



City of Homer

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Memorandum Supplemental Packet

TO: PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION
FROM: RENEE KRAUSE, MMC, DEPUTY CITY CLERK II
DATE: AUGUST 18, 2021
SUBJECT: SUPPLEMENTAL PACKET

CONSENT AGENDA

A. Regular Meeting Minutes for June 17, 2021

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Session 21-06, a Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order by Chair David Lewis at 5:30 p.m. on June 17, 2021 via Zoom Webinar from the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS LOWNEY, HARRALD, GALBRAITH, FAIR, LEWIS, ARCHIBALD, AND ROEDL (arrived at 6:55 p.m.)

STAFF: COMMUNITY RECREATION MANAGER ILLG
PUBLIC WORKS DIRECTOR KEISER
DEPUTY CITY CLERK TUSSEY
SPECIAL PROJECTS & COMMUNICATIONS COORDINATOR CARROLL
PARKS SUPERINTENDENT STEFFY

AGENDA APPROVAL

Chair Lewis called for a motion to approve the agenda.

FAIR/LOWNEY MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

Chair Lewis allowed comments by the Homer Drawdown members in attendance on matters that were not on the current agenda but were previously discussed at the commission's May 20th meeting.

Rika Mouw and Asia Freeman, members of the Homer Drawdown, provided a brief PowerPoint presentation about Homer Drawdown's peatland mural project proposal for the Homer Airport Terminal. They addressed concerns that had previously been brought up by the commission.

VISITORS/PRESENTATIONS

RECONSIDERATION

CONSENT AGENDA

A. May 20, 2021 Regular Meeting Minutes

Chair Lewis read the Consent Agenda into the record and requested a motion to approve the agenda.

LOWNEY/HARRALD MOVED TO APPROVE THE CONSENT AGENDA.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Community Recreation Report - Recreation Manager Illg
i. Updates to KPBSD Face Covering Guidance for Summer Programs

Community Recreation Manager Illg reviewed his written staff report with the commission, highlighting the following topics:

- Reopening of City facilities and updates on mask requirements for both the City and Kenai Peninsula Borough School District (KPBSD)
- Partnered summer programming and events with the KPBSD
- Upcoming outdoor community recreation programs
- Coordinating efforts for the upcoming Spit Run
- Budget request for the funding of a part-time Community Recreation assistant

Parks Superintendent Steffy joined the meeting at 5:51 p.m.

- B. Parks & Trails Maintenance Report - Parks Superintendent Steffy

Parks Superintendent Steffy spoke to his staff report that was provided as a laydown item, noting the following:

- Recent activities at the different park facilities and over Memorial Day weekend
- Installation of the first memorial bench on the Spit and upcoming planned installations
- Update on the Mural Community Committee efforts; will keep the commission updated on when that will come back to them for approval
- Parks preparation efforts for the upcoming Peony Festival
- Coordinating with Friends of the Homer Skate Park on the installation of new equipment at the skate park
- City trail improvements, including the new ADA ramp on Poopdeck trail, signage at Bishops Beach, and collaborations with Corvus Designs on the wayfinding and streetscape project

In response to questions from Commissioner Lowney, Parks Superintendent Steffy and Deputy City Clerk Tussey spoke to the no-parking on the west side of the Spit and provided an update on the parking situation and current issues. A parking study is currently in the works with the Port and Harbor Advisory Commission (PHC), and PARCAC should be clued in on those conversations when the PHC has the parking study plan on their agenda. Mr. Steffy also spoke to current work being conducted on City trails by a private individual who has been clearing them. Community Recreation Manager Illg gave an update on future work with the HERC.

C. Public Works Director Report - Jan Keiser, PE

Public Works Director Keiser provided a verbal report, commenting on the wayfinding-streetscape plan pop-up events that took place with Corvus Designs, Capital Improvement Plan projects related to parks, and the final budget approval at the June 28th City Council meeting. Ms. Keiser spoke to the variety of improvements Public Works is making to the airport and her support of the Homer Drawdown efforts to install murals on the building.

Commissioner Archibald inquired on what the large pipes were at Karen Hornaday Park. Ms. Keiser said they are the new culverts for the culvert replacement project.

At the request of Commissioner Lowney, Ms. Keiser facilitated discussion with the commission regarding Homer Accelerated Water Sewer Program (HAWSP) funds. At the last City Council meeting, Mayor Castner had voiced his disapproval of using HAWSP funds for the replacement of the Karen Hornaday Park restrooms. This would cause a delay of the restroom replacement until another source of funding is secured and we see what kind of support can be found from councilmembers.

PUBLIC HEARING

PENDING BUSINESS

- A. 2021 Beach Policy Update – Beach Policy Workgroup Recommendations
- i. DRAFT 2021 City of Homer Beach Policy & Management Plan
 - ii. 2017 City of Homer Beach Policy

Chair Lewis introduced the item by reading the title and opened the floor for discussion.

Commissioner Lowney provided a summary of what the Beach Policy Work Group worked on and the changes they submitted to Deputy City Clerk Tussey for compilation into the draft document. She went over what primary changes were made and what amendments still need to be considered.

The commission and City staff discussed the following:

- The new layout and formatting of the revised draft document.
- Signage on berms regarding the removal of driftwood.
- Means of educating the public through the use of signs, maps, written/online materials, and curriculum materials to the local schools.
- Enforcement and funding:
 - Setting the budget line items for signage maintenance
 - If Chief Robl needs to be included in the conversation at a future meeting
 - Clarifying the purpose of this document as policy and a management plan; what is already established in City code should be referenced, not incorporated into the plan
- Updating the appendices and maps; Appendix A and B provide historical information and should be preserved, but whether they should be included in the policy document.

With the large number of questions and suggested amendments, the commission discussed whether they should review the document page-by-page and discuss each question/amendment at this meeting, or take more time to review the revisions and come back for a July Worksession. Concerns were raised over the timing; some commissioners wished to have more time to address their questions while others felt the commission had already spent several meetings working on the policy rewrite and a postponement would mean a final approval would not happen until their August meeting. The commission agreed to go through each page with staff making their amendments throughout the discussion, and at the end they would determine if they are ready for approval or to schedule a July worksession.

Commissioner Roedl joined the meeting at 6:55 p.m.

Deputy City Clerk Tussey facilitated discussion with the commission and staff, responding to questions and concerns, and made their proposed amendments to the draft policies page-by-page.

LOWNEY/ARCHIBALD MOVED TO ACCEPT THE BEACH POLICY DOCUMENT, AS AMENDED, THROUGH THE TITLE PAGE TO PAGE 11.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

In response to Commissioner Harrald's question, Ms. Tussey clarified that the motion just made did not include a recommendation to City Council. Another motion will be needed to do a final approval and send it on to Council.

LOWNEY/ARCHIBALD MOVED TO HOLD DISCUSSION ON APPENDIX A AND B IN AUGUST.

Commissioner Lowney inquired if they held discussion on the appendices later, if the rest of the document could still be sent to Council for approval, or do we want to get through the appendices before approval. Ms. Tussey noted that the policy gets approved by resolution, so the commission would essentially be sending and having Council approve two separate resolutions, which is doable but ideally it would be nice to have one complete document approved by one resolution.

Discussion ensued on the commission not being prepared to fully discuss the appendices at this meeting, and to wait until August to hold that discussion. Ms. Tussey pointed out her staff recommendation in the memo was to remove the appendices from the policy document and be reformatted into a stand-alone document that the commission reviewed on an annual basis. That way they would not have to update their beach policies via resolution every time they want to update the list of public beach access points.

The commission discussed having the list of access points as a separate document, ensuring the information and notes are kept for historical purposes, and maintaining the list like a database that gets regularly updated every three years after the commission conducts a walk-through.

VOTE: OBJECTION: UNANIMOUS CONSENT.

Motion failed.

At the request of Commissioner Lowney, Ms. Tussey clarified that if the commission goes ahead with having a list of public beach access points as they discussed, then part of that is merging Appendices A and B into a single list that would be a stand-alone document. Otherwise if any changes are made to the notes, then they would have to send the whole document back to Council every time they made amendments. Commissioner Fair further clarified with staff which pages would be removed from the policy and that the overview map would remain.

FAIR/ARCHIBALD MOVED TO REMOVE APPENDICES A AND B AND SET THEM ASIDE AS A STAND-ALONE DOCUMENT FOR THE REGULAR REVIEW OF BEACH POLICY.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Commissioner Archibald suggested if the commission would like to include a one-page list of public access points that are currently in use, are safe, and lists just a few pros/cons or discussion about the use of it. Commissioner Lowney recommended they do not only from the standpoint that any changes that they make to the list would have to go to Council for approval.

Deputy City Clerk Tussey commented that a final motion is still needed to approve everything, and to make sure to include the full title since they are proposing to Council a new title of the beach policies.

FAIR/LOWNEY MOVED TO APPROVE THE CITY OF HOMER BEACH POLICY AND MANAGEMENT PLAN WITH AMENDMENTS AND RECOMMEND TO CITY COUNCIL FOR ADOPTION.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS

- A. City of Homer Draft 2022-27 Capital Improvement Plan (CIP)
 - i. DRAFT 2022-2027 Capital Improvement Plan

- ii. "Everything You Always Wanted to Know about the CIP" FAQs
- iii. CIP Project Nomination Form

Chair Lewis introduced the item by reading the title and deferred to Special Projects and Communications Coordinator Carroll.

Ms. Carroll spoke to her memo and provided an overview of the draft 2022-27 Capital Improvement Plan (CIP), its purpose for funding access, and which sections of the CIP are specific to parks and recreation. She asked the commission to make a motion to City Council if they had any recommendations to add and/or remove projects from the CIP, and to make a motion recommending their #1 and #2 Legislative Priority Projects.

The commission discussed the CIP and what their recommendations would be. Ms. Carroll helped facilitate discussion, responding to questions from the commission, on the following topics:

- Keeping the Karen Hornaday Park bathroom project in the CIP.
- Process for adding the Bishop's Beach bathroom project to the CIP; Public Works Director Keiser noted that this project is already in the Public Works CIP, and while there is some overlap we could add it to the City CIP as well.
- Clarification on the structure of the CIP discussion.
- Leaving their top priorities as they are since the commission has worked on them for years now; difficulties with setting preferred projects at higher priorities due to budget/funding limitations.

LOWNEY/FAIR MOVED TO NOMINATE MAIN STREET SIDEWALK PROJECT AS OUR #1 PRIORITY.

Commissioner Harrald voiced her support to have the Multi-Use Community Center as top priority and how it would be a great resource for the community.

Commissioner Archibald commented on if there were any other funding sources for the restroom projects. He opined that they are important and have become a big issue. Ms. Carroll assured the commission, as a staff person who works on funding mechanisms for projects outside of the City's budget, that all projects in the CIP are up for consideration if a funding opportunity presented itself; so by virtue of the Karen Hornaday Park restroom not being the top priority it would not be overlooked if there was a funding source.

Commissioner Roedl asked if they already had funding for the Main Street Sidewalk project. Public Works Director Keiser explained that the City has construction funds for the project in the Public Works' 5-year CIP, and the City Manager is recommending to Council the allocation of \$1.1 million from the Homer Accelerated Roads and Trails (HART) funds at their June 28th meeting.

Ms. Carroll added that given the City's fiscal year change, it made the CIP presentation to the commission tricky. She suggested the commission propose a third high priority project in the case that the Main Street Sidewalk project gets funded.

There was discussion between commissioners and staff on the motion currently on the floor, and on leaving the Main Street Sidewalk project as their top priority until it's actually funded/approved by City Council.

VOTE: YES: LEWIS, LOWNEY, ARCHIBALD, LEON, FAIR, ROEDL
NO: HARRALD

Motion carried.

In response to Chair Lewis asking what else needs to be done, Ms. Carroll recommended the commission choose a second priority project, and potentially a third which would move into the #2 position if the Main Street Sidewalk project gets funded through the City's capital budget.

LOWNEY/FAIR MOVED TO PUT THE MULTI-PURPOSE COMMUNITY CENTER AS OUR SECOND PRIORITY AND KAREN HORNADAY PARK IMPROVEMENTS AS OUR THIRD PRIORITY TO THE CIP.

Commissioner Archibald clarified with Ms. Carroll that the Karen Hornaday Park Improvements project is in the CIP but not in the legislative priorities section, and what the motion would be doing.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Special Projects and Communications Coordinator Carroll explained how she and Public Works Director Keiser are working to align the City's CIP with Public Works' 5-year CIP to ensure department-specific projects support one another. The important information they need next from the commission is which of the CIP-eligible projects listed in her memo would the commission like to see in the CIP. She requested commissioners send her their thoughts and suggestions to be incorporated into her CIP draft, that way they don't take up more meeting time.

HARRALD/ARCHIBALD MOVED TO EXTEND MEETING UNTIL 8:15 P.M.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Commissioner Archibald inquired on including the Bishops Beach facility into the CIP. Ms. Carroll explained how the commission would make a recommendation to Council and then staff would prepare the project description for the CIP.

ARCHIBALD/ROEDL MOVED TO PUT THE BISHOPS BEACH RESTROOM FACILITY IMPROVEMENTS INTO THE CIP.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Ms. Carroll asked if the commission had any other project proposals or recommendations for Council to adopt into the CIP. Commissioner Harrald voiced concerns that this agenda item is being rushed, and that more time should be given for CIP review. She commented how in the past the commission has put a lot of work and consideration into their recommendations. She noted how some projects, like the ADA improvements to City facilities and trails, are valid to what PARCAC does and it's hard to not have any discussion on that.

Chair Lewis spoke to the ADA Compliance Committee's efforts to assess the current parks and trails on accessibility. He attended their last meeting as the commission's representative, and what upcoming meetings will be taking place.

Ms. Carroll commented that while the layout of the CIP is based on department or interest, the commission can discuss all of the projects. At this time she is just looking for their new project and priority recommendations to Council. She noted that commissioners can still reach out to her after the meeting to provide feedback and that a more complete draft could be brought to the commission at their August meeting.

Discussion ensued between commissioners and Ms. Carroll on how the commission could show their support for the ADA improvement projects in the CIP.

The commission agreed to have the revised CIP draft at the August meeting.

- B. Diamond Creek Management Plan Annual Review
 - i. Diamond Creek Recreation Area Multi-Resource Management Plan – May 2013

Chair Lewis introduced the item by reading the title and requested a motion to postpone the Diamond Creek Management Plan Annual Review to the August meeting.

ARCHIBALD/LOWNEY MOVED TO POSTPONE THE DIAMOND CREEK MANAGEMENT PLAN ANNUAL REVIEW UNTIL AUGUST.

Commissioner Harrald noted the recommendation was just to review the plan. Chair Lewis commented that the review may be short or long, but can still be reviewed in August.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- C. Letter to the Editor Topics

Chair Lewis introduced the item by reading the title and deferred to Commissioner Fair since he usually writes those letters.

Commissioner Fair commented that he is fine with waiting until the August meeting.

INFORMATIONAL MATERIALS

- A. Memo to City Council Re: PARCAC's Recommendation on Ordinance 21-26
- B. Wayfinding-Streetscape Plan Project "Discovery Week" Event Flyer
- C. City Manager's Report for May 24, 2021 Council Meeting
- D. PARCAC 2021 Meeting Calendar & City Council Meeting Attendance

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Deputy City Clerk Tussey commended the commission for getting through such a large meeting.

Parks Superintendent Steffy commented on the length of time on rewriting the beach policies and the amazing amount of work Deputy City Clerk Tussey did to completely redo the document.

Community Recreation Manager Illg had no comments.

COMMENTS OF THE CITY COUNCILMEMBER

COMMENTS OF THE COMMISSION

Commissioner Roedl thanked staff for all the work put into this meeting and would appreciate it if we could have meetings in person again.

Commissioner Fair reiterated Mr. Roedl's comments, and perhaps they meet in person in August.

Commissioner Harrald thanked Deputy City Clerk Tussey for her work on the Beach Policy and Management Plan.

Commissioner Archibald thanked Deputy City Clerk Tussey for her work on the Beach Policy and Management Plan, noting he had heard from another commission that it was good work.

Commissioner Lowney commented it was a good meeting and thanked Deputy City Clerk Tussey for the work she put into the new beach policy.

There was brief discussion on who would be reporting at the next City Council meeting; Commissioner Harrald volunteered to report.

COMMENTS OF THE CHAIR

Chair Lewis commented that he will be doing the parks, trails, and campground walk-throughs with the ADA Compliance Committee, and thanked Deputy City Clerk Tussey.

ADJOURNMENT

There being no further business to come before the Commission the meeting adjourned at 8:15 p.m. The next regular meeting is scheduled for Thursday, August 19, 2021 at 5:30 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

RACHEL TUSSEY, CMC, DEPUTY CITY CLERK

Approved: _____