MEDINA, WASHINGTON

PARK BOARD SPECIAL MEETING

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Tuesday, November 17, 2026 – 5:00 PM

AGENDA

BOARD CHAIR | Katie Surbeck
BOARD VICE-CHAIR | Collette McMullen
BOARD MEMBERS | Dana Brekke, India Fitting-Koh, Michelle Lei, Barbara Moe, Mary Nelson, Gretchen Stengel
EMERITUS MEMBER | Penny Martin
STAFF LIAISON | Ryan Osada, Public Works Director

Hybrid Meeting Participation

The Medina Park Board has moved to hybrid meetings, offering both in-person and online meeting participation. Medina Park Board welcomes and encourages in-person public comments. Individuals wishing to speak live during a Park Board meeting will need to register their request with the City Clerk at 425.233.6410 or email dnations@medina-wa.gov and leave a message before 2PM on the day of the Park Board meeting. Please reference Public Comments for Park Board Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3-minute limit.

Join Zoom Meeting
https://medina-wa.zoom.us/j/87228305866?pwd=aoW9mb5FcL1aObFSgqfh0AlEc3Yhr7.1

Meeting ID: 872 2830 5866
Passcode: 719770
One tap mobile
+1-253-205-0468

1. CALL TO ORDER / ROLL CALL

2. ANNOUNCEMENTS

3. APPROVAL OF PARK BOARD MINUTES

3.1 Approval of Park Board Minutes of September 21, 2026
Recommendation: Adopt minutes.
Staff Contact: Dawn Nations, Acting City Clerk

4. PUBLIC COMMENT

Individuals wishing to speak live during the Hybrid Park Board meeting will need to register their request with the City Clerk at 425.233.6410 or email dnations@medina-wa.gov and leave a message before 2 PM on the day of the Park Board meeting. Please reference Public Comments for Park Board Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3-minute limit.

5. PARK BOARD BUSINESS

5.1 Fall Cleanup Day Recap

5.2 Christmas Ships Event - Saturday, December 12, 2026
a) Christmas Music
b) Set-up Time - (Ships arrive at 2:35pm)
c) Canned Food Drive
d) Refreshments

5.3 Park Enhancement and Donation Policy Update
Recommendation: Update.
Staff Contacts: Ryan Osada, Public Works Director

5.4 Project Updates
Recommendation: Update.
Staff Contacts: Ryan Osada, Public Works Director

6. PARK BOARD ROUNDTABLE

Questions or Concerns of the Board

7. PARK REPORTS

Fairweather
Points Loop Trail
Lake Lane
Medina Beach Park
Medina Park
Viewpoint Park

8. ADJOURNMENT

Next Park Board Meeting: January 18, 2027, at 5:00 PM.

ADDITIONAL INFORMATION

Parks and Recreation Board meetings are held on the 3rd Monday of the following months (January , March, May, July, September, November) at 5 PM, unless otherwise specified. The agenda items are accessible on the City's website at www.medina-wa.gov on Fridays prior to the Regular Parks and Recreation Board Meeting.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk's Office at (425) 233-6410 at least 48 hours prior to the meeting.

UPCOMING MEETINGS AND EVENTS

December 12, 2026 - Christmas Ships Event - 2:30 pm - Medina Beach Park
December, 2026 - No Regular Meeting
January 18, 2027 - Regular Meeting - 5 PM

MEDINA, WASHINGTON

PARK BOARD MEETING

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, September 21, 2026 – 5:00 PM

MINUTES

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1. CALL TO ORDER / ROLL CALL

The Park Board meeting was called to order by Chair Katie Surbeck at 5:00pm.

PRESENT
Board Chair Katie Surbeck
Board Member India Fitting-Koh
Board Member Gretchen Stengel
Board Member Mary Nelson
Emeritus Member Penny Martin

ABSENT
Board Member Barbara Moe
Board Member Dana Brekke
Board Member Michelle Lei
Board Vice-Chair Collette McMullen

STAFF
Nations, Osada, Crickmore, Swanson, Glenn

2. ANNOUNCEMENTS

None.

3. APPROVAL OF PARK BOARD MINUTES

3.1 Park Board Minutes of July 20, 2026
Recommendation: Adopt minutes.
Staff Contact: Dawn Nations, Acting City Clerk

ACTION: Motion made by Board Member Fitting-Koh, Seconded by Board Member Nelson and carried by 4:0 vote; the board adopted the meeting minutes as presented.

4. PUBLIC COMMENT

Chair Surbeck opened the public comment period. There were no comments; public comments was closed.

5. PARK BOARD BUSINESS

5.1 Park Enhancement and Memorial Donation Policy
Recommendation: Discussion and recommendation to council.
Staff Contacts: Ryan Osada, Public Works Director

Ryan Osada, Public Works Director, gave a brief overview of the changes to the draft policy that was presented to council on July 27th for review and discussion. The policy title changed to Park Enhancement and Donation Policy; the word memorial was removed. He stated the policy will be combined with the monetary donation policy resolution. The City Attorney will review this draft policy and combine the two policies into one updated resolution. There was discussion about the phasing out of physical plagues when they are beyond repair, they will be pulled and returned to the owner. The recognition language for the website was clarified to include people and pets. We are moving away from the memorial park concept. The Park Enhancement and Donation website page will have a form on how to donate. The webpage will have a list of items needed for parks or the city. The park board will assist in developing the list of needs for the parks and location. The page will list of donors who donate $250 and above. The board discussed reviewing the policy after one year to update the policy if needed based on the data received. The Park Board reviewed the new draft policy and directed staff to present the policy to council for possible adoption at a future council meeting. The board asked for a Medina Parks and Recreation printed tablecloth for an information table to have at events to bring attention to residents on how they can get involved with events and activities.

5.2 Fall Planting/Cleanup Discussion

The board discussed and decided to have a fall cleanup day on October 26th at 8:30am at Fairweather Park. They will focus their attention on trash pickup. Board Chair Surbeck presented the idea of having an Annual Medina Spring Cleanup Day. This would be on the same weekend each year with a sign to be put up to notify the residents. Further discussion at the November meeting.

5.3 Christmas Ships Event Planning

Chair Surbeck will follow up with Argosy regarding the Christmas Ship date. The board discussed being more environmentally friendly instead of the necklaces. It was discussed having a canned food drive or book exchange. More event discussion and finalized details will take place at the November 17th meeting.

6. PARK BOARD ROUNDTABLE

Questions or Concerns of the Board

Board member Nelson asked Public Works about the lily pads at Medina Park and staff responded.

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7. PARK REPORTS

Fairweather - Koh reported the field looks good. Public works reported a cottonwood tree fall and was removed. The bike trail is of concern for pedestrians and vehicles. City Manager Swanson is talking with WSDOT to come up with a plan to improve this situation.
Points Loop Trail – Surbeck reported looks great
Lake Lane dock – Public Works reported the dock repair is complete. Public Works Director reported the paving project is not complete.
Medina Beach Park- looks good.
Medina Park - Nelson reported looks good.
Viewpoint Park - PW reported needs work.

8. ADJOURNMENT

Next Park Board Meeting: **Tuesday, November 17, 2026,** at 5:00 PM.

By consensus, the meeting was adjourned at 5:55 PM.

Meeting minutes taken by Dawn Nations, Acting City Clerk

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CITY OF MEDINA, WASHINGTON

RESOLUTION NO. XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, ADOPTING AN AMENDMENT TO FINANCIAL POLICIES TO UPDATE ITS DONATION POLICY, INCLUDING ADOPTING A NEW POLICY FOR PARK ENHANCEMENTS.

WHEREAS, the Medina City Council adopted a formal process for acceptance and documentation of donations by adoption of Resolution No. 461 on June 22, 2026;and

WHEREAS, the city must always consider public interest, adopted policies and applicable law: and

WHEREAS, in accordance with Chapter 2.84 MMC, the City may accept donations and may adopt policies and procedures for the same; and

WHEREAS, the City Council directed the Parks Board to prepare a donation policy specific to park enhancements and services; and

WHEREAS, after discussion and deliberation, the Parks Board recommended a policy for park enhancements and donations to the City Council; and

WHEREAS, the language from the recommended policy that the Parks Board crafted has been added to the City's adopted Donation Policy in order to ensure all donation policies are in a single document which will be easier for the public and city staff to implement; and

WHEREAS, the approved changes provide greater transparency into the policies and procedures of the City of Medina; **NOW THEREFORE,**

THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Donation Policy Adopted. The Donation Policies as Amended, are hereby adopted as the Donation Policy and Procedures for the City of Medina attached hereto as Exhibit A.

Section 2. Repeal of Resolution No. 461. Resolution No. 461 is hereby repealed and replaced in whole with this Resolution.

Section 3. Effective Date. This Resolution shall be effective upon its adoption by the City Council.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON NOVEMBER 9, 2026 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE ON NOVEMBER 9, 2026.

Jessica Rossman, Mayor

Approved as to form:

Jennifer Robertson, City Attorney
Inslee Best Doezie & Ryder, PS

Attest:

Dawn Nations, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.

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City of Medina

Donation Acceptance Policy Adopted November 9, 2026

The City of Medina recognizes that residents, families and community members may wish to contribute to the City in a myriad of ways, including making donations for events, to support City services, to provide enhancement of city parks, or commemorate connections to the community. The purpose of this policy is to establish standards for the acceptance and recognition of donations of all kinds, including park enhancement donations.

1. Purpose:

The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City of Medina. This policy provides guidance when individuals, community groups, and business entities wish to make donations to the City for any purpose, including parks enhancements. The policy is constructed to be consistent with the applicable provisions of the Medina Municipal Code (MMC) chapters 2.60 and 2.84.

2. Types of Donations

The types of donations that may be offered and accepted by the City of Medina are real property, personal property, and cash donations. Donations may be designated for a specific purpose, may be proposed to a specific City department, and/or may be for the City's discretionary use.

3. City Interests in General

The City of Medina must always consider public interest, adopted policies, and applicable law when considering acceptance of a donation. Donations may only be accepted if their purpose mirrors the City's goals, objectives, and/or long-range plans.

4. City's Interest in Park Donations or Enhancements

The city may accept donations that enhance Medina's parks, improve open spaces, contribute to the overall appearance and long-term sustainability of the City's parks and open spaces. Acceptance of any donation shall be at the sole discretion of the city and shall be based upon consistency with adopted park plans, operational considerations, maintenance and community interest.

The city's interest in accepting donations for Park Enhancements must include and align with the City's goals of preserving the natural character, appearance, maintenance objectives and long-term goals of Medina's parks and open spaces.

5. Priority for Park Donations or Enhancements

Because enhancement donations are intended to recognize individuals and families with a connection to the Medina community, requests shall be considered in the following order of priority, including but not limited to:

- Current residents of the City of Medina
- Immediate family members of current or former Medina residents
- Former residents of the City of Medina
- Other individuals or organizations demonstrating a significant relationship to the Medina community as determined by the City.

The priority categories do not create an entitlement or guaranteed acceptance of any donation request.

6. Park Enhancement Opportunities

Donated improvements shall be limited to enhancement opportunities identified by the City. Public Works and the Park Board shall develop and maintain an annual list of eligible enhancement opportunities and associated contribution amounts based upon:

- Park needs
- Available locations
- Maintenance requirements
- Replacement schedules
- Capital improvement priorities

Only enhancement opportunities included on the annual list shall be eligible for donation consideration. The annual list of eligible donation opportunities shall include benches, picnic tables, memorial trees, and landscape plantings, but shall not be limited to these items.

7. Monetary Donations for Parks

The city may accept monetary donations intended for beautification and improvements to the city, consistent with this Policy.

Monetary donations accepted under this policy shall:

- Be provided without conditions, obligations, limitations, naming rights or requirements regarding expenditure
- Become the sole property of the city upon acceptance
- Be used at the sole discretion of the city in a manner consistent with adopted budgets, maintenance programs and capital improvement priorities.

- The city shall not accept donations that impose maintenance obligations, design requirements, operational restrictions or other conditions upon the city.

8. Large or Non-Monetary Donations for Parks

Donations of real property, land, buildings, structures, vehicles, equipment, artwork, monuments or other items of substantial value may be considered by the city on a case-by-case basis. The city is under no obligation to accept any proposed donation and may decline a donation when acceptance is determined not to be in the best interest of the city.

Prior to acceptance, the city may require an evaluation of the proposed donation, including, as applicable, title and ownership, legal restrictions or encumbrances, condition, environmental considerations, estimated value, maintenance and operating costs, insurance and liability considerations, compatibility with city plans and policies and any ongoing financial or administrative obligations associated with the donation.

Acceptance of real property or other substantial assets shall be subject to approval by the City Council. The city may require the donor to provide, at the donor's expense, such documentation, inspections, appraisals, surveys, environmental assessments or other information as the city determines necessary to evaluate the proposed donation.

The city may accept a donation subject to conditions, restrictions, covenants or other terms when such conditions are determined to be acceptable and consistent with the city's interests. The city reserves the right to reject donations that impose unreasonable costs, restrictions, maintenance obligations, liabilities or other burdens on the city.

Acceptance of a donation does not obligate the city to retain, maintain, display, improve, or use the donated property or item for any particular purpose unless expressly agreed to in writing by the city.

9. Recognition Standards for Park Donations

The city recognizes the importance of commemorating families while maintaining the natural character of Medina’s parks and open spaces.

a) Memorial plaques, engraved markers, commemorative stones, signage, naming rights, and other forms of permanent physical recognition shall not be permitted within city parks or park facilities. All existing physical recognition items shall be phased out when the items need maintenance or repair. But in all cases, the existing physical recognition items shall be removed no later than December 31, 2030. The donor whose recognition

has been removed shall be recognized on the city's website as set forth below. At that time, the physical recognition items are removed, the city will attempt to contact the donor to return the physical recognition item. If the city cannot reach the donor, or the donor does not retrieve the item within 90 days of notice, then the city may dispose of the item.

b) Recognition of approved donations shall occur through a Friends of Medina Parks recognition page maintained on the City's website.

c) The recognition page may include:

- The name of the individual being honored
- The name of the donor, if desired by the donor
- The park enhancement provided
- A map identifying the general location of the donated enhancement within the park system.

d) Donors may elect to remain anonymous.

The city may recognize qualifying donations with a listing on the City's official website with a minimum value of $250.

10. Ownership and Maintenance for Donations

All donated improvements, enhancements, and associated materials shall become the property of the city upon acceptance and installation.

The city retains authority regarding the design, installation, maintenance, replacement, relocation or removal of donated improvements as determined necessary for operations, maintenance, safety, accessibility and capital improvement purposes. The city does not guarantee replacement of donated improvements that deteriorate, become damaged and/or vandalized or are removed due to changing park needs or conditions.

Acceptance of a donation does not create an obligation for the city to maintain any improvement beyond its normal maintenance practices and available resources.

11. Donation Acceptance Process

All proposed donations to the City must be submitted using the City's Donation Application Form. The proposed donation's use and monetary value determine the required approval process for a proposed donation's acceptance as follows:

a) All unrestricted cash or property donations with a current value of $2,000 or less may be reviewed and approved by the City Manager provided the proposed donation requires no additional or ongoing expenditure of City resources. (*See* 11.c.3 below.)

b) All other proposed donations shall be submitted to the City Council for review and approval as required by Chapter 2.84 MMC.

c) In considering acceptance of a proposed donation, the City will consider the following:

(1) Whether the proposed donation has a purpose consistent with those listed in this document.

(2) Whether the donation conflicts with any applicable law, adopted City policy, or would be in violation of the Medina Municipal Code.

(3) Whether the donation places any burden on the city, including but not limited to requiring future expenditure of time and/or other City resources.

(4) The City reserves the right to decline any donation without cause or explanation. Public recognition of an accepted donation is subject to the direction of the City Council and any applicable adopted City policies and procedures.

12. Acknowledgement of Donations

If a proposed donation is approved for acceptance consistent with this policy, the Donation Application Form will be signed by the City Manager, and a copy will be provided to the Finance Director and the City Council at the next business meeting. All donations will be issued with a tax receipt evidencing the acceptance of the donation subject to the City's determination of value. This acknowledgement is in addition to the recognition for park donations in section 9.

13. Donations Records

Every Donation Application Form will be housed and maintained by the City Clerk's Office, and a copy of all accepted forms will be provided to both the Finance Director and the City Council.

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