

Parks & Recreation Advisory Commission

*Thursday
April 17, 2014
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 -4/10/2014 - 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 March 20, 2014 **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.)*
 - A. Beth Cummings, Kachemak Area Trails Report and Issues Related to Obstruction of Area Right of Ways
- 6. STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS**
 - A. Staff Report - Julie Engebretsen, Deputy City Planning Director **Page 13**
 - B. Parks Maintenance - Angie Otteson
 - C. Community Recreation - Mike Illg
 - D. PARC Status Update Report - Matt Steffy
- 7. PUBLIC HEARING**
- 8. PENDING BUSINESS**
 - A. Amending the Commission Bylaws to Amend the Meeting Schedule, Teleconference procedures Establishing Committees and Holding Special Meetings. **Page 15**
- 9. NEW BUSINESS**
 - A. Ordinance to Request Funding for Karen Hornaday Park Improvements: Traffic Calming and Safety Measures for the Park Road. **Page 23**
 - B. Karen Hornaday Park Summer Work Schedule **Page 25**
 - C. Woodard Creek Trail and the Karen Hornaday Park Master Plan **Page 27**
 - D. Plan and Selecting a Date for the Spring Park Walk Through **Page 29**
 - E. Establishing a Date for the Commission Park Day Event **Page 31**
 - F. Discussion on the Expansion of the Spit Trail from Coal Point Along Entrance of Harbor to Gear Storage Area **Page 33**
 - G. Discussion on Applying to National Park Service for Rivers Trails and Conservation Assistance **Page 35**
 - H. Proposal presented by William Marley - New Park/Recreational Venue for the Community
 - a. 31 Acres between West Hill Road and Soundview on the Southern Side of Sterling Highway **Page 43**
- 10. INFORMATIONAL MATERIALS**
 - A. Commission Annual Calendar **Page 49**
 - B. Commissioner Attendance Schedule At Council Meetings **Page 51**
 - C. Kenai Peninsula Events Calendar for May 2014 **Page 53**
- 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 SCHEDULED FOR MAY 15, 2014** at 5:30pm in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska

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: _____



City of Homer

www.cityofhomer-ak.gov

Planning

491 East Pioneer Avenue
Homer, Alaska 99603

Planning@ci.homer.ak.us

(p) 907-235-3106

(f) 907-235-3118

To: Parks and Recreation Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: April 9, 2014
Subject: April Staff Report

Summer work schedule at Hornaday Park

At the April 3rd work session, it was brought up that the Commission could have some projects of their own at the park, such as improving the trail into the park near the intersection with Mullikan Street. If there is another project you personally would like to commit to doing, lets talk about it! Ultimately, all projects must be coordinated and approved by Angie.

Woodard Creek Trail and the Karen Hornaday Park Master Plan

At the work session, it was brought up that a lot of time and effort has gone in to the Woodard Creek Trail, but that the consensus is a fully ADA accessible bridge is probably not warranted and possibly not wanted by the neighborhood. There was some desire to amend the master plan to show the bridge is no longer a high priority. Rather than rehashing the bridge every few years, the plan could have a synopsis of the discussion so far, so future conversations are not starting from scratch.

Recommendation: Commissioner(s) draft a paragraph or two about the bridge, and the plan can be amended to include it.

Spring Walkthrough Date

The Commission typically has a walkthrough of City parks and trails, once in the spring, and once in the fall. Historically, the goal was to visit every park over a few years. More recently, the Commission has visited parks with current development projects, or problems. Usually 3-4 parks or trails are visited in a 2-3 hour work session, either on the weekend, or early evening. The walkthroughs are to familiarize the Commission with city facilities.

Recommendation: Pick a date for the Spring Walkthrough. (May is typically a better time than June, folks get busy!)

Park Day

Park Day is something the Commission has attempted over the years. It does not have a defined purpose – that depends on who is on the Commission and what they would like to see! It can be a day of fun, games and a BBQ, or a work party, or no event at all. Originally, the idea was to have a fun day, drawing the public's attention to City parks. Having an event takes planning and coordination; I suggest volunteers - 2 Commissioners to handle the details. If two people on the Commission don't have time to plan and execute the event, it won't happen.

Key dates: July 5th – Homer Highland Games (at KH Park)
July 12-13 Concert on the Lawn (at KH Park)
August 4th Salmon Stock (may or may not compete)

Later in August, the weather can get less inviting, and more school events begin to conflict with family activities.

Recommendation: See if there are two Commissioners who may be able to coordinate the event. If there is interest, select a final date, and budget, at the May meeting. If the Commission can't commit to a fixed event, staff recommends not hosting a Park Day. Funds can still be used for work parties, advertising, Adopt a Park and other Commission activities.

Coal Point Trail. The trail is in progress, between Coal Point Park, and the Homer Spit Trail near the coast guard dock. Right now it's a loose sandy area, next to the rip rap work that was done along the mouth of the harbor. My understanding from Public Works is that the trail will be surfaced (probably paved). This will likely happen in conjunction with the completion of the rest of the Spit Trail this year.



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: PARKS AND RECREATION ADVISORY COMMISSION

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: APRIL 9, 2014

SUBJECT: AMENDING THE COMMISSION BYLAWS TO ADDRESS CHANGES TO THE MEETING SCHEDULE, DEFINING TELECONFERENCE PROCEDURES AND ESTABLISHING COMMITTEES

BACKGROUND

At the regular meeting of March 20, 2014 this item was on the agenda for introduction and was approved by the commission to go forward.

In brief the changes that have been put forth are:

To Reduce Commission Annual Meetings to Nine. Currently the commission does not meet in December and the months of January and July would be additional months that the commission does not meet.

To Amend the Ability of Committees to Be formed without the Approval of City Council.

Currently the commission has the ability to form committees to address issues or special projects as determined by the Commission. Due to problems with established short term committees established to address specific issues or projects going beyond their purview it has been decided that City Council must be consulted and approve any requests for formation of a committee.

Teleconference Procedures Teleconferencing has been allowed for some time however careful review of the Bylaws indicated that the procedures were omitted from the bylaws at the time they were amended.

RECOMMENDATION: MAKE A MOTION TO AMEND THE PARKS AND RECREATION ADVISORY COMMISSION BYLAWS TO AMEND THE MEETING SCHEDULE, OUTLINE PROPER PROCEDURES FOR TELECONFERENCING AND ESTABLISHING COMMITTEES PORTIONS OF THE DOCUMENT.

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~~ **February, March April May, June, August,**
41 **September, October and November** on the third Thursday of the month, at 5:30
42 p.m. **There will be no meetings held during the month of January, July, or**
43 **December unless a Special meeting has been called in accordance with the**
44 **Bylaws.**

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

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

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

52 5. Meetings will adjourn promptly at 8:00 p.m. An extension is allowed by a simple majority
53 vote of the Commission. Procedure: The Chair will entertain a motion to extend the
54 meeting until a specific time. After the motion has been seconded, the Commission will
55 vote. A yes vote will extend the meeting until the specified time. A no vote will require
56 that the Chair conclude business at or before 8:00 p.m. and immediately proceed to
57 comments of the audience, 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.~~ **The commission shall submit a request for approval to City Council to form special committees. There shall be at least two members of the commission on the special committee. The commission will submit in memorandum form to council the reason for establishing a committee, the task(s) assigned to the committee and the expected term for the committee plus a list of persons to be appointed to the committee such as Council members, department personnel, or number of public in or with special experience required.**
2. One Committee member shall be appointed Chair and ~~be responsible creating an agenda and notifying the City Clerk of~~ **work with the City Clerk's Office to create the agenda and schedule** meetings so they may be advertised in accordance with Alaska State Law and Homer City Code **at the first meeting after the committee has been established by Council.**
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.
8. **All meetings are preferred to be held at City Hall where they may be recorded.**

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 **only as needed or requested by Administration or City Council.**

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.

- 118 **I. CONFLICT OF INTEREST:**
119 1. A member or the Commission shall disqualify himself/herself from participating in any
120 official action in which he/she has a substantial financial interest.
121 2. Should the Commission member not move to disqualify himself/herself after it has been
122 established that he/she has a substantial financial interest, the Commission may move to
123 disqualify that member by a majority vote of the body.
124
- 125 **J. TELECONFERENCE ATTENDANCE**
126
- 127 **1. The preferred procedure for a commission meeting is that all commissioners be**
128 **physically present at the designated time and location for the meeting.**
129 **However, physical presence may be waived and a member may participate in a**
130 **meeting by Teleconference. This is limited to four (4) meetings per year.**
131
- 132 **A. There must be an initial quorum present.**
133
- 134 **B. A commissioner participating by teleconference shall be deemed to be present**
135 **at the meeting for all purposes. In the event the Chair participates telephonically,**
136 **the Vice-Chair shall run the meeting.**
137
- 138 **2. TELECONFERENCE PROCEDURES.**
139
- 140 **A. A commissioner who cannot be physically present for a regularly scheduled**
141 **meeting shall notify the clerk at least five days prior to the scheduled time for the**
142 **meeting of his/her intent to appear by telephonic means of communication.**
143
- 144 **B. The clerk shall notify the commissioners three days prior to the scheduled time for**
145 **the commission meeting of commissioners intending to appear by teleconference.**
146
- 147 **C. The means used to facilitate a teleconference meeting the commission must enable**
148 **each commissioner appearing telephonically to clearly hear all other commissioners**
149 **and members of the public attending the meeting as well as be clearly heard by**
150 **all other commissioners and members of the public.**
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- 152 **D. The clerk shall note in the attendance record all commissioners appearing**
153 **telephonically.**

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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

- 213 12. INFORMATIONAL MATERIALS (NO ACTION MAY BE TAKEN ON THESE MATTERS, THEY MAY
- 214 BE DISCUSSED ONLY).
- 215 13. COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)
- 216 14. COMMENTS OF THE CITY STAFF (not required) (Staff report may be at this time in the
- 217 agenda.)
- 218 15. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
- 219 16. COMMENTS OF THE CHAIR (May be combined with COMMENTS OF THE
- 220 COMMISSION/BOARD since the Chair is a member of the Commission/Board.)
- 221 17. COMMENTS OF THE COMMISSION
- 222 18. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR _____ note any
- 223 worksessions, special meetings, committee meetings etc. All meetings scheduled to be held in
- 224 the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.
- 225 (Sometimes the meeting is scheduled for the Conference Room)
- 226
- 227

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

229 The following procedure will normally be observed pursuant to Robert’s Rules:

- 230 1. A motion is made to discuss the item OR to approve the staff recommendation. The
- 231 item may then be discussed, amended or voted on.
- 232 2. If there are questions of staff or an appropriate audience member, a Commissioner
- 233 may request permission from the Chair to ask the question. The Chair, upon with
- 234 consensus approval, may grant the request.
- 235

236 **P. BYLAWS AMENDED:**

237 The bylaws may be amended at any meeting of the Commission by a majority plus one vote of

238 the members, provided that notice of said proposed amendment is given to each member in

239 writing. The proposed amendment shall be introduced at one meeting and action shall be taken

240 at the next commission meeting.

241

242 **Q. TELECONFERENCE:**

243 Teleconference meetings.

244 1. The preferred procedure for Commission meeting is that all members be physically

245 present at the designated time and location within the City for the meeting. However, physical

246 presence may be waived by the Chair or Commission and a member may participate in a meeting

247 by Teleconference when it is not essential to the effective participation or the conduct of business

248 at the meeting.

249 A. A Commission member participating by teleconference shall be deemed to be

250 present at the meeting for all purposes. In the event the Chair participates telephonically,

251 the Vice-Chair shall run the meeting.

252

253 2. Teleconference procedures.

254 A. A Commission member who cannot be physically present for a regularly scheduled

255 meeting shall notify the recording clerk at least five days prior to the scheduled time for the

256 meeting of his/her intent to appear by telephonic means of communication.

257 B. The recording clerk shall notify the Commission members three days prior to the

258 scheduled time for the Commission meeting of Commission members intending to appear by

259 teleconference.

260 C. The means used to facilitate a teleconference meeting of the Commission must enable

261 each Commission member appearing telephonically to clearly hear all other Commission members

262 and members of the public attending the meeting as well as be clearly heard by all other

263 Commission members and members of the public.

264 D. The recording clerk shall note in the attendance record all Commission members

265 appearing telephonically.

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268 **LEGISLATIVE HISTORY**
269 Amendment to the first paragraph was passed by the Commission on April 19, 1990 and passed by
270 Homer City Council on May 14, 1990 via Resolution 90-34.
271
272 New section M, Alternate Voting Members was passed by Homer City Council on June 8, 1998 via
273 Resolution 98-41.
274
275 Amendment to include Teleconference Procedures was approved by the Commission on February 15,
276 2001 and adopted by the City Council on February 26, 2001 via Resolution 01-09. This amendment
277 changed the edition of Robert's Rules of Order from seventh to current and added new sections N. and
278 O.
279
280 Amendment to the meeting time was passed by Homer City Council on February 14, 2005 via Resolution
281 05-17.
282
283 Amendment Revising the Agenda Layout and Content, Regular meeting procedures, Special Meeting
284 procedures; adding Commission Meeting Public Comment/Testimony and Audience Comment Time limits,
285 Public Beaches, Procedure for Consideration of Agenda Items; Removing Alternative Voting Members
286 was passed by Homer City Council via Resolution 07-22(A).
287
288 Amendment Revising the Frequency of Meetings and Attendance Requirements was passed by Homer
289 City Council via Resolution 09-79
290
291 Revising the meeting time from 6:30 p.m. to 5:30 p.m. was passed by Homer City Council on December
292 13, 2010 via Resolution 10-96.
293
294 Establish Monthly Meetings with the Exception of December was passed by Homer City Council on July
295 25, 2011 via Resolution 11-076.
296
297 **Amendment to Regular Meetings to establish a time limit not to proceed past 8:00 p.m.**
298 **unless moved and approved by a majority vote was approved by Council on August 12, 2013**
299 **via resolution 13-0xx**



City of Homer

www.cityofhomer-ak.gov

Planning
491 East Pioneer Avenue
Homer, Alaska 99603

Planning@ci.homer.ak.us
(p) 907-235-3106
(f) 907-235-3118

To: Parks and Recreation Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: March 10, 2014
Subject: Ordinance requesting funds for traffic calming in Karen Hornaday Park

Introduction

The Commission held a work session on April 3rd, to discuss Karen Hornaday Park. One of the priorities from that meeting was to slow down traffic along the park road. The Commission requested an agenda item, requesting funding from the City Council to address this issue.

Analysis

Moving and realigning the Karen Hornaday Park road is a long term goal of the Commission and adopted park plan. However it could be years before funding is available for such a large project. In the meantime, speeding is a safety issue on the road. The Commission would like to address this problem with some traffic calming.

Suggested Actions:

1. Install signage "Slow, Kids playing"
2. Deploy the speed trailer during a busy time at the park
3. Post a speed limit on the road
4. Install speed bumps (up to 4)

Staff comment: I had a great conversation with Public Works about options for speed bumps. Basically, speed bumps are tricky on packed dirt roads. And even the removable rubber speed bumps have a significant cost. It would be a shame to spend the money and effort on removable speed bumps, to have them fail. A solution may be to pour a concrete footer, so that the removable speed bump has a permanent foundation to attach to. For the upper locations in particular, this might be a great long term solution. The redesign of the road does not appear to include shifting the road north of the old red shed location.

PW also had the idea of building earth stairs with timbers, between the lowest field, up to the parking lot level. It was PW's observation that when the lower field is done with a game, people walk up the road. People who are driving down are driving too fast. If there was a better way to walk from the field up to the parking lot, that would provide another way for people to get up the slope besides the road. It would also help if people didn't park along the road.

Funding: The Park and Rec reserve fund only has \$16,384.

Recommendation: Commission consider how much of the remaining reserve funds should be spent at this time.



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To: Parks and Recreation Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: April 9, 2014
Subject: Summer Works Schedule at Hornaday Park

Summer work schedule at Hornaday Park

At the April 3rd work session, it was brought up that the Commission could have some projects of their own at the park, such as improving the trail into the park near the intersection with Mullikan Street. If there is another project you personally would like to commit to doing, lets talk about it! Ultimately, all projects must be coordinated and approved by Angie.



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To: Parks and Recreation Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: April 9, 2014
Subject: Woodard Creek Trail and Karen Hornaday Park Master Plan

Woodard Creek Trail and the Karen Hornaday Park Master Plan

At the work session, it was brought up that a lot of time and effort has gone in to the Woodard Creek Trail, but that the consensus is a fully ADA accessible bridge is probably not warranted and possibly not wanted by the neighborhood. There was some desire to amend the master plan to show the bridge is no longer a high priority. Rather than rehashing the bridge every few years, the plan could have a synopsis of the discussion so far, so future conversations are not starting from scratch.

Recommendation: Commissioner(s) draft a paragraph or two about the bridge, and the plan can be amended to include it.



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To: Parks and Recreation Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: April 9, 2014
Subject: Spring Park Walk Through

Spring Walkthrough Date

The Commission typically has a walkthrough of City parks and trails, once in the spring, and once in the fall. Historically, the goal was to visit every park over a few years. More recently, the Commission has visited parks with current development projects, or problems. Usually 3-4 parks or trails are visited in a 2-3 hour work session, either on the weekend, or early evening. The walkthroughs are to familiarize the Commission with city facilities.

Recommendation: Pick a date for the Spring Walkthrough. (May is typically a better time than June, folks get busy!)



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To: Parks and Recreation Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: April 9, 2014
Subject: Park Day

Park Day

Park Day is something the Commission has attempted over the years. It does not have a defined purpose – that depends on who is on the Commission and what they would like to see! It can be a day of fun, games and a BBQ, or a work party, or no event at all. Originally, the idea was to have a fun day, drawing the public's attention to City parks. Having an event takes planning and coordination; I suggest volunteers - 2 Commissioners to handle the details. If two people on the Commission don't have time to plan and execute the event, it won't happen.

Key dates: July 5th – Homer Highland Games (at KH Park)
July 12-13 Concert on the Lawn (at KH Park)
August 4th Salmon Stock (may or may not compete)

Later in August, the weather can get less inviting, and more school events begin to conflict with family activities.

Recommendation: See if there are two Commissioners who may be able to coordinate the event. If there is interest, select a final date, and budget, at the May meeting. If the Commission can't commit to a fixed event, staff recommends not hosting a Park Day. Funds can still be used for work parties, advertising, Adopt a Park and other Commission activities.



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To: Parks and Recreation Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: April 9, 2014
Subject: Coal Point Park

Coal Point Trail. The trail is in progress, between Coal Point Park, and the Homer Spit Trail near the coast guard dock. Right now it's a loose sandy area, next to the rip rap work that was done along the mouth of the harbor. My understanding from Public Works is that the trail will be surfaced (probably paved). This will likely happen in conjunction with the completion of the rest of the Spit Trail this year.

What We Do



The National Park Service engages youth in the planning process.

Photo: NPS

The National Park Service Rivers, Trails, and Conservation Assistance program extends and expands the benefits of the National Park Service throughout the nation. We help connect all Americans to their parks, trails, rivers, and other special places.

When a community asks for assistance with a project, National Park Service staff provide free, on-location facilitation and planning expertise. We help guide a project from conception to completion.

We draw from project experiences across the country and adapt best practices to a community's specific needs.

We Can Help You:

- Define project vision and goals

- Inventory and map community resources
- Identify and analyze key issues and opportunities
- Engage collaborative partners and stakeholders
- Design community outreach and participation strategies
- Develop concept plans for trails, parks, and natural areas
- Set priorities and build consensus
- Identify funding sources
- Develop a sustainable organizational framework to support the project

Please visit our (<http://www.nps.gov/orgs/rtca/apply.htm>) **application** (<http://www.nps.gov/orgs/rtca/apply.htm>) page for more information on how to apply.

(<http://www.doi.gov/>)

Last Updated: 04/06/2014

Apply for Assistance



Four young boys hike along the New England National Scenic Trail not too far from New York City.

Photo: National Park Service

Who May Apply

Project applicants may be state or local agencies, tribes, nonprofit organizations, or citizen groups. Federal agencies may apply in partnership with other local organizations.

How To Apply

- Consult with community partners to build a broad base of support for your project idea.
- Review the NPS application. We recommend using the Word version. If using the pdf version, you must save the file to your computer before filling it out. [Word [.doc](http://www.nps.gov/orgs/rtca/upload/RTCA_Application_2013-2.doc) (http://www.nps.gov/orgs/rtca/upload/RTCA_Application_2013-2.doc) | Adobe [.pdf](http://www.nps.gov/orgs/rtca/upload/NPS_RTCA_Application_2013.pdf) (http://www.nps.gov/orgs/rtca/upload/NPS_RTCA_Application_2013.pdf)].
- Please [contact us](http://www.nps.gov/orgs/rtca/contactus.htm) (<http://www.nps.gov/orgs/rtca/contactus.htm>) as early as possible before the August 1 application deadline to discuss your proposed project and inform us of your intent to apply as this will help ensure the best possible request for assistance. We encourage applicants to consult with National Park Service staff about their proposal

at least 30 days prior to the application deadline to ensure that our assistance is appropriate for your proposal and that your application is the best that it can be. Remember - it's never too early to talk to us about your project for next year.

- By August 1, send completed application package via email or by U.S. mail to **National Park Service staff** (<http://www.nps.gov/orgs/rtca/contactus.htm>) [please send to or copy the regional program manager].

Application Package

- Completed application
- Site location map
- At least 3 letters of support endorsing the project
- Supplementary information that can help us learn more about your project (background documents, examples of media coverage, additional support letters, maps, etc.)

Project Selection Criteria

Applications are evaluated according to the following criteria:

1. The project has specific goals and results for conservation and recreation expected in the near future.
2. Roles and contributions of project partners are substantive and well-defined.
3. There is evidence of broad community support for the project.
4. The anticipated role for the National Park Service is clear and fits the **National Park Service mission** (<http://www.nps.gov/aboutus/mission.htm>).
5. The project advances one or more key National Park Service objectives as described in the **application** (http://www.nps.gov/orgs/rtca/upload/NPS_RTCA_Application_2013.pdf).

If you have any questions, please see our **FAQs** (<http://www.nps.gov/orgs/rtca/faqs.htm>) and **contact us** (<http://www.nps.gov/orgs/rtca/contactus.htm>)!

[\(http://www.doi.gov/\)](http://www.doi.gov/)

Last Updated: 04/07/2014



Click on a state to view corresponding contact information.

The National Park Service

State Offices and Staff

National Office:

Bob Ratcliffe
 Chief, Conservation and Outdoor Recreation
 (202) 354-6900

Regional Program Manager Contacts:

Alaska Region: Lisa Holzapfel, 907-644-3586, lisa_holzapfel@nps.gov
 Pacific West Region-Seattle: Michael Linde, 206-220-4113, michael_linde@nps.gov
 Pacific West Region-San Francisco: Barbara Rice, 415-661-2320, barbara_rice@nps.gov
 Intermountain Region: Alan Ragins, 303-969-2855, alan_ragins@nps.gov
 Midwest Region: David Thomson, 402-661-1570, dave_thomson@nps.gov
 Southeast Region: Deirdre Hewitt, 404-507-5691, deirdre_hewitt@nps.gov
 National Capital Region: Christopher Neiwold, 202-690-5153, christopher_niewold@nps.gov
 Northeast Region: Dave Lange, 215-597-6477, david_a_lange@nps.gov

Alaska Region



Application for Community Assistance

The National Park Service Rivers, Trails and Conservation Assistance program supports successful partnerships with communities across America in achieving their conservation and outdoor recreation visions.

Please follow the [application steps](#) on our website and then submit this completed application along with a map of your project site, at least three letters of support, and any other supplementary information that helps us learn more about your project to your National Park Service staff contact by August 1.

Date: **Project Name:**

Project Location Description (provide a location/site map):

City and State:

Congressional District(s) Number (s):

Applicant organization(s):

Primary Contact: **Title:**

Street Address:

City: **State:** **Zip Code:**

Email: **Website (if applicable):** **Daytime Phone:**

Project Description:

1. Describe: *(limit to 750 words total)*
 - a) Your vision and project goals;
 - b) Accomplishments to date;
 - c) Support: local, city, regional and state plans, endorsements from elected officials and boards, etc.;
 - d) Community benefits that would result from implementing the proposed project;
 - e) Geographic location of your project (city, watershed, specific areas within a city or county, etc.);
 - f) Important demographic characteristics of your project area.

2. Describe how your project advances one or more key National Park Service objectives: *(limit to 500 words)*
 - a. Builds partnerships with health and wellness organizations to promote healthy lifestyles;
 - b. Engages youth or youth organizations to promote close-to-home resource conservation, stewardship, and outdoor recreation opportunities;
 - c. Develops and/or improves connections to parks, rivers, trails, and greenways in diverse urban areas and communities with limited resources and facilities;
 - d. Develops or improves access to National Park Service sites by enhancing connections to nearby communities;
 - e. Advances the protection and stewardship of large natural landscapes (parks, open spaces, and working lands) through partnerships;
 - f. Expands public access to water resources, such as creeks, rivers, lakes, bays, and the coast, and the development of water trails.

Applicant and Partner Roles: *(limit to 750 words)*

3.
 - a. Describe your role and the level of commitment/services your organization can provide to the project.
 - b. List the key partners involved with the project. Briefly summarize the existing or anticipated role and contribution of each partner.
 - c. Please include three support letters from listed partners other than the applicant or individual(s) of the applying organization that note their support and list their contribution(s) and anticipated project role and responsibilities.

Public Support: *(limit to 500 words)*

4. Describe level of public support to date, and any plans for future public outreach and participation.

How the National Park Service Could Help:

5. a. What are the biggest challenges and overall needs of the project? *(limit to 350 words)*
b. What type of assistance are you seeking from National Park Service staff? Please include a short description of the specific project need(s) for each of the boxes checked. *(limit to 150 words for each box)*

- Defining project vision and goals
- Identifying and analyzing issues and opportunities
- Assessing and engaging partners and stakeholders
- Inventory and mapping of community resources
- Priority setting and consensus building
- Identifying funding sources
- Organizational development
- Designing community outreach and participation strategies
- Planning (trail, park, open space, greenway, etc.)
- Other



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Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: PARKS AND RECREATION ADVISORY COMMISSION

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: APRIL 9, 2014

SUBJECT: PROPOSED PARK AND RECREATIONAL VENUE PRESENTED BY WILLIAM MARLEY

BACKGROUND

At the regular meeting of March 20, 2014 Dr. William Marley presented his concept of a park recreational complex of property that his partners and he are in the process of selling. This concept was presented to the commission at the regular meeting of June 16, 2011. This item was on the agenda for introduction and a recommendation of support from this commission. Following is the excerpt from the minutes of that meeting

B. Proposed Homer Ocean Park by William J. Marley of Dell Group

BRANN/BREMICKER-MOVED TO SUSPEND THE RULES TO ADDRESS ITEM B, PROPOSED HOMER OCEAN PARK UNDER NEW BUSINESS.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Bremicker invited Dr. Marley to sign in and speak to the commission.

Dr. William J Marley, resident of Homer. He stated that great communities have great parks. He related that the three owners of the Dell property wish to propose the 31.3 acres fronting the Sterling Highway and the beach be developed into a park and cultural center. He stated that this would be a very positive punctuation point for the end of the road concept that is Homer. They are currently calling this proposal, Homer Ocean Park but noted another name such as "Punctuation Park" might fit better. Dr. Marley outlined the proposal for establishing park land, native cultural center, year round performing arts center, tennis courts, walking trails and pavilions for picnics, parties, etc. There would also be beach access and a viewing area. The sewer and water in readily accessible making the installation of facilities that require these facilities easier to include in the design. He continued by passing around a drawing of

that require these facilities easier to include in the design. He continued by passing around a drawing of the proposed park and location which is the land across from Soundview Avenue and to the right of the Episcopal Church. The Dell group would like to offer the property for consideration by the City to purchase for the purpose of creating this park option. Dr. Marley responded to questions posed by the Commission regarding a current appraisal; if the concept is to be a privately owned or city owned park; if the property was offered for sale to the public prior to this proposal; Dr. Marley stated it was previously listed for \$4.9 million and are offering it for \$3.75 million to the City; he noted that the appraisal came as restricted this might be because it is in the Gateway Zoning Area; he noted that the bluff would not be there if there was no erosion which is a normal and expected occurrence; the cost for developing this land would be hard to pinpoint depending on the details; he noted that the benefits of having a performing arts center or convention center in town would be very beneficial and not as affected by inclement weather. Dr. Marley stated that the Dell Group is seeking the Commission's support of the idea. They would take this support to present to the community. He was not ready for presentation to Council at this time. His group is aware that outright purchase of the property would be very slim and funds would have to be raised to do this but he would prefer to see this idea implemented and not another subdivision.

Commissioner Brann commented that he would offer the support of the concept at this time. But as was stated the funds to purchase this property is not available and not sure how they could raise such an amount either. But he was really "for" the idea. Chair Bremicker echoed Commissioner Brann's sentiments but was not sure if it would happen with the financial side of things. Dr. Marley responded that you don't know unless you try.

BRANN/HARRALD – MOVED TO SUPPORT THE CONCEPT OF THE PROPOSAL FOR THE HOMER OCEAN PARK ON THE PROPERTY IDENTIFIED IN LETTER FROM DR. MARLEY WITH THE DELL GROUP.

A brief discussion concerning the size of the project and the cost ensued with it being a great vision for the area and appropriate for the location and appearance/perception of Homer. That support for increasing the parks and land designated for parks was encouraged.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

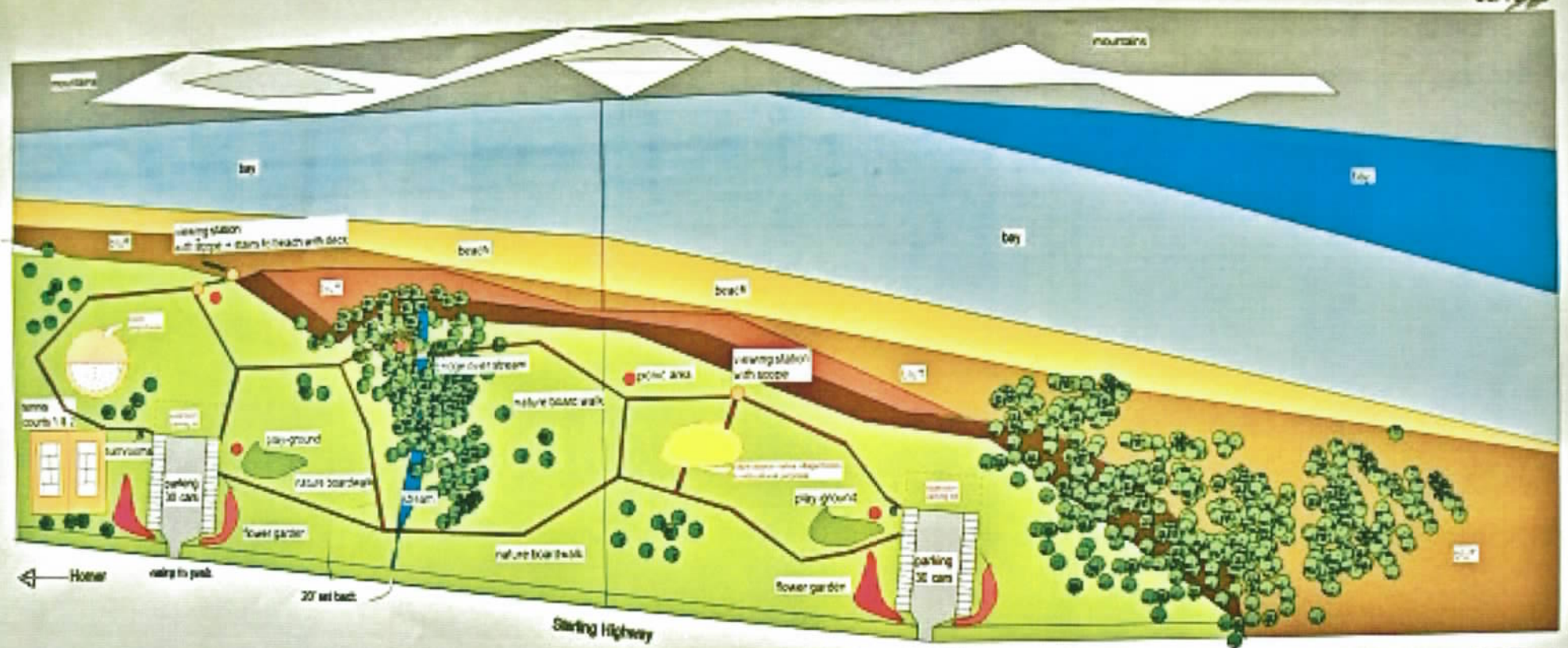
Dr. Marley thanked the commission for their motion and support.

There was no further discussion.

RECOMMENDATION: NO ACTION REQUIRED. INFORMATIONAL IN NATURE.

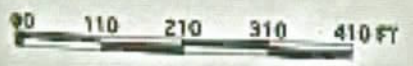











Source: Kenai Peninsula Borough GIS Dept.



Home ← way to park 20' set back ← way to left → Golden Gate

2 Ocean Park approx. 16 acres: DRAFT
Scale: 1:1600



-  tennis courts 1 and 2
-  future amphitheater
-  parking lot 30 cars + future expansion
-  picnic area
-  bathrooms
-  look-out with scope + stairs and viewing deck to beach
-  flower garden
-  playground
-  nature boardwalk



**PARKS AND RECREATION ADVISORY COMMISSION ANNUAL CALENDAR
FOR THE 2014 MEETING SCHEDULE**

<u>MEETING DATE</u>	<u>SCHEDULED EVENTS OR AGENDA ITEM</u>
<input type="checkbox"/> FEBRUARY 20, 2014	LAND ALLOCATION PLAN REVIEW & RECOMMENDATIONS TO COUNCIL
<input type="checkbox"/> MARCH 20, 2014	CEMETERY STATUS REPORT
<input type="checkbox"/> APRIL 17, 2014	SELECT SPRING PARK &/ OR BEACH WALK THROUGH ESTABLISH PARK DAY EVENT DATE – COMMISSIONER
ATTENDANCE	
<input type="checkbox"/> MAY 15, 2014	PLANNING PARK DAY OR SIMILAR EVENT SPRING PARK AND/OR BEACHES WALK THROUGH
<input type="checkbox"/> JUNE 19, 2014	COMPLETE ARRANGEMENTS FOR PARK DAY OR SIMILAR EVENT INITIAL BUDGET REVIEW – WHAT DOES THE COMMISSION FOR 2015? THANK YOU ADVERTISEMENT FOR THE FIRST HALF OF THE YEAR REVIEW CAPITAL IMPROVEMENT PLAN PARK DAY
WANT	
<input type="checkbox"/> JULY 17, 2014	NO MEETING SCHEDULED
<input type="checkbox"/> AUGUST 14, 2014	BUDGET REVIEW & RECOMMENDATIONS TO CITY MANAGER & CITY COUNCIL
<input type="checkbox"/> SEPTEMBER 18, 2014	FALL PARK WALK THROUGH AND BEACH WALK; ELECTIONS; SELECT KHP CLEAN UP DAY BUDGET DISCUSSION
<input type="checkbox"/> OCTOBER 17, 2014	KAREN HORNADAY PARK CLEAN-UP REVIEW AND APPROVE THE 2015 MEETING SCHEDULE THANK YOU ADVERTISEMENT FOR 2 ND HALF OF THE YEAR
<input type="checkbox"/> NOVEMBER 20, 2014	STRATEGIC PLAN REVIEW & PLANNING REVIEW OF KAREN HORNADAY MASTER PLAN & PROGRESS
DECEMBER 2014	NO MEETING SCHEDULED HAPPY HOLIDAYS!

PARKS AND RECREATION ADVISORY COMMISSION ANNUAL CALENDAR
FOR THE 2014 MEETING SCHEDULE

2014 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 2014 is as follows:

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

January 13, 27 2014	<u>Commissioner Steffy , Commissioner Brann</u>
February 10, 24 2014	<u>Commissioner Lillibridge, Commissioner Steffy</u>
March 10, 24 2014	<u>Commissioner Archibald, Commissioner Steffy</u>
April 14, 28 2014	<u>Commissioner MacCampbell, Commissioner Steffy</u>
May 12, 27 (Tues)	<u>Commissioner Brann, Commissioner Steffy</u>
June 9, 23 2014	_____
July 21 2014	_____
August 11, 25 2014	_____
September 8, 22 2014	<u>Commissioner Lowney</u>
October 13, 27 2014	_____
November 24, 2014	_____
December 8, 2014	_____

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.

Recreational Events for the Upcoming Month

Event	Date	Location
Sport, Rec & Trade Show	May 2-4, 2014	Soldotna
Kachemak Bay Shorebird Festival	May 8- 11, 2014	Homer
Homer Jackpot Halibut Derby	May 15- Sept 15, 2014	Homer
Kenai Peninsula Birding Festival	May 15-18, 2014	Kenai
Rodeo Round Up	May 24-25, 2014	Soldotna

This listing reflects all recreational events scheduled for the upcoming month on the Kenai Peninsula

