

Session 14-04 a Regular Meeting of the Parks and Recreation Advisory Commission was called to order on March 20, 2014 at 5:30 pm by Chair Matt Steffy at the Homer City Hall Conference Room - Upstairs located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS STEFFY, LOWNEY, ROEDL, AND LILLIBRIDGE

TELEPHONIC: COMMISSIONERS BRANN AND ARCHIBALD

ABSENT: COMMISSIONERS MACCAMPBELL (EXCUSED)

STAFF: WALT WREDE, CITY MANAGER
JULIE ENGBRETSSEN, PLANNING TECHNICIAN
MIKE ILLG, COMMUNITY RECREATION SPECIALIST
ANGIE OTTESON, PARKS & MAINTENANCE COORDINATOR
RENEE KRAUSE, CMC, DEPUTY CITY CLERK

PARC MEMBER: GAIL EDGERLY, HOMER COUNCIL ON THE ARTS & HOMER ARTS AND CULTURE ALLIANCE
KATE CROWLEY, RECREATE REC

APPROVAL OF THE AGENDA

Chair Steffy requested a motion to approve the agenda.

LOWNEY/LILLIBRIDGE - MOVED TO APPROVE THE AGENDA.

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 special meeting on March 6, 2014

Chair Steffy requested approval of the minutes from the March 6th meeting.

LOWNEY/LILLIBRIDGE - MOVED TO APPROVE THE MINUTES.

There was a brief discussion on commissioner attendance at the special meeting.

The minutes were approved by consensus of the Commission.

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

Dr. William Marley, city resident, provided a synopsis of his idea for creating a park and public venue on 30 acres along the Sterling Highway between West Hill Road and Soundview and was wondering how that could fit into the Needs Assessment.

Chair Steffy responded that this may fall within the gap of available resources but this is not something that they would move on until after the Needs Assessment has been completed. He then proceeded to explain what the Needs Assessment exactly was about.

There was a brief discussion on the benefits having such a park and concept in this location and what it would represent Homer as a community.

The price has been reduced to \$2.9 million for the 30 acres and is listed with a local broker. The owners are motivated but not interested in giving it away either.

Chair Steffy commented that they could put this item on the April agenda for more discussion and action by the commission. He thanked Dr. Marley for coming before the commission.

VISITORS

There were no visitors scheduled.

STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS

A. Staff Report - Julie Engebretsen, Deputy City Planner

Ms. Engebretsen provided a summary on the following:

Land Allocation Plan follow up: At the last meeting I gave you some incorrect information! I was wrong about activities at the Pier 1 lot. Here is what is happening. Over by the chip pad, there is a committee looking at a large vessel haul out facility. This might include a travel lift, to lift large boats out of the water so they could be worked on. This is a completely separate and different facility than the barge facility at Pier 1, where barges would be moored to pilings in the bay, and beached at high tide. I thought the two projects were the same thing; they are not!

Pier 1 update: The large barge will be remaining through the summer. I have no further information.

Water Trail: Mark your calendar! The water trail ribbon cutting and grand opening is Friday, June 6th 5-8 pm.

Student Member: I communicated your interest from the last meeting to Mike Illg on having a high school student member. Mike is a member of the High School site council and has some ideas on this.

PARC Needs Assessment: I have received two comments via email about the assessment. There may be other folks that come and speak at the Commission meeting. The PARC committee and staff will incorporate these comments and the Commission's comments as appropriate into the request for proposals.

Little League MOU: The City Manager has authorized me to work on an MOU with Little League. Commissioner MacCampbell had also requested permission to speak on the City's behalf to Little League about Karen Hornaday Park. The manager did not directly endorse this; he prefers the Commission as a body articulate what you would like to see, and have staff discuss options with Little League.

April 3rd Work Session: Don't forget, there is a work session scheduled to talk about Karen Hornaday park 5:30 pm, Council Chambers she may have a packet.

Ms. Krause responding to a question from Commissioner Lillibridge commented that no quorum is required, there will be no minutes, however it will be recorded.

There was no further discussion.

B. Parks Maintenance - Angie Otteson

Ms. Otteson provided updates on the following:

- There is a new wind-wall around the Bishops Beach pavilion and it has been leveled
- The artwork has no date for installation yet
- The interpretive signage along the trail may be April 26, 2014 in conjunction with other Earth Day activities
- The cemetery has approximately 60 plots and there is a design in hand but there is no funding in the budget this year, hopefully next year.
- The existing cemetery is fenced in and is attached to the main cemetery she was not sure if there was access from Diamond Ridge Road.
- Winter King Tournament this weekend
- 10 plots of flowers growing

- The fishing whole campground will have some new gravel installed, the barge will remain, maybe they can install an informational kiosk for tourists. She was not aware of who the owner is, as far as known they are still paying the docking fees.
- There are more fire rings available at the High School for placement at Mariner Park
- Art work on the Spit Trail - no status update?
- Additional artwork on the spit will hopefully be installing first of the summer or earlier
- The public misconception that the city paid for the restrooms and the downtown restroom had been on the city's CIP list for a decade or more
- April 1st camping fees will be collected
- The camp fee building will remain for at least another year in the same location they are busy shoring it up

Chair Steffy requested confirmation on how the information is tracked based on per night and whether in state or out of state.

Commissioner Lowney inquired about follow up on personal thank you and scheduling a clean-up for Poopdeck Trail.

Ms. Otteson responded that the restrooms for Ben Walters would be opened around May 1st and the barrels for the flowers can be moved out at any time, weather dependent. There was a brief discussion on relocating the gravel that remains too.

Mr. Illg asked about placement of portable restrooms at the parking lot at the base of the Spit would be beneficial and stop folks of accessing the green spaces.

There was a brief discussion on the reduction in speed limits on the Homer Spit Road. Ms. Engebretsen had previously provided this information to the commission and will provide some information regarding this at the April meeting.

The commission took a moment to schedule a worksession for April 12, 2013 at 11:00-2:00 p.m. to take care of some remaining maintenance issues on the Poopdeck Trail.

The summer temporary staff will start first week then then the rest in May. She will have plenty of staff to assist with the extra maintenance for the restrooms.

C. Community Recreation - Mike Illg

Mr. Illg informed the commission regarding a student for the representative position and he has filled out the application however he was leaving it for the young man to turn it so hopefully he was not speaking too soon.

He will do a presentation on community recreation next Thursday at 6:30 p.m. during the Citizens Academy.

The trails and parks map is coming along and the designer have a lot of changes to make but the timeline is now the end of April beginning of May.

This weekend they are Popeye Wrestling is hosting a sanctioned wrestling match over 400 are expected to attend.

This weekend is the fishing tournament.

April 26th is the Safe Kids Fair and Bike Rodeo

Still waiting for the official word on the conference.

Community Recreation has a donation account and they used a percentage of the proceeds to assist in purchasing a new clock for the runner club. The clock will be the property of the running club.

On Monday he will be meeting with the Superintendent of the school district regarding the agreement and it has been suggested to have him take over scheduling of the fields again. The selling point was the turf fields were community fields however school events will come first.

The new women's basketball league is just starting up.

Mr. Illg related that the program is expected to generate \$30,000 in revenues a year and they have reach \$14,000 already so this year looks really good. There is a lot going on.

Commissioner Lowney commented that this proves that the revenue is there if they find the time and space people will come. Commissioner Lillibridge commented that it may be timely to have an article in the paper regarding the recreation program and the needs assessment would be good. Something more than a letter to the editor. They need something more positive.

Discussion was entertained on the commissioners submitting articles to the local papers. Staff explained that it has to be made very clear on speaking as the Chair of the commission as an example. If the commissioners wanted to submit items on behalf of the commission they can just submit the item to Julie or Renee and it can be vetted by them regarding verbiage.

There was a discussion regarding the commissioners attending the Citizen's Academy to view Mr. Illg's presentation. Staff noted that the academy attendance is really a closed event that is why the city was requesting enrollment since they provide snacks and meals for attendees.

Mr. Illg responded that he still intends to run in the Boston Marathon next month; he has plans to stay with relatives while there and will be arriving a few days before to acclimate himself. He is still accepting donations in response to Commissioner Archibald.

D. PARC Status Update Report - Matt Steffy

Chair Steffy started to report the progress of the committee and really did not have much to report since the last meeting two weeks ago and decided to morph into Pending Business.

PENDING BUSINESS

A. P.A.R.C. Needs Assessment

Ms. Engebretsen noted that she received two emails and they are in the packet and she fielded a phone call from the Independent Living Center. They expressed issues regarding limited mobility such as only taking a few steps at a time. So the biggest concern for them is accessible indoor and outdoor spaces. The next issues were being able to use existing sources such as sweeping the East End Trail so they can use it.

Mr. Illg also has spoken with them further on their concerns.

Commissioner Lowney commented that this input is great but this is what the survey would be for and her main question is what they do with this information once they have it. How will the Needs Assessment capture this information? Commissioner Lowney related how the Needs Assessment was done by MAPP.

Chair Steffy related a program he created in Access for a park in Fairbanks. He hopes that there is a fairly simple survey to check boxes or fill in bubbles along with fill in responses. He believes folks who feel they have a lot to offer will be able to provide that information.

Commissioner Lowney responded that the Senior Center and Independent Living need to be included specifically in the survey. Ms. Engebretsen stated that it is specifically outlined in the RFP that those demographics are to be included in the survey along with the school age. Mr. Illg noted that seniors are the largest and fast growing demographic in Homer.

Ms. Engebretsen then explained what and where they are at now for the benefit of Commissioner Lillibridge who missed the special meeting.

There was further discussion on how it will be carried out and if there were local providers that may possibly submit a proposal. The commissioners would love to see the questions and possibly provide feedback but it was not necessary.

Chair Steffy explained what GAP Analysis was in regard to this Needs Assessment.

Further discussion on how Ms. Engebretsen received the email on the Needs Assessment virally and the word is out that it will be coming this summer. They are hoping to have it issued this summer and receive it back by early next year. It was also discussed on how the survey will be issued, how

responses will be calculated or quantified and what type of parameters will be set to make sure there are no duplicates.

A suggestion was made on getting responses from the students through maybe workshop type efforts along with getting the permission of the parents before attempting that too.

Chair Steffy is really happy with the group and working with them has not really heard anything negative and maintaining a positive outlook.

Commissioner Lowney agree and expressed how pleased she is to see all the various groups coming together to work on a common goal.

Commissioner Lillibridge strongly urged to make the survey quick since there are many in their profession have to answer many surveys and it gets redundant. So make it easy and quick.

It was noted that that there will be incentives offered such as prizes.

B. Relocation of the Old Picnic Pavilion in Karen Hornaday Park

Chair Steffy read the title into the record.

Ms. Engebretsen stated that she had Ms. Koester check on the stipulations involved in the LWCF Grant and the old pavilion can be relocated within the park with no issues or problems but to relocate it outside the park where ever they intend to put it the city has to guaranteed to stay a park forever and out on the spit they cannot guarantee that. Commissioner Lowney would like to explore Commissioner MacCampbell idea of placing it in the campground. She thoroughly believed that it would get very limited use in the middle of those other ball fields.

Discussion ensued on the commissioners adding this topic to the April 3rd worksession and determining what location would be the best location for the pavilion. Commissioner Lowney advocated strongly having a pavilion in the campground. Ms. Otteson was not in favor of placing the pavilion in the campground. Discussion ensued on having a discussion on the pros and cons on placement in the campground.

Chair Steffy stated that each commissioner should go up there a review the campground before the worksession.

Continued discussion on the following ensued:

- Number of grills for the new and existing pavilion
- Number of picnic tables
- Reservation systems in place
- Participation in the worksession telephonically
- clean up by little league in that center area
- moving the existing pavilion to the campground may result in having to break down the structure and changing the campground configuration
- List of two to three specific issues that need to have addressed such as the connex and batting cage
- The differences between items that will be covered under a MOU and such things that address safety liabilities, or are not usable any longer
- The worksession was scheduled to review where they are going with Phase 2 of the Karen Hornaday Park Improvements

Ms. Krause called a point of order since the current discussion is not related to the item on the agenda.

Ms. Engebretsen will create and issue an agenda that will contain three items for them to cover during the worksession.

Chair Steffy inquired if there were any more comments or questions on pavilion.

Ms. Krause commented that she was in favor of relocation to the area between the fields she recited that it would be more beneficial for large events such as the Highland Games, Concert on the Lawn etc.

NEW BUSINESS

A. Open Meetings Act and Robert's Rules

Chair Steffy opened discussion on the Open Meetings Act and Robert's Rules

Discussion focused mainly on the ability of commissioners attending meetings that other commissioners were also attending and the intent of each person attending that particular meeting. Staff tried to explain that if there are more than three and it pertains to an issue that the commission will be taking action on at a later date the public has a right to be aware of their attendance and it needs to be advertised. That said if there are three commissioners present it does not need to be advertised but the perception of the public on the action taken by the commission later may be questioned. Commissioner Lowney opined that it was discrimination and it should be based on the intent of the commissioner who attends the event or meeting in question. She felt that she was being denied the opportunity to attend these meetings. It was also noted that as serving as a commissioner it was one of the considerations that they must make.

There were brief further comments on the perception of the public and Chair Steffy provided an example during his time in Fairbanks.

There were no further comments of questions on the materials provided.

B. Amending the Commission Bylaws to Amend the Meeting Schedule, Establishing Committees and Holding Special Meetings

Ms. Krause explained that the commission made a motion to amend the meeting schedule and now the commission's bylaws needed to be amended which required two meetings. It is sort of like a public hearing for ordinances, traduced at one meeting and voted on at the second. Ms. Krause confirmed that a motion was required.

LILLIBRIDGE/LOWNEY - MOVE TO AMEND THE COMMISSION BYLAWS TO REFELCT THE PROPOSED CHANGES TO CREATION OF COMMITTEES ONLY WITH CITY COUNCIL APPROVAL, KEEPING THE ABILITY TO SECHEDULE SPECIAL MEETINGS AS REQUIRED AND NOT HAVING A REGULAR MEETING IN JANUARY AND JULY.

There was a brief discussion on the intended changes and whether they would apply to the meeting schedule this year.

VOTE. YES. ROEDL, LOWNEY, STEFFY, LILLIBRIDGE.

Motion carried.

INFORMATIONAL MATERIALS

A. Commission Annual Calendar

B. Commissioner Attendance Schedule at Council Meetings

There were brief discussions on the PARC attendance at Council meetings by Chair Steffy and Ms. Engebretsen.

Commissioner Lowney noted that they will need to consider their calendars to schedule the Park Day event since she has been a commissioner it has been a struggle to make this happen.

Chair Steffy provided a brief overview of the Attendance Calendar and asked what meeting Commissioner Roedl would like to sign up for and there was no rush since they are covered for the next several months. He commented on calls before the meeting to cover what is to be reported to council.

Commissioner Roedl would like to attend a couple first before signing up.

COMMENTS OF THE AUDIENCE

There were no comments from the audience.

COMMENTS OF THE CITY STAFF

Ms. Engebretsen will issue an agenda for the meeting she is not sure if she will have any packet materials ready before the meeting.

Ms. Krause will contact Commissioner Archibald regarding attendance at the worksession. Great meeting. Thanks.

COMMENTS OF THE COMMISSION

Commissioner Lillibridge commented that they have had numerous discussions on Karen Hornaday Park and she would really like to stay on topic for the worksession because going around and around on these issues and not getting anything done is really tiring. She really wished that the public could see what they do. Thanks Matt it was great meeting you do a great job and make it happen somehow.

Commissioner Lowney strongly suggested that the commissioners read the master plan and changes that were suggested by Jack Wiles because there is so much information and she does not want to get bogged down on one issue. The next concern she wanted to ask about is the project as presented by Bill Marley is there any history that the commissioners should be aware of?

Ms. Engebretsen explained that he has presented this wonderful idea to all the groups and council and there is a very limited pot of recreation money, he is not looking to donate the land either. There is just not 2-4 million dollars available to purchase that land.

Next Commissioner Lowney asked about the walk ability of Homer and how can they address that...Ms. Engebretsen stated presumably she will be able to work on that in May. They can have it on the agenda.

Mr. Roedl requested clarification on the meeting next Thursday at 6:30 p.m. again. This was a great meeting and he hopes to catch up soon on everything.

Ms. Krause will email links to all the documents and plans to Commissioner Roedl and she will email the link to Jack Wiles recommendations and the KHP Master plan.

COMMENTS OF THE CHAIR

Chair Steffy stated that he is still reviewing needs assessments so that he has the information on different samples to speak about, he commended Julie efforts and work with the PARC and the commission and thanked Renee for hanging in there.

He then requested clarification on serial emails and responding to emails from a commissioner.

Ms. Krause explained that replying all will constitute a serial meeting and is against the open meetings act. She requested that when she sends an email out to the commissioners that they reply directly back to her and not hit the reply all button.

ADJOURNMENT

There being no further business to come before the Commission, Chair Steffy adjourned the meeting at 7:00 p.m. The next **REGULAR MEETING IS SCHEDULED FOR THURSDAY MARCH 20, 2014** 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: _____