

Session 16-03 Regular Meeting of the Parks and Recreation Advisory Commission was called to order on March 17, 2016 at 5:30 pm by Chair Matt Steffy at the Cowles Council Chambers City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS STEFFY, ARCHIBALD, BRANN, ROEDL, ASHMUN, AND HART

ABSENT: COMMISSIONER LOWNEY

STAFF: JULIE ENGBRETSSEN, DEPUTY CITY PLANNER
RENEE KRAUSE, DEPUTY CITY CLERK

APPROVAL OF THE AGENDA

Chair Steffy called for a motion to approve the agenda.

BRANN/ASHMUN – MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT ON ITEMS ALREADY ON THE AGENDA

There were no comments from the audience present.

VISITORS

A. Michele Miller, Chair, Public Arts Committee and Erin Hollowell, member, Public Arts Committee
RE: Combining the Public Arts Committee with the Parks and Recreation Advisory Commission

Michele Miller spoke on the idea of consolidating the committee with the commission noting the benefits to both advisory bodies and benefits to the Public Arts Committee. Ms. Miller did state that she has spoken with the City Manager who is supportive of the idea and as long as the commission made a recommendation in support of creating a combined commission it is believed it would be approved by Council. Ms. Miller stated that they first considered the idea when a former committee member brought forth the idea with the intent to reduce some of the duplicated efforts of staff, assist the committee in completing their assigned responsibilities and it is believed that the commission and committee is synergistic combination of efforts, this consolidation would offer a savings of staff time and efforts and that the number of projects that they were not doing, it did not make sense to ignore the growing cohesion of the arts community and the recreation and parks community. To have the government reflect what is happening in the community.

The committee is open to any discussion the commission would like to have and or a worksession. Ms. Miller referenced the memorandum from Ms. Krause that outlined it pretty well.

Ms. Miller responding to Commissioner Brann's question on the number of the members on the Committee stating that currently they have three members however one member has been absent, the

committee began with seven members and was reduced to five in order to meet the lesser quorum requirements but now they have been unable to recruit new members for a couple of years now which does not enable the committee to complete projects in a timely manner.

Ms. Miller stated that the committee this year does not have any budget last year they were able to receive \$4000 to complete the inventory and cataloging of all city owned artwork in response to Commissioner Hart.

Staff noted that the majority of the budget for art was obtained through capital projects and that will be few and far between in the next couple of years due to the financial outlook however there were options for grants and funding for projects that could contain recreational, art and other aspects available to communities still available.

Ms. Miller and Ms. Hollowell expressed an interest in serving on the consolidated commission if the Mayor would be willing to appoint them.

RECONSIDERATION

ADOPTION OF THE CONSENT AGENDA

A. Minutes for the regular meeting of February 18, 2016

Chair Steffy called for a motion to adopt the consent agenda.

BRANN - MOVED TO ADOPT THE CONSENT AGENDA.

Chair Steffy noted that the date for the next meeting was incorrect. Ms. Ashmun had passed on additional clarifications and corrections to Ms. Krause prior to the meeting.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS

A. Staff Report – Julie Engebretsen, Deputy City Planner

Ms. Engebretsen provided a brief observation during a recent visit she made to Mariner Park regarding vehicle usage on the beach and there was only one set of tire tracks, which it appears that word has gotten out. Public Works has assigned staff to the Roger's Loop Trail Head Acquisition; Beach Policy signage is in the works it will be more regulatory in nature so that the police can impose the new restrictions. The City Manager would like to know if there is a designation for funding for the Bayview Park improvements and will try to get more attention to the trash emptying but they are limited since there is only one staff member.

Commissioner Brann thanked her for the attention to the Roger's Loop Trail project.

Commissioner Ashmun inquired about the signage for the beach policy regarding additional laws such as dogs. Ms. Engebretsen stated that the posts are there and waiting will not ensure that signage is in place before the start of the season.

Commissioner Brann added that signage should be individual and clear so that there is no misunderstanding.

Chair Steffy commented on a Facebook post showing the placement of boulders on Bishops Beach to block the access to the east.

Ms. Engebretsen also reported that Public Works should be installing the boulders at Karen Hornaday Park today to block any vehicular access to those areas in the park that vehicles should not go.

C. Community Recreation Report – Mike Illg

Recreation Specialist Illg was not present and did not provide a written report for the meeting.

D. Parks Report – Angie Otteson

Ms. Otteson was not in attendance and did not provide a written report.

Chair Steffy asked if Staff could see if Ms. Otteson could attend a meeting on a quarterly basis to report any concerns she may have or to just provide a brief status report on the parks, etc.

PUBLIC HEARING

PENDING BUSINESS

A. Amending the Commission Bylaws

1. Packet Material and Agenda Review Conducted by the Chair

Chair Steffy read the title into the record and requested a motion to bring it to the floor.

BRANN/HART - MOVED TO AMEND THE PARKS AND RECREATION ADVISORY COMMISSION BYLAWS TO HAVE THE CHAIR OR VICE CHAIR AS APPROPRIATE CONDUCT PACKET CONTENT REVIEW AND AGENDA APPROVAL.

Chair Steffy commented on the process will work very well and help contain what the commission can address in one meeting.

VOTE. YES. ASHMUN, ROEDL, BRANN, STEFFY, HART

Motion carried.

B. Combining the Public Arts Committee with the Parks and Recreation Commission
Recommendation to Council

Chair Steffy read the title into the record.

ROEDL/BRANN - MOVED TO RECOMMEND CITY COUNCIL COMBINE THE PARKS AND RECREATION ADVISORY COMMISSION AND THE PUBLIC ARTS COMMITTEE TO FORM A NEW COMMISSION ENTITLED HOMER PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION (PARCAC)

The commission discussed the pros and cons to consolidating efforts with the Public Arts Committee. Commissioners discussed the following:

- Lack of knowledge about the arts and vice a versa
- How consolidation would affect the meetings regarding agenda items and time management
 - including and incorporating art related topics as required into the agenda
- Adding additional seats to the commission and how that would detail out
 - Existing members stepping up to fulfill the new commission seats
 - Actual seating of additional members
- Continuing the momentum of the PARC steering committee and implementation of recommendations from the needs assessment
- Responsibilities of the Public Arts Committee
 - Overseeing the 1% for Art program related to capital projects
 - Placement of art on or in city owned facilities
 - Managing the Municipal Art Collection and donations of art to the city
- Funding of projects that would be available to the commission that has art and recreational components
- Public Art in Parks recommendations and donations
- Public Arts Committee has not been able to recruit new members believed in part because they do not have a fixed budget, are not part of a department per se and lack of members make it difficult to obtain a quorum

Commissioner Roedl questioned the sense of urgency and requested reviewing the draft ordinance before signing off on it and Chair Steffy explained that there was no urgency but it was brought before the commission last year and the commission postponed discussion and decision. In all fairness to the Public Arts group the Commission should address their request. He further advocated that if there was no opposition to assimilating the committee into the commission he did not see why they could not accommodate the committee and address the issue sooner rather than later since the season is fast approaching and they will not be meeting for a lengthy period over the summer. Chair Steffy agreed it was reasonable to review the ordinance before submitting to council.

Staff explained that it will be a multi-step process since there will be changes needed to the bylaws to incorporate aspects of the Public Arts Committee and their administrative guidelines. Commissioner Ashmun expressed the desire to retain existing policies regarding the arts as part of the new commission.

Chair Steffy called for the vote.

VOTE. YES. HART¹, STEFFY, BRANN, ROEDL, ASHMUN

Motion carried.

¹ Commissioner Hart did not voice a vote. Chair Steffy noted that she was not in favor. Commissioner Hart rebutted she was not opposed to the motion but was abstaining. After checking with the City Clerk and Robert's Rules regarding this abstention it is found that abstaining is not permitted on this class of motion. Since Commissioner Hart stated on the record that she was not opposed her vote was included in favor of the motion.

C. Protecting Our Parks and Green Spaces

Continued Discussion on How to best Protect, Preserve and Maintain City Parks and Green Spaces

The commission discussed the issues of vandalism and staff advised the commissioners on the need to advise city personnel if anything is observed of that nature, as they try to address vandalism as quickly as possible. The commission included in their discussion the general maintenance and repair that is required at all city facilities as they are really looking run down and that will only encourage vandals. Discussion included how to determine what a budget request would be until they are able to discuss with Angie Otteson her needs.

Commissioner Hart mentioned the far trailer between the upper fields was wide open and the window was missing. The question was posed on communicating with Little League regarding the maintenance and care of their equipment, noting that it should not be the responsibility of the staff.

Staff responded to the questions regarding how many temporary summer staff, time period how they are used and where. It would assist staff to quantify what more maintenance means if the commission itemizes what they want to see accomplished. Generalities are good but more specifics would be better in order to address those maintenance issues.

Chair Steffy informed the commission that former Commissioner MacCampbell was addressing that task and he was not sure how far he progressed with that but would definitely like to see user agreements in place for all organizational groups using the city facilities. It is great to have the facilities at the city parks but not at the expense of the city. He believed that groups should be responsible for their own maintenance and care of equipment, buildings, etc.

Staff commented that Kathy Beachy was still president of Little League and the drainage work is a larger project that summer temporary help would not be used in response to a query from the commission.

Chair Steffy added that as an information point for the parks that if there is any issues an information board for the general public to access.

Commissioner Hart commented on vandalism to the wood fence up at Baycrest Pullout and that it needed to be replaced. Staff apprised the commission that the pullout was actually the state's responsibility and that there is a project in the works for improvements in collaboration between the city, state, Islands and Ocean, the Garden Club and Chamber of Commerce; noting that in fact that the Improvement Plan for Baycrest created, with the assistance of the State of Alaska and approved by Council, was started by the Public Arts Committee.

Commissioner Hart recommended installing another doggie bag dispenser in the area back between the upper fields at Karen Hornaday Park.

Commissioner Brann related anecdotal information on a public art project using the pin flags to denote dog piles in order to bring awareness to cleaning up after your pet.

D. Drafting a Parks and Recreation Commission Strategic Plan
Completion of Revisions to Existing Strategic Plan and Adding New Items

Chair Steffy read the title into the record and gave the floor to Ms. Engebretsen. She requested the commissioners to review the included table and provide one or two items that they would like to see as priorities.

The following items were briefly discussed:

- Removing the Cemetery from the commission general goals
 - Maintenance is contracted out and the commission was looking to have an annual status report
- Add increase walkability under general goals and throughout the strategic plan
- Centralized Parks and Recreation Department
 - Questions on how to create and fund a department
 - Creating a Branding or logo for Parks and Recreation
- Consolidate recreation and culture leadership, Reduce the number of volunteer boards
- Indoor multi use recreational facility
 - working with the private group that is starting a indoor soccer facility
 - The Mayor will be putting forth a resolution or ordinance to appropriating funds to construct a multi-use gym and infrastructure on the land designated in Town Center
- Recreational programming for Senior, Therapeutic and Adaptive
- article in the local papers quarterly
 - Goal for article in the paper before Shorebird Festival (April)
- Keeping Green Space on the Spit

Commissioners entertained additional discussion on the following:

- city being on the military surplus list for recreational items.
- Staff will add User Agreements to the Short term 1-2 Year Projects.
- Endowment Funding
- subdivision requirements to include a park within the design
- green space on the spit
- Letters to Editor
 - Commissioner Brann will take on the first letter
- Communication with other organizations and City commissions or committees
 - providing reports during Comments of the Commission if Commissioners are involved in outside organizations that involve a concern of the commission
 - when visiting the City Clerk's Office grab the minutes of other groups and if they are addressing a topic of interest a commissioner can attend the next meeting
- Public Toilet at Base of the Spit
- Remove service district
- Hockey Rink as additional venue
 - purchase of removable flooring
 - charging use fees to recoup the cost of the floor
 - would make the building self-sustaining
- Remove parks plans
 - staff does not have the available time and does not see this in the immediate or near future

NEW BUSINESS

A. Recommendation and Approval of Annual Trails Symposium

Chair Steffy read the title into the record and requested a motion to bring to the floor for discussion.

BRANN/ASHMUN - MOVED TO APPROVE THE TRAILS SYMPOSIUM TO BE SCHEDULED IN MAY AND SUPPORT THE DATE THAT THE GROUP CHOOSES.

There was a brief discussion on the location and date and if funding was needed from the Commission. The group can bring back a request for funding but the commission only received a thousand dollars this year instead of two.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Main Street: Pedestrian Safety

1. Adding Main Street Improvements to the Capital Improvement Plan (CIP)

Chair Steffy read the title into the record and gave the floor to Deputy City Planner Engebretsen

Ms. Engebretsen explained that Commissioner Hart had requested the commission start the process to implement pedestrian safety measures. This is one of the main roadways within the town and there are no sidewalks and it is not ADA compliant either Commissioner Hart added.

HART/ BRANN – MOVE TO ADD MAIN STREET IMPROVEMENTS NORTH OF PIONEER AVENUE TO THE CAPITAL IMPROVEMENT PLAN.

Brief discussion ensued on why this would be important to add sidewalks on the west side of main street north to just Fairview Avenue it should go all the way up and have curb and gutter. Phasing the project would definitely be acceptable but that sidewalks should go up preferably on both sides of the road but at least one side, all the way to Bayview Park.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

C. Beach Policy Review and Update

1. Beach Policy with Ordinance 16-05(S-2) (A-2)

Staff explained that this policy was going to be on the commission agenda for two meetings. Changes that were implemented by the approval of Ordinance 16-05 (S-2) (A-2) are in bold and items removed are bold strike through. There are additional updates and changes that are needed to the policy. It was initially going to be approved at the March 14, 2016 Council meeting however it was noted that the dates are still incorrect. They should be October 1 through March 31st so it has been postponed to the March 29, 2016 Council meeting.

Ms. Engebretsen commented on the policy following along the sections of the beach. Signage requires specific and precise language so it is clear. She referred to line 197 to remove the barge; this has been completed; updating the maps in the policy. She provided an example of closing the western end of

mariner park/beach such as defining the campsites and adds a gated access to control access in the winter.

Chair Steffy requested clarification for Section 4, lines 100-102 regarding the rules of the road being applicable to off road vehicles reckless driving off road such as an ATV doing brodies on the beach could be cited for breaking the rules the same if doing brodies on the paved roadway.

Commissioner Ashmun, lines 139-144, Increase Parking on the Spit, appears to be out of date and should be removed. Then line 153 Airport Access Road Signage, bullet point two should be removed.

Ms. Engebretsen responded that any language in the document that reflects to signage should be removed as that will be addressed in the city code. She can add a section regarding interpretive signage.

Chair Steffy requested clarification on Section 9, that this section should be removed from the policy altogether. Ms. Engebretsen responded with some history on the parking and did not feel that it should be included in the policy now. Further discussion on increasing parking on the southern end around the harbor and requested delineation to prevent vehicles from encroaching on the few grassy areas that are actually berms. Ms. Engebretsen will add that to the section related to Mariner Park.

Commissioner Ashmun then stated on page 53 of the packet, lines 182-184, she questioned having this in the policy which is supposed to reflect the rules and regulations not a "to do" list. After receiving some clarification from Staff she recommended removing those lines.

Commissioner Brann questioned the language on page 53, line 157 through line 165 stating that it was very confusing and further discussion and comments on the section were the access was owned by the state and they could block access. Staff has not really explored that section in regards to how much is "beach" and actual uplands.

Commissioner Brann then provided some historical background on the platform referenced in Lines 182-184 and recommended it be removed. It has never been used as recommended previously and it not used by the birds. Staff will check on the status of the easement and public works on the condition since there may have been some deterioration.

Next he questioned the definition on line 55, page 49 in the packet. Staff explained that was from the Attorney.

Page 61, a proposed re-route along an easement, there is a marker, he would like to see that access with identified signage, currently the only signage is no trespassing and any other access is on Cousin's property, which appeared to be a bit hazardous.

Commissioner Ashmun wanted to talk about the other public accesses on page 50; line 70, her understanding is that the access is on private property for Crittenden Drive. Commissioner Brann provided clarification that the trail was on private property but the access was Crittenden Drive. She still took issue with including the specifics and staff explained that if a Councilmember or someone wanted to find out something about the beaches this is the only document that is available. Staff recommended modifying the title of the document.

Commissioner Brann recommended annual photos assessment of the beaches and accesses. Staff suggested that it could be added to the commission's annual calendar and they can then upload to the website. Chair Steffy commented similar to Kachemak Land Trust. Staff suggested approaching the

Coast Walk people and see if they would be interested in taking those pictures. Commissioner Ashmun offered some suggestions since she participates in that organization. Chair Steffy also suggested KBERR.

Chair Steffy noted that the meeting was coming to a close and it was recommended to take two meetings on the policy so he encouraged the commissioners to review the policy further and postpone further discussion until the April meeting.

Commissioner Archibald arrived at the meeting at 7:50 p.m.

INFORMATIONAL MATERIALS

A. Commission Annual Calendar 2016

Chair Steffy noted that the next meeting is supposed to be a Spring Park/Beach Walk Through and he will not be in attendance at that meeting as he will be participating in a West Homer Elementary event. He questioned if the commission wished to establish a worksession or perform individual inspections in the same format as they did before.

Commissioner Brann suggested visiting Bishop's Beach and staff recommended taking pictures and noted that three commissioners can get together without having to notice the meeting. Staff indicated that if they can get all the pictures they can create a movie. The pictures can be sent to Ms. Engebretsen or Ms. Krause.

B. Commissioner Attendance at City Council Meetings 2016

Commissioner Ashmun will be doing the March 29, 2016 Council meeting
Commissioner Brann will be the April 11, 2016 Council meeting
Commissioner Steffy will be at the April 25, 2016 Council meeting
Commissioner Lowney has the May 23, 2016 Council meeting

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Deputy City planner Engebretsen commented that it was a good meeting and requested all commissioners expected absences for the next few months.

Commissioner Steffy will be absent for the April 21st meeting

Commissioner Hart will be absent for May 19th and June 16th

Commissioner Roedl will be gone the first part of May but should be here for the meeting.

Commissioner Brann is gone for the May meeting.

COMMENTS OF THE COUNCIL MEMBER *(If one is present)*

COMMENTS OF THE COMMISSION

Commissioner Hart mentioned that in case the funding for the Bayview Park fence does not get approved there is a fence at the HERC building that may be able to be re-purposed and she did visit Jack Gist to start playing Disc Golf, she reported attending the Walkable Homer meeting and it was very interesting and fun and also attended the Cannabis Commission and the Public Safety Building

Committee Building and Mr. Castner stated he could do the building for an amount then the Council came back with a smaller amount and it ended up like an auction until they settled on \$12 million but at the committee meeting it still appears that they will be taking the HERC for the Police Station now.

Commissioner Archibald commented that Washington DC was a zoo yesterday since the public transportation was out and this morning was even crazier since they had a fire in the hotel. It is nice to see smiling faces and be home again.

Commissioner Brann commented on all the activities that are going on in town for the month, Homer is a fun and recreating place and the economic value that it all brings to our town. Update on the Pavilion is they applied for a grant and they currently have all the funding needed for the timbers but they applied for the grant to purchase those and they will probably get it and then they can use the funds in hand to do other stuff however they have to wait until they see for sure they are getting the grant. So they may not start until September. In reference to all the negative comments on seniors he feels like every time he speaks to Council he is going to list himself as a senior.

Commissioner Roedl thanked everyone good meeting.

Commissioner Ashmun thanked staff for all the work they have done they could not do it without them.

COMMENTS OF THE CHAIR

Chair Steffy echoed Commissioner Ashmun's sentiments and has requested the Diamond Creek plan for the May agenda. He provided a brief summary and looks forward to bringing that back before the commission. He also noted the AK Trails Conference event and members will receive a discount at the Golden Lion. He announced the new Director, Barb Seaman and they have decided not to hire a Trails person and just have himself take on more of those responsibilities officially.

ADJOURNMENT

There being no further business to come before the Commission, Acting Chair Lowney adjourned the meeting at 8:18 p.m. The next **REGULAR MEETING IS SCHEDULED FOR THURSDAY, APRIL 21, 2016** at 5:30 p.m. at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk

Approved: _____