

Session 16-09 Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order on September 15, 2016 at 5:30 pm by Chair Matt Steffy at the Cowles Council Chambers City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

**PRESENT:** COMMISSIONERS FAIR, SHARP, ASHMUN, LOWNEY, HART, BRANN AND STEFFY

**ABSENT:** COMMISSIONERS ARCHIBALD (EXCUSED), ROEDL

**STAFF:** DEPUTY CITY CLERK KRAUSE  
RCREATION SPECIALIST ILLG

#### **APPROVAL OF THE AGENDA**

Chair Steffy called for a motion to approve the agenda.

LOWNEY/HART - SO MOVED.

There was no discussion.

VOTE: NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

#### **PUBLIC COMMENT ON ITEMS ALREADY ON THE AGENDA**

##### **VISITORS**

A. Rick Malley, Chair, ADA Compliance Committee

Mr. Malley updated the Commission on the work and intent of the committee and their findings regarding accessibility of the city parks, beaches and trails.

Commissioner Hart requested a list of the issues with the city facilities.

B. Ken Castner, Chair, Public Safety Building Review Committee - Presentation on the Proposed Public Safety Building

Mr. Castner provided a presentation on the committee's work to provide a new public safety building, the history of the current police department, what alternatives were being done to extend the life of the current Fire Station due to the economic down turn and how they are proposing that the city pay for the new police station and what it will actually cost the public.

The commissioners asked a few questions regarding the skateboard park and the basketball court. Mr. Castner responded the \$95,000 has been included in the project for the relocation and replacement of the Skateboard Park. There is no consideration included in the project at this time for relocation or replacement of the basketball court. Additional concerns were safe access for students through this area to reach the middle school.

C. Sue Mauger, Beluga Slough Trail Extension Project

Ms. Mauger presented an idea that a group of people have come together to create this trail extension in honor of Carmen Field. This idea is supported by the Islands and Ocean Visitor Center and would be an additional asset to enjoy the wildlife and habitat that is Beluga Slough. Ms. Mauger and her group were requesting the support of the Commission for inclusion in the city Capital Improvement Plan to assist in support for funding.

Comments from the commission were in favor of the trail extension idea and recommended Ms. Mauger

connecting with another group working on a project in honor of Carmen Field located on Mud Bay.

**RECONSIDERATION**

**ADOPTION OF THE CONSENT AGENDA**

A. Minutes for the regular meeting of August 18, 2016

Chair Steffy called for a motion to adopt the consent agenda.

BRANN/ASHMUN- MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

There was no discussion.

VOTE. YES. NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

**STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS**

A. Community Recreation Report - Mike Illg

Mr. Illg provided an update on the Community Recreation program, some programs will be taken over by the SPARC association but fees will remain the same. He also provided information regarding a Fund raiser for the facility. He is supportive of the facility 100%. The new brochure is out and contains some new programs that are very exciting. ARPA Conference is being conducted in Petersburg this year, he would have attended however his budget for training and travel was cut.

Mr. Illg requested help funding for the trails map that was created. He explained that he could not fund the amount since his budget has been cut to the bare minimum necessary. The cost to print 5000 copies of the map which is a big hit with visitors is \$3000.00. The expense may be split between Economic Development and us. He has suggested that the Chamber take this on with no results.

**PUBLIC HEARING**

**PENDING BUSINESS**

A. Jack Gist Park Noise Concerns

Chair Steffy read the title into the record and requested an update from Commissioner Lowney. She provided information on her response from the Softball Association, Jessica Marx. They expressed some dismay at having to make sure games ended at 10:00 p.m. but would try to amend schedules and comply with the rules. She advised them to bring forward their concerns before the commission. Commissioner Lowney expressed no concerns for the High School girls softball teams as they normally finish by 8:00 p.m.

Chair Steffy requested some input from Commissioner Sharp from the Disc Golf players. Commissioner Sharp reported that he made it a point to visit the park later in the evening and has more empathy for the noise concerns since at night it echoes like crazy. He witnessed visits by the Police, verbal expletives loudly being used and lots of open containers.

Chair Steffy inquired about the recommendations to have larger signage being supplied and installed by Parks Maintenance. Staff noted that they should be able to perform that task.

LOWNEY/ASHMUN - MOVED TO FORWARD A MOTION TO COUNCIL TO CLOSE THE PARK AT 10:00 P.M. INCREASE SIGNAGE THROUGHOUT THE PARK REGARDING THE CLOSURE AND THE NOISE LEVELS SECIFICALLY NOTICES AT TEES AND BASKETS ONE THROUGH FOUR.

A brief discussion ensued regarding posting notice as soon as possible even if it was hand painted plywood plus repairing existing signage. Commissioner Sharp noted that there is a work party planned for next weekend and repairing that kiosk is on the list plus he felt that they could address temporary signage regarding noise. Commissioner Hart advised the commissioners that Miss Koppen has advised her that the discs get thrown into her yard and people are coming into her yard which is actually trespassing. Commissioner Hart was informed that the property owner should post their property. Commissioner Sharp informed the commission that there is no delineation of the park boundary and he noted that they are very cautious on going into people's property.

Further discussion ensued on getting signage regarding all the changes in regulations in relation to dogs, driving on beaches, etc. Chair Steffy inquired about assistance from staff on designs for signage. Commissioner Lowney then requested that information in their next packet regarding signage and design choices. Staff explained that most of this signage is regulatory so the designs will be limited. Chair Steffy explained that he was understanding collaboration with Islands and Ocean.

Commissioner Lowney requested her motion to be read back for the commission. There was a brief discussion on what the signage was going to be. Commissioner Lowney requested amending her motion to just deal with the closure time change. Staff requested if Commissioner Ashmun was agreeable to the amendment. A response was unheard. Chair Steffy offered an amendment to the amendment that the closure is effective upon installation of signage. Commissioner Lowney did not accept the amendment since the Police has pointed out that the public is responsible to inform themselves of the regulations. Chair Steffy commented that he was looking at it from a public relations point of view and he knows that there is some volatility there regarding the property owner and wanted it to be "bubble wrapped." Commissioner Hart brought up previous comments regarding Parks Maintenance personnel making signage and that they could use that until permanent signs were created and installed.

Ms. Krause advised the commission that they were off from the intent of the motion. Chair Steffy apologized for getting knee deep in Robert's Rules and asked Commissioner Lowney if she would like to remove her motion from the table and offer a new motion on the closure. Commissioner Lowney removed her motion from consideration and requested Chair Steffy to offer a motion.

STEFFY/LOWNEY - MOVED TO REQUEST COUNCIL CHANGE THE OPERATING HOURS FOR JACK GIST PARK TO CLOSE AT 10:00 P.M. AND THAT THE NEW CLOSURE TIME BECOME EFFECTIVE WITH INSTALLATION OF SIGNAGE REGARDING THE CLOSURE.

Discussion ensued regarding clarifying the intent of the motion to address closure time only including the signage. Also pointed out that temporary signage can be used until permanent signs are obtained and installed.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Commissioner Lowney requested signage, designs and ideas for review and discussion. She requested input from Parks Maintenance Coordinator Otteson. Chair Steffy clarified that the signage previously discussed by the Commission to address all issues such as leash laws, vehicles, closure, etc.

Commissioner Hart wanted to make the recommendation to have a seasonal alternate course for the Disc Golf as a permanent course. She wanted it to be away from those property owners so they have a permanent solution.

Chair Steffy commented that the commission can address that as it stands with this memorandum there are a lot of unknowns and they need to work with the disc golf players as to whether it is permanent or seasonal alternate. They both have their merits.

#### B. Report on Costs for Requested Doggie Bag Dispenser/Receptacle, Locations and Placement

Commissioner Lowney stated she has spoken with Homer Animal Friends and others and they have

offered to fund \$500 if the city will match those funds for the purchase of doggie bags and dispenser/receptacles.

Commissioner Lowney then segued into the previous recommendation of the Commission to budget \$5000 for a media campaign regarding the laws of the city and cleaning up after your pet, being a responsible pet owner; these groups have offered to do this but have not put money up front on this educational component. Commissioner Lowney opined that Council does have a responsibility to educate the public on these issues. She recommended using the remaining \$4500 for the education component. She further stated that she was not sure how they are to address this and move forward with making sure this happens, signage is not a problem but again she would refer again to staff to determine what type of signage that is required. Commissioner Lowney stressed that they need to submit a recommendation to Council that they want a signage in specific locations, but want to see and select what they want. If the city will fund the groups she is sure will come up with the programs.

Chair Steffy supported making a recommendation on the expenditure for the doggie bags and dispensers.

LOWNEY/BRANN - MOVED TO RECOMMEND THAT THE CITY MATCH THE \$500 FOR THE PURCHASE OF DOG BAGS AND DISPENSER/RECEPTACLE.

Brief discussion on the costs for the dispensers ensued. It was estimated that the cost is guesstimated at \$130 each. Two locations were picked for placement on the Spit. There are about 10 that are needed.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

#### C. Recommendations for Media Campaign on Leash Laws and Picking Up after Your Pooch

Chair Steffy stated that this will not only cover the leash law and how to pick up after your pooch how it is to be approach and gave the floor to Commissioner Lowney again.

Commissioner Lowney would like to turn this over to the groups to deal with the issues for them. The City may have already given direction since there was a group that was established by the city that came up with all these rules. Staff explained that this was a temporary committee established to update the rules. Commissioner Lowney pointed out that they did not provide direction on how to implement these regulations and she would like to see these organizations to come up with a proposal on how to expend the funding and see where that would go.

Chair Steffy asked if that would be possible to have this outside group or would they need approval from the city.

Commissioner Lowney requested that Council form or allow the Commission to form a committee to address this issue. Staff responded that she could forward a memorandum to the Council through the City Manager expressing the recommendations of the Commission explaining why and what the intent of the committee is for.

Chair Steffy opined that this could be accomplished in a couple of meetings citing the experience of the commission's request for the formation of a committee to deal with

LOWNEY/ASHMUN - MOVED TO RECOMMEND THAT COUNCIL FORM A COMMITTEE OR TASK FORCE TO DEVELOP AN OUTREACH PLAN REGARDING CHANGES TO THE REGULATIONS AND PICKING UP AFTER YOUR POOCH.

There was no additional discussion.

YES. NON-OBJECTIONS. UNANIMOUS CONSENT.

Motion carried.

#### D. Review and Recommendations on the Draft HART Trails Grant Program

Chair Steffy read the title into the record and clarified the amendments so far made by the commission.

Commissioner Ashmun recommended the following changes:

- remove the word how in #8, the applicants can use any method to demonstrate their capacity and ability
- Under timeline, third bullet recommends changing to first meeting in April and expressed concern with taking that action before approving this.
- In the application part under "Applicant will include" Drawings is listed with a questions mark. She recommended the following: A basic map showing trail routing in relation to existing streets, trails and land ownership

Chair Steffy commented that he was sure some items will change organically in the future and requested input from commissioner Lowney who asked how the commission felt about the scoring. Chair Steffy questioned in item 1B there may be another reason that is not listed and the total points in 1 A could make or break a trail but it was pointed out that they can earn back 10 points in 1B. Commissioner Sharp questioned #6 and what they were supposed to do. Commissioners offered what that 5 points could be used for. It was determined that it could be discretionary to the reviewer. Staff tried to clarify what the next step would be for the plan and if the commission would submit a recommendation of support for the final product before submittal to planning and or council. It was further noted that until Council approved this it should not be shared with the public at this time.

Commissioner Brann recommended that review of the Trail manual contains basic or general costs that can be used for reference.

Chair Steffy requested any disagreement with the changes. There were none.

#### E. Beach Policy Re-write Review and Discussion

LOWNEY/STEFFY - MOVED TO ADOPT ALL COMMISSIONER ASHMUN CHANGES AND APPRECIATED ALL HER HARD WORK.

Commissioner Ashmun stated she found a few discrepancies that she believed needed clarification or review and they are as follows:

Page 6, of the Policy, Area 2, Item G. page 44 of the packet, since vehicles have been addressed should this be removed. Commissioner Brann pointed out that there is no parking in this area. Remove the word vehicle line 198.

Commissioner Brann commented on preserving the fishing access using the easement between the properties of English Bay and Cousins, line 197.

Commissioner Lowney referred to page 7 of the policy Area 1 and Area 2 regarding the airport access road identification and that it is not a public beach access. Recommendation was to change airport to Emergency Access Road and make the appropriate changes throughout the policy.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Commissioner Ashmun reminded the commission that they haven't addressed dog issues within the policy yet and should keep that in mind.

#### F. Budget 2017 Recommendations

Chair Steffy read the title into the record. He questioned why this item was on the agenda, Staff

responded that he requested it at the last meeting.

There was no further discussion on this item.

**NEW BUSINESS**

**A. Welcome New Commissioners - Appointments to the Commission**

A short welcome to the new commissioners was issued.

**B. ARPA Membership Renewal**

**LOWNEY/ASHMUN - MOVED TO APPROVE RENEWING THE ARPA MEMBERSHIP.**

Chair Steffy provided a brief synopsis of the membership and the benefits and informed the commission that he has taken on a position with the ARPA Board.

**VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.**

Motion carried.

**C. Land and Water Conservation Grant Application for Projects - Jack Gist or Fairview Park Trail**

Chair Steffy read the title into the record. He requested input from Commissioner Lowney.

**LOWNEY/STEFFY - MOVE TO FORWARD A RECOMMENDATION AND REQUEST FOR STAFF TO SUBMIT A LAND AND WATER CONSERVATION FUND GRANT APPLICATION FOR THE FAIRVIEW AVENUE PORTION OF THE WOODARD CREEK TRAIL.**

Commissioner Lowney provided input regarding the Fairview Avenue Trail citing the park being a previous Land and Water Conservation grant recipient, acknowledging staff concerns regarding the difficulties in writing this grant, the costs are already known, application would be for the Fairview portion of the trail and that would reduce the those estimated costs, not completing the portion that goes up into the park until the road is realigned; the trail would go through significant wetlands even though it goes right along that bench; this will also assist with some drainage issues behind the ballfields.

Commissioner Brann agrees but the grant is available for purchasing property too and agrees that the trail supersedes the purchase of the property but would advocate for staff to keep a look out for grants that would allow purchasing that property.

Commissioner Lowney mentioned that in the future they could look at tapping to a fund created by the city from land that was sold.

Chair Steffy agreed and felt comfortable making that recommendation but commented that his experience with grants October 31st is awful soon and would like to add to the recommendation that if staff deems that it is unfeasible that they keep it on the schedule to apply next year grant cycle.

Commissioner Lowney disagreed and wanted to make the recommendation and just leave it to the discretion of the City Manager.

Commissioner Sharp acknowledged needing to be brought up to speed but asked about additional projects that the commission has in the wings that this grant could apply to. Chair Steffy provided some input mentioning the Non-Motorized Trail Plan, Summary from the Trails Symposium, the Capital Improvement Plan, Karen Hornaday Park Master Plan.

Chair Steffy asked if there was any disagreement in forwarding the recommendation to apply for the Land & Water Conservation Fund Grant for the Fairview Ave Trail. There was no objection voiced from the

commission.

D. Gift Application Review and Recommendation to Council

LOWNEY/BRANN - MOVED TO RECOMMEND CITY COUNCIL ACCEPT THE DONATION OF A WATERCOLOR PAINTING INTO THE MUNICIPAL ART COLLECTION WITH PLACEMENT AT THE HOMER PUBLIC LIBRARY.

There was a brief discussion and clarification on the application regarding the artists fees and if the city has to pay these fees along with the process.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

E. Recommendation to Council to Support Including Beluga Slough Trail Extension in 2017 Capital Improvement Plan

Chair Steffy read the title into the record and stated that the commission discussed this fairly well and he opined that he was in support of including this project.

STEFFY/ASHMUN - MOVED TO RECOMMEND CITY COUNCIL INCLUDE IN THE 2017 CAPITAL IMPROVEMENT PLAN.

Commissioner Lowney expressed hesitation at including this project over other projects that were much older and also deserved to be on the CIP. Discussion ensued regarding the details of the project, that there was another project in the works to honor Carmen Field that was more defined and further along, the security risks and additional Homeland Security issues that would have to be addressed with the proximity to Public Works and that additional cost to the city, funding options would be opened up for the group, the existing trail is already widely used.

Staff suggested that the commission could forward a recommendation to support that Council include the project under the section of projects recommended by different organizations. She explained that the project can be submitted by the group to council. Commissioner Brann provided an example using Roger Loop property which was included in the CIP for the Ski group. Chair Steffy inquired how the commission felt about supporting the project for inclusion in that section. The commissioners expressed that they could do that, the following amendment was made

STEFFY/BRANN - MOVED TO AMEND THE MOTION TO READ MOVE THAT THE PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION SUPPORTS CITY COUNCIL INCLUDING IN THE 2017 CAPITAL IMPROVEMENT PLAN UNDER THE SECTION, PROJECTS SUBMITTED BY OTHER ORGANIZATIONS, THE BELUGA SLOUGH TRAIL EXTENSION PROJECT SUBMITTED BY SUE MAUGER AND MARIANNE APLIN.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**INFORMATIONAL MATERIALS**

- A. Commission Annual Calendar 2016
- B. Commissioner Attendance at City Council Meetings 2016
- C. Parks and Recreation Advisory Commission Strategic Plan 2016
- D. FY17 Grant Awards - ASCA 1<sup>st</sup> QTR and Annual Grants

The commission commented on the number of recipients from Homer that received grants. It was an

recognition in testament to the talent in Homer. It was noted that the 2017 Meeting Schedule would be on the agenda, not 2016.

Commissioner Lowney noted that Commissioner Archibald was planning on having a presentation at the next Council meeting on September 26<sup>th</sup>, Chair Steffy will do the October 10<sup>th</sup> meeting, Commissioner Fair and Sharp will share the October 24<sup>th</sup> meeting after a brief clarification and explanation.

There was a brief comment that it needs to be updated considering the change in the responsibility of the commission however it is tentatively scheduled for March of 2018.

#### **COMMENTS OF THE AUDIENCE**

#### **COMMENTS OF THE COUNCILMEMBER (If one is present)**

#### **COMMENTS OF THE CITY STAFF**

Deputy City Clerk Krause reported that Commissioner Brann has decided not to request reappointment however Commissioner Ashmun has so we will be advertising for another new commissioner shortly. Ms. Engebretsen was planning to return tonight from maternity leave but has changed that to next week. The Roger Loop Trailhead land purchase has been completed. Absentee voting opens next week for City and Borough election. There will be another donation of artwork on the agenda next month by a former teacher and the artwork was done by students.

#### **COMMENTS OF THE COMMISSION**

Commissioner Ashmun this was a fine meeting.

Commissioner Brann enjoyed working with the commission, thanked staff and is looking forward to slowing down a little to spend more time with family but he will stop by every now and then. The picnic shelter is coming along and waiting on timbers from Anchorage and it will be put up the weeks of October he provided an explanation on the shelter and that it replaces the one next to the Pier One theater. It will be a priority for accessible picnic tables if there are funds remaining.

Commissioner Hart thanked Dave for his service and staff for everything she does for them, she welcomed the new commissioners; she would like to request Carey Meyer to present costs for the Mariner Park project that included dredge spoils and building up the area on the north side of the park to build restrooms for the next meeting and to keep Jack Gist Park on the minds.

Commissioner Lowney commented it was a great meeting, wow, Dave will be missed, there will be a fundraiser to raise the remaining \$42,000 needed to match the funds from the city at Grace Ridge Brewery. The cost for community rec programs will be \$3.00 and she will be absent at the October meeting.

Commissioner Fair commented that it will be a large learning curve, feeling a little overwhelmed but it will eventually sink in.

Commissioner Sharp complimented staff on the packet and will be stopping by to get additional information from them.

#### **COMMENTS OF THE CHAIR**

Chair Steffy thanked staff for taking such good care and providing all the necessary information and trying to keep them in line. He noted that Dave's expertise will be sorely missed and appreciated having a full commission. HE requested the other commissioner to spread the word regarding the upcoming vacancy.



He appreciated the commissioners hanging in there for such a long meeting but they got a lot accomplished this time.

**ADJOURNMENT**

There being no further business to come before the Commission, Chair Steffy adjourned the meeting at 8:28 p.m. The next **REGULAR MEETING IS SCHEDULED FOR THURSDAY, OCTOBER 20, 2016** at 5:30 p.m. at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

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Renee Krause, CMC, Deputy City Clerk

Approved: \_\_\_\_\_