



MEDINA, WASHINGTON

PARK BOARD MEETING

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, July 20, 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/82015707493?pwd=gL4ssB2ucMjYPFhHQcvRs7PStoHXvN.1>

Meeting ID: 820 1570 7493

Passcode: 436137

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 June 15, 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 Maintenance Update

Recommendation: Update only.

Staff Contacts: Ryan Osada, Public Works Director

5.2 Park Enhancement and Memorial Donation Policy

Recommendation: Discussion and direction.

Staff Contacts: Ryan Osada, Public Works Director

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: September 21, 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

August 2026 - No Regular Meeting

Monday, September 21, 2026 - Regular Meeting (5:00 PM)

October 2026 - No Regular Meeting

Tuesday, November 17, 2026 - Regular Meeting (5:00 PM)

December, 2026 - No Regular Meeting



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Monday, June 15, 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
 Board Member India Fitting-Koh
 Board Vice-Chair Collette McMullen
 Board Member Gretchen Stengel
 Board Member Mary Nelson

ABSENT

Board Member Michelle Lei

STAFF

Nations, Osada, Crickmore, Anderson

2. ANNOUNCEMENTS

Acting City Clerk Nations gave an update the board members regarding the changes in the parking stalls at city hall. City Staff and volunteers will now have parking permits to park in the permit stalls. Park Board members will be issued their permits at the July 20, 2026, meeting.

3. APPROVAL OF PARK BOARD MINUTES

ACTION: Motion made by Board Vice-Chair McMullen, Seconded by Board Member Moe and carried by 7:0 vote; the board adopted the meeting minutes as presented.

3.1 Park Board Minutes of May 18, 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/Memorial Donation Policy

Recommendation: Discussion and direction.

Staff Contacts: Ryan Osada, Public Works Director, Jeff Swanson, City Manager

Ryan Osada, Public Works Director, gave a brief overview of the draft policy. The board members discussed the overall vision of what the policy should include. It was decided the title would be Park Enhancement and Memorial Donation Policy. This would allow for donations to be made for park enhancements as well as in memoriam. They discussed the following topics: eligibility, park enhancement opportunities, memorial recognition, monetary park donations, ownership and maintenance. Osada will bring an updated draft policy to the Park Board for further discussion at the July 20th meeting.

6. PARK BOARD ROUNDTABLE

None.

7. PARK REPORTS

No Reports given due to length of Park Board discussion.

8. ADJOURNMENT

Next Park Board Meeting: July 20, 2026, at 5:00 PM.

By consensus, the meeting was adjourned at 5:56 PM.

Meeting minutes taken by Dawn Nations, Acting City Clerk

PARK ENHANCEMENT & MEMORIAL DONATION POLICY

The City of Medina recognizes that residents, families, and community members may wish to contribute to the enhancement of City parks or commemorate individuals with connections to the community. The purpose of this policy is to establish standards for the acceptance and recognition of park enhancement and memorial donations while preserving the natural character, appearance, maintenance objectives, and long-term planning goals of the City parks.

This policy applies to all parks, trails, open spaces, natural areas and park properties owned and maintained by the City of Medina.

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. 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.

Eligibility:

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:

1. Current residents of the City of Medina
2. Immediate family members of current or former Medina residents
3. Former residents of the City of Medina
4. 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 park improvements shall be limited to enhancement opportunities identified by the City.

The 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.

Memorial Recognition:

The City recognizes the importance of commemorating individuals and families while maintaining the natural character of Medina parks.

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. Clarification on current plaques/markers, will they continue to be maintained or phased out?

B. Recognition of approved memorial donations shall occur through a ***Friends of Medina Parks*** recognition page maintained on the City's website.

C. The memorial 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.

Monetary Park Donations:

The City may accept monetary donations intended for the beautification of the parks.

Monetary donations accepted under this policy shall:

- Be unrestricted in nature
- 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.

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, damaged, 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.

******The City Manager or designee shall administer this policy and is authorized to approve donations that comply with the provisions contained herein. The City reserves the right to deny any proposed donation that is inconsistent with this policy or is determined not to be in the best interests of the City or its community