



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

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/81983956514?pwd=vzWGTIJmYZvUQy0u43Z3OQajbgg3ll.1>

Meeting ID: 819 8395 6514

Passcode: 238741

One tap mobile

+1-253-215-8782

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

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 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.

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

5.2 Fall Planting/Cleanup Discussion

5.3 Christmas Ships Event Planning

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: **Tuesday, November 17, 2026**, 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

October 2026 - No Regular Meeting

Tuesday, November 17, 2026 - Regular Meeting (5:00 PM)
December, 2026 - No Regular Meeting
December 2026 - Christmas Ships Event - Date TBD



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Monday, July 20, 2026 – 5:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

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

PRESENT

Board Member Barbara Moe
 Board Chair Katie Surbeck
 Board Member Dana Brekke (on-line)
 Board Member India Fitting-Koh
 Board Vice-Chair Collette McMullen
 Board Member Mary Nelson

ABSENT

Board Member Gretchen Stengel
 Board Member Michelle Lei

STAFF

Nations, Osada, Crickmore, Swanson

2. ANNOUNCEMENTS

Osada gave update the permit was received for Lake Lane Dock repair is out for bid.

3. APPROVAL OF PARK BOARD MINUTES

ACTION: Motion made by Board Member Moe, Seconded by Vice-Chair McMullen and carried by 6:0 vote; the board adopted the meeting minutes as presented.

3.1 Park Board Minutes of June 15, 2026

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Acting City Clerk

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 Maintenance Update

Recommendation: Update only.

Staff Contacts: Ryan Osada, Public Works Director

Ryan Osada, Public Works Director and Pat Crickmore, Public Works Supervisor gave a brief update on park maintenance timeline based on direction given by Council. The 5 corners area by Medina Park has been weeded and mulched. Medina Beach Park will be next to get weeded and mulched before Medina Day on August 9th. Public Works has been focusing on ROW and sidewalk cleaning this caused the crew to fall behind on Park maintenance. This update was brought forward by board members who are receiving inquiries from residents regarding the timelines. Staff directed board members to direct questions Ryan Osada, and the webpage has been updated to contact Ryan Osada with any park questions.

5.2 Park Enhancement and Memorial Donation Policy

Recommendation: Discussion and direction.

Staff Contacts: Ryan Osada, Public Works Director

Ryan Osada, Public Works Director, gave a brief overview of the changes to the draft policy that were discussed at the June 15th meeting. Osada gave an overview of Resolution No. 461 Donation Acceptance Policy. The board members discussed the overall vision of what the policy should include. Board members suggested the following additions and clarifications: include the annual list of eligible enhancements, operational considerations, maintenance capabilities and public interest. Clarify that the existing plaques and structures maintenance will be phased out. Monetary donations will be unrestricted. The recognition of donors remains on the Friends of Medina Park webpage the threshold is a minimum of \$250 donation and 10-year threshold for recognition. The webpage will be reevaluated after one year to see if we need to make any changes. This draft will be presented to council on July 27th for discussion.

Acting City Clerk Nations informed the Board members that council would be meeting in a study session on July 27th and council extended the invitation to Park Board members to attend the study session if they are available.

Osada will bring an updated draft policy to the Park Board for final park board discussion at the September 21st meeting.

6. PARK BOARD ROUNDTABLE

Questions or Concerns of the Board

Chair Surbeck reminded members to be thinking of leaderships roles for next year.

7. PARK REPORTS

Fairweather – McMullen reported the native plants are surviving.

Points Loop Trail – Surbeck reported looks great.

Lake Lane – Osada reported the dock is closed due to fire damage and working on getting bids for repair. The closure was noticed to residents and reported there is fencing to keep people off the dock.

Medina Beach Park – Reported looks great.

Medina Park – PW reported the lily pads are an ongoing maintenance issue. The fountains were removed for repair. The dredging process is a very involved permitting process.

Viewpoint Park – McMullen reported looks good.

8. ADJOURNMENT

Next Park Board Meeting: September 21, 2026, at 5:00 PM.

By consensus, the meeting was adjourned at 5:36 PM.

Meeting minutes taken by Dawn Nations, Acting City Clerk



MEDINA, WASHINGTON

AGENDA BILL

Monday, September 21, 2026

Subject/Topic: DRAFT Enhancement and Donation Policy Dept. Origin: Public Works Category: Discussion Prepared by: Ryan Osada, Public Works Director Attachments: RO_DRAFT Enhancement and Donation Policy_08142026	Proposed Action/Motion: ☐Information Only ☐Receive and File ☒Discuss ☐Provide Direction ☐Public Hearing ☒Adopt/Approve ☐Other:
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Proposed Action: Discuss and recommend it to council for approval.

Summary

This is the third draft of the city’s Donation Policy and incorporates substantial revisions based on the discussion and direction provided during the July 27th City Council Study Session. The revisions are intended to clarify the city’s process. The draft has been rewritten and reorganized in several areas based on the study session discussions. This would include monetary and non-monetary donations and donations involving land or significant improvements. This will also clarify the approval process and whether a proposed donation is consistent with city’s needs and policies. Additionally, it addresses current donor recognition plaques and recognition acknowledgements going forward.

Recommendation: Approve

City Manager Approval: Approve

Proposed Motions: I move to send the DRAFT Enhancement and Donation Policy dated 8/14/2026 to council for discussion and approval.

PARK ENHANCEMENT & DONATION POLICY

The City of Medina recognizes that residents, families, and the community members may wish to contribute to the 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 park enhancement and donations while preserving the natural character, appearance, maintenance objectives, and long-term planning goals of the City's parks and open spaces.

Policy:

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 capabilities, and community interest.

Priority

Because memorial and 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.

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.

Monetary Donations:

The City may accept monetary donations intended for beautification and improvements to the city, consistent with Resolution No. 461.

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.

Large or Non-Monetary Donations:

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 interests 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.

Donation Recognition:

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.

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 will recognize qualifying donations with a listing on the City's official website. Recognition will be provided for donations with a minimum value of \$250. Recognition will remain on the City's website for a period of ten years from the date the donation is accepted. At the conclusion of the ten-year recognition period, the listing will be removed.

Ownership and Maintenance:

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

The City retains sole 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.