



# MEDINA, WASHINGTON

## PARK BOARD MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, July 21, 2025 – 5:00 PM**

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### AGENDA

**BOARD CHAIR** | Collette McMullen

**BOARD VICE-CHAIR** | Barbara Moe

**BOARD MEMBERS** | Dana Brekke, India Fitting-Koh, Michelle Lei, Mary Nelson, Gretchen Stengel, Katie Surbeck

**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 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 Park Board meeting. Please reference Public Comments for 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/81614818811?pwd=FDmNqWgH4ysd5k8Zp8CiX13IPeOx8q.1>

Meeting ID: 816 1481 8811

Passcode: 310446

Dial by your location

- +1 253 215 8782 US (Tacoma)
- +1 253 205 0468 US

1. **CALL TO ORDER / ROLL CALL**
2. **ANNOUNCEMENTS**
3. **APPROVAL OF PARK BOARD MINUTES**

- [3.1](#) Park Board Minutes of May 19, 2025  
**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 Park Board meeting. Please reference Public Comments for 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 Medina Days Pet Parade Planning Update

- [5.2](#) Park Donation Policy Discussion  
**Recommendation:** Discussion and direction.  
**Staff Contact:** Ryan Osada, Public Works Director

- 5.3 Post Office Proposed Pocket Park Update  
**Recommendation:** Update.  
**Staff Contact:** Ryan Osada, Public Works Director

**6. PARK BOARD ROUNDTABLE**

- 6.1 Questions or Concerns of the Board

**7. PARK REPORTS**

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

**8. ADJOURNMENT**

Next Park Board Meeting: September 15, 2025, 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**

***August 2025 - No Regular Meeting***

Monday, September 15, 2025 - Regular Meeting (5:00 PM)

***October 2025 - No Regular Meeting***

Monday, November 17, 2025 - Regular Meeting (5:00 PM)

***December, 2025 - No Regular Meeting***



# MEDINA, WASHINGTON

## PARK BOARD SPECIAL AND REGULAR MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, May 19, 2025 – 4:30 PM**

### MINUTES

#### **1. PARK BOARD TOUR at 4:30 PM / ROLL CALL**

Board Chair Collette McMullen called the meeting to order at 4:30pm. Park Board members and City Staff met at the open space area next to the Medina Post Office. The purpose of the tour was to view the space and bring ideas to the meeting to discuss future renovations in this public area. No action was taken.

##### **PRESENT**

Board Chair Collette McMullen  
Board Vice Chair Barbara Moe  
Board Member Katie Surbeck  
Board Member Mary Nelson  
Emeritus Member Penny Martin

##### **ABSENT**

Board Member Dana Brekke  
Board Member India Fitting-Koh  
Board Member Michelle Lei  
Board Member Gretchen Stengel

##### **STAFF**

Osada, Crickmore, Nations, Swanson

#### **2. CALL TO ORDER THE REGULAR MEETING / ROLL CALL**

The Park Board regular meeting was called to order by Chair Collette McMullen at 5:00 PM.

##### **PRESENT**

Board Chair Collette McMullen  
Board Vice Chair Barbara Moe  
Board Member Katie Surbeck  
Board Member Michelle Lei (on-line)  
Board Member Mary Nelson  
Emeritus Member Penny Martin

##### **ABSENT**

Board Member Dana Brekke  
Board Member India Fitting-Koh  
Board Member Gretchen Stengel

**STAFF**

Osada, Crickmore, Nations, Glenn, Swanson

**3. ANNOUNCEMENTS**

None.

**4. APPROVAL OF PARK BOARD MINUTES**

4.1 Meeting Minutes of March 17, 2025

**Recommendation:** Adopt minutes

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

**ACTION:** Motion made by Board Chair Moe, Seconded by Board Vice Chair Surbeck and carried by 5:0 vote; the board adopted the March 17, 2025, meeting minutes as presented.

**5. PUBLIC COMMENT**

None.

**6. PARK BOARD BUSINESS**

6.1 Easter Egg Hunt Recap

Chair McMullen gave a brief update on the Easter Egg hunt and presented a list of notes and details for future events. Board members and staff reported the hunt was a great success and the changes made for a positive/successful event.

6.2 Arbor Day Recap

Public Works reported it was great event and beautiful day. It was reported staff will order more seedlings for next year.

6.3 Spring Clean Up Recap

The weeding on 24<sup>th</sup> was a good start to maintaining these planters. It was discussed to wear yellow vests to help slow traffic down. Public works reported they appreciated the help.

6.4 Capital Improvement Project (CIP) Discussion by Ryan Osada

Ryan Osada, Public Works Director gave a brief update on the CIP Projects. He reported the invasive species project was started by adding goats to Fairweather park and will continue through 2027. The tennis courts will be resurfaced in July 2025. Tennis court fencing will be added. He asked board members for input on what to add to Park project funding. The board gave direction to add the pocket park project for the open space beside the Medina Post Office. Osada reported this can be added as a 3-phase plan. He will update the board at the July 21, 2025, meeting after he discusses it was council. Board members asked questions and staff responded.

6.5 NE 12th Street Planter Update by Ryan Osada

Ryan Osada gave an update on what council direction was add native plants to the planters along NE12th street. Public works will do the watering for the new plants. The maintenance funds for NE12th will be redirected to the 84<sup>th</sup> street planter cleanup.

6.6 Park Donation Policy Update by Ryan Osada

Public Works Director Ryan Osada gave a brief update that he will draft a policy and present to the Park Board at the July 21, 2025, meeting for input and direction.

6.7 Medina Days Pet Parade Planning Discussion

Board members discussed the pet parade. They formed a sub-committee to discuss ideas and present the details at the July 21, 2025, meeting. The pet parade will be on Saturday, August 9, 2025.

**7. PARK BOARD ROUNDTABLE**

None.

**8. PARK REPORTS**

Fairweather & Lid – McMullen reported weeding needs to be done. Public Works will be adding wood chips.

Points Loop Trail – McMullen reported the bamboo is growing fast and Public Works will address the issue.

Lake Lane- No Report.

Medina Beach Park- Public works reported the seasonal staff will be working on weeding and mole issues.

Medina Park – All reported looks great.

Viewpoint Park – Public works reported the panels will be removed. Osada contacted the property owner.

**9. ADJOURNMENT**

By consensus, the meeting was adjourned at 5:45 PM.

Meeting minutes taken by Dawn Nations, Deputy City Clerk

## DRAFT\_Park Donation Policy

Limited to Medina & **Former** Residents Only:

The City of Medina's **Giving** Program (also known as the **Donation Program**) is a wonderful way to donate a park bench or table to Medina's Parks:

Commemorate a loved one celebrate an event or simply as a way to give back to the community

The information in this Guide covers bench and table donations only. Thank you for your generosity and for considering a donation to the City of Medina!

### COST

Benches are \$4,000. Picnic tables are \$6,100. (subject to yearly cost increases)

Your donation includes:

1. The purchase of a new bench/table or the refurbishment (**Show info**) of an existing bench/table. The price of a new bench/table or a refurbished bench/table is the same.
2. Installation
3. **Fifteen years** of routine maintenance and repairs of bench/table

Donor sources and pays for Bronze Plaque (see below)

Donated benches and tables are property of the City of Medina. The City retains the right to remove, relocate and shall otherwise have sole control over item. If relocating and within the **fifteen year** period, staff will attempt to contact the donor to select the new location, but City staff will make the final decision.

### LOCATION

The City of Medina currently has 5 beautiful parks to choose from. A complete list of Medina's parks is available on the application. Bench and table styles are predetermined and specific for Medina's Parks. Please refer to the Bench and Table Pricing if you have a budget you'd like to work with.

Many popular Medina Parks have reached their limit of benches and tables. Due to the generosity of donors, the following parks are unavailable to receive additional bench or table donations:

Beach Park

Viewpoint Park

Lake Lane

Once you've determined your park of interest, please send an email to @medina-wa.gov with your initial availability inquiry. Personal site visits to your park of interest are strongly recommended.

#### PLAQUE:

One bronze plaque, 3" in height by 12" in length, is **not included** in the price of a donation for a bench or table.

The plaque will be mounted on the backrest of the bench or in the middle of the table.

Plaque content is encouraged to be positive and is subject to review and approval by City staff.

Only one 3" x 12" bronze plaque is allowed on each bench or table.

Spelling and content accuracy are the responsibility of the donor.

Upon request by the original donor, an existing plaque can be removed (by the City) and a new replacement plaque can be purchased by the donor (and installed by the City).

#### TAX DEDUCTIBLE:

The City of Medina is a municipal organization. Donations may be tax-deductible. Contact the IRS or a tax adviser for confirmation.

#### NEXT STEPS:

Complete and submit the **Giving Program** Application. Online method is preferred.

Mail or drop off donation payment.

The donation process formally begins once the Application and the entire donation amount is received.

Bench/table locations are not held without receipt of completed Application and full payment.

Checks are accepted. Cash and credit cards are not accepted at this time.



Checks can be made payable to the City of Medina and be attached to the **Giving Program** Donation Application.

#### TIMELINE & DURATION:

The entire donation process(Show info) may take up to six months, depending on availability of the Public Works Staff.

Upon the completion of the donated item, the donor is notified via email or phone call and a receipt is sent by mail.

Initial installation or refurbishment(Show info) , routine maintenance and park placement of the bench or table is guaranteed for a **fifteen year** period.

After the **fifteen year** period, existence and/or maintenance is not guaranteed and the disposition of the gift is at the sole discretion of the City of Medina. The bench or table will not be resold and the plaque will not be removed by the City (unless requested by the donor).