



MEDINA, WASHINGTON

PARK BOARD MEETING

Hybrid - Virtual/In-Person
Monday, November 21, 2022 – 5:00 PM

AGENDA

BOARD CHAIR | Sarah Gray

BOARD VICE-CHAIR | Barbara Moe

BOARD MEMBERS | Rebecca Johnston, India Fitting-Koh, Collette McMullen,
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 November 21 Park Board meeting. Please reference Public Comments for November 21 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/83754603007?pwd=UmlacmM2d2plTXI1VE0wbGQxVEUwdz09>

Meeting ID: 837 5460 3007

Passcode: 744213

Dial by your location

+1 253 215 8782 US (Tacoma)

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

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

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 November 21 Park Board meeting. Please reference Public Comments for November 21 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 Event - Finalize Details

5.2 Parks and Recreation Board Meeting Change Proposal

Recommendation: Approve.

Staff Contact: Ryan Osada, Public Works Director

5.3 Park Projects for 2023

Recommendation: Update.

Staff Contact: Ryan Osada, Public Works Director

5.4 Youth Advisory Position Recruitment

6. OTHER BUSINESS

7. PARK REPORTS

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

8. ADJOURNMENT

Next Park Board Meeting: January 16, 2023 at 5:00 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

December, 2022 - No Regular Meeting

Monday, January 16, 2023 - Regular Meeting (5:00 PM)



MEDINA, WASHINGTON

PARK BOARD MEETING

Virtual/Online

Monday, September 19, 2022 – 5:00 PM

MINUTES

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

Meeting called to order at 5:00 PM by Chair Sarah Gray and roll call taken by Deputy City Clerk Dawn Nations.

PRESENT

- Chair Sarah Gray
- Vice Chair Barbara Moe
- Board Member Collette McMullen
- Board Member Gretchen Stengel
- Board Member Rebecca Johnston
- Board Member India Fitting-Koh
- Youth Advisor Will Reeves (on-line 5:13 PM)

ABSENT

- Board Member Katie Surbeck
- Emeritus Member Penny Martin

STAFF PRESENT

Ryan Osada, Pat Crickmore, Steve Burns, James Martin, Aimee Kellerman, Dawn Nations

2. **ANNOUNCEMENTS**

None.

3. **APPROVAL OF PARK BOARD MINUTES**

3.1 Park Board Meeting Minutes of:

- a) May 16, 2022; and
- b) June 20, 2022.

Recommendation: Adopt Minutes.

Staff Contact: Dawn Nations, Deputy City Clerk

ACTION: Motion made by McMullen, Seconded by Moe. Carried 6-0

4. **PUBLIC COMMENT**

None.

5. **PARK BOARD BUSINESS**

5.1 Park Board Meeting Time Change Discussion

Chair Sarah Gray gave a brief update. The Board members agreed to keep the meeting time of 5pm that is stated in the bylaws. No vote was needed.

5.2 Fall Weeding and Planting Event

The Board discussed the event and agreed to meet at Fairweather Park on November 7, 2022, at 10am.

5.3 Medina Park Playground Lighting

Recommendation: Discussion and direction.

Staff Contact: Ryan Osada, Public Works Director

Ryan Osada gave a brief overview of adding lighting to the playground at Medina Park. This was suggested by a resident. The board members discussed. The board decided due to budget constraints and other issues associated with adding lightning to the park; this was not a project the City should pursue.

5.4 Christmas Ships Event Planning

Date: Thursday, December 22, 2022 - Time TBD

Sarah Gray gave brief update. The Board discussed the event and decided to purchase lighted necklaces to give out at the event. The event time will be updated at the next meeting.

5.5 Park Use Permit Update

Recommendation: Update.

Staff Contact: Steve Burns, City Manager

Aimee Kellerman, City Clerk gave a brief update on the proposed changes to the Park Use Permit. The board members discussed and provided feedback. City Staff will continue to research and report back at a future meeting.

6. **OTHER BUSINESS**

None.

7. **PARK REPORTS**

Fairweather & Lid - Stengel reported looks great. Fitting-Koh reported the ivy is an issue. McMullen reported the weeding around the sign looks great.

Indian Trail – Moe and McMullen reported looks good.

Lake Lane - Moe reported looks great. McMullen reported bushes are coming over onto the dock.

Medina Beach Park - Moe and Gray reported looks good.

Medina Park - Gray reported looks good. Public Works discussed the pond dredging and reported they are researching options.

Viewpoint Park - Moe reported looks good.

8. **ADJOURNMENT**

Meeting adjourned at 6:19 PM.

Minutes taken by:

Dawn Nations, Deputy City Clerk



MEDINA, WASHINGTON

AGENDA BILL

Monday, November 21, 2022

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 add the Proposed Parks and Recreation Board meeting change to the January 16, 2023, agenda for further discussion and possible action.”

or

“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 16, 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 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
	Fall Bulb Planting Event -Tentative Dates		
Park Board Business	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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