



# MEDINA, WASHINGTON

## PARK BOARD MEETING

Hybrid - Virtual/In-Person  
Monday, March 20, 2023 – 5:00 PM

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### 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](mailto:dnations@medina-wa.gov) and leave a message before 2PM on the day of the March 20th Park Board meeting. Please reference Public Comments for March 20th 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/88039367958?pwd=VUpnbUh6N0NVbUQzQ3dvWDhFRmZvUT09>

Meeting ID: 880 3936 7958

Passcode: 938751

Dial by your location

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

1. **CALL TO ORDER / ROLL CALL**
2. **ANNOUNCEMENTS**
  - 2.1 City Council Approval of Park Board Meeting Changes
  - 2.2 Youth Advisor Recruitment Update
3. **APPROVAL OF PARK BOARD MINUTES**

- [3.1](#) January 17, 2023 Meeting Minutes  
**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 March 20th Park Board meeting. Please reference Public Comments for March 20 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 Fairweather Park Ivy Removal Update by Public Works Department

- 5.2 Easter Egg Hunt Finalize Details

- a) Reminder - Egg Stuffing Date- March 27, 2023 - City Hall at 10 AM
- b) Reminder - Candy Needed
- c) Saturday, April 1, 2023 - Medina Park at 10 AM (set- up at 9 AM)
- d) Public Works - signage

- 5.3 Arbor Day Event Discussion

- a) Friday, April 28, 2023 at 10 AM
- b) Contact Medina Elementary for class participation
- c) Public Works to get Tree and order seedlings

- 5.4 Spring Weeding Event Discussion

- a) Decide on date

**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: Monday, May 15, 2023 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**

***April 2023 - No Regular Meeting***

Monday, May 15, 2023 - Regular Meeting (5:00 PM)

***June 2023 - No Regular Meeting***

Monday, July 17, 2023 - Regular Meeting (5:00 PM)

***August 2023 - No Regular Meeting***

Monday, September 18, 2023 - Regular Meeting (5:00 PM)

***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 - Virtual/In-Person  
Tuesday, January 17, 2023 – 5:00 PM

### MINUTES

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

Meeting called to order at 5:00 PM by Deputy City Clerk Dawn Nations.

PRESENT

- Chair Sarah Gray
- Vice Chair Barbara Moe
- Board Member Gretchen Stengel
- Board Member Rebecca Johnston
- Board Member Katie Surbeck
- Board Member India Fitting-Koh
- Emeritus Member Penny Martin
- Youth Advisor Will Reeves

ABSENT

- Board Member Collette McMullen

STAFF

Osada, Burns, Crickmore, Sass, Nations

2. **ELECTIONS**

- 2.1 Elections of Officers:
  - a) Chair
  - b) Vice Chair

The Deputy City Clerk opened the nominations for the Chair position.

**Action:** Board member Moe nominated Sarah Gray, Second Stengel. Sarah Gray spoke to her nomination and is excited to lead the Park Board. There were no other nominations for the chair position. Deputy City Clerk Nations called for the vote. Vote carried 6-0 to elect Sarah Gray as the Chair.

Nations congratulated Gray and turned the meeting over to her.

Chair Gray opened the nominations for the Vice Chair position.

**Action:** Board member Johnston nominated Barbara Moe, Second Stengel. There were no other nominations. Chair Gray called for a vote; vote carried 6-0 to elect Barbara Moe as Vice Chair.

3. **ANNOUNCEMENTS**

None.

4. **APPROVAL OF PARK BOARD MINUTES**

**Action:** Motion Johnston Second Surbeck vote carried 6-0.

4.1 November 21, 2022 Meeting Minutes

**Recommendation:** Adopt Minutes.

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

5. **PUBLIC COMMENT**

Chair Sarah Gray opened the public comment period.

Steven Wells gave public comment on the community of Medina, spoke regarding the noise and public nuances near Viewpoint Park.

Huan Bui sent a public comment via email to the Park Board to inquire about the pickle ball courts at Fairweather Park. The email was read aloud for the record.

6. **PARK BOARD BUSINESS**

6.1 Christmas Ships Event Recap by Sarah Gray

Chair Gray reported it was a great event, very well attended, and everyone enjoyed the lighted necklaces. The board discussed having a welcome table, hot chocolate, cookies, candy cane necklaces (only), and fire pit for the 2023 event. Chief Sass and City Manager Burns reported it was a great event as well. The board discussed purchasing or donating a fire pit for the City to store and use for future events.

6.2 Parks and Recreation Board Meeting Change Proposal

**Recommendation:** Approve.

**Staff Contact:** Ryan Osada, Public Works Director

Deputy City Clerk Nations gave a brief overview of the proposed meeting date changes of meeting 6 times per calendar year. The board members discussed and asked questions, staff responded. The board members voted and will forward their recommendation to the City Council on February 13, 2023.

**Action:** Motion Surbeck, Second Stengel vote carried 6-0 as presented.

6.3 2024 Meeting Calendar and Event Planning

**Recommendation:** Discussion and direction.

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

Deputy City Clerk Nations presented the Meeting Calendar and Park Board events calendar to the board members. The board members discussed the events. Board member Johnston will contact Medina Elementary for Arbor Day Event. The following dates were finalized:

- Egg Stuffing Event - Monday, March 27, 2023 - City Hall at 10 AM
- Annual Easter Egg Hunt - Saturday, April 1, 2023 at 10 AM
- Arbor Day - Friday, April 28, 2023 at 10 AM

6.4 Youth Advisory Recruitment Update by Will Reeves, Youth Advisor

Chair Gray discussed having 3 opportunities for the Youth Advisor to get more involved in Park Board activities and receive more volunteer hours.

Youth Advisor Will Reeves gave a brief presentation on how to promote the Youth Advisor position to other Medina youth residents. He prepared a flyer to be handed out. He discussed the target audience should be the parents to pass along information to their youth. The board members discussed having an article put in the Medina Newsletter and Greet West Bellevue Magazine to advertise the position.

7. **OTHER BUSINESS**

None.

8. **PARK REPORTS**

**Fairweather & Lid** - Gray reported the ivy is a problem. The board discussed the process of removing it. Public Works will check into what funds are available. They will get quotes on a service or goats to remove it and maintenance. Board member Surbeck will check with Yarrow Point Park Board regarding how they handled this same issue. Board member Fitting-Koh asked about the City educating the residents about invasive species. City Manager Burns asked Public Works to get costs and bring it back to the Park Board for further discussion. The tennis courts will not be resurfaced for pickle ball at this time as they were recently re-done.

**Indian Trail** - Moe reported looks good.

**Lake Lane** - Martin reported looks great and reported the tree branch problem. Moe reported there is fire damage on the dock. Public Works will check on the tree and dock.

**Medina Beach Park** - Public Works reported the flower beds were cleaned out.

**Medina Park** - Public Works reported more beaver damage and will be repaired.

**Viewpoint Park** - Gray reminded board members to go to the park to evaluate the upper parking spot issues and report back. Chief Sass gave a brief update regarding the parking spots and public nuisance that the Police is witnessing. These issues will be presented to the City Council for advisement.

9. **ADJOURNMENT**

The meeting was adjourned at 6:15 PM

Meeting Minutes taken by Dawn Nations, Deputy City Clerk