



# MEDINA, WASHINGTON

## PARK BOARD MEETING

Hybrid Meeting - In-Person/On-Line  
Monday, September 18, 2023 – 5:00 PM

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### AGENDA

**BOARD CHAIR** | Barbara Moe

**BOARD VICE-CHAIR** | Katie Surbeck

**BOARD MEMBERS** | Rebecca Johnston, India Fitting-Koh, Collette McMullen, Viji Raman, Gretchen Stengel

**EMERITUS MEMBER** | Penny Martin

**YOUTH ADVISORY MEMBER** | Hayool Park

**STAFF LIAISON** | Ryan Osada, Public Works Director

#### Virtual Meeting Participation

Park Board participation in this meeting will be by teleconference/online only. Members of the public may also participate by phone/online. 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 September 18th Park Board meeting. Please reference Public Comments for September 18th 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/86367645399?pwd=ReXSzUmxCtU6YyP7LAn97cD6re2gpW.1>

Meeting ID: 863 6764 5399

Passcode: 401130

Dial by your location

- +1 253 215 8782 US (Tacoma)

1. **CALL TO ORDER / ROLL CALL**
2. **ANNOUNCEMENTS**
  - 2.1 Welcome New Park Board Youth Advisor
3. **APPROVAL OF PARK BOARD MINUTES**

- 3.1 Meeting Minutes of July 17, 2023  
**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](mailto:dnations@medina-wa.gov) and leave a message before 2PM on the day of the September 18 Park Board meeting. Please reference Public Comments for September 18 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 Ivy Clean up at Fairweather Nature Preserve  
a) Recruit High School Students - Community Service Hours  
b) Coordinate date with Park Board Members  
**Recommendation:** Discussion and direction.  
**Staff Contact:** Ryan Osada, Public Works Director
- 5.2 Fall Bulb Planting Event Discussion  
a) Tentative Dates - November 6th or 13th at 10:00 AM
- 5.3 Christmas Ships Event Planning  
a) Event Date - December 22, 2023 (5:35 -5:55 PM)  
b) Discuss Logistics: food/beverages, music, fire pit, souvenir
- 5.4 Trail Signage Project Update
- 5.5 November Meeting Date Discussion

**6. OTHER BUSINESS**

**7. PARK REPORTS**

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

**8. ADJOURNMENT**

Next Park Board Meeting: November 20, 2023 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**

***October 2023 - No Regular Meeting***

Monday, November 20, 2023 - Regular Meeting (5:00 PM)

***December, 2022 - No Regular Meeting***



# MEDINA, WASHINGTON

## PARK BOARD MEETING

Hybrid Meeting - In-person/On-Line

Monday, July 17, 2023 – 5:00 PM

### MINUTES

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

**PRESENT**

- Board Member Collette McMullen
- Board Member Viji Raman
- Board Member Gretchen Stengel
- Board Member Rebecca Johnston
- Emeritus Member Penny Martin
- Vice Chair Katie Surbeck
- Chair Barbara Moe

**ABSENT**

- Board Member India Fitting-Koh

**STAFF**

- Osada, Crickmore, Burns, Sass, Nations

2. **ANNOUNCEMENTS**

2.1 Welcome New Board Member by Barbara Moe, Park Board Chairperson

Chair Barbara Moe welcomed the new Park Board member Viji Raman. Board Member Raman gave a brief introduction and stated she is looking forward to this new adventure on the Board.

2.2 Youth Advisor Position Update by Dawn Nations, Deputy City Clerk

Deputy City Clerk Dawn Nations gave a brief update on the youth advisor position. We had one applicant apply for the position and the interview was completed. The appointment recommendation will go to Council at the September 11, 2023, meeting. Nations stated the new youth advisor will be starting in September and they are very excited about the position.

2.3 Medina Days Schedule by Steve Burns, City Manager

City Manager Steve Burns gave a brief update regarding the Medina Days schedule of events. Board Member Rebecca Johnston gave a brief update regarding the Medina Day parade details and parade route. She asked board members to spread the word to get participants/residents to attend.

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

#### 3.1 Meeting Minutes of May 15, 2023

**Recommendation:** Adopt Minutes.

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

**ACTION:** Motion made by Board Member Johnston, Seconded by Board Member McMullen and with no objections; Park Board approved the May 15, 2023, meeting minutes.

### 4. **PUBLIC COMMENT**

Chair Barbara Moe opened the public comment period. There were no speakers. Subsequently, the public comment was closed.

### 5. **PARK BOARD BUSINESS**

#### 5.1 Vice Chair Appointment

Deputy City Clerk Dawn Nations gave a brief update regarding the Chair and Vice Chair positions with the departure of the previous Chair Sarah Gray on June 30, 2023. Vice Chair Moe moved into the Chair position and Board Member Katie Surbeck volunteered to fill the Vice Chair position. This was discussed at the May 15, 2023, Park Board Meeting. Chair Barbara Moe asked for a nomination for Katie Surbeck to take the Vice Chair Position. This will be the official nomination and voting period.

**ACTION:** Motion made by Board Member Johnston, Seconded by Board Member McMullen and with no objections; the members voted Katie Surbeck as the Vice Chair.

#### 5.2 Fairweather Park Ivy Removal Update

Ryan Osada, Public Works Director gave a brief update on the status of using goats to remove the ivy. The company he contacted does not have availability at this time. The Board Members and staff discussed having a work party to continue on the removal process. Board Member Rebecca Johnston will contact a youth group for availability of members and report back to members at a later date.

#### 5.3 E-Bike Update

Police Chief Jeff Sass gave an update regarding on E-Bikes and reported they are considered as motorized vehicles. The Public Works department put up the signage stating no E-Bikes are allowed in the city parks. The Police Department has been out educating riders of the rules and will begin enforcement. Board Members asked questions regarding helmet requirements and staff responded. Chief Sass is working on the helmet concerns and will present recommendations to the City Council at the September Council meeting. Chief Sass stated the city will be adding a bike rack at Medina Beach Park to accommodate the parking of the E-Bikes.

#### 5.4 Trail Signage Project

Public Works Supervisor Pat Crickmore presented information and examples of new trail signage and mounting poles. The Board Members discussed the options and gave recommendations on the signage design and type of poles to be used. Board Members suggestions are to use the Medina Logo, reflective colors, arrows showing the direction of the trail, metal poles with vinyl coating and to add a QR code to show the trail map for the parks. Board Members and staff discussed the trail names. The new signage will be updated add the Points Loop trail and the other trail names. Staff will present the Park Board recommendations to the City Council at a future council meeting.

#### 6. **OTHER BUSINESS**

None.

#### 7. **PARK REPORTS**

Park Board members reported back on conditions of their assigned parks.

Board members discussed the condition of the Lid and staff responded with an update regarding the maintenance.

During the park reports we experienced a technical difficulty. The board paused the discussion until the audio was restored.

Public Works Supervisor, Pat Crickmore gave a brief update regarding adding benches and picnic tables at Fairweather Park. Staff asked the board members for recommendations; the board members recommended adding two permanent tables.

Crickmore reported they are adding a new pet waste station at Indian Trail (name will be changing to Point Loop Trail) and reported on the irrigation at the parks during the hot weather.

Additional trees will be added to Medina Beach Park in the fall.

Staff responded to the question about the smell at Medina Park and the status of the fountain repair. This is a retention pond and is not a clean pond. Staff is looking at dredging the ponds to reduce the smell and remove the lily pads; this is an ongoing research project for staff due to the cost involved.

The parking spots at Viewpoint Park will be removed and the spot will be used for maintenance/emergency vehicles only. There a no handicap parking spots.

#### 8. **ADJOURNMENT**

By consensus the Park Board adjourned the regular meeting at 6:00 PM.