



MEDINA, WASHINGTON

PARK BOARD MEETING

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, July 15, 2024 – 5:00 PM

AGENDA

BOARD CHAIR | Barbara Moe

BOARD VICE-CHAIR | Katie Surbeck

BOARD MEMBERS | Dana Brekke, India Fitting-Koh, Michelle Lei, Collette McMullen, Mary Nelson, Gretchen Stengel

EMERITUS MEMBER | Penny Martin

STAFF LIAISON | Ryan Osada, Public Works Director

Virtual Meeting Participation

The Medina Park Board has moved to hybrid meetings, offering both in-person and online meeting participation. In accordance with the direction from Governor Inslee, masking and social distancing will be optional for those participating in person. Individuals wishing to speak live during the Virtual Park Board meeting will need to register their request with the Deputy 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 Deputy 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/82760491651?pwd=G8V700n2dX076kaPaDbu56xhqdaotS.1>

Meeting ID: 827 6049 1651

Passcode: 051011

Dial by your location

+1 253 215 8782 US (Tacoma)

1. **CALL TO ORDER / ROLL CALL**

2. **ANNOUNCEMENTS**

2.1 Introduce New Park Board Members

3. APPROVAL OF PARK BOARD MINUTES

[3.1](#) Adopt Meeting Minutes of May 20, 2024

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Deputy City Clerk

4. PUBLIC COMMENT

Individuals wishing to speak live during the Virtual Park Board meeting will need to register their request with the Deputy 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 Deputy 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 Christmas Ships- Contact Argosy Cruises for Date

[5.2](#) Medina Day Pet Parade Event Update

5.3 Park Project Updates by Ryan Osada, Public Works Director

[5.4](#) Park Board Work Plan Discussion

Recommendation: Discussion and direction.

Staff Contact: Stephen R. Burns, City Manager

6. OTHER BUSINESS

7. PARK REPORTS

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

8. ADJOURNMENT

Next Park Board Meeting: Monday, September 16, 2024 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

August 2024 - No Regular Meeting

August 10, 2024 - Medina Days Pet Parade - TBD

Monday, September 16, 2024 - Regular Meeting (5:00 PM)

October 2024 - No Regular Meeting

Monday, November 18, 2024 - Regular Meeting (5:00 PM)

December, 2024 - No Regular Meeting

December 2024 - Christmas Ships Event - TBD



MEDINA, WASHINGTON

PARK BOARD MEETING

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Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039

Monday, May 20, 2024 – 5:00 PM

MINUTES

1. **CALL TO ORDER / ROLL CALL**

Chair Barbara Moe called the meeting to order at 5:00 PM.

PRESENT

- Board Chair Barbara Moe
- Board Member India Fitting-Koh (on-line)
- Board Member Collette McMullen
- Board Member Gretchen Stengel
- Emeritus Member Penny Martin

ABSENT

- Board Vice-Chair Katie Surbeck
- Youth Advisory Member Hayool Park

STAFF

Osada, Crickmore, Nations, Burns, Scott

2. **ANNOUNCEMENTS**

Dawn Nations, Deputy City Clerk made a brief announcement regarding the open Park Board positions. There are 2 open positions. The interview process is taking place; following the interviews the personnel committee will make their recommendations to council for appointment.

3. **APPROVAL OF PARK BOARD MINUTES**

- 3.1 Meeting Minutes of:
 - a) March 18, 2024 Regular Meeting; and
 - b) April 15, 2024 Special Meeting.

Recommendation: Adopt Minutes.
Staff Contact: Dawn Nations, Deputy City Clerk

ACTION: Motion McMullen Second Stengel Vote carried 4:0.

4. **PUBLIC COMMENT**

None

5. **PARK BOARD BUSINESS**

- 5.1 Arbor Day Recap

Board Chair Moe reported the Arbor Day was successful, no rain. A Crape Myrtle - Red Rocket Variety tree was planted at Medina Park. The Medina Elementary 1st graders assisted in planting the tree.

5.2 Medina Day Event - Pet Parade Planning

Chair Moe and Vice Chair Vice Chair met with Heija Nunn the Medina Days event coordinator. They are meeting with a potential sponsor for the event. The event will be on Saturday, August 10, 2024. Time TBD. More details will be shared at the July meeting.

5.3 Medina Park North Pond Improvement Project

Ryan Osada, Public Works Director and Pat Crickmore, Public Works Supervisor gave a brief update on the project. The City is in the process of getting the permit from Department of Fish and Wildlife. After the permit is obtained they will go out for bid. The potential contractors are suggesting winter time to complete the project. Moe presented a draft flyer to post at Medina Park to inform residents of the scope and benefits of this project. The project will be funded by a grant.

6. **OTHER BUSINESS**

Chair Moe and Vice-Chair Surbeck met with Mayor Rossman and discussed posting the Park Board Calendar. This will be another way to keep Council and residents informed of Park Board Events. We will start posting calendar in the Park Board Agenda Packet. The events are also posted on the City's Website under the events section and notices are sent out through the City's noticing platform (GovDelivery).

7. **PARK REPORTS**

Fairweather & Lid - McMullen reported it looks great. The board members thanked PW for spreading the mulch. The new plantings are doing great. More wood chips will be added as time allows. Board members asked about the hedge that was cut back; staff responded there were complaints regarding safety issues. PW cut the hedge and the homeowner thanked them.

Points Loop Trail - Crickmore reported it was mowed and when the summer help starts gravel will be added to the path.

Lake Lane - McMullen reported looks great. The parking spot issues will be addressed during the Park Board Plan discussion.

Medina Beach Park - Crickmore reported new sand was added to the beach, the beds are being weeded and irrigation is being repaired.

Medina Park - Reported it looks great. Crickmore reported the herons moved into the wetlands.

Viewpoint Park - Reported it looks great.

8. **ADJOURNMENT**

The meeting was adjourned at 5:24 PM.

Meeting minutes taken by: Dawn Nations, Deputy City Clerk



MEDINA PARKS AND RECREATION BOARD

2024 AGENDA AND EVENT CALENDAR

Meetings scheduled for 5:00 pm, Hybrid (in-person/virtual)

JANUARY 16, 2024 - Park Board Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation
Park Board Minutes	Adopt Meeting minutes of November 20, 2023	Nations	Adopt
Park Board Business	Elect Chair and Vice Chair positions		
Park Board Business	2024 Calendar and Events Planning		
Park Board Business	Spring Event Discussion		
Other Business	Medina Park Pond Dredging Project	Osada	discussion
Park Reports	Report on the parks		

February 2024 - No Meeting

March 18, 2024 - Park Board Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation
Presentation	Comp Plan- Parks and Open Space Element	Kesler	
Park Board Minutes	Adopt Meeting minutes of January 16, 2024	Nations	Adopt
Park Board Business	Arbor Day Event Discussion - Event April 26, 2024	Crickmore	
Park Board Business	Spring Clean up Event Discussion		
Park Reports	Report on the parks		

April 2024 - No Meeting
Events

Arbor Day Event	Friday, April 26, 2024 at 10am
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May 20, 2024 - Park Board Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation
Park Board Minutes	Adopt Meeting minutes of March 18 and April 15, 2024	Nations	Adopt
Park Board Business	Arbor Day Recap		
Park Board Business	Medina Day Event - Pet Parade		
Park Reports	Report on the parks		

June 2024 - No Meeting

July 15, 2024 - Park Board Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation
Announcements	Introduce New Park Board Members		
Park Board Minutes	Adopt Meeting minutes of May 20, 2024	Nations	Adopt
Park Board Business	Christmas Ships - Contact Argosy Cruises for Date		
Park Board Business	Park Projects Update	Osada	
Park Board Business	Medina Day Event - Pet Parade		
Park Board Business	Park Board Work Plan Discussion	Burns	
Park Reports	Report on the parks		

August 2024 - Dark No Meeting

Event Medina Days Pet Parade August 10, 2024

September 16, 2024 - Park Board Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation
Park Board Minutes	Adopt Meeting minutes of July 15, 2024	Nations	Adopt
Park Board Business	Fall Bulb Planting Event -TBD		
Park Board Business	Christmas Ships Event Planning		
Other Business	Tree Code Informational Discussion		
Park Reports	Report on the parks		

October 2024 - No Meeting

November 18, 2024 - Park Board Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation
Park Board Minutes	Adopt Meeting minutes of September 16, 2024	Nations	Adopt
Park Board Business	Fall Planting Recap		
Park Board Business	Christmas Ships Event Finalize Details		
Park Reports	Report on the parks		

December 2024 - Dark No Meeting

Events

Christmas Ships Event	Date and Time TBD		
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1. Dogs in Medina Park –
 - Dog owners not controlling dogs, breaking rules, causing damage.
 - Action – Park Board to work with City Staff to review and develop a policy for off-leash and on-leash areas.
 - Have public works work with the police department on identifying high violation times for enforcement activity.
 - Action – Have the PD send out notice to residents to call 911 when they see violations for police to respond. Notices sent in April and October.
 - Action – Have City to send out reminders about dog responsibilities twice a year in January and July.
2. Trash in Medina Park
 - Weekend parties – can identify issues because of types of trash left behind.
 - PW crew comes in especially over summer weekends to remove trash.
 - Action - Work with public works to prepare a plan to identify high violation times.
 - Action – add additional trash cans during high-use seasons.
3. Medina Park 12th Street parking lot used as a turn-around and overflow parking.
 - More of a problem during seasons when the park is heavily used.
 - That parking lot is used by small children for accessing the playground and is near the playground.
 - Limits comings & goings of park users
 - Action – Request Council to have staff investigate adding signs adding “NO EVENT/SCHOOL PARKING OR SCHOOL TURN AROUND” signs at entrance to parking lot.
4. E-bikes are continuing to be used in Medina Park.
 - Action – have Public Works work with the Police Department on identifying high violation times for enforcement activity.
 - Action – Encourage residents to call 911 when they see violations for police to respond.

- Action – have the City send out reminders about E-bike restrictions in parks in March and June.
4. Businesses and organizations using parks–
- General frequency is an issue but especially events like walk-a-thons, day camps use during the summer.
 - Group makes it hard for individual or small group visitors to enjoy park at same time (esp. in playground area & tennis courts)
 - Use of tennis courts for purposes other than tennis (not allowed by park rules)
 - People park on (or drive on) grass and cause ruts, even when there is open parking available farther up 12th.
 - Action – request opinion from city attorney about public park use and restrictions.
 - Action - request Council to add to Council Workplan to update the Special Use Permit process to remove exemptions for fees on nonprofit organizations. MMC 9.40.050 – *“All applications shall be accompanied by a nonrefundable application fee as set forth in the city fee schedule. Special event permit fees shall not be imposed when all of the following conditions are met: A. The activities are conducted by a nonprofit organization.”*
5. Add FAQ or park rules that pertain to all parks to the City website.
- Action - work with City staff to create FAQ for website.
6. Park Memorials Policy
- Action - Work with city staff to prepare a policy to govern memorials in Medina Park (who can request, is there a limit on how many we want in park, how long staff will be expected to maintain plaques, etc.).
7. Post Office Pocket Park
- Action - Have staff prepare options for a “pocket park” on land used by United States Post Office.
 - i. Issues to review:
 1. Lease agreement for land

2. Zoning change
 3. Post Office parking for park
 4. Market analysis for changing land
 5. Restrictions in selling property in changing property zoning
8. Park Ambassador –
- Action – have staff research option for park ambassador program.
 - i. Paid – public works seasonal help
 - ii. Volunteers
 - iii. Collective Bargaining Agreement concerns
 - iv. Updated job description

DRAFT