



MEDINA, WASHINGTON

PARK BOARD MEETING

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, September 15, 2025 – 5:00 PM

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 at 425.233.6414 or email rbennett@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 Development Services Coordinator 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/85814117777?pwd=o8S0gd82Tr6PSiFTCnRZGCQL1Qhgfi.1>

Meeting ID: 858 1411 7777

Passcode: 067878

One tap mobile

1-253-215-8782 US

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

- 3.1 Park Board Minutes of July 21, 2025
Recommendation: Adopt minutes.
Staff Contact: Dawn Nations, Acting City Clerk

4. PUBLIC COMMENT

Individuals wishing to speak live during the Virtual Park Board meeting will need to register their request with the Development Services Coordinator at 425.233.6414 or email rbennett@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 Development Services Coordinator 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 Recap
- 5.2 Fall Planting/Cleanup Discussion
- 5.3 Christmas Ships Event Planning
- 5.4 Park Memorial/Donation Update
Recommendation: Update.
Staff Contacts: Ryan Osada, Public Works Director and Jeff Swanson, City Manager
- 5.5 Comprehensive Plan Chapters 3 and 5 Update Discussion
Recommendation: Discussion and input.
Staff Contact: Jeff Swanson, City Manager
- 5.6 Park Board Work Plan Discussion
Recommendation: Discussion and input.
Staff Contacts: Jeff Swanson, City Manager and 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: November 17, 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 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) 233-6414 at least 48 hours prior to the meeting.

UPCOMING MEETINGS

October 2025 - No Regular Meeting

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

December, 2025 - No Regular Meeting

December 22, 2025 - Christmas Ships Event (5:30 PM)



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Monday, July 21, 2025 – 5:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Chair Collette McMullen called the Park Board meeting to order at 5:03 PM in the council Chambers.

PRESENT

Board Chair Collette McMullen
 Board Vice Chair Barbara Moe (on-line)
 Board Member Dana Brekke
 Board Member Katie Surbeck
 Board Member Gretchen Stengel (arrived at 5:04 PM)
 Board Alternate Mary Nelson
 Emeritus Member Penny Martin

ABSENT

Board Member India Fitting-Koh
 Board Member Michelle Lei

STAFF

Osada, Crickmore, Sass, Nations, Swanson

2. ANNOUNCEMENTS

None.

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

ACTION: Motion made by Board Vice Chair Surbeck, Seconded by Board Chair Moe. and carried by 5:0 vote; the board adopted the May 19, 2025, meeting minutes as presented.

4. PUBLIC COMMENT

None.

5. PARK BOARD BUSINESS

5.1 Medina Days Pet Parade Planning Update

Chair McMullen gave update from the Pet Parade planning sub-committee. She reported they met with Medina Days Chair Kathleen Higgins to finalize details. The committee will recreate what was done last year including dog agility course, prize categories for pets. Event Date: August 9th at 10:30 AM. Pasdo's Safe Haven will be there to share their organization's mission. The board will coordinate with Public Works for signage to advertise the event and coordinate with the Police Department for judging and to MC the event.

5.2 Park Donation Policy Discussion

Recommendation: Discussion and direction.

Staff Contact: Ryan Osada, Public Works Director

Public Works Director Ryan Osada gave an overview on the draft donation/memorial policy and provided background on past park donations. He asked for input from the board and a sub-committee was formed to do additional research on updating the policy and procedures. He stated this a service provided to community. The sub-committee will report on the findings at a future Park Board meeting.

5.3 Post Office Proposed Pocket Park Update

Recommendation: Update.

Staff Contact: Ryan Osada, Public Works Director

Public Works Director Ryan Osada reported the council approved the CIP/TIP. This will allow Park Project – Post Office Pocket Park Phase I (\$25K) design for 2026, Phase II (\$50K) hardscaping/landscaping in 2027, Phase III (\$50K) 2028. Osada asked the board to provide input for design option elements to take to the architect for initial design. Jeff Swanson, City Manager, addressed the process of developing project scopes to go out for bid with contractors. Swanson will be at the next Park Board meeting on September 15, 2025, to discuss the Post Office Pocket Park Project to develop a plan, discuss community outreach open house forum or survey the residents to ask for input on what the community would like to see.

ACTION: Staff will do additional research, outreach and get a survey of the property size and present it to the board at a future meeting.

6. PARK BOARD ROUNDTABLE

6.1 Questions or Concerns of the Board

Board Member Gretchen Stengel asked about the 24th Street cleanup. PW reported that the contractors are working in this area.

7. PARK REPORTS

Fairweather & Lid - McCullum asked about the plants by the sign. PW seasonal workers will work in this area.

Points Loop Trail – PW reported the stumps were removed. The gravel pathway will be re-done.

Lake Lane- PW is working on this area.

Medina Beach Park – Martin reported looks great.

Medina Park – Moe reported the tennis court looks great. The tennis court usage policy was discussed. New signage will be added to make the rules clear. Currently the usage time is 45 minutes per the current ordinance.

Viewpoint Park – Brekke asked about the fence. PW reported they are trying to contact the caretaker to address the concerns.

8. ADJOURNMENT

By consensus, the meeting adjourned at 5:58 PM.

Meeting minutes taken by Dawn Nations, Deputy City Clerk