

**NOTICE OF MEETING  
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. AGENDA APPROVAL**
- 3. PUBLIC COMMENT UPON MATTERS ALREADY ON THE AGENDA** *(Three minute time limit)*
- 4. VISITORS** *(Visitors normally have 10 minutes for their presentation.)*
  - A. Adele Person, Public Arts Committee, Combining Efforts, Becoming Productive, Effecting Change
- 5. RECONSIDERATION**
- 6. ADOPTION OF CONSENT AGENDA** *All items on the consent agenda are considered routine and non-controversial by the Parks & Recreation Commission and are approved in one motion. There will be no separate discussion of these items unless requested by a Parks & Recreation Commissioner or someone from the public, in which case the item will be moved to the regular agenda and considered in normal sequence.*
  - A. Minutes for the Regular Meeting on August 20, 2015 **Page 3**
- 5. STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORT**
  - A. Staff Report - Julie Engebretsen **Page 13**
  - B. Parks & Recreation Annual Conference Status Update - Matt Steffy
  - C. Community Recreation Report - Mike Illg
  - D. Parks Management Report - Angie Otteson
- 6. PUBLIC HEARING**
- 7. PENDING BUSINESS**
  - A. Strategic Plan Update and Revisions **Page 19**
- 8. NEW BUSINESS**
  - A. Merging the Parks & Recreation Commission with the Public Arts Committee **Page 23**
  - B. Elections **Page 25**
  - C. Scheduling the Fall Park Walkthrough
  - D. It's Training Time! Robert's Rules Refresher Course **Page 27**
- 9. INFORMATIONAL MATERIALS**
  - A. Commission Annual Calendar 2015 **Page 29**
  - B. Commissioner Attendance at City Council Meetings 2015 **Page 31**
- 10. COMMENTS OF THE AUDIENCE**
- 11. COMMENTS OF THE COUNCILMEMBER** (If one has been assigned)
- 12. COMMENTS OF STAFF MEMBERS**
- 13. COMMENTS OF THE COMMISSION**
- 14. COMMENTS OF THE CHAIR**
- 15. ADJOURNMENT THE NEXT REGULAR MEETING WILL BE ON THURSDAY, OCTOBER 15, 2015** at 5:30pm in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska



Session 15-11 a Regular Meeting of the Parks and Recreation Advisory Commission was called to order on August 20, 2015 at 5:32 pm by Chair Matt Steffy at the Cowles Council Chambers City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

**PRESENT:** COMMISSIONERS ARCHIBALD, BRANN, LOWNEY, LILLIBRIDGE, ROEDL, STEFFY

**STAFF:** JULIE ENGBRETSSEN, DEPUTY CITY PLANNER  
MIKE ILLG, COMMUNITY RECREATION  
PATRICK LAWRENCE, ASSISTANT CITY MANAGER  
RENEE KRAUSE, DEPUTY CITY CLERK

**APPROVAL OF THE AGENDA**

Chair Steffy called for a motion to approve the agenda.

LILLIBRIDGE/BRANN SO MOVED

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

**PUBLIC COMMENT ON ITEMS ALREADY ON THE AGENDA**

Miranda Weiss, city resident, commented on the Boat House Pavilion Project and Plaza on the Homer Spit as a new project to include in the Capital Improvement Plan. She described the project and location for placement where the old Harbormaster’s Office currently stands and feels that this project will offer a community as well as welcome place for visitors to congregate, eat lunch, rest and view the harbor happenings. The building will be similar to the one over in Seldovia. Currently they plan to build it similar to the Karen Hornaday Playground project, fundraising through various avenues to raise the funds needed to build the facility.

Ms. Weiss fielded questions from the commission regarding parking spaces, if the Port and Harbor Commission was presented the idea. Assistant City Manager Lawrence commented that City Council could not accept the project unless it was supported by a commission.

**VISITORS**

Adele Person, Walkability and So Much More

Ms. Person spoke to the commission on the goal of making dedicated efforts to make the city walkable and bikeable. She has spoken to Councilmembers on spending some of the HART funds to accomplish some of those ideas. She explained that she has worked with Deputy City Planner Engebretsen, and community entities, they are working on the areas around West Homer Elementary, Homer Middle School and the Pratt area since these areas have small projects that could be completed and extension of the Soundview sidewalk.

In working with Julie she has pointed out the amounts to ask for from the HART funds; there is a

tremendous amount of support for these project. Ms. Person then described the proposed project for Heath Street with lane narrowing by putting bike lanes on each side of the road. There are funds; there is a plan so it should be simple. By using the funding that is available they can make a very big difference. She plans to encourage Council to expend the HART funds that they have on these projects. Next she spoke to the commission regarding have another symposium in October. She envisions more brass tacks where the community can point out where they want cross walks, bike lanes, etc. She is prepared to put her efforts for a Symposium in October if the Commission is so inclined

Ms. Person then introduced a project idea that Public Arts Committee was developing that if a business would contribute 50% and then it would be matched for Art Led Improvements specifically in the middle where it is a big concrete expanse with dilapidated storefronts and dead buildings. Soldotna has had success with its Storefront Program which is similar in context. Then if it develops a little further it may be a viable project for an ArtPlace Grant which was used for the project in Old Town.

Ms. Person introduced the idea of the Public Arts, and the Parks and Recreation Commission with possibly the Library Advisory Board combining to form a Parks, Art Recreation and Culture Commission. She emphasized the information that the needs assessment provided regarding consolidating the efforts to create a more powerful entity. She explained that the Public Arts Committee basically appoints committees to select art for a project, they have no funding and only meet quarterly so are not as effective as they could be; the Parks and Recreation Commission meets monthly, they have staffing, funding, and the Community Recreation program has art related programs, the Library has individual programs. She further provided other areas that would benefit the city and community overall by joining together.

Commissioner Archibald asked about the idea of purchasing the Jantzee property, Ms. Person was supportive of the idea leading that it would tie in well to connecting trails and believed it would be a wonderful use of HART funds if allowed.

Commissioner Lillibridge appreciated the overall energy and projects and felt it was very ambitious. She believed that it would take the community to make the change due to the economic climate.

Ms. Person responded that would be the idea of combining the efforts of the various groups because of the strength, she has presented the idea to the Public Arts Committee and they were supportive of the idea, the fiscal constraints upon the city now may possibly deactivate or reduce the meetings even more and that some of the benefits or actions are really staff responsibilities.

There was a brief discussion on waiting and having more discussion with all parties involved and that there is plenty of time and no discussion have been had regarding cutting of commissions, committees and or the Board at this time; the State project regarding Pioneer Avenue and the likelihood that will happen in the next 2 or more years; begin discussion on walkability; certain aspects is in the Planning realm and that body can take that on; that it was a good idea to work together and coordinate resources but there would be a hurdle on melding missions, how to address each groups projects and directives in one group effectively and efficiently. There was overall interest in the idea with hesitancy. Further comments on how other communities have libraries included into the Parks and Recreation.

## **RECONSIDERATION**

There were no items for reconsideration.

## **ADOPTION OF THE CONSENT AGENDA**

A. Minutes for the regular meeting of June 18, 2015

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

BRANN/ARCHIBALD - MOVED TO ADOPT THE CONSENT AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

## **STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS**

A. Staff Report – Julie Engebretsen, Deputy City Planner

Deputy City Planner Engebretsen commented to the Commission on Ordinance 15-29, which Council plans to vote down at the next Council meeting, she further stated that the Commission will have to contact a Council member to get a resolution before council on the other recommendations that were submitted to Council such as the signage, etc.

Commissioner Lillibridge requested clarification on the recommendations that the Commission worked so hard for so long is dead in the water.

Chair Steffy commented that was what Deputy City Planner Engebretsen was just explaining that they will need to ask a Council member to support a resolution or ordinance to get approved.

The Commission and Staff entertained discussion on the results and discussions that happened at the last Council meeting.

Deputy City Planner Engebretsen commented on the status of the city Budget which will entail more cuts and more taxes.

Further comments on the outcome and ensuing comments and emails resulting from the August 10<sup>th</sup> Council meeting ensued.

B. Parks & Recreation Annual Conference Update – Matt Steffy

Chair Steffy commented that all the commissioners are being drafted to help out at the conference. They are in need of drivers, and hand shakers. It is sort of like jury duty unless you are very ill there is no getting out of it. They are also seeking donations for the Silent Auction, which is a great way to advertise

a business so he asked the commissioners to solicit items from local businesses for the “Swag Bags” also.

Commissioner Lillibridge complimented the work and content of the conference and asked about dropping a donation off with the Clerk.

Chair Steffy did state that a number of participants are coming down the week before and staying after the conference so it means a lot of potential revenue making opportunity.

C. Community Recreation Report – Mike Illg

Recreation Specialist Illg commented on a Did You Know program available for all ARPA members which will be on advocacy training. He will check on the costs and information on the Did You Know programming and distribute it as soon as it is available.

Mr. Illg requested commissioners help on soliciting area businesses for goodies for the “swag bags” backpacks that will be given out at the conference. It was noted that items for 75 plus backpacks are needed.

Mr. Illg reviewed his report summary on the revenue provided by Community Recreation Programs, he would like to attend more meetings but he is kept really busy with all the programs they have which they cannot do without the volunteers that they have, he also requested the Commission to consider adding a Community Recreational Center to the CIP list even with the realization that the project would not be funded, one year it might. He cited the high percentage of responders to the Needs Assessment that is one of the things that is really needed.

He reported that they have the #1 Woman Pickle Ball players in the age bracket and 15 gold medals were brought back to Homer after the competition recently.

There will also be a Clothing Swap in September, but there will be more information posted soon. He provided the information that there is no monetary requirement, bring in one item, take home one item; donations will be accepted, age is so far up to 5 or 6 but may be extended to age 10. This will be the first time “Schwapping” event.

D. Parks Report – Angie Otteson

Ms. Otteson was not in attendance and did not provide a written report. Chair Steffy noted that staff was still very busy since the weather was great.

**PUBLIC HEARING**

There were no items for public hearing.

**PENDING BUSINESS**

A. Budget 2016

Deputy City Planner Engebretsen presented a summary of budget requests made for 2015 and denoted

what was funded and not funded. Staff recommendations were to request HART funding for the Soundview sidewalk from east of Forest Glen to Mullikin and stairs down from Main Street & Olson Lane to the beach. A motion will be required for any funding requests.

LOWNEY/STEFFY - MOVED TO REQUEST HART FUNDING FOR THE CONSTRUCTION OF THE SOUNDVIEW SIDEWALK FROM EAST OF FOREST GLEN TO MULLIKAN, SIGNAGE, CROSSWALK AND STRIPING FUNDS AND THE CLAHOUN LOWER TRAIL MAINTENANCE FUNDS.

There was a brief discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

The commissioners discussed pros and cons for construction of stairs down to the beach at Main Street and Olson Lane, including but not limited to was safety, creation of a park in that area, improving private property without easements, actual costs are known, and that the direction Council will take with the beach policy at this time is unclear and the existing trail provided by the landowner. Staff noted that no work has been done on the viability of a project in that location. There was no further discussion on the stairs project.

LOWNEY/LILLIBRIDGE - MOVE TO REQUEST \$5, 000 FROM HART FUNDS FOR PRELIMINARY INSTALLATION OF WOODARD CREEK TRAIL IN KAREN HORNADAY PARK.

There was a brief discussion on matching funds and to contact the group and a councilmember for support and have a solid amount to request since there is a funding source.

Commissioner Lowney and Lillibridge pulled the motion from the table to be resubmitted at the October meeting so that a more fleshed out project an amount can be requested at the advice of staff.

Chair Steffy called for a 5 minutes recess at 7:15 p.m. The meeting was called back to order at

#### B. Capital Improvement Plan Recommendations

Deputy City Planner Engebretsen provided a summary and the changes. The Commission is requested to submit 2 top projects. There are two new projects one is the Boat House Pavilion on the Homer Spit and the Community Recreation Center, which can be drafted up quickly for presentation. Staff provided some information that the Needs Assessment provided on a Community Recreation Center.

BRANN/LILLIBRIDGE - MOVED TO SUPPORT THE SCOPING AND RECOGNISANCE PROJECT FOR A COMMUNITY RECREATION MULTIUSE FACILITY.

There was a brief discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Commissioner Lillibridge commented on the benefits of supporting the Boat House Project and questioned if it was now or never decision. Staff provided some input that it is best to have a commission support a project, but not to feel pressured to include it, noting that it is not required to be one of this commission's top two projects either.

Commissioner Brann advocated adding the project fearing that if that parcel is used for parking that is all it will be used for in the future. Each commissioner offered their opinions on the project.

STEFFY/BRANN - MOVED TO INCLUDE THE BOAT HOUSE PAVILION PROJECT AS ONE OF THE COMMISSION'S TOP TWO PROJECTS.

Discussion on having this project as a top commission project was not fully supported by the whole of the commission, it was opined that they have consistently supported certain projects each year and to drop those for this project was at the recommendation of staff that they can submit a recommendation supporting the addition of the project a new motion was offered as follows:

STEFFY/ARCHIBALD – MOVED THAT THE PARKS AND RECREATION ADVISORY COMMISSION SUPPORTS THE INCLUSION OF THE BOAT HOUSE PAVILION AND PLAZA PROJECT IN THE CAPITAL IMPROVEMENT PLAN.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

ARCHIBALD/LOWNEY – MOVED TO HAVE KAREN HORNADAY PARK PHASE II AS ONE OF THEIR TOP PROJECTS FOR THE CIP LIST.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

LOWNEY/LILLIBRIDGE – MOVED TO ADD THE BAYVIEW PARK RESTORATION PROJECT AS ONE OF THE TOP PROJECTS OF THE COMMISSION.

There was a brief discussion on the amount of work needed to complete this project.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

There was no further discussion.



## **NEW BUSINESS**

### A. Update on the Strategic Plan with Needs Assessment Information

Chair Steffy introduced the item and asked for Staff to provide a brief overview. Deputy City Planner Engebretsen provided comment on the commission's role in supporting and recommending projects. Additional items discussed were:

- A PARC related speaker at each future meeting to provide a synopsis to the commission on the projects that the community is working on so they can determine how to lend support and not duplicate efforts.
- This will facilitate taking advantage of opportunities and not losing them
- Maintaining the current amount of funding for parks and community recreation during this budget process is the most pressing issue.
- Amending the bylaws to return to having the chair approve or deny agenda items to facilitate staff support by providing succinct direction for the commission to focus. If a commissioner wants an item on the agenda, background material should be provided, why the commissioner is requesting the item on the agenda and the action they would like the commission to take on the item, such as a policy or budget recommendation to Council. Topics that are not defined should not be presented to the commission for consideration. There should be community buy-in and a group who can bring the idea to fruition.

Ms. Engebretsen would like to review the Strategic Plan at the next meeting since right now it is full of construction projects but in this era of "no money" they need to work in some of the policy ideas about how to move forward, how they will consolidate leadership or support other organizations that are providing the services, how to keep the restrooms they have open, she believes that they are going to have more conversation and it will evolve dramatically this fall.

Chair Steffy stated that the Needs Assessment will become more of a toolkit as they progress; the Commission wanted the Assessment and should use it. The PARC group will be changing somewhat since the City has expressed that they do not wish to be the lead in that due to existing cuts in departments and more possible. He spoke about the benefits of having a speaker at meetings to talk about projects.

Commissioner Lillibridge commented on using the assessment since most items are data driven and to keep the emotion out of the discussion and always bring it back to the data that is in the document. She stated that the Assessment can be used as a foundation document.

Commissioner Lowney recommended striking the items that have been completed, changing things from the 3-5 year and 1-2 year. Chair Steffy advocated for postponing that action to the September meeting due to the late hour. Staff agreed with that action since that is one of the changes that are required.

### B. Woodard Creek Property Acquisition

Deputy City Planner Engebretsen explained that this project or idea has not been before the City Council or City Manager. She further explained that the HART funds have not been used to purchase property to be owned by another entity. Commissioner Archibald elaborated on the idea of purchasing the property

to daylight the Woodard Creek and provides trailhead for the trail system and offers the opportunity for connector route to Greatland Trail and the Middle School Trail. Staff requested the Commission to discuss the following:

Should HART funds be available for other organizations to purchase land for trail related activities within the city or on city lands outside the city?

Does the commission support using HART funds for the purchase of this specific property?

The Commissioners held a brief discussion on purchasing the parcel, other organizations that may be interested in purchasing the property but do not have funding, the City is currently putting all vacant parcels up for sale to get them back on the tax rolls; there may be other alternatives such as submitting a cost share proposal.

### **INFORMATIONAL MATERIALS**

- A. Commission Annual Calendar 2015
- B. Commissioner Attendance at City Council Meetings 2015

Chair Steffy noted that he plans to attend the next Council meeting. The commissioners joked about showing up in force with big guys with ear pieces. Commissioner Archibald wanted to pass on attending the meeting on Monday and Commissioner Lillibridge stated she would attend as her last act as a commissioner.

Chair Steffy will attend the September 14<sup>th</sup> and act as alternate for November and December meetings. Commissioner Brann will attend the October 12<sup>th</sup> and December 14<sup>th</sup> meeting. Commissioner Lowney will attend the November 23<sup>rd</sup> meeting.

- C. Fall & Winter Community Recreation Catalog

### **COMMENTS OF THE AUDIENCE**

Tom Zitzman, city resident, commented that there are many things he was unaware of that you can actually learn about by attending a meeting. He added that he believed they could find some wealthy Homer residents, and there are a lot of them, that would be interested in buying that land and donating it to the city for what they want to do, it would be really feasible to do as a charitable donation; he supported the Harbor Pavilion Project and believed it would be an asset to the Harbor and a place that people could enjoy the views of the Harbor. He congratulated Commissioners on receiving the award on the Water Trail; and then commented on the actions and comments at the Council meeting regarding Bishops Beach and the unprofessional-like comments from Council member Burgess that were directed to Mr. Steffy regarding his "rabid fervor". He hoped to never see that unprofessionalism at another Council meeting.

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

Deputy City Planner Engebretsen wished happy trails and happy retirement to Commissioner Lillibridge and MacCampbell. She further commented that what makes Homer, Homer is that typically they fight their way to consensus and it is not very productive most times; the community has changed some since the box store days, which was very contentious and took forever, and they did not want to talk about

box stores anymore, but she appreciates when people are constructive in their comments and looking for solutions and that those attribute will become more important as they talk about budget in the future; some days are more difficult than others in City Hall.

Recreation Specialist Illg thanked Commissioners Lillibridge and MacCampbell for their service; he spoke about needing sponsors to print the Trails Map again and the Community Recreation Catalogs has generated over \$1600.00 in advertising sponsors so the program is trying to be fiscally responsible as well.

Deputy City Clerk Krause commented on the idea of combining the commissions, committees and Board since there may be a possibility her position will be cut to part-time this will mean that there will not be the staff needed for meetings.

**COMMENTS OF THE COUNCILMEMBER** *(If one is present)*

**COMMENTS OF THE COMMISSION**

Commissioner Lillibridge handed in her resignation to the Clerk and commented that she will be relocating to Washington to be closer to her grandchildren, one being only 10 days old. So this will be her last meeting. She has enjoyed her tenure and working on the many projects. She will miss Homer but cannot miss the opportunity to be involved with her grandchildren as they grow up. She has learned so much about the Public process and was very thankful for all the support provided Renee, Julie and Mike. She enjoyed being able to say that she was a Commissioner! She wishes every one well and hopes that Arlington is not in the same fiscally constrained atmosphere as Homer.

Commissioner Roedl commented that it was a great working with everyone.

Commissioner Brann wanted to express his appreciation for the staff and that they could not do what they do with them. He wished the departing Commissioners well and thanked them for their service. Commissioner Brann then shared his thoughts he shared with the City Administrator regarding people do not like being taxed or told they “have to” pay so he suggested a voluntary view tax and that if people that enjoy their view they could pay a voluntary tax and maybe they will get enough to help get them through.

Commissioner Archibald thanked Trisha and wished her well and wherever Roger was hoped he was having fun too. He wanted to thank Renee and Julie as he was not sure they could manage without them and everything they do to keep them on track.

Commissioner Lowney thanked Trisha and it was fun, she was excited for Trisha and knew she was ready. Enjoy. She commented that Roger was at Salmonfest and he was having a great time, definitely enjoying his retirement. Commissioner Lowney commented on Ms. Person saying that they need to be creative with funding and not cut staff and positions; Commissioner Lowney agreed and she stated that if there was anything that they could do to help to let them know and she would gladly talk at Alice’s if it was easier; she spoke to Julie saying that they call her and Julie can turn that back to the commissioners and ask them to do tasks, just let them know she would be more than happy to help out if she can. She has pretty much attended every Council meetings since the beach policy went through and her greatest discouragement with the whole process is the direction that the conversation has gone and the

language to define it; she is not sure how to turn it around; and the language, the terms get thrown out and it creates a divide that cannot seem to be crossed. How do they get through this, she is not sure. She encourages the commission to have a second symposium and believes that it would be very beneficial to do this during the budget period. She will be gone for the September meeting in fact she leaves in a week and will be gone for a month to Spain.

**COMMENTS OF THE CHAIR**

Chair Steffy thanked Tricia for all her time and efforts on the commission. He is anxious to see who fills the two positions on the commission. He also encouraged a youth to fill the student chair and it was noted that if they were 18 they would actually be able to vote and be a part of the full commission. He encouraged all the commissioners to write to the City Manager to share how staff enhances the commission; that this commission relies heavily on the expertise and assistance to make this commission productive and efficient. He will see everyone at the meeting on Monday; don't forget your tomato shields and dark glasses.

**ADJOURNMENT**

There being no further business to come before the Commission, Chair Steffy adjourned the meeting at 8:35 p.m. The next **REGULAR MEETING IS SCHEDULED FOR THURSDAY, SEPTEMBER 17, 2015** at 5:30 p.m. at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

\_\_\_\_\_  
Renee Krause, CMC, Deputy City Clerk

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



## City of Homer

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To: Parks and Recreation Advisory Commission  
From: Julie Engebretsen, Deputy City Planner  
Date: September 9, 2015

Subject: September Staff Report

**FY 2015 budget update:** The Commission has about \$1493 left in the budget this year. The Commission had commented on spending money on the two types of dog waste bag dispensers: the stand alone versions for parks and city facilities, and the small individual dispensers. I have asked Public Works for an estimate on the stand alone for parks and city facilities. As those can be expensive, I was hoping to have a figure so we would know how much is left for purchasing the individual bag dispensers. As of packet time I don't have a response from Angie. I hope at the next meeting to have budget amounts for your approval. If there are any other items that you would like to see purchased this year, please say so at the September meeting.

### **Agenda Item 8A. Merging the Parks & Recreation Commission with the Public Arts Committee**

At this meeting, a member of the Public Arts Committee will speak with the Commission about merging this committee with the Parks and Recreation Commission. This item is also on the agenda so commissioners may discuss the issue, and ask questions. Staff can research the questions for a future meeting. Deputy City Clerk Krause provides staff support to the Public Arts Committee, and can also provide information.

Process: If both the groups agree to merge, they would both forward a recommendation to the City Manager to write an ordinance making changes to City Code Titles 2 and 18. The City attorney would draft the ordinance, and it would go to the City Council. If Council adopts the changes, the Commission would then amend the bylaws to reflect the public art duties.

**Agenda Item 8C: Fall walkthrough.** I recommend the Commission pick a few parks, and walk through on your own. With travel and work schedules, it has been difficult to find time for more than two or three commissioners to participate at the same time. I'm not sure its worth advertising and staff to attend with low Commissioner participation. Under the Open Meeting Act, up to three commissioners can get together and visit a park. I recommend Commissioners visit Bayview Park at the top of Main Street, Karen Hornaday Park, and a third location of your choosing. At the next meeting, Commissioners can comment on the park conditions.

**Attachments:** Parks and Recreation Advisory Commission FY 2016 budget requests



**CITY OF HOMER  
DEPARTMENT BUDGET REQUEST  
YEAR 2016**

Requesting Department Parks and Recreation Advisory Commission Date \_\_\_\_\_

Level of Need: Urgent  Essential  Necessary  Desirable

**Request for Additional Personnel:**  
 Position Title \_\_\_\_\_  
 Salary Range & Step \_\_\_\_\_  
 Full-time   
 Part-time  Hours Per Year \_\_\_\_\_

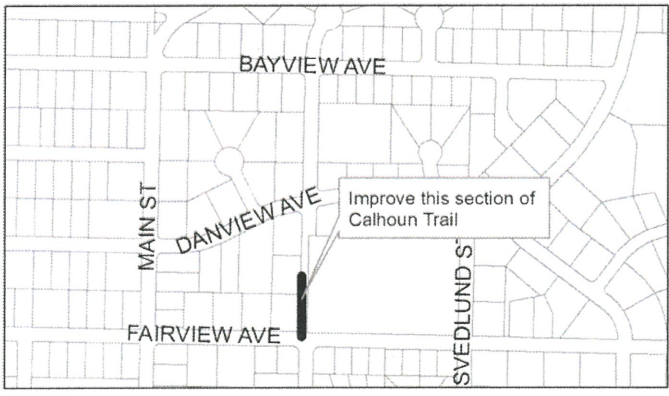
**Request Other Than Personnel:**  
 Description Calhoun Trail work  
 Fund Name: HART Trails

<b>(FINANCE DEPT WILL COMPLETE)</b>	
5101 Permanent Employees	_____
5102 Fringe Benefits	_____
5103 P/T Employees	_____
5104 Fringe Benefits P/T	_____
5105 Overtime	_____
<b>Total Personnel Cost</b>	_____

Account Name: HART Trails  
 Account # 165.375  
 Estimated Cost: \$5,000

**Justification:**

The lower portion of Calhoun Trail, north of Fairview and adjacent to the Coast Guard Housing, is steep and needs some reworking.



Requestor's Name: P&R Advisory Commission

Department Head Approval: \_\_\_\_\_

City Manager Recommendation: \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Comments \_\_\_\_\_  
 \_\_\_\_\_

**CITY OF HOMER  
DEPARTMENT BUDGET REQUEST  
YEAR 2016**

Requesting Department Parks and Recreation Advisory Commission Date 8/20/2015

Level of Need: Urgent  Essential  Necessary  Desirable

**Request for Additional Personnel:**  
 Position Title \_\_\_\_\_  
 Salary Range & Step \_\_\_\_\_  
 Full-time   
 Part-time  Hours Per Year \_\_\_\_\_

**Request Other Than Personnel:**  
 Description Pedestrian and Bicycle Improvement  
 Fund Name: HART Roads

<b>(FINANCE DEPT WILL COMPLETE)</b>	
5101 Permanent Employees	_____
5102 Fringe Benefits	_____
5103 P/T Employees	_____
5104 Fringe Benefits P/T	_____
5105 Overtime	_____
<b>Total Personnel Cost</b>	_____

Account Name: 160.766  
 Account #: 160.766  
 Estimated Cost: \$5,000

**Justification:**  
 Funding for narrow lane striping on Heath Street, improved striping and signage on Soundview near West Homer Elementary School, crosswalk at Soundview and Mullikin. Other signage and striping as budget allows.

Requestor's Name: P&R Advisory Commission

Department Head Approval: \_\_\_\_\_

City Manager Recommendation: \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Comments \_\_\_\_\_



**CITY OF HOMER  
DEPARTMENT BUDGET REQUEST  
YEAR 2016**

Requesting Department Parks and Recreation Advisory Commission Date 8/20/2015

Level of Need: Urgent  Essential  Necessary  Desirable

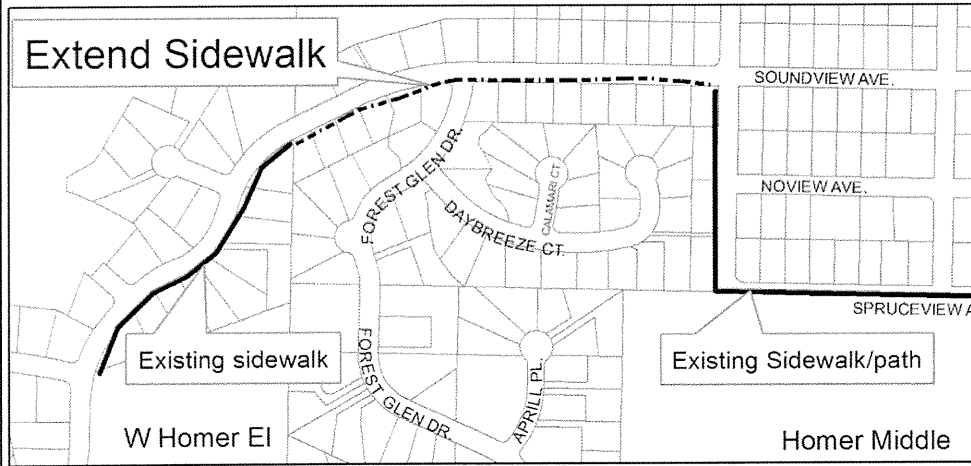
Request for Additional Personnel:  
 Position Title \_\_\_\_\_  
 Salary Range & Step \_\_\_\_\_  
 Full-time   
 Part-time  Hours Per Year \_\_\_\_\_

Request Other Than Personnel:  
 Description Soundview Sidewalk Extension  
 Fund Name: HART Roads

<b>(FINANCE DEPT WILL COMPLETE)</b>	
5101 Permanent Employees	_____
5102 Fringe Benefits	_____
5103 P/T Employees	_____
5104 Fringe Benefits P/T	_____
5105 Overtime	_____
<b>Total Personnel Cost</b>	_____

Account Name: HART Roads  
 Account # 160.766  
 Estimated Cost: \$75,000

**Justification: Extend existing sidewalk on Soundview Ave east, to Mullikin St. Provides pedestrian connection from just short of West Homer El, east to Bartlett.**



Requestor's Name: P&R Advisory Commission

Department Head Approval: \_\_\_\_\_

City Manager Recommendation: \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Comments \_\_\_\_\_





## City of Homer

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

Planning  
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Homer, Alaska 99603

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(p) 907-235-3106  
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To: Parks and Recreation Advisory Commission  
From: Julie Engebretsen, Deputy City Planner  
Date: September 9, 2015  
Subject: Strategic Plan

The PARC Needs Assessment has some specific recommendations, like expand multi-generational activities, have longer hours for programs and facilities, and more indoor activities.

But how do we get there? It's easy to say, "Well, let's build a community center" and all those things will come together; and that is true, but, we don't have to wait for a community center to make some of these things happen. The needs assessment and the 'new' strategic plan is less about accomplishing a single task, and more about the how we get there. The needs assessment also provides some criteria when people come up with new projects. If the project doesn't fit the criteria, then maybe the time is not ripe, or there just isn't enough support to continue.

Example: a dog park.

Great idea? Who doesn't love dogs in Homer? Let's build it or donate some land!...wait a minute....

Under the needs assessment criteria, what would a successful dog park look like?

- Large ORGANIZED user group. Not just everyone in town that loves dogs writing letters in support, but an organized nonprofit or businesses that are backing the project.
- A financial plan for designing, building, maintaining and managing the park.

Example: a weight room available to the public at an affordable price.

- Homer has the High school facility, which is pretty limited, both in equipment and availability.
- The Bay Club is a private facility that provides this service,
- Alaska Training Room is a newer business in Homer
- AND – a new weight training business has opened –The Homer Gym - AWESOME! They are also affiliated with a new martial arts training business.

Are these facilities free? No, but they provide a service that appears to be growing and does meet some of the demand in the community. Using the needs assessment, we see that private enterprise can and is providing this service – GREAT! More PARC for everyone! And, we can focus our city dollars on some other activity, either for lower income individuals, or another well-loved activity that does not have enough funding. (Park maintenance anyone? Part time CR position?)

How do we do the best we can with what we have? How can we align our commission activities with what the Community has said it wants? First step: talking with Public Arts to explore reducing commissions. Next steps: lobby for P&R and Community Rec funding during the budget cycle. Invite other groups to speak with the Commission so we can all work together.

Prospective invitees, (all directly related to the needs assessment, see sections starting on page 28 and page 32):

- Recreate Rec, Kate Crowley (indoor space)
- Session on Homer News calendar – how it works, how to use it
- Mike Illg, Community Rec, to explain how classes get organized, how Community Rec accommodates the classes people want to have.
- Pratt Museum/Homer Council on the Arts. Future repurposing of the Pratt building after the new building is built

**Attachment**

Strategic Plan (to be renamed)

## **Strategic Plan (lets change the name?)**

### **MISSION STATEMENT**

The Commission is established to advocate in an advisory capacity to the City Manager and the City Council on the problems and development of parks, recreation facilities and public beaches within the City.

### **GOALS OF THE COMMISSION** – What is the focus for the commission?

- To maximize the use of public resources (city)
- Look for and take advantage of opportunities for the private sector to fill gaps;
  - Example: Can another entity, public or private do it? Is there a specific reason the city should take it on, and what will we have to give up to do it?
- Explore new ways to improve the efficiency and coordination of providing PARC resources and related information sharing;
  - Example: Can we reduce boards and commissions? Can we better utilize interested people for more results? (Do we have so many boards and commissions community wide that it's a struggle to fill them?)
  - Example: Better calendar information (in progress with MAPP +Homer News)
- Maintain existing facilities while developing funding strategies for highest priority future expansion or renewal projects.
  - Example: Keep HERC open for the next 5-10 years, while planning for a future facility and the tax base to pay for it.

### ***How will this be accomplished?***

- Expand the tax base
- Collaborate and form partnerships
- Prioritize the needs/demands – how do we do that?

### **Priorities HAVE:**

- 1) Broad support from multiple user groups and the general public and therefore would directly serve the largest portion of the community,
- or 2) High level of support from one or more organized user group(s) and therefore a project champion, although it would directly serve a smaller subset of the community.

### **Priorities should also:**

- 1) Contribute to the economic vitality of the community.
- 2) Bring together multiple organizations and user groups (such as seniors and youth).
- 3) Support the capacity and mission of existing organizations.
- 4) Be affordable to users.
- 5) Be able to be staffed and maintained.
- 6) Have a user group.
- 7) Be physically accessible to community members, in a central location, and complement adjacent land uses (if applicable).
- 8) Include both passive and active recreation together.





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## Memorandum

TO: PARKS AND RECREATION ADVISORY COMMISSION

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: SEPTEMBER 10, 2015

SUBJECT: MERGING THE COMMISSION AND THE PUBLIC ARTS COMMITTEE

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*Excerpt from Staff Report:*

*This item is also on the agenda so commissioners may discuss the issue, and ask questions. Staff can research the questions for a future meeting. Deputy City Clerk Krause provides staff support to the Public Arts Committee, and can also provide information.*

*Process: If both the groups agree to merge, they would both forward a recommendation to the City Manager to write an ordinance making changes to City Code Titles 2 and 18. The City attorney would draft the ordinance, and it would go to the City Council. If Council adopts the changes, the Commission would then amend the bylaws to reflect the public art duties.*

A discussion was had by the members of the Library Advisory Board on September 1, 2015. The idea to merge was received hesitantly by the Boardmembers with the exception of one who was supportive in combining efforts. Questions were raised regarding how this would be done and how the focus of the new combined commission would work being that there was a lot more than just the programs that the Library provides to the community.

Overall, the Board was not too receptive to the idea. Ms. Person did have a meeting scheduled with the Library Director to discuss the idea. I am sure she will share information during her presentation to the Commission.

RECOMMENDATION:

Discuss the idea. Make a recommendation in support or not of the idea or Request Staff to provide additional information as needed for the October meeting.







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## Memorandum

TO: PARKS AND RECREATION ADVISORY COMMISSION

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: SEPTEMBER 10, 2015

SUBJECT: ELECTIONS

---

The Parks and Recreation Advisory Commission holds the annual elections for Chair and Vice Chair positions during the regular meeting in September.

### Procedure:

Chair opens the floor for nominations of Vice Chair. Nominations are made. Upon hearing no additional nominations the Chair closes the nominations.

The Chair can call for a show of hands or a secret ballot. If there is only one nominee or the current Vice Chair, then as a courtesy the Chair usually inquires if that commissioner accepts the nomination and if so it is by consensus of the commission that they are elected to the position.

Chair will then open the floor for nominations of Chair. Nominations are made. Upon hearing no additional nominations the Chair will close nominations.

As previously done, the vote can be conducted by a show of hands or secret ballot. If the existing Chair is nominated and there are no additional nominees and agrees to serve as chair again then it is by consensus of the commission that they are elected to serve as Chair.

### RECOMMENDATION:

Informational in Nature.





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## Memorandum

TO: PARKS AND RECREATION ADVISORY COMMISSION  
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK  
DATE: MAY 15, 2015  
SUBJECT: IT'S TRAINING TIME! ROBERT'S RULES REFRESHER COURSE

---

Even though it's the nature of meetings to have more said than done, Robert's Rules helps keep things on track by requiring that no discussion be undertaken until somebody proposes an idea for action. It's through motions that everything your group ever accomplishes gets its start. The length of time you discuss something and the ultimate decision your group makes are both based on your members' use and understanding of the nature of the different types of motions, their relationships to each other, and how the different motions are best used as your tools for effective decision-making.

That said, one of the first things to review is how to have productive discussions.

Until a motion is made, seconded, and stated by the chair, no discussion is in order. This rule of "motion before discussion" saves valuable meeting time. When you start off with a definite proposal — "I move that . . ." — your group discusses the motion's merits and all the details necessary to make a decision. And during the discussion, you and the other members are free to alter your motion as much as necessary before reaching the final decision. This process is much more productive than just starting off jabbering about some vague idea hoping to work it out as you go, and then getting around to making a motion summarizing what you think you may have just proposed.

Another tactic to assist in a productive meeting is allowing each member to offer two comments on the motion being considered. This allows everyone the opportunity to voice opinions on the motion.

Brainstorming is great, but you need to do it outside of your business meeting (up to three commissioners only please.) Time is limited, and often many decisions need to be made at the meeting in a reasonable time. The rule requiring you to have a motion on the floor before discussing it means that you have to be responsible and have your idea fairly well thought out before turning it over to the group for its consideration.

The following page is a cheat sheet on the motions and when they apply:

RECOMMENDATION:

Informational in Nature. No Action Required.

Motions come in all types and sizes, but they fall into a couple basic categories:

A main motion introduces a new subject for discussion and action. A main motion says: Let's do this about that. The main motion is the starting point on the way to making a group decision.

Secondary motions offer different approaches to consider in the discussion of the main motion. A secondary motion says: Let's do that this way. Secondary motions fall into one of the three classes:

Subsidiary motions apply directly to a pending main motion (or pending secondary motion) and help the group arrive at a final decision on the main motion. A subsidiary motion says: Let's do this along with the main motion.

For example, the motion to Refer the main motion to a committee. You use it when you don't want to spend all night talking about something that could be done at another time by people who are interested in working out the details.

Privileged motions deal with things relating to the comfort of the assembly or other situations so important they may interrupt pending business and must be decided immediately by the chair or by the members without debate. A privileged motion says: Let's do this even though there is a pending main motion.

Incidental motions are motions that generally deal with procedures and help process other motions. An incidental motion says: Let's do this to better handle the pending motion. You use incidental motions to help the group go about conducting its business in meetings.

Some additional motions that get used are:

Moving to "Table the Motion": Many people think tabling a motion is tantamount to killing it, but the motion to *Lay on the Table* is used to set a pending motion aside temporarily in order to take up something else more pressing or urgent. If you want to kill a main motion, you move to Postpone Indefinitely.

*"Tabling it until next month"* This is a misuse of the word table. What the member who makes this proposal really wants to do is to Postpone to a Certain Time, not Lay on the Table.

Wasting breath on "So moved": If you just say, "I so move," or "So Moved," in response to the presiding officer saying, "The chair will entertain a motion to take a recess," for example, you haven't actually made a motion. The Chair is requesting a motion from the body.

When you make a motion, propose your action as exactly and specifically as you can. Leave no doubt as to what it is you're asking the commission to agree to.

**PARKS AND RECREATION ADVISORY COMMISSION ANNUAL CALENDAR**  
**FOR THE 2015 MEETING SCHEDULE**

<b><u>MEETING DATE</u></b>	<b><u>SCHEDULED EVENTS OR AGENDA ITEM</u></b>
<input type="checkbox"/> MARCH 19, 2015	LAND ALLOCATION PLAN REVIEW & RECOMMENDATIONS TO COUNCIL UPDATE ON PARK & RECREATION SYMPOSIUM – HOMER...ON THE MOVE
<input type="checkbox"/> APRIL 16, 2015	SELECT SPRING PARK &/ OR BEACH WALK THROUGH FINAL REPORT ON PARK & RECREATION SYMPOSIUM – HOMER...ON THE MOVE
MAY 4, 2015 SPECIAL	TENTATIVE PUBLIC HEARING ON DRAFT RECOMMENDATIONS TO UPDATE BEACH POLICY
<input type="checkbox"/> MAY 21, 2015	WORKSESSION SPRING PARK AND/OR BEACHES WALK THROUGH FINAL REVIEW, PUBLIC HEARING AND RECOMMENDATION TO COUNCIL ON PROPOSED CHANGES TO THE BEACH POLICY
<input type="checkbox"/> JUNE 18, 2015	INITIAL BUDGET REVIEW – WHAT DOES THE COMMISSION WANT FOR 2016? THANK YOU ADVERTISEMENT FOR THE FIRST HALF OF THE YEAR REVIEW CAPITAL IMPROVEMENT PLAN
<input type="checkbox"/> JULY 16, 2015	NO MEETING SCHEDULED
<input type="checkbox"/> AUGUST 20, 2015	BUDGET REVIEW & RECOMMENDATIONS STRATEGIC PLANNING
<input type="checkbox"/> SEPTEMBER 17, 2015	FALL PARK WALK THROUGH AND BEACH WALK; ELECTIONS; SELECT KHP CLEAN UP DAY BUDGET DISCUSSION
<input type="checkbox"/> OCTOBER 15, 2015	KAREN HORNADAY PARK CLEAN-UP REVIEW AND APPROVE THE 2016 MEETING SCHEDULE THANK YOU ADVERTISEMENT FOR 2 <sup>ND</sup> HALF OF THE YEAR
<input type="checkbox"/> NOVEMBER 19, 2015	STRATEGIC PLAN REVIEW & PLANNING
DECEMBER 2015	NO MEETING SCHEDULED
	HAPPY HOLIDAYS!

**PARKS AND RECREATION ADVISORY COMMISSION ANNUAL CALENDAR**  
**FOR THE 2015 MEETING SCHEDULE**

**2015 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 2015 is as follows:

January 12, 26 2015	<u>Commissioner Archibald</u>
February 9, 23 2015	<u>Commissioner Archibald, Commissioner Steffy</u>
March 9, 23 2015	<u>Commissioner Brann, Commissioner Steffy</u>
April 13, 27 2015	<u>Commissioner Lowney, Commissioner Lillibridge</u>
May 11, 26 (Tues)	<u>Commissioner Steffy, Commissioner Archibald</u>
June 8, 22 2015	<u></u>
July 20 2015	<u>Commissioner Roedl</u>
August 10, 24 2015	<u>Commissioner Lillibridge</u>
September 14, 28 2015	<u>Commissioner Steffy</u>
October 12, 26 2015	<u>Commissioner Brann</u>
November 23, 2015	<u>Commissioner Lowney (ALT) Commissioner Steffy</u>
December 14, 2015	<u>Commissioner Brann (ALT) Commissioner Steffy</u>

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.







