



# MEDINA, WASHINGTON

## PARK BOARD MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, May 18, 2026 – 5:00 PM**

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### AGENDA

**BOARD CHAIR** | Katie Surbeck

**BOARD VICE-CHAIR** | Collette McMullen

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

**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 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 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/84279237364?pwd=5iPHGBqU9XMMYuUvb3GXfob97X3ML9.1>

Meeting ID: 842 7923 7364

Passcode: 014551

One tap mobile

1-253-215-8782

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

- 3.1 Park Board Meeting Minutes of:  
a) November 17, 2025, 2025:  
b) January 19, 2026; and

c) March 16, 2026 - Joint City Council and Park Board Meeting.

**Recommendation:** Adopt minutes.

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

**4. PUBLIC COMMENT**

Individuals wishing to speak live during the Hybrid Park Board meeting will need to register their request with the 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 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 Easter Egg Hunt Recap

5.2 Arbor Day Recap

5.3 Preliminary Discussion - Donation Policy

**Recommendation:** Discussion.

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

**6. PARK BOARD ROUNDTABLE**

Questions or Concerns of the Board

**7. PARK REPORTS**

Fairweather

Points Loop Trail

Lake Lane

Medina Beach Park

Medina Park

Viewpoint Park

**8. ADJOURNMENT**

Next Park Board Meeting: July 20, 2026, 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**

***June 2026 - No Regular Meeting***

Monday, July 20, 2026 - Regular Meeting (5:00 PM)

***August 2026 - No Regular Meeting***

Monday, September 21, 2026 - Regular Meeting (5:00 PM)

***October 2026 - No Regular Meeting***

Tuesday, November 17, 2026 - Regular Meeting (5:00 PM)

***December, 2026 - No Regular Meeting***



# MEDINA, WASHINGTON

## PARK BOARD MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, November 17, 2025 – 5:00 PM**

### MINUTES

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

Chair Collette McMull called the Park Board Meeting to order on Monday, November 17, 2025, at 5PM.

**PRESENT**

- Board Member Barbara Moe
- Board Chair Katie Surbeck
- Board Member Dana Brekke
- Board Member Michelle Lei
- Board Vice-Chair Collette McMullen
- Board Member Gretchen Stengel
- Board Alternate Mary Nelson

**ABSENT**

- Board Member India Fitting-Koh

**STAFF**

- Osada, Crickmore, Sass, Nations

**2. ANNOUNCEMENTS**

Acting City Clerk Dawn Nations announced that City Hall lobby would be closed the week of November 24–28 for painting, though staff would remain available by appointment and phone. She also reminded the Board of the Staff Team Appreciation Luncheon scheduled for December 11 at Overlake Golf and Country Club from 12:00 to 2:00 PM, noting that an email with meal selections would be forthcoming.

**3. APPROVAL OF PARK BOARD MINUTES**

**ACTION:** Motion made by Vice Chair Moe, Seconded by Board member Surbeck and carried by 6:0 vote; the board adopted the September 15, 2025, meeting minutes as presented.

Motion made by Board Member Moe, Seconded by Board Chair Surbeck.  
Voting Yea: Board Member Moe, Board Chair Surbeck, Board Member Brekke, Board Member Lei, Board Vice-Chair McMullen, Board Member Stengel, Board Alternate Nelson

3.1 Park Board Meeting Minutes of September 15, 2025

**Recommendation:** Adopt minutes.

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

**4. PUBLIC COMMENT**

Board Chair Collette McMullen opened the public comment period; there was no public comment and public comments was closed.

**5. PARK BOARD BUSINESS**

5.1 Fall Bulb Planting and Clean Up Event Recap

Chair McMullen recapped the fall bulb planting and cleanup event, noting favorable weather and expressing gratitude to participants, including Public Works staff Pat. The group planted approximately 100 bulbs around the sign in Medina Park before moving to Fairweather, where significant progress was made on cleanup. The Board agreed to continue this event in 2026 and emphasized the importance of photographing the bulb locations in early spring to inform future planting orders.

5.2 Christmas Ship Event Planning - Monday, December 22, 2025

- a) Christmas Music
- b) Lighted Necklaces
- c) Set-up Time - 5pm (Ships arrive at 5:35pm)
- d) Refreshments

The Board discussed logistics for the Christmas Ship event at Medina Beach Park, scheduled for December 22, 2025, with the ships expected to pass between approximately 5:35 and 5:55 PM.

Key planning points included:

Setup: The Board agreed to meet at 4:45 PM to set up tents, tables, and the Bluetooth speaker. Board member Surbeck offered to prepare a music playlist in advance and arranged to have the speaker delivered beforehand.

Light-Up Necklaces: Acting Clerk Nations confirmed that 200 light-up necklaces had been ordered—consistent with the prior year's quantity. She noted the necklaces require some preparation beforehand to avoid tangling, and a Board member volunteered to take them home to prepare them.

Refreshments: Kitchen Market was unable to participate this year due to holiday demands at their five locations. The Board agreed to return to a cookie-tray format, with members volunteering to purchase Costco cookie trays. An estimated 300 cookies was discussed as sufficient. The city will reimburse the purchase upon receipt submission.

**Safety Signage:** In response to concerns about slippery conditions on the path leading to the waterfront, the Board requested that staff prepare a "Slippery When Wet" sign to post near the slope. Volunteers were also suggested to direct attendees with flashlights along the path.

**Advertising:** Staff will post event information in the community news immediately, with A-frame signs to go up around December 11–12.

### 5.3 Park Board Projects for 2026

The Board reviewed and confirmed the following recurring events for 2026: Easter Egg Hunt (tentatively penciled in for March 28, given Easter falls on April 5), Egg Stuffing Event, Arbor Day, Spring Cleanup, Medina Days Pet Parade, Fall Planting, and Christmas Ships.

Staff member Ryan Osada provided an update on the area surrounding the Post Office beautification project and discussed the 2026 budget for Parks. He confirmed that a review of the postal service lease indicated the surrounding area—not the building and parking lot—could be modified by the city. Osada also reported that the King County Parks Levy (Proposition 1) had passed, which would bring the city approximately \$50,000 or more per year in park funding through 2031, consistent with prior levy cycles. This funding has previously supported projects such as the Medina Park trail improvements and the current tennis court fence project

### 5.4 Park Board 2026 Work Plan Discussion

Chair McMullen led a discussion on updating the Park Board Work Plan, which had been tabled since July 2024, in anticipation of a joint meeting with City Council in the new year. The Board agreed to streamline the plan to focus on higher-level priorities rather than granular details. Key items proposed for retention or addition included:

- **Park Memorial Policy:** To remain on the plan as a future item, with a note that Vice Chair Moe had begun drafting language.
- **Businesses and Organizations Using Parks:** Retained as a future discussion topic.
- **Post Office Pocket Park:** Retained as an active project. The Board discussed the importance of early community outreach before design begins, including a possible survey to gauge priorities. The concept of incorporating memorial tiles was briefly revisited as a way to address past community requests.
- **Trash Receptacle Evaluation:** Prompted by a suggestion from Council Member Randy Reeves, who noted frequent trash accumulation along Overlake Drive near the back of Medina Elementary School, the Board discussed a broader review of trash can and mutt mitt station placement citywide—rather than simply adding a new receptacle. Staff were asked to consult Public Works on usage patterns, and Wagner agreed to reach out to the school's maintenance contract about potentially adding a receptacle on their side of the fence.
- **Tree Canopy and Noxious Tree Study:** Chair McMullen reported that the city has engaged a consultant to complete a tree canopy assessment and inventory, with findings intended to support a review of the city's tree code expected in late 2026 or early 2027. The Board expressed interest in having representation at Planning

Commission discussions on this topic, particularly given concerns about past plantings such as Leyland cypress along Points Loop Trail and encroaching bamboo. This item was added to the Work Plan for monitoring.

**6. PARK BOARD ROUNDTABLE**

**6.1 Questions or Concerns of the Board**

No additional questions or concerns were raised by Board members.

**7. PARK REPORTS**

**Fairweather & Lid**

City staff member Jeff provided a detailed update on the ongoing dispute with the Washington State Department of Transportation (WSDOT) regarding maintenance of the SR-520 lid. WSDOT notified the city in early July that it was abandoning its maintenance responsibilities for the lid, having since removed trash receptacles, ceased vegetation management, and stopped irrigation. The city has communicated its disagreement with WSDOT's position, as there is no agreement requiring the city to maintain what is state right-of-way infrastructure. Staff noted that neighboring cities Hunt's Point and Yarrow Point received the same notification and are experiencing similar frustrations.

Regarding Fairweather Park itself, Chair McMullen noted that three cedar trees appear to be dying from the top down, likely due to drought stress over the summer. Staff indicated the trees would be assessed for hazard by the arborist but would likely not be removed unless deemed dangerous.

**Points Loop Trail**

No significant issues were reported. Staff noted that two truckloads of branches were removed from the trail area between November 24–28, and a street sweeper has been scheduled for Mondays and Tuesdays to manage leaf accumulation.

**Lake Lane**

No report provided.

**Medina Beach Park**

No issues were reported for the beach park itself.

**Medina Park**

Staff member Osada provided an update on the north pond dredging project at Medina Beach Park. Permitting through the Washington Department of Fish and Wildlife, Department of Ecology, the Army Corps of Engineers, and the Muckleshoot Tribe has proven complex and time-consuming. The fish work window for the current year was missed, and the project will be deferred to next year. The city currently holds approximately \$640,000 in grant funding from the King County Flood Control District for the north pond, which is the most severely degraded. The planned approach involves first removing invasive root systems, followed by vacuum dredging. A fallen scrub willow near the south end of the pond was noted; staff confirmed it must remain in place as it constitutes protected habitat under the applicable permits.

**Viewpoint Park**

No significant issues were reported. Board member Brekke noted blackberry growth along one side, which may warrant future cleanup attention.

**8. ADJOURNMENT**

By consensus, the meeting was adjourned at 6:06 PM.

Meeting minutes taken by Dawn Nations, Acting City Clerk

DRAFT



# MEDINA, WASHINGTON

## PARK BOARD MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Tuesday, January 20, 2026 – 5:00 PM**

### MINUTES

#### 1. CALL TO ORDER / ROLL CALL

The Park Board meeting was called to order by Dawn Nations, Acting City Clerk at 5:01pm.

##### PRESENT

- Board Member Barbara Moe (on-line)
- Board Member Katie Surbeck
- Board Member Dana Brekke
- Board Member India Fitting-Koh (on-line at 5:07 PM)
- Board Member Michelle Lei
- Board Member Collette McMullen
- Board Member Gretchen Stengel
- Board Member Mary Nelson
- Emeritus Member Penny Martin

##### STAFF

Osada, Crickmore, Nations, Swanson, Glenn

#### 2. ELECTIONS

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

The Acting City Clerk Nations opened the nominations for the Chair position.

**ACTION:** Board member Moe nominated Katie Surbeck, Seconded by Nelson Board Member Moe stated that Board Member Surbeck would be a “fabulous leader,” citing her ideas, communication, organization, and participation in Park Board events. Board Member Surbeck accepted the nomination and thanked the Board for its trust.

There were no other nominations for the position of chair.

Deputy City Clerk Nations called for the vote. Vote carried 7-0 to elect Katie Surbeck as the Chair.

Nations congratulated Katie Surbeck and turned the meeting over to her.

Chair Surbeck opened the nominations for the Vice Chair position.

**ACTION:** Board Member Gretchen Stengel nominated Board Member Colette McMullen, noting her enthusiasm and positive energy at Park Board events. Board Member McMullen accepted the nomination and stated she would be happy to continue serving in the role if the Board desired.

Chair Surbeck called for the vote. Vote carried 7-0 to elect Collette McMullen as the Vice-Chair.

Chair Surbeck congratulated Colette McMullen as Vice Chair.

**3. ANNOUNCEMENTS**

Acting City Clerk Dawn introduced Sergeant Tyler Glenn as the Police Department representative who may attend future Park Board meetings, along with Sergeant Anderson or other Police Department leadership as schedules allow.

**4. APPROVAL OF PARK BOARD MINUTES**

No minutes this month.

**5. PUBLIC COMMENT**

Board Chair Surbeck opened the public comment period; there was no public comment and public comments was closed.

**6. PARK BOARD BUSINESS**

6.1 Christmas Ships Event Recap

Chair Surbeck provided a recap of the Christmas Ships event. She reported that the weather had been muddy, windy, and rainy, but that turnout was strong despite the conditions. Cookies and necklaces were distributed. The ships arrived as scheduled, with approximately four or five ships present for about 15 to 20 minutes.

Board Members discussed logistics for the following year. Staff noted that restrooms had been available and that people could come inside to warm up. Staff also reported testing the sound from inside the meeting room during the performance and said the music could be heard well with the windows and doors closed. The Board discussed the possibility of making the meeting room available next year as a warm and dry viewing option, particularly if weather conditions are poor.

The Board agreed that the number of necklaces should remain about the same and be distributed on a first-come, first-served basis to both adults and children as a welcoming gesture. Members also agreed the cookies were appropriate and well received.

6.2 Joint Park Board and City Council Meeting - March 16, 2026

Acting City Clerk Dawn stated that the next Park Board meeting on March 16, 2026, would be a joint meeting with the City Council. The meeting will begin at 5:00 p.m. and will be structured to allow the Board and Council to discuss priorities, expectations, projects, reports, and ways to close communication gaps.

City Manager Jeff Swanson explained that the purpose of the meeting would be to establish a work plan for approximately the next 12 to 24 months. He stated that the goal would be to align the Park Board's priorities with the City Council's priorities and to develop a shared work plan.

The Board asked whether the discussion would start from a blank sheet or from the draft work plan previously discussed. Acting City Clerk Nations stated that the draft work plan would be used as a starting point because it had not been finalized. Council feedback may also include expectations for the Park Board's reports to Council, including whether additional information should be included.

Acting City Clerk Nations stated that staff would meet with the Chair and Vice Chair to prepare the joint meeting agenda and likely would also coordinate with the Mayor and Deputy Mayor. She said she would send an email asking Board Members for input. She reminded members not to "reply all" to emails, as doing so could create Open Public Meetings Act concerns. She noted staff would continue troubleshooting reports that some members were not receiving city emails or were receiving them late.

6.3 2026 Meeting Calendar and Event Planning Discussion

- 1) Easter Egg Hunt Event
  - a) Saturday, March 28, 2026; or
  - b) Saturday, April 4, 2026.
- 2) Egg Stuffing Event - Date TBD
- 3) Friday, April 24, 2026 (10 AM)
- 4) Spring Clean-up Event - Date TBD
- 5) Medina Days Event - Pet Parade - Date TBD
- 6) Fall Bulb Planting Event - Date TBD
- 7) Christmas Ships Event - December Date TBD

The Board discussed 2026 event planning.

The Board agreed to plan the Easter Egg Hunt for Saturday, March 28, 2026, at 10:00 a.m.

The Board then discussed the egg-stuffing event. The Board selected Wednesday, March 25, 2026, from 1:00 p.m. to 4:00 p.m. at City Hall. Vice Chair McMullen and Board Member Moe agreed to coordinate ordering eggs and candy, with items shipped to City Hall.

The Board discussed event advertising for the Easter Egg Hunt. Board Member Moe agreed to update the prior year's flyer or postcard. Members agreed to use the same general outreach approach as the prior year: distribute the notice locally about one week

before the event, avoid social media promotion, and rely on organic sharing within the community. Members stated that this approach helped create a strong but manageable turnout.

Arbor Day, the Board confirmed Friday, April 24, 2026, at 10:00 a.m. Board Member Mary Nelson agreed to contact Medina Elementary. Public Works Director Ryan Osada agreed to order seedlings.

The Board agreed to include a brief Easter Egg Hunt check-in at the March 16 joint meeting, because there will not be another regular Park Board meeting before the event. Members also suggested inviting Councilmembers to assist with egg stuffing.

Spring Clean-up Event, the Board discussed potential locations and tasks. Board Member Gretchen Stengel suggested cutting ivy bands around trees near Bellevue Christian on the Points Loop Trail, where ivy is climbing and damaging trees. Members supported focusing on ivy cutting rather than large-scale ivy removal, with the goal of stopping or slowing the ivy's growth and allowing the upper portions to die back. The Board selected Tuesday, April 21, 2026, at 10:00 a.m., meeting at the Points Loop Trail just south of Bellevue Christian.

The Board noted that the Fall Bulb Planting Event and Christmas Ships Event dates remain to be determined.

6.4 Park Projects Update by Ryan Osada, Public Works Director

Fairweather invasive species removal, Director Osada stated that the City has a contract for goat vegetation management that will continue through the current year and next year, after which the City will need to determine the next approach.

Fairweather Nature Preserve footbridge improvements, Director Osada said staff will evaluate the footbridges to determine whether they need replacement or rebuilding. He stated that \$60,000 is included in the budget for that work.

Post Office Pocket Park Phase 1, Director Osada stated that \$25,000 is budgeted for design, which may not be sufficient for extensive design work. He explained that the property has two main areas, on the south and north sides, and the City may need to focus on one area first. Staff reported that the south side has been cleared somewhat, while the north side extends farther back and still needs additional clearing. Director Osada said a site survey to identify property markers would be an appropriate first step and would cost approximately \$2,000. He indicated he could begin that process soon.

Chair Surbeck and Board Members discussed the need for community input before investing significant design funds. Members noted that many residents may not know the green space exists, particularly the portion behind the post office. Discussion focused on presenting the area as a walk-to green space or beautification project rather than a destination park with parking, play structures, or intensive uses. Members also discussed potential features such as a table, seating, natural space improvements, and possibly a memorial wall to reduce pressure for memorial benches in Medina Park. Members emphasized the need to communicate carefully with adjacent neighbors, who may be most affected and may have concerns.

Director Osada also reported on the Medina Beach Park tree planting project. He stated that the project originated from a 2018 plan to add canopy over time, particularly as waterfront trees are lost. Staff explained that the plan is to maintain sun in the lower beach area while adding shade farther up.

Director Osada said he would be checking in with the City Council at an upcoming Monday study session to review his project list, including the park projects, and that Council's feedback could inform the March 16 joint meeting.

6.5 Park Report Assignments

Chair Surbeck reviewed the Board's park report assignment process. She explained that the Board traditionally assigns at least two members to each park so that members can monitor conditions between meetings and provide short reports.

The Chair summarized the preliminary assignments as follows:

Fairweather: Colette McMullen, Michelle Lee, and Gretchen Stengel.

Points Loop Trail: Katie Surbeck, Barbara Moe, India Fitting, and Michelle Lee.

Lake Lane: India Fitting and Colette McMullen.

Medina Beach Park: Dana Brekke and Mary Nelson.

Medina Park: Mary Nelson and Barbara Moe.

Viewpoint Park: Dana Brekke and Katie Surbeck

**7. PARK BOARD ROUNDTABLE**

7.1 Questions or Concerns of the Board

Emeritus Member Penny Martin asked about vegetation growing in the ponds at Medina Park. Public Works Director Osada explained that the pond work falls under stormwater and that staff are working on a two-phase project, beginning with vegetation removal in the north pond. He stated that the permit would encompass both ponds. The later phase would involve removing debris and using large dewatering containers so water can return to the pond while debris is captured. He confirmed that the work would address lily pads and other vegetation but noted that permitting is a lengthy process.

Board Member Michelle Lee raised a separate topic regarding public education about problematic plants such as ivy, Himalayan blackberry, Leyland cypress, and bamboo. She stated that the Board had previously discussed whether to recommend educational materials or outreach to help residents understand how to contain invasive or problematic plants and consider native or less problematic alternatives for slope stabilization and privacy screening.

Vice Chair, McMullen suggested that this issue would be appropriate for the March 16 joint meeting with the City Council. Chair Servick agreed and stated that the Board should ask Council what authority, if any, exists to discourage or restrict certain plantings through approved-plant lists, tree code, or other mechanisms. Director Osada noted that

certain trees are excluded from the significant tree list and are not eligible for credits or on the approved list. Members discussed concerns that developers may use fast-growing screening plants such as Leyland cypress or bamboo because they provide quick privacy but create long-term problems for neighbors, public spaces, and City maintenance. The Board agreed to add this topic to the joint-meeting planning discussion.

**8. PARK REPORTS**

Fairweather and the Lid, members reported that bulbs are coming up. Staff and members also discussed the remaining mounds of wood chips. Parks staff explained that spreading the chips had been delayed because a crow nested in one mound and because the ground is now too wet to support heavy equipment such as a tractor. Members offered to assist when the work is scheduled if volunteer labor would be useful.

Points Loop Trail, Vice Chair McMullen reported that a green utility or electrical cover north of 24th is cracked and worsening, creating a potential trip or fall hazard. Staff said they would inspect it and determine whether the city needs to replace the lid. Staff also noted that one damaged panel remains to be replaced.

The Board discussed recurring carving on the cedar bench at Points Loop Trail. Staff explained that the city has been replacing benches with more durable boards. Members discussed whether replacing benches immediately is worthwhile when vandalism may continue.

Lake Lane report was provided.

Medina Beach Park, staff reported recent maintenance work, including limbing up drooping trees that were becoming low enough to strike pedestrians, cleaning leaves from the grass, removing honey locust seed pods, and cutting back grasses and plantings.

Medina Park, Board Member Nelson, reported that the park looked good overall, though some areas remain muddy. Staff stated that e-bike activity is generally lower in winter, aside from some school commuters, and that the wet conditions likely discourage more recreational riding through the park.

Viewpoint Park, Director Osada reported that a Transpo site-distance study had been completed regarding parking spaces that had previously been closed. He stated that the report concluded the spaces are safe and that there is no accident history indicating a problem. Staff indicated the spaces could be reopened.

**9. ADJOURNMENT**

Chair Surbeck announced the next meeting is March 16, 2026, Joint Park Board and City Council meeting at 5:00 p.m. She encouraged all members to attend and to allow extra time because the meeting is expected to run longer than usual. City Clerk Dawn stated that she would send an email with details. The meeting was adjourned at 6:06PM.



# MEDINA, WASHINGTON

## JOINT CITY COUNCIL AND PARK BOARD MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, March 16, 2026 – 5:00 PM**

### MINUTES

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

Mayor Rossman called the Joint City Council and Park Board Meeting to order in the council chambers at 5:06pm.

#### PRESENT

- Park Board Member Barbara Moe
- Park Board Chair Katie Surbeck
- Park Board Member Dana Brekke
- Park Board Member India Fitting-Koh
- Park Board Vice-Chair Collette McMullen
- Park Board Member Gretchen Stengel
- Park Board Member Mary Nelson
- Mayor Jessica Rossman
- Deputy Mayor Randy Reeves
- Councilmember Laura Bustamante
- Councilmember Heija Nunn

#### ABSENT

- Park Board Member Michelle Lei
- Councilmember Michael Luis
- Councilmember Harini Gokul

#### STAFF

Swanson, Osada, Wagner, Sass, Nations

The Mayor noted an amendment to the agenda to add a public comment period, consistent with regular Park Board meeting practice.

#### **2. PUBLIC COMMENT**

Suzanne Fleming, a Medina resident of approximately 50 years who lives near Medina Park, addressed the Council and Park Board regarding the City’s current hold on memorial tree plantings in Medina Park. Ms. Fleming explained that her son, who helped

her plant their yard decades earlier and loved horticulture and forests, was terminally ill with cancer. She asked whether the city could allow a memorial tree planting for him in Medina Park, near her home.

Mayor Rossman expressed condolences on behalf of the city and noted that the Park Board work plan discussion included memorial plantings and donations. The mayor indicated that staff, including City Manager Jeff Swanson, would follow up regarding the specific request.

**3. PARK BOARD BUSINESS**

**3.1 Easter Egg Hunt Final Details**

Park Board members reviewed final preparations for the Easter Egg Hunt. The egg preparation/stuffing event was discussed for Wednesday, March 25 at 1 PM, at City Hall, with community members and youth volunteers invited to participate. Staff noted that community service hours could be offered for students.

The Easter Egg Hunt was confirmed for Saturday, March 28, at 10:00 AM. Staff and the Park Board discussed event publicity, including Public Works placement of signs in the same locations used the prior year, a resident-only postcard mailing, and additional sharing through the Facebook page and City communication channels. Staff reported that the postcard was being coordinated with the printer and, if feasible, would reach residents no earlier than Tuesday, March 24.

The Board discussed age-group signage. The current groups were 3 and under, 4–6, and 7 and up. Members noted that attendance by age group can vary and agreed to be flexible on the day of the event. Staff was asked to prepare a “5” that could be placed over the “3 and under” signage if the Board determines on site that a 5-and-under group would better serve the younger children.

Mayor Rossman asked staff to send calendar invitations for the upcoming Park Board events to Council and Park Board members so they would have the dates readily available.

**3.2 Arbor Day Final Details**

The Arbor Day event was confirmed for Friday, April 24, at 10:00 AM in Medina Beach Park. Staff and Board members briefly discussed event logistics, contacting the Medina Elementary participation and public notice.

**4. JOINT MEETING TOPIC**

**4.1 Park Board Work Plan Discussion**

**Recommendation:** Discussion and direction.

**Staff Contact:** Jeff Swanson, City Manager

City Manager Jeff Swanson facilitated a work plan discussion intended to clarify the Park Board’s role, improve communication between the Park Board and City Council, and identify priorities for the next work plan period.

Mr. Swanson began by directing members to the Medina Municipal Code provisions establishing the Parks and Recreation Board. Participants read aloud the code language stating that the Board is a seven-member advisory body that provides guidance to the City Council and staff on the planning, acquisition, development, and operation of park facilities and recreational programs. Members also reviewed the code section listing the Board's duties, including comprehensive park planning, acquisition of parkland or facilities, development and design of parks, capital improvements, park rules, concessions and agreements, and proposed annual budgeting for parks and recreation facilities and programs.

Mr. Swanson said the code gives the Park Board broad authority and responsibility, including areas with significant budget and capital-planning implications. He emphasized that the discussion should help define how workflows between the Council, Park Board, and staff.

The group next reviewed the City Council guidelines related to advisory boards and commissions. The excerpts described the role of advisory bodies in helping the Council formulate policy and implement policy direction.

The discussion then turned to workflow and communication. Park Board members said they need clear priorities, defined scope, context, history, and the specific problem the Council is asking them to solve. Members noted that, without that framing, an advisory body can spend significant time on work that may not align with Council expectations.

Members discussed prior reporting practices and whether more structured communication should be restored. Suggestions included a regular Park Board Chair report to Council, more detailed chair-mayor-city manager check-ins, Councilmember attendance at Park Board meetings, Park Board representatives attending Council meetings, and periodic meetings among representatives of both bodies and staff.

Park Board and Councilmembers reviewed a draft list of possible work plan topics and identified priorities:

- Vegetation management, including blackberries, ivy, and overgrowth along trails and common areas. Discourage or restrict problematic plantings such as Leyland cypress, bamboo, ivy, and other invasive or inappropriate species, particularly in rights-of-way and public-facing spaces
- Better communication with residents so the community understands what the Park Board is doing and how residents can participate.
- Protect and preserve Medina's natural environment, tree canopy, green spaces, and native trees, which was described as central to the City's identity.
- Native biodiversity, low-impact development, pollinator habitat, rain gardens, and using open space to manage stormwater before it enters the lake.
- Park donations and memorials policy

- Park rules, dog issues in Medina Park,
- Signage and enforcement
- park usage management, reservation systems, and tennis court access.
- Developing a strategic plan for the future of Medina's parks.
- Adding seasonal trash cans, more dog-waste stations along walking routes, and making waste containers more attractive and inviting

Mr. Swanson also reviewed Comprehensive Plan and PROS-related work, including inventory of existing parks, identifying gaps between present conditions and intended uses, considering acquisition opportunities, and planning maintenance and capital improvements. He noted that Medina Park is not only a recreation space but also the City's largest stormwater facility, with ponds and wetlands that help settle sediment before water reaches Lake Washington. Members agreed that park planning must account for ecological functions as well as recreation.

#### **4. ADJOURNMENT**

Mayor Rossman thanked the Park Board, Councilmembers, and staff for the discussion and participation. The meeting was adjourned at 8:30pm

Meeting minutes taken by Dawn Nations, Acting City Clerk