



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Meeting Agenda

Parks and Recreation Commission

Tuesday, July 11, 2017

7:00 PM

Council Chambers

Regular Meeting

REGULAR AGENDA - 7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

1. [Approval of regular meeting minutes from May 19, 2017.](#)

Attachments: [MeetingMinutes 05-09-2017.pdf](#)

V. PUBLIC BUSINESS FROM THE FLOOR

VIII. NEW BUSINESS

1. [Discussion Item: Master Plan Updating/Editing Strategy](#)

IX. REPORTS

1. [Park Maintenance Supervisor Report](#)

Attachments: [Park Maint Commission Report May 2017.docx](#)
[Park Maint Commission Report June 2017.docx](#)

2. [Recreation Supervisor Report](#)

Attachments: [Rec Supervisor May & June 2017.doc](#)

3. [Director Report](#)

X. COMMISSION BUSINESS FROM THE FLOOR

XI. ADJOURNMENT



Agenda Statement

File #: 17-0357 **Version:** 1

Type: Minutes **Status:** Agenda Ready

File created: 7/3/2017 **In control:** Parks and Recreation Commission

On agenda: 7/11/2017 **Final action:**

Title: Approval of regular meeting minutes from May 19, 2017.

Sponsors:

Indexes:

Code sections:

Attachments: [MeetingMinutes 05-09-2017.pdf](#)

Date	Ver.	Action By	Action	Result
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ITEM TITLE:

Approval of regular meeting minutes from May 19, 2017.

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 regular meeting minutes from May 19, 2017, amend if necessary or approve as written.

SUMMARY STATEMENT:

[Click here to enter text.](#)



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Meeting Minutes - Draft

Parks and Recreation Commission

Tuesday, May 9, 2017

7:00 PM

Council Chambers

Regular Meeting

WORK SESSION AGENDA - 6:00 pm

1. [Ports & Harbor Waterfront Master Planning Discussion](#)

REGULAR AGENDA - 7:00 PM

I. CALL TO ORDER

Chair Smelcer called the regular meeting to order at 7:06 PM.

II. ROLL CALL

Present 7 - Chair Matt Smelcer
Commission Member Brian Teale
Chair Pro Tempore Rich Loftin
Secretary Gary Pauly
Commission Member Paul Nylund
Senior Administrative Assistant Krystal Moulton
PRCS Director Darryl Verfaillie

Excused 5 - Commission Member Amy Goold
Commission Member Michael Britt
Recreation Supervisor Wendy Clubb
Park Maintenance Supervisor Marcie Robertson
Events Coordinator Rachel Sensabaugh

III. APPROVAL OF MINUTES

1. [Approval of Regular Meeting Minutes from April 11, 2017](#)

MOTION: Secretary Pauly moved, seconded by Chair Pro Tempore Loftin, to approve the regular meeting minutes from April 11, 2017, as written. The motion carried by the following vote.

The regular meeting minutes from April 11, 2017 were approved as written.

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

Excused: 2 - Commission Member Goold, Commission Member Britt, Senior Administrative Assistant Moulton, PRCS Director Verfaillie, Recreation Supervisor Clubb, Park Maintenance Supervisor Robertson, and Events Coordinator Sensabaugh

IV. PUBLIC BUSINESS FROM THE FLOOR

There was no public business from the floor.

V. NEW BUSINESS

1. [Discussion Item: Revisit of Trail Dedication Sign](#)

The Commission reviewed the attached survey results. After review, Commission member Teale stated that he agreed with the outcome of those results. Director Verfaillie discussed some of the logistics which needed to take place before ordering a sign, and that there would need to be criteria developed, installation location decided on, as well as budgeting for purchase in 2018.

Chair Smelcer inquired about whether or not the Commission needed to take action at that time. Verfaillie said that there was no need for immediate action, but that the Commission would be presented something at a later date. After further discussion, it was decided that this sign should encompass area trail maps, summer & winter, as well as have a designated space for expandable name recognition.

VI. REPORTS

1. [Director Report](#)

Director Verfaillie verbally presented his report. He discussed upcoming events and preparation taking place for Community Cleanup Day, Military Appreciation weekend, Bite Back race, Summer Camps, 4th of July festivities, Pink Salmon Festival, Rodeo,

Carnival and the Summer Art Contest in which all silent auction proceeds would benefit the Valdez Avalanche Center.

Chair Smelcer inquired about the Hiking Alaska's Wild "K"ountry program. Verfaillie informed the Commission that this particular program was still taking place annually, and had been expanded upon to include hiking, biking, walking and running on the designated trails.

The Commission took a moment to review the 2017 Summer Fun Guide and gave kudos to the Parks & Recreation Staff for developing a "world class" publication.

2. [Recreation Supervisor Report](#)

The Commission reviewed the Recreation Supervisor's report. Chair Smelcer inquired about how Summer Camp staff interviews were going and whether or not programming limitations would need to happen if positions were unable to be filled. Verfaillie said that there was always a risk, however, even with low staff numbers, Parks & Recreation has always been able to manage by pulling from reserve staff resources.

Chair Pro Tempore Loftin emphasized that this year's Alaska Recreation and Park Association conference was taking place in Valdez come September.

Verfaillie recognized Commission Member Teale as the winner of the 2017 Snow Town Ice Classic. Commission Member Teale gave thanks.

3. [Park Maintenance Supervisor Report](#)

The Commission reviewed the Park Maintenance Supervisor's report. Chair Smelcer inquired about whether or not the summer Park Maintenance Staff had been hired. Verfaillie informed the Commission that interviews and hiring was still taking place.

Verfaillie discussed the current condition of the Luke Horning Memorial Sk8 Park, and that it was requested that the area be swept, painted and a dumpster be placed.

Commission Member Brian Teale emphasized the importance of maintaining locks and chains on the gates which deter motorized vehicle access into the ski-only areas of Mineral Creek Canyon.

VII. COMMISSION BUSINESS FROM THE FLOOR

Commission Member Teale discussed the Snow Town Ice Classic. He again, gave thanks, and expressed that he felt it was a great event to raise money for AVV and that he hoped it would grow larger in the years to come.

Secretary Pauly discussed the informativeness of the work session which had taken place prior to the start of this meeting. Director Verfaillie stated that when it came to implementation and development of some of these recreation areas, Parks & Recreation would be in need of Commission's support when asking Council for additional full time employees.

Chair Smelcer brought up the current status of the Parks & Recreation Master Plan. It was decided that an additional work session take place on the tentative date of Tuesday, May 30th at 7:00PM, in order to review the red-lined edits. It was also decided that a summary, priority list, as well as a Capital Improvement Project list be created to accompany the final document. Verfaillie suggested adding the Port & Harbor Commission's Waterfront Master Plan and the Black Gold Park Strip Master Plan as appendices to the document.

VIII. ADJOURNMENT

Due to no further business, Chair Smelcer adjourned the meeting at 7:53 PM.



Agenda Statement

File #: 17-0358 **Version:** 1

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

File created: 7/3/2017 **In control:** Parks and Recreation Commission

On agenda: 7/11/2017 **Final action:**

Title: Discussion Item: Master Plan Updating/Editing Strategy

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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ITEM TITLE:

Discussion Item: Master Plan Updating/Editing Strategy

SUBMITTED BY: Brian Teale & Amy Goold, Commission Members

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

It is recommended that the Commission discuss the current status of the Master Plan editing/updating process and establish how best to continue their efforts in renewing that plan.

SUMMARY STATEMENT:

[Click here to enter text.](#)



Agenda Statement

File #: 17-0359 **Version:** 1

Type: Report **Status:** Agenda Ready

File created: 7/7/2017 **In control:** Parks and Recreation Commission

On agenda: 7/11/2017 **Final action:**

Title: Park Maintenance Supervisor Report

Sponsors:

Indexes:

Code sections:

Attachments: [Park Maint Commission Report May 2017.pdf](#)
[Park Maint Commission Report June 2017.pdf](#)

Date	Ver.	Action By	Action	Result
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ITEM TITLE:

Park Maintenance Supervisor Report

SUBMITTED BY: Marcie Robertson, Park Maintenance Supervisor

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.](#)

Parks and Recreation Commission

Maintenance Report

Date Submitted: 6/6/2017

For the Month of: May 2017

Submitted by: Marcie Robertson,
Parks Maintenance Supervisor

Update:

New staff hired

Volunteer work day with Gilson Middle School

Prepping parks for summer

Starting new contractors for Lawn Care, Allison Point, and Flower Planting

Eagle Scout Projects

Ball field repairs

Parks and Recreation Commission

Maintenance Report

Date Submitted: July 3, 2017

For the Month of: May and June

Submitted by: Marcie Robertson,
Parks Maintenance Supervisor

Update: Here is a glimpse of what we've been up to

Re-Painted SK8 Park

Installed water and brush cleared at Dog Park

Allison Point repairs

- Trail runoff drainage installed

- Fencing Repairs accomplished

- Water tank platform repairs

- Removal of trash surround

- Campgrounds Graded

- Brush Clearing of trails and parking area

- Kiosk repainted and old signage removed

Memorial Park

- Added to Lawn Care contract, tilled and rock raked by staff, fabric, bark and boulders for beautification, new seed and grading done

Pressure washed all park areas, rental sites, playgrounds, courts

New bear resistant trash cans installed in downtown

Pocket plazas, tables, benches, bleachers, put out

Seat walls weed whipped and mowed behind

All flower pots set out throughout town (84)

Cleaned shooting range firing area 2x

Drew and cut out 50 raven for art contest

Set up and took down for May Day Fly In (32 plastic tables, and trash cans, 4 sets of bleachers)

Set up and took down for Military Appreciation Days (32 plastic tables)

Set up and took down for Clean Up Day (32 plastic tables, and trash cans)

Coordinated spring work day for over 100 Gilson middle school students and staff

Performed several inurnments and a burial

Installed 2 plaques and two headstones

Leveled several dozen headstones

Ski Hill Removed all ski lift hand holds and

Rewired upper shed stop gate system

Replaced come a long system at top bull wheel at ski hill

Prepped for multiple rentals in park facilities

Cleared trails in the Keystone Canyon

Provided staff equipment operations training and bear safety training

Staff had hearing screening

Cleared brush along Kayak launch fence lines

Cleared land between new and old sections of memorial cemetery

Removed, repaired and rebuilt Pioneer cemetery headboards

Prepped softball fields 2x per week from mid May to present

Cleared in town trails and park areas...Dock Point trail, park and picnic areas, Overlook Trail, Ruth Pond trail

Painted parking markers at Civic Center

Installed new walking area in C Section of Memorial Cemetery

Cleared Pioneer cemetery, found relics of old fence line and headstones, installed new vehicle gate access



Agenda Statement

File #: 17-0360 **Version:** 1

Type: Report **Status:** Agenda Ready

File created: 7/7/2017 **In control:** Parks and Recreation Commission

On agenda: 7/11/2017 **Final action:**

Title: Recreation Supervisor Report

Sponsors:

Indexes:

Code sections:

Attachments: [Rec Supervisor May & June 2017.pdf](#)

Date	Ver.	Action By	Action	Result
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ITEM TITLE:

Recreation Supervisor Report

SUBMITTED BY: Wendy Clubb, Recreation Supervisor

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.](#)



Parks and Recreation Commission –
Report for May & June 2017
Wendy Clubb, Recreation Supervisor

Swimming Pool Programs-

The pool is open this summer!!

We held swim lessons in early May, and a full set of sessions in June. We will also have lessons in July and August, ending before school starts.

We've lost a few of our senior staff due to graduating and moving on before heading off to college. We held a lifeguard class in April and certified 4 new guards, but will probably need to have another class in late August/early September.

Teen & Community Center –

We've opened the Teen & Community Center up to everyone for the months of June & July. We have gotten a handful of families that have come to check it out.

Our rentals still are strong.

Gyms-

Rock Wall is closed for the summer. We will start recruiting for staff to hopefully open right after Labor Day.

Open gym and Adult Basketball numbers all seem to be having strong numbers. All gyms are at the Elementary school for the summer.

Camps-

We've had a great start to summer camps. Most camps are either full or near 3/4th full. Camps will run through July.

Special Events-

We had Community Clean Up day on May 20th. It was a cold and drizzly day but still the community got out there and did their part. We concluded the day with a BBQ and live music from Kayti & the Alter Boys from Talkeetna at the Kelsey Dock Plaza.

We had the Bite Back 5K Fun Run on May 27th. Approximately 45 runners participated in this popular event to raise money for Compassion International to fight malaria.

May 27th & 28th was also Military Appreciation Weekend. We had 9 boats take out servicemen halibut fishing on Sunday, the 28th, and had a BBQ each day. The weather dampened some of the planned activities such as the inflatable obstacle course from the Alaska National Guard.

June was a quiet month as we prepared for upcoming events in July.

Looking to the Future-

Our next events/programs coming up:

- July 4th Festivities – Tuesday, July 4th, all around town
- Fireweed 400 Bike Race – Friday, July 7th & Saturday, July 8th
- A-1 Midway Carnival – Friday, July 14th – Sunday, July 16th at the Kelsey Dock Plaza parking lot
- Pink Salmon Festival – Saturday, July 15th at the Kelsey Dock Plaza to include 5K Fun Run, Pink Salmon Cook-Off, BBQ and Kid's Pink Salmon Games
- Rodeo Alaska – Friday, July 28th – Sunday, July 30th at South Barney Meyring Park Strip
- Gold Rush Days – Friday, August 4th & Saturday, August 5th, P&R Events include Dive for Gold at the Pool, Kids Scavenger Hunt at North Barney Meyring Park Strip, and Pet-a-palooza at North Barney Meyring Park strip
- RHR Furry 4K Fun Run – Saturday, August 19th at the Kelsey Dock Plaza
- **Alaska Recreation and Parks Association Annual Conference – Hosted in Valdez, September 13-16, 2017 at the Civic & Convention Center**, please consider joining us, as Commissioners, you are members of this association. Registration is open at www.alaskarpa.org



Agenda Statement

File #: 17-0361 **Version:** 1

Type: Report **Status:** Agenda Ready

File created: 7/3/2017 **In control:** Parks and Recreation Commission

On agenda: 7/11/2017 **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: Darryl Verfaillie, PRCS Director

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 verbal report and discuss as necessary.

SUMMARY STATEMENT:

[Click here to enter text.](#)