

**MINUTES OF THE PETERSBURG PARKS AND RECREATION ADVISORY BOARD REGULAR MEETING, HELD TUESDAY, APRIL 16, 2013 AT 12:00 P.M. IN THE CITY COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING.**

- I. **CALL TO ORDER** Present: Donna Marsh, Angel Worhatch, and Kathi Riemer. Absent: Danya Davis, and Ben Hinde.

**Meeting called to order by Director Hayes at 12:05pm.**

II. **APPROVAL OF AGENDA**

**Agenda amended by Director Hayes. Hayes added an item under New Business A. to discuss renaming a park.**

III. **APPROVAL OF MINUTES**

**No minutes to approve due to no quorum for official meeting.**

IV. **NEW BUSINESS**

a. **Re-naming a Park** Director Hayes made the suggestion to re-name Ira II park at it grand re-opening during Mayfest. He would like to honor longtime employee Judy Forgey for her many years of service and now retiring by naming the park Forgey Park. Discussion.

b. **Parks and Recreation Budget** Director Hayes would like to discuss adjustments to department structure. First item discussed is Jesse O'Commer's change from seasonal employee to full time employee. Jesse is the Parks and Rec's cemetery/city beautification specialist. Second item discussed is Judy Forgey's retirement. Director Hayes is implementing many changes to the front desk and lifeguard positions that come along with Judy's retirement. Discussion. Judy's PTO is also discussed. Next item, Director Hayes points out the budget increase in the line item small tools and equipment. Hayes has budgeted for new equipment for the weight room. Director Hayes gives information about why utilities budget is \$10,000 higher for next year. Next item discussed for budget is vehicle replacement in Motor Pool fund. Last item discussed in budget is Maintenance line item has gone up due to repairing the gymnasium floor which matches the Rasmusson Foundation Grant.

V. **INFORMATIONAL AND DISCUSSION ITEMS**

a. **Director's report**

Director's report

**See attachment**

VI. **ADJOURN**

## Director's Report

- i. Losing BIG was a huge success and well received in the community. We look forward to making it a yearly event.
- ii. The Parks are in the process of opening and getting spiffed up for this coming season.
- iii. Ira II park will be reopened soon and we will be having a ribbon cutting ceremony.
- iv. The maintenance department continues to help clean up our facilities. They are taking out our doors in the gym, sanding, and giving them a fresh coat of gloss.
- v. We had a successful first Ducky Dive and expect it to be a yearly Spring/Easter event.
- vi. Working with Public Works on new Park/community signage to replace all of the City signs.
- vii. Rewriting the Janitorial contract that will be up this June. Trying to clear up some muddy wording in the contract.
- viii. Retaining wall has been installed at the Ball field. We are also putting in new flower planters and trash receptacles at the ball field in an effort to beautify the area.
- ix. Organized volunteer groups from The Coast Guard, Little League and the High School to finish the HS Baseball team's new covered bleachers.
- x. We have had a few issues with electrical and water problems that have needed to be dealt with but hopefully are taken care of.
- xi. Looking for volunteers for the 4<sup>th</sup> of July Committee. If you know of anyone who would like to volunteer I would appreciate it.
- xii. Planning for all of our Summer programs, Summer interns, etc.

**MINUTES OF THE PETERSBURG Parks and Recreation Advisory Board Meeting, HELD TUESDAY, NOVEMBER 20, 2012 AT 12:00 P.M. IN THE CITY COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING.**

- I. **CALL TO ORDER** Present: Ben Hinde, Rick Braun, Angel Worhatch, and Kathi Riemer. Absent: Danya Davis, and Donna Marsh.

**DIRECTOR DONNIE HAYES CALLS MEETING TO ORDER AT NOON.**

Motion offered by Angel Worhatch, supported by Ben Hinde, to Approve Director Donnie Hayes calls meeting to order at noon. Motion passed unanimously.

- II. **APPROVAL OF AGENDA** Motion offered by Angel Worhatch, supported by Ben Hinde, to Approve approve agenda as submitted. Agenda approved unanimously. Motion passed unanimously.

III. **APPROVAL OF MINUTES**

There was no quorum from last meeting, therefore there are no minutes to approve.

IV. **NEW BUSINESS**

a. **Election of Officer**

**Motion for Danya Davis to continue as P&R Board President.** Motion offered by Ben Hinde, supported by Angel Worhatch, to Approve Motion for Danya Davis to continue as P&R Board President. Motion passed unanimously.

b. **Insurance Requirements**

**Director Hayes would like to discuss liability insurance for outsiders using the facility. Discussion.** Motion offered by Kathi Riemer, supported by Angel Worhatch, to Approve Director Hayes moving forward on checking on liability insurance. Motion passed unanimously.

V. **INFORMATIONAL AND DISCUSSION ITEMS**

a. **Director's report**

- i. **BREAKFAST WITH SANTA IS COMING TOGETHER BUT WE ARE STILL IN NEED OF SOME ADDITIONAL VOLUNTEERS TO HELP OUT THIS YEAR.**
- ii. **YOUTH BASKETBALL IS WRAPPING UP AND HAS BEEN A HIT WITH THE YOUTH COACHES. WE ARE GETTING THE ALL-STAR PROGRAM GOING THIS WEEK.**

- iii. HAD A GREAT EVENT WITH PIA FOR THEIR "GREAT AMERICAN SMOKE OUT." HAPPY TO BE ABLE TO SUPPORT A GOOD COMMUNITY CAUSE.

About 80 people in attendance for this event.

- iv. ADDING ADDITIONAL SIGNS ALONG OUR TRAILS AND THE BALL FIELDS TO REMIND FOLKS THAT MOTORIZED VEHICLES ARE NOT ALLOWED. A LOT OF RUTS HAVE BEEN SHOWING UP ALONG THEM.
- v. ICE SKATING POND IS FILLED AND PREPPED FOR THIS WINTERS FREEZE.
- vi. MAINTENANCE HAS BEGUN TO PREP AND PAINT THE COMMUNITY GYMNASIUM HALLWAY. THEY HAVE ALSO INSTALLED ALL OF THE NEW COUNTER TOPS IN THE LOCKER ROOMS.
- vii. WE HAVE A PROFESSIONAL FROM LIFE FITNESS COMING TO TAKE A LOOK AT OUR ELLIPTICALS AND TREADMILLS. WE HAVE BEEN HAVING HEADPHONE ISSUES WITH OUR NEW EQUIPMENT. HE WILL ALSO BE GIVING US A RUNDOWN ON SOME THINGS TO BE LOOKING FOR AS PART OF OUR MAINTENANCE SCHEDULE.
- viii. ALL MAJOR PARK PROJECTS ARE ON HOLD UNTIL SPRING AS WE BEGIN TO BUTTON UP EVERYTHING BEFORE DAVE IS OFF FOR THE WINTER. WE ARE READY TO GET RIGHT AFTER OUR TWO PROJECTS AT SANDY BEACH AS SOON AS THE SNOW MELTS.
- ix. PUBLIC WORKS IS HELPING US TO BUILD A ROCK RETAINING WALL UP AT THE BALL FIELD SO THAT WE CAN HOLD BACK THE LOSS OF SAND AND DIRT COMING DOWN THE HILL FROM THE GREEN FIELD.
- x. THE IRA II REMODEL SHOULD BE FINISHED AND IN A MUCH SAFER STATE OF BEING. HAS BEEN QUITE A PROJECT OVER THE LAST COUPLE OF MONTHS.
- xi. WE HAVE HAD OUR FIRST BIRTHDAY PARTY IN THE PARTY ROOM UPSTAIRS AND IT TURNED OUT GREAT.

Director Hayes talks about our new Birthday Party Program that is held in the old directors office. The room is also used for conferences/meetings. The Birthday party package includes set-up/take-down of the party including decorations. We have also partnered with Papa Bears pizza, Creative Cakes by Stacy and Hammer & Wikan to include food for the party package. Patrons may also choose between the gym/pool/rock wall or add on to the party with the Bounce Castle.

xii. WE WILL BE KICKING OFF OUR INDOOR ADULT SOCCER AND YOUTH SOCCER LEAGUES OVER THE NEXT FEW MONTHS AND WE ARE EXCITED TO SEE HOW IT IS RECEIVED BY THE COMMUNITY.

xiii. THE SHOP CLASS IS BUILDING PLANTER BOXES FOR TREES AND PLANTS FOR UP AT THE BALL FIELD. THE CONSTRUCTION CLASS WILL ALSO BE INSTALLING THE NEW TRASH CANS AT THE BALL FIELD AND SANDY BEACH.

VI. ADJOURN

Motion to adjourn.

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Date Approved

**MINUTES OF THE PETERSBURG PARKS AND RECREATION ADVISORY BOARD REGULAR MEETING, HELD MONDAY, JUNE 25, 2012 AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING.**

**I. CALL TO ORDER**

Meeting called to order by Ben Hinde at 7:00pm. Present: Director Donnie Hayes, Board Members: Donna Marsh, Danya Davis, Ben Hinde and Rick Braun. Vistors: Greg Kowalski and Joey Boggs. Absent board members: Angel Worhatch and Summer Baxter

**II. APPROVAL OF AGENDA**

Agenda was approved as submitted.

**III. APPROVAL OF MINUTES**

Motion offered by Donna Marsh, supported by Danya Davis, to approve the minutes. Motion passed unanimously.

**IV. NEW BUSINESS**

a. **Long Term Lease with the Petersburg Humane Association** Humane Association is asking city for approval of a revised long term 50 year lease for old tent city land. Danya motions to approve, Donna seconds and is passed unanimously.

b. **Parks and Recreation Program Scholarships** Director Hayes would like advisory boards opinion on making scholarships available to low income families. Discussion

c. **Hockey Club facility use** Greg Kowalski and Joey Boggs are presenting on behalf of Hockey Club. Discussion

No motion is needed due to no changes being made. Director Hayes will bring Hockey Club facility use to City Council

**V. INFORMATIONAL AND DISCUSSION ITEMS**

**a. Director's report**

i. **Summer Camp** has begun and is well attended. Camp is averaging 13+ kids/wk. Many activities each week.

ii. **Ball Fields** are still in need of our time and efforts-partnering with High School and Little League We are partnering between three groups to upkeep fields. High school received a \$10,000 grant this year for the fields and with that grant, two additional covered bleachers are being put in.

iii. **The new pump station for RV'ers** is in place and already in use. We are working on an informational packet to have at the Visitors Center. P&R charges \$10/use or for residents it's \$30/summer.

RV's can also park at the P&R 3rd street parking lot for 24hrs while waiting for the ferry.

- iv. The energy efficiency grant has begun and we are now brighter in the gymnasium and the hallway. We will fix the racquetball rooms next.
- v. The pool cover is installed but we are still getting the wrinkles out.
- vi. The state will be giving Parks and Recreation \$65,000 to fix and rebuild both the bathroom and the shelter at Sandy Beach Park
- vii. The Parks and Recreation Department has picked up a new employee from Public Works. We welcome Jesse to the Parks and Rec team and look forward to his many insights and experience.

P&R is now in charge of the cemetery. We will also be hiring on two new temps to help Jessie and Dave with many projects.

- viii. We have revamped the races in an effort to recoup some of the costs associated with the races and to draw more attention to our Summer Events from out of town racers.

Director Hayes would like to build the event races into a full triathlon in the future.

- ix. We had the Middle School Wrestling team come in after our dead and down project and load 5 dump truck loads of limbs out of Sandy Beach Park. They worked extremely hard and we really appreciate it.
- x. Our revenues have reached \$193,196 this year as of May 31st. Our projected revenues were \$169,500.
- xi. The Parks and Recreation Directors office will be moved in the next month to a shared space with the School swim instructor to make room for a Party/Conference room overlooking the pool.

## VI. ADJOURN

Motion offered by Donna , seconded by Danya to adjourn. Motion passed unanimously. Meeting adjourned at 9:14PM.

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Date Approved

**MINUTES OF THE PETERSBURG PARKS AND RECREATION ADVISORY BOARD REGULAR MEETING, HELD TUESDAY, MARCH 20, 2012 AT 1:00 P.M. IN THE CITY COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING.**

**I. CALL TO ORDER**

Meeting called to order by President Danya Davis at 1:00pm. Present: Director Donnie Hayes, Ben Hinde, Summer Baxter, Angel Worhatch, Donna Marsh, Danya Davis and Rick Braun.

**II. APPROVAL OF AGENDA**

Agenda was approved as submitted.

**III. APPROVAL OF MINUTES**

Minutes were approved pending members checking online.

**IV. NEW BUSINESS**

**a. Budget**

- i. City Manager Steve G. has asked that we cut out \$20,000 from our budget or increase revenue by \$20,000.

Director Hayes has been asked to cut in payroll budget. He has been asked to change instructor fees; moving them from being paid from professional services line item to payroll due to taxes, etc. \$10,000 has been cut from gymnastics and cheer program until revenue in the future increases.

Operating Supplies includes CO2 for pool. To cut costs, Director Hayes has purchased two defusers to cut down on amount of CO2. He has also switched companies from where P&R purchases the CO2 to cut cost. Total cost cut with these changes is about \$2500.

Director Hayes will also cut from small tools and equipment. This cut includes no longer purchasing a four wheeler for \$1500. He will also cut \$1000 from purchasing sound barriers for fitness room.

Director Hayes will cut from utilities by using the new pool cover. It will cut about \$5000.

**ii. Salary Budget**

Two adjustments have been made to payroll since last year. First is Dave Nauman's position has been moved from a 6 month position to 9 month to accomodate all the maintenance requests. The second being class instructors being added to payroll. Director Hayes wishes not to cut from payroll.

**iii. Maintenance requests**

Director Hayes provided pictures of items needed to be fixed throughout the facility. His list helps city maintenance budget for



**projects.**

**iv. Operations Budget**

**Line itemizing is helping Director Hayes to budget for the future.**

**v. Questions and Answers**

**V. INFORMATIONAL AND DISCUSSION ITEMS**

**a. Director's report**

**i. New Gymnastics Program. A few tweaks have been needed but otherwise going well.**

**Boxing, cake making, etc. are new programs kicking off recently.**

**New fliers have been streamlined to help with identity to P&R.**

**ii. Pool Cover has been ordered measured and in the process of being sewn.**

**iii. The new Fan for the fitness room has been ordered and will be here soon.**

**iv. We are working on acquiring a new timing system for our running races.**

**Handheld devices are being used right now and are not very efficient.**

**The new system is chip based and prints on-demand and will help with future marathons, etc. Chamber of Commerce has given a \$4000 grant to use to help purchase this system. The High School is also assisting with the cost to use for their cross-country program.**

**v. Summer camps are almost organized and we will begin advertising over the next couple of weeks.**

**vi. Applied for a grant from the National Recreation and Parks Association for our summer camps and summer meals program.**

**Two interns will be coming to Petersburg to run the summer camps.**

**vii. Dave Nauman is back to work and trying to get things organized for this summer's parks season.**

**viii. Still working on creating a new website for Parks and Recreation. This will include pictures and maps of each park, programs and special events offered, facility times, closure dates, etc.**

**ix. Working on new programming and special events for the new fiscal year so that we can budget for them.**

**x. The budget is finished!**

**Angel Worhatch moved to approve the budget, Summer Baxter seconded and the 2013 budget was approved unanimously!**

**VI. ADJOURN**

**Meeting was adjourned at 2:33PM**

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Date Approved

**MINUTES OF THE PETERSBURG PARKS AND RECREATION ADVISORY BOARD REGULAR MEETING, HELD TUESDAY, JANUARY 17, 2012 AT 8:00 P.M. IN THE CITY COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING.**

- I. **CALL TO ORDER** Meeting called to order by Director Donnie Hayes at 12:00pm. Present: Director Hayes, Ben Hinde, Danya Davis, Donna Marsh, Rick Braun and Angel Worhatch. Absent: Summer Baxter.
  
- II. **APPROVAL OF AGENDA** Agenda was approved as submitted.
  
- III. **APPROVAL OF MINUTES- MINUTES TO BE APPROVED AT MARCH 20TH MEETING**
  
- IV. **NEW BUSINESS**
  - a. **Introduction of Heidi Cabral; Parks and Recreation Secretary** New P&R Secretary was introduced to board, Heidi Cabral.
  - b. **Election of officers** The board elected Danya Davis as President.
  - c. **Budget-what should be our focus?** Director Hayes shared with the board his plans to find new ways to maximize profit within the current budget guidelines.
    - i. **Additional Positions in Parks and Rec.** Director Hayes would like to add a new four month position to take care of bathrooms, trails, ballfields, etc. Current positions are not able to satisfactorily keep up with maintenance issues.
    - ii. **Parks Projects** P&R capitol improvement projects have been submitted to legislature for funding approval. Legislative session ends in April, then we will know the outcome by June or July.
    - iii. **Increased programs and Special Events** Director Hayes plans to increase programs and special events. These events usually cost in the range of \$500-\$1000. The goal of these events is to to take in double the expense of the programs. Hayes will be preparing his budget with specific line items to show exactly where the budget is being spent.
    - iv. **Holidays** Director asked board their thoughts on employess working on holidays to maximize revenue. Kids are out of school, people are off work and looking for activities to do, Hayes would to open. Discussion.
  - d. **Sandy Beach Park Camp Grounds presented by Sally Dwyer Chamber of Commerce** Petersburg has no tent camping sites within city limits that are easily accessible to travelers on foot. Dwyer is looking for support for small tent camping at Sandy Beach. Discussion.
  - e. **Scenic Byways and Highways Presented by Sally Dwyer Chamber of Commerce** Chamber of Commerce would like to parnter with State of AK, DOT and City of Petersburg to put Mitkof Highway in the National Scenic Highway/Byways system, which would allow for preservation and protection of scenic highways with grants. Dwyer was asking for board suppor in these efforts.

**V. INFORMATIONAL AND DISCUSSION ITEMS****a. Director's report Technical Difficulties, recording ended for a few seconds.**

- i. New management system is in place and running smoother than we expected by this point. New system allows us to track revenue better/easier.**
- ii. New Fees have been warmly received.**
- iii. New Wellness programs have been installed with our previous groups. New system allows for easier tracking of wellness program users. This information will help businesses in future decisions of their wellness programs and allows P&R to monitor usage for them and us.**
- iv. Fitness classes have been moved to community gym from the Romiad building-We will continue to set up the Fitness room to meet our needs over the coming months.**
- v. With the move of the fitness classes, the facility is now open early on Wed, Friday, and Saturday.**
- vi. We moved all of our Aquatic Center Tile work up a week so that we could be open during Christmas Break.**
- vii. Pool Cover looks like it will be funded, so installation should begin fairly soon.**
- viii. The energy grant for the Community Gym and Racquetball courts is in full swing and those should be installed over the next couple of months.**
- ix. Christmas Break was a success with increased attendance and excitement.**
- x. Facebook has begun to take flight with local kid play groups sharing our different activities. Our facebook page has about 215 followers.**
- xi. Heidi has taken our Financial tracking by the horns to help us have a daily accounting of our finances.**
- xii. Our maintenance and janitorial staff has begun to take care of run down areas.**
- xiii. New birthday packages are in the process of being announced with partnerships including Papa Bears Pizza, Creative Cakes by Stacy, Hammer and Wikan.**
- xiv. In the process of creating a new website for Parks and Recreation. This will include pictures and maps of each park, programs and special events offered, facility times, closure dates, etc.**
- xv. Working on new programming and special events for the new fiscal year so that we can budget for them.**
- xvi. Ballfield Playground cover is fully finished except for one more coat of paint.**
- xvii. High School Baseball team is working on adjustments for the ballfield so that they can welcome a Regional Tournament in May.**
- xviii. Looking forward to catching up with my mind?. Hayes is looking forward to the many ideas he would like to implement into the P&R program.**

**VI. ADJOURN Meeting was adjourned at 1:36 PM.**

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