

SOLDOTNA

PARKS AND RECREATION BOARD



PARKS & RECREATION ADVISORY BOARD AGENDA PACKET

AUGUST 1, 2019

5:30 P.M.—REGULAR MEETING

COUNCIL CHAMBER

SOLDOTNA CITY HALL

177 N. BIRCH STREET

SOLDOTNA, ALASKA

CITY OF SOLDOTNA

PARKS & RECREATION ADVISORY BOARD AGENDA

AUGUST 1, 2019, 5:30 P.M.

CITY COUNCIL CHAMBER, SOLDOTNA, ALASKA

REGULAR MEETING

Linda Hutchings, Chair
Denise Dutile, Board Member
Penny Vadla, Board Member
Jim Delker, Board Member
Tami Murray, Vice Chair

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVAL OF AGENDA**
3. **APPROVAL OF MINUTES**
 - A. May 2, 2019 Regular Meeting Minutes pgs. 1-3
4. **SCHEDULED PUBLIC COMMENTS AND PRESENTATIONS**
5. **ACTION ITEMS**

none
6. **REPORTS**
 - A. Parks & Recreation Director pgs. 4-7
 - B. Board Chair
 - C. City Manager
7. **PUBLIC COMMENTS**
8. **COUNCIL COMMENTS**
9. **BOARD MEMBER COMMENTS**
10. **ADJOURNMENT**

The next meeting of the Soldotna Parks & Recreation Advisory Board will be held on November 7, 2019 at 5:30 p.m. in the City Council Chamber, 177 N. Birch Street, Soldotna, Alaska 99669. The agenda is posted on the City's website at www.soldotna.org and contains links to individual agenda items. Copies of agenda items are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For further information, please call the City Clerk's Office at 907-262-9107.

CITY OF SOLDOTNA

PARKS + RECREATION ADVISORY BOARD MINUTES

MAY 2, 2019 5:30 P.M.

CITY COUNCIL CHAMBER, SOLDOTNA, ALASKA

REGULAR MEETING

PENNY VADLA, SEAT A
LINDA HUTCHINGS, CHAIR

JIM DELKER, SEAT B
ANDREW CARMICHAEL, P & R DIRECTOR

DENISE DUTILE, SEAT C
TAMI MURRAY, VICE CHAIR

CALL TO ORDER AND ROLL CALL

The May 2, 2019 Regular Meeting of the Soldotna Parks and Recreation Advisory Board was called to order at 5:30 p.m. by Chair Hutchings.

There were present:

Board Members:

Dutile, Vadla, Murray, Hutchings

Absent:

Delker

Comprising a quorum of the Board.

Also in attendance were:

Andrew Carmichael, Parks & Rec Director
Shellie Saner, City Clerk

APPROVAL OF AGENDA

The agenda was approved without objection.

APPROVAL OF MINUTES

The February 7, 2019 minutes were approved without objection.

ACTION ITEMS

Recommending Council Approval of the 2019 Soldotna Community Memorial Park, Administrative Policy Updates

MOTION: Board Member Vadla moved to recommend Council approval of the updated administrative policy.

City Clerk Saner reported that most of the corrections were technical, clerical, formatting and further clarification on the existing policy; however, additional recommendations from the Board were needed regarding regulations on Family Plots and the Memorial Wall.

MOTION TO AMEND: Board Member Vadla moved recommend City Council establish a minimum of two plots be purchased to in order to establish a Family Plot section within the Memorial Park.

MOTION TO AMEND PASSED: Without Objection.

MOTION TO AMEND: Board Member Murray moved to recommend City Council establish that Family Monuments within a Family Plot section only be allowed within the upright marker section of the Memorial Park.

MOTION TO AMEND PASSED: Without Objection.

MOTION TO AMEND: Board Member Murray moved to establish that reservations on the Memorial Wall only occur when a plaque is placed for a loved one who has already passed; with a maximum of ten memorial wall locations reservations allowed.

MOTION TO AMEND PASSED: Without Objection.

VOTE ON MOTION:

Yes: Dutile, Vadla, Murray, Hutchings

No: None

Absent: Delker

MOTION PASSED: 4 Yes, 0 No, 1 Absent

Recommending Council Enactment of Proposed Updates to the Soldotna Municipal Code (SMC) 12.29 - Soldotna Community Memorial Park

MOTION: Board Member Murray moved to recommend City Council enactment of the proposed updates to SMC 12.29.

City Clerk Saner reported proposed amendments to SMC 12.29 would incorporate current practices related to the management of the Memorial Park.

VOTE ON MOTION:

Yes: Dutile, Vadla, Murray, Hutchings

No: None

Absent: Delker

MOTION PASSED: 4 Yes, 0 No, 1 Absent

Recommending Approval of Conversion of One of the SRSC's Two Racquetball Courts to a Climbing Wall

MOTION: Board Member Vadla moved to recommend converting one racquetball court into a climbing wall.

Parks and Recreation Director Carmichael reported that the two racquetball courts were established 35-years ago; trends have changed since then and climbing walls are very popular; Mr. Ed Schmidt recently offered to temporarily donate a bouldering wall that had previously been located in the "Fitness Place"; and indications from the community is that the wall would be popular and well used.

VOTE ON MOTION:

Yes: Dutile, Vadla, Murray, Hutchings

No: None

Absent: Delker

MOTION PASSED: 4 Yes, 0 No, 1 Absent

REPORTS

Parks and Recreation Director Carmichael reported the department interviewed 23 people for the temporary parks openings; development of the basketball court at Soldotna Creek Park was process; mitigation of the Spruce Bark Beetle infestation is underway; this year’s Sports Show had more booths than past shows; acquisition of new fencing for events in the parks was in process.

PUBLIC COMMENTS

Colleen Denbrock thanked Parks and Recreation Board for their involvement with the Music in the Park and reported that the Planning and Zoning Commission reviewed the State’s Transportation Plans during their last meeting.

BOARD MEMBER COMMENTS

Board Member Murray thanked City Clerk Saner and her staff for the updates to the Memorial Park Policy and thanked Mr. Schmidt for the generous donation; she noted her excitement about the new fencing/barricades for park events.

Board Member Vadla thanked City Clerk Saner and her staff for the updates to the Memorial Park Policy; Assistant Parks and Recreation Director Todd for the information regarding Bike month and the summer music series; Parks staff for all the work they do in the park; Mr. Schmidt for the donation; and the public for their participation in the meeting.

Chair Hutchings noted her disappointment that the voters did not approve the Field House bond; offered encouragement to the City to place the issue before the voters again; and noted that the facility would not only be for youth sports, older people would benefit from it.

ADJOURNMENT

There being no further business to come before the Board, the May 2, 2019 Parks and Recreation Advisory Board Meeting adjourned at 6:48 p.m. The next meeting is scheduled for August 1, 2019 at 5:30 p.m. in Council Chambers, Soldotna City Hall.

APPROVED BY THE BOARD ON: _____

ATTEST:

Andrew Carmichael, Parks & Recreation Director

MEMORANDUM

TO: Soldotna Parks and Recreation Advisory Board
DATE: 7-18-2019
FROM: Andrew J Carmichael
RE: Soldotna Regional Sports Complex Update/Remodel

The City Council has identified funding for the hiring of a consultant to review and provide a conceptual outline to address “what needs to be done at the Soldotna Regional Sports Complex” to: repair items needing attention and identify structural changes/addition(s) warranted. With this memo is a summary list of prior consultant reviews the prologue to which are some items not identified or highlighted prior. These are the aspects we will be reviewing with the Consultant.

Maintenance items not include on consultant reviews

- Replace the “popcorn” ceiling above the bleachers
- Renovate showers in team rooms
- Create ADA parking near main entrance and eliminate sidewalk “island”
- Replace Movable walls in conference rooms

Improvements to the Exciting Soldotna Regional Sports Complex

1. New public entrance with lobby, administration offices, public information counter.
2. Expanded conference room to accommodate banquet events for 250-400 people (8000 sq. Feet).
3. Bathrooms for conference/event area.
4. Kitchen expansion and upgrades to make it functional.
5. Handicap accessible seating in arena. (lift being installed Summer 2019)
6. Improve arena office to including new window/sight lines.
7. Concessions on upper mezzanine

Market Demand Study – Summary Report and Presentation of Findings

LW Hospitality Advisors

January 16th, 2015

Based on the analysis summarized in this report, we have proposed the following facility program. Note, this proposal represents the total rentable square footage of the remodeled/expanded Soldotna Regional Sports Complex, and excludes the ice rink.

Proposed Facility Plan

Space	Total Square Feet	Total Banquet Capacity*
Ballroom (Divisible into 4 Spaces)	5,000 (4280 currently)	313
Flexible Break-out Space	3,000	188
Total Rentable Space	8,000	
Estimated Gross Building Area**11,429		
<i>*Estimated at 16 SF per person</i>		
<i>**Estimated at 30%; fnclusfve of restrooms, corridors, administrative offices</i>		

**City of Soldotna Recreation & Trails
MASTER PLAN**

Casey Planning & Design. Anderson Land Planning
January 2014

Recommendations:

- New public entrance with lobby, administration offices, public information counter, concessions, and tenants.
- Expand conference rooms, with restrooms, storage and a larger kitchen
- Outdoor patio, sitting area
- Expand parking and trails access to Centennial Park
- Large multi-use (field house) area for recreational and social events.

**Soldotna Sports Center
Facility Condition Assessment and Master Plan Concept**

Casey Planning & Design & Bettisworth North
September 5, 2013

Soldotna Sports Center Goals

This is a list of facility goals to take into consideration for any facility improvements or new additions to the Sports Center facility.

1. Provide a safe and secure environment for public spectators, athletes, conference attendees, campers and staff.
2. Increase amount of storage space adjacent to the conference area.
3. Sky boxes or standing room observation for arena, connected to mezzanine level at the westside. An additional exit stair will be needed for exiting.
4. Concessions area serving the upper (mezzanine) level.
5. Integrated accessible seating options on both the floor and mezzanine levels.
6. Handicap accessible access to the mezzanine level or elevated seating area (elevator or accessible lift).
7. Separation of common shared areas (hallways and restrooms) for conflicting uses (hockey and conferencing)
8. Additional restrooms desired adjacent conference spaces (existing restroom facilities are less than required under current codes). 5 of 8

9. The addition of new convention/conference break out rooms and shared gathering, display area serving conference/banquet functions.
10. Improve staff observation and sight lines from main office into the rink entrance area.
11. Large events often have overlapping schedules; a secondary interior multi -use venue for large events is desired (conventions, sporting events, banquets, weddings, fundraisers). Currently, school gymnasiums are not an option for events that would like to serve alcohol.
12. Improve design of arctic entry at side entrance to conference hallway to minimize cold air drafts in the wintertime into the conference room.
13. Expand and redesign kitchen area to mitigate crowding of prep areas, oven, refrigerator and freezer.
14. An indoor walking track, turf, basketball and volleyball courts, and other recreation spaces areas needed during inclement weather as well as during the spring months. Possible use of a portable turf system is preferred to allow for more versatility.
15. After school activities or programs are needed for Soldotna teens, with a one-way shuttle bus from school to the sports center. Popular activities include; game rooms, TV lounge, concessions, basketball, disc golf (currently provided at school venues), rock climbing gym (currently provided at school venues), indoor skate park, karaoke, and weight lifting (duplicated in school and private operations).
16. Provide space for active adults (young and old) as well as moms with young children to work out and play in during the day.
17. The outdoor ice rink needs a cover and walls to improve its function and reliability.

Conference and Banquet Facility Design Report

Kluge & Associates

June 28th, 2001

Recommendations;

- Event hall size space with seating for at least 500 people for dinner. (7500 square feet)
- Meeting/break out rooms. One room that can be separated into 3 rooms. (2000 sq. feet)
- Kitchen with full service. (2000 sq. feet)
- Entry/exhibit/prefunction space (2500 sq. feet)
- Restrooms

Conceptual Plan and Cost Estimate for a Recreational Complex

Raven Contractors, INC

December 13, 2000

1999 survey results from public and private meetings;

- Main room is too long and narrow
- Acoustics are bad
- Rooms convey the ambiance of an "institution" with their block walls and harsh lighting

- Sound "bleeds" into the meeting rooms from activities in the sports arena
- Temperature control is inadequate
- Inability to control the intensity of lighting (dimming capabilities)
- Not enough room to handle larger meetings, especially when food is served
- Main entry to the meeting/conference rooms is through sports arena entrance
- The kitchen is not physically adequate to serve much other than as a "warming" area for food catered from off-site.
- "With no separate restroom facilities, there can be an incongruous mix of formally clad meeting or social function participants with kids and adults in sports gear"
- Need more "breakout" room capability
- Need a lobby or "social mixer" area adjacent to the meeting rooms

Suggestions from report;

Lobby/Displays/Exhibits:

The lobby is intended to present the first dramatic visual impression of the conference/meeting area. The floor-to-ceiling windows are designed to create a feeling of spaciousness and light in capturing the maximum amount of sunlight in both summer and winter. Outdoor lighting in the winter could further enhance its dramatic effect. Because of its elliptically shaped front wall, the room varies in width from twenty-eight to forty feet and spans seventy-nine feet in length. Because of its size and configuration, the room would lend itself to a number of uses in displays, exhibits, trade presentations, wedding, receptions, musical recital, lectures or simply as a lobby or social mixing area for functions held in the remainder of the meeting rooms.

Kitchen:

The new kitchen is designed to open onto the main conference hall and features a serving area from which food or beverages can be dispensed. The proposed new kitchen would more than double the working space of the old kitchen area and is designed to include a large dry storage area and a walk-in freezer.

Floor Space and Capacity:

The configuration of the existing conference/meeting area represents a usable floor space of 4,280s.f. When remodeled and expanded to the schematic design presented here, the usable floor space would be expanded to 8,477 s.f., not including the approximate 2,640 s.f. of the lobby. Including the lobby area, the total usable floor space for meeting and related functions would be increased to 11,117 s.f.,

Capacity:

A convenient "rule of thumb" used by architects in preliminary design of structures of this nature is that it will ordinarily require seven to ten square feet of floor space for an "audience-seating" configuration, and fifteen to seventeen and one half square feet for a "sit-down meal" configuration. Using the more conservative of those parameters, following is descriptive of the increase in capacity of the expanded building:

Configuration	Usable Square Feet	<u>"Audience" Seating Capacity</u>	<u>"Dinner" Seating</u>
Existing	4,280	428	245
Conceptual Design	8,477	847	484