



# MEDINA, WASHINGTON

## PARK BOARD SPECIAL AND REGULAR MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, May 19, 2025 – 4:30 PM**

---

### AGENDA

**BOARD CHAIR** | Collette McMullen

**BOARD VICE-CHAIR** | Barbara Moe

**BOARD MEMBERS** | Dana Brekke, India Fitting-Koh, Michelle Lei, Mary Nelson, Gretchen Stengel, Katie Surbeck

**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 Deputy City Clerk at 425.233.6410 or email [dnations@medina-wa.gov](mailto: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/82877609398?pwd=I1va91h4dSxN0Lb9NOojFJyaSWrBBv.1>

Meeting ID: 828 7760 9398

Passcode: 938065

Dial by your location

• +1 253 205 0468 US

#### 1. **PARK BOARD TOUR at 4:30 PM**

Park Board members and City Staff will meet at the open space area next to the Medina Post Office. The purpose of this tour is view the space and discuss future renovations to this public area.

**The Regular Park Board Meeting will start at 5:00 PM at Medina City Hall.**

**2. CALL TO ORDER / ROLL CALL**

**3. ANNOUNCEMENTS**

**4. APPROVAL OF PARK BOARD MINUTES**

**4.1** Meeting Minutes of March 17, 2025

**5. 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](mailto: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.

**6. PARK BOARD BUSINESS**

**6.1** Easter Egg Hunt Recap

**6.2** Arbor Day Recap

**6.3** Spring Clean Up Recap

**6.4** Capital Improvement Project (CIP) Discussion by Ryan Osada

**6.5** NE 12th Street Planter Update by Ryan Osada

**6.6** Park Donation Policy Update by Ryan Osada

**6.7** Medina Days Pet Parade Planning Discussion

**7. PARK BOARD ROUNDTABLE**

**7.1** Questions or Concerns of the Board

**8. PARK REPORTS**

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

**9. ADJOURNMENT**

Next Park Board Meeting: July 21, 2025, 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](http://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**

***June 2025 - No Regular Meeting***

Monday, July 21, 2025 - Regular Meeting (5:00 PM)

***August 2025 - No Regular Meeting***

Monday, September 15, 2025 - Regular Meeting (5:00 PM)

***October 2025 - No Regular Meeting***

Monday, November 17, 2025 - Regular Meeting (5:00 PM)

***December, 2025 - No Regular Meeting***



# MEDINA, WASHINGTON

## PARK BOARD MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, March 17, 2025 – 5:00 PM**

### MINUTES

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

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

##### PRESENT

Board Chair Collette McMullen  
Board Vice Chair Barbara Moe  
Board Member Dana Brekke  
Board Member India Fitting-Koh  
Board Member Michelle Lei  
Board Member Katie Surbeck  
Board Member Mary Nelson

##### ABSENT

Board Member Gretchen Stengel

##### STAFF

Osada, Crickmore, Sass, Nations

#### **2. ANNOUNCEMENTS**

None.

#### **3. APPROVAL OF PARK BOARD MINUTES**

##### **3.1 Meeting Minutes of January 21, 2025**

**Recommendation:** Adopt minutes.

**Staff Contact:** Dawn Nations, Deputy City Clerk

**ACTION:** Motion made by Board Vice Chair Moe, Seconded by Board member Surbeck and carried by 7:0 vote; the board adopted the January 21, 2025, meeting minutes.

#### **4. PUBLIC COMMENT**

Chair McMullen opened the public comment period. Mayor Jessica Rossman thanked the board for all their work. No other comment; public comments was closed.

## **5. PARK BOARD BUSINESS**

### **5.1 Easter Egg Hunt Event - Finalize**

- a) Egg Stuffing Event - April 8, 2025, at 10 AM - City Hall
- b) Easter Egg Hunt - April 12, 2025 - Medina Park- Arrive at 9 AM to set-up and Hunt starts at 10 AM
- c) Signage/Postcard Mailer

Chair McMullen reported she addressed the council at the March 10<sup>th</sup> council meeting and shared the event dates. She stated she asked that the dates not be shared on social media platforms to keep attendance lower. She ordered 4000 plastic eggs and board vice chair Moe will order the candy. The city will reimburse the costs of plastic eggs and candy. Board members will reach out to recruit volunteers to help with these events. Vice Chair Moe created the postcard flyer, and this will be mailed to Medina residents. The signage locations were discussed and will be put in interior city locations.

### **5.2 Arbor Day Event - April 25, 2025, at 10 AM**

- a) Location - TBD
- b) Contact Medina Elementary School

Pat Crickmore, Public Works Supervisor reported the tree has been ordered. The planting location will be Medina Park. Ryan Osada, Public Works Director, ordered the saplings. Board Member Nelson will contact Medina Elementary to coordinate the first graders' participation.

### **5.3 Spring Clean-up Event Discussion**

The board decided on April 1<sup>st</sup> at 10 Am and location on 24<sup>th</sup> Street to weed newly created beds. Public works will assist.

### **5.4 Comprehensive Plan Overview – Parks and Open Space Element**

**Recommendation:** Discussion.

**Staff Contact:** Ryan Osada, Public Works Director

Ryan Osada, Public Works Director gave a brief overview of the Comprehensive Plan for open spaces and guiding principles for the park board to follow.

### **5.5 Medina Park - Pavilion Donation**

**Recommendation:** Discussion and direction.

**Staff Contact:** Ryan Osada, Public Works Director

Ryan Osada, Public Works Director gave a brief update regarding the donation request the city received to add a covered pavilion at Medina Park. Osada brought the request to the council and the council directed him to bring it to the Park Board for input and direction. The board members gave input and asked questions and staff responded. It was decided there should be a process/policy for how to handle this donation and future donation requests. The board agreed there should be a process of how to get input from the community on this new policy. A draft policy will be presented to the board at a future meeting to vet out before being taken to council for future consideration.

## **6. PARK BOARD ROUNDTABLE**

### **6.1 Questions or Concerns of the Board**

Chair McMullen gave an overview of this new agenda item.

Dawn Nations, Deputy City Clerk, gave further explanation on what items should be brought up during this time. She also went over housekeeping items that were discussed at the January 21<sup>st</sup> meeting regarding in person meeting attendance to allow for a more cohesive interaction.

Board Member Nelson asked NE 12<sup>th</sup> Street planters. Ryan Osada, Public Works Director, gave a brief update on the planting and the next steps with the irrigation. He will bring the irrigation options to the council at a future council meeting. Board members asked questions and staff responded.

Chair McMullen informed the board that the council would like to have a joint meeting with the Park Board in the future to discuss areas of concern and future park-related projects.

Board Member India Fitting-Koh suggested creating a pamphlet of a native plant list to put on the website. She asked about areas regarding the ivy. Staff asked for her to provide a list of areas/parks to be addressed and these can be added to a future agenda.

Board Member Lei asked about the Park and Ride near 520. Chief Sass addressed her questions. He gave a brief overview and informed her it belongs to the State (WSDOT), and it is the state's responsibility to monitor this park and ride.

Chair McMullen asked for Ryan Osada to go over the CIP at the next Park Board Meeting.

## **7. PARK REPORTS**

### **7.1 Park Assignments for Park Reports**

Fairweather & Lid – McMullen reported looks good. Crickmore reported branches we be taken care of.

Points Loop Trail – Crickmore gave update on the drainage issues and public works is clearing the ditch in this area. This is an ongoing project and is weather dependent.

Moe reported a bamboo plant issue. Public Works will check into this area.

Lake Lane- McMullen reported looks great.

Medina Beach Park – Ongoing maintenance for this park.

Medina Park – Looks great. The new path is holding up great. The no pets in the pond sign is posted.

Viewpoint Park -Park closed through April for an AC watermain replacement.

## **8. ADJOURNMENT**

By consensus, the meeting was adjourned at 6:05 PM.

## **City of Medina Easter Egg Hunt**

### **Timing**

- The event is typically the Saturday before Easter at 10:00 AM in Medina Park
- The Park Board and volunteers should meet at the park at 9:00 AM to set up and hide the eggs.
- Wear boots!
- Keep the grass long (to hide the eggs)

### **Notification**

- Two weeks before the hunt, send a direct mailing to Medina residents announcing the event. Be sure to mention it takes place “Rain or Shine”.
- One week before the hunt, place sandwich boards at main intersections within the city (avoid 5-points area and the intersection of 82<sup>nd</sup>/24<sup>th</sup>).

### **Eggs**

- The target should be 4,000 eggs.
- The Park Board and other volunteers will meet at City Hall at 10:00 AM on the Tuesday before the event to stuff eggs.
- General rule for stuffing eggs is one piece of candy per egg.
- If you can plan the event during Bellevue’s spring break, you have a chance of recruiting some middle and high schoolers to help.
- Strong or smaller bags (other than large black trash bags) or boxes required to transport the eggs from City Hall to Medina Park. The stuffed eggs are heavy!
- The City of Medina budgets a reasonable amount to support this community event.
- The best price for the plastic eggshells was found at the Oriental Trading Co.

### **Day of the Hunt**

- The Police Dept. will provide a bullhorn that is necessary to announce the rules and the start.
- The four years and younger area (be prepared to adjust the age limit the day of depending on the turnout) will be cordoned off with tape on the northwest corner of the park, between the rest rooms and the playground.
- The five year old and older section will be located on the west side of the park. This includes the area by the sculpture on the backside of the south pond. The egg hunt will not cross any of the bridges.
- Park Board members and volunteers should be stationed at pre-assigned key spots (along the path, near the entrance to the younger area) to guide the children to where they should be hunting. The Park Board members and volunteers need to be in place by 9:45 AM to prevent early starts by children and parents.
- While the eggs should just be laid on the grass for the four and under area, they should also be hidden in bushes, trees, etc. as well as laid on the grass for the older children.
- The Park Board member should hold back about 125 eggs (or candy) to address any “emergencies” or to fill in where extra eggs may be needed.
- The actual hunt goes fast and will only take a short time.

**CITY OF MEDINA**

Updated 6/28/2024

2025 - 2030 SIX YEAR CAPITAL IMPROVEMENT PLAN (CIP)

2025 - 2030 SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP)

2025 - 2030 SIX YEAR NON-TRANSPORTATION IMPROVEMENT PLAN (NON-TIP)

DATE SUBMITTED: July 2024

Approved by: Medina City Council

Date: July 2024

Resolution Number:

NO.	YEAR	STREET / LOCATION	FROM / AT	TO	LENGTH (mi)	PROJECT SCOPE	PAVEMENT CONDITION	PROJECT BUDGET	REVENUE SOURCE
-----	------	-------------------	-----------	----	----------------	---------------	-----------------------	-------------------	-------------------

**I. STREET IMPROVEMENT PROJECTS (ACP Overlays, Sidewalks, Storm Drainage, etc.)**

I - 1	2025	87th Ave NE	86th Ave NE	NE 10th Street	0.13	Asphalt Overlay	63	\$100,000.00	REET Tax
I - 2	2026	78th Place NE	NE 32nd Street	Evergreen Pt Rd	0.24	Asphalt Overlay	68	\$160,000.00	REET Tax
I - 3	2027	81st Ave NE	Overlake Dr W	NE 8th Street	0.09	Asphalt Overlay	68	\$65,000.00	REET Tax
I - 4	2027	77th Ave NE	NE 16th Street	NE 22nd Street	0.4	Asphalt Overlay	64	\$190,000.00	REET Tax
I - 5	2028	Parking Lot	Medina Park	NE 82nd Street Lot	N/A	Asphalt Overlay	71	\$50,000.00	REET Tax
I - 6	2028	NE 12th Street	84th Ave NE	Evergreen Pt Rd	0.5	Asphalt Overlay	69	\$225,000.00	REET Tax
I - 7	2029	NE 8th Street	Evergreen Pt Rd	82nd Ave NE	0.46	Asphalt Overlay	72	\$200,000.00	REET Tax
I - 8	2030	78th Ave NE	NE 21st Street	NE 28th Street	0.47	Asphalt Overlay	72	\$200,000.00	REET Tax

**II. STORM DRAINAGE PROJECTS (Not including storm drainage improvements in conjunction with street or path projects)**

II - 1	2025	87th Ave NE	86th Ave NE	NE 10th Street		Stormwater Infrastructure Improvements		\$250,000.00	REET Tax
II - 2	2026	78th Place NE	NE 32nd Street	Evergreen Pt Rd		Stormwater Infrastructure Improvements		\$250,000.00	REET Tax
II - 3	2027	77th Ave NE	NE 16th Street	NE 22nd Street		Stormwater Infrastructure Improvements		\$250,000.00	REET Tax
II - 4	2028	NE 12th Street	84th Ave NE	80th Ave NE		Stormwater Infrastructure Improvements		\$250,000.00	REET Tax
II - 5	2029	NE 8th Street	Evergreen Pt Rd	82nd Ave NE		Stormwater Infrastructure Improvements		\$250,000.00	REET Tax
II - 6	2030	78th Ave NE	NE 21st Street	NE 28th Street		Stormwater Infrastructure Improvements		\$250,000.00	REET Tax

**Pavement Condition Legend for Part I. ACP Overlays:**

Based on a 100 point rating with 0 being the worst.  
Rating is generated by the TIB Performance Management Dashboard  
\*Rating is outdated - field verified

**NOTES:**

- 1) The above budget figures are to be considered preliminary project costs only.  
More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting.
- 2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.



**III. SIDEWALK / PATH PROJECTS (Including storm drainage improvements as needed)**

III - 1	2025	Evergreen Point Rd	NE 12th Street	NE 16th Street	0.3	Pedestrian Improvements		\$200,000.00	REET Tax
III - 2	2026	Evergreen Point Rd	NE 16th Street	2000 block	0.4	Pedestrian Improvements		\$200,000.00	REET Tax
III - 3	2027	77th Ave NE	NE 22nd ST	NE 16th St	0.6	Pedestrian Improvements		\$100,000.00	REET Tax
III - 4	2028	Evergreen Point Rd	2000 Block	NE 22nd Street	0.2	Pedestrian Improvements		\$200,000.00	REET Tax
III - 5	2029	Evergreen Point Rd	NE 22nd Street		0.1	Pedestrian Improvements		\$200,000.00	REET Tax
III - 6	2030	Evergreen Point Rd	NE 24th Street		0.1	Pedestrian Improvements		\$200,000.00	REET Tax

**NON-TRANSPORTATION IMPROVEMENT PROJECTS:**

**IV. BUILDING RESTORATION AND IMPROVEMENTS**

IV - 1	2025	City Hall Building			Re-paint City Hall Interior		\$50,000.00	REET Tax
IV - 2	2025	Post Office			Re-paint Interior		\$15,000.00	REET Tax
IV - 3	2026	Post Office			Re-Roof Building		\$40,000.00	REET Tax
IV - 4	2027	City Hall Bldg			Re-Roof Building		\$65,000.00	REET Tax

**V. PARKS PROJECTS**

V - 1	2025	Fairweather Nature Preserve		N/A	Invasive Species Removal		\$50,000.00	Park Levy
V - 2	2026	Medina Park & Fairweather Nature Preserve		N/A	Tennis Court Resurfacing (three courts)		\$50,000.00	Park Levy
V - 3	2027	Medina Park	Playground	N/A	Wood Chip Rehabilitaion		\$20,000.00	REET Tax
V - 4	2029	Fairweather Park	Playfield	N/A	Playfield Drainage Improvements		\$50,000.00	REET Tax
V - 5	2030	Post Office Park	Park	N/A	Hardscaping & Landscaping		\$50,000.00	REET Tax

**SUMMARY TOTAL PROJECTED BUDGET BY YEAR:**

2025	\$	665,000.00
2026	\$	700,000.00
2027	\$	590,000.00
2028	\$	725,000.00
2029	\$	700,000.00
2030	\$	700,000.00

**TOTAL SIX YEAR C.I.P. 2025 - 2030 \$ 4,080,000.00**

**NOTES:**

- 1) The above budget figures are to be considered preliminary project costs only. More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting.
- 2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.

2025 PROPOSED PROJECT LIST	START DATE	DURATION	GRANT FUNDS	TOTAL COST	CITY COST
<b>STREETS:</b>					
87th Ave NE - 86th Ave NE to NE 10th ST	May-25	1 week	\$ -	\$ 100,000.00	\$ 100,000.00
<b>SIDEWALK:</b>					
Evergreen Point Rd - NE 12th ST to NE 16th ST	May-25	4 weeks	\$ -	\$ 200,000.00	\$ 200,000.00
<b>PARKS:</b>					
Medina Park & Fairweather Tennis Court Resurfacing	May-25	2 weeks	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Fairweather Invasive Species Removal - Goats	Jul-25	3 weeks		\$ 15,000.00	\$ 15,000.00
Medina Beach Park Tree Planting	Apr-23	2 days	\$ -	\$ 5,000.00	\$ 5,000.00
<b>STORMWATER:</b>					
2025 Localized Improvements - 87th Ave NE	Apr-25	3 weeks	\$ -	\$ 250,000.00	\$ 250,000.00
SROF Medina Park Stormwater Pond Improvements	TBD	12 weeks	\$ 500,000.00	\$ 500,000.00	\$ -
Citywide Stormwater System Mapping & Evaluation	2025	TBD	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
<b>BUILDING:</b>					
City Hall Interior Painting	May-25	2 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
Public Works Canopy / Carport	Apr-25	2 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
City Hall & Post Office Exterior Painting	May-25	3 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
<b>OTHER:</b>					
Points Loop Trail Sign	2024	NA	\$ -	\$ 10,000.00	\$ 10,000.00
2025 Hazardous Tree Removal Program	2025	NA	\$ -	\$ 25,000.00	\$ 25,000.00

\*UPDATED 1/29/2025

**TOTALS**

\$ 600,000.00	\$ 1,355,000.00	\$ 855,000.00
---------------	-----------------	---------------