October 19, 2015 Park Board Meeting Minutes

Recommendation: Receive and file.

Staff Contact: Sunita Hall, Deputy City Clerk

7.2 **Subject:** Approved October 27, 2015 Planning Commission Meeting Minutes

Recommendation: Receive and file.

Staff Contact: Kristin McKenna, Development Services Coordinator

7.3 **Subject:** Meeting Minutes of:

a) December 14, 2015 Special and Regular City Council Meeting Minutes and

b) December 21, 2015 Special City Council Minutes

Recommendation: Adopt.

Staff Contact: Aimee Kellerman, City Clerk

- 7.4 **Subject:** December 2015, Check Register
 Recommendation: Approve.
 Staff Contact: Nancy Adams, Finance Director
- 7.5 **Subject:** WRIA 8 Interlocal Agreement for salmon recovery
 Recommendation: Approve.
 Result of Recommended Action: Approval will authorize the City Manager to enter into an interlocal agreement with WRIA 8.
 Staff Contact: Ryan Osada, Public Works Director
- 7.6 **Subject:** Schedule PH Housekeeping Code Amendments
 Recommendation: Approve.
 Result of Recommended Action: Approval will enable staff to proceed with preparing an ordinance on housekeeping amendments to Title 20 MMC based on the Planning Commission's recommendation and to schedule a public hearing.
 Staff Contact: Robert Grumbach, Development Services Director

8. PUBLIC HEARING

None.

9. OTHER BUSINESS

- 9.1 **Subject:** GovQA Portal
 Recommendation: Discussion item only; no action needed.
 Staff Contact: Aimee Kellerman, City Clerk

City Clerk Aimee Kellerman introduced GovQA, the City's new public records portal on the City's website, and walked Council through a short demo.

Council Member Maffei thanked the City Clerk for implementing the software. He requested having a report showing frequent requesters and how much they cost the City in producing records.

After a request from a Council Member, City Attorney Kathleen Haggard responded noting this as the scarlet letter approach. She explained that part of controlling costs is knowing what your costs are. She noted that City staff already tracks staff and attorney time for costs on responding to public records requests; however, she recommended that Council come up with a reasonable range they are comfortable with expending on answering public records requests and directing staff to use that number range to respond back to requestors with installment dates or when requests will be completed. She cautioned Council from doing anything that may appear to be an attack on a requestor.

Maffei requested that he would like to see a report that identifies each request and the cost of responding to that request monthly.

Boyd clarified that we just completed a year where City staff tracked public records for a year.

After discussion of the one page summary on public records costs that gets reported monthly, Maffei asked that this document be published on the City's website.

Council Member Boyd asked if there is an automated feature on the portal for similar requests. He also asked if there was a feature to view all requests. The City Clerk responded that she will check on the automated requests and the feature to view all requests will be fixed prior to the next City Council meeting.

- 9.2 **Subject:** Interlocal Agreement with Clyde Hill and Medina
 Recommendation: Review and Approve Interlocal Agreement with Clyde Hill and Medina.
 Result of Recommended Action: Approval will enable the City to enter into a partnership with Clyde Hill.
 Staff Contact: Michael Sauerwein, City Manager

City Manager Michael Sauerwein gave a brief summary of the Interlocal agreement with Clyde Hill.

Maffei commented that Public Works Director Ryan Osada received a large grant for the City and felt that this is going to be a great project.

Council discussed options and finding a solution for the Medina Circle residents.

ACTION: Motion Pryde second Maffei and carried by a 7:0 vote; Council authorized the City Manager to sign the Interlocal agreement with Clyde Hill.

- 9.3 **Subject:** Jones and Jones Contract - Walkable Medina
 Recommendation: Approve.
 Result of Recommended Action: Approval of contract will enable the City Manager to negotiate and enter into an agreement with Jones and Jones for the Walkable Medina project.
 Staff Contact: Michael Sauerwein, City Manager

City Manager Sauerwein gave a brief presentation on walkable medina and commented that PSE will not underground utilities until the City has a current franchise agreement. He hopes to have a new franchise agreement in place by early spring. Staff recommends increasing the budget to \$60,000 for more public outreach.

Council Member Pryde asked why staff is proposing a budget increase when there aren't any deliverables from the contract yet.

ACTION: Motion Boyd second Pryde to approve the contract with Jones and Jones and increase the budget to \$60,000.

Council Member Maffei commented that he was not impressed with Jones and Jones presentation in December and the City's finance situation has changed since December.

Council Member Adkins commented that the City should first finish the undergrounding of utilities discussion before moving forward with Walkable Medina.

Council Member Boyd disagreed with the above comments and felt the statement of work and timeline should be included in the contract. He did concur with Maffei's comments about Jones and Jones's presentation; however, he felt their previous work showed they were a good choice.

Pryde proposed that we go back to Jones and Jones with a limited budget and have provide us with a scope of work and timeline and see what they provide us with.

Sauerwein provided Council with two choices: 1) Proceed forward on the Puget Sound Energy piece sequentially or 2) Approve the \$60,000 request and spend a year working with Jones and Jones; where, at the end of the year they will provide us with deliverables. Then City Council can make a decision on whether they want to move forward.

Sauerwein recommended that we move forward the Puget Sound Energy piece and he along with Council Member Pryde and Director of Public Works Ryan Osada will sit down with Jones and Jones and go through their proposal. They could potentially come back to Council with a reworked proposal in February.

Following discussion and by consensus Council directed staff to go back to Jones and Jones to rewrite their proposal and bring it back at the February meeting.

ACTION: Boyd withdrew his motion

9.4 **Subject:** City Council Agenda Calendar

Recommendation: Discussion item only; no action needed.

Result of Recommended Action: Council and staff will review upcoming meetings and make necessary changes as needed.

Staff Contact: Michael Sauerwein, City Manager


ACTION: There were no changes to the City Council agenda calendar.

10. PUBLIC COMMENT

Mayor Morcos opened the public comment period at 9:39 p.m. There were no speakers. Mayor Morcos closed the public comment period at 9:39 p.m.

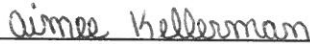
11. ADJOURNMENT

Motion Maffei second Morcos; Council adjourned the regular meeting at 9:40 p.m.



Alex Morcos, Mayor

Attest:



Aimee Kellerman, City Clerk