



# City of Valdez

212 Chenega Ave.  
Valdez, AK 99686

## Meeting Minutes - Draft

### Parks and Recreation Commission

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Tuesday, January 10, 2017

7:00 PM

Council Chambers

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#### Regular Meeting

#### REGULAR AGENDA - 7:00 PM

#### I. CALL TO ORDER

Chair Smelcer called the meeting to order at 7:00 PM.

#### II. ROLL CALL

**Present** 8 - Chair Matt Smelcer  
Commission Member Brian Teale  
Chair Pro Tempore Rich Loftin  
Commission Member Amy Goold  
Commission Member Michael Britt  
Commission Member Paul Nylund  
Senior Administrative Assistant Krystal Moulton  
PRCS Director Darryl Verfaillie

**Excused** 4 - Secretary Gary Pauly  
Recreation Supervisor Wendy Clubb  
Park Maintenance Supervisor Marcie Robertson  
Events Coordinator Rachel Sensabaugh

#### III. APPROVAL OF MINUTES

#### [Approval of Regular Meeting Minutes from December 13, 2016](#)

**MOTION:** Commission Member Britt moved, seconded by Commission Member Nylund, to approve the regular meeting minutes from December 13, 2016, as written. The motion carried by the following vote.

The regular meeting minutes from December 13, 2016, were approved as written.

**Yays:** 6 - Chair Smelcer, Commission Member Teale, Chair Pro Tempore Loftin, Commission Member Goold, Commission Member Britt, and Commission Member Nylund

**Excused:** 1 - Secretary Pauly, 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. UNFINISHED BUSINESS

##### [Discussion Item: Online Community Survey Results](#)

The Commission Members took their time reviewing the survey results. Discussion was made in regards to the number of surveys that were filled out and how many of those were completed by students.

Chair, Smelcer, inquired about the best way to publish those results for Community consumption, and whether or not this data should be presented to Council on its own. After further discussion, it was decided that the survey results were to be made available as hand-outs to the public, and the results would be presented to Council when accompanied by the updated Master Plan.

The Commission decided the best way to create hand-outs for the public, would be to have a work session to summarize the survey results. It was also suggested by Chair Pro-Tempore, Rich Loftin, to use the survey results to reassess the Commission's 2015 Priority List. Director, Darryl Verfaillie, suggested creating a fact sheet to accompany the public hand-outs, so that the community would have a better understanding of what the Parks & Recreation Department had control over, and what they did not.

After further discussion, it was decided by the Commission that they would host a booth at the Healthier You kickoff which was to take place at the Civic Center from 4:00 PM to 7:00 PM on Saturday, January 28, 2017. Commission Members were to volunteer to host this booth, hand out survey results and handle public inquiries.

#### VI. NEW BUSINESS

##### [Discussion Item: Seasonal Ice Rink Operations](#)

Chair, Smelcer, inquired about whether or not the Parks & Recreation Department would be willing to support a Community ice skating party, learn-to-skate lessons and other programs at the seasonal ice rink in the immediate future. Director, Verfaillie, replied saying that Parks & Recreation was unable to support additional events at that moment, due to the newly inherited Events Coordinator position and numerous Community Events, which were once handled by the Community Development Department.

Verfaillie informed the Commission that he had spoken with the City's Liability Underwriter as well as Sheri Pierce (interim City Manager) and the Finance Director, in regards to ice rink events. He discussed what was taken from the meeting and that his understanding was that anything that happens at the Skate Park would fall under the City's liability. Verfaillie went into further detail, saying that if an outside organization wanted to host an event for the Community, they would need to provide their own liability insurance as well as liability waivers.

Recreation Supervisor, Wendy Clubb, approached the Commission and explained the difference between the already existing position of Recreation Activities Coordinator and the newly inherited position of Community Events Coordinator. Clubb went into detail on the Community Events Coordinator position and explained that the position is responsible for organizing events such as; 4th of July, Pink Salmon Festival, Military Appreciation Day and more, as well as being the liaison between Community Service Organizations & City Departments and overseeing City funding given to those organizations.

Verfaillie reminded the Commission of the \$20,000.00 which had been allocated in 2017 for a covered ice rink design plan. Smelcer wanted to open discussion on what the Community can see for future support of the ice rink. Loftin suggested giving the Parks & Recreation Department time to sort out the 2017 budget and new event assignments, after which the Commission can suggest ice rink events during the next winter pre-planning session.

## VII. REPORTS

### [Recreation Supervisor Report](#)

The Commission reviewed the Recreation Supervisor's report. Discussion took place in regards to the Ski Hill and Rock Wall job openings, Rock Wall hours, New Year's Eve Nacho's, 'But Drop, and perspective opening timeline of the Salmonberry Ski Hill.

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

There was no Park Maintenance Supervisor Report submitted for the Commission. Director, Verfaillie, asked that this report be included with the verbal Director's report.

[Director Report](#)

Verfaillie informed the Commission that Marcie Robertson, Park Maintenance Supervisor, and her staff, had been very busy working on the groomed trails both in-town and out-of-town.

Verfaillie continued with the Director's Report. He congratulated the Smelcer family for winning the recent Festive Homes Contest and discussed the Qaniq Challenge which was to be hosted by Parks & Recreation during the coming holiday weekend.

VIII. COMMISSION BUSINESS FROM THE FLOOR

Chair Pro-Tempore, Rich Loftin, inquired about Parks & Recreation's calendar of events. Loftin asked to meet with the Recreation Supervisor, Wendy Clubb, to solidify dates for the annual Kid's Races. Clubb informed Loftin that she would email the calendar to him, after which they could look into dates during Frosty Fever.

Commission Member, Mike Britt, thanked Matt Smelcer for keeping the ice rink at the Skate Park open. He also stated that the groomed trails were looking well and thanked Parks & Recreation along with their volunteers for all of their hard work. Brian Teale seconded Britt's comment in regards to thanking the staff, and said he felt they did a great job.

Commission Member, Nylund, asked about the trail grooming schedule and where that information was available. Verfaillie informed the Commission that the grooming schedule is located on the Winter Trail Map Guide, which is available online, on the City of Valdez website & Parks & Recreation Facebook Page, as well as in hard copy at the Parks & Recreation Office in the Civic Center.

Chair Smelcer, discussed the ice rink and the fifteen people who had been attending regularly to play hockey games. Smelcer said that he was posting on the Valdez Online Bulletin Board Facebook page when the rink was skateable, and mentioned that he had received numerous inquiries about ice skate rentals. Smelcer emphasized the Community's need for a skate sharpener, and said that he would like to see one budgeted for, come 2018.

IX. ADJOURNMENT

Due to no further business, Chair Smelcer adjourned the meeting at 8:33 PM.