

**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. AGENDA APPROVAL**
- 3. PUBLIC COMMENT UPON MATTERS ALREADY ON THE AGENDA**
- 4. VISITORS (10 minute presentation, 5 minutes Q&A)**
- 5. RECONSIDERATION**
- 6. ADOPTION OF CONSENT AGENDA** *All items on the consent agenda are considered routine and non-controversial by the Parks Art Recreation & Culture Advisory Commission and are approved in one motion. There will be no separate discussion of these items unless requested by a 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 from October 25, 2018 Regular Meeting** **Page 3**
- 7. STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORT (20 minute limit)**
 - A. Staff Report – Julie Engebretsen, Deputy City Planner**
 - B. Community Recreation – Mike Illg, Recreation Manager**
 - C. Parks Report – Matt Steffy, Parks Maintenance Coordinator**
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS (10 minutes)**
 - A. Final Review and Recommendations on the Letter to the Editor Submission**
- 10. NEW BUSINESS (10 minutes per item)**
 - A. 2019 Meeting Schedule** **Page 13**
 - B. Review of Municipal Art Collection and 1% for Art Policies** **Page 19**
- 9. INFORMATIONAL MATERIALS**
 - A. Commission Annual Calendar 2018** **Page 29**
 - B. Commissioner Attendance at City Council Meetings 2018** **Page 30**
- 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, FEBRUARY 21, 2018** at 5:30pm in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska

Session 18-09 A Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order on October 25, 2018 at 5:32 pm by Chair Ingrid Harrauld at the Cowles Council Chambers City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS LOWNEY, SHARP, LEWIS, FAIR, ARCHIBALD, AND SALZMANN

TELEPHONIC: COMMISSIONER ROEDL

ABSENT: COMMISSIONERS ASHMUN AND WALLS (EXCUSED)

STAFF: DEPUTY CITY PLANNER ENGBRETSSEN
DEPUTY CITY CLERK KRAUSE
PARKS MAINTENANCE COORDINATOR STEFFY

The Commission met at the Nick Dudiak Fishing Lagoon Campground and Ben Walters Parks for the annual Fall Park/Beach Walk Thru from 4:00 p.m. to 5:00 p.m. prior to the meeting.

APPROVAL OF THE AGENDA

Chair Harrauld called for a motion to approve the agenda.

LOWNEY/LEWIS – MOVED TO APPROVE THE AGENDA.

There was a no discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT ON ITEMS ALREADY ON THE AGENDA

VISITORS

A. Mayor Castner, Report to the Commission on Goals

Mayor Castner explained that he intended to meet with all the Commissions and Board within the first month of his term. He then outlined for the Commission the duties and powers of a Mayor in a first class city.

Mayor Castner reviewed his campaign statement of not voting to break ties on policy matters and not issuing proclamations and recognitions. He proceeded to state that it leaves his position as the Mayor “downstream” of policy decision making.

Mayor Castner stated that the first thing downstream of policy making is the budget and he will be very active in that process and the next thing is how policy trickles down through the city personnel and through the Board and Commissions. He stated his belief to effect policy is that it should be a trickle up process.

Mayor Castner recommended that the Commission find a champion on City Council to bring issues forth at

the Council level and as a presiding officer he controls the agenda so if there is anything that the Commission would like to see on the agenda to let him know and he will make sure it stays front and center before Council. He believes that the Commissions bring better and more accurate information for the Council to make their policy decisions.

Mayor Castner then specified that he would like clarify his candidacy statement of not doing proclamations or recognitions and that it is his goal to empower each of the Commissions to perform annual recognitions at the Commissions and Board level, not on the Council agenda, and make it more of a peer recognition which he felt would be a more meaningful and appropriate venue. He encouraged the Commission to bring about a process for annual recognitions of volunteers, if they cared to, and they can back it up with a Mayoral recognition.

Mayor Castner reported that he is excited about speaking with voices in the community and working with the Student Council at the High School and some of the local Pastors on problems in the community that government can't handle and the need for cooperation and dissemination of resources besides the usual agency resources to address those problems.

Mayor Castner thanked the Commission and looks forward to working with the volunteers on the commissions and if there is anything that they need to get in front of Council let him know.

Chair Harrauld thanked Mayor Castner and opened the floor to questions from the Commission.

Mayor Castner responded to the following questions posed by the Commission:

- Working with the Student Council on what projects?
 1. Meeting with the President of the Student Council Mayor Castner encouraged the Student Council to attend City Council or any of the meetings and express their desires. He further stated that he was himself on Student Council and that is where he learned parliamentary procedure and process.
- What would be the best avenue to keep informed of the Commissions goals?
 1. Send him an email at mayor@ci.homer.ak.us

There was a brief discussion in reference to the recent action on Karen Hornaday Park.

Commissioner Sharp thanked the Mayor for coming and speaking to the Commission and Commissioner Archibald expressed his appreciation for allowing him to be reappointed to the Commission.

Mayor Castner explained that he was looking to bring on younger people on these Commissions and get some new blood going but as long as they have fully functioning commissions that are getting the work done the training portion might come in as secondary but there are some younger people that grew up here that are coming back to town and the commissions are good place to start getting them involved.

Chair Harrauld thanked Mayor Castner for taking the time out of his busy schedule to speak to them and inform the Commission of his plans.

RECONSIDERATION

ADOPTION OF THE CONSENT AGENDA

A. Minutes for the Regular Meeting on September 20, 2018

Chair Harrauld requested a motion to approve the Consent Agenda.

ARCHIBALD/LEWIS – MOVED TO APPROVE 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 reported that she and two members of the HERC Task Force presented to the Rotary on the project and they are hoping to present to Council in the near future. She is planning to request Jenny Carroll, Special Projects Coordinator attend a future meeting to speak to the commission on options for Sidewalk Funding.

A brief question & answer period ensued on grant funding and talking about the opportunities prior to the announcement of the application period.

A brief discussion ensued on the Soil and Water Conservation grant, ADA accessibility and restroom renovations. The Commission requested that they schedule a worksession before the February 2019 meeting with Ms. Carroll.

B. Community Recreation – Mike Illg, Recreation Manager

Recreation Manager Illg was not present and did not provide a written report.

D. Parks Report - Matt Steffy, Parks Maintenance Coordinator

Parks Maintenance Coordinator Steffy reported the following:

- Fall transition is in full swing. Camping is dwindling and will be closed on October 31st He has notified the City Manager and she has the authority to authorize the winter/extended camping that has been allowed at the Spit Campground.
- Stowing of picnic tables, fire rings, trash cans and flower barrels is complete
- Seasonal brush work at Karen Hornaday Park Campground and Ben Walters Park is ongoing. When the workers displayed some hesitation at Karen Hornaday Park in clearing the campsites he was able to provide them a photograph from approximately 20 years ago and the view that was displayed encouraged them they were doing the right thing.
- Playground equipment for Ben Walters Park will arrive in mid-November with installation planned for spring or early summer 2019. The equipment was paid for by McDonalds and the Rotary.
- Met with Port & Harbor staff to discuss Port & Parks on collaboration and coordination
- Storm damage on the Spit was heavy in the last big storm surge with loss of hundreds of yards of

material from Mariner Park all the way down to End of the Road Park including the loss of city camping real estate at Mariner Park in Tent Area #1 and #2

- Fee recommendations that are later in the agenda tonight were introduced to City Council and there seem to be non-committal support, there was at least no one speaking against the recommendations.
- Budget has been submitted for Parks Cemetery changes reflecting the incorporation of mowing by city personnel and annual flowers going out to RFP
- Announced the Zombie Fun Run at Bishops Beach this weekend and the staff will be assisting in facilitating this event.
- Park Playground maintenance is being prioritized at Karen Hornaday Park for any repair or replacement
- Homer High School Softball Coach Dr. Bell has requested a meeting to discuss the use and maintenance of Jack Gist ballfields.
- The camping revenues for September show the reduction in attendance but the numbers are still good due to the good weather. They did break \$200K for the first time ever but not as much as expected even with the increase. Weather does have an impact to the revenue generated:

September Revenue:

Spit:	\$12,381
Hornaday:	\$2,883

September Camping:

Spit RV:	367
Spit Tent:	231
KHP RV:	39
KHP Tent:	130

Parks Maintenance Coordinator Steffy thanked the commissioners for coming out for the parks beach walk, it is always beneficial to be able to see things that are needed or being taken care of and the changes that have been made.

Mr. Steffy will be advocating for the economic impact that recreation brings to the City of Homer and he believes that the parks services and what value that these services bring to the City.

He noted that the state will not step in until the road is threatened in reference to the impact of erosion and in response to the loss of the campsites at Mariner and the Fishing Lagoon.

Mr. Steffy noted that those folks camping on the spit bring revenue to the businesses on the Spit and a campground in the center of the city would bring additional revenue to the city. He provided a rough outline of creating a campground in the center of town on City and CIRI land between Main Street and Poopdeck.

Chair Harrauld noted the time and that they had the rest of the agenda to get through but expressed her appreciation for Parks Maintenance Coordinator Steffy's vision and efforts with the parks.

Commissioner Lewis expressed some caution on issues with tax exempt parcels.

Commissioner Archibald requested an update on the issues with the Jack Gist Park Disc Golf and the neighbors.

Mr. Steffy responded that everything has been quiet and seems to be working out.

D. Parks and Beach Walk Thru Reports

Chair Harrauld requested the commissioner's observations.

Commissioner Roedl reported that he visited the areas last week and everything looked okay, there were some signs that could be replaced.

Commissioner Lowney commented that she had concerns for the loss of the campsites and not sure how they would deal with that, expressed concerns on the Water Trailhead being impinged upon. She then read from an email she received from Dave Brann who has spearheaded the interest in Ben Walters and she fully supports doing a winter celebration and that it may be the best thing since a summer parks celebration does seem to always fall through.

Commissioner Archibald agreed with the idea and noted that the park has been utilized more and more with the improvements. He also expressed concern with the loss of the land use at the Fishing Lagoon and appreciated Mr. Steffy working with Port & and Harbor Staff to have some input on the issues. They did develop the Water Trail and the pavilion with the knowledge that the land would be developed.

Commissioner Sharp supported the idea of the winter celebration and it would be beneficial for the appearance of the park to show that it is a family friendly and safe park. He also expressed concerns on the loss of the camping on the Spit and the potential revenue.

Commissioner Lowney commented on the value of recreation in regards to revenue and the benefit that comes from tracking these points such as attendance and how they can use that information to make requests for support and funding valid even though it is a minimal source of revenue in comparison to those other sources. That is why those statistics are important.

Commissioner Lewis inquired if a survey could be distributed to the campers with such questions as what they have spent on average for supplies, food, where approximate value, etc.

Parks Maintenance Coordinator Steffy responded that they could distribute passive surveys but that they would not be statistically valid, but you can use them to identify trends.

Commissioner Lewis remarked how the Chamber of Commerce would attend Council meetings and report on information obtained from surveys.

Chair Harrauld responded that whether quantifying it or not it will still tell the story of what recreation brings in to the city over and above the monetary aspect. She then noted that the partnerships between McDonalds and the Rotary are the type of models that they want to duplicate and build on and believe this is results in part, from the outreach this commission has done.

Commissioner Archibald added that they need to consider that Homer is being marketed as a tourist

destination and that these types of amenities and opportunities are what people are coming to Homer for not just the fishing.

PUBLIC HEARING

PENDING BUSINESS

NEW BUSINESS

A. Proposed Fee Schedule Amendments – Camping, Pavilion, Dump Station

Parks Maintenance Coordinator Steffy provided an explanation on the basis for implementing a Pavilion Rental or Reservation Fee Schedule. He noted that other communities within the state including those on the Peninsula also charge fees for reserving a pavilion. He stated that the proposed fee is a modest amount to cover the exclusive use of the premise.

Currently Staff needs to field the phone calls inquiring and scheduling the pavilion, tracking and then going to the pavilion to post the reservations.

Recommendation on the following for the consideration of discounted fees for non-profits, service agencies and schools and related discussion ensued by the Commission and Staff.

LOWNEY/LEWIS MOVED TO APPROVE THE PROPOSED \$25 PAVILION RENTAL FEE.

There was a brief discussion on if someone wanted to reserve the pavilion for the whole day.

SALZMANN/LOWNEY (Amendment to the Main Motion) MOVED TO AMEND THE MOTION TO INCLUDE A DAILY FEE AS DETERMINED BY THE COMMISSION.

Discussion on the fee being reasonable and defensible, all day fees, exclusivity of the pavilion, special events or multi-day events, developing a process and policy would be required for large multi-day events, and would be managed by Mr. Steffy, city "Quiet Hours" would apply as there is no closure to parks.

LOWNEY/SALZMANN (Secondary Amendment) MOVED TO AMEND THE MOTION TO INCLUDE A DAILY FEE OF \$40

There was no discussion.

VOTE. YES. LEWIS, HARRALD, LOWNEY, SALZMANN

VOTE. NO. SHARP, ARCHIBALD, FAIR, ROEDL

Motion failed.

Chair Harrald had the Clerk read the motion on the floor.

ARCHIBALD/SHARP (Secondary Amendment) MOVED TO AMEND THE MAIN MOTION TO INCLUDE A DAILY FEE OF \$50.

There was a brief discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Harrauld requested the Clerk to read the motion before the commission.

SALZMANN/LOWNEY MOVED TO AMEND THE MOTION TO INCLUDE A DAILY RENTAL FEE OF \$50

There was a brief discussion on the current reservation process in place.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Harrauld requested the Clerk to read the main motion as amended.

LOWNEY/LEWIS – MOVED TO APPROVE THE PROPOSED \$25 PAVILION RENTAL FEE AND PROPOSED DAILY RENTAL FEE OF \$50

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Harrauld introduced the proposed Camping Fee and opened the floor for discussion.

ARCHIBALD/LOWNEY MOVED TO STANDARDIZE THE CAMPING FEE FOR TENTS AND RV'S TO \$20

Discussion on the fluctuating camping fees over the last few years noting the following points:

- Staff time required to collect and count the camping fees has increased
- Comparison of local municipal fees and amenities for camping
- Consideration for Peak Season fees
- Visitors paying for the services that the city provides

VOTE. YES. SALZMANN, FAIR, LOWNEY, ARCHIBALD, LEWIS, HARRALD, ROEDL

VOTE. NO. SHARP

Motion carried.

Chair Harrauld then introduced the proposed Dump Fees and opened the floor for discussion.

Mr. Steffy explained the basis for the proposed increase to the “recommended” dump fee donation which currently is \$5.

SHARP/FAIR MOVED TO INCREASE THE DUMP FEE DONATION FROM \$5 TO \$25 TO MAKE IT COMPARABLE TO OTHER MUNICIPALITIES

Additional discussion ensued on dump costs are available at the park and included in the camping fees for that park in other municipalities, other municipalities have off site dump stations that have mandatory fees and supporting that the public will pay whatever anyway.

VOTE. NO. ROEDL

VOTE. YES. SALZMANN, FAIR, SHARP, LOWNEY, HARRALD, ARCHIBALD, LEWIS

Motion carried.

B. Beach Policy Review

Deputy City Planner Engebretsen experienced difficulties in connecting the laptop to view the Beach Policy up on the overhead displays. She was unable to access the city website.

Chair Harrauld called for a recess at 7:08 p.m. The meeting was called back at 7:13 p.m.

Deputy City Planner Engebretsen noted that she was hoping to briefly review the policy. She stated that she wanted to reflect on the importance of the city having a Beach Policy which did come up during a recent meeting of the Kachemak Bay Critical Research Reserve and in the past the difficulties with people driving in areas that were sensitive causing damage and how well the locked gate is working. She then requested the Commission to share any observations they may have regarding the beaches and vehicles.

Commissioners offered commented on the rocks rearranging themselves, vehicles traveling around the rocks, use of motorcycles on the beaches, replacement signage and additional signage regarding the berm; restricting dogs in the slough and enforcing the leash law; hybrid wolves on the beach and moving the intersection to Mariner Park was a great benefit.

C. Letter to the Editor Content Discussion

Commissioners discussed changing the subject to Ben Walters Park to address the improvements that are ongoing. Commissioner Fair requested the commission to email him with any information and he will provide the letter to staff no later than November 8, 2018 to be included in the packet for approval.

D. 2019 Budget Review

Deputy City Planner Engebretsen informed the Commission on the appropriations currently included in the City Manager's proposed budget including a hefty appropriation for the Parks reserve and responded to questions on how this money is to be used and how they could give or show support for these appropriations and that it would be beneficial and provide a better impact if one of the Commissioners provided the support verbally instead of more paper.

INFORMATIONAL MATERIALS

A. Commission Annual Calendar 2018

Chair Harrald reviewed the Annual Calendar.

B. Commissioner Attendance at City Council Meetings 2018

Chair Harrald requested a volunteer for the November 26th council meeting. Commissioner Sharp will attend that meeting. He will comment on the support for the budget.

Chair Harrald noted that the Commission will meet one more time before that meeting.

C. Resolution 18-070(A) Adopting the 2019-2024 Capital Improvement Plan and Establishing Capital Project Legislative Priorities for Fiscal Year 2020

D. Ordinance 18-37 Amending the 2018 Capital Budget by Appropriating up to \$48,590 from the Homer Accelerated Roads and Trails Program (HART) for Traffic Calming and Safety Improvements on Karen Hornaday Park Road. (The signed Ordinance is not available yet)

COMMENTS OF THE AUDIENCE

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CITY STAFF

Deputy City Clerk Krause informed the commission that they would have the 2019 Meeting Schedule at the next meeting for approval.

COMMENTS OF THE COMMISSION

Commissioner Roedl commented on feeling not there, good meeting and he will see them all at the next meeting.

Commissioner Lewis had no comments.

Commissioner Sharp appreciated the work that city staff does and the amount of changes since Matt has taken over it very exciting and as always all the support and work that Julie and Renee do.

Commissioner Archibald commented on getting old and hopes some young people apply to be on the commission soon cause someone came up to him accusing him of getting old and should get off the commission. Other than that Mr. Castner did not make him feel too bad. Thank you all.

Commissioner Lowney thanked Robert for being with them and felt that there is something to having someone with the historical experience to work with on the commission, she agrees they need young blood too. She really appreciates having the ability to get out and get their feet on the ground to visit the facilities that they work to protect or for. She is very proud of the work and the results regarding the HERC Task Force it is a very diverse and difficult task, she feels very comfortable in the direction that will be taken. She congratulated and thanked Julie for all her hard work and support on the Task Force.

Commissioner Fair commented ditto what Deb as far as the walk through's are concerned and as far as

the HERC it sounds like it is in good hands and as a reminder if Commissioners will email him their input on the improvements to Ben Walters before November 8th he can get the Letter to the Editor drafted.

Commissioner Salzmann commented that the Student Council is drafting a resolution to stop using Styrofoam containers at the High School. They are hoping that the Middle School follows suit.

COMMENTS OF THE CHAIR

Chair Harrald commented on the excellence of service provided by all the staff, the patience and guidance from the Commissioners, the improvements completed at Ben Walters Park and looking at it as the “Phoenix” of what Public Private Partnerships can accomplish.

ADJOURNMENT

There being no further business to come before the Commission, the meeting was adjourned at 7:45 p.m. The next regular meeting is scheduled for **THURSDAY, NOVEMBER 15, 2018** 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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Memorandum

TO: ADVISORY BODIES
FROM: MELISSA JACOBSEN, CITY CLERK
DATE: OCTOBER 17, 2018
SUBJECT: MEETING SCHEDULE FOR 2019

Please review the draft resolution that establishes your meetings for 2019. If you have any changes please submit them by December 4th.

Council will be setting the 2019 meeting schedule for Council and Advisory Bodies with the adoption of the resolution no later than their December 10, 2018 meeting.

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 18-XXX

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
ESTABLISHING THE 2019 REGULAR MEETING SCHEDULE FOR THE
CITY COUNCIL, ECONOMIC DEVELOPMENT ADVISORY
COMMISSION, LIBRARY ADVISORY BOARD, PARKS ART
RECREATION AND CULTURE ADVISORY COMMISSION, ADVISORY
PLANNING COMMISSION, AND PORT AND HARBOR ADVISORY
COMMISSION.

WHEREAS, Pursuant to Homer City Code (HCC) Section 1.14.020, the City Council annually sets the schedule for regular and some special meetings, noting the dates, times and places of the City Council, Advisory Commissions, and the Library Advisory Board meetings; and

WHEREAS, The public is informed of such meetings through notices located at the City Clerk's Office, Clerk's Calendar on KBBI, the City Clerk's Website, and postings at the Public Library; and

WHEREAS, HCC 1.14.020 - 040 states that meetings may be advertised in a local paper of general circulation at least three days before the date of the meeting and that special meetings should be advertised in the same manner or may be broadcast by local radio at least twice a day for three consecutive days or two consecutive days before the day of the meeting plus the day of the meeting; and

WHEREAS, HCC 1.14.010 notes that the notice of meetings applies to the City Council and all commissions, boards, committees, subcommittees, task forces and any sub-unit of the foregoing public bodies of the City, whether meeting in a formal or informal meeting; that the failure to give the notice provided for under this chapter does not invalidate or otherwise affect any action or decision of a public body of the City; however, this sentence does not change the consequences of failing to give the minimum notice required under State Statute; that notice will ordinarily be given by the City Clerk; and that the presiding officer or the person or persons calling a meeting are responsible for notifying the City Clerk of meetings in sufficient time for the Clerk to publish notice in a newspaper of general circulation in the City; and

WHEREAS, This Resolution does not preclude additional meetings such as emergency meetings, special meetings, worksessions, and the like; and

WHEREAS, Council adopted Resolution 06-144 on October 9, 2006 establishing the Regular Meeting site for all bodies to be the City Hall Cowles Council Chambers.

NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2019 meeting schedule is established for the City Council, Economic Development Advisory Commission, Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Advisory Planning Commission, and Port and Harbor Advisory Commission of the City of Homer, Alaska, as follows:

Holidays - City Offices closed:

January 1, New Year's Day, Monday	February 18, Presidents' Day, the third Monday	March 25, Seward's Day, last Monday	May 27, Memorial Day, last Monday	July 4, Independence Day, Thursday	September 2, Labor Day, first Monday
October 18*, Alaska Day, Friday	November 11**, Veterans Day, Monday	November 28 Thanksgiving Day, Thursday	November 29, Friday, the day after Thanksgiving	December 25, Christmas, Wednesday	

**If on a Sunday, the following Monday is observed as the legal holiday; if on a Saturday, the preceding Friday is observed as the legal holiday pursuant to the City of Homer Personnel Rules and Regulations.

CITY COUNCIL (CC)

January 14, 28	February 11, 25	March 11, 26*	April 8, 22	May 13, 28*	June 10, 24
July 22**	August 12, 26	September 9, 23	October 1 Election	October 14, 28 Oath of Office October 14	Canvass Board October 4 or 7
November 5 Runoff Election	November 25**	December 9****	December 16**** if needed		

City Council's Regular Committee of the Whole Meetings at 5:00 p.m. to no later than 5:50 p.m. prior to every Regular Meeting which are held the second and fourth Monday of each month at 6:00 p.m. Council will not conduct a First Regular Meeting in July or November.

AML Annual Conference Week is tentatively scheduled for November 11 – 15, 2019.

*Tuesday meeting due to Memorial Day/Seward's Day.

**There will be no First Regular Meeting in July or November.

***The City Council traditionally reschedules regular meetings that fall on holidays or High School Graduation days, for the following Tuesday.

**** The City Council traditionally cancels the last regular meeting in December and holds the first regular meeting and one to two Special Meetings as needed. Generally the second Special Meeting the third week of December, will not be held.

ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

January 8	February 12	March 12	April 9	May 14	June 11
July 9	August 13	September 10	October 8	November 12	December 10

Economic Development Advisory Commission Regular Meetings are held on the second Tuesday of each Month at 6:00 p.m.

LIBRARY ADVISORY BOARD (LAB)

February 5	March 5	April 2	May 7	August 6
	September 3	October 1	November 5	December 3

Library Advisory Board Regular Meetings are held on the first Tuesday of the months of February, March, April, May, August, September, October, November, and December at 5:30 p.m.

PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION (PARCAC)

	February 21	March 21	April 18
May 16	June 20		August 15
September 19	October 17	November 21	

Parks Art Recreation and Culture Advisory Commission Regular Meetings are held on the third Thursday of each month at 5:30 p.m. with the exception of January, July, and December.

PLANNING COMMISSION (P/C)

January 2, 16	February 6, 20	March 6, 20	April 3, 17	May 1, 15	June 5, 19
July 17**	August 7, 21	September 4, 18	October 2, 16	November 6**	December 4**

Advisory Planning Commission Regular Meetings are held on the first and third Wednesday of each month at 6:30 p.m. **There will be no First Regular Meeting in July or Second Regular Meetings in November and December.

PORT AND HARBOR ADVISORY COMMISSION (P/H)

January 23	February 27	March 27	April 24	May 22	June 26
July 24	August 28	September 25	October 23	November 20	December 11

Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of each month at 5:00 p.m., with the exception of May, June, July and August meetings that are held at 6:00 p.m. The November meeting is scheduled for the third Wednesday and the December meeting is scheduled for the second Wednesday of the month.

PASSED AND ADOPTED by the Homer City Council this _____ day of December, 2018.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Impact: Advertizing of meetings in regular weekly meeting ad and advertising of any additional meetings.



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Memorandum

TO: PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: NOVEMBER 8, 2018

SUBJECT: REVIEW OF THE MUNICIPAL ART COLLECTION AND 1% FOR ART POLICIES

The Commission determined a couple of years ago to set periodic time frames for policy review and updates.

This month is the Art Policies since this is a new responsibility of this Commission please take the time to read through this document and note any recommended updates or changes needed.



City of Homer

Accession, Gift & Donation

Policies & Procedures for Art

The Parks, Art, Recreation and Culture Advisory Commission is charged with the responsibility of evaluating the suitability of proposed artwork and making recommendation to the City Council as to whether or not to accept it as a gift. If accepted, the donated work becomes the responsibility of the City of Homer, which will inventory, insure, maintain and repair it as required by Homer City Code and Alaska State Law.

Definitions

“Gifts” are personal or real property that is donated, devised or bequeathed with or without restrictions to the City of Homer. Gifts can be actual artwork, property for placement of artwork or funds for the acquisition of artwork.

“Gift Policy” is the policy that identifies the procedure and criteria for reviewing proposed gifts of artwork to the City of Homer.

“Accession Policy” is the policy that defines an orderly and consistent process for reviewing artwork for acceptance into the Municipal Art Collection insuring that the collection is comprised of artwork of the highest quality.

(Reso. 10-80, 2011.)

ACCESSION POLICY

To establish an orderly and consistent process for reviewing artwork for acceptance into the Municipal Art Collection ensuring that the collection is comprised of artwork of the highest quality.

Definition

Accession is to accept artwork in to the Municipal Art Collection

Policy

1. Accession procedures insure that the interests of all concerned parties are represented including the Parks, Art, Recreation and Culture Advisory Commission, the Public, the Artist, the Arts Community and the City of Homer.
2. Artwork shall be distinctive artistic merit and aesthetic quality and will enhance the diversity of the Municipal Art Collection.
3. Artwork shall be appropriate in and for its site, scale, material, form, and content for both its immediate and general social and physical environment.

4. Artwork shall be reasonably durable against theft, vandalism, weather, and excessive maintenance costs.
5. Accession implies the responsibility to preserve, protect, and display the artwork for public benefit.
6. Accession implies a work's permanency within the Municipal Art Collection, providing that the work retains its physical integrity, identity and authenticity.
7. Artwork will be acquired without restrictions as to its future use and disposition except as provided in contracts with artists.
8. Artwork will be accessioned into the City of Homer's Municipal Art Collection only upon completion of all facets of the Commissioning or purchasing contract and final approval of City Council.
9. Each accessioned work into the Municipal Art Collection will be documented to the fullest extent possible, including artist's last known address and when available photograph.
10. The artist's signed contract or release transferring title for the artwork and clearly defining the rights and responsibilities of all parties will accompany every accessioned work and shall be in the documented records of the work.
11. In the case of interagency or inter-local agreements a copy of the agreement and signatures of all parties will be kept in the office of the City Clerk.
12. Accession results from projects and purchases generated as part of the Municipal Art program except in case of donations which will be reviewed in accordance with the City of Homer Public Arts Committee policy on gifts and if accepted will be accessed pursuant to this accession policy. (Reso. 10-80, 2011.)

GIFT POLICY

Purpose

To identify a procedure and criteria for the Parks, Art, Recreation and Culture Advisory Commission to review proposed gifts of artwork.

Definition

Gifts are personal or real property that is donated or bequeathed with or without restrictions to the City of Homer for actual artwork, property for placement or funds for the acquisition of artwork.

Policy

1. The Parks, Art, Recreation and Culture Advisory Commission will review all proposed gifts as defined above and will evaluate the suitability of proposed gifts and make recommendations to the Homer City Council in accordance with Homer City Code which allows acceptance of donations.
2. Each Proposed gift will be reviewed for the following:
 - a. Aesthetic Quality – the proposed gift has significant aesthetic merit.
 - b. Appropriateness of Chosen Site or Location – scale of artwork is appropriate for the site including relationship between the artwork and the site and obstacles of the site.
 - c. Restrictions from the Donor – any restrictions must be clearly identified and may be a factor in determining whether to accept a gift.
 - d. Originality of Artwork – artworks must be one of a kind or part of an original series reproductions of originals are not considered eligible for acceptance.

- e. Relationship to the Collection as a Whole – the Public Arts Committee is committed to creating a diverse collection of art. The proposed gift must be compatible with the Municipal Art Collection without being over represented.
- f. Technical Feasibility – the realistic ability for the proposed project to be built and installed as proposed in the selected location.
- g. Technical Specifications – the Public Arts Committee must review the actual work if available or a scale drawing and or model consisting of site plans and elevations describing the following:
 - 1. Surrounding site conditions if applicable
 - 2. Dimensions
 - 3. Materials and finishes
 - 4. Colors
 - 5. Electrical, Plumbing, or other utility requirements
 - 6. Construction and installation method
 - 7. Additional support material such as text verbally describing the artwork and specifications, models, or presentation drawings by a licensed engineer may be required.
- h. Budget – cost to manage the project, prepare the site, deliver and or install the work, funds for signage/recognition, and any other cost should be disclosed by the donor in a budget. The Commission will determine if the costs are accurate and realistic and that the donor has clearly delineated responsibility for all costs associated with the project.
- i. Timeline – expected timeline for donation or installation should be proposed by the donor. The Commission will determine if the timeline is realistic.
- j. Durability – expected lifetime and staying power of the material used to create the artwork especially if set in the out of doors or in a non-archival exhibition setting and exposed to the elements.
- k. Warranty – the donor agrees to be responsible for a warranty period of one (1) year from the date of final installation of the artwork to insure the integrity of the material, fabrication and installation when installed in or on a city owned facility or property.
- l. Vandalism and Safety – the artwork will not be prone to vandalism or pose a safety hazard.
- m. Maintenance and Preservation – donor’s agreement to provide a technical and maintenance record including a plan for routine care with estimated costs. The donor must indicate if there are any unusual or ongoing costs to maintain artwork.

3. Donors proposing gifts will be informed of the importance of the above criteria in the Public Arts Committee consideration.

4. The Parks, Art, Recreation and Culture Advisory Commission will have final authority through the City Manager to review and recommend to Homer City Council to accept or reject the donated artwork.

5. All gifts that are recommended for acceptance will only be accessioned into the Municipal Art Collection pursuant to the Accession Policy. (Reso. 10-80, 2011.)

PROCEDURE TO PROPOSE A DONATION OF ARTWORK TO THE CITY OF HOMER

Process

The Parks, Art, Recreation and Culture Advisory Commission will review all proposed gifts according to the Gift Policy. They will evaluate the suitability of the proposed gifts and make recommendations to the Homer City Council through the City Manager.

In order to provide the Commission with the information necessary to evaluate the proposed artwork in accordance with the Gift Policy and Accession Policy the potential donor or donor's representative must complete the Gift Proposal Application and submit to the City of Homer, City Clerk's Office. (Reso. 10-80, 2011.)

Presentation to the Parks, Art, Recreation and Culture Advisory Commission

If applicable the donor will be scheduled to present his or her proposal to the Commission at the next regular meeting. The donor is expected to present the actual artwork or model or scale drawings of the proposed piece. If it is not possible depending on the artwork a photograph may be accepted upon approval of a majority vote of the Commission.

The Parks, Art, Recreation and Culture Advisory Commission will review the proposal, consider the presentation and make a recommendation at the meeting. If the proposal materials do not give the Commission enough information to make an educated recommendation they may request to postpone recommendation until further information is provided by the donor.

Chapter 18.07 FUNDS FOR WORKS OF ART IN PUBLIC PLACES

Sections:

- [18.07.010](#) Purpose.
- [18.07.020](#) Definitions.
- [18.07.030](#) Art funding requirements for public buildings and facilities.
- [18.07.040](#) Implementation.
- [18.07.050](#) Selection.
- [18.07.070](#) Exemptions.
- [18.07.080](#) Miscellaneous provisions.
- [18.07.090](#) Public art fund.
- [18.07.100](#) Ownership and management of works of public art.

18.07.010 Purpose.

The State has recognized through the enactment of AS [35.27.010](#), and the City of Homer hereby recognizes by the enactment of this chapter, the responsibility of government to foster the development of culture and the arts through the purchase or commissioning of works of art for municipal buildings and facilities. It is therefore declared to be municipal policy that a portion of appropriations for capital expenditures for municipal buildings and facilities be devoted to the acquisition of works of art to be permanently placed or incorporated in such buildings or facilities. [Ord. [02-25\(A\)](#), 2002].

18.07.020 Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

“Art” and “work of art” mean all forms of original creations of visual art, including but not limited to the following:

1. Sculptures: in the round, bas relief, high relief, mobile, fountain, kinetic or electronic, in any material or combination of materials.
2. Painting: all media, including portable and permanently affixed works, such as murals.
3. Graphic arts: printmaking and drawing.
4. Mosaics.
5. Photography.
6. Crafts: in clay, fiber and textiles, wood, metal, plastics and other materials.
7. Calligraphy.
8. Mixed media: any combination of forms or media, including collage.

“Commission” means the Parks, Art, Recreation and Culture Advisory Commission.

“Construction, remodeling or renovation of municipal buildings and facilities” means any capital improvement projects paid for wholly or in part by the municipality to build, rebuild or improve any decorative or commemorative structure, park or parking facility or any building.

“Total cost of construction, remodeling or renovation” means the total allotted funding for the subject project at the time of award of contract, exclusive of the costs of land acquisition, site investigation, and environmental cleanup or remediation. [Ord. [16-22](#) § 4, 2016; Ord. [02-25\(A\)](#), 2002].

18.07.030 Art funding requirements for public buildings and facilities.

- a. Plans and specifications for the original construction, remodeling or renovation of municipal buildings and facilities resulting in proposed capital expenditures exceeding the sum of \$250,000 shall contain and provide for the inclusion of works of art of a value of one percent of the total cost of the construction, remodeling or renovation project. All appropriations for capital improvements falling within the provisions of this chapter shall be deemed to include funding to implement the requirements of this section.
- b. If there is a change in the total cost of the project resulting from a change order or amendment to the project budget after the time of the award of the contract, the amount of funding for the artwork will not be changed.
- c. Expenditure of sums required to be allocated to works of art under subsection (a) of this section shall be limited to all costs associated with design, construction, acquisition and royalties for the works of art, excluding all contract administration and project administration costs.
- d. Municipal funding of art projects for capital expenditures will be capped at \$70,000. Art projects for capital expenditures exceeding \$7,000,000 will not be greater than \$70,000 unless funding beyond \$70,000 is from private contributions.
- e. Private funding contributions for art projects in public buildings are encouraged and this funding is not considered part of the one percent. [Ord. [02-25\(A\)](#), 2002].

18.07.040 Implementation.

- a. During the preliminary design review of any project for construction, remodeling or renovation covered by this chapter any contractor, department or instrumentality of the municipality charged with the design preparation of this project shall consult with the Commission regarding the implementation of HCC [18.07.030\(a\)](#).
- b. The Commission may adopt, and from time to time amend, regulations setting forth the manner in which the requirements of this chapter shall be carried out, which shall be effective upon approval by City Council resolution.
- c. The requirements of HCC [18.07.030\(a\)](#) shall not be waived except as provided for in HCC [18.07.070](#). [Ord. [16-22](#) § 5, 2016; Ord. 10-55(A) § 2, 2011; Ord. [02-25\(A\)](#), 2002].

18.07.050 Selection.

- a. Where works of art are to be incorporated in the construction, remodeling or renovation of a City building or facility or its grounds, such works of art shall be selected and recommended to the Council for approval by a jury consisting of the architect or project designer, a representative of the user department, a representative of the Commission and such additional persons that the Commission may designate, subject to Council approval.
- b. Where works of art are to be commissioned or acquired, but not incorporated in the construction, remodeling or renovation of a City building or facility or its grounds, such works of art shall be selected and recommended to the Council for approval by a jury of at least three members consisting of a representative of the user department, one or more members of the Commission and such additional persons that the Commission may designate, subject to Council approval. [Ord. [16-22](#) § 6, 2016; Ord. 10-55(A) § 3, 2011; Ord. [02-25\(A\)](#), 2002].

18.07.070 Exemptions.

The City Council may waive the requirements of this chapter in whole or in part as to the construction, remodeling or renovation of a City building or facility upon a finding by the Commission or City Manager that the inclusion of works of art in the construction, remodeling or renovation as required by this chapter would not provide any aesthetic benefit to the community or to the principal users of the building or facility. [Ord. [16-22](#) § 7, 2016; Ord. 10-55(A) § 5, 2011; Ord. [02-25\(A\)](#), 2002].

18.07.080 Miscellaneous provisions.

a. Sums allocated for the acquisition of works of art under the provisions of this chapter shall be deemed to be part of the construction costs of the project.

b. Where Federal or State grant funds are to be used to match municipal funds for a construction, remodeling, or renovation project covered by this chapter, the grant application shall, where applicable and where permitted by the granting authority, be made for the total cost of such project, including portions to fund works of art under this chapter. Unless prohibited by the terms of such grants, any money received may be used to implement the requirements of this chapter. [Ord. [02-25\(A\)](#), 2002].

18.07.090 Public art fund.

a. A public art fund is established as a separate, interest bearing account in the City general fund to receive money for the public art program from the following sources:

1. Funds for public art fees received from private development.
2. Funds donated to the City for public art.
3. Other funds appropriated by the Council for public art.

b. Money in the public art fund shall be used solely to pay the costs of selecting, commissioning, acquiring, installing, maintaining, public education regarding, administering, removing and insuring the works of public art, and any other expense related thereto.

c. Interest earned on money in the public art fund shall be deposited in the public art fund.

d. The public art fund is administered by the City with the advice of the Commission.

e. The Commission annually shall prepare a plan for expenditures from the public art fund for approval by the City Council. [Ord. [16-22](#) § 8, 2016; Ord. [09-51\(A\)](#) § 1, 2009].

18.07.100 Ownership and management of works of public art.

a. Ownership of all works of art acquired by or on behalf of the City shall be vested in the City.

b. The City shall place or construct public art at locations that are open to the public and where the public art shall be visible to the general public during, at a minimum, normal business hours.

c. The removal from display by the City of public art owned by the City shall follow established guidelines for de-accessioning and shall be subject to review and recommendation by the Commission with final approval by the Council. [Ord. [16-22](#) § 9, 2016; Ord. [09-51\(A\)](#) § 2, 2009].

The Homer City Code is current through Ordinance 18-42(A), passed October 8, 2018.

Disclaimer: The City Clerk's Office has the official version of the Homer City Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

[Click here to view the full text of the City Code.](#)

PARKS AND RECREATION ADVISORY COMMISSION ANNUAL CALENDAR
FOR THE 2018 MEETING SCHEDULE

<u>MEETING DATE</u>	<u>SCHEDULED EVENTS OR AGENDA ITEM</u>
FEBRUARY 2018	LETTER TO THE EDITOR DRAFT COMPREHENSIVE PLAN LAND ALLOCATION PLAN KHP MASTER PLAN REVIEW
MARCH 2018	KHP MASTER PLAN STRATEGIC PLAN REVIEW
APRIL 2018	SPRING PARK &/ OR BEACH WALK THROUGH
MAY 2018	DIAMOND CREEK PLAN CAMPING FEES
JUNE 2018	INITIAL BUDGET REVIEW – WHAT DOES THE COMMISSION WANT FOR 2019? REVIEW CAPITAL IMPROVEMENT PLAN & RECOMMENDATIONS
JULY 2018	NO MEETING SCHEDULED
AUGUST 2018	BUDGET REVIEW & RECOMMENDATIONS CONTINUED CIP RECOMMENDATIONS TO COUNCIL LETTER TO THE EDITOR DRAFT
SEPTEMBER 2018	FALL PARK WALK THROUGH AND BEACH WALK; ELECTIONS; SELECT KHP CLEAN UP DAY BUDGET DISCUSSION
OCTOBER 2018	REVIEW AND APPROVE THE 2019 MEETING SCHEDULE LETTER TO THE EDITOR
NOVEMBER 2018	BUDGET UPDATE MOU REVIEW & RECOMMENDATIONS
DECEMBER 2018	NO MEETING SCHEDULED HAPPY HOLIDAYS!

Quarterly: Letters to the editor updating the Community on P&R activities

Even Years: Comprehensive Plan (February) Strategic Plan review (March), Diamond Creek Plan (May), Camping Fees (May), Beach Policy (October), Art Policies

Odd Years: HNMTTP, Karen Hornaday Park Plan, 3 year budget trends & progress toward financial goals (April/May)

2018 HOMER CITY COUNCIL MEETINGS
PARKS ART RECREATION AND CULTURE 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 2018 is as follows:

January 8, 22 2018	_____	LOWNEY
February 12, 26 2018	_____	SHARP
March 12, 27* 2018	_____	SHARP
April 9, 23 2018	HARRALD	LOWNEY
May 14, 29* 2018	_____	_____
June 11, 25 2018	_____	_____
July 23 2018	<u>No Commission Meeting this month</u>	Jon Sharp
August 13, 27 2018	<u>Robert Archibald</u>	<u>Deb Lowney, Robert Archibald</u>
September 10, 24 2018	_____	_____
October 8, 22 2018	_____	_____
November 26 2018	<u>Sharp</u>	_____
December 10, 2018	<u>No Commission Meeting this month</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.

Additionally it was agreed to report quarterly on any art related activities, projects, etc. to Council

- Tuesday Council meeting due to holiday

