



MEDINA, WASHINGTON

PARK BOARD MEETING

Hybrid - Virtual/In-Person
Tuesday, January 17, 2023 – 5:00 PM

AGENDA

BOARD CHAIR |

BOARD VICE-CHAIR |

BOARD MEMBERS | Sarah Gray, Rebecca Johnston, India Fitting-Koh, Collette McMullen, Barbara Moe, Gretchen Stengel, Katie Surbeck

EMERITUS MEMBER | Penny Martin

YOUTH ADVISORY MEMBER | Will Reeves

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 January 17 Park Board meeting. Please reference Public Comments for January 17 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://us06web.zoom.us/j/88039367958?pwd=VUpnbUh6N0NVbUQzQ3dvWDhFRmZvUT09>

Meeting ID: 880 3936 7958

Passcode: 938751

One tap mobile

+12532158782,,88039367958#,,,938751# US (Tacoma)

1. CALL TO ORDER / ROLL CALL

2. ELECTIONS

2.1 Elections of Officers:

a) Chair

b) Vice Chair

3. ANNOUNCEMENTS

4. APPROVAL OF PARK BOARD MINUTES

- [4.1](#) November 21, 2022 Meeting Minutes
Recommendation: Adopt Minutes.
Staff Contact: Dawn Nations, Deputy City Clerk

5. **PUBLIC COMMENT**

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6. **PARK BOARD BUSINESS**

- 6.1 Christmas Ships Event Recap by Sarah Gray

- [6.2](#) Parks and Recreation Board Meeting Change Proposal
Recommendation: Approve.
Staff Contact: Ryan Osada, Public Works Director

- [6.3](#) 2024 Meeting Calendar and Event Planning
Recommendation: Discussion and direction.
Staff Contact: Dawn Nations, Deputy City Clerk

- 6.4 Youth Advisory Recruitment Update by Will Reeves, Youth Advisor

7. **OTHER BUSINESS**

8. **PARK REPORTS**

Fairweather & Lid
Indian Trail
Lake Lane
Medina Beach Park
Medina Park
Viewpoint Park

9. **ADJOURNMENT**

Next Park Board Meeting: Date TBD at 5 PM.

ADDITIONAL INFORMATION

Parks and Recreation Board meetings are held on the 3rd Monday of the month 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

Meeting Schedule will be announced after the January 17, 2023 meeting.



MEDINA, WASHINGTON

PARK BOARD MEETING

Hybrid - Virtual/In-Person

Monday, November 21, 2022 – 5:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

PRESENT

Chair Sarah Gray
 Vice Chair Barbara Moe
 Board Member Gretchen Stengel
 Board Member Katie Surbeck
 Board Member India Fitting-Koh
 Youth Advisor Will Reeves
 Emeritus Member Penny Martin

ABSENT

Board Member Collette McMullen
 Board Member Rebecca Johnston

Staff Present

Ryan Osada, Pat Crickmore, Jeff Sass, Aimee Kellerman, Dawn Nations

2. ANNOUNCEMENTS

2.1 Volunteer Appreciation Luncheon

Date: December 8, 2022,

Time: 12pm to 2pm

Location: Overlake Golf and Country Club

2.2 Reminder - Voting of Chair and Vice Chair Positions - January 2023 meeting

3. APPROVAL OF PARK BOARD MINUTES

3.1 Park Board Meeting Minutes of September 19, 2022

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Deputy City Clerk

ACTION: Motion Gray, Second Stengel Carried 5-0

4. PUBLIC COMMENT

None.

5. PARK BOARD BUSINESS

5.1 Christmas Ships Event - Finalize Details

The Park Board members finalized the details for the event. The lighted necklaces will be picked up by Chair Gray. If weather permits public works will put a canopy over one of picnic tables. Board members checking into getting a fire pit.

5.2 Parks and Recreation Board Meeting Change Proposal

Recommendation: Approve.

Staff Contact: Ryan Osada, Public Works Director

Nations gave overview of the proposed changes and background on why the changes are being proposed. The Park Board members discussed changes and moved the vote to the the January 17, 2023 meeting.

ACTION: Motion Moe Second Gray Carried 5-0

5.3 Park Projects for 2023

Recommendation: Update.

Staff Contact: Ryan Osada, Public Works Director

Osada and Crickmore gave a brief update on potential projects at Medina Park and Fairweather Nature Preserve for 2023. Fitting-Koh asked about the Ivy issues at Fairweather. Osada is looking into grant funding. Crickmore gave brief update on the Ivy.

5.4 Youth Advisory Position Recruitment

Gray gave brief update and the Board asked Youth Advisor Reeves to bring ideas on how to promote the Youth Advisor position to other Medina Youth. Reeves will present ideas at the January 17, 2023 Meeting.

6. **OTHER BUSINESS**

None.

7. **PARK REPORTS**

Fairweather & Lid - Surbeck reported the bulbs were planted. Moe gave update on the bulb planting. Stengel and Fitting-Koh reported looks good and reported the ivy issues. Suggested a work party to address the Ivy.

Indian Trail - Moe reported looks great. PW reported branch was removed.

Lake Lane - Martin reported looks great.

Medina Beach Park - Bulbs were planted by the sign and PW is working on the weeding. Crickmore gave update.

Medina Park - Board members are excited for the pathway improvements at the Park. Chief Sass gave brief update on the E-bike issues and will bring suggestions to the Park Board for advisement at a future meeting. The Park Board will then present recommendations to the City Council.

Viewpoint Park - Gray reports looks good. PW reported cleanup/mowing was done recently. Chief Sass gave brief update regarding the issues at the park. There is signage that a resident is posting per the City each weekend stating the park is closed during specific hours. The signage is helping reduce the calls to the police for violations. PW

suggested the Park Board members to go to the park to review the parking issues for the 2 upper parking spots and give their recommendations on options on how to eliminate problems. Further discussion will continue at a future meeting.

8. ADJOURNMENT

Meeting adjourned at 6:05 PM.

Minutes taken by Dawn Nations, Deputy City Clerk.

DRAFT



MEDINA, WASHINGTON

AGENDA BILL

Tuesday, January 17, 2023

Subject: Parks and Recreation Board Meeting Change Proposal

Category: Park Board Business

Staff Contact: Ryan Osada, Public Works Director

Summary

City staff has reviewed the Parks and Recreation Board meeting dates over a two-year period and has determined the park board could reduce the number of meetings per year from 10 meetings to 6 meetings per calendar year. The park board cancelled 3 meetings in 2022 due to lack of a Quorum or lack of Park Board business. This change would reduce board members and staff time but still allow for Park Board business and events to be done effectively and efficiently. The proposed meetings schedule would be January, March, May, July, September, and November. Park Board would keep with the current schedule of meeting on the 3rd Monday of the proposed meeting month at 5:00 p.m.

Attachment

1. Proposed Meeting Calendar and Park Board Events for 2023

Budget/Fiscal Impact: None.

Recommendation: Approve.

Proposed Park Board Motion:

"I move to approve the proposed Parks and Recreation Board meeting date change from 10 meetings per year to 6 meetings per year starting in January 2023 and forward this recommendation to the City Council for a Code Amendment at the February 13, 2023, City Council meeting."



MEDINA PARKS AND RECREATION BOARD

2023 AGENDA AND EVENT CALENDAR

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

JANUARY 17, 2023 - Park Board Regular Meeting, 5:00 pm			
Item Type	Topic	Staff Contact	Recommendation
Park Board Minutes	Adopt Meeting minutes of November 21, 2022	Nations	Adopt
Park Board Business	Elect Chair and Vice Chair positions		
Park Board Business	Park Board Meeting Date Change Proposal	Osada	Approve
Park Board Business	2024 Calendar and Events Planning		
Park Board Business	Youth Advisory Recruitment Update		
Park Reports			
February 2023 - No Meeting			
March 20, 2023 - Park Board Regular Meeting, 5:00 pm			
Item Type	Topic	Staff Contact	Recommendation
Park Board Minutes	Adopt Meeting minutes of January 16, 2022	Nations	Adopt
Park Board Business	Easter Egg Hunt Event Discussion		
Park Board Business	Easter Egg Stuffing Event - Tentative Dates March 28th or March 29th		
Park Board Business	Arbor Day Event Discussion		
Park Board Business	Spring Clean up Event Discussion		
Park Reports			
April 2023 - No Regular Meeting Events			
Easter Egg Hunt Event	Tentative dates April 1st or April 8th		
Arbor Day Event	Friday, April 28, 2023 at 10am		
May 15, 2023 - Park Board Regular Meeting, 5:00 pm			
Item Type	Topic	Staff Contact	Recommendation
Park Board Minutes	Adopt Meeting minutes of March 20, 2022	Nations	Adopt
Park Board Business	Easter Egg Hunt Recap		
Park Board Business			
Park Reports			
June 2023 - No Meeting			
July 17, 2023 - Park Board Regular Meeting, 5:00 pm			

Item Type	Topic	Staff Contact	Recommendation
Park Board Minutes	Adopt Meeting minutes of May 15, 2022	Nations	Adopt
Park Board Minutes	Christmas Ships - Contact Argosy Cruises for Date		
Park Reports			

August 2023 - Dark No Meeting

September 18, 2023 - Park Board Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation
Park Board Minutes	Adopt Meeting minutes of July 17, 2022	Nations	Adopt
Park Board Business	Fall Bulb Planting Event -Tentative Dates November 6th or 9th		
Park Board Business	Christmas Ships Event Planning		
Park Reports			

October 2023 - No Meeting**November, 2023 - Park Board Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation
Park Board Minutes	Adopt Meeting minutes of September 18, 2022	Nations	Adopt
Park Board Business	Fall Planting Recap		
Park Board Business	Christmas Ships Event Finalize Details		
Park Reports			

**December 2023 - Dark No Meeting
Events**

Christmas Ships Event	Date and Time TBD		
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Proposed Parks and Recreation Board Events for 2023

Park Board Events	Possible Dates	
Egg Stuffing Event	Tuesday, March 28, 2023	Wednesday, March 29, 2023
Easter Egg Hunt	Saturday, April 1, 2023	Saturday, April 8, 2023
Arbor Day	Friday, April 28, 2023	Easter April 9th
Spring Cleanup Day	Date TBD	
Fall Planting Event	Monday, November 6, 2023	Thursday, November 9, 2023
Christmas Ships Event	December - Date TBD	