



# City of Valdez

212 Chenega Ave.  
Valdez, AK 99686

## Meeting Agenda

### Parks and Recreation Commission

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Tuesday, December 13, 2016

7:00 PM

Council Chambers

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#### Regular Meeting

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. APPROVAL OF MINUTES

1. [Approval of Regular Meeting Minutes from November 10, 2016](#)

Attachments: [MeetingMinutes11-10-16.pdf](#)

#### V. PUBLIC BUSINESS FROM THE FLOOR

#### VI. PUBLIC HEARINGS

1. [Naming of Tillie Wonder Plaza](#)

Attachments: [Tillie Wonder Plaza Map.pdf](#)  
[Tillie Wonder Plaza.Naming.docx](#)  
[Criteria for Naming Parks.pdf](#)

#### VII. UNFINISHED BUSINESS

#### VIII. NEW BUSINESS

#### IX. REPORTS

1. [Recreation Supervisor Report](#)

Attachments: [Rec Supervisor Report.doc](#)

2. [Park Maintenance Supervisor Report](#)

Attachments: [November Commission report 2016.docx](#)

3. [Director Report](#)

#### X. COMMISSION BUSINESS FROM THE FLOOR

XI. ADJOURNMENT



## Agenda Statement

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**File #:** 16-0290      **Version:** 1

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

**File created:** 12/9/2016      **In control:** Parks and Recreation Commission

**On agenda:** 12/13/2016      **Final action:**

**Title:** Approval of Regular Meeting Minutes from November 10, 2016

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [MeetingMinutes11-10-16.pdf](#)

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

Approval of Regular Meeting Minutes from November 10, 2016

**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 approve the meeting minutes from November 10, 2016.

### **SUMMARY STATEMENT:**

[Click here to enter text.](#)



# City of Valdez

212 Chenega Ave.  
Valdez, AK 99686

## Meeting Minutes - Draft

### Parks and Recreation Commission

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Thursday, November 10, 2016

7:00 PM

Council Chambers

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**Moved from 11/8 Due to Election**

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

1. [Work Session Discussion: Parks & Recreation Community Survey Results](#)

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

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

#### **II. ROLL CALL**

**Present** 8 - Chair Matt Smelcer  
Chair Pro Tempore Brian Teale  
Secretary Rich Loftin  
Commission Member Gary Pauly  
Commission Member Paul Nylund  
Senior Administrative Assistant Krystal Moulton  
PRCS Director Darryl Verfaillie  
Recreation Supervisor Wendy Clubb

**Excused** 4 - Commission Member Amy Goold  
Commission Member Michael Britt  
Park Maintenance Supervisor Marcie Robertson  
Events Coordinator Rachel Sensabaugh

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

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

**MOTION:** Commission Member Nylund moved, seconded by Commission Member Pauly, to approve the meeting minutes as amended . The motion carried by the following vote after the

**following discussion occurred.**

Valdez resident, Matt Kinney, approached the Commission and proposed two amendments to the minutes. One of the proposals was to rephrase a sentence under Public Business From the Floor, sentence five. After further discussion between the Commission, it was decided to strike that sentence entirely.

The second amendment Mr. Kinney proposed, was to rephrase the sentence under Commission Business from the Floor, paragraph two, sentence two. After further discussion between the Commission, it was decided that no additional changes be made, and the minutes were approved as amended.

**Yays:** 5 - Chair Smelcer, Chair Pro Tempore Teale, Secretary Loftin, Commission Member Pauly, and Commission Member Nylund

**Excused:** 2 - Commission Member Goold, Commission Member Britt, Park Maintenance Supervisor Robertson, and Events Coordinator Sensabaugh

**IV. PUBLIC APPEARANCES**

There were no public appearances.

**V. PUBLIC BUSINESS FROM THE FLOOR**

Valdez resident, Matt Kinney, gave thanks to Commission Member Teale and Commission Member Loftin for attending a trails planning meeting which was held the night before. Mr. Kinney also expressed his frustration in regards to the Parks & Recreation Commission's lack of meetings, lack of agenda, survey being late, and Commission Members missing meetings. Mr. Kinney encouraged the Commission to make better attempts in order to attend those meetings. The Commission acknowledged Kenney's frustration. Chair Smelcer spoke in regards to the Commission having a certain obligation and commitment to meet. Smelcer encouraged the Commission to do better about attending and ensure their meetings take place.

**VI. PUBLIC HEARINGS**

There were no public hearings.

**VII. UNFINISHED BUSINESS**

There was no unfinished business.

## VIII. NEW BUSINESS

1. [Election of Chair](#)

**MOTION:** Chair Pro Tempore Teale moved, seconded by Commission Member Nylund, to elect the Parks & Recreation Commission Chair. The motion carried by the following vote after the following discussion occurred.

Commission Member Teale nominated Commission Member Smelcer to maintain his roll as Chair. Smelcer accepted this nomination. Commission Member Nylund seconded this motion. The Commission voted unanimously, and Smelcer was reelected as Chair.

**Yays:** 5 - Chair Smelcer, Chair Pro Tempore Teale, Secretary Loftin, Commission Member Pauly, and Commission Member Nylund

**Excused:** 2 - Commission Member Goold, Commission Member Britt, Park Maintenance Supervisor Robertson, and Events Coordinator Sensabaugh

2. [Election of Chair Pro Tempore](#)

**MOTION:** Commission Member Nylund moved, seconded by Chair Smelcer, to elect the Parks & Recreation Commission Chair Pro Tempore. The motion carried by the following vote after the following discussion occurred.

Commission Member Nylund nominated Commission Member Loftin to take the roll as Chair Pro Tempore. Loftin accepted this nomination. Commission Member Smelcer seconded this motion. The Commission voted unanimously, and Loftin was elected as Chair Pro Tempore.

**Yays:** 5 - Chair Smelcer, Chair Pro Tempore Teale, Secretary Loftin, Commission Member Pauly, and Commission Member Nylund

**Excused:** 2 - Commission Member Goold, Commission Member Britt, Park Maintenance Supervisor Robertson, and Events Coordinator Sensabaugh

3. [Election of Secretary](#)

**MOTION:** Chair Pro Tempore Teale moved, seconded by Commission Member Nylund, to elect the Parks & Recreation Commission Secretary. The motion carried by the following vote after the following discussion occurred.

Commission Member Teale nominated Commission Member Pauly to take the roll as Secretary. Pauly accepted this nomination. Commission Member Nylund seconded this motion. The Commission voted unanimously, and Pauly was elected as Secretary.

**Yays:** 5 - Chair Smelcer, Chair Pro Tempore Teale, Secretary Loftin, Commission Member Pauly, and Commission Member Nylund

**Excused:** 2 - Commission Member Goold, Commission Member Britt, Park Maintenance Supervisor Robertson, and Events Coordinator Sensabaugh

4. [Action Item: Naming of "Tillie Wonder Plaza"](#)

**MOTION:** Commission Member Nylund moved, seconded by Chair Pro Tempore Teale, to approve submitting recommendation to City Council in regards to the naming of Tillie Wonder Plaza. The motion carried by the following vote after the following discussion occurred.

Director Verfaillie briefed the Commission on the proposal in the naming of "Tillie Wonder Plaza". He discussed the reason for the proposal and the procedure for implementation. Commission Member Nylund expressed that he felt it was a good idea, as Tillie is a bright spot in the City, and that he supports this proposal. Nylund motioned to approve submitting this recommendation to City Council for final approval

Commission Member Teale spoke in regards to Tillie, and that she had contributed a lot to the Community. Teale stated that he trusted Marcie Robertson's judgement in regards to this recommendation. Teale seconded the motion.

After voting, it was decided unanimously to approve the proposal and submit to Council a recommendation for the naming of "Tillie Wonder Plaza".

**Yays:** 5 - Chair Smelcer, Chair Pro Tempore Teale, Secretary Loftin, Commission Member Pauly, and Commission Member Nylund

**Excused:** 2 - Commission Member Goold, Commission Member Britt, Park Maintenance Supervisor Robertson, and Events Coordinator Sensabaugh

5. [Discussion Item: Public Hearings](#)

Director Verfaillie went into detail about Public Hearing procedures. He discussed the reasoning behind hosting Public Hearings and the fact that they give an additional opportunity for the Community to provide comments. He also informed the Commission that Public Hearings can be scheduled either on their own, or during a regular Commission Meeting.

Commission Member Nylund suggested that the paired down survey be submitted online prior to hosting a Public Hearing in regards to the Community Survey results. Chair Smelcer requested an additional work session be scheduled prior to the next meeting, to go over a shortened survey option.

Recreation Supervisor, Wendy Clubb, approached the Commission and suggested formatting the Commission's Public Hearing process. Chair Smelcer agreed, and requested a Work Session be scheduled to go over their Public Hearing format.

Valdez resident, Matt Kinney approached the Commission and suggested releasing

the existing survey to the public as well as making the survey results part of a future Commission meeting as a discussion item.

Commission Member Loftin recommended incorporating the Community Survey with Valdez City Schools, in order to encourage the younger community members to participate. Chair Smelcer agreed, and suggested the possibility of making the Community Survey a civic assignment and use that approach as a new avenue to get the survey out. Commission Member Pauly asked about the possibility providing an incentive for completing the survey. Commission Member Nylund emphasized the cruciality of providing the survey online.

## IX. REPORTS

### 1. [Recreation Supervisor Report](#)

The Commission reviewed the Recreation Supervisor Report. Commission Member Teale congratulated Wendy Clubb on furthering her education as well as being appointed as president for Alaska Recreation and Parks Association (A.R.P.A.). Wendy Clubb approached the Commission and discussed the 2017 A.R.P.A. Conference which was schedule to take place at the Valdez Civic Center during the month of September. Mrs. Clubb encouraged the Commission to support and attend the Conference sessions and help play an important roll along side the Parks & Recreation Department. Chair Smelcer expressed his desire to have the Commission's Master Plan completed in time for the Conference.

### 2. [Park Maintenance Supervisor Report](#)

The Commssion reviewed the Park Maintenance Supervisor's report. Commission Member Teale commented in regards to the recent trail work in the Mineral Creek area and highlighted the improvements to the trail system, which would in turn, help prepare those trails for summer use.

### 3. [Director Report](#)

Director Verfaillie verbally presented his report. Verfaillie discussed the recent Budget Hearings and the new position of Events Coordinator, which was approved by City Council. He informed the Commission that the Events Coordinator position would be responsible for facilitating some of the larger City events such as; 4th of July celebrations, Pink Salmon Festival, Fireweed, etc. It would also act as the liaison between the City and Community Service Organizations. Verfaillie emphasized the comprehensiveness of the new position, and informed the Commission that if the



person who is currently working as the 0.3 Coordinator chooses to take the full-time job, that the Teen Center Coordinator position would be opening. Verfaillie also discussed the current Capital Improvement Projects list, and informed the Commission that \$20,000 was allocated for conceptual design costs for covering of the new tennis and basketball courts.

#### X. COMMISSION BUSINESS FROM THE FLOOR

Commission Member Loftin asked to review the Parks & Recreation 2017 events calendar in order to help in coordinating other Community events.

Commission Member Teale discussed the Trails Meeting he and Commission Member Loftin attended.

Chair Smelcer discussed the current status of the Ice Skating Rink. He expressed his desire to host a Community Skating Party around the end of the month, or in conjunction with the Annual Community Tree Lighting Ceremony, as well as providing a learn-to-skate clinic at some point during the winter. Smelcer informed the Commission that he was working on finalizing the motorized events schedule, and needed to contact the Recreation Supervisor in regards to scheduling future 120 races.

Due to no further business, Chair Smelcer adjourned the meeting at 8:05PM.

#### XI. ADJOURNMENT



## Agenda Statement

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**File #:** 16-0291      **Version:** 1

**Type:** Public Hearing      **Status:** Agenda Ready

**File created:** 12/6/2016      **In control:** Parks and Recreation Commission

**On agenda:** 12/13/2016      **Final action:**

**Title:** Naming of Tillie Wonder Plaza

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Tillie Wonder Plaza Map.pdf](#)  
[Tillie Wonder Plaza.Naming.docx](#)  
[Criteria for Naming Parks.pdf](#)

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

Naming of Tillie Wonder Plaza

**SUBMITTED BY:** Darryl Verfaillie, PRCS Director

### **FISCAL NOTES:**

Expenditure Required: N/A

Unencumbered Balance: N/A

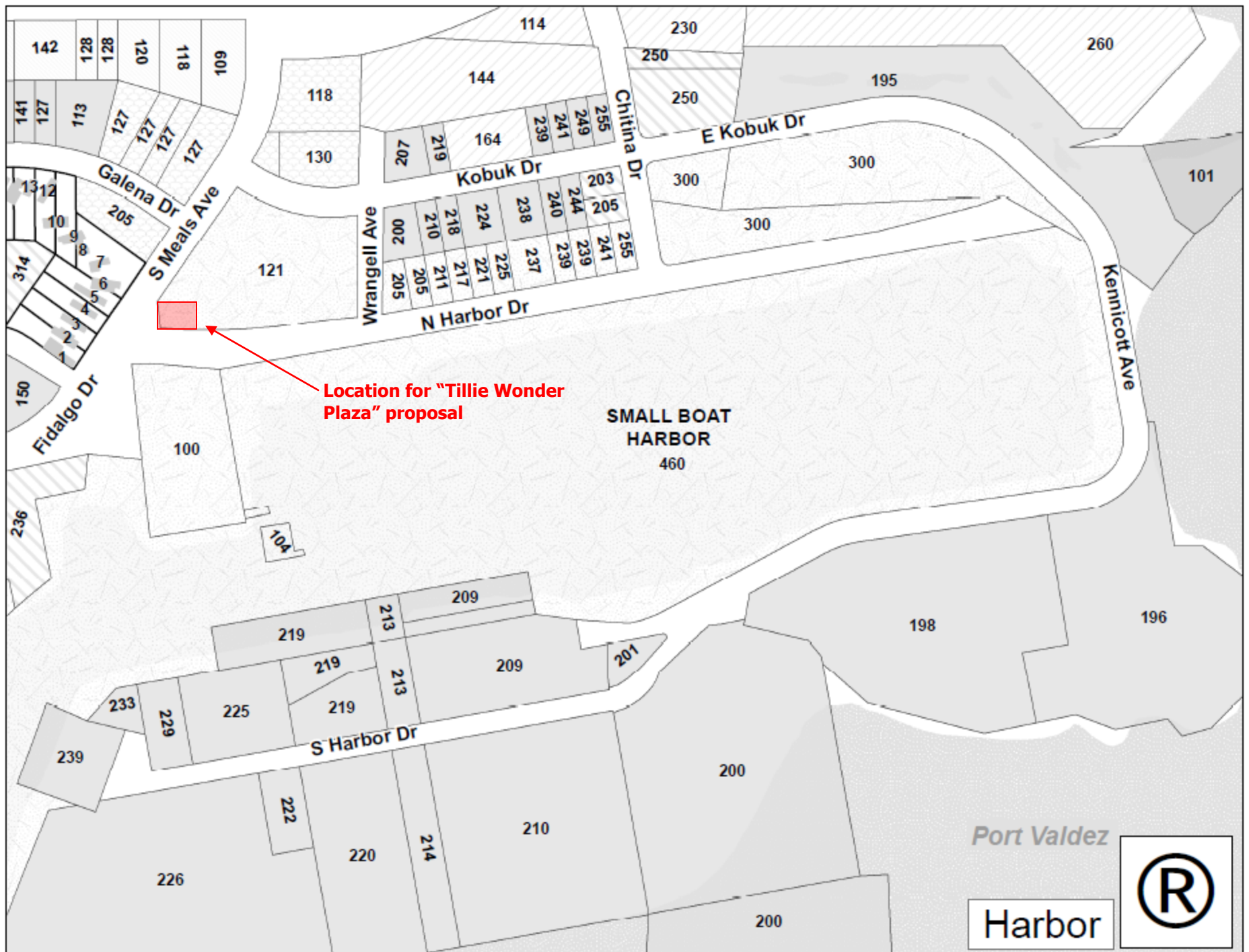
Funding Source: N/A

### **RECOMMENDATION:**

[Click here to enter text.](#)

### **SUMMARY STATEMENT:**

[Click here to enter text.](#)



- ***Criteria for Naming Parks and Facilities.***

One or more of the following criteria must be met to name a new or rename a current park or facility:

- a. Unique park or facility features, such as topography, geographic location or its purpose.
- b. Name of the area within which it is located, such as the neighborhood or subdivision or the major street name(s) surrounding the site, connecting school site(s), or other public connecting site.
- c. An individual or group of individuals who have made significant contributions towards improving the quality of life of Valdez Residents and furthering the City's mission to provide opportunities for the enjoyment of residents and visitors, particularly those opportunities that people cannot supply for themselves.
- d. Significant historical figure or individual event.
- e. Donations of land or sufficient funds to improve land or facilities within the City wherein the donor's name or that of a third party is used.

- ***Special Conditions.***

The following special conditions shall prevail in the naming or renaming of parks and facilities:

- a. No new park or facility shall be named or existing park or facility renamed unless a quorum (4) of the Commissioners cast a majority vote in favor of the naming or renaming of the park or facility.
- b. A park and facility shall not be named or renamed unless the Commission has held at least one public hearing to solicit input from the community on the proposed name.
- c. The park or facility shall not be named or renamed by reason of a donation to the City unless:
  - the donation is not required by the City or by reason of an ordinance of City of Valdez.
  - the donation is land for the park or facility site or the cash, services, or personal property donated equals the value of building, expanding, or renovating the park or facility for which the name is proposed.

- *Special Conditions (continued)*

- d. The park or facility shall not be named or renamed after an individual who meets Criteria "c" as defined above unless he or she has been retired from service or deceased for a minimum period of five (5) years or, at the discretion of the Commission.
- e. The Commission shall reserve the right to conduct public contests for the naming of new parks and facilities, if such contests are held in accordance with these policies.
- f. No park shall be named to memorialize a living person.
  - A park facility within a park may be named to memorialize a living person whose contribution or significant gift to the City of Valdez is of a *most extraordinary nature*.
  - The proposed name to be used is with the full consent of the person to be honored if living, or his/her immediate family if deceased whenever possible.

- *Procedures:*

- a. Applications shall be submitted to the Parks and Recreation Director.
- b. The Director shall review applications and those meeting the Naming Guidelines forwarded to the Commission.
- c. When an existing name of a park/natural area and/or facility has been determined to be inappropriate or ineffectual, the Parks and Recreation Director, in accordance with this policy, may recommend a new name and submit it to the Commission for approval.
- d. Applications approved by the Commission shall be forwarded to the City Council for approval.



## Agenda Statement

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**File #:** 16-0292      **Version:** 1

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

**File created:** 12/9/2016      **In control:** Parks and Recreation Commission

**On agenda:** 12/13/2016      **Final action:**

**Title:** Recreation Supervisor Report

**Sponsors:**

**Indexes:**

**Code sections:**

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

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 the Recreation Supervisor's report and discuss as necessary.

### **SUMMARY STATEMENT:**

[Click here to enter text.](#)



## Agenda Statement

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**File #:** 16-0293      **Version:** 1

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

**File created:** 12/9/2016      **In control:** Parks and Recreation Commission

**On agenda:** 12/13/2016      **Final action:**

**Title:** Park Maintenance Supervisor Report

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [November Commission report 2016.docx](#)

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 the Park Maintenance Supervisor's report and discuss as necessary.

### **SUMMARY STATEMENT:**

[Click here to enter text.](#)



## Agenda Statement

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**File #:** 16-0294      **Version:** 1

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

**File created:** 12/9/2016      **In control:** Parks and Recreation Commission

**On agenda:** 12/13/2016      **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 listen to the Director's report and discuss as necessary.

### **SUMMARY STATEMENT:**

[Click here to enter text.](#)