



# City of Valdez

212 Chenega Ave.  
Valdez, AK 99686

## Meeting Agenda

### Parks and Recreation Commission

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Tuesday, July 12, 2016

7:00 PM

Council Chambers

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#### REGULAR AGENDA - 7:00 PM

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. APPROVAL OF MINUTES

1. [Approval of regular meeting minutes from April 12, 2016](#)

Attachments: [Minutes 4-12-16](#)

#### IV. PUBLIC APPEARANCES

#### V. PUBLIC BUSINESS FROM THE FLOOR

#### VI. PUBLIC HEARINGS

#### VII. UNFINISHED BUSINESS

1. [Discussion Item: 2016 Endurocross](#)

#### VIII. NEW BUSINESS

1. [Parks & Recreation Community Input Survey - Review & Approval](#)

Attachments: [Parks & Recreation Community Input Survey - Draft](#)

2. [Discussion Item: Volunteering Procedures](#)
3. [Discussion Item: Mountain Biking - Mineral Creek](#)
4. [Discussion Item: Visioning/Redevelopment RFQ \(Matt Smelcer\)](#)

#### IX. REPORTS

1. [Director Report](#)

2. [Park Maintenance Supervisor Report](#)

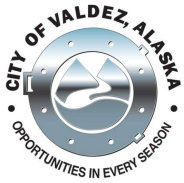
**Attachments:**      [Park Maint Supervisor Report.docx](#)

3. [Recreation Supervisor Report](#)

**Attachments:**      [Recreation Supervisor Report.doc](#)

X. COMMISSION BUSINESS FROM THE FLOOR

XI. ADJOURNMENT



## Agenda Statement

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**File #:** 16-0018      **Version:** 1

**Type:** Minutes      **Status:** Agenda Ready

**File created:** 6/21/2016      **In control:** Parks and Recreation Commission

**On agenda:** 7/12/2016      **Final action:**

**Title:** Approval of regular meeting minutes from April 12, 2016

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Minutes 4-12-16](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Approval of regular meeting minutes from April 12, 2016

**SUBMITTED BY:** Krystal Moulton - Administrative Assistant

### **FISCAL NOTES:**

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

### **RECOMMENDATION:**

approve regular meeting minutes from April 12, 2016

### **SUMMARY STATEMENT:**

[Click here to enter text.](#)

## **WORK SESSION AGENDA - 6:00 PM**

*Transcribed minutes are not taken for Work Sessions. Audio is available upon request.*

### **I. CONTINUATION OF MASTER PLAN UPDATES**

#### **REGULAR AGENDA - 7:00 PM**

### **I. CALL TO ORDER**

### **II. ROLL CALL**

Council Members Present: *Chair Matt Smelcer  
Chair Pro-Tempore Brian Teale  
Commission Member Paul Nylund  
Commission Member Amy Goold*

Council Members Absent: *Secretary Rich Loftin  
Commission Member Gary Pauly  
Commission Member Michael Britt*

Also Present: *Admin Assistant Krystal Moulton  
P.R.C.S. Director Darryl Verfaillie  
Recreation Supervisor Wendy Clubb*

### **III. APPROVAL OF MINUTES**

#### **1. REGULAR MEETING MINUTES FROM MARCH 8, 2016**

**MOTION:** Commission Member Amy Goold moved, seconded by Commission Member Paul Nylund, Motion to Approve REGULAR MEETING MINUTES FROM MARCH 8, 2016.

**VOTE ON THE MOTION:** 4 yeas, 3 absent (Rich Loftin, Gary Pauly, Michael Britt). **MOTION CARRIED.**

The regular meeting minutes from March 8, 2016, were approved as written.

### **IV. PUBLIC APPEARANCES**

There were no public appearances.

**V. PUBLIC BUSINESS FROM THE FLOOR**

There was no public business from the floor.

**VI. PUBLIC HEARINGS**

There were no public hearings.

**VII. NEW BUSINESS**

**1. AQUATIC SAFETY PRESENTATION**

Prior to the start of the meeting, we did not yet have a quorum, Mayor Weaver presented an Aquatic Safety Excellence Award to Ms. Hannah Haase, which was accepted by her sibling, Elijah Haase.

**2. DISCUSSION ITEM: ENDUROCROSS 2016 (DATES)**

Chair, Smelcer, discussed the logistics for future endurocross races to take place during 2016. Dates discussed fell into hosting two endurocross events in early summer (June), as well as a final event in late fall (August). There were no definitive dates set at that time.

Discussion took place in regards to the idea of hosting a four-wheeling "poker fun run".

Smelcer inquired about utilizing City resources to assist in brush clearing for the June events, and informed the commission that he would contact the City Public Works Department to do a walk-through of the area.

**VIII. REPORTS**

**1. PARK MAINTENANCE SUPERVISOR REPORT**

Discussion took place in regards to the Memorandum of Understanding (M.O.U.) which was recently reviewed for the Homestead/Snowshoe trail maintenance.

Director, Verfaillie, briefed the Commission in regards to the summer job openings for Park Maintenance.

## **2. RECREATION SUPERVISOR REPORT**

Commissioner, Goold, asked about what the Rock Wall status would be during the summer months. Recreation Supervisor, Wendy Clubb, stated that she was unsure as of the moment and that the likelihood of it being open was not high, due to smaller attendance numbers in summer as well as inadequate staffing availability.

Clubb discussed the Teen and Community Center programming and invited families to attend "Family Game Night" on Mondays from 5:00 PM - 8:00 PM.

Commissioner, Teale, presented the idea of creating a bouldering wall at teen center. This idea was well received, but concluded that the concept needed more thought process for safety reasons.

Mrs. Clubb discussed the upcoming Summer Sign-up Fair and informed the Commission that the 2016 Summer catalog would be available, in hard-copies, within the next two weeks.

Chair, Smelcer, discussed the most recent Kid's 120 Races, and said, even with the bad weather, they had an excellent turnout with approximately 21 children in attendance.

## **3. DIRECTOR REPORT**

Director, Verfaillie, discussed the current M.O.U. with Alaska State Parks in regards to the Homestead/Snowshoe Trail, SnowTown Ice Classic, Ruth Pond summer lifeguarding, as well as the possibility of bringing a carnival to town come

July 15, 16, & 17, 2016.

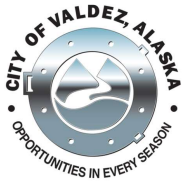
## **IX. COMMISSION BUSINESS FROM THE FLOOR**

Commissioner, Nylund, discussed the upcoming 2016 RHR Music Festival which was to take place on August 27, 2016. He informed the commission of the events and logistics, and gave outreach in hopes of finding more bands and vendors to participate in the event.

Chair, Smelcer, presented the idea of hosting a Mud Bog.

Commissioner, Teale, discussed Levitation 49's Fat Tire Bike Race and the large storm in which accompanied it. He also informed the commission that he would be conducting a self-survey for the Mineral Creek meadow area for biking use in summer. He stated that he would assess and present to Commission at a later meeting.

## **X. ADJOURNMENT**



## Agenda Statement

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**File #:** 16-0019      **Version:** 1

**Type:** Discussion Item      **Status:** Agenda Ready

**File created:** 6/21/2016      **In control:** Parks and Recreation Commission

**On agenda:** 7/12/2016      **Final action:**

**Title:** Discussion Item: 2016 Endurocross

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Discussion Item: 2016 Endurocross

**SUBMITTED BY:** Krystal Moulton - Administrative Assistant

### **FISCAL NOTES:**

Expenditure Required: N/A

Unencumbered Balance: N/A

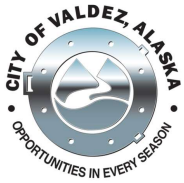
Funding Source: N/A

### **RECOMMENDATION:**

It is recommended that discussion take place in regards to narrowing down a specific date(s) as well as logistics and support needed for this event.

### **SUMMARY STATEMENT:**

[Click here to enter text.](#)



## Agenda Statement

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**File #:** 16-0020      **Version:** 1

**Type:** Action Item      **Status:** Agenda Ready

**File created:** 6/29/2016      **In control:** Parks and Recreation Commission

**On agenda:** 7/12/2016      **Final action:**

**Title:** Parks & Recreation Community Input Survey - Review & Approval

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Parks & Recreation Community Input Survey - Draft](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Parks & Recreation Community Input Survey - Review & Approval

**SUBMITTED BY:** [Click here to enter text.](#)

### **FISCAL NOTES:**

Expenditure Required: \$450.00

Unencumbered Balance: N/A

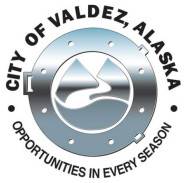
Funding Source: Mid-Year request - Parks & Recreation 6200

### **RECOMMENDATION:**

It is recommended that the Commission review, suggest edits if necessary, and approve the Community Input Survey draft.

### **SUMMARY STATEMENT:**

[Click here to enter text.](#)



## Agenda Statement

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**File #:** 16-0021      **Version:** 1

**Type:** Discussion Item      **Status:** Agenda Ready

**File created:** 6/21/2016      **In control:** Parks and Recreation Commission

**On agenda:** 7/12/2016      **Final action:**

**Title:** Discussion Item: Volunteering Procedures

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Discussion Item: Volunteering Procedures

**SUBMITTED BY:** Krystal Moulton - Administrative Assistant

### **FISCAL NOTES:**

Expenditure Required: N/A

Unencumbered Balance: N/A

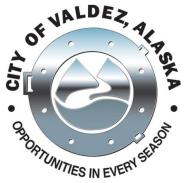
Funding Source: N/A

### **RECOMMENDATION:**

It is recommended that the Director go over the procedures of becoming a volunteer for the City of Valdez Parks & Recreation Department.

### **SUMMARY STATEMENT:**

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## Agenda Statement

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**File #:** 16-0022      **Version:** 1

**Type:** Discussion Item      **Status:** Agenda Ready

**File created:** 6/21/2016      **In control:** Parks and Recreation Commission

**On agenda:** 7/12/2016      **Final action:**

**Title:** Discussion Item: Mountain Biking - Mineral Creek

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Discussion Item: Mountain Biking - Mineral Creek

**SUBMITTED BY:** Krystal Moulton - Administrative Assistant

### **FISCAL NOTES:**

Expenditure Required: N/A

Unencumbered Balance: N/A

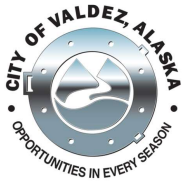
Funding Source: N/A

### **RECOMMENDATION:**

It is recommended that discussion take place in regards to biking and the idea of making improvements to the Mineral Creek trails area, which includes UAA property.

### **SUMMARY STATEMENT:**

[Click here to enter text.](#)



## Agenda Statement

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**File #:** 16-0023      **Version:** 1

**Type:** Discussion Item      **Status:** Agenda Ready

**File created:** 6/30/2016      **In control:** Parks and Recreation Commission

**On agenda:** 7/12/2016      **Final action:**

**Title:** Discussion Item: Visioning/Redevelopment RFQ (Matt Smelcer)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Discussion Item: Visioning/Redevelopment RFQ (Matt Smelcer)

**SUBMITTED BY:** Krystal Moulton - Administrative Assistant

### **FISCAL NOTES:**

Expenditure Required: N/A

Unencumbered Balance: N/A

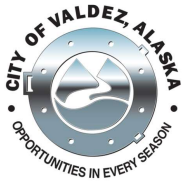
Funding Source: N/A

### **RECOMMENDATION:**

It is recommended that Chair Smelcer head the discussion in regards to visioning/redevelopment RFQ.

### **SUMMARY STATEMENT:**

[Click here to enter text.](#)



## Agenda Statement

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**File #:** 16-0024      **Version:** 1

**Type:** Report      **Status:** Agenda Ready

**File created:** 6/29/2016      **In control:** Parks and Recreation Commission

**On agenda:** 7/12/2016      **Final action:**

**Title:** Director Report

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Director Report

**SUBMITTED BY:** Krystal Moulton - Administrative Assistant

### **FISCAL NOTES:**

Expenditure Required: N/A

Unencumbered Balance: N/A

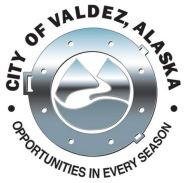
Funding Source: N/A

### **RECOMMENDATION:**

It is recommended that the Commission review and discuss this report as needed.

### **SUMMARY STATEMENT:**

[Click here to enter text.](#)



## Agenda Statement

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**File #:** 16-0025      **Version:** 1

**Type:** Report      **Status:** Agenda Ready

**File created:** 6/29/2016      **In control:** Parks and Recreation Commission

**On agenda:** 7/12/2016      **Final action:**

**Title:** Park Maintenance Supervisor Report

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Park Maint Supervisor Report.pdf](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Park Maintenance Supervisor Report

**SUBMITTED BY:** Krystal Moulton - Administrative Assistant

### **FISCAL NOTES:**

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

### **RECOMMENDATION:**

It is recommended that the Commission review and discuss this report as needed.

### **SUMMARY STATEMENT:**

[Click here to enter text.](#)

# **Parks and Recreation Commission**

## **Maintenance Report**

**Date Submitted:** July 7<sup>th</sup> 2016

**For the Month of:** May and June 2016

**Submitted by:** Marcie Robertson,  
Parks Maintenance Supervisor

### **Update:**

#### **May 2016**

- Employees interviewed and Hired
- Still at half staff due to construction taking possible applicants
- Staff training
- Facility training
- CPR First Aid training for staff
- Prepped 6 ball fields and spent 3 days on fencing repair replacing fence posts and chain link
- 2 days at Alpine woods Park working on tennis courts, basketball courts, volleyball court, playground and picnic shelter
- Made and installed 3 headstone platforms
- Cleared out large containers and spent 2 days replanting trees and assisting Community garden group
- Military appreciation day preparation and cleanup.
- May day Fly-in Prep and cleanup
- Retrieval of Tower drop
- Built shelving and traveled to pick up city flowers
- Trained new flower contractor on all floral locations
- Hired and trained Connecting ties staff and client to provide trash pick up twice per week
- Middle School Volunteer day...see attached documentation

## **June 2016**

- Brush Cut all trails in Keystone Canyon
- Brush cut overlook trail, snow shoe trail, dock point trail, dock point picnic area and under trees, mowed and weed whipped dog park
- Installed new Sk8 Park sign
- Installed water system at dog park
- Painted inside of three storage barns, placed and leveled them, began building shelving and storage hangers, boxes etc
- Cleared out 5 in ground fire pits throughout the park system, twice
- Provided 4 inurnments, installed plaques and headstones
- Installed pocket plazas around town, benches, trash cans, informational pillars, and 180 flower pots
- Began Pond research project to identify types of foliage in Ruth Pond and work toward a long term maintenance solution. We are working with the Extension Office, water and Valdez Water Department and DEC and a local resident who is interested in doing water quality studies and providing research data to find a solution to the weed growth, algae bloom, and correlation of death among the stocked trout.
- Installed outhouse surround at South Meyring
- New stain on Kayak launch fence
- Fixed and repainted large pots to be used as traffic stop at Stan Stephens plaza
- Cut in outfield lines at Gold Field to reduce number of times we would need to chalk each season and remove bump made from years of chalk accumulation
- Met with playground selection group from Cottonwood subdivision playground
- Worked with State Parks, Superintendant Jack Blackwell to expand Shoup Parking lot and begin clearing for Cottonwood Playground
- Worked with local construction contractors to reclaim fill from pioneer street project to be used at Shoup parking lot

## **Upcoming projects**

Limb Memorial cemetery

Install rebuilt headstones and new headstones

Install Walking tour and finalize tour brochure

Finish clearing old trap range

Begin playground project

2017 budget preparation

## Attachment A

### **GMS Volunteer Day**

Thanks for helping us again this year. Just like in years past, we want the kids to work in the morning and will have lunch at the Teen Center around 11:45 am.

Here are our list of the teachers and the student numbers they will have with them on May 24th:

Mr. Hill - 22 - mixed 7/8 graders

Sweep off Sk8 Park... Trash Walk on Overlook Trail and Ruth Pond Trail... Cut Steps into East End of trail going up from playground

Mrs. Huisingh - 15 - 6th graders

To Memorial cemetery to clean off concrete headstones and wash columbarium etc. Rake off senior field infield to get rid of grass clumps.

Mr. Huston - 20 - 8th graders

Clear out flower pots at Marcie's shop...555 West Egan Street under Susan Gilpatricks instruction.

Mrs. Huston - 13 - 8th graders

Clean out fire pit at Dock Point...Move Bench into Dog Park...lower gates at dog park (crescent wrench)...Rock Pick the entire grassy area inside and outside of the dog park so lawn mowers don't hit rocks...place rocks along edge of gravel walk way.

Mr. Norris - 10 - 7th graders

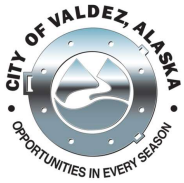
Pull weeds at Port Valdez Parking Area and set up tables at Pringle Contact Jenessa at port 835-4564...

Mr. Robison - 9 - mixed 6/7 graders

Rake playgrounds Ruth Pond, Pirate Park, Sherwood Forest)...sweep off rubber...clean out trash...wash off chalk graffiti...Sweep off Old Basketball Courts

Mr. Sutton - 18 - mixed 7/8 graders

Pull Alders out of Gold Fields fence lines and playable areas....Pull out old dead trees at playground...Trash pickup around the pond...trash pickup down at Lowe River and old Pioneer Cemetery



## Agenda Statement

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**File #:** 16-0026      **Version:** 1

**Type:** Report      **Status:** Agenda Ready

**File created:** 6/21/2016      **In control:** Parks and Recreation Commission

**On agenda:** 7/12/2016      **Final action:**

**Title:** Recreation Supervisor Report

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Recreation Supervisor Report.pdf](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Recreation Supervisor Report

**SUBMITTED BY:** Krystal Moulton - Administrative Assistant

### **FISCAL NOTES:**

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

### **RECOMMENDATION:**

It is recommended that the Commission review and discuss this report as needed.

### **SUMMARY STATEMENT:**

[Click here to enter text.](#)



Parks and Recreation Commission –  
Report for April, May & June 2016  
Wendy Clubb, Recreation Supervisor

Swimming Pool Programs-

We held swim lessons the week of March 28<sup>th</sup> through the week of April 25<sup>th</sup> and it included Minnows, Tadpoles, and Levels 1-4. We were also able to have a shortened session (9 classes) of swim lessons in May, offering Minnows, Tadpoles, and Levels 1-4.

The pool closed the end of May for continuation of the VHS Boiler replacement project, and for the installation of a new filtration system at the pool.

Training was conducted the first part of June to cover open water guarding, customer service, communication skills, and bear safety.

Lifeguards have been guarding Ruth Pond since June 9<sup>th</sup>, Thursday-Sunday 12:30-4:30pm, weather permitting. They have seen approximately 40 swimmers in their "Protected Zone" for the month of June and have observed approximately 100 other recreation users at the pond on the "Unprotected Zone" side during their operation hours.

We are scheduling a Lifeguard Class in August as soon as the pool reopens, as well as a swim lesson session.

We are also working to re-write our swim lesson program and evaluate, re-write a few of our policies such as the minimum age that children can be at the pool without adult supervision.

Special Events-

We continued our weekly Healthier You Sponsored Activities through mid-April. Healthier You Finale was held on April 23<sup>rd</sup> with a 5K fun run and awards ceremony.

We held our annual Summer Sign-Up Fair on Saturday, April 30<sup>th</sup>. We had 7 other community booths hold their program/event registration sign up at our fair along with all P&R program registrations.

We had the annual Community Clean Up Day on Saturday, May 21<sup>st</sup>. The weather was a bit overcast, but we still had a great number of community members out picking up garbage and cleaning up our city! We also had a great BBQ with live music provided by Kayte and The Altar Boys from Talkeetna. We had approximately 80 people attend the BBQ.

We co-sponsored the annual Bite Back Fun Runs on Saturday, May 28<sup>th</sup> with Sheri Beck and Compassion International.

We worked on prep for annual Pink Salmon Festival, 4th of July events, Gold Rush Days events and other upcoming events in August and September.

#### Teen Center –

The Teen & Community Center has seen a steady increase of community use; however our teen use has declined during these summer months. We're also continuing with party rental increase. We hosted several school district End-of-year parties in May.

We are running all of our Summer Fun Camps out of the Teen & Community Center Monday-Friday 9:00am-5:00pm for June and July.

We're hosting a month long Open House at the Teen & Community Center and opening up to the whole community all month of July to celebrate National Parks & Recreation Month.

#### Gyms-

The Auto-Belay devices were removed and sent in for recertification from the manufacturer in May, and were reinstalled in mid-June. They are good to go for another two years.

We have been open three nights per week in June and will continue in July. We have also brought the Summer Fun Camps to the wall each week.

#### Camps-

We have a great staff this year for camps. We held training the first week of June and covered camp policies/procedures, 1<sup>st</sup> Aid/CPR, customer service, communication skills, child development, bear safety, ALICE training, rock wall and field trip orientations.

We've held Tiny Tykes camp for children age 3-4 years. Kids in the Kitchen camps for grades 1-3 and 4-6, Awesome Hours (a morning extension to our Summer Fun) for

grades 1-6, and Summer Fun camps for grades 1-4, themes include Super Hero's, Lego's , A Bug's Life, and Outer Space.

In July, we'll have Kindee Kamp for children age 4-5 years (going into Kindergarten this fall). Kids in the Kitchen for both age groups again, Awesome Hours, and Summer Fun, themes include Dinosaurs and Alaskan Adventures. We'll also have our Adventure Camp – The Amazing Race: Valdez for children going into grades 5-8. These kids will be moving all around town, doing challenges, answering trivia, or playing games to get the clue to their next location.

#### Looking to the Future-

Our next events coming up:

- Friday, August 5<sup>th</sup> – Gold Rush Day Event – Kids' Scavenger Hunt in the Barney Meyring Parkstrip at 2:30pm (Hunt for items easily found within the boundary of the Barney Meyring Park Strip, the first team of 3 back before time runs out with the most items wins! Junior and Senior age groups.)
- Saturday, August 6<sup>th</sup> – Gold Rush Day Event – Pet-a-Palooza Pet Show at the Teen & Community Center at 1:30pm (Bring your pet, big or small, all critters are welcome! And show off their unique talent, quirky personality, or crazy costume!)
- Saturday, August 6<sup>th</sup> - Gold Rush Day Event – Baseball's Bonanza at the T-Ball Field on Hanagita St at 3:00pm. (The Old-fashioned game of Baseball but with a twist! You won't know some of the rules (or challenges) until you get up to bat!)
- Monday, August 15<sup>th</sup> – Monday, August 22<sup>nd</sup> – Lifeguard Class (tentative pending pool reopening)
- Monday, August 15<sup>th</sup> - Friday, August 26<sup>th</sup> – Swim Lesson sessions Minnows, Tadpoles, Levels 1-4 (tentative pending pool reopening)
- Saturday, August 20<sup>th</sup> – Museum Old Town Tour of Homes 5K (Exact name still TBD)- co-sponsored 5K fun run with the Valdez Museum
- Saturday, August 27<sup>th</sup> – RHR Four Legged 4K – co-sponsored 4K fun run with the RHR Music Festival
- Monday, September 5<sup>th</sup> – Labor Day Family Fun Runs, 1K, 3K, 5K at the Black Gold Park Strip (east end), registration starts at 10:00am, race starts at 11:00am