



MEDINA, WASHINGTON

PARK BOARD MEETING

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

MINUTES

1. CALL TO ORDER / ROLL CALL

The Park Board meeting was called to order by Chair Collette McMullen at 5:00pm.

PRESENT

Board Chair Collette McMullen
Board Vice Chair Barbara Moe
Board Member Dana Brekke
Board Member India Fitting-Koh
Board Member Michelle Lei
Board Member Katie Surbeck
Board Member Mary Nelson

ABSENT

Board Member Gretchen Stengel

STAFF

Osada, Crickmore, Sass, Nations

2. ANNOUNCEMENTS

None.

3. APPROVAL OF PARK BOARD MINUTES

3.1 Meeting Minutes of January 21, 2025

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Deputy City Clerk

ACTION: Motion made by Board Vice Chair Moe, Seconded by Board member Surbeck and carried by 7:0 vote; the board adopted the January 21, 2025, meeting minutes.

4. PUBLIC COMMENT

Chair McMullen opened the public comment period. Mayor Jessica Rossman thanked the board for all their work. No other comment; public comments was closed.

5. PARK BOARD BUSINESS

5.1 Easter Egg Hunt Event - Finalize

- a) Egg Stuffing Event - April 8, 2025, at 10 AM - City Hall
- b) Easter Egg Hunt - April 12, 2025 - Medina Park- Arrive at 9 AM to set-up and Hunt starts at 10 AM
- c) Signage/Postcard Mailer

Chair McMullen reported she addressed the council at the March 10th council meeting and shared the event dates. She stated she asked that the dates not be shared on social media platforms to keep attendance lower. She ordered 4000 plastic eggs and board vice chair Moe will order the candy. The city will reimburse the costs of plastic eggs and candy. Board members will reach out to recruit volunteers to help with these events. Vice Chair Moe created the postcard flyer, and this will be mailed to Medina residents. The signage locations were discussed and will be put in interior city locations.

5.2 Arbor Day Event - April 25, 2025, at 10 AM

- a) Location - TBD
- b) Contact Medina Elementary School

Pat Crickmore, Public Works Supervisor reported the tree has been ordered. The planting location will be Medina Park. Ryan Osada, Public Works Director, ordered the saplings. Board Member Nelson will contact Medina Elementary to coordinate the first graders' participation.

5.3 Spring Clean-up Event Discussion

The board decided on April 1st at 10 Am and location on 24th Street to weed newly created beds. Public works will assist.

5.4 Comprehensive Plan Overview – Parks and Open Space Element

Recommendation: Discussion.

Staff Contact: Ryan Osada, Public Works Director

Ryan Osada, Public Works Director gave a brief overview of the Comprehensive Plan for open spaces and guiding principles for the park board to follow.

5.5 Medina Park - Pavilion Donation

Recommendation: Discussion and direction.

Staff Contact: Ryan Osada, Public Works Director

Ryan Osada, Public Works Director gave a brief update regarding the donation request the city received to add a covered pavilion at Medina Park. Osada brought the request to the council and the council directed him to bring it to the Park Board for input and direction. The board members gave input and asked questions and staff responded. It was decided there should be a process/policy for how to handle this donation and future donation requests. The board agreed there should be a process of how to get input from the community on this new policy. A draft policy will be presented to the board at a future meeting to vet out before being taken to council for future consideration.

6. PARK BOARD ROUNDTABLE

6.1 Questions or Concerns of the Board

Chair McMullen gave an overview of this new agenda item.

Dawn Nations, Deputy City Clerk, gave further explanation on what items should be brought up during this time. She also went over housekeeping items that were discussed at the January 21st meeting regarding in person meeting attendance to allow for a more cohesive interaction.

Board Member Nelson asked NE 12th Street planters. Ryan Osada, Public Works Director, gave a brief update on the planting and the next steps with the irrigation. He will bring the irrigation options to the council at a future council meeting. Board members asked questions and staff responded.

Chair McMullen informed the board that the council would like to have a joint meeting with the Park Board in the future to discuss areas of concern and future park-related projects.

Board Member India Fitting-Koh suggested creating a pamphlet of a native plant list to put on the website. She asked about areas regarding the ivy. Staff asked for her to provide a list of areas/parks to be addressed and these can be added to a future agenda.

Board Member Lei asked about the Park and Ride near 520. Chief Sass addressed her questions. He gave a brief overview and informed her it belongs to the State (WSDOT), and it is the state's responsibility to monitor this park and ride.

Chair McMullen asked for Ryan Osada to go over the CIP at the next Park Board Meeting.

7. PARK REPORTS

7.1 Park Assignments for Park Reports

Fairweather & Lid – McMullen reported looks good. Crickmore reported branches we be taken care of.

Points Loop Trail – Crickmore gave update on the drainage issues and public works is clearing the ditch in this area. This is an ongoing project and is weather dependent.

Moe reported a bamboo plant issue. Public Works will check into this area.

Lake Lane- McMullen reported looks great.

Medina Beach Park – Ongoing maintenance for this park.

Medina Park – Looks great. The new path is holding up great. The no pets in the pond sign is posted.

Viewpoint Park -Park closed through April for an AC watermain replacement.

8. ADJOURNMENT

By consensus, the meeting was adjourned at 6:05 PM.

Meeting minutes taken by Dawn Nations, Deputy City Clerk