



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Meeting Minutes - Draft

Parks and Recreation Commission

Tuesday, November 13, 2018

7:00 PM

Council Chambers

Regular Meeting

REGULAR AGENDA - 7:00 PM

I. CALL TO ORDER

Acting Chair, Mike Britt, called the regular meeting to order at 7:00 PM.

II. ROLL CALL

Present 5 - Commission Member Pete Carter
Commission Member JJ Kinstrey
Commission Member Amy Goold
Commission Member Sarah Jorgenson-Owen
Commission Member Michael Britt

Excused 1 - Commission Member Brian Teale

Absent 1 - Park Maintenance Supervisor Marcie Robertson

Also Present 2 - PRCS Director Nicholas Farline
Senior Administrative Assistant Krystal Moulton

III. ELECTION OF PARKS & RECREATION COMMISSION CHAIR

1. [Election of Parks & Recreation Commission Chair](#)

MOTION: Commission Member Britt moved, seconded by Commission Member JJ Kinstrey, to Elect one commissioner to serve as the Chair of the Parks & Recreation Commission until November 2019. The motion carried by the following vote after the following discussion occurred.

Amy Goold nominated herself to become Chair. Mike Britt motioned to approve, seconded by JJ Kinstrey.

Commission member, Britt, expressed his desire for there being an appointed Secretary

for the Parks & Recreation Commission. Recreation Department staff agreed to follow up by reaching out to the City Clerk to get information as to why there is no longer Secretary appointment. The commission all agreed that they wanted to see Election of Secretary added to the next meeting agenda.

After no further discussion, the commission made a unanimous vote, and Amy Goold was appointed as the Parks & Recreation Commission Chair.

Yays: 5 - Commission Member Carter, Commission Member Kinstrey, Commission Member Goold, Commission Member Jorgenson-Owen, and Commission Member Britt

Excused: 1 - Commission Member Teale

IV. ELECTION OF PARKS & RECREATION COMMISSION CHAIR PRO TEM

1. [Election of Parks & Recreation Commission Chair Pro Tempore](#)

MOTION: Commission Member Britt moved, seconded by Commission Member Goold, to Elect one commissioner to serve as the Chair Pro Tempore of the Parks & Recreation Commission until November 2019. The motion carried by the following vote after the following discussion occurred.

Commission member Britt nominated Sara Jorgenson-Owen to be appointed as the Parks & Recreation Commission Chair-pro Tempore, seconded by JJ Kinstrey.

After no further discussion, the commission made a unanimous vote. Sara Jorgenson-Owen was appointed as the Parks & Recreation Commission Chair-pro Tempore.

Yays: 5 - Commission Member Carter, Commission Member Kinstrey, Commission Member Goold, Commission Member Jorgenson-Owen, and Commission Member Britt

Excused: 1 - Commission Member Teale

V. PUBLIC BUSINESS FROM THE FLOOR

Valdez citizen, Matt Smelcer, addressed the Commission. He informed them of his history and length of term as a Parks & Recreation commission member. Smelcer discussed upcoming events and activities, recommendations, vision and desired commission achievements for the near future. Smelcer emphasized the importance of completing the Master Plan and encouraged the commission to not discount the work which had already taken place towards achieving that goal.

Commission member, Pete Carter, inquired more about the Master Plan and expressed his desire to see the document completed.

After no further discussion, Britt thanked Smelcer for his past service and moved on to the next agenda item.

VI. NEW BUSINESS

1. [Discussion Item: CAPRA Accreditation & Master Plan](#)

Director, Nick Farline, took the lead on this discussion. Farline introduced the commission to the accreditation process overseen by CAPRA (Commission for Accreditation of Park & Recreation Agencies) and discussed what the department needed to accomplish in order to become an accredited agency.

Commission member, JJ Kinstrey, asked what accreditation does and why the City of Valdez Parks & Recreation Department would want to become accredited.

Director, Farline, expressed that accreditation would transition the department to follow industry standards of "best practice" and would make Valdez Parks & Recreation an exemplary organization due to the consistency of program evaluation and self-assessment. Other benefits he discussed were funding advantages, availability of financial services and clear accountability.

Commission member, Sarah Jorgenson-Owen, thought it would be nice to have accreditation. She felt it would be a boon to the community and would highlight Valdez as a place to live, if the department were to become the only accredited parks & recreation organization in the state.

Farline asked for consensus from the commission, that pursuing accreditation would be a good use of time and resources. Farline stated that the process would be fairly expensive and would take several years to achieve.

Commission member, Carter, recommended starting the process now, and voiced that accreditation would equate to sustainability which was often achieved through credibility.

Commission member Kinstrey suggested scheduling work sessions to continue the process of finalizing the Master Plan. Britt and Goold proposed lengthening work sessions in order to get more accomplished.

Farline advised the commission to follow existing outlines to create a combined strategic & master plan. Farline also emphasized that the department would be able to provide feedback and templates for a "best-practice" document, but the plan should be developed by the commission and community.

Goold expressed she was willing to start the master plan with a clean slate by following accredited guidelines. Jorgenson-Owen suggested having work sessions start in January, so that the commission had time to read through the existing master plan.

Commission members; McCumby, Carter and Britt, wanted to see a work session take place in late November, and all suggested reviewing the City's master plan, so that Parks & Recreation's plan would coincide.

Farline agreed to send the commission master plan examples from accredited departments along with a link to the CAPRA site showing the break-down of accreditation requirements.

Britt suggested drafting a letter of recommendation to support moving forward with department accreditation, and to have that be added to the next agenda for commission review and approval.

VII. REPORTS

1. [PRCS Director's Report: October 2018](#)

Director, Nick Farline, verbally presented his report. He discussed the demarkation between Parks & Recreation and Economic Diversification rolls, recreation program expectations, expanding Recreation Center operation hours, department reorganization, 2019 budget requests, upcoming job openings and programming offerings.

Commission member, Sara Jorgenson-Owen, praised Bridget Irish, Parks & Recreation Coordinator, for the successful turn-out of her recent outdoor programs.

Director, Farline, suggested having a work session regarding the Parks & Recreation Commission's priorities, rolls and how best the department and commission could complement oneanother. Britt proposed making this topic a discussion item during the next regular meeting.

Director, Farline, went into detail regarding the Recreation Center expansion concept. The main topic during this discussion was whether or not the City should play a roll in local child care. Farline informed the commission of his background in this field and his

thought on creating a child care space within the Recreation Center that would enable a qualified provider to offer services within the facility. A Council work session to discuss child care was scheduled for 6:00 PM on Thursday, December 13th at Council Chambers.

An additional topic during the Recreation Center expansion discussion was the Department's desire to create a multipurpose gym space. The addition would eliminate lack of gym accessibility for programming, which was a constant struggle.

After no further discussion on this topic, Amy Goold left the meeting at 8:43 PM.

2. [Parks Maintenance Report: October 2018](#)

The commission reviewed the Park Maintenance Supervisor's report, then inquired about the Ski Hill inspection and the facility's plan for the upcoming season. Farline briefed the commission on the upcoming schedule.

3. [Recreation Center Report: August - October 2018](#)

The commission reviewed the Recreation Center Coordinator's report. Director Farline commended staff in regards to the appearance and creative programming at the facility. Sara Jorgenson-Owen echoed the praise.

4. [Aquatics Center Report: August - October 2018](#)

The commission reviewed the Aquatic Coordinator's report. Director, Farline, discussed the capital improvement project scheduled for the pool in 2019. Britt stated that he was impressed by the use numbers and he felt the facility was an asset to the community.

5. [Adult & Youth Programs Report: August - October 2018](#)

The commission reviewed the Adult & Youth Programs report. The commission discussed the weekly running group and Eddy Walks. Jorgenson-Owen made comment on the importance of working with outside organizations to offer additional programming support within the community.

VIII. COMMISSION BUSINESS FROM THE FLOOR

Commission Member, McCumby, expressed his excitement to get to work on the Master Plan, and made note of the positive changes at the Recreation Center.

Commission Member, Carter, reiterated McCumby's comment regarding starting work on the Master Plan.

Commission Member, Jorgenson-Owen, gave her support and kudos to the Parks & Recreation staff.

Commission Member, Kinstrey, suggested Parks & Recreation offer avalanche risk training. Carter informed the commission of free programs within the schools and suggested interested parties reach out directly to the Valdez Avalanche Center.

Commission Member, Britt, welcomed the new commission members.

IX. ADJOURNMENT

After no further business, Commission Member Carter motioned to adjourn, seconded by Jorgenson-Owen. The regular meeting was adjourned at 9:02 PM.