

Session 12-10, a Regular Meeting of the Parks and Recreation Advisory Commission was called to order by Chair Bumpo Bremicker at 5:33 p.m. on June 21, 2012 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS LOWNEY, LILLIBRIDGE, BREMICKER, ARCHIBALD AND BELL

TELEPHONIC: COMMISSIONER BRANN

STAFF: JULIE ENGBRETSSEN, PLANNING TECHNICIAN
RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

APPROVAL OF THE AGENDA

Chair Bremicker called for a motion to approve the agenda.

LILLIBRIDGE/BELL – MOVED TO APPROVE THE AGENDA

There was no discussion.

The agenda was approved by consensus of the commission.

APPROVAL OF MINUTES *(Minutes are approved during Regular Meetings Only)*

A. Minutes for the June 21, 2012 Regular Meeting

Chair Bremicker called for a motion to approve the minutes.

BELL/LOWNEY – SO MOVED.

Commissioner Brann noted a clarification on page 3, second paragraph, line two-four concern Karen Hornaday Park and should be separated. After a brief discussion the Clerk will strike the last two sentences in paragraph two on the same page.

The amended minutes were approved by consensus of the commission.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA *(Public may Comment on any items on the Agenda for a Three (3) Minute Time Limit)*

Miranda Weiss, city resident, HoPP, commented on the bridge on Wright Street into the Park and wanted to thank the commissioners for putting that in, loved it, loved it, loved it! Great Access, nice to be a pedestrian into the park. She also wanted to let the commissioners know that they are completing some last minutes items of the playground improvements, all the equipment is in, working on drainage, packed gravel path and landscaping. She understands that the Commission is not taking immediate action on the day use area but the Red Shed is not suitable no matter how much money is put into it; even if remodeled it is too big and too dark. She has taken an informal poll of the users and they would prefer a new picnic pavilion with grills in the center of the day use. HoPP is willing to put some money toward this project; they would prefer to see it done sooner than later. She also offered some suggestions for the Day Use area for the Commission to consider such as fire pit, with a wind break, landscaping, paths and additional play feature in the lower area to tie things together (in the former parking area.)

Ms. Weiss responding to Commissioner Lillibridge commented that a play feature in the concept of a play feature that can be climbed on and possibly a couple of different Picnic Pavilions not just one big one. She will put an email out to members of HoPP regarding Park Day after she confirmed directions to the park. She additionally commented on a proposed parking diagram submitted by Jack Wiles.

VISITORS

There were no visitors scheduled.

RECONSIDERATION

There were no items scheduled for reconsideration.

STAFF AND COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS

A. Community Recreation – Mike Illg

There was no discussion.

B. Staff Report – Julie Engebretsen, Planning Technician/GIS

Ms. Engebretsen stated her report was in the packet and if there were any comments or questions she would be happy to answer them. She also noted at the next meeting Carey Meyer would like to come and talk in depth on Karen Hornaday Park. Ms. Engebretsen explained the additional monies being put in the reserves.

They can address the Red Shed under Pending Business.

There was no further discussion.

C. Parks Maintenance – Angie Otteson

Ms. Otteson was not in attendance at this meeting.

D. Kachemak Drive Path Committee Report – Dave Brann

Commissioner Brann provided an update on the committee's progress. The Mud Bay Trail portion has been weed wacked. Jocelyn Biloon has been in contact with staff to attend a meeting telephonically. Ms. Engebretsen explained that two DOT personnel, Ms. Biloon being one of them, will attend the September meeting telephonically to speak on the safe routes to School being one of the topics.

No further comments or questions.

E. Karen Hornaday Park Committee Report – Robert Archibald

Commissioner Archibald provided a short report from recent meeting. The ballfields are coming along; the fences are up, two leaks and one was repaired. Little League is asking for one additional portable toilet in season due to the distance; requested the alders to be trimmed and cleared too. The Little League would like to start discussion on who is responsible for what maintenance with the City until the agreement is signed and delivered.

The camp host program is up in the air and they understood that there was some engineering being conducted on the Red Shed.

Three things to take up with the City:

1. Lack of dialogue between the Committee and Public Works. There are things happening in the Park by Public Works and the Committee is not aware of what's happening.
2. Where and what is the status of the engineering.
3. The piles of junk, trash and debris and it's really disheartening to see it all left there.

Chair Bremicker asked if the Commission should forward a memorandum to Public Works requesting it to

be cleaned up.

The commissioners commented on the frustrations and lack of nothing being done and the recommendations that are forwarded to staff and council seem to be ignored. They requested input from Staff who responded that she will speak with Carey Meyer and this is the results of staff and budget cuts.

Commissioner Archibald reported a meeting between Jack Wiles and Carey Meyer and as Chair of the Committee established to deal with issues of the park he felt totally left out.

The commissioners understood the lack of time and staffing but if they do not know what is going on then it just appears to be hanging and the commission and committee need direction on what they can and cannot do. Commissioner Lowney brought up the list of approximately 15 items and she would like to know about the status of that list.

Additional comments on waiting may hinder progress if they wait till the end of summer and the commissioners would like to know prior to that if they can do something.

No further discussion.

PUBLIC HEARINGS

There were no Public Hearings scheduled.

PENDING BUSINESS

A. Park Day Final Arrangements and Discussion

Chair Bremicker opened the item for discussion.

Commissioner Lowney commented on the work items that the Softball Association is planning on for Park Day.

- Constructing benches in the dugouts for field three and roof
- measuring distances between bases
- clearing rocks from fields can be done by younger children
- may have lack of attendance since PR in the media was lacking
- HoPP members will be notified and taking the opportunity to thank them personally
- Chair Bremicker is cleared to use a weed-eater
- primarily the commissioners were labor
- the Softball Association estimates 10-30 people
- the Commission will pay up to \$500 of a bill from Spenard's Building Supply
- feasibility of bleaches for field three due to the location of a drainage ditch

Comments made on the necessity to address the drainage issues, safety, mowing were made by Commissioner Lowney

Commissioner Lillibridge volunteered to bring cookies or potato salad as she has to work and questioned having signage at the entrance about Park Day.

There will be equipment available to play Disc Golf and that there will be an All Ages Softball game.

Concern was expressed regarding the article in the Homer Tribune and finalization of hours. Staff informed the Commission that the City Council or City Manager would address those issues and should be consulted if they wanted to respond but it was unnecessary. Chair Bremicker noted that the commission did support the setting of hours and that it was up to the City Manager now.

Commissioner Lowney did comment on her recent visit and that there was activity on the Disc Golf

Course and if they did not see the cars and people leaving they would not have been aware of someone out there as they were quiet.

Commissioner Lillibridge offered to provide a table and cloth, only one grill was needed. Commissioner Lowney will bring a table also. Chair Bremicker will pick up hotdogs, buns, condiments, chips, plates, napkins, bottled water; Commissioner Archibald will assist with the shopping.

LOWNEY/LILLIBRIDGE - MOVED TO SPEND UP TO \$500 FROM THE PARKS AND RECREATION FUND ON A SBS INVOICE FROM THE HOMER SOFTBALL ASSOCIATION.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Karen Hornaday Park – Status Update from the June meeting

Chair Bremicker introduced the item by reading of the title.

Ms. Engebretsen noted the email provided by Mr. Meyer. The engineer inspected the Red Shed and reported it is salvageable and can be repaired. She opined that nothing would be done before Labor Day.

Chair Bremicker noted a previous recommendation to relocate the Red Shed.

Discussion ensued regarding the removal and relocation of the red shed, the original purpose of the building is not suitable for the current needs; preference to start fresh in a location that was agreed upon; the recommendation from the engineer to repurpose the building is not inexpensive and the funds could be used to build new; go back to the original recommendation.

Staff reminded the commissioners that they did want to wait for the engineering report and due to input from public regarding the history of the building the city held off and if the commission still does not believe it fits into the whole scheme of the park to make that recommendation.

The commissioners all offered comments on repurposing the building and relocating the building from the exiting location and preferably another park; other entities have stated they would take it. It was noted that the commission was asked about this months ago and they said move it and it was given to the Wooden Boat Society. It was suggested that maybe they could tear down half the building and repurpose the other half; support for moving and repurposing the building; HoPP has offered to be involved in this portion of growth of Karen Hornaday Park and put some money toward it too; letting a community group take some ownership and taking part in funding portions so it will happen; if we don't get rid of we won't get something else; the legislative grant for the Day Use Area was \$90,000 and adding BBQ grill and does this fall under the grant; this amount can be increased or decreased.

The City Manager expressly asked for the Commission's opinion.

ARCHIBALD/LOWNEY - MOVED THAT AFTER DUE CONSIDERATION AND REVIEWING ALL INFORMATION THE RED SHED SHOULD BE REMOVED FROM THAT LOCATION AND REPURPOSED.

There was a brief discussion on when the removal would be completed.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

C. P & R Needs Assessment – Discussion and Update on Progress

Commissioner Lowney stated that a Needs Assessment will take time and be expensive. She further reported that Meagan Murphy created a packet of information pertaining to the City of Homer parks; Mike is currently working on a letter addressing this and pointing out these facts; they are currently waiting on a report from 1999-2000. This provides some vital information that the City can use. Hopefully they will have this completed to report in August.

The Clerk requested a records request since this would be a document contained in the City library and take a while to locate.

NEW BUSINESS

A. HART Projects

Chair Bremicker introduced the item.

Ms. Engebretsen explained that a separate memorandum that will be forwarded to the Transportation Advisory Committee and the projects included that were discussed at the worksession are Kachemak Drive Path \$150,000, Planning money; Greatland Street Trail repair, \$10,000; Woodard Creek Trail within Karen Hornaday Park, \$5,000; and Fairview Trail, \$5,000.

Commissioner Lowney commented on the Fairview Trail and recommended requesting \$10,000 for that trail.

Staff commented on the costs involved in creating a ADA trail but she would have to research it and if they wanted to blanket increase it they could and Public Works can always ask Council for additional funding.

There was a brief discussion on the trail recommendations.

LOWNEY/ARCHIBALD – MOVED TO INCREASE THE AMOUNT TO REQUEST FOR FAIRVIEW TRAIL AND APPROVE THE RECOMMENDATIONS FROM STAFF ON THE TRAILS.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Memorandum to Transportation Advisory Committee Re: Kachemak Drive Path Recommendation

Ms. Engebretsen explained briefly that this memorandum is to be reviewed and recommended by this commission which will then go before the Transportation Advisory Committee. This memo is in essence asking for two things – approve this as a city project and use HART funds to make this happen. The previous recommendation addressed the planning stages. It is a big deal to bring this project from state to city. She commented that after it is approved by this commission they will have to wait to see what they will do with it; they may approve it or work on it a few months before submitting to council.

Chair Bremicker requested clarification on the process. Ms. Engebretsen confirmed that approval is for the entire memorandum. She responded to the question of what happens if the TAC does not approve the project. She noted that the TAC memorandum was created to hit the 2013 Budget process. It will be hard to determine now what the next steps will be until the TAC reviews the project.

LOWNEY/LILLIBRIDGE - MOVED TO APPROVE THE MEMORANDUM AND FORWARD TO THE TRANSPORTATION ADVISORY COMMITTEE.

There was a discussion on the importance of the projects in relation to the costs and need to build one trail over another. It was pointed out that the Kachemak Trail did not have to be built all at once, it can be built in phases and with volunteer labor too. It was brought up that according to the HART policy a project should not be based on cost alone.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Bremicker called for a recess at 7:20 p.m. The meeting was called back to order at 7:25 p.m.

C. Capital Improvement Plan 2013-2018

Chair Bremicker introduced the item on the agenda and opened it for discussion.

Ms. Engebretsen stated that there was a laydown showing that there was a tie between the HERC building and Karen Hornaday Park and explained that if they list the HERC building over Karen Hornaday Park there will really be no effect however if they list the Park over the HERC building that could affect the outcome of the HERC project making the list.

Comments were made on the Fishing Lagoon being on the list and all commissioners were in favor of listing the HERC building as a top priority.

BELL/LOWNEY - MOVED TO LIST THE HERC BUILDING AS NUMBER ONE AND MOVE THE FISHING LAGOON OVER JACK GIST IN THE LIST OF PROJECTS.

Discussion focused on the difference and importance of the Lagoon over Jack Gist Park. It was noted that the City has received some money to help the Lagoon and it would seem logical to try to get the rest of the money to complete the project. Further discussion on the various values of each project to the community and revenue generation; public testimony at the meetings on the CIP; the many needs of Jack Gist Park; how the projects are related to Parks & Recreation.

LOWNEY/BELL – MOVED TO AMEND THE MOTION TO HAVE JACK GIST PARK AND FISHING LAGOON IMPROVEMENTS AS A TIE.

So the list would be HERC Building , 1; Karen Hornaday Park, 2; Kachemak Drive Pathway, 3; Fishing Lagoon Improvements and Jack Gist Park, 4.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

D. MAPP Report and Discussion

Commissioner Lowney stated that this was postponed from a previous meeting and consequently the information it contained would be included in the Needs Assessment so she felt that it was unnecessary to have a separate discussion and just wait until next month when the committee would have a report on the Needs Assessment for Parks and Recreation.

It was agreed to remove it from the agenda and incorporate into the Needs Assessment Report.

E. Website – Discussion and Recommendations from the Commission

Chair Bremicker opened discussion by reading of the title.

Commissioner Lowney stated that a discussion with Mr. Illg was focused on her personal frustration over the website. She would like to have a meeting of the commission to review what was on the website and learn how it works. She requested this for a winter meeting.

Discussion on suggestions and recommendations that the Commission would like to see on the website. The clerk clarified that there are web pages devoted to Parks & Rec but not a website which is devoted solely to one entity. There are limitations on what the Parks & Recreation can have. It was determined to schedule a review and discussion for the October meeting.

F. 2013 Budget Recommendations and Discussion

Chair Bremicker introduced the item by reading of title.

Ms. Engebretsen read the Budget Request List that was discussed at the prior meetings.

1. ~~Create~~ Establish a Parks & Recreation Department
2. Increase Parks & Recreation budget by \$25,000 or 0.5 FTE whichever is greater to pay for additional part-time staff during the shoulder seasons and for increased summer maintenance
3. Jack Gist Park Signage
4. Update Trail Brochure - \$5000
5. Increase Line Item 5815, Commission Budget by \$1000 to \$2000
6. Increase Reserves by \$30,000 FY 2013

Discussion was held on the establishment of a Parks & Rec Department and getting out from under the Public Works Director which is Carey Meyer. It was explained that Planning, City Clerk and the Library were under Administration and not departments. Only Public Works, Harbor, Finance, Police and Fire were departments. The request or recommendation to the City Manager would contain the reasons for establishing a department as follows: the City Manager supports the establishment of a Parks & Rec department and issues are funding one but she will include in the memo communication, implementation and organization. If there was a parks & rec department, the problem of who do they ask help or answers from Angie, Mike, Carey or Walt would be resolved. There was a continuing question on the revenues and how they are used and those funds could be used to partially fund a department. It was noted that putting funds into the general fund also cover police and after all things considered it was owned by the City. It is the City. There should be no delineations in the revenues taken in by any City departments. Delineation of the duties of a Parks and Recreation Department and the aspects that may fall under other departments. Inclusion of the funding suggestion for Adopt a Park Program into the Budget Request of the Commission.

Staff recommended consideration be given to include why the commission wants additional funding.

LILLIBRIDGE/LOWNEY - MOVED TO SUBMIT THE BUDGET REQUESTS TO THE CITY MANAGER.

LILLIBRIDGE/LOWNEY - MOVED TO MAKE THE FOLLOWING AMENDMENTS:

1. CHANGE "CREATE" TO "ESTABLISH" A PARKS & REC DEPARTMENT FOR THE PURPOSE OF REORGANIZING EXISTING STAFF AND DELINATING DUTIES
2. ADD ADOPT A PARK PROGRAM INTO THE COMMISSION BUDGET REQUEST
3. ADD THE AMOUNT OF \$1000 FOR THE SIGNAGE BUDGET REQUEST FOR JACK GIST PARK
4. STRIKE "or 0.5 FTE whichever is greater" FROM INCREASE PARKS & RECREATION BUDGET BY \$25,000
5. STRIKE THE REQUEST \$30,000 FOR RESERVE FUNDS

Discussion included the amounts for the signage for Jack Gist; Adopt a Park Program; removing the request for reserve funding; changing "create" to "establish" and listing a descriptive reasoning as for the purpose of reorganization of current staff and delineation of duties; staffing history for parks and recreation and community recreation and relation to the growth of the department which would be better served at another meeting; concern was expressed on inclusion of duties since they have had no discussion on what the Parks & Rec Department should be doing; it was more organization than reorganization in regards to communications and defining responsibilities when it pertains to the parks and recreation.

Staff reminded the commission that until this room was full of persons requesting and supporting a department it will not be done; showing that you are not recommending hiring additional persons for a department but reorganizing the current staff is beneficial.

The Clerk read the motion back for the Commissioners for clarification.

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

Motion carried.

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

Motion carried.

G. HERC Building Discussion – This item was postponed from the June meeting

Chair Bremicker opened discussion and inquired if there was any information on this topic.

Ms. Engebretsen stated that as far as the current information goes Mike has been meeting with the City Manager and there is reportedly a resolution supported on August 13th council agenda regarding the HERC. As far as any actions required from this level would be at most going to the council meetings and supporting any budget requests for the HERC building.

There was no further discussion.

INFORMATIONAL MATERIALS

- A. Strategic Plan 2012
- B. Commission Annual Calendar 2012
- C. 2012 Commissioner Attendance at Council Meetings

Commissioner Lillibridge requested staff guidance on which Council meetings were more important than others to make sure they had attendance at the meeting. Ms. Engebretsen stated that from here on most all the meetings will be focusing on the budget but the next meeting is the most important. The end of September the City Manager presents a balanced budget to Council. This is when the Battle of the Commissions starts requesting to keep things in; it is a play by ear thing; staff noted that last year the Council kept everything pretty close to the chest and did not indicate anything to staff.

Commissioners Lowney and Lillibridge switched the October 22 and November council meetings.

COMMENTS OF THE AUDIENCE

There was no audience to comment.

COMMENTS OF THE COUNCIL MEMBER (if one is assigned)

There were no City Council members present.

COMMENTS OF STAFF MEMBERS

Ms. Engebretsen commented on the request for funding for Mariner Park Entrance Relocation.

Ms. Krause brought the laydown regarding the Selection Committees for the 1% for the Arts Restrooms and Spit Trails. She briefly explained the process and what was involved. Commissioners Lowney, Lillibridge and Archibald volunteered.

COMMENTS OF THE COMMISSION

Commissioner Lillibridge commented on the proposed site plan by Jack Wiles and not sure if the \$90,000 is going to be spent and how and they appropriated \$40-50000 for parking and what is happening with that; she opined that if there are any discussions that the Chair of the Karen Hornaday committee should be included. She asked for reconsideration on their motion regarding the red shed.

Staff explained the reconsideration process and she did not want to delay the process. Staff will include the minutes and summarize the reasons in her memo to the City Manager. She changed her mind and rescinded her reconsideration.

This was a great meeting. Thanked Dave for attending, and enjoyed Emmaline Trail and the trail map he put up there and will help get those trail brochures out; very proud of the commission and agreed that Bumpgo runs a tight ship.

Commissioner Archibald still had concerns about the money and he has gone through all the money that this commission appropriated and was not aware if this would be sorted out; he commented on the decisions being made by Public Works on the Park and if those financial decisions affect the allocations and recommendations they made previously. He won't mention names but feels this commission should have input. he complimented Bumpgo for running a tight ship.

Commissioner Lowney great meeting very pleased with it; thanked the others for signing the Thank You cards. She had fun delivering them and watching the reactions of the recipients. She was glad she hand delivered them as opposed to mailing them. There are 10 additional people that she will be giving card to as soon as she gets the names from Angie. Great meeting. Thanked Dave for attending via phone.

Commissioner Bell thanked Bumpgo for conducting a very professionally run meeting. He additionally thanked staff for putting together the information and helping them out.

Commissioner Brann thanked staff for all their help, assistance and efforts. He thanked Bumpgo for keeping them on track. He wanted to keep the commission apprised of the Diamond Creek parcel and the draft Master Plan that will be provided later this summer and that there is a 15 acre parcel of land for sale if anyone has \$150-160,000 they do not know what to do with. Good job everyone and fun visiting.

COMMENTS OF THE CHAIR

Chair Bremicker commented it was an excellent meeting and is always impressed by the intelligence of this group and the thoughtfulness, we're a good group and of course we love our staff; glad to have Julie back and Renee does a good job of keeping them in line too.

ADJOURN

There being no further business to come before the Commission Chair Bremicker adjourned the meeting at 8:45 p.m. The next regular meeting is THURSDAY, AUGUST 16, 2012 at 5:30 p.m. at the City Hall Cowles Council Chambers.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

Approved: