



# MEDINA, WASHINGTON

## JOINT CITY COUNCIL AND PARK BOARD MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, March 16, 2026 – 5:00 PM**

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### AGENDA

**MAYOR** | Jessica Rossman  
**DEPUTY MAYOR** | Randy Reeves  
**COUNCIL MEMBERS** | Laura Bustamante, Harini Gokul, Michael Luis, Heija Nunn  
**CITY MANAGER** | Jeff Swanson  
**CITY ATTORNEY** | Jennifer S. Robertson  
**ACTING CITY CLERK** | Dawn Nations

**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

Join Zoom Meeting

<https://medina-wa.zoom.us/j/83096598027?pwd=e2DjmRohqLH3CbE8UmmH2D1HdqPst0.1>

Meeting ID: 830 9659 8027

Passcode: 750985

One tap mobile+1-253-205-0468

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

Council Members Bustamante, Gokul, Luis, , Nunn, Reeves, Rossman

Park Board Members Brekke, Fitting-Koh, Lei, McMullen, Moe, Nelson, Stengel, Surbeck

2. **PARK BOARD BUSINESS**

2.1 Easter Egg Hunt Final Details

2.2 Arbor Day Final Details

3. **JOINT MEETING TOPIC**

[3.1](#) Park Board Work Plan Discussion

**Recommendation:** Discussion and direction.

**Staff Contact:** Jeff Swanson, City Manager

4. **ADJOURNMENT**

Next City Council Meeting: March 23, 2026, at 5:00 PM.

Next Park Board Meeting: May 18, 2026, at 5:00 PM.

Organization	Prioritized?	Project Title	Category	Description
Park Board		Park Donations Policy	Policies	Develop policy for acceptance of park donations and memorials
Park Board		Park rules	Policies	Evaluate park rules, communication methods/signage, enforcement. Address dog issues in Medina Park.
Park Board		PROS Plan Updates	Significant Planning/Code Work	(1) Review Comprehensive Plan policies related to specific Parks assets (amenities and ecological functions) (2) Identify gaps between present state and intended use/condition including desirable areas for parks/open space acquisition (3) Determine plan for ongoing maintenance and capital improvements (4) Plan and phase capital project budgeting (Parks CFP) (5) Address funding policies such as Park Impact Fees (PIF) for development activity
Park Board		Park Usage Management	Policies	Park reservation system. Tennis Court usage.
Park Board		Park Capital Projects	Staff	Post Office site.
Park Board		Park Maintenance	Staff	Solid waste management. Monitoring and reporting maintenance and repair issues.
Park Board		Public Information	Staff	Create FAQ for all parks for website.
Park Board		Events	Staff	(1) Spring Clean Up (2) Fall Clean Up and Bulb Planting (3) Easter Egg Hunt (4) Arbor Day (5) Medina Days Pet Parade (6) Christmas Ships Event

meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their number as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor." ). If the Council decides to appoint a deputy mayor, he or she shall be selected through the same process for electing the mayor.

**3.4.2 Role of Deputy Mayor**

The Deputy Mayor shall fulfill the Mayor's duties in the absence of the Mayor. In the absence of both the Mayor and Deputy Mayor, the Council shall appoint another Councilmember to fulfill the duties.

**3.5 Advisory Boards and Commissions**

**3.5.1 Role of Advisory Boards and Commissions**

The City Council is empowered to create advisory boards and commissions pursuant to the provisions of Title 35A RCW, or such advisory boards or commissions not specifically enumerated, as the Council deems necessary or advisable. In the exercise of this power, it is the desire of the Council to establish a consistent policy in its decision-making role to fairly and equitably evaluate those citizens of the community who demonstrate a desire to serve on such boards or commissions.

Boards, commissions, and citizen committees provide a great deal of assistance to the Council when formulating public policy and transforming policy decisions into action. The City currently has a standing Park Board and a Planning Commission. In addition, special purpose committees and task forces may be appointed by the Council to address issues of interest or to conduct background work on technical or politically sensitive issues. Special purpose committees and task forces will be dissolved upon completion of the intended task.

The Council may annually develop a work plan for the Council, a statement of the City Manager's objectives, and work plans for its standing boards and commissions. The Council may assist in coordinating implementation of such work plans.

Standing boards and commissions shall conduct regular meetings that are open to the public in accordance with the Open Public Meetings Act, RCW 42.30 ("OPMA"). Upon formation of any special purpose committee or task force, the Council shall determine, based upon the committee's structure and function and with advice from the City Attorney, whether such committee shall be subject to the OPMA.

**3.5.2 Appointments, Qualifications, and Terms of Service**

Persons wishing to be considered for appointment or reappointment to the Park Board or Planning Commission shall submit to the City Clerk's office an application on a form provided by that office. It is the policy of the City Council that each applicant be evaluated on an objective basis utilizing the following criteria:

1. Residency: Members shall be residents of the City of Medina.
2. Sectional Composition: Consideration should be given toward maintaining an equitable balance of community representation on all boards and commissions. Multiple members from the same family or

household will not be appointed to a single board or commission in order to avoid the reality or appearance of improper conflict, influence or favor.

3. Occupation: A broad mix of occupational backgrounds on all boards and commissions will be attempted as appointments are considered.
4. Knowledge of Municipal and Planning Process: When ranking equally qualified applicants, consideration shall be given to background experience and knowledge of the municipal process as appropriate to the position in reaching a decision.
5. Contributive Potential: Consideration will be given to the potential contribution that each applicant may make if appointed to a board or commission. Criteria to guide this evaluation may include:
  - a. Ability to communicate effectively
  - b. Desire to perform public service
  - c. Ability to express ideas, concepts, or philosophies
  - d. Desire to participate in decision-making process
6. Leadership Potential: Since each appointee may be called upon to serve as a chair, consideration will be given to each applicant's leadership abilities, including:
  - a. Past or present leadership experience (current employment, special interests, etc.)
  - b. Past or present participation in community services
  - c. Expressed interest in a leadership role

No person shall be appointed to serve as a member of more than one board or commission at the same time. Persons serving on a board or commission who have requested appointment to another board or commission position may be appointed to such position if they, concurrent with the appointment, resign from the board or commission position they are then holding.

**3.5.3 Appointment Process**

The following process shall govern the appointment of persons to advisory boards and commissions.

1. The Mayor, together with two other Councilmembers designated by the Mayor, shall constitute a personnel committee to perform the interviews and recommendations for appointments to the Planning Commission and Park Board. The personnel committee shall interview the applicants, although the committee may make recommendations after reviewing applications and without conducting interviews. Upon completing its review, the personnel committee shall make a recommendation of appointment (or no appointment) to the Council.
2. After the personnel committee has forwarded its recommendation to the Council, the Council will be given copies of all applications and will have at least ten days to review and evaluate the applicants and committee's recommendation prior to the meeting at which the Council will be asked to make an appointment or confirm a recommendation.

3. The City Clerk will promptly notify each applicant and the chair of the affected board or commission of the Council's decision made at step 2 above.

### **3.5.4 Councilmember Roles and Relationship with Advisory Bodies**

Councilmembers, in their capacity as private citizens, should refrain from providing comment or testimony in matters pending before an advisory board that will receive, or could potentially receive, future review or other action before the Council. Where a Councilmember believes they may wish to provide such comment or testimony, the following shall apply:

1. The Councilmember shall timely advise the City Manager of their desire to provide comment or testimony so the Manager may obtain input and advice from the City Attorney and transmit that to the Councilmember before any comment or testimony is provided.
2. If comment or testimony is not prohibited by law, the Councilmember will declare in the submitted comment and/or at the outset of any testimony upon the record that the Councilmember is present and acting in his or her private capacity as an interested citizen, and not on behalf or at the request of the City Council.
3. The Councilmember shall refrain from stating or implying that the Councilmember's position or opinion is or may be that of the City Council.
4. The Councilmember shall refrain from directing City Staff or the advisory body to take any action on behalf of the Councilmember or his/her comment or testimony.
5. In addition to these Guidelines, the Councilmember shall observe all rules of procedure and protocol that apply to any other private citizen making such comment or testimony to the advisory board.

### **3.6 City Council Committees**

Council committees are policy review and discussion arms of the Council, made up of no more than three Council members, that discuss issues and develop recommendations for consideration by the full Council. Committees may be ad hoc or standing.

The City Manager or Council by majority vote or consensus may send items to committees for review on an as-needed basis. Committees shall meet as needed to carry out their purpose. Committee meetings shall be open to the public as required by the Open Public Meetings Act (OPMA).

Membership on each Council committee shall include the Mayor. The Mayor shall make appointments to each committee after asking each Councilmember's preference and taking those preferences into account.

Committees may be formed on any topic, and currently include Personnel and Finance committees. Committees are intended to be flexible and may be dissolved and reconstituted by the full Council depending on the needs of the City. A committee may be dissolved upon motion and approval by a majority of Council. Committee topics and structures should be determined in January of each biennium, but may be addressed more frequently.

## CHAPTER 2.24. - PARKS AND RECREATION BOARD

AGENDA ITEM 3.1

## 2.24.010. - Parks and recreation board.

There is created a parks and recreation board, consisting of seven regular voting members, to provide guidance in meeting the parks and recreational needs of the city by advising the city council and staff on matters relating to planning, acquisition, development and operation of park facilities and recreational programs within the city.

(Code 1988 § 2.40.010; Ord. No. 986 § 1 (Exh. A), 2020; Ord. No. 771 § 1, 2004)

## 2.24.020. - Membership.

- A. *Type and number of members.* The type and number of members of the parks and recreation board shall be as follows:
1. *Regular voting members.* The parks and recreation board shall consist of seven regular voting members, each of whom shall be appointed as set forth in this chapter for a term of four years. Terms shall expire on June 30th.
  2. *Alternate members.* The council may also appoint up to two alternate members of the parks and recreation board as set forth in this chapter. The alternate member(s) shall be entitled to participate in all discussions and meetings of the parks and recreation board in an advisory capacity, but unless there are regular voting members absent, the alternate member(s) shall not vote or count toward the quorum. If there are regular voting members absent, then the alternate member(s) will be treated as regular voting member(s) for that meeting and may count towards the quorum on vote on business before the parks and recreation board. In no case shall more than seven members be considered voting members during a meeting. No alternate member may serve as chairperson or vice chairperson. The term of the alternate member(s) shall be four years and shall expire on June 30th.
  3. *Optional emeritus member.* An optional emeritus member may be appointed to the parks and recreation board as set forth in this chapter. The optional emeritus member shall be entitled to participate in all discussions and meetings of the parks and recreation board in an advisory capacity, but shall not vote, count toward the quorum, or serve as chairperson or vice chairperson. The term of the optional emeritus member shall be four years and shall expire on June 30th.
  4. *Optional youth members.* Up to three optional youth members may be appointed to the parks and recreation board as set forth in this chapter. Youth members shall be between the ages of 15 and 18 and enrolled in high school. The optional youth members shall be entitled to participate in all discussions and meetings of the parks and recreation board in an advisory

capacity, but shall not vote, count toward the quorum, or serve as chairperson or vice chairperson. The term of the optional youth member shall be one year and shall expire on June 30th.

- B. *Appointment—Residence—Compensation.* The council personnel committee shall interview all candidates for membership and recommend appointment, which shall require confirmation by the city council, for membership on the parks and recreation board. Except for the optional emeritus member, all voting, alternate, and youth members of the parks and recreation board must reside within the city limits of Medina. Parks and recreation board members shall be selected and serve without compensation.
- C. *Removal.* Any member of the parks and recreation board may be removed at any time by the mayor, with the prior consent of the city council, for neglect of duty, conflict of interest, malfeasance in office or other just cause, or for unexcused absence for more than three consecutive regular meetings. The decision of the city council shall be final and there shall be no appeal.
- D. *Vacancies.* Vacancies occurring other than through the expiration of term shall be filled for the unexpired term in the same manner as for appointments as provided by this chapter.

(Code 1988 § 2.40.020; Ord. No. 1031, § 1, 7-22-2024; Ord. No. 1029, § 1, 7-8-2024; Ord. No. 986 § 1 (Exh. A), 2020; Ord. No. 957 § 1, 2018; Ord. No. 946 § 1, 2017; Ord. No. 771 § 1, 2004)

#### 2.24.030. - Meetings.

- A. *Election of officers.* The parks and recreation board shall elect from among its voting members a chairperson, who shall preside at all meetings, and a vice chairperson, who shall preside in the absence of the chairperson. The chairperson and vice chairperson shall be elected each January.
- B. *Quorum.* A majority of the parks and recreation board voting members appointed as set forth in this chapter shall constitute a quorum for the transaction of the board's business. In the case where the voting members are an even number, half of the voting members plus one additional voting member shall constitute a quorum for the transaction of business. A majority vote of those present shall be necessary to carry any motion.
- C. *Rules and regulations.* The parks and recreation board shall adopt such rules and regulations as are necessary for the conduct of its business.
- D. *Time.* The regular meeting of the parks and recreation board will be held on the third Monday of January, March, May, July, September, and November of each year, commencing at 5:00 p.m.
- E. *Place.* The regular meeting place of the parks and recreation board will be at Medina City Hall located at 501 Evergreen Point Road.
- F.

*Remote Participation.* Members of the parks and recreation board may attend any meeting or remotely via videoconferencing or teleconferencing unless such attendance is otherwise restricted or prohibited by legislative or governor's proclamation/order, or other emergency order. Members attending remotely shall so advise the city clerk or staff liaison not later than 2:00 p.m. the day of the meeting so that appropriate technical or other arrangements are in place for proper conduct of the meeting.

- G. *Special meetings.* The parks and recreation board may, from time to time, provide for special meetings in accordance with chapter 42.30 RCW, the Open Public Meetings Act.
- H. *Staffing.* Staff provided to the parks and recreation board shall be advisory.
- I. *Documentation.* The parks and recreation board shall ensure its meetings are recorded and a monthly summary of its actions and decisions are reflected in the board's minutes.

(Code 1988 § 2.40.030; Ord. No. 986 § 1 (Exh. A), 2020; Ord. No. 902 § 1, 2013; Ord. No. 898 § 1, 2013; Ord. No. 839 § 1, 2009; Ord. No. 771 § 1, 2004; Ord. No. 1019, § 2, 2023)

#### 2.24.040. - Duties and responsibilities.

The parks and recreation board shall be an advisory board to the city council, responsible for providing guidance concerning the following matters:

- A. Comprehensive park planning.
- B. Acquisition of park land and/or facilities.
- C. Development, design and operation of parks and recreation programming and facilities.
- D. Use fees and procedures for collecting fees.
- E. Park, play field and facility design.
- F. Capital improvements planning.
- G. Regulations and restrictions governing the hours of park and facilities use.
- H. Concessions.
- I. Contracts, interlocal agreements, and lease agreements regarding parks and recreation activities.
- J. Proposed annual budget for the acquisition, development and operation of parks and recreation facilities and programs.
- K. All matters as may from time to time be referred to the parks and recreation board by the city council or the city manager.

(Code 1988 § 2.40.040; Ord. No. 986 § 1 (Exh. A), 2020; Ord. No. 771 § 1, 2004)

#### 2.24.050. - Reporting.

The parks and recreation board shall provide a written report to the city council at least once each quarter on progress made on established work plans of the board. The board shall report at other times to the city council such recommendations, events and activities as necessary or directed by the city council to carry out the board's established duties and responsibilities.

(Code 1988 § 2.40.050; Ord. No. 986 § 1 (Exh. A), 2020; Ord. No. 771 § 1, 2004)

2.24.060. - Severability.

If a court of competent jurisdiction should hold any section, sentence, clause or phrase of the ordinances or regulations codified in this chapter invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of the ordinances or regulations codified in this chapter.

(Code 1988 § 2.40.060; Ord. No. 986 § 1 (Exh. A), 2020; Ord. No. 771 § 1, 2004)