



MEMORANDUM

Resolution 25-062, A Resolution of the City Council of Homer, Alaska, Amending the Americans with Disabilities Advisory Board Bylaws by Updating Article III Members Adding Section 6 Appointment of a Student Representative, Article VI Meetings, Section 1 and Section 3, Meeting Months, Time, and Requiring a Quorum for Worksessions. City Clerk/ADA Advisory Board.

Item Type: Backup Memorandum
Prepared For: Mayor Lord and City Council
Meeting Date: June 23, 2025
From: Renee Krause, ADA Coordinator
Through: Melissa Jacobsen, City Manager

Background:

Review of the Bylaws by the ADA Advisory Board are scheduled on an biennial basis or when staff determines that amendments or updating is required. Staff performed a full review and noted that the quorum requirement for worksessions was overlooked during a previous amendment. The Board reviewed that amendment and the following changes:

- Amending their meeting schedule to monthly meetings with the exception of July and December
- Changing the meeting start time back to the 4:00 p.m.
- Adding a Student Representative member to the Board

The amendments were reviewed at the regular meetings of the ADA Advisory Board on April 10, 2025, May 8, 2025 and June 12, 2025.

Staff noted that when the Board approved the 2025 meeting schedule they amended the meetings to monthly and reverted back to a 4:00 p.m. start time. Staff suggested the Board consider moving to a 5:00 p.m. or 5:30 p.m. start time to encourage filling the remaining vacant seat by interested parties that were employed and unable to leave work early to attend meetings.

After a discussion by the Board it was agreed to a compromise of a 4:30 p.m. start time to see if that would work and if not they would then try the later time slot to fill the vacancy.

At the May meeting a recommendation to add a student representative was brought forward and staff advised that there was nothing in regulations that would prevent that but would need to be approved by Council and since all recommendations are required to be heard twice by the Board they would need to have it on the June agenda and include all amendments to Council at once.

At the regular meeting of June 12, 2025 the ADA Board discussed and voted unanimously to forward the bylaw amendments to the meeting schedule, meeting time and adding a student representative position to Council for approval.

Recommendation

Adopt Resolution 25-062

Attachments:

Excerpt of meeting minutes for May 8th and June 12, 2025

CALL TO ORDER

Session 24-02 a Regular Meeting of the ADA Advisory Board was called to order by Chair Christine Thorsrud at 4:08 p.m. on April 10, 2025 from the Cowles Council Chambers, City Hall, located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom webinar.

PRESENT: BOARD MEMBERS PARSONS, THORSRUD, O'BRIEN, LEPLEY, SAFRA, CASE

STAFF: CITY CLERK/ADA COORDINATOR KRAUSE
DEPUTY CITY CLERK I APPEL

AGENDA APPROVAL

SAFRA/PARSONS MOVED TO APPROVE THE AGENDA

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENTS ON ITEMS ALREADY ON THE AGENDA (3 Minute Time limit)

RECONSIDERATION

VISITORS/PRESENTATIONS

APPROVAL OF THE MINUTES

A. Unapproved Special Meeting Minutes for FEBRUARY 13, 2025

CASE/PARSONS MOVED TO APPROVE THE MINUTES FOR FEBRUARY 13, 2025

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

STAFF & COUNCIL REPORT(S)/COMMITTEE REPORT(S)

A. ADA Coordinator's Report- Staff Report

Chair Thorsrud introduced the item and deferred to ADA Coordinator Krause.

Ms. Krause provided a verbal report on the following:

- Updates have been completed to the transition plan, still waiting for Public Works updates
- Addressing non-compliant issues will be dependent on FY26/FY27 budget
- Found a few minor corrections on the bylaws

PUBLIC HEARING(S)

PENDING BUSINESS

A. RFI Review

Chair Thorsrud introduced the topic and deferred to ADA Coordinator Krause to open discussion. The Board had brief discussion including the following:

- Clarification of dates for public publishing and submission to City Council
- Length of time between publishing RFI and closed date for proposals
- If companies could be directly contacted or are solely responsible for finding the RFI themselves
- Advertisement in plans rooms across the state

LEPLEY/SAFRA MOVED TO APPROVE THE LETTER AND HAVE IT MOVE ON IN THE PROCESS

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

NEW BUSINESS

A. Review of Bylaws and 2025 Calendar

Chair Thorsrud introduced the item by reading the title, then deferred to ADA Coordinator Krause. Ms. Krause explained a few typos found in the bylaws that needed correction. She also addressed the meeting schedule, requesting the Board strikes the July and December meetings from the calendar and change the meeting time to appeal to filling the current vacancy. The Board continued discussion.

Chair Thorsrud called for a vote to amend the meeting calendar, striking July and December meetings. CASE/PARSONS MOVED TO AMEND THE MEETINGS TO MEETING MONTHLY WITH THE EXCEPTION OF JULY AND DECEMBER.

There was brief discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

Chair Thorsrud called for a vote to change the Regular Meeting Time from 4:00 pm to 4:30 pm.

CASE/SAFRA MOVED TO AMEND THE MEETING TIME TO 4:30 P.M.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

Chair Thorsrud called for a vote to adopt the changes in typos found in the bylaws.

LEPLEY/CASE MOVED TO AMEND THE BYLAWS TO CORRECT THE TYPOS FOUND.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

INFORMATIONAL MATERIALS

- A. New ADA Board Member
- B. City Manager's Report- March 24, 2025 City Council Meeting

Chair Thorsrud introduced each informational item. Chair Thorsrud facilitated discussion on the materials. The Board welcomed the new Board Member.

COMMENTS OF THE AUDIENCE

COMMENTS OF COUNCIL

Council Member Parsons stated he was in a meeting earlier that day discussing a pedestrian underpass at Diamond Creek recreation area. He stated he appreciated all the effort that people are engaging in outside of the meetings and thanked the Board for all they do.

COMMENTS OF THE STAFF

Deputy City Clerk Appel stated it was a good meeting and she always appreciates the commentary in the meetings.

COMMENTS OF THE BOARD

Board Member Lepley wished to reiterate his excitement at finally getting the proposed ramp system to where it is and also thanked the Board for all the help with the process. He welcomed new Board Member, Pat Case, saying he thought it was wonderful to have him on the Board.

Board Member Safra said she appreciates the work that everybody does and is looking forward to moving things along as they're able to do so.

Board Member Case wanted to acknowledge Board Member Safra and the work she does for the seniors of Alaska and he appreciates everything she does. He also stated he's happy to be on the Board and feels comfortable.

Board Member Parsons thanked everyone for the meeting, also thanking the Clerk's Office for everything they do.

Board Member O'Brien stated he has enjoyed being part of the Board. He said it's a great group to work with and he's appreciative to be involved.

Chair Thorsrud stated she agreed with all the previous comments and glad to finally have Pat Case on the Board.

ADJOURNMENT

There being no further business to come before the Board, Chair Thorsrud adjourned the meeting at 5:03 p.m. The next regular meeting is Thursday, May 8th, 2025 at 4:00 p.m. All meetings are scheduled to be held in City Hall Conference Room located upstairs at 491 E. Pioneer Avenue, Homer, Alaska, 99603 and via Zoom webinar.

ASHLEY APPEL, DEPUTY CITY CLERK I

Approved:_____

CALL TO ORDER

Session 24-02 a Regular Meeting of the ADA Advisory Board was called to order by Chair Christine Thorsrud at 4:01 p.m. on May 08, 2025 from the Cowles Council Chambers, City Hall, located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom webinar.

PRESENT: BOARD MEMBERS PARSONS, THORSRUD, O'BRIEN, LEPLEY, SAFRA, CASE

STAFF: CITY CLERK/ADA COORDINATOR KRAUSE
DEPUTY CITY CLERK I APPEL

AGENDA APPROVAL

LEPLEY/SAFRA MOVED TO APPROVE THE AGENDA

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENTS ON ITEMS ALREADY ON THE AGENDA (3 Minute Time limit)

RECONSIDERATION

VISITORS/PRESENTATIONS

APPROVAL OF THE MINUTES

A. Unapproved Special Meeting Minutes for April 10, 2025

CASE/LEPLEY MOVED TO APPROVE THE MINUTES FOR APRIL 10, 2025

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

STAFF & COUNCIL REPORT(S)/COMMITTEE REPORT(S)

A. ADA Coordinator's Report- Staff Report

Chair Thorsrud introduced the item and deferred to ADA Coordinator Krause.

Ms. Krause provided a verbal report on the following:

- Adding a Student Representative position to the Board.
- Training for 2010 standards for ADA Coordinator
- RFI proposal up for approval at May 12th Council meeting

PUBLIC HEARING(S)

PENDING BUSINESS

A. Review of Bylaws

Chair Thorsrud introduced the topic and deferred to ADA Coordinator Krause to open discussion. The Board had discussion on amending the meeting schedule and time and adding in new member position for a Student Representative.

CASE/LEPLEY MOVED TO ADD A STUDENT REPRESENTATIVE TO BYLAWS, LINE 38.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

CASE/SAFRA MOVED TO ADOPT THE BYLAWS GOING FORWARD.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

NEW BUSINESS

INFORMATIONAL MATERIALS

- A. 2025 ADA Calendar
- B. City Manager's Report- April 14, 2025 City Council Meeting

Chair Thorsrud introduced each informational item. Chair Thorsrud facilitated discussion on the materials.

COMMENTS OF THE AUDIENCE

COMMENTS OF COUNCIL

Council Member Parsons stated that the City Manager was able to reconfigure the budget and employee layoffs are no longer necessary. He also mentioned that now is the perfect time to submit plans to the state for the Diamond Creek Underpass, since DOT is redoing the whole corridor including replacing culverts and adding passing lanes. Homer Trails Alliance is taking the lead on the project with support from City Council.

COMMENTS OF THE STAFF

Deputy City Clerk Appel stated her last meeting as the ADA Board's Clerk was in June.

ADA Coordinator Krause commented that she had received a call from the City of Saxman about how to create an ADA Board stating they were directed to call the City of Homer for direction.

COMMENTS OF THE BOARD

Board Member Lepley thanked the Clerk's Office for all the help with Zoom. He also stressed the importance of using the microphones for ease of hearing.

Board Member Case commented how great it was to have Board Member Lepley back in person. He also said he is still working on getting another Board Member from the school system.

Board Member Parsons stated he's still getting used to having to use the microphones. He also thanked the Clerk's Office for everything they do.

Board Member O'Brien asked the process of how things get added to the meeting packets.

Board Member Safra thanked the staff and commented it was nice to have everyone physically present. She also said she is encouraging all the boards and commissions she serves to come to Homer for a meeting.

Chair Thorsrud stated it was nice to have everyone physically present at this meeting.

ADJOURNMENT

There being no further business to come before the Board, Chair Thorsrud adjourned the meeting at 4:49 p.m. The next regular meeting is Thursday, June 12th, 2025 at 4:00 p.m. All meetings are scheduled to be held in City Hall Conference Room located upstairs at 491 E. Pioneer Avenue, Homer, Alaska, 99603 and via Zoom webinar.

ASHLEY APPEL, DEPUTY CITY CLERK I

Approved:_____

CALL TO ORDER

Session 24-02 a Regular Meeting of the ADA Advisory Board was called to order by Chair Christine Thorsrud at 4:03 p.m. on June 12th, 2025 from the Cowles Council Chambers, City Hall, located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom webinar.

PRESENT: BOARD MEMBERS PARSONS, THORSRUD, O'BRIEN, LEPLEY, SAFRA, CASE

STAFF: CITY CLERK/ADA COORDINATOR KRAUSE
DEPUTY CITY CLERK I APPEL

AGENDA APPROVAL

LEPLEY/CASE MOVED TO APPROVE THE AGENDA

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENTS ON ITEMS ALREADY ON THE AGENDA (3 Minute Time limit)

RECONSIDERATION

VISITORS/PRESENTATIONS

APPROVAL OF THE MINUTES

A. Unapproved Special Meeting Minutes for May 08, 2025

CASE/LEPLEY MOVED TO APPROVE THE MINUTES FOR MAY 08, 2025

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

STAFF & COUNCIL REPORT(S)/COMMITTEE REPORT(S)

A. ADA Coordinator's Report- Staff Report

Chair Thorsrud introduced the item and deferred to ADA Coordinator Krause.

Ms. Krause provided a verbal report on the following:

- Passed test for ADA Coordinator Certification
- Suggested an extension on the RFI for Harbor Project

PUBLIC HEARING(S)

PENDING BUSINESS

A. Review of Bylaws

Chair Thorsrud introduced the topic and deferred to ADA Coordinator Krause to open discussion. The Board had brief discussion regarding the additions and changes in the bylaws.

CASE/SAFRA MOVED TO FORWARD THE RECOMMENDED CHANGES TO THE BYLAWS TO CITY COUNCIL FOR FINAL APPROVAL: 2025 MEETING CALENDAR, UPDATED MEETING TIME, AND ADDITION OF VERBIAGE TO OPEN A STUDENT REPRESENTATIVE POSITION.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

NEW BUSINESS

A. ADA CIP Project Discussion

Chair Thorsrud introduced the item and deferred to ADA Coordinator Krause to explain the topic. Ms. Krause provided insight. The Board then discussed the CIP list projects including the following

- City Hall
- Fishing Lagoon
- Parking and pavement at City Facilities
- Complying with ADA requirements
- Disability Tourism

INFORMATIONAL MATERIALS

A. 2025 ADA Calendar

Chair Thorsrud introduced the informational item. Chair Thorsrud facilitated discussion on the materials.

COMMENTS OF THE AUDIENCE

COMMENTS OF COUNCIL

Council Member Parsons noted July is Disability Month. ILC is holding a Community event with a barbeque on July 26th.

COMMENTS OF THE STAFF

Deputy City Clerk Appel stated it's been a pleasure to clerk for this Board.

COMMENTS OF THE BOARD

Board Member Lepley mentioned the extension of the RFI and how he agrees it's a good idea.

Board Member Case thanked the Clerk's Office.

Board Member Parsons thanked ADA Coordinator Krause for having such a hands on approach for creating the agenda.

Board Member O'Brien stated that seeing things slowly increment towards long time goals is really cool.

Board Member Safra thanked the staff and said she would see the Board in August.

Chair Thorsrud expressed her excitement for a Student Representative. She also reminded the Board of the new meeting time starting in August.

ADJOURNMENT

There being no further business to come before the Board, Chair Thorsrud adjourned the meeting at 5:00 p.m. The next regular meeting is Thursday, August 14th, 2025 at 4:30 p.m. All meetings are scheduled to be held in City Hall Conference Room located upstairs at 491 E. Pioneer Avenue, Homer, Alaska, 99603 and via Zoom webinar.

ASHLEY APPEL, DEPUTY CITY CLERK I

Approved:_____