

**NOTICE OF MEETING  
REGULAR MEETING**

**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

**3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**

*The Audience may comment on matters on the agenda not scheduled for public hearing 3 minute time limit*

**4. RECONSIDERATION**

**5. SYNOPSIS APPROVAL**

A. July 10, 2018

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**6. VISITORS**

**(15 minute limit per presentation)**

A. MAPP of the Southern Kenai Peninsula Health Coalition – Hannah Gustafson, Coordinator; Derotha Ferraro, South Peninsula Hospital, MAPP Steering Committee; Bonita Banks, RN, South Peninsula Hospital, MAPP Resilience Coalition

B. Q&A Re: Community Recreation – Mike Illg, Recreation Manager

**7. STAFF REPORTS**

A. Julie Engebretsen, Deputy City Planner

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**8. PUBLIC HEARING**

**9. PENDING BUSINESS**

A. New Recreation Facility – Discussion by Michael Haines

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**10. NEW BUSINESS**

A. Election of Chair

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**11. INFORMATIONAL ITEMS**

**12. COMMENTS OF THE AUDIENCE**

*The Audience may comment on any item. 3 minute time limit*

**13. COMMENTS OF CITY STAFF**

**14. COMMENTS OF THE TASK FORCE**

**15. ADJOURNMENT NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY, AUGUST 14, 2018 at 3:00 p.m. at the City Hall Cowles Council Chambers, 491 E. Pioneer Avenue, Homer, Alaska.**



Session 18-02 a Regular Meeting of the Homer Education and Recreation Complex Task Force was called to order by Chair Slone at at 3:00 p.m. on July 10, 2018 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: Task Force Members Derry, Haines, Knight, Lowney, Marks, Matthews, Reiss, Slone

STAFF: Deputy City Planner Engebretsen  
City Clerk Jacobsen Jacobsen

### **APPROVAL OF THE AGENDA**

Chair Slone asked for a motion to approve the agenda.

MARKS/LOWNEY SO MOVED

Mr. Derry announced he had to leave at 4:00 p.m.

Chair Slone asked to amend to place New Business item A to the next item after public comments.

There was no objection to the amendment.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

### **PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**

*The Audience may comment on matters on the agenda not scheduled for public hearing 3 minute time limit*

Dax Radtke, non-resident, commented regarding his business RCI Insulation and explained how his business can take out the insulation and replace it with a few different methods without disturbing the asbestos.

### **RECONSIDERATION**

#### **SYNOPSIS APPROVAL**

A. June 12, 2018

LOWNEY/KNIGHT MOVED TO APPROVE THE SYNOPSIS

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

## **VISITORS**

A. Carey Meyer, Public Works Director

Public Works Director Meyer commented on three questions posed to him-

- *What is the difference between the ECI/Heyer 2007 report and the Stantec Summary completed in 2016?*

Mr. Meyer explained the ECI/Heyer report was done to evaluate the potential of turning the HERC building into the new City Hall. The Stantec summary evaluated using the building as non-essential services associated with the proposed Police Department.

He noted each report was done to consider two completely different uses and bringing the public into the building as part of a new City Hall the level of expectations is much higher from the Fire Marshal than using it as storage and non-essential services.

- *In your professional opinion, what is the viability for people to use the building over the next 10 years?*

Mr. Meyer commented that using the building as we do now, there was a Fire Marshal review that allows the City to use the gym without a sprinkler system or any major improvements based on a building occupancy of 50 people. The understanding was that any expansion of the occupancy would require a sprinkler system at a minimum. Depending on how the building is being used, it could trigger other cost associated with bringing other aspects of the building up to code.

The City is in the process of working with the Fire Marshal to allow us to use the “Zumba Room” and a preliminary decision that we can if there are some access and emergency lighting improvements, but we’re still waiting for a formal response, and hoping to get the room back in use before the end of summer.

In looking at the Stantec and ECI/Heyer reports, the costs grow substantially to use any portion of the upper floor. Based on Fire Marshal input we can use the first floor gym, Zumba Room and potentially the “computer room” but we’re coming up against a point where the Fire Marshal is going to expect a sprinkler system. If we get to a point where the upper floor is open to the public, we get closer to what the ECI/Heyer findings are.

In order to get a Fire Marshal to make a decision on the building, it entails involvement with an architect and an engineer, to put together a plan for the anticipated use of the facility for Fire Marshal to review. The Fire Marshal will be involved in any decision we make to change the usage of the building.

In response to questions about how to best pull out information from these reports for the Committee's work Mr. Meyer explained he got an estimate from the architect working with the City on the Police Station, to get an estimate on a scope of work might be for two different scenarios of use to better understand the implications, to put together a plan, and get Fire Marshal input and cost associated with what would be needed, came to \$18,000. The Council considered an ordinance to appropriate that funding but it was reduced to \$3,000. His point being in order to provide an educated response, you'll need additional expertise to evaluate the code the compliance issues and costs associated with meeting those.

- *Can you touch briefly on natural gas conversion for both buildings?*

Mr. Meyer explained the City has done an energy study 10 years ago and identified many energy efficient improvements for all City facilities. His recollection is that the HERC building was assessed and it was decided that based on not knowing the future of the building it was premature to invest money in converting to natural gas. He believes the costs are available in the energy audit that was done.

Discussion between the members ensued addressing differences in the the reports available on the HERC building, locations of water and sewer service lines and impacts to the service lines when bringing in a sprinkler system, confirming change of use triggers code compliance issues, and that looking at usage for the next 10 years addresses usage foreseeable future rather than addressing major changes for a longer term.

Chair Slone noted he skipped the introduction of Deb Loweny, the new Task Force Member. He welcomed her and asked if she'd like to make any comments. Ms. Lowney declined.

## **STAFF REPORTS**

A. Julie Engebretsen, Deputy City Planner

Deputy City Planner reviewed her staff report, highlighting conversation with the Fire Marshal on the occupancy status of the upstairs rooms, and the PARC Needs Assessment included in the packet. She also noted the City Clerk will provide a memo for the HERC Task Force and PARCAC addressing ADA requirements and where the City is at in their Transition Plan.

There was discussion regarding the Fire Marshal designation information and how increasing occupancy increases the need for safety improvements; explaining that City advisory bodies did not provide input regarding City uses for the HERC building but it was looked at as an existing recreational facility; and the Capital Improvement Plan project for planning for a community recreation facility, whether it's new or an existing building.

Mr. Derry was excused at 4:00 p.m.

## **PUBLIC HEARING**

## **PENDING BUSINESS**

### **A. Task Force Scope of Work**

Chair Slone asked for unanimous approval to amend the agenda to discuss public outreach ideas. No objection was expressed.

## **NEW BUSINESS**

### **A. Welcome New Member Lowney**

This item was moved to earlier in the agenda.

### **B. Public Outreach Ideas**

Deputy City Planner Engebretsen commented on the Brown Bag lunch events on July 16<sup>th</sup> with Chair Slone, August 6<sup>th</sup> with Mrs. Marks, and August 20<sup>th</sup> with Mr. Haines. More can be scheduled if others want to participate. Other outreach ideas include a spot on Chris Story's radio show, Task Force member reports to Council, and the City website. Ms. Lowney noted PARCAC's recommendation to have a public forum later in the year.

### **C. New Recreation Facility – Discussion by Michael Haines**

Mr. Haines briefly reviewed his "New HERC" Project Workplan Overview that addresses the question 4 in Resolution 18-036(A) "What would it cost to demo the HERC and build a new facility that meets the recreation needs on the existing site". He considered it from a funding source perspective noting the three goals and touching on the eight steps. If he gets consensus from the group on the concept, he will start filling in details and pursue it with gusto.

HAINES/LOWNEY MOVED THAT THE HERC TASK FORCE APPROVES THE PROJECT WORK PLAN AND MR. HAINES MOVING FORWARD TO COMPLETE THE ASSIGNED WORK.

There was discussion of the proposed project, including addressing the notion of whether or not to include arts in the verbiage of the plan, whether it's necessary to clarify reference to a community center versus a recreation center, and to include the Economic Development Advisory Commission survey that was recently completed as a reference. As discussion conclude it was recognized this is beginning draft and a lot of these items can be addressed as the project is refined.

Mr. Haines noted if another member would like to work with him on this it would be appreciated.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

At this point Chair Slone asked for a show of hands from audience members who wished to speak in an effort to gauge time. He suggested going back to Scope of Work but noted the time.

Deputy City Planner Engebretsen requested an opportunity to address Item E. Next Steps.

D. Questions about the Building

Chair Slone asked for unanimous approval to amend the agenda to discuss public outreach ideas. No objection was expressed.

E. Next Steps

Deputy City Planner Engebretsen quickly reviewed the steps for the July 24<sup>th</sup> meeting.

### **INFORMATIONAL ITEMS**

A. PARC Needs Assessment 2015

### **COMMENTS OF THE AUDIENCE**

*The Audience may comment on any item. 3 minute time limit*

Ron Keffer, city resident, shared his observation that the task force has a lot of important information that needs to be dealt with, but it's not flowing very well at this point. The task force scope of work is an entire agenda and you can't skip past that and go to the other stuff, picking out pieces here and there to talk about. Each member has their area of expertise to contribute to the conversation, a lot of stuff is happening but he observes the problem is things aren't flowing, and it largely comes from the construction of a proper agenda. This agenda includes too much to cover in one meeting. He noted they had their first meeting, then went and looked at the building, and this time, again submerged with stuff that needs to

be organized somehow. He likened it to his computer, which he turns off and turns back on in that situation, and it helps a great deal. He suggested a re-start might be a good thing here, backing up a bit and start talking about reforming, electing a new chairman, make different appointments for what members will bring to the table, and above all, how are the agendas going to be manageable, because this one was not.

Mike Illg, city resident and City of Homer Recreation Manager, passed out a copy of the most recent activity catalog to the Task Force Members and referenced page 2 that includes the Community Recreation Mission Statement that was established in 1972, that shows it's about education and recreation. It used to be called Community Schools and the program has evolved to respond to community need, but the mission has remained the same. The program was accepted as a City of Homer function. He explained it's important in going forward to think about recreation and the philosophy behind it.

Lela Ryterski, shared her concern about the need for a Boys and Girls Club in our community and feels it should be considered for this building.

Janie Leask, city resident, shared statistics about the recent attendance and usage of the HERC during the recent Pickle Ball Tournament. She said Homer needs a Community Recreation Center or Community Center to meet the existing needs and expanded needs of other organizations.

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

Deputy City Planner commented this is a very full agenda, and she's open to suggestions on how to best work through the tasks. When a task force starts, there are things that take a lot more time and identifying things that members can work on to bring information back is helpful.

#### **COMMENTS OF THE TASK FORCE**

Mrs. Matthews thanked the public for their comments. She explained the Boys and Girls Club hasn't returned to Homer because of funding, but the current Principals have been tasked with coming up with a like program for after school access. She encouraged contacting the Kenai Peninsula Borough School District to express support for that programming and they are looking at parent funding to help make it happen.

Mrs. Marks acknowledged they all have a lot on their plates but suggested having a worksession to discuss the Task Force Scope of Work. It's an advertised public meeting that allows for more information discussion of topics.



Mr. Haines commented we might want to take the whole task, divide it into discrete pieces, and assign them to members, so they have a specific project to do. At the end they can merge their work together to create the whole.

Mr. Reiss agreed with the other comments and we start moving in a more succinct way down the course that will get them to resolution of the four general scope items.

Chair Slone agreed with the comments made and that a worksession is a good idea. He agrees they need to define their scope more narrowly with respect to what is dealt is at a meeting. He also pointed out that we don't necessarily follow the delineated agenda, they still dealt with Task Force business.

### **ADJOURN**

There being no further business to come before the Task Force the meeting adjourned at 4:39 p.m. The next regular meeting is scheduled for July 24, 2018 at 3:00 p.m. at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

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MELISSA JACOBSEN, MMC, CITY CLERK

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





## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Planning

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TO: HERC Task Force  
FROM: Julie Engebretsen, Deputy City Planner  
DATE: July 18, 2018  
SUBJECT: July 24<sup>th</sup> meeting

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I will be absent from this meeting. Jenny Carrol, Special Project Coordinator and staff to the Economic Development Commission will be taking my place. She is available to answer any questions about process. I will be back in the office on Tuesday July 31<sup>st</sup>. When I am back from my trip, I will check in with those members with 'assigned tasks,' write out "Alternative #1 as we have discussed so far, and draft a timeline moving forward.

The next Brown Bag with a HERC Task Force member is Monday, August 6<sup>th</sup>. These are held at the Library at 12:00 pm. Karin is schedule to attend. If you would like to attend please let me know; we want to avoid having more than 3 members attend.

The next HERC Task Force meeting is scheduled for August 14<sup>th</sup>. If you feel another work session is needed, August 7, 8 or 9 are options.



# **A “New HERC” Project Work Plan Overview**

## **Michael Haines**

### **HERC Task Force**

#### **June 2018**

Part of the Homer City Council requirements for the HERC Task Force (Resolution 18-036(A)) dictated that “What would it cost to demo the HERC and build a new facility that meets the recreation needs of the community on the existing site”.

This Project Work Plan (PWP) lays out the process for achieving the **“build a new facility”** part of the requirement. The work plan comprises three primary goals, and eight (8) specific steps to achieve those goals.

As a reference point, the following general definition for a cultural and recreational center was used in this PWP. “A cultural and recreational center is a meeting place, one or a complex of buildings, where the people of a community may carry on cultural, recreational, or social activities.”

### **The Goals**

The overall goal is to insure any “New HERC” building would meet the needs of the community while being financially sustainable over the long-term.

**Goal A:** Assess the specific needs for a “New HERC” facility (complete a “needs analysis”).

**Goal B:** Provide a construction estimate for a new structure to be built within the same physical acreage as the current HERC building (Assumes the current HERC building will be razed).

**Goal C:** Develop a business case (plan) to support the “New HERC” facility (Can the “New HERC” be constructed/implemented/operated to insure long-term financial stability?).

Community involvement will be one of the keys for success for this PWP, and (where practical) community input will be solicited and integrated into the overall final solution.

### **The Steps**

Step 1: Complete a Needs-Assessment.

The primary assumption with this project is that a new facility will require significant investment. That investment has to be supported by a reasonable demand for the space and facilities available. This Step 1 needs-assessment will use two primary data/information sources:

- (a) The 2014 report titled “Park, Art, Recreation and Culture Needs Assessment PARC”, and modified/updated per the City of Homer Planning Department.

- (b) Information gathered from potential users of the new facility located within the geographic boundaries served by any “New HERC” through interviews, public forum meetings, focus groups, and presentations to groups with a vested interest in the “New HERC” facility (“who needs/wants what”).

Step 2: Create a Database of Existing/Available Community/Recreational Facilities in the Area to be Served by the “New HERC”.

Homer hosts a number of indoor and outdoor locations created directly or indirectly for community and recreational use. It is important that any “New HERC” facility complement the facilities and services currently available, or consolidates them into a better environment. This Step 2 will compile a database from:

- (a) The 2014 report titled “*Park, Art, Recreation and Culture Needs Assessment PARC*”, and modified/updated per the City of Homer Planning Department.
- (b) A comprehensive local review/survey (including the current HERC facility)..

Step 3: Identify Sample Community and Recreational Facilities Serving Similar Populations as that Targeted by the “New HERC” Facility.

There are a number of successful (and less successful) community and recreational centers/facilities within in the United States and within Alaska. This Step 3 will investigate the success factors that drive community and recreational centers, with a goal to incorporate these success factors into the design of a “New HERC” facility.

Step 4: Create a Sample Design for a “New HERC” Facility.

Using data obtained from Steps 1 through 3, a sample/preliminary “New HERC” facility design will be completed. Interested parties will be given the opportunity to review and comment on this sample design. Following this review process, a final design will be used for the cost estimate purposes in Step 5.

The output of this Step 4 will be a ‘concept’ design, NOT a complete architectural design. Creating a true architectural design requires significant time and expenditures, which are not available at this juncture of the PWP.

Step 5: Estimate the Cost of a “New HERC” Facility.

Step 5 takes the design concept developed in Step 4 and provides an estimate of the costs to construct a “New HERC” facility. This will truly be a best efforts “estimate”, since it is difficult to define precise construction costs without a complete architectural design.

Step 6: Develop a Business and Operating Case/Plan for a “New HERC” Facility.

Operational sustainability is the key to a successful project such as this. Step 6 will provide a condensed 5-year business and operating plan for the “New HERC” facility. This Step 6 will also provide ideas on how to “sell” the “New HERC” facility to the community and entities with a vested interest in a successful completion of the project.

Step 7: Identify Sources of Construction Funding.

A new facility will require new-construction funding/financing. This Step 7 will provide examples of funding sources.. It is assumed in this Step 7 that the “New HERC” building will be self-sustainable on a day-to-day operating basis (as developed in Step 6).

Step 8: Create a ‘Next Steps’ Plan.

The ‘next steps’ plan will aid City Council, City Government and other interested parties to:

- (a) Plan for a “New HERC” facility, and
- (b) Integrate any “New HERC” facility into future City planning processes.







## City of Homer

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## Memorandum

TO: HERC Task Force  
FROM: Melissa Jacobsen, City Clerk  
DATE: July 18, 2018  
SUBJECT: Election of Chair

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At the request of Mayor Zak, Chair Slone has asked to include the opportunity to elect a new Chairperson.

The following motion and second would be in order:

“I move to open the floor for nomination of a new Task Force Chairperson to replace the current Chair.”

If the motion passes, the floor is open to nominations for a Task Force Chair.