

Session 16-10 Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order on October 20, 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, ARCHIBALD, ROEDL, HART, BRANN AND STEFFY

**ABSENT:** COMMISSIONERS LOWNEY, ASHMUN (EXCUSED)

**STAFF:** CITY MANAGER KOESTER  
DEPUTY CITY CLERK KRAUSE  
RECREATION SPECIALIST ILLG

**APPROVAL OF THE AGENDA**

Chair Steffy called for a motion to approve the agenda.

BRANN/HART - MOVED TO APPROVE THE AGENDA.

ARCHIBALD/HART - MOVE TO SUSPEND THE RULES AFTER PUBLIC COMMENT TO ADDRESS A SPECIAL RECOGNITION

There was a brief discussion.

VOTE: NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

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

Mr. Scott Adams, city resident, commented on the change in closing time for Jack Gist Park in order to reduce the noise concerns of neighboring property owners. He was not in favor of the City changing the time and causing the majority users of the park amenities to change their schedules to accommodate one property owner.

**RECOGNITION OF A COMMISSIONER**

Commissioner Brann was recognized for his service to the City and all the projects that he has been involved in and the trails that he has worked on. Commissioner Archibald provided some history on how he met Commissioner Brann and how he arrived in Alaska. City Manager Koester related anecdotal experiences and then presented Commissioner Brann on behalf of Mayor Zak and the city, with a plaque recognizing his service to the city.

Chair Steffy called for a brief recess to serve some refreshments at 5:44 p.m. The meeting was called back to order at 5:49 p.m.

**VISITORS**

A. Katie Koester, City Manager - How to Effectively Move Parks & Recreation Related Projects Forward

City Manager Koester spoke to the Commission regarding the status of the Land Water Conservation Grant for Fairview Avenue Trail Project and explain that after further review and staff efforts they will not be pursuing the grant for this project. She explained the steps that staff took and the physical inspection of the proposed project and after additional meetings with Commissioner Archibald it was decided that this project while approved by Council was not appropriate use of the grant funds. City Manager Koester acknowledged that there are several other worthy projects that would fit the Grant criteria but not this one as it would be a hard sell to support the expenditure of funds for the construction of an ADA compliant trail that does not go anyway. City Manager Koester would like to get input from the Commission tonight

on establishing a process that could be applied to projects that the Commission wanted to forward to Council for approval and funding. This would allow the commission to know from the start that they have submitted a viable and vetted project. She will use the input from the Commission to develop a form that she will bring before the commission at a future meeting.

Discussion evolved on the content and purpose of the form and clarification was provided that the form would address or contain the following:

- More vetting of a project on the front end
  - public hearings
  - Staff support
- form to be used for scoring projects
- identifying funding resources by outlining the funding sources
  - cost benefit analysis of the project
- Projects should be included in approved plans
- Local community buy-in or partnerships
  - Support by organizations that would be benefitted or impacted by the project such as rotary or the disk golf group
- Capacity
- Trail Criteria

Commissioner Sharpe summarized for clarification the intent is to create a form that the commission would use to pre-assess a project that they would like to city to look at to write a grant for the commission.

City Manager Koester agreed and noted that it would provide the commission with a checklist of objective criteria to put the project through and makes it defensible when presented to City Council. She received a lot of great ideas and will have Ms. Carroll work on a draft to be submitted to the commission at the next meeting. The commission can then consider the capacity and timelines regarding funding sources which will allow them the time to apply for the grants and not have to scramble which will make them better prepared.

Additional comments on the release of funds for specific grants, previous project recipient of similar grants, viable projects that serve a purpose, having Ms. Carroll attend a meeting with the commission regarding potential grant funded projects, at a time that will not add undue pressure on staff, at a specific time each year would be beneficial.

Commissioner Sharpe reiterated that the following items will be included on the proposed form:

- matching funds such as grant, private, city
- community partners or organization that is tied into the grant or the need
- compliance issues that affects the costs such as ADA Compliance
- current reality statement that explains the connections or existing facilities
- linked to previous grants, master plans, or documents
- cost benefit analysis
- funding cycles
- project completion dates

Chair Steffy felt that this was enough to consider and if the commission thought of additional items to forward them to the Clerk and she will pass them on to staff.

## **RECONSIDERATION**

### **ADOPTION OF THE CONSENT AGENDA**

A. Minutes for the regular meeting of September 15, 2016

B. Recommendation to Expend Commission Funds to Match Funding from the Homer Animal Friends to Purchase Doggie Bag Dispensers and Receptacles

C. Recommendation to Council to Approve the Donation of Art

Chair Steffy noted the three items on the consent agenda. He inquired if there was any desire to pull any of the items from the consent agenda for discussion. There was none offered from the commission. Chair Steffy called for a motion to adopt the consent agenda.

ARCHIBALD/HART- SO MOVED.

There was a brief discussion on the weight of the artwork and who would hang the piece and the location. Deputy City Clerk Krause explained that the piece will replace the artwork on loan from the Bunnell Gallery in front of the elevator in the upstairs lobby. The maintenance personnel should be able to determine the appropriate method to safely secure the art to the wall.

VOTE. YES. NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

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

A. Community Recreation Report - Mike Illg

Mr. Illg distributed information on upcoming community recreation events. They have been getting very busy with the onset of colder weather. He noted that this is the 10<sup>th</sup> year since the Community Recreation program was started. The following items were mentioned:

- scheduled bus changes and impacts to the recreation program
- High participation in the men's league basketball
- November 8<sup>th</sup> Foraker Group collaborative meeting regarding Parks, Art, Recreation & Cultural called New Pathways regarding relationships and sustainability  
10:30 - 3:00 p.m. at the college
- participated in Alaska After School Network regarding before school and after school programs for youth

Chair Steffy commented on the year-long program between Foraker Group and Bunnell Art Galley regarding many of the items that were spoken about in the Needs Assessment. He encouraged the commissioners to attend if possible. Lunch will be provided.

Commissioner Brann inquired about the status of the trail maps. Mr. Illg reported that he has encouraged the Chamber of Commerce to take over the project but he does not have the resources and the city definitely does not have the funding for continued printing of this map. The cost for 5000 is \$3000. There are none left as far as he is aware. He has stated he would be willing to assist in keeping it updated. This map is available on the city website. In response to the question of sponsors they were kept at a minimum in order to keep the map simple and clutter free enabling ease of reading and minimal size. The Homer Foundation provided the majority of the funding the first time around.

B. Parks Management Report - Angie Otteson

C. Staff Report - Julie Engebretsen

Deputy City Clerk Krause responded that there was no additional information and inquired if there were any questions on the information contained in the memorandum. Chair Steffy agreed with the sentiments on the Woodard Creek Trail on the museum property.

Commissioner Archibald provided a presentation on the parks and beaches showing the conditions of the following areas:

- Coal Point Park -
  - new signage and interpretive signage has been installed
  - Requires designated parking since the few spaces are used by employees at the businesses in that

- area.
- Mud Bay -
  - still has vehicular traffic which was evident by the pictures. The tidelands are owned by the city. Most of the area is designated as a critical habitat. These are considered parklands and considered conservation.

Commissioner Fair requested information on the city owned parks, trails, etc. Deputy City Clerk Krause stated that she will send the new commissioners the links to the information from the website.

- Bayview Park -
  - Replacement and/or repair to the fencing to counteract the effects of heaving.
  - Equipment could use some updating and maintenance.
- Karen Hornaday Park
  - Drainage issues behind the playground present safety hazards for the children.
  - The equipment could use maintenance such as painting.
  - Fill could be placed around the equipment
  - There is repair and maintenance needed on the baseball fields
  - No MOU or MOA with Little League
  - Additional drainage issues behind the far west field
  - Fencing around ballfield needs to be repaired
  - Drainage issues around the snack shack
  - area next to the new picnic shelter needs topsoil and hydro-seeding as it is all dirt
  - additional vegetation removal and trimming around campsites
- Jack Gist Park
  - No water or sewer available
  - Fields are in need
  - No power so generators are used for the score board
  - Disc golf course heavily used
  - proper signage needed
  - Need MOU for both Softball and Disc Golf usage
- WKFL Park
  - Remembrance wall
- Jeffrey Park
  - Small neighborhood park
- Ben Walters Park
  - Adopted by the Rotary Club
  - Needs some maintenance on the floating dock
  - subject to frequent graffiti attacks
- End of the Road Park
  - No items mentioned
- Bishops Beach
  - New regulations working out well, proof in vegetation already coming back
- Mariner Park
  - delineating the parking and campsites
  - separate day use area from camping area
  - delineate where folks are allowed to drive
- New Water Trail Picnic Pavilion
  - new pavilion being raised this weekend, October 22-23, 2016

There was a brief discussion on the vehicle restrictions and collection of coal and driftwood from the beach and where that is allowed. It was noted that signage was needed in all areas especially on getting the additional funding for regulatory signage. Chair Steffy noted that the presentation provided strong reasons that they needed to take care of what recreational facilities the city currently has before

considering building new facilities. This does not reflect well on the city with regards to how they take care of things.

**PUBLIC HEARING**

**PENDING BUSINESS**

**NEW BUSINESS**

**A. Election of a Vice Chair**

Chair Steffy read the title into the record and explained the process for the benefit of the newest members. He then opened the floor for nominations of vice chair.

Commissioner Roedl nominated Commissioner Lowney. Commissioner Hart seconded the motion.

There were no further nominations. Chair Steffy closed the nominations and noted for the record that pending acceptance by Commissioner Lowney she will be the new vice Chair. He called for the vote.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**B. Review and Approve the 2017 Regular Meeting Schedule**

Deputy City Clerk Krause explained that at this time the commission can make any changes to the regular meeting schedule as shown in the draft resolution. If there is no desire to change she requested a motion to approve.

MOVED TO APPROVE THE 2017 REGULAR MEETING SCHEDULE AS PRESENTED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**C. Proposal of a New Capital Improvement Project at Mariner Park**

Chair Steffy read the title into the record and invited Commissioner Hart to provide some additional information for the commission.

Commissioner Hart explained that she visited with Deputy City Planner Engebretsen who indicated that restrooms could not be built in the flood plain which this is part of yet when she visited with Public Works Director Meyer he indicated that using dredge spoils to build up the area would allow plumbed toilets to be built.

Discussion focused the probability of the project and adding the additional costs plus the costs of fortifying the project. There are more questions that need to be answered.

STEFFY/HART - MOVED TO REQUEST STAFF TO REWORK THE EXISTING MARINER PARK IMPROVEMENTSS PROJECT TO INCLUDE PLUMBED RESTROOMS AND POTABLE WATER FOR PRESENTATION AND INCLUSION IN THE 2018 -2023 CAPITAL IMPROVEMENT PLAN.

Discussion ensued and included remarks on keeping the original project due to other aspects of the improvements that are listed in the project description. It was recommended to amend the motion to create a new CIP project.

**STFFY/HART - MOVED TO AMEND THE MOTION TO HAVE STAFF CREATE A NEW MARINER PARK RESTROOM IMPROVEMENT PROJECT**

The discussion included various points that have been presented on the feasibility of constructing plumbed restrooms in Mariner Park for the benefit of park users and for those that use the Spit Trail since there are no public restrooms in the vicinity of those heavily visited amenities. Currently there have been portable toilets placed during the season for the public's use.

Points noted and ideas presented included bringing in a type of restroom facility with potable water and flush toilets that is mounted or contained on a trailer, and bringing in potable water to the park.

VOTE. (Amended)YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**D. Fall Park and or Beach Walk Through**

Chair Steffy read the title into the record and provided some information for the benefit of the two new commissioners. It was agreed that visiting the chosen locations as allowed by individual schedules was better than trying to fit into a worksession and the added expense of advertising the meeting too was mentioned. Commissioner Fair and Sharpe were advised to contact Commissioner Archibald and Commissioner Brann offered to show the new commissioners the various parks and trails. It was noted that there was a map and location on the website and the Clerk will email them a link too.

**STEFFY/ROEDL - MOVED TO RECOMMEND VISITING BISHOP BEACH & BELUGA SLOUGH, JACK GIST, AND KAREN HORNADAY AND THAT EACH COMMISSIONER WILL SELECT A TRAIL TO WALK FOR THE ANNUAL FALL WALK THROUGH TO REPORT BACK AT THE NOVEMBER MEETING.**

There was no discussion.

The motion was approved by consensus of the Commission.

**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. City Manager's Budget 2017
- E. Memorandums to City Manager and City Council re: Noise Concerns at Jack Gist Park; Beluga Slough Trail Extension Project; LWCF Grant for Fairview Avenue Trail; Budget Requests for 2017; Accepting a Donation of Art; Increasing Camping Fees
- F. Commission Reappointments

Chair Steffy requested the following items, Review and Update of the Strategic Plan and Reports on the Parks, Beaches and Trails visited added to the November 17<sup>th</sup> meeting agenda.

Commissioner Hart requested the dates to be updated on the Strategic Plan.

Commissioner Fair and Sharpe will be attending the October 24<sup>th</sup> Council meeting and the commissioners provided some direction on what they could report on to the Council such as what was discussed at the meeting tonight. Approved to use Commission Funds to Match the Donation from the Homer Animal Funds, the Donation of Art that was created by the students at Homer Middle School based on the 1% for Art program.

**STEFFY/ROEDL - MOVED TO SUSPEND THE RULES TO ADDRESS THE ITEM ON STAFF REPORT REGARDING THE QUARTERLY LETTER TO THE EDITOR.**

Chair Steffy offered to write this letter and submit to both papers this time. He further noted that it would be nice to have a future letter written by the resident author on the commission.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

There were a few comments on the proposed budget and some questions regarding the reserves being spent for the design of the cemetery without coming before the commission. The commission briefly commented on the expenditures for projects without the courtesy of the commission providing input. Further clarification on how money is put into the reserve funds and that additional funding should be included in the depreciation, budget requests over \$5000, costs estimates generated by staff and are just that estimates which appear to be quite high. Some proposed projects will be done in house and some are contracted out, grants are used which depending on that then Bacon-Davis wages are required. Depending on the project amount will require if it is also is submitted for RFP or Invitation to Bid.

Commissioner Sharpe was concerned on how the estimates were figured and asked if there was someone he could speak with regarding the process. He also expressed concern on using the HART funds for paving a parking lot.

Commissioner Archibald expressed concern with using the HART Funds to pave the Coal Point Parking lot and felt that the Harbor uses the parking and that they should fund the costs. Deputy City Clerk Krause provided clarification on her understanding that the Harbormaster was favorable and that the project was going to cost much less than estimated as shown and he did not think that it would be a problem for them to include that into their paving projects. Chair Steffy stated that it would be nice to get some clarification on that project and speak to the Harbormaster on that issue. Deputy City Clerk will email him a schedule of when he is in the office.

Deputy City Clerk Krause also noted that the Budget requests were denied except the signage to correct a misunderstanding by the commission.

There was further discussion on the budget process and that Council can approve the requests if they decide to allocate funds from other sources, Deputy City Clerk Krause explained that in the past Council has amended their legal line item to fund smaller appropriations. The Budget is to be approved at the December Council meeting. The trail projects have been approved but Julie has submitted them for re-approval since normally they are good for 3 years or so.

Commissioner Sharpe inquired if anyone has been in contact with the property owners to the west regarding the shacks that are being frequented by homeless and disreputable people. He believed that the property was owned by the Moss' and for the most part are falling down but are bringing in an providing a place that would encourage that type of behavior and partying which is contributing to the noise issues. Commissioner Archibald stated that it would be beneficial to speak to the property owner as they are probably not aware of what is going on down there. Chair Steffy recommending contacting the property owner then if there is no response look at taking the issue to the Police and/or Fire regarding a Public Safety and Nuisance issue.

Chair Steffy congratulated Commissioner Roedl and Ashmun for requesting reappointment.

**COMMENTS OF THE AUDIENCE**

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

**COMMENTS OF THE CITY STAFF**

**COMMENTS OF THE COMMISSION**

Commissioner Sharpe thanked Commissioner Brann for his service.

Commissioner Fair requested the time of the Council meeting and requested clarification on the difference between Diamond Creek Trail and Recreation Site since he thought it was a State park. Commissioner Brann provided the clarification. It is one of the few parcels of land that is owned by the City that is not within the city limits.

Next Commissioner Fair asked about the guy giving horse rides along Mariner Park and if that was allowed. A brief explanation was provided.

Commissioner Hart thanked Renee for her assistance and wealth of knowledge, wished Dave fun travels and then provided her experience the first time playing pickle ball. Really fun and fast moving, just had to show up, they provided all the equipment and it was really fun.

Commissioner Archibald thanked Renee, thanked Dave and noted that it was tough budget time, appreciated Katie spending time with them and that they will be creating a matrix they can use in the future. He would be more than welcome to visit the parks with them. Dave it's been fun!

Commissioner Brann thanked Renee for the cake and everyone for the well wishes; please pass on to Katie his thanks for the plaque it was really nice. He reminded them that it takes a community to get things done and to remember that they can get something done.

Commissioner Roedl thanked everyone and Mike for coming in but he neglected to point out that they have over 50 people playing basketball in the mornings.

A few brief comments were made on the team players not be allowed to play outside practice.

#### COMMENTS OF THE CHAIR

Chair Steffy stated that Commissioner Brann was one of the first people he met on the job at West Homer Elementary doing trail work, and Dave told him about an opening on the commission. He thanked Renee for her "knowness" and trying to keep them in line.

#### ADJOURNMENT

There being no further business to come before the Commission, Chair Steffy adjourned the meeting at 8:38 p.m. The next **REGULAR MEETING IS SCHEDULED FOR THURSDAY, NOVEMBER 17, 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: \_\_\_\_\_