



Parks and Recreation Committee Agenda

Tuesday, January 13, 2026, 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

II. ROLL CALL

III. AGENDA CHANGES

IV. APPROVAL OF MINUTES

A. November 10, 2025

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

None.

VIII. NEW BUSINESS

B. Chair and Vice Chair Nomination

C. Discussion on Parks and Recreation FY27 Resource Proposals

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

X. ADJOURNMENT



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:

DRAFT



RESOURCE PROPOSAL

Requestor/Department	Kevin Knox/Parks and Recreation
Proposed resource type	Capital project under \$500,000
Cost of resource	\$60,000

1. Brief description of resource:	Update and address deficiencies and deteriorating equipment in the ADA bathroom/changing room at Blatchley Pool.
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2. What goal does this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
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3. Is there a specific action that this resource is related to (under selected goal)?	4.3 Identify the levels of service for CBS's infrastructure and identify the resources needed to support these levels
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4. How will this resource contribute to achieving the above strategic goals and actions?	As a top revenue generator and patron destination for the Parks and Recreation Division, Blatchley Pool is currently operating at near capacity due to high demand for rentals and programming. Programs requiring ADA-accessible facilities have expanded to include swim lessons for children with disabilities and increased senior activities. However, deferred maintenance has caused critical spaces to deteriorate, necessitating immediate refurbishment. Safety & Modernization: Address compliance concerns with current fixtures in the shower and changing area. Shower hand wand is broken and no longer meets accessibility standards. Bench in shower area is old and difficult to use unless assistance is provided to wheelchair users. Shower area transfer area needs better clearance by removal/relocation of hygiene dispenser. Changing bench and toilet transfer area are substandard due to inability to raise and lower bench. Age of bench and supporting legs is a safety concern as well. ADA minimum standards grab rail requirements need to be addressed in changing area and shower stall.
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5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?	Accessible bathroom is not up to current standards and doesn't serve patrons with disabilities very well. Continued deferred maintenance and replacement of fixtures and addressing deficiencies will necessitate closure of this bathroom due to safety concerns. Lack of a compliant ADA bathroom and changing area would be a significant concern for the community and program delivery.
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6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)	Addressing deferred maintenance issues in the pool facility will ensure continued access and offering diverse programming and public use. Ease of use, safety and accessibility are measured through consistent/increasing participation in public access and program registrations.
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7. What are the future costs of this resource?	No significant expenses identified.
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8. What are potential financial or other tangible benefits that may be realized if this resource is approved?	Increasing/maintaining revenue from additional patron use and increased programming opportunities.
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Department Head	
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RESOURCE PROPOSAL



RESOURCE PROPOSAL

Requestor/Department	Kevin Knox/Parks and Recreation
Proposed resource type	Fixed Asset (including shipping) (over \$5K)
Cost of resource	\$85,000
1. Brief description of resource: Ceiling-mounted stationary mat mover for two mats. Hoist is capable of lifting and supporting three standard 45' x 45' wrestling mats weighing one pound per square foot. This equipment will gain back valuable storage space and extend the life of wrestling mats.	
2. What goal does this resource help you achieve? Goal 4: Plan and invest in sustainable infrastructure for future generations	
3. Is there a specific action that this resource is related to? 4.3 Identify the levels of service for CBS's infrastructure and identify the resources needed to support these levels (under selected goal)?	
4. How will this resource contribute to achieving the above strategic goals and actions? Storage space in Blatchley Middle School is at a premium and previous area for storing wrestling mats has been eliminated due to fire code compliance. Parks and Recreation also now provides private rentals to organizations that have mats that need storage space. Storing SSD mats and other mats has become a space issue, impacting programming and space utilization. A hoist mat storage system will free up valuable floor space and help P&R address community demand at BMS.	
5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal? If this resource is not approved, mats will continue to be stored on MPR floor and present risks associated with this storage method (manual handling injuries, falling/collapsing risk, risk of equipment damage) will remain. Higher capacity (6 mat) hoist was researched, estimated cost was ~\$110k - staff determined that a 3 mat hoist would suffice for operating needs.	
6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?) Increased utilization of space for a diversity of user groups and rentals.	
7. What are the future costs of this resource? None identified at this time	
8. What are potential financial or other tangible benefits that may be realized if this resource is approved? P&R will explore a rental storage fee for mats that are owned by organizations outside of the Sitka School District. Increased rental revenues through better utilization of BMS commons, MPR, and Gym spaces. Space freed up by current floor storage of mats could be used for other equipment/improvements that would increase and diversify program offerings by Parks and Recreation. Risks associated with current storage method would be addressed/significantly mitigated.	

Department Head



RESOURCE PROPOSAL

Requestor/Department	Kevin Knox / Parks and Recreation
Proposed resource type	Capital project under \$500,000
Cost of resource	\$200,000 75% General Fund (\$150K)/25% CPV (\$50K)
1. Brief description of resource: Installation of a single stall, accessible "family" restroom at the Crescent Harbor Playground. The original concept plan for the new Crescent Harbor Playground included a restroom, but funding was insufficient during that initial phase. Community requests for this amenity is the driving factor for the resource proposal.	
2. What goal does this resource help you achieve? Goal 4: Plan and invest in sustainable infrastructure for future generations	
3. Is there a specific action that this resource is related to that this resource is related to (under selected goal)? 4.3 Identify the levels of service for CBS's infrastructure and identify the resources needed to support these levels	
4. How will this resource contribute to achieving the above strategic goals and actions? Use of distant adjacent restroom facilities (Crescent Harbor and Sitka Sound Science Center) have become more difficult with increased demand, let alone the distance necessary to reach adjacent restrooms for young children. Demand for dedicated restroom accommodations at the Crescent Harbor Playground have become more critical as visitor numbers have increased. The attempt to address this need in the Crescent Harbor Courts Rehabilitation project was not successful after initial estimated costs increased beyond the allowable budget of the LWCF spending cap of \$250,000 total project budget.	
5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal? Users at the Crescent Harbor Playground will continue to need to use adjacent restrooms at Crescent Harbor (575' or 3-4 minute walk) or SSSC (370' or 2-3 minute walk - not a public restroom and not obligated to allow access). The only other scaled-down options would be placement of a temporary or portable restroom facility which are not favored by the community and have increased operating costs.	
6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?) User numbers at the community playground will likely increase. Addressing the Strategic goals and actions under Infrastructure are most obvious, and installation of this facility will also address Quality of Life goals through addressing 1.3 (Impacts of tourism and prioritizing the quality of life for all Sitkans) through increasing restroom resources for this specific facility and demographic of Sitka users.	
7. What are the future costs of this resource? Additional custodial and maintenance costs will be needed to support the installation and long term use of this facility. Operational hours must be carefully established to strike a balance between maximizing community accessibility and mitigating the security risks associated with unrestricted 24/7 access.	
8. What are potential financial or other tangible benefits that may be realized if this resource is approved? Mobile analytic data for Crescent Harbor Park shows that 47% of use is from Sitka locals, 3% use by other Alaskans, and the remaining 50% from out of state visitors. Partial funding for this funding could come from CPV and/or VEF funds.	

Department Head



RESOURCE PROPOSAL

Requestor/Department	Kevin Knox / Parks and Recreation
Proposed resource type	Personnel (FTE)
Cost of resource	\$70,200
1. Brief description of resource: Increase the .5 FTE Head Lifeguard position to a full 1.0 FTE to include Parks and Recreation office duties and responsibilities. The .5 increase for the Parks and Recreation office will help compensate for the uncertainty of the AmeriCorps position and help cover public office hours, community outreach, summer camp coordination and other Parks and Recreation duties.	
2. What goal does this resource help you achieve?	Goal 5: CBS is recognized as being a great place to work and excellent service provider to the community
3. Is there a specific action that this resource is related to (under selected goal)?	5.3 Improve customer service levels and evaluate process improvements for service delivery
4. How will this resource contribute to achieving the above strategic goals and actions? The recent loss of the AmeriCorps position reduced our office staff by one-third, resulting in service instability, inconsistent public access, and unsustainable stress levels for the remaining team. Proposal of combining the Head Lifeguard position with a .5 addition to the Parks and Recreation office would provide a more consistent level of service to the community, promotes organizational stability and balances workload of full time staff. Making this a full time position will help with recruitment, addressing the hard to fill Head Lifeguard position at the pool.	
5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal? To ensure continued compliance with State labor regulations, we would need to increase numbers of temporary staff. Payroll restrictions limit our ability to extend the hours of current temporary employees, such as Senior Lifeguards and P&R Event Supervisors, who are primarily restricted to shorter shifts and limited per payroll hours. Inherent lack of availability and long-term stability associated with temporary staffing prevents us from maintaining the consistent service levels the community demands.	
6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?) Being able to offer more consistent and reliable service to the public, potentially capturing additional in person program registration and payments. Consistent service delivery is largely an intangible asset that builds long-term trust and community confidence.	
7. What are the future costs of this resource? Ongoing cost of a permanent, full-time position. The full position cost including an hourly wage matching that of the current Head Lifeguard position (\$25.51/hr), family healthcare plan, and other fringe benefits is ~\$124k/year. However, this request represents a ~\$70k increase from currently budgeted personnel/operating expenses for the Head Lifeguard and AmeriCorp volunteer which total ~\$54k.	
8. What are potential financial or other tangible benefits that may be realized if this resource is approved? Resource improves service delivery by increasing the stability/consistency of programming (particularly for summer camp) and available rental hours while addressing staff burnout/turnover risk due to extra hours/job duties associated with Head Lifeguard vacancy and uncertainty for AmeriCorp volunteer placement.	



RESOURCE PROPOSAL

Department Head

