



MEDINA, WASHINGTON

PARK BOARD MEETING

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Tuesday, January 20, 2026 – 5:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

The Park Board meeting was called to order by Dawn Nations, Acting City Clerk at 5:01pm.

PRESENT

Board Member Barbara Moe (on-line)
Board Member Katie Surbeck
Board Member Dana Brekke
Board Member India Fitting-Koh (on-line at 5:07 PM)
Board Member Michelle Lei
Board Member Collette McMullen
Board Member Gretchen Stengel
Board Member Mary Nelson
Emeritus Member Penny Martin

STAFF

Osada, Crickmore, Nations, Swanson, Glenn

2. ELECTIONS

- 2.1 Elections of Officers:
a) Chair
b) Vice Chair

The Acting City Clerk Nations opened the nominations for the Chair position.

ACTION: Board member Moe nominated Katie Surbeck, Seconded by Nelson
Board Member Moe stated that Board Member Surbeck would be a “fabulous leader,” citing her ideas, communication, organization, and participation in Park Board events. Board Member Surbeck accepted the nomination and thanked the Board for its trust.

There were no other nominations for the position of chair.

Deputy City Clerk Nations called for the vote. Vote carried 7-0 to elect Katie Surbeck as the Chair.

Nations congratulated Katie Surbeck and turned the meeting over to her.

Chair Surbeck opened the nominations for the Vice Chair position.

ACTION: Board Member Gretchen Stengel nominated Board Member Colette McMullen, noting her enthusiasm and positive energy at Park Board events. Board Member McMullen accepted the nomination and stated she would be happy to continue serving in the role if the Board desired.

Chair Surbeck called for the vote. Vote carried 7-0 to elect Collette McMullen as the Vice-Chair.

Chair Surbeck congratulated Colette McMullen as Vice Chair.

3. ANNOUNCEMENTS

Acting City Clerk Dawn introduced Sergeant Tyler Glenn as the Police Department representative who may attend future Park Board meetings, along with Sergeant Anderson or other Police Department leadership as schedules allow.

4. APPROVAL OF PARK BOARD MINUTES

No minutes this month.

5. PUBLIC COMMENT

Board Chair Surbeck opened the public comment period; there was no public comment and public comments was closed.

6. PARK BOARD BUSINESS

6.1 Christmas Ships Event Recap

Chair Surbeck provided a recap of the Christmas Ships event. She reported that the weather had been muddy, windy, and rainy, but that turnout was strong despite the conditions. Cookies and necklaces were distributed. The ships arrived as scheduled, with approximately four or five ships present for about 15 to 20 minutes.

Board Members discussed logistics for the following year. Staff noted that restrooms had been available and that people could come inside to warm up. Staff also reported testing the sound from inside the meeting room during the performance and said the music could be heard well with the windows and doors closed. The Board discussed the possibility of making the meeting room available next year as a warm and dry viewing option, particularly if weather conditions are poor.

The Board agreed that the number of necklaces should remain about the same and be distributed on a first-come, first-served basis to both adults and children as a welcoming gesture. Members also agreed the cookies were appropriate and well received.

6.2 Joint Park Board and City Council Meeting - March 16, 2026

Acting City Clerk Dawn stated that the next Park Board meeting on March 16, 2026, would be a joint meeting with the City Council. The meeting will begin at 5:00 p.m. and will be structured to allow the Board and Council to discuss priorities, expectations, projects, reports, and ways to close communication gaps.

City Manager Jeff Swanson explained that the purpose of the meeting would be to establish a work plan for approximately the next 12 to 24 months. He stated that the goal would be to align the Park Board's priorities with the City Council's priorities and to develop a shared work plan.

The Board asked whether the discussion would start from a blank sheet or from the draft work plan previously discussed. Acting City Clerk Nations stated that the draft work plan would be used as a starting point because it had not been finalized. Council feedback may also include expectations for the Park Board's reports to Council, including whether additional information should be included.

Acting City Clerk Nations stated that staff would meet with the Chair and Vice Chair to prepare the joint meeting agenda and likely would also coordinate with the Mayor and Deputy Mayor. She said she would send an email asking Board Members for input. She reminded members not to "reply all" to emails, as doing so could create Open Public Meetings Act concerns. She noted staff would continue troubleshooting reports that some members were not receiving city emails or were receiving them late.

6.3 2026 Meeting Calendar and Event Planning Discussion

- 1) Easter Egg Hunt Event
 - a) Saturday, March 28, 2026; or
 - b) Saturday, April 4, 2026.
- 2) Egg Stuffing Event - Date TBD
- 3) Friday, April 24, 2026 (10 AM)
- 4) Spring Clean-up Event - Date TBD
- 5) Medina Days Event - Pet Parade - Date TBD
- 6) Fall Bulb Planting Event - Date TBD
- 7) Christmas Ships Event - December Date TBD

The Board discussed 2026 event planning.

The Board agreed to plan the Easter Egg Hunt for Saturday, March 28, 2026, at 10:00 a.m.

The Board then discussed the egg-stuffing event. The Board selected Wednesday, March 25, 2026, from 1:00 p.m. to 4:00 p.m. at City Hall. Vice Chair McMullen and Board Member Moe agreed to coordinate ordering eggs and candy, with items shipped to City Hall.

The Board discussed event advertising for the Easter Egg Hunt. Board Member Moe agreed to update the prior year's flyer or postcard. Members agreed to use the same general outreach approach as the prior year: distribute the notice locally about one week

before the event, avoid social media promotion, and rely on organic sharing within the community. Members stated that this approach helped create a strong but manageable turnout.

Arbor Day, the Board confirmed Friday, April 24, 2026, at 10:00 a.m. Board Member Mary Nelson agreed to contact Medina Elementary. Public Works Director Ryan Osada agreed to order seedlings.

The Board agreed to include a brief Easter Egg Hunt check-in at the March 16 joint meeting, because there will not be another regular Park Board meeting before the event. Members also suggested inviting Councilmembers to assist with egg stuffing.

Spring Clean-up Event, the Board discussed potential locations and tasks. Board Member Gretchen Stengel suggested cutting ivy bands around trees near Bellevue Christian on the Points Loop Trail, where ivy is climbing and damaging trees. Members supported focusing on ivy cutting rather than large-scale ivy removal, with the goal of stopping or slowing the ivy's growth and allowing the upper portions to die back. The Board selected Tuesday, April 21, 2026, at 10:00 a.m., meeting at the Points Loop Trail just south of Bellevue Christian.

The Board noted that the Fall Bulb Planting Event and Christmas Ships Event dates remain to be determined.

6.4 Park Projects Update by Ryan Osada, Public Works Director

Fairweather invasive species removal, Director Osada stated that the City has a contract for goat vegetation management that will continue through the current year and next year, after which the City will need to determine the next approach.

Fairweather Nature Preserve footbridge improvements, Director Osada said staff will evaluate the footbridges to determine whether they need replacement or rebuilding. He stated that \$60,000 is included in the budget for that work.

Post Office Pocket Park Phase 1, Director Osada stated that \$25,000 is budgeted for design, which may not be sufficient for extensive design work. He explained that the property has two main areas, on the south and north sides, and the City may need to focus on one area first. Staff reported that the south side has been cleared somewhat, while the north side extends farther back and still needs additional clearing. Director Osada said a site survey to identify property markers would be an appropriate first step and would cost approximately \$2,000. He indicated he could begin that process soon.

Chair Surbeck and Board Members discussed the need for community input before investing significant design funds. Members noted that many residents may not know the green space exists, particularly the portion behind the post office. Discussion focused on presenting the area as a walk-to green space or beautification project rather than a destination park with parking, play structures, or intensive uses. Members also discussed potential features such as a table, seating, natural space improvements, and possibly a memorial wall to reduce pressure for memorial benches in Medina Park. Members emphasized the need to communicate carefully with adjacent neighbors, who may be most affected and may have concerns.

Director Osada also reported on the Medina Beach Park tree planting project. He stated that the project originated from a 2018 plan to add canopy over time, particularly as waterfront trees are lost. Staff explained that the plan is to maintain sun in the lower beach area while adding shade farther up.

Director Osada said he would be checking in with the City Council at an upcoming Monday study session to review his project list, including the park projects, and that Council's feedback could inform the March 16 joint meeting.

6.5 Park Report Assignments

Chair Surbeck reviewed the Board's park report assignment process. She explained that the Board traditionally assigns at least two members to each park so that members can monitor conditions between meetings and provide short reports.

The Chair summarized the preliminary assignments as follows:

Fairweather: Colette McMullen, Michelle Lee, and Gretchen Stengel.

Points Loop Trail: Katie Surbeck, Barbara Moe, India Fitting, and Michelle Lee.

Lake Lane: India Fitting and Colette McMullen.

Medina Beach Park: Dana Brekke and Mary Nelson.

Medina Park: Mary Nelson and Barbara Moe.

Viewpoint Park: Dana Brekke and Katie Surbeck

7. PARK BOARD ROUNDTABLE

7.1 Questions or Concerns of the Board

Emeritus Member Penny Martin asked about vegetation growing in the ponds at Medina Park. Public Works Director Osada explained that the pond work falls under stormwater and that staff are working on a two-phase project, beginning with vegetation removal in the north pond. He stated that the permit would encompass both ponds. The later phase would involve removing debris and using large dewatering containers so water can return to the pond while debris is captured. He confirmed that the work would address lily pads and other vegetation but noted that permitting is a lengthy process.

Board Member Michelle Lee raised a separate topic regarding public education about problematic plants such as ivy, Himalayan blackberry, Leyland cypress, and bamboo. She stated that the Board had previously discussed whether to recommend educational materials or outreach to help residents understand how to contain invasive or problematic plants and consider native or less problematic alternatives for slope stabilization and privacy screening.

Vice Chair, McMullen suggested that this issue would be appropriate for the March 16 joint meeting with the City Council. Chair Servick agreed and stated that the Board should ask Council what authority, if any, exists to discourage or restrict certain plantings through approved-plant lists, tree code, or other mechanisms. Director Osada noted that

certain trees are excluded from the significant tree list and are not eligible for credits or on the approved list. Members discussed concerns that developers may use fast-growing screening plants such as Leyland cypress or bamboo because they provide quick privacy but create long-term problems for neighbors, public spaces, and City maintenance. The Board agreed to add this topic to the joint-meeting planning discussion.

8. PARK REPORTS

Fairweather and the Lid, members reported that bulbs are coming up. Staff and members also discussed the remaining mounds of wood chips. Parks staff explained that spreading the chips had been delayed because a crow nested in one mound and because the ground is now too wet to support heavy equipment such as a tractor. Members offered to assist when the work is scheduled if volunteer labor would be useful.

Points Loop Trail, Vice Chair McMullen reported that a green utility or electrical cover north of 24th is cracked and worsening, creating a potential trip or fall hazard. Staff said they would inspect it and determine whether the city needs to replace the lid. Staff also noted that one damaged panel remains to be replaced.

The Board discussed recurring carving on the cedar bench at Points Loop Trail. Staff explained that the city has been replacing benches with more durable boards. Members discussed whether replacing benches immediately is worthwhile when vandalism may continue.

Lake Lane report was provided.

Medina Beach Park, staff reported recent maintenance work, including limbing up drooping trees that were becoming low enough to strike pedestrians, cleaning leaves from the grass, removing honey locust seed pods, and cutting back grasses and plantings.

Medina Park, Board Member Nelson, reported that the park looked good overall, though some areas remain muddy. Staff stated that e-bike activity is generally lower in winter, aside from some school commuters, and that the wet conditions likely discourage more recreational riding through the park.

Viewpoint Park, Director Osada reported that a Transpo site-distance study had been completed regarding parking spaces that had previously been closed. He stated that the report concluded the spaces are safe and that there is no accident history indicating a problem. Staff indicated the spaces could be reopened.

9. ADJOURNMENT

Chair Surbeck announced the next meeting is March 16, 2026, Joint Park Board and City Council meeting at 5:00 p.m. She encouraged all members to attend and to allow extra time because the meeting is expected to run longer than usual. City Clerk Dawn stated that she would send an email with details. The meeting was adjourned at 6:06PM. Meeting Minutes taken by Dawn Nations, Acting City Clerk