



Parks and Recreation Committee Minutes

Tuesday, October 8, 2024, 12:00 p.m.
Harrigan Centennial Hall

Members: Chair – James Poulson, Ben Hughey, Brandon Marx
Rich Krupa, Steve Black, Katherine Prussian, Candace Rutledge
Assembly Liaison: Kevin Mosher

I. CALL TO ORDER

Chair Poulson called the meeting to order at approximately 12:00 p.m.

II. ROLL CALL

Present: James Poulson, Ben Hughey, Candace Rutledge, Steve Black, and Katherine Prussian

Absent: Rich Krupa (unexcused), and Brandon Marx (unexcused)

Assembly Liaison: Kevin Mosher

Staff Present: Jess Earnshaw, Deputy Clerk, Kevin Knox, Parks and Recreation Coordinator, Connor Dunlap

Others: None.

III. AGENDA CHANGES

None.

IV. APPROVAL OF MINUTES

A. September 10, 2024

Black moved to approve the September 10, 2024 minutes as written. Motion passed 5-0 by voice vote.

V. REPORTS

Chair: None.

Members: None.

City Staff: Kevin Knox, Parks, and Recreation Coordinator introduced Rachel Fox as the new Aquatic Supervisor. He provided an update on the after-school programs, noted the gymnastics program was at full capacity and highlighted the city league basketball. Additionally, shared that the City received the 2023 Outstanding Organization Award at the recent Alaska Parks and Recreation Association conference. Connor Dunlap, Building Grounds and Parks Supervisor provided updates on various ongoing projects, including the Tom Young Deck revitalization.

Assembly Liaison: None.

Other(s): Ben Hughey of Sitka Trail Works Ben Hughey of Sitka Trail Works provided an update on Mosquito Cove, stated last week they shut down the trail and successfully used explosives to remove the hazardous trees that had been blocking it for several years. For the first time, the trail was now walkable without crawling.

VI. PERSONS TO BE HEARD (For items OFF the agenda - Not to Exceed 3 Minutes)

None.

VII. UNFINISHED BUSINESS

None.

VIII. NEW BUSINESS

B. Crescent Harbor Restroom Replacement Update

Project Manager Jason Hudson provided an update on the project's progress and announced the contract award to McGraw. He highlighted the advantages of using a prefab method, emphasizing its cost-effectiveness and potential for improved quality. T Hudson acknowledged potential challenges with prefab construction, such as transport-related cracks, but noted that no specific issues were identified. He also addressed concerns regarding the contractor's delivery of a restroom module, stressing the importance of ensuring the product was complete and free from immediate repair needs. Additionally, he outlined that the dimensions of the new module differ slightly from those of the old one.

C. Letter of Support for renovations at Mosquito Cove

Hughey mentioned the successful removal of hazardous trees at Mosquito Cove, which was now walkable. He spoke to the letter of support for renovations at Mosquito Cove, which was funded by gas tax money. Knox mentioned that the Parks and Rec committee had previously provided support for this project

Black moved to support the letter of support for the renovations at Mosquito Cove.

Motion passed unanimously by a voice vote 4-0.

Hughey recused himself due to a conflict of interest.

D. Discussions on Tom Young Cabin

Knox and Campbell provided a background on the Parks and Rec department was considering taking over reservation management for the Tom Young Cabin, currently handled by Public Works. Transitioning to an online reservation system aims to address staffing issues and increase usage.

Key points of discussion included:

Online Reservation System: Currently, users can book only 90 days in advance and must reserve each day separately for multi-day bookings. Exceptions can be made in person but not online. The committee debated strict adherence to this policy versus allowing exceptions to prevent users from losing their reservations.

Administrative Concerns: The team discussed the burden of marking reservations as pending and the need for timely payments. They also identified the requirement for the

reserving individual to be present at the facility.

Feedback Mechanism: The possibility of an automated comment card for post-reservation maintenance feedback was proposed.

Outreach and Implementation: The committee stressed the need for public outreach to inform users about the new system and potential code changes. They aim to have the online system live by November and briefly mentioned the need for a dedicated department to manage the facility. Discussions centered on enhancing reservation management while maintaining compliance and user convenience.

Knox and Campbell are set to launch an online reservation system for Tom Young Cabin aiming for November. They will also prepare proposals for code revisions related to cabin reservation policies, including updates to the fee structure, and will conduct public outreach to inform users about the new online system.

XI. PERSONS TO BE HEARD (For items on or off the agenda - (Not to Exceed 3 Minutes)
None.

VIII. ADJOURNMENT

The next meeting would be on November 12, 2024, at noon in Harrigan Centennial Hall. Hearing no objection, Chair Poulson called the meeting adjourned at 12:50 p.m.

Attest:
Jess Earnshaw,
Deputy Municipal Clerk