



MEDINA, WASHINGTON

PARK BOARD MEETING

Virtual/Online

Monday, September 19, 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

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 and leave a message before 2PM on the day of the September 19 Park Board meeting. Please reference Public Comments for September 19 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/85198294127?pwd=SEdaUW1NTkJVdTU4UDMrSHNzQXNHZz09>

Meeting ID: 851 9829 4127

Passcode: 403685

One tap mobile

+12532158782,,85198294127#,,,,*403685# US (Tacoma)

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

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 September 19 Park Board meeting. Please reference Public Comments for September 19 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 Park Board Meeting Time Change Discussion

5.2 Fall Weeding and Planting Event

5.3 Medina Park Playground Lighting
Recommendation: Discussion and direction.
Staff Contact: Ryan Osada, Public Works Director

5.4 Christmas Ships Event Planning
Date: Thursday, December 22, 2022 - Time TBD

[5.5](#) Park Use Permit Update
Recommendation: Update.
Staff Contact: Steve Burns, City Manager

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: October 17, 2022 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

Monday, October 17, 2022 - Regular Meeting (5:00 PM)

Monday, November 21, 2022 - Regular Meeting (5:00 PM)

December, 2022 - No Regular Meeting



MEDINA, WASHINGTON

PARK BOARD MEETING

Virtual/Online

Monday, May 16, 2022 – 5:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:01pm by Chair Sarah Gray and roll call taken by Deputy City Clerk Dawn Nations.

PRESENT

- Chair Sarah Gray
- Vice Chair Barbara Moe
- Board Member Gretchen Stengel
- Board Member Katie Surbeck (on-line 5:02 PM)
- Board Member India Fitting-Koh
- Emeritus Member Penny Martin (on-line 5:03 PM)

ABSENT

- Board Member Rebecca Johnston
- Board Member Collette McMullen
- Youth Advisor Ben Johnston

STAFF PRESENT

Ryan Osada, Steve Burns, Pat Crickmore, Connor Bell, Aimee Kellerman, Dawn Nations

2. ANNOUNCEMENTS

Chair Sarah Gray discussed changing the meeting time and date change of no meeting in August instead of July. The board discussed and decided on meeting in July and not August to align with other boards and commissions. The meeting time for June and July will be 6pm as a Special meeting.

3. APPROVAL OF PARK BOARD MINUTES

- 3.1 Park Board Meeting Minutes of March 21, 2022
Recommendation: Adopt Minutes.
Staff Contact: Dawn Nations, Deputy City Clerk

ACTION: Motion by Stengel, Second by Moe. Carried 5-0

4. PUBLIC COMMENT

None.

5. PARK BOARD BUSINESS

5.1 Introduce New Park Board Member, Position 5 - India Fitting-Koh

Chair Sarah Gray introduced new Park Board member India Fitting-Koh. India Fitting-Koh spoke to the board members.

5.2 Medina Park Playground Project Update

a) Project Update -completion date proposed for June 2, 2022

b) Grand Opening Ceremony - June 4, 2022, at 10am

Recommendation: Update, discussion, and direction.

Staff Contact: Ryan Osada, Public Works Director

Ryan Osada updated the board members on the playground project and final details of when the playground will be opening. The Park Board members discussed the project details and details for the Grand Opening ceremony. The board will make a sign with the Park Board meeting dates and ways to get involved with the board. This will be displayed at the Grand Opening event.

5.3 Park Use Permit Update

Recommendation: Update.

Staff Contact: Stephen R. Burns, Interim City Manager

Interim City Manager Steve Burns gave a brief update on the Park Use Permit status the proposal and recommendations will be brought back to the Park Board in June or July.

5.4 Easter Egg Hunt Recap

Chair Sarah Gray gave a brief recap of the Easter Egg Hunt and reported there was a huge turnout. The board discussed ways to improve the event. It was determined that having staggering start times for younger age groups would be great to help eliminate future issues and they discussed asking for more donations for next year.

5.5 Arbor Day Recap

Chair Sarah Gray gave a brief update on the Arbor Day event. The board discussed and reported it was a fabulous event. The kids and teachers from Medina Elementary were very excited to participate in the event.

5.6 Medina Park - Willow Tree Update

Recommendation: Update.

Staff Contact: Ryan Osada, Public Works Director

Ryan Osada reported the Willow tree fall on its own and had to be removed. It was discussed that the tree will be replaced in the future. Pat Crickmore gave an update on the process of how the tree will be planted to have a successful planting.

6. OTHER BUSINESS

Chair Sarah Gray discussed the importance of Board members attendance at the Park Board Meetings.

Board member asked about meeting format for future meetings. It discussed that the in-person hybrid meeting format logistics are still being worked out. An email will be sent out as information becomes available. At this time the meetings will still be held via teleconference (Zoom Meeting).

7. PARK REPORTS

- Fairweather & Lid – Gray reported it has been weeded and looks great. Stengel reported the bulbs look great and reported residence are very thankful. Fitting-Koh reported the entrance has blackberries into the path.
- Indian Trail - Moe reported looks good.
- Lake Lane - Martin reported looks good and asked about the branch that is hanging over the path. Public works reported the whole light may need to be replaced but they are working on it.
- Medina Beach Park - Gray reported looks good. Moe reported light out in restroom. Public works will look
- Medina Park - All members reported looks great.
- Viewpoint Park – All reported it looks great. Public works reported the mulching as been started.
- Public Works reported all the fountains will be turned back on for spring/summer.
- Gray reported there are dog owners that are in violation of the dog rules at the park. Officer Bell reported the patrols are increasing in the park.
- Gray asked public works to change the location of the dog rules sign by the tennis courts. Public works will look into this matter.

8. ADJOURNMENT

Meeting adjourned at 6:02 PM.

Minutes taken by:

Dawn Nations, Deputy City Clerk



MEDINA, WASHINGTON

PARK BOARD SPECIAL MEETING

Virtual/Online

Monday, June 20, 2022 – 6:00 PM

MINUTES

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

Meeting called to order at 6:00 PM by Vice-Chair Barbara Moe and roll call taken by Deputy City Clerk Dawn Nations.

PRESENT

- Vice Chair Barbara Moe
- Board Member India Fitting-Koh
- Board Member Collette McMullen
- Board Member Rebecca Johnston
- Board Member Gretchen Stengel
- Board Member Katie Surbeck
- Emeritus Member Penny Martin
- Youth Advisor Ben Johnston

ABSENT

- Chair Sarah Gray

STAFF PRESENT

- Ryan Osada, Pat Crickmore, Steve Burns, Aimee Kellerman, Dawn Nations

2. **ANNOUNCEMENTS**

Vice Chair Barbara Moe on behalf of the park board thanked Ben Johnston for his service on the board this past year and wished him well. Ben Johnston spoke to the board and thanked them for the opportunity.

3. **APPROVAL OF PARK BOARD MINUTES**

None.

4. **PUBLIC COMMENT**

None.

5. **PARK BOARD BUSINESS**

5.1 Park Board Meeting Time Change

Recommendation: Approve.

Staff Contact: Dawn Nations, Deputy City Clerk

Vice Chair Barbara Moe read the Agenda Bill outlining the proposed time change from the May 16, 2022, meeting and the board members discussed.

Action: Motion by McMullen and second Stengel. The motion was amended by Stengel Second Johnston. With further discussion the motions were withdrawn by Stengel McMullen. New Motion by McMullen to postpone the meeting start time discussion and vote until the July Park Board meeting. Second by Stengel by consensus the discussion was postponed to July.

5.2 Medina Park Playground Opening Recap

Recommendation: Update.

Staff Contact: Ryan Osada, Public Works Director

Ryan Osada, Public Works Director gave a brief update on opening and explained the opening delay of one week was due to the wood chips delivery. The event went well. Osada and the Park Board members thanked the Public Works department for all their hard work. Osada thanked the board for all their input and work on this project as well.

5.3 Medina Park - Willow Tree Update

Recommendation: Update.

Staff Contact: Ryan Osada, Public Works Director

Pat Crickmore, Public Works Supervisor gave a brief update the large new willow tree was installed, and installation went well. Ryan Osada gave an update on the size of tree and cost of the replacement. Steve Burns, Interim City Manager gave a brief update regarding funding as well.

5.4 Medina Park – Off Leash Dogs Update

Recommendation: Update.

Staff Contact: Stephen R. Burns, Interim City Manager

Park Board members asked the police department about more patrolling in the park for off leash dogs in on-leash area. Interim City Manager Steve Burns gave a brief update regarding the Police department doing targeted patrols in the park and informed the board that the staffing in the police department is down. He asked members to let the police department know specific times that violations are being seen. This will help in the targeted patrols timeframe. The board members asked questions and staff responded.

5.5 Medina Beach Park

a) Umbrellas

b) Lifeguard Start Date

Recommendation: Update.

Staff Contact: Ryan Osada, Public Works Director

Steve Burns announced the lifeguard season will be June 27 thru August 28, 2022. The program will be fully staffed with 12 guards, 7 days of week. He thanked Barbara Marxer, Police Office Manager for all her work on getting the program fully staffed. Ryan Osada, Public Works Director and Pat Crickmore, Public Works Supervisor announced

that the umbrellas will be put up on June 21, 2022, and the buoys and swim rope will be installed the week of June 27th.

6. OTHER BUSINESS

The board asked about the Park Use permit status. Interim City Manager informed the board details would be discussed at a future meeting. The board members asked questions and staff responded. The board asked about the tree code and the board was informed the Planning Commission was working on it and will take to City Council this year. Steve Burns encouraged members to attend the Tree Code Open House June 30, 2022.

7. PARK REPORTS

- Fairweather & Lid- McMullen thanked public works department for weeding in the park. She reported the dogwoods are beautiful. Public Works reported the stumps will be removed in the future. Fitting-Koh reported on the invasive plant species. Public Works will be working with the board to address these issues.
- Indian Trail – Moe and Johnston reported looks good.
- Lake Lane - Martin reported looks great and asked about the tree branch. Public Works reported the branch is on the homeowner’s property and the City cannot remove it.
- Medina Beach Park - Moe reported looks good and the light fixed.
- Medina Park - Moe asked about the water fountain issue and Public Works reported they are working on the fountains.
- Viewpoint Park - Public works reported the park needs some work done but they are working on it.
- Public Works acknowledged the overgrown ROW areas. City Staff is addressing these issues. Board members asked questions and staff responded.

8. ADJOURNMENT

The meeting was adjourned at 6:50 PM.

Minutes were taken by:

Dawn Nations, Deputy City Clerk

PARK RESERVATION/USE FEES

Park Facility Reservation/Use Fees and Deposits :

- (1) Park Facility Reservation/Use Fees and Deposits. Charges for use the City of Medina Parks picnic tables, covered shelter, and open space areas shall be as follow:

Facility	Refundable Deposit	Hourly Fee - Resident	Hourly Fee - Non-Resident
Medina Park Gazebo/Shade Structure	\$250.00	\$25.00	\$50.00
Medina Beach Park Picnic Table/Greenspace Area	\$250.00	\$25.00	\$50.00
Medina Beach Park Picnic Table	\$250.00	\$15.00	\$30.00

The applicable fee and deposit shall be required per area or facility reserved.

Minimum of one hour required for reservation.

Medina Beach Park Small Picnic Tables: Maximum day use not to exceed \$75 for residents and \$150 for non-residents.

Medina Park Gazebo/Shade Structure and Medina Beach Park South Picnic Table/Green Space: Maximum day use not to exceed \$100 for residents and \$200 for non-residents