



Parks and Recreation Committee Agenda

Tuesday, September 12, 2023 12:00 PM
Harrigan Centennial Hall, 330 Harbor Drive

Members: Chair – James Poulson, Ben Hughey, Brandon Marx
Rich Krupa, Kevin Knox, Katherine Prussian
Assembly Liaison: Crystal Duncan

I. CALL TO ORDER

II. ROLL CALL

III. AGENDA CHANGES

IV. APPROVAL OF MINUTES

A. August 8, 2023

V. REPORTS

Chair:

Members:

City Staff:

Assembly Liaison:

Other(s): Sitka Trail Works

VI. PERSONS TO BE HEARD (For items OFF the agenda - not to exceed 3 minutes)

VII. UNFINISHED BUSINESS

B. Discussions on the management of field and facility usage, including the potential recommendation to the administrator for the new Parks and Recreation director to oversee the field use schedule in collaboration with the user group committee's input.

VIII. NEW BUSINESS

C. Update on the Land and Water Conservation Fund Grant

IX. PERSONS TO BE HEARD (For items ON or OFF the agenda – not to exceed 3 minutes)

X. ADJOURNMENT

XI. Agenda items for the next regular meeting of October 10, 2023, at noon, Harrigan Centennial Hall



Parks and Recreation Committee Minutes Tuesday, August 8, 2023, 12:00 p.m. Harrigan Centennial Hall

Members: Chair – James Poulson, Ben Hughey, Brandon Marx
Rich Krupa, Kevin Knox, Katherine Prussian
Assembly Liaison: Crystal Duncan

I. CALL TO ORDER

Chair James Poulson called the meeting to order at approximately 12:05 p.m.

II. ROLL CALL

Present: James Poulson, Ben Hughey, Brandon Marx, Rich Krupa, and Kevin Knox

Absent: Katherine Prussian

Assembly Liaison: Crystal Duncan

Staff Present: Holley Dennison, Administrative Coordinator, Barb Morse, Temporary Parks and Recreation Coordinator, and Connor Dunlap, Buildings, Grounds and Park Supervisor

Others: None.

III. AGENDA CHANGES

None.

IV. APPROVAL OF MINUTES

A. July 11, 2023

A motion was made to approve the July 11, 2023, minutes as written. Motion passed by a unanimous voice vote.

V. REPORTS

Chair: Chair Poulson said the green strip across from Alaska Arts Southeast needed to be mowed.

Members: None.

City Staff: Connor Dunlap introduced himself and summarized current maintenance needs of parks and Tom Young Cabin. Barb Morse announced Kevin Knox begins October 12 as the new permanent Parks and Recreation Coordinator. Summer programming ends with 600-700 total participants.

Assembly Liaison: None.

Other(s): Ben Hughey, Sitka Trail Works, said the youth program is finished, and he is working on a volunteer program with USFS.

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

VII. UNFINISHED BUSINESS

None.

VIII. NEW BUSINESS

B. Update on the Parks and Recreation Plan

A contractor was hired, and a meeting is pending.

C. Discussions on Field and Facility Use Fees review of analysis

Barb Morse shared analysis from Ketchikan and Juneau which compared field scheduling and fee structure. The committee discussed field reservations and new software program scheduled for Parks and Recreation. Knox noted software potential, unused reserved field time, and need to address equity. Marx spoke of scheduling challenges, questioned advance notice needs for calendar booking, warned of unintended consequences of displacing users, and questioned options to raise money for the field without a sinking fund. Knox acknowledged frustration of no changes after years have passed. A suggested was made for Knox to head a subcommittee. Dunlap was asked to provide Kimsham field conditions, and he noted drainage issues and summarized financial needs.

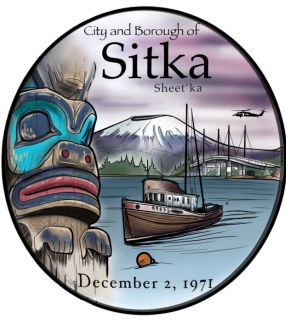
XI. PERSONS TO BE HEARD (For items on or off the agenda - Not to Exceed 3 Minutes)

Justin Bagley, of Sitka Youth Soccer, summarized challenges of the current field reservation policy, fee structure, unused field times, and limited communication between user groups. He supported the City and Borough of Sitka Parks and Recreation to have direct control of scheduling. Randy Hitchcock recommended to eliminate the subcommittee and transfer scheduling authority to Parks and Recreation.

VIII. ADJOURNMENT

The next meeting would be on September 12, 2023, at noon in Harrigan Centennial Hall. Hearing no objection, Chair Poulson called the meeting adjourned at 1:05 p.m.

Attest:
Holley Dennison, Administrative Coordinator



MEMORANDUM

To: Chair James Poulson and Parks and Recreation Committee Members

From: Barb Morse, Parks and Recreation Coordinator
Melissa Henshaw, Public and Government Relations Director

Date: September 11, 2023

Subject: Land and Water Conservation Fund grant opportunity

Background

The City and Borough of Sitka (CBS) staff has identified a project and an opportunity to apply for a Land and Water Conservation Fund (LWCF) grant for the Crescent Harbor courts upgrade. The project scope would include repaving, painting, and other enhancements to create a more multi-purpose facility that expands community recreation opportunities for people of all ages. Multi-use would include tennis, pickleball, volleyball, basketball and lighting enhancements which would benefit both the court and the adjacent playground.

The Parks and Recreation Committee previously voted unanimously to support putting \$50,000 into the CBS budget to move forward on this project with community organizers initiating the request. As a primary community recreation site Crescent Harbor Court is on the CBS Asset Management list. However, the project was not approved for the FY 2024 budget.

Land and Water Conservation funds were the original source of funding for Crescent Harbor Court as well as several other parks in Sitka.

The application is due October 31, 2023, so approval and support from Parks and Recreation committee is time sensitive as if the request moves forward it will need to go to the Assembly for approval in October.

Fiscal Note

There is a one-to-one match required for LWCF funded projects which will come from City staff in kind and community support including the pickleball community and the Sitka Recreation Foundation among others. While the match requirement is significant CBS has always been able to meet the match requirement in the other previous seven successful projects.

The maximum amount of LWCF funding request allowed in this cycle is \$125,000, which is the amount that will be requested.

Recommendation

Make a motion to support CBS to apply to the Land and Water Conservation Fund grant opportunity for the Crescent Harbor courts upgrade.

Return to:
City & Borough of Sitka
100 Lincoln St.
Sitka, AK 99835

RECORDED ELECTRONICALLY
ID 2017-000602-6
Date 6/29/17 Time 2:06 pm
Alaska Escrow & Title 997-228-9077

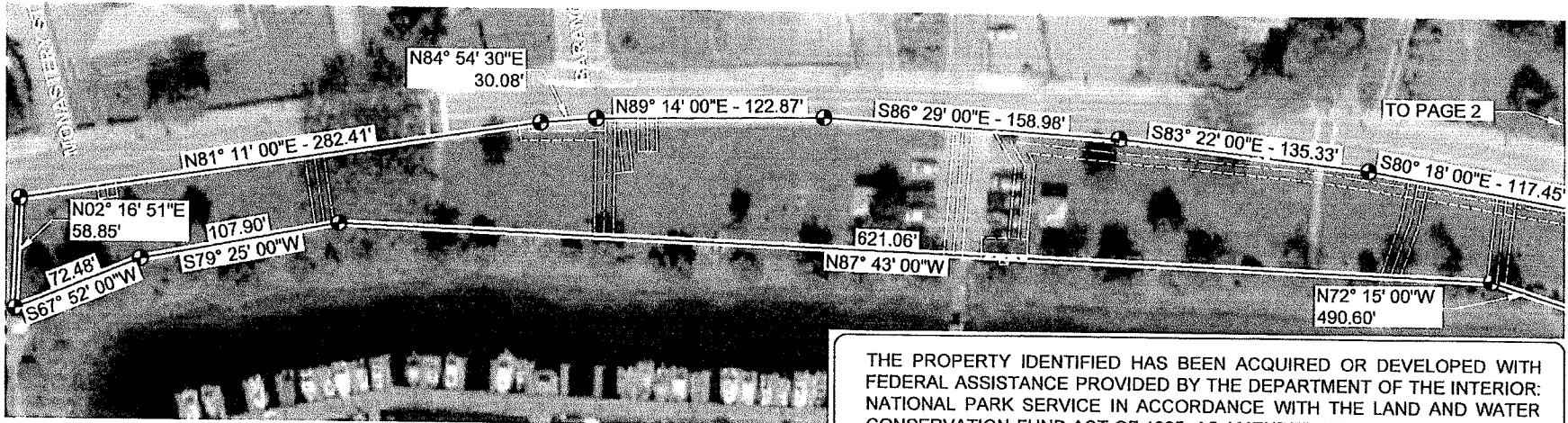
THIS COVER SHEET HAS BEEN ADDED TO THIS DOCUMENT TO PROVIDE SPACE FOR RECORDING DATA. THIS COVER SHEET APPEARS AS THE FIRST PAGE OF THE DOCUMENT IN THE OFFICIAL PUBLIC RECORD.

**BOUNDARY MAP: CRESCENT HARBOR PARK
PLAYGROUND**


Sitka Recording District


DO NOT DETACH


Maps



LEGEND:

 BOUNDARY ANGLE POINT

 ELECTRIC TRANSFORMER

 UTILITY CORRIDOR, EXCLUDED FROM 6(f) PROTECTION.

SCALE: 1" = 50'

- NOTES:**
1. TOTAL AREA WITHIN 6(f) BOUNDARY = 2.85 ACRES. EXCLUSIVE OF UTILITY CORRIDORS = 2.60 ACRES.
 2. UTILITY LINE CORRIDORS ARE 10' WIDE CENTERED ON THE EXISTING LINE, APPROXIMATELY WHERE SHOWN.
 3. UTILITY CORRIDORS AROUND ELECTRIC TRANSFORMERS ARE 10' CLEAR, ALL SIDES WITHIN BOUNDARY.

THE PROPERTY IDENTIFIED HAS BEEN ACQUIRED OR DEVELOPED WITH FEDERAL ASSISTANCE PROVIDED BY THE DEPARTMENT OF THE INTERIOR: NATIONAL PARK SERVICE IN ACCORDANCE WITH THE LAND AND WATER CONSERVATION FUND ACT OF 1965, AS AMENDED, 16 U.S.C. 4601-5 ET SEQ. (170 ED.). PURSUANT TO THAT LAW, THIS PROPERTY MAY NOT BE CONVERTED TO OTHER THAN PUBLIC OUTDOOR RECREATION USES (WHETHER BY TRANSFER, SALE, OR ANY OTHER MANNER) WITHOUT THE EXPRESS WRITTEN APPROVAL FROM THE SECRETARY OF THE DEPARTMENT OF THE INTERIOR, OR DESIGNEE. THE SECRETARY SHALL APPROVE SUCH CONVERSION ONLY IF IT IS IN ACCORD WITH THE THEN EXISTING STATEWIDE COMPREHENSIVE OUTDOOR RECREATION PLAN (SCORP), AS DEVELOPED BY THE STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES, AND UPON THE SUBSTITUTION OF OTHER RECREATION PROPERTIES THAT ARE OF AT LEAST EQUAL FAIR MARKET VALUE AND OF REASONABLY EQUIVALENT USEFULNESS AND LOCATION.

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