

*Parks & Recreation
Advisory Commission*

*Thursday
July 18, 2013
REGULAR MEETING
5:30 p.m.*



City Hall Cowles Council Chambers
491 E. Pioneer Avenue
Homer, Alaska 99603

Prepared and Produced by the City Clerk's Office -7/10/2013 - rk



**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. AGENDA APPROVAL**
- 3. APPROVAL OF THE MINUTES** *(Minutes are approved during Regular Meetings Only)*
 - A. Minutes from the Regular Meeting on June 20, 2013 **Page 5**
- 4. PUBLIC COMMENT UPON MATTERS ALREADY ON THE AGENDA** *(Three minute time limit)*
- 5. VISITORS** *(Visitors normally have 10 minutes for their presentation.)*
- 6. STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS**
 - A. Staff Report – Julie Engebretsen, Planning Technician/GIS
 - B. Parks Maintenance – Angie Otteson
 - C. Community Recreation – Mike Illg
- 7. PUBLIC HEARING**
- 8. PENDING BUSINESS**
 - A. Commissioner Attendance at Council Meetings **Page 13**
 - B. Changes to Bylaws – Meeting Time Deadlines **Page 15**
- 9. NEW BUSINESS**
 - A. Discussion and Status Update on City wide Projects
 1. Road Projects – Interesection of Kachemak Drive & Spit Road/Sterling Hwy.
 2. Trails
 3. Construction
 - B. Budget 2014 **Page 25**
 - C. Discussion on Zoning Changes for the Homer Spit to Accommodate Recreation and Parks
- 10. INFORMATIONAL MATERIALS**
 - A. Commissioner Attendance at Council Meeting Schedule **Page 13**
 - B. 2013 Strategic Plan **Page 27**
 - C. Commission Annual Calendar **Page 29**
 - D. Letter to Airport Manager Re: Authorization to Remove Trees on City Land Adjacent to Airport from City Manager Wrede dated July 8, 2013 **Page 31**
- 11. COMMENTS OF THE AUDIENCE**
- 12. COMMENTS OF THE COUNCILMEMBER** *(If one has been assigned)*
- 13. COMMENTS OF STAFF MEMBERS**
- 14. COMMENTS OF THE COMMISSION**
- 15. COMMENTS OF THE CHAIR**
- 16. ADJOURNMENT THE NEXT REGULAR MEETING IS JULY 18, 2013** at 5:30pm in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska

Session 13-05 a Regular Meeting of the Parks and Recreation Advisory Commission was called to order on June 20, 2013 at 5:50 pm by Chair Bumpo Bremicker at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS ARCHIBALD, LOWNEY, BREMICKER, BRANN, LILLIBRIDGE

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

APPROVAL OF THE AGENDA

Chair Bremicker requested a motion to approve the agenda.

LOWNEY/BRANN - SO MOVED.

There was no discussion.

The agenda was approved by consensus of the Commission.

APPROVAL OF THE MINUTES *(Minutes are approved during regular meetings only)*

A. Meeting Minutes for the regular meeting on May 16, 2013

Chair Bremicker requested approval of the minutes.

BRANN/LOWNEY - MOVED TO APPROVE THE MINUTES AS PRESENTED.

There was no discussion.

The minutes were approved by consensus of the Commission.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA *(Three minute time limit)*

Kevin Walker, a resident of Kachemak City, made comments in favor of reducing the speed limit on E. End Road from the Cottonwood Horse Park to a distance past the entrance to Jack Gist Park and establishing a crosswalk for Jack Gist Park.

Mr. Walker then commented in favor of keeping the Kachemak Drive project in the top favorites for the Capital Improvement Plan and proceeded to outline the progress of the citizen group that has formed and what they have been doing and the meetings held.

Ms. Krause cited a point of order as Mr. Walker was proceeding to give a report and no longer commenting on the subject on the agenda.

There were no further comments.

RECONSIDERATION

There were no items for reconsideration.

VISITORS

A. Katie Koester, Community and Economic Development Coordinator
1. Capital Improvement Plan

Ms. Koester provided a brief synopsis on what the Capital Improvement Plan was; its purpose and how it is used by the City in obtaining funding from various sources including the State of Alaska. She provided a recommendation on several of the projects and the tentative plan of City Council to reduce

the number of projects as top priority to the City. This will have a better impact to the Legislature when requesting funding for the projects. She then described the various sections of the plan and how it was organized.

Ms. Koester also noted the recommendations on the various projects that should be removed or not included in the commission's consideration process or recommendation to council and the reasons for not including those specific projects.

Ms. Koester commented on the Press Package that was included on the projects that were funded this year to provide an idea on what projects get funding. She also noted the laydowns which are new projects that Council will need to approve to include on the plan. If the commissioners decide to include one of these new projects then a separate recommendation to request Council's inclusion in the CIP is needed. Ms. Koester additionally noted the worksheet provided for the commissioner's use in ranking their choices.

Chair Bremicker stated with consensus from the Commissioners that they would prefer to review the projects related to Parks and Recreation only.

Ms. Koester noted the following projects: Kachemak Drive Rehabilitation and Pathway, Baycrest Overlook Gateway Project and the Homer Education and Recreation Center Project require some updating to the project descriptions and project. She noted that there were outstanding issues with the HERC project and will not be ready for this year's request. The Kachemak Drive project is a very large project and focuses on re-doing the whole roadway plus a pathway. This is a state project and will be relocated to that section of the CIP. The current project being worked on by the citizens group can go through the CIP process as any normal project. Ms. Koester then provided a brief update on the Baycrest project.

The Ben Walters Park Improvements, Phase 2 requires the Rotary updates; the Horizon Loop Trail is being recommended by staff to remove to the Long Range section; Jack Gist Phase 2 has no significant updates; Karen Hornaday Park Phase 2, keep nothing done on this and then Mariner Park Restroom project requires a cost estimate update since Public Works has determined the project could be accomplished less than previously determined; Homer High School Turf Field would be removed if a Bond is not approved then the advocates for the project wanted to keep it on the CIP list just in case; the next list is projects that are not City related by supported by the community and the value added to those projects by being on the CIP.

Commissioner Brann provided information on the Rogers Loop Trailhead project and confirmed location and purpose for the commission.

Ms. Koester then recommended that the commission during the discussion motion to request council approve the recommendation to make it a City Project. This would allow the city to apply for grants and access existing trail funds.

STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS

A. Staff Report - Julie Engebretsen

Ms. Engebretsen noted there were only two items of concern on her staff report and that there may not be a quorum for the July meeting with two of the commissioners gone and another recently resigned. It was determined that Commissioner Archibald could call in however it might present some background noise if they were underway. All other available commissioners stated they would be available on July 18, 2013. Ms. Engebretsen further recommended scheduling a worksession to discuss and plan the Park Day event just in case. The Park Day is scheduled for August 17th and there was a brief discussion regarding the date so all commissioners are available. It was determined to leave it as scheduled. It was noted that the following was discussed:

Location: Ben Walters Park Time: Noon until 2:00 p.m.

The Commission would invite the dignitaries and acknowledge the contributions and improvements provided by the Rotary Club for the park.

The commissioners agreed by consensus on July 30, 2013 Tuesday at 5:30 p.m. for the worksession on Park day.

There was no further discussion.

PUBLIC HEARING

There were no public hearings scheduled.

PENDING BUSINESS

There was no Pending Business.

NEW BUSINESS

A. Review of the Draft Capital Improvement Plan and Recommendations to Council

Chair Bremicker read the title into the record and requested staff to facilitate discussion.

After discussion it was determined to narrow the recommendations from five to three from the commission. Staff explained that there was no need to rank the individual picks and recommended taking a 5 minute break and the commissioners can review the projects and write down their top three to five projects.

Chair Bremicker called for a recess at 6:34 p.m. The meeting was reconvened at 6:40 p.m.

Chair Bremicker questioned the Kachemak Drive project and requested clarification.

Ms. Engebretsen explained that Ms. Koester and her had a brief conversation and one thing that could happen is the citizens group could propose another project that is specific to what they would like to see what would happen and the City could support that project but that would also mean that the \$20 million dollar project would probably be removed from the City's list since the likelihood of that large a project being funded for a road improvement with only 2000 vehicles a day on it is highly unlikely.

Chair Bremicker then requested confirmation regarding the process to present the new proposed project to council by the citizens group for the pathway. Ms. Koester confirmed that there were three different types of groups that can submit projects for Council consideration and they were Non-Profits, Advisory Commissions and Department Heads. Ms. Koester noted that the private groups would have to be a Non-profit or find one who can accept funds on their behalf. She noted the process again for the commissioners. She also noted that the path project could be submitted to the Commission for recommendation to Council.

Ms. Engebretsen tallied up the recommendations and noted the following projects were selected by the Commissioners to forward to Council: Karen Hornaday Park Improvements Phase II, Mariner Restroom and Jack Gist Park Improvements. These projects were approved by consensus of the commission.

ARCHIBALD/BRANN - MOVED TO RECOMMEND TO CITY COUNCIL THAT THE ROGERS LOOP TRAILHEAD PROJECT BECOME A CITY PROJECT.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Amending the Bylaws - Meeting Time Limits and Committees

Chair Bremicker read the title into the record and opened discussion on this item.

Ms. Engebretsen explained how establishing a time limit for the meetings has benefits to conducting effective meeting.

LILLIBRIDGE/ARCHIBALD - MOVED TO ESTABLISH 7:30 P.M. AS A MEETING DEADLINE WITH EXTENSIONS APPROVED BY A SIMPLE MAJORITY OF THE COMMISSION.

There was a brief discussion on the long meetings and how long the agendas were and getting the work completed by 8:00 p.m. would be more reasonable.

LOWNEY/BRANN - MOVED TO AMEND THE MEETING END TIME TO 8:00 P.M.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Bremicker then brought up the issue of committees for discussion. He offered establishing a sunset time for the committee. Commissioner Lowney offered that having standing committees was a good tool such as the Karen Hornaday Park Committee however offered the moot issue with monthly meetings that are not necessary. Chair Bremicker argued that it would be hard to define or determine when a task is completed by the committee.

Commissioner Brann noted the staff recommendations.

BRANN/LOWNEY - MOVED TO SUPPORT STAFF RECOMMENDATIONS NOT TO CHANGE THE BYLAWS REGARDING COMMITTEES.

Commissioner Lowney advocated with providing more succinct tasks for committees and directions and that it should not be up to the committee such as the Karen Hornaday Park (KHPC) committee to determine what they were supposed to do next. Further discussion included some recommendations on future focus points for the KHPC to include trails, parking, etc.

Chair Bremicker called for a point of order.

Commissioner Lowney cited the parking issues along the surrounding streets.

Commissioner Lillibridge mentioned the Park Host position.

Chair Bremicker once again directed the Commissioners to the subject at hand were the committee process of the commission at this time.

Commissioner Archibald commented in favor of the current committee process.

Chair Bremicker called for the vote.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

There were no further comments.

C. Discussion on Crosswalks and Speed Limits on East End Road near Jack Gist Park

Chair Bremicker opened the item for discussion.

Commissioner Archibald commented on the difficulty of getting a large horse trailer out of the Cottonwood Horse Park which is just before the Jack Gist Park. It is getting very dangerous with the amount of traffic and the higher speed. Commissioner Lowney commented on a recent trip to the park and the issues with the egress and sun glare and line of sight issues. Chair Bremicker agreed with the other Commissioners however he was focused on pedestrian access and safety. Commissioner Archibald agreed and mentioned the flagrant violations of the right of way laws.

Commissioner Brann was supportive of a memorandum to the Administration and warning signage installation also educational efforts within the community. Commissioner Lillibridge commented on petitioning the Administration to set back the speed limit from 45 mph to 35 mph to a point past the Park entrances and she agreed with the difficulties during ingress/egress in that section of East End Road.

LOWNEY/ARCHIBALD - MOVED TO SEND A LETTER TO CITY ADMINISTRATION EXPRESSING strong SUPPORT TO REDUCING THE SPEED LIMIT TO 35 MPH TO A POINT PAST THE ENTRANCE OF JACK GIST PARK AND INCLUDING APPROPRIATE SIGNAGE INDICATIVE OF THE REDUCTION IN SPEED AND WARNING OF CROSSINGS.

There was further discussion on doing a speed study for the area and the safety issues involved with that area, hiring a firm or traffic engineer, options available and adequate distance

VOTE. YES. NON-OBJECTIVE. UNANIMOUS CONSENT.

Motion carried.

D. Recommendation and Approval of Providing Additional Funding for the New Trails Map

Chair Bremicker read the title into the record.

Commissioner Lowney explained her basis for requesting the additional funding and the current status of the project. She indicated that the initial request was for \$250 and this amount was lowered when the funds were thought to be less but since it has been confirmed that the Commission does have the available funding she would like to request the additional monies.

LOWNEY/BRANN - MOVED TO APPROVE AN ADDITIONAL ONE HUNDRED AND FIFTY DOLLARS BE PROVIDED TO THE GROUP WORKING ON THE NEW TRAILS MAP.

INFORMATIONAL MATERIALS

- A. Commissioner Attendance at Council Meetings 2013
- B. Strategic Plan 2013
- D. Recommendation to Execute a Memorandum of Understanding with Little League at Karen Hornaday Park to City Manager dated April 23, 2013
- E. Request to Monitor and Enforce Speed Limit on Kachemak Drive to City Manager dated April 23, 2013
- F. Request for Consideration of Proposed Sculpture "Squid versus Whale" to Public Arts Committee dated April 23, 2013
- G. Memorandum 13-059 dated April 22, 2013 to Mayor Wythe and City Council Re: Proposed Resolution 13-040

There was no discussion on the informational materials.

Chair Bremicker invited Mr. Carey Meyer to speak on the Karen Hornaday Park since there was something in the packet but they bypassed it earlier in the meeting.

Mr. Meyer pointed out that due to the estimated cost to construct the new picnic pavilion according to the proposed design it would leave them short on funds for any additional improvements to the day use area including seeding. They could redesign the shelter or there may be some options that were included in the design of the new pavilion that could be postponed until additional funding has been acquired or constructed by volunteer labor. He noted that the desire was to spend all the grant monies in the most expedient manner and so that they can get further funding from the legislature. He did note that there were funds that were stipulated for the design or engineering work on the road which are half expended and if the commission would like to re-designate funds he could support that decision. He made additional comments on some areas where volunteer efforts could be used to effect cost savings. Mr. Meyer did note that he was unwilling at this time to give up the concrete columns and footings as the design proposed.

Commissioner Lillibridge offered information on previous offers from contractors that were involved with the HoPP group efforts.

Mr. Meyer then stated that is goal for completion was August and September of this year. He still intends to relocate the existing shelter and building the new shelter.

There was a brief summary on upcoming projects on the Spit.

Commissioner Lowney was skeptical on finding volunteers and was willing to consider budget shortcuts to get to the shelter constructed.

Some additional funding from the Land and Water Conservation Grant would be able to relocate the shelter; individuals are out there to perform the work but the difficulty was finding someone to coordinate all the parties' efforts.

Commissioner Archibald requested dialog between the committee and Public Works regarding what was needed and the volunteer crews required. He felt fairly comfortable that they would be able to get the volunteers once they had some concrete information on what they would be required to do.

Commissioner Lowney commented on concessions and the plans for the existing concessions stand. She also noted the drainage needs for the area. Ms. Engebretsen responded that those concerns will be addressed by the Conservation grant. She also inquired about doing something about the grass conditions at the park.

Commissioner Lillibridge supported going to bid as soon as possible and inquired how long that process takes and could that also include the volunteer aspects they have been talking about.

Mr. Meyer responded that they can typically separate out the project and noted the different aspects or sections of the project so they could get a really good idea on how much each component of the project costs. He would check with the City Manager but believed that this projects size would require a two week advertisement, pre-bid meeting, and then allow an appropriate time to allow contractors to submit their bids. So approximately a 6 week time frame and it could be less than what has been estimated by the engineer since the contractor is local or in the area or incorporate volunteer efforts.

Commissioner Lillibridge mentioned the possibility of some remaining funds for use in the Day Use Area that HoPP had available however Commissioner Lowney stated that those funds were to be used as matching funds.

Mr. Meyer felt the most important was to get this project out for bid and will try to accomplish that before the end of the month.

He thanked the commissioners for allowing him the opportunity to speak and update them on things.

COMMENTS OF THE AUDIENCE

There were no comments from the audience.

COMMENTS OF THE CITY STAFF

There were no comments from the staff.

COMMENTS OF THE COUNCILMEMBER *(if one is assigned)*

There was no councilmember present.

COMMENTS OF THE CHAIR

Chair Bremicker commented that they did some good progress and then provided a report on the good things that the group is doing and expounded on the little trail at the end of the parking lot up the hill, beautiful views of the field and the group is working on speaking with the airport regarding access. He

also noted his own personal incident with a cyclist on that hill. He thanked staff for their efforts and good city government. He requested that the intersection of Spit Road and Kachemak Drive.

COMMENTS FROM THE COMMISSIONERS

Commissioner Archibald complimented Public Works Employees on their efforts dealing with the emergencies that arise such as a recent water main breakage. He also commented on an incident with a young person riding their bike along the road at Karen Hornaday and the cars parked on both sides of the road. He noted the dying grass all over the place. Maybe they can locate funds to do reseeding.

Commissioner Brann stated the three signs have been delivered to Public Works for Kachemak Drive; and he thanked Julie for her advice on Rogers Loop and thanked staff for their help in getting through the CIP process effortlessly; and thanked the crews at Public Works also; and commented that it's a good summer.

Commissioner Lillibridge encouraged it was a good meeting they are finishing up within their new time period and she was pleased with Carey's positive report and update. She wanted to keep improving the parks and looking forward to supporting their three projects they recommended. She inquired about the commissioner's attendance at council meetings and confirmed her report at the next council meeting. She requested for the agenda a discussion on zoning changes for areas of the Spit.

Commissioner Lowney stated good meeting, and reiterated her feelings regarding Karen Hornaday park and the speed limit between the horse park and Jack Gist concern for those areas and related a close call she had on Kachemak Drive on the hill. She voiced her concern regarding the safety concerns. She also requested an update on city projects. She also would like on the agenda to finish the council meeting attendance.

ADJOURNMENT

There being no further business to come before the Commission, Chair Bremicker adjourned the meeting at 7:55 p.m. The next meeting is a Thursday, July 18, 2013 at 5:30 p.m. at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved: _____

2013 HOMER CITY COUNCIL MEETINGS
PARKS AND RECREATION ADVISORY COMMISSION ATTENDANCE

It is the goal of the Commission to have a member speak regularly to the City Council at council meetings. There is a special place on the council's agenda specifically for this. After Council approves the consent agenda and any scheduled visitors it is then time for staff reports, commission reports and borough reports. That is when you would stand and be recognized by the Mayor to approach and give a brief report on what the Commission is currently addressing, projects, events, etc. **A commissioner is scheduled to speak and has a choice at which council meeting they will attend. It is only required to attend one meeting during the month that you are assigned.** However, if your schedule permits please feel free to attend both meetings. Remember you cannot be heard if you do not speak.

The following Meeting Dates for City Council for 2013 is as follows:

Commissioner Archibald will attend as needed depending on his work schedule.

| | | |
|----------------------|---------------------------------|-------|
| January 14, 28 2013 | <u>Commissioner Bell</u> | |
| February 11, 25 2013 | <u>Commissioner Lillibridge</u> | |
| March 11, 25 2013 | <u>Commissioner Lowney</u> | |
| April 8, 22 2013 | <u>Commissioner Brann</u> | |
| May 13, 28 (Tues) | <u>Commissioner Brann</u> | |
| June 10, 24 2013 | <u>Commissioner Lillibridge</u> | |
| July 22 2013 | <u>Commissioner Lowney</u> | |
| August 12, 26 2013 | _____ | |
| September 9, 23 2013 | _____ | _____ |
| October 14, 28 2013 | _____ | _____ |
| November 18, 2013 | _____ | _____ |
| December 9, 2013 | _____ | _____ |

Please review and if you will be unable to make the meeting you are tentatively scheduled for please discuss.

PLEASE NOTE: When additional commissioners are appointed the proposed schedule above will reflect those added commissioners.



City of Homer

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Memorandum

TO: PARKS AND RECREATION ADVISORY COMMISSION
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: JULY 11, 2013
SUBJECT: AMENDING THE BYLAWS – REGULAR MEETINGS - ESTABLISHING A MEETING TIME LIMIT

BACKGROUND

The Commission asked to discuss two items in the bylaws: a meeting end time. It takes two meetings to amend the bylaws; a motion at the first meeting, and a vote at the second. It requires a majority plus one in favor to pass the motion. The commission made a motion to implement a meeting end time of 8:00 P.M. by a simple majority at the June 20, 2013 regular meeting.

Below is the excerpt from that meeting:

B. Amending the Bylaws – Meeting Time Limits and Committees

Chair Bremicker read the title into the record and opened discussion on this item.

Ms. Engebretsen explained how establishing a time limit for the meetings has benefits to conducting effective meetings.

LILLIBRIDGE/ARCHIBALD – MOVED TO ESTABLISH 7:30 P.M. AS A MEETING DEADLINE WITH EXTENSIONS APPROVED BY A SIMPLE MAJORITY OF THE COMMISSION.

There was a brief discussion on the long meetings and how long the agendas were and getting the work completed by 8:00 p.m. would be more reasonable.

LOWNEY/BRANN - MOVED TO AMEND THE MEETING END TIME TO 8:00 P.M.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

RECOMMENDATION

MOVE TO AMEND THE PARKS AND RECREATION ADVISORY COMMISSION BYLAWS, REGULAR MEETINGS, ADDING ITEM 5. MEETINGS WILL ADJOURN PROMPTLY AT 8:00 P.M. AN EXTENSION IS ALLOWED BY A SIMPLE MAJORITY VOTE OF THE COMMISSION. WITH THE PROCEDURE AS FOLLOWS: THE CHAIR WILL ENTERTAIN A MOTION TO EXTEND THE MEETING TO A SPECIFIC TIME. AFTER THE MOTION HAS BEEN SECONDED, THE COMMISSION WILL VOTE YES TO EXTEND THE MEETING UNTIL THE SPECIFIED TIME, A NO VOTE WILL REQUIRE THAT THE CHAIR CONCLUDE THE BUSINESS AT OR BEFORE 8:00 P.M. AND IMMEDIATELY PROCEED TO COMMENTS OF THE AUDIENCE, THE COMMISSION AND ADJOURNMENT.

1 **PARKS AND RECREATION ADVISORY COMMISSION**
2 **BYLAWS**
3

4 The Homer Parks and Recreation Advisory Commission is established with those powers and duties as set
5 forth in Title 1, Section 74, of the Homer Municipal Code.

6 The Commission is established to act in an advisory capacity to the City Manager and the City Council on
7 the problems and development of parks and recreation facilities and public beaches within the City.

8 The Commission's jurisdiction is limited to the area within the City Boundaries except for those extra
9 territorial interests, such as trails and city properties, subject to city jurisdiction.

10 The Homer Parks and Recreation Advisory Commission consist of seven members; up to three members
11 may be residents from outside the city limits, preference shall be given to City resident applicants.

12 Members will be appointed by the Mayor for three-year terms (except to complete terms) subject to
13 confirmation by the City Council.

14 One Homer area High School student selected by his or her student body shall serve as a consulting
15 member of the Commission in addition to the seven appointed members, and may attend and participate
16 in all meetings as a consultant, but shall have no vote. (Ord. 99-04, 1999)

17 There will be regular monthly meetings January through November of the Commission and permanent
18 records or minutes shall be kept of the proceedings. The minutes will record the vote of each member
19 upon every question. Every decision shall be filed in the office of the City Clerk and shall be public record
20 open to inspection.
21

22 **HISTORY**

23 The By-laws were passed by the Parks and Recreation Commission on October 20, 1983 by the Homer
24 City Council on February 13, 1984, and shall be in effect and govern the procedures of the Commission.

25 The duties and responsibilities of the Commission are:

26 A. Act in advisory capacity to the City Manager and the City Council on the problems and
27 development of park and recreation facilities and public beaches in the city. Consideration may include
28 existing facilities, possible future developments and recommendations on land use.

29 B. Consider any specific proposal, problem or project as directed by the City Council.
30

31 **BY-LAWS**

32
33 A. To abide by existing Alaska State Law, Borough Code of Ordinance, where applicable, and Homer
34 Municipal Code;

35
36 B. To abide by Robert's Rules of Order, current edition, in so far as this treatise is consistent with
37 Homer Municipal Code.
38

39 **C. REGULAR MEETINGS:**

40 1. January through November on the third Thursday of the month, at 5:30 p.m.

41 2. Items will be added to the agenda upon request of staff, the Commission or a
42 Commissioner. Agenda deadline is the Wednesday of the week preceding the meeting
43 date at 5:00 p.m.

44 3. Removing items from the published agenda will be by consensus of the Commission. No
45 items may be added.

46 4. Commissioners will give staff or Chair a minimum of two weeks notice or as soon as
47 possible regarding their potential absence from a meeting.

48 **5. Meetings will adjourn promptly at 8:00 p.m. An extension is allowed by a**
49 **simple majority vote of the Commission. Procedure: The Chair will entertain a**
50 **motion to extend the meeting until a specific time. After the motion has been**
51 **seconded, the Commission will vote. A yes vote will extend the meeting until**
52 **the specified time. A no vote will require that the Chair conclude business at**
53 **or before 8:00 p.m. and immediately proceed to comments of the audience,**
54 **the Commission and adjournment**
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D. COMMITTEES

1. The Chair shall appoint committees for such specific purposes as the business of the Commission may require. Committee membership shall include at least two Commissioners. Other Committee members may be appointed from the public.
2. One Committee member shall be appointed Chair and be responsible creating an agenda and notifying the City Clerk of meetings so they may be advertised in accordance with Alaska State Law and Homer City Code.
3. One Committee member shall be appointed responsible for furnishing summary notes of all Committee meetings to the City Clerk.
4. Committees shall meet in accordance with Commission bylaws and Robert's Rules.
5. All committees shall make a progress report at each Commission meeting.
6. No committee shall have other than advisory powers.
7. Per Roberts Rules, upon giving a final report, the Committee is disbanded.

E. COMMISSION MEETING PUBLIC COMMENT/TESTIMONY AND AUDIENCE COMMENT TIME LIMITS

1. The meeting Chair shall note for the audience's benefit that there is a three minute time limit each time there is a place in the agenda for public comment/testimony or audience comments.
2. Any individual wishing to address the Commission shall adhere to a three minute time limit. It is the responsibility of the Chair to announce under Public Comments, Public testimony on public hearing items and Audience Comments that there is a 3 minute time limit.
3. Time limits may be adjusted by the 2 minutes up or down with the concurrence of the body in special circumstances only such as agenda content and public attendance.

F. SPECIAL MEETINGS:

1. Called by Chair or majority of the Commission.

G. DUTIES AND POWERS OF THE OFFICERS:

1. A Chair and Vice-Chair shall be selected annually (November meeting) by the appointive members.
2. The Chair shall preside at all meetings of the Commission, call special meetings in accordance with the by-laws, sign documents of the Commission, see that all actions and notices are properly taken, and summarize the findings of the Commission for the official record.
3. The Vice-Chair shall perform all duties and be subject to all responsibilities of the Chair in his/her absence, disability or disqualification of office.
4. The Vice-Chair will succeed the Chair if he/she vacates the office before the term is completed, to complete the unexpired term. A new Vice-Chair shall be elected at the next regular meeting.

H. MOTIONS TO RECONSIDER:

1. Notice of reconsideration shall be given to the Chair or Vice-Chair, if the Chair is unavailable, within forty-eight hours from the time the original action was taken.
2. A member of Commission who voted on the prevailing side on any issue may move to reconsider the Commission's action at the same meeting or at the next regular meeting of the body provided the above 48-hour notice has been given.
3. Consideration is only for the original motion to which it applies.

I. CONFLICT OF INTEREST:

1. A member of the Commission shall disqualify himself/herself from participating in any official action in which he/she has a substantial financial interest.
2. Should the Commission member not move to disqualify himself/herself after it has been established that he/she has a substantial financial interest, the Commission may move to disqualify that member by a majority vote of the body.

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J. QUORUM; VOTING:

1. Four Commission members shall constitute a quorum.
2. Four affirmative votes are required for the passage of a resolution or motion.
3. Voting will be by verbal vote, the order to be rotated. The final vote on each resolution or motion is a recorded roll call vote.
4. The City Manager, Mayor and High School student shall serve as consulting members of the Commission but shall have no vote.

K. CONSENSUS:

1. The Commission may, from time to time, express its opinion or preference concerning a subject brought before it for consideration. Said statement, representing the will of the body and meeting of the minds of the members, may be given by the presiding officer as the consensus of the body as to that subject without taking a motion and roll call vote.

L. ABSTENTIONS:

1. All Commission members present shall vote unless the Commission, for special reasons, permits a member to abstain.
2. A motion to excuse a member from voting shall be made prior to the call for the question to be voted upon.
3. A member of the Commission requesting to be excused from voting may make a brief, oral statement of the reasons for the request and the question of granting permission to abstain shall be taken without further debate.
4. A member may not be permitted to abstain except upon the unanimous consensus of members present.
5. A member may not explain a vote, may not discuss the question while the roll call vote is being taken and may not change his/her vote thereafter.

M. VACANCIES:

1. A Commission appointment is vacated under the following conditions and upon the declaration of vacancy by the Commission.
2. The Commission shall declare a vacancy when the person appointed:
 - A. fails to qualify to take office within 30 days after his/her appointment;
 - B. resigns and the resignation is accepted;
 - C. is physically or mentally unable to perform the duties of his/her office;
 - D. misses three consecutive regular meetings unless excused; or
 - E. is convicted of a felony or of an offense involving a violation of his/her oath of office.

N. GENERAL ORDER OF BUSINESS:

| | |
|------------------------------|---------------------------------|
| NAME OF BODY | DATE OF MEETING |
| PHYSICAL LOCATION OF MEETING | DAY OF WEEK AND TIME OF MEETING |
| HOMER, ALASKA | MEETING ROOM |

NOTICE OF MEETING
REGULAR MEETING AGENDA

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA. (3 MINUTE TIME LIMIT)
4. RECONSIDERATION
5. APPROVAL OF MINUTES or CONSENT AGENDA.
6. VISITORS (Chair set time limit not to exceed 20 minutes) (Public may not comment on the visitor or the visitor's topic until audience comments.) No action may be taken at this time.
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS (Chair set time limit not to exceed 5 minutes.)
8. PUBLIC HEARING (3 MINUTE TIME LIMIT)
9. PLAT CONSIDERATION (Planning Commission only)
10. PENDING BUSINESS or OLD BUSINESS
11. NEW BUSINESS or COMMISSION BUSINESS

- 171 12. INFORMATIONAL MATERIALS (NO ACTION MAY BE TAKEN ON THESE MATTERS, THEY MAY
172 BE DISCUSSED ONLY).
173 13. COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)
174 14. COMMENTS OF THE CITY STAFF (not required) (Staff report may be at this time in the
175 agenda.)
176 15. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
177 16. COMMENTS OF THE CHAIR (May be combined with COMMENTS OF THE
178 COMMISSION/BOARD since the Chair is a member of the Commission/Board.)
179 17. COMMENTS OF THE COMMISSION
180 18. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR _____ note any
181 worksessions, special meetings, committee meetings etc. All meetings scheduled to be held in
182 the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.
183 (Sometimes the meeting is scheduled for the Conference Room)
184
185

186 **O. PROCEDURE FOR CONSIDERATION OF AGENDA ITEMS:**

187 The following procedure will normally be observed pursuant to Robert's Rules:

- 188 1. A motion is made to discuss the item OR to approve the staff recommendation. The
189 item may then be discussed, amended or voted on.
190 2. If there are questions of staff or an appropriate audience member, a Commissioner
191 may request permission from the Chair to ask the question. The Chair, upon with
192 consensus approval, may grant the request.
193

194 **P. BYLAWS AMENDED:**

195 The bylaws may be amended at any meeting of the Commission by a majority plus one vote of
196 the members, provided that notice of said proposed amendment is given to each member in
197 writing. The proposed amendment shall be introduced at one meeting and action shall be taken
198 at the next commission meeting.
199

200 **Q. TELECONFERENCE:**

201 Teleconference meetings.

202 1. The preferred procedure for Commission meeting is that all members be physically
203 present at the designated time and location within the City for the meeting. However, physical
204 presence may be waived by the Chair or Commission and a member may participate in a meeting
205 by Teleconference when it is not essential to the effective participation or the conduct of business
206 at the meeting.

207 A. A Commission member participating by teleconference shall be deemed to be
208 present at the meeting for all purposes. In the event the Chair participates telephonically,
209 the Vice-Chair shall run the meeting.
210

211 2. Teleconference procedures.

212 A. A Commission member who cannot be physically present for a regularly scheduled
213 meeting shall notify the recording clerk at least five days prior to the scheduled time for the
214 meeting of his/her intent to appear by telephonic means of communication.

215 B. The recording clerk shall notify the Commission members three days prior to the
216 scheduled time for the Commission meeting of Commission members intending to appear by
217 teleconference.

218 C. The means used to facilitate a teleconference meeting of the Commission must enable
219 each Commission member appearing telephonically to clearly hear all other Commission members
220 and members of the public attending the meeting as well as be clearly heard by all other
221 Commission members and members of the public.

222 D. The recording clerk shall note in the attendance record all Commission members
223 appearing telephonically.
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LEGISLATIVE HISTORY

Amendment to the first paragraph was passed by the Commission on April 19, 1990 and passed by Homer City Council on May 14, 1990 via Resolution 90-34.

New section M, Alternate Voting Members was passed by Homer City Council on June 8, 1998 via Resolution 98-41.

Amendment to include Teleconference Procedures was approved by the Commission on February 15, 2001 and adopted by the City Council on February 26, 2001 via Resolution 01-09. This amendment changed the edition of Robert's Rules of Order from seventh to current and added new sections N. and O.

Amendment to the meeting time was passed by Homer City Council on February 14, 2005 via Resolution 05-17.

Amendment Revising the Agenda Layout and Content, Regular meeting procedures, Special Meeting procedures; adding Commission Meeting Public Comment/Testimony and Audience Comment Time limits, Public Beaches, Procedure for Consideration of Agenda Items; Removing Alternative Voting Members was passed by Homer City Council via Resolution 07-22(A).

Amendment Revising the Frequency of Meetings and Attendance Requirements was passed by Homer City Council via Resolution 09-79

Revising the meeting time from 6:30 p.m. to 5:30 p.m. was passed by Homer City Council on December 13, 2010 via Resolution 10-96.

Establish Monthly Meetings with the Exception of December was passed by Homer City Council on July 25, 2011 via Resolution 11-076.

Amendment to Regular Meetings to establish a time limit not to proceed past 8:00 p.m. unless moved and approved by a majority vote was approved by Council on August 12, 2013 via resolution 13-0xx

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

3 City Clerk
4 Parks and Recreation Advisory Commission

5
6 **RESOLUTION 13-0XX**

7
8 A RESOLUTION OF THE CITY COUNCIL OF HOMER,
9 ALASKA AMENDING THE PARKS AND RECREATION
10 ADVISORY COMMISSION BYLAWS, REGULAR
11 MEETINGS, ESTABLISHING A MEETING TIME LIMIT OF
12 8:00 P.M.

13
14 WHEREAS, The Parks and Recreation Advisory Commission determined that a time
15 limit on meetings was necessary to encourage public volunteers and retain commissioners; and

16
17 WHEREAS, The Parks and Recreation Advisory Commission introduced the 8:00 p.m.
18 time limit at the regular meeting on June 20, 2013; and

19
20 WHEREAS, The Parks and Recreation Advisory Commission voted and approved to
21 amend the bylaws establishing a time limit of 8:00 p.m. at the regular meeting on July 18, 2013.

22
23 NOW, THEREFORE BE IT RESOLVED, That the Homer City Council hereby amends
24 the Parks and Recreation Advisory Commission Bylaws as shown in Attachment A.

25
26 PASSED AND ADOPTED by the City Council of Homer, Alaska this 12th day of
27 August, 2013.

28
29 CITY OF HOMER

30
31 _____
32 MARY E WYTHE, MAYOR

33
34
35
36 _____
37 ATTEST: JO JOHNSON, CMC, CITY CLERK

38
39 Fiscal Note: NA





City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

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Memorandum

TO: PARKS AND RECREATION ADVISORY COMMISSION
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: JULY 11, 2013
SUBJECT: BUDGET 2014

BACKGROUND

It's that time again! Last year the Commission reviewed their Strategic Plan and submitted a Budget Request based on what the commission would like to accomplish in the upcoming year.

(Information not provided at Packet Time - to be submitted as a laydown if available)

So far the Commission has expended/approved the following:

- 1.
- 2.
- 3.
- 4.

The balance remaining does not roll over. This amount will be returned to the general fund and used for another purpose.

RECOMMENDATION

1. Consider submitting a request to the City Manager to have unused funds reallocated to another project (uniform signage) or put on future agenda to discuss how to expend funds before year end.
2. Determine short term projects that can be accomplished or started to base the 2014 Budget Request(s). (Strategic Plan)

PARKS AND RECREATION ADVISORY COMMISSION
STRATEGIC PLAN 2013

MISSION STATEMENT

The Commission is established to advocate in an advisory capacity to the City Manager and the City Council on the problems and development of parks, recreation facilities and public beaches within the City.

STRATEGIC GOALS OF THE COMMISSION – What is the focus for the commission?

General Goals of the Commission

- Advocate for obtaining open and green space
- Receive notification of future land disposals with attention to park and recreation needs
- Keep existing green space and public open space
- Preserve areas of natural beauty and access
- Receive notification of vacations of public access
- Receive report on City cemetery maintenance costs, future land use, budget orientation funds, how many plots and where the revenues are applied from plot sales
- Improve Public Outreach for Parks, Recreation and trails opportunities, possibly with a brochure

STRATEGIC OBJECTIVES OF THE COMMISSION – Must have achievable results, an action statement.

3-5 Year Projects

- Advocate for a Parks and Recreation Department
 - Focus on Department Only (separate from community rec center discussion)
 - Talking Points for Commissioners to Speak to Council with Assurance and Confidence
- Plan and Develop Footpaths in the Town Center Area
- Construct a Bike/Pedestrian Path Along Kachemak Drive
- Create a long term plan for a multiuse community facility
- Explore the idea of a Recreational Service Area
- Mariner Park Site Improvements – Level parking Area, delineation of Day Use Area and Camping Area, Define and Improve Campsites and relocate Kiosk, increase number of spaces and revenues

1-2 Year Projects

- Develop a Kayak Launch for the Water Trail @ the Pier 1 lot
- Develop and Create a Dog Park
- Diamond Creek Recreational Improvement Plan – Support the plan’s adoption by the City Council.
 - o Next Steps, Trails improvements, Trail head parking lot
- Plan and build Woodard Creek Trail
- Continue work on Karen Hornaday park drainage, the parking lot, and master plan implementation. Immediate goal of completing already funded projects and applying for new funds.
- Increase the city budget for parks and recreation
- Improve pedestrian access to Mariner Park from the Homer Spit Road and the bike path
- Extend the Bike path on Ocean Drive loop to connect to Homer Spit Road (around the bend)
- Create an overall uniform sign design for city parks and recreation areas.
- Review Town Center Plan to Identify Short Term Projects
- Explore what should be done with the HERC building

ACTIONS OF THE COMMISSION –Who will do what, when and how?

- Have a committee go to City Council with recommendations, action plan and time frame.
- Every time there is a memo from the Commission to City Council a Commissioner should go to the meeting and speak about it.
- A commissioner should attend every council meeting to speak with council and keep them informed about what they are working on.
- One member of the Commission attend meetings of other user groups – skiing, co-host, etc. Create better working relationship and communication with user groups.
- Educate other city commissions, committees and boards
- Staff to send notice of commission projects

SHARED ACTIONS STAFF/COMMISSION

- Focus and monitor the HNMTTP implementation
- Research and create best use plans for all parks, with WKFL being the next park.

**PARKS AND RECREATION ADVISORY COMMISSION ANNUAL CALENDAR
FOR THE 2013 MEETING SCHEDULE**

| <u>MEETING DATE</u> | <u>SCHEDULED EVENTS OR AGENDA ITEMS</u> | |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-----------------|
| <input type="checkbox"/> FEBRUARY 21, 2013 | LAND ALLOCATION PLAN REVIEW & RECOMMENDATIONS TO COUNCIL | |
| <input type="checkbox"/> MARCH 21, 2013 | APPOINT/VOLUNTEERS TO ATTEND CITY COUNCIL JOINT WORKSESSION ON LAND ALLOCATION PLAN 2012 3/27/12 CEMETERY STATUS REPORT | |
| <input type="checkbox"/> APRIL 18, 2013 | SELECT SPRING PARK &/ OR BEACH WALK THROUGH | |
| <input type="checkbox"/> MAY 16, 2013 | PLANNING PARK DAY OR SIMILAR EVENT SPRING PARK AND/OR BEACHES WALK THROUGH | |
| <input type="checkbox"/> JUNE 20, 2013 | COMPLETE ARRANGEMENTS FOR PARK DAY OR SIMILAR EVENT INITIAL BUDGET REVIEW – WHAT DOES THE COMMISSION WANT FOR 2014? | |
| <input type="checkbox"/> JULY 18, 2013 | REVIEW CAPITAL IMPROVEMENT PLAN PARK DAY BUDGET TALKS | |
| <input type="checkbox"/> AUGUST 15, 2013 | BUDGET REVIEW & RECOMMENDATIONS TO CITY MANAGER & CITY COUNCIL | |
| <input type="checkbox"/> SEPTEMBER 19, 2013 | FALL PARK WALK THROUGH AND BEACH WALK; ELECTIONS; SELECT KHP CLEAN UP DAY | |
| <input type="checkbox"/> OCTOBER 18, 2013 | KAREN HORNADAY PARK CLEAN-UP REVIEW AND APPROVE THE 2014 MEETING SCHEDULE | |
| <input type="checkbox"/> NOVEMBER 21, 2013 | STRATEGIC PLAN REVIEW & PLANNING REVIEW OF KAREN HORNADAY MASTER PLAN & PROGRESS | |
| DECEMBER 2013 | NO MEETING SCHEDULED | HAPPY HOLIDAYS! |



City of Homer

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(f) 907-235-3148

July 8, 2013

Mr. Kevin Jones
Airport Manager
2336 Kachemak Drive
Homer, AK. 99603

SUBJECT: Authorization to Remove Trees on City Land Adjacent to Airport

Dear Mr. Jones:

I am writing in response to DOT/PF's request for permission to remove trees on City owned land adjacent to the airport. The City has completed its review of your request and concluded that this work, as proposed, is in the best interest of the community and the airport. Therefore, please consider this correspondence to be a permit and authorization to remove trees from City property that interfere with, or will within the next ten years interfere with, the western approach glide slope of the Homer Airport runway. The authorized cutting area is depicted on the attached map.

The City understands that without this work, the FAA has mandated that no aircraft will be allowed to use this approach after dark. Removal of these trees is a life and safety issue that potentially affects the entire community. The City understands further, that the trees will be removed under the supervision of Forest Service crews as part of a training exercise and that the cutting of trees will be conducted by hand. Underbrush will be left undisturbed, stumps will remain in place, and as little disturbance of the surface vegetative mat as possible will occur. To minimize disturbance and the potential for erosion, fallen trees will not be removed.

Permission to proceed is granted with the following conditions and stipulations:

1. The work will take place using the procedures described above.
2. Trees that fall across the existing trail located at the bottom of the slope shall be cut so that they are at least 10 feet from the trail.
3. DOT/PF is responsible for any state or federal regulatory or environmental permits that might be applicable (to protect critical habitat, wetlands, etc.)
4. The public shall be given notice of firewood cutting opportunities **if** that can be reasonably accommodated.

The City appreciates DOT/PF's concern about safety at the airport. Coincidentally, that very section of Kachemak Drive, adjacent to the hill, is probably one of the most dangerous stretches of road in Homer for pedestrians and bicyclists. A separated bike path, on either side of the road, in that

location, would great enhance public safety. The City would appreciate the opportunity to discuss that further with you or the appropriate person in the Department.

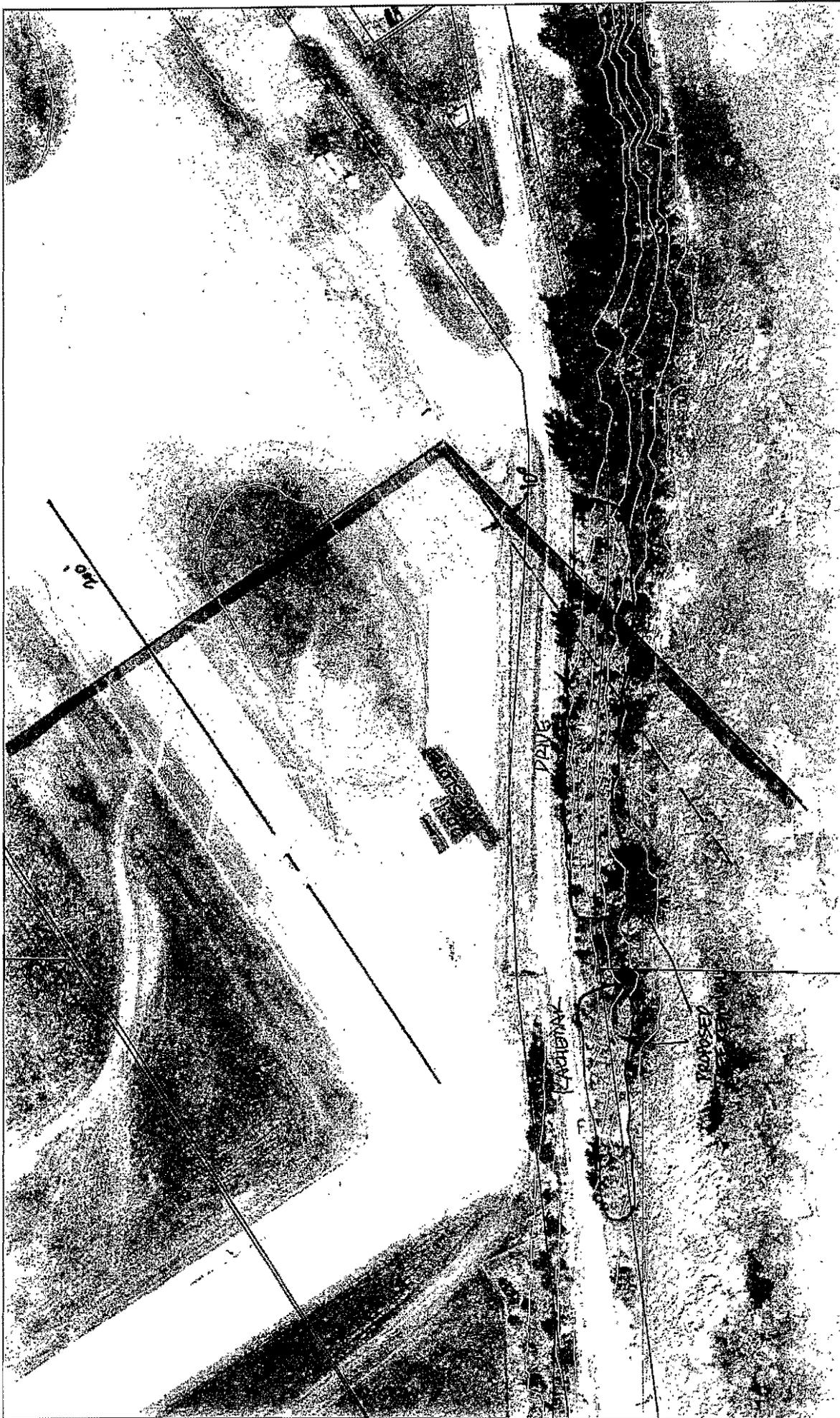
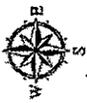
Thanks for your time and consideration.

Sincerely,

CITY OF HOMER

Walt Wrede

City Manager



1 inch = 100 feet

