



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