



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