



# Parks and Recreation Committee Agenda

Monday, November 10, 2025, 12:00 PM  
Harrigan Centennial Hall, 330 Harbor Drive

Members: Chair – Ben Hughey, Vice-Chair Candace Rutledge, James Poulson  
Brandon Marx, Katherine Prussian, Steve Black, Manoj Battar  
Assembly Liaison: Kevin Mosher

## I. **CALL TO ORDER**

Chair Hughey called the meeting to order at approximately 12:00 pm

## II. **ROLL CALL**

Present: Ben Hughey, James Poulson, Katherin Prussian, Steve Black, Candace Rutledge (via zoom),  
Manoj Battar

Absent: Brandon Marx (excused)

Assembly Liaison: Kevin Mosher

Staff Present: Deputy Municipal Clerk Holley Bayne, Parks and Recreation Coordinator Kevin Knox, and  
Grounds Maintenance Supervisor Kent Smith

Others: None.

## III. **AGENDA CHANGES**

None.

## IV. **APPROVAL OF MINUTES**

A. October 14 and October 21

**Poulson moved to approve the October 14 and October 21 meeting minutes. Motion passed 6-0.**

## V. **REPORTS**

Chair: None.

Members: None.

City Staff: Kent Smith summarized current projects and trail repairs. Kevin Knox said the Assembly adopted the 2026 Commercial Recreation Land Use Plan. Applications will be out November 19.

Assembly Liaison: None.

Other(s): Sitka Trail Works - Hughey summarized volunteer work with Sitka Trail Works.

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

None.

## VII. **UNFINISHED BUSINESS**

None.

## **VIII. NEW BUSINESS**

### **B. Discussion/Direction on redesign of the Seawalk interpretive signs**

Maintenance Superintendent Connor Dunlap reported funding was secured to replace the seawalk signs with Anderson Land Planning leading the project. They will return to the committee in February before installation. Monique Anderson and Rebecca Poulson presented early concepts for the five signs and plan to consult other agencies and form a subcommittee. A draft concept is expected early next year, aiming for installation before visitor season.

### **C. Discussion/Direction on memorial benches**

Hughey review the draft memorial bench policy, proposing nonprofits manage donations while CBS approves bench locations. Donors would work through CBS or a nonprofit, with installation by contractors or city staff and costs invoiced to the nonprofit. This approach reduces staff workload and supports the mission of maintaining city infrastructure. Discussion included cost differences by location and replacing existing trail benches. The group unanimously agreed to forward the policy for administrator review

### **D. Discussion / Direction / Decision of Tongass Forest Plan Revision**

Hughey reviewed a draft letter to the Forest Supervisor requesting input from the Parks and Recreation Committee on the Forest Plan Revision. Members supported the letter. Hughey asked if the assembly needed to be consulted first; Bayne will confirm the process and report back to Hughey.

**Black moved to approve Chair Hughey's letter of intent on the Tongass Forest Plan Revision. Motion passed 5-0. (Prussian recused herself.)**

### **E. Discussion / Direction / Decision on rescheduling the December 9 Parks and Recreation Committee meeting**

Bayne explained December meeting options due to staff absence. The members unanimously agreed to cancel the December meeting. Poulson thanked the commission as this was his last meeting, and members thanked Poulson for his service.

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

Monique Anderson noted a contractor was selected, but not awarded, for Seawalk Phase 2 and updates will be shared with city staff.

## **X. ADJOURNMENT**

The next meeting would be January 13, at noon in Harrigan Centennial Hall. Hearing no objection, Chair Hughey called the meeting to adjournment at 12:40 PM.

Attest:

Holley Bayne, Deputy Municipal Clerk