

**NOTICE OF MEETING
SPECIAL MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. AGENDA APPROVAL**
- 3. PUBLIC COMMENT UPON MATTERS ALREADY ON THE AGENDA**
- 4. VISITORS**
- 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 for the Special Meeting on February 15, 2018 **Page 3**
 - B. Letter to the Editor – April **Page 13**
- 7. STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORT**
 - A. Julie Engebretsen, Deputy City Planner **Page 15**
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. HERC Recommendations to City Council **Page 17**
 1. Draft Resolution 18-0XX
 - B. Karen Hornaday Park Master Plan Review **Page 23**
 - C. Spit Trail Maintenance Budget Amendment Request **Page 29**
 - D. Kachemak Bay Water Safety Warning Signage **Page 31**
 - E. Sidewalk Project Funding **Page 37**
- 10. NEW BUSINESS**
 - A. Campground Host Program Review and Recommendations **Page 43**
 - B. Strategic Plan Review & Update **Page 57**
 - C. Election of New Chair and Vice Chair
- 9. INFORMATIONAL MATERIALS**
 - A. Commission Annual Calendar 2018 **Page 61**
 - B. Commissioner Attendance at City Council Meetings 2018 **Page 62**
 - C. Memorandum re: Art Loan for the Library **Page 63**
- 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, APRIL 19, 2018** at 5:30pm in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska

Session 18-02 A Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order on February 15, 2018 at 6:02 pm by Chair Matt Steffy at the Cowles Council Chambers City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS FAIR, LOWNEY, SHARP, ASHMUN, HARRALD, ARCHIBALD, ROEDL, STEFFY AND SALZMANN

ABSENT: COMMISSIONER WALLS (EXCUSED)

STAFF: DEPUTY CITY PLANNER ENGEBRETSEN
DEPUTY CITY CLERK KRAUSE
RECREATION MANAGER ILLG

The commission met at 5:30 p.m. in a worksession to discuss the Homer Education Recreation Center (HERC) facility. The worksession adjourned at 5:58 p.m.

APPROVAL OF THE AGENDA

Chair Steffy called for a motion to approve the agenda but would like to add an amendment to add Recreation Manager Illg under Reports, Item B.

LOWNEY/ROEDL – MOVED TO APPROVE THE AGENDA AS AMENDED.

There was a no discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT ON ITEMS ALREADY ON THE AGENDA

Pat Moss, city resident, commented on the Homer Dog Trainers use the field at the HERC facility in the summer on most every Saturday, the Homer Animal Friends group also uses the field for events. It has been discussed that Homer needs a Dog Park and that would be a perfect location.

VISITORS

Kenton Bloom, Woodard Creek Park

Mr. Bloom provided a synopsis of the proposed plan to enlarge the area and create Woodard Creek Park. -

- Spruceview would have a dedicated right of way
- Reconfigures the block of land to create a larger public park along Woodard Creek and a new residential lot to the west of the creek
- City owned strip of land along Spruceview west of Bartlett Street and is currently designated as Woodard Park
- The heirs of Marvin Hanson wish to bring Mr. Hanson's park vision to fruition
- The park would be granted to the City of Homer

Mr. Bloom responded to a few questions and comments from the commission noting the owner was not a “showy guy” and the heirs have not requested naming the park; acknowledging the work of Mr. Hanson on the Woodard Creek Plan, all parties involved are agreeable to the proposed arrangement, surrounding property owners input on the proposal and the derelict shed on the property will require removal.

Commissioners commented on the benefits to the creek and community and future naming or development. Staff provided input that once it has final approval from the Borough, in the future the commission can certainly develop a park plan when the city takes ownership.

Chair Steffy thanked Mr. Bloom for presenting the project to the commission.

RECONSIDERATION

ADOPTION OF THE 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 for the Special Meeting on January 18, 2018

Chair Steffy requested a motion to adopt the Consent Agenda.

LOWNEY/HARRALD – SO MOVED.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS

A. Julie Engebretsen, Deputy City Planner

Deputy City Planner Engebretsen commented on the table regarding the work on the master plan for Karen Hornaday Park. This will be on the March agenda so there is plenty of time for review by the commission. She also noted the information in the Supplemental Packet provided by Commission Harrald on the Camp Host program.

B. Mike Illg, Recreation Manager

Recreation Manager Illg provided a report to the commission on the following:

- Spring/Summer catalog has been submitted to the printer
- There are many new programs being offered
- The Telluride Festival was a success. There were approximately 500 who attended and HOWL was able to raise \$1500 for their organization.

- He noted that the city provides recreation services and they are in the business of providing affordable, accessible recreation programs and already partnering with community businesses, volunteers and entities. They already have a template in place so however they want to go forward with recreation in Homer know that they already have some things established.
- Tango Dance
- Cheerleading Class
- Expanding Pickleball with a Skills and Drills Class
- Pickleball Tournament is scheduled for the end of June at Homer High School
- Adult Basketball League meets every Sunday and Monday evening. They are sponsored by local businesses and pay \$900 per year for services. Tournament is the weekend of March 5th
- The Coast Guard Boating Safety class is full on Tuesdays and Thursdays
- Popeye Wrestling started which provides another opportunity for youth
- Youth Basketball is another year round activity
- Gymnastics is another successful program
- Homer High School Spring sports are starting up on February 28th which can affect the community recreation programs scheduled in the high school facility

Recreation Manager Illg then reported on the discussions regarding Boys and Girls Club services in Homer. Three area principals went up to Soldotna to see how the program is being conducted successfully in the schools there. He did know that it will require community support and also financial support not just from the School District.

Chair Steffy inquired about the use of facilities from the School District since it has been shown that the Boys and Girls Club program is conducted in schools in 10 out of the 12 program areas. He then asked if the program required just class space or needed gym space too.

Mr. Illg noted that he was unsure regarding the requirements since he refrained from participating in those discussion.

Commissioner Lowney requested confirmation on the template he mentioned if it dealt with moving into the HERC facilities and if he would be willing to assist them in that area regarding the template.

Mr. Illg confirmed that the template did refer to the use of the HERC and stated he would be happy to assist the commission. He was fine with increasing fees and discussing variations to the fee schedule. He noted that the recreation program currently accesses the HERC gym and \$10,000 of the \$35,000 in revenue generated annually from the program is generated by those programs held in the HERC facility.

Chair Steffy thanked Mr. Illg for taking the time to provide the updates to the commission.

PUBLIC HEARING

PENDING BUSINESS

NEW BUSINESS

A. Woodard Creek Park

Chair Steffy read the title into the record and requested a motion of support for the action proposed.

ARCHIBALD/LOWNEY – MOVED TO RECOMMEND THAT THE PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION FINDS THE PROJECT IS HIGHLY ACCEPTABLE AND FORWARD THE RECOMMENDATION TO THE PLANNING COMMISSION AND CITY COUNCIL FOR APPROVAL.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. HERC Proposal

Chair Steffy provided a brief summary of commission action and invited Deputy City Planner to comment.

Deputy City Planner Engebretsen noted that they have the draft resolution before them that the commission can review, comment and amend tonight and they will then have it again at the next meeting for approval.

Deputy City Planner Engebretsen made the following suggestions:

- determine the questions or tasks to be answered
- Determine how the questions or tasks will be answered. What format?
Public group or a task force/committee with public members
- City facilitate community input or not

The commission proceeded to comment and discuss the resolution and what was needed in order to develop recommendations on the HERC facility to forward to City Council. The discussion contained the following points:

- Costs for development of the current building - remodel versus new construction
- Funding for developing or obtaining the information needed to make the recommendations
- Improvement costs needed to expand occupancy for the entire building use and site
- Task Force or public group facilitated by the city or not
- Separate the facility and the site and the importance of the location
- Maintaining the current minimum activities and occupancy levels and those costs
- Resolution should be specific as to what the outcome is expected
- Economical Improvements to make the operations more efficient such as conversion to natural gas
- Phased implementation of the deferred maintenance required
- Phased approach to complete the renovation or remodel
- Sustainability

Next the commission focused discussion on the three items in the draft resolution and determined the following amendments:

1. What financial resources are needed to operate and maintain the facility at current levels?
2. What financial resources are needed to upgrade and improve the facility and site at current and full use?
What are the long term costs (over 10 years)?
3. Is the site as a whole feasible as a long term community facility?
4. Would the community be better served by a new or remodeled facility that is not the HERC site?
5. Establish a task force

Some points noted during the discussion were information that was needed to make informed recommendations such as costs to do upgrades, improvements, use of different land, dedicating the revenue from the sale of the HERC site if sold, for a new community center; establishing annual funds for replacement or improvement of the HERC; review of the work of the Public Safety Review Committee on the use of the building and what can they keep at what cost; create a task force that includes members of the public to develop the information to be disseminated by the commission; removing the reference to recreation and using the term community center which is a broader term and covers a variety of uses from non-profits to small businesses; what steps to take to incorporating public feedback and input; inclusion of for-profit businesses not just non-profits; outlining the membership of the task force to be left to Council.

Commissioner Lowney opined that clarification of the level of upgrades. Deputy City Planner Engebretsen explained that the Council will have another resolution establishing the task force and outlining the specific tasks, membership and length or duration.

There was a brief break from discussion and Chair Steffy requested rearranging seating to sit next to Ms. Engebretsen so he could see all commissioners.

Deputy City Planner Engebretsen informed the commission that she will make the amendments to the draft and speak with the administration to get direction and bring back the revised resolution back for approval at the March meeting.

Commissioner Roedl requested Chair Steffy to read the 5 items for clarification:

1. What financial resources are needed to operate and maintain the facility at current levels?
2. What financial resources are needed to upgrade and improve the facility for full use? What will be the estimated long term costs over 10 years for full use?
3. Is the site feasible as a long term community center?
4. Would the community be better served by a new or remodeled community center that is not the HERC site?
5. Council to establish a task force.

There were no further questions or comments.

C. Land Allocation Plan

Deputy City Planner Engebretsen reviewed the process and purpose of the Land Allocation Plan and requested the commission recommendations or comments.

There was a brief discussion by the commissioners on various pages of the plan and clarification was provided by staff.

FAIR/HARRALD – MOVED TO APPROVE THE 2018 LAND ALLOCATION PLAN.

Discussion ensued on the parcels that have been for sale, the pocket park improvements, existing land ownership and other designations made by Council and that the land that the existing police station should be retained for further expansion of the fire department or city use in the future.

LOWNEY/HARRALD MOVED TO AMEND THE RECOMMENDATION TO CITY COUNCIL TO PERFORM THE

NECESSARY CIVIL WORK NEEDED TO MAKE THE PARCEL ON PAGE D-3 OF THE PLAN TO MARKETABLE.

There was a brief discussion on possible pedestrian easement or trails through that lot.

VOTE. (Amendment) NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Steffy read the main motion as amended into the record as follows:

MOVED TO APPROVE THE 2018 LAND ALLOCATION PLAN WITH THE RECOMMENDATION THAT CITY COUNCIL PERFORM THE NECESSARY WORK REQUIRED TO MAKE THE PARCELS ON PAGE D-3 MORE MARKETABLE.

Commissioner Fair moved and Commissioner Harrald seconded.

There was no further discussion.

VOTE. (Main) NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

D. Funding Request for Increased Spit Trail Maintenance

Chair Steffy read the title into the record and requested Commissioner Lowney to provide some further clarification on the scope of the maintenance.

Commissioner Lowney provided information that it focuses mainly on additional trash cans on the Spit Trail, year round, especially during the winter. She also noted that some areas on the spit the harbor has trash cans in the same location.

A discussion ensued with staff to clarify the frequency of trash pickup, on an annual basis and additional trash cans along the walking trail. It was further determined that additional information was required.

The item was postponed until the next meeting.

E. Safety Signage for the Waters of Kachemak Bay

Chair Steffy read the title into the record and requested volunteers and Commissioner Archibald and Commissioner Sharp will work on the proposed language for the signs.

Discussion ensued on the type of signage could be quite costly depending on the type of signage and the potential locations were the Water Trail Launch, Mariner Park, End of the Road Park, Bishop's Beach, and at the public Load and Launch Ramp. Signage would notice the cold water and lack of safety/rescue equipment.

Further brief comments included the potential liability to the city if they put up signage versus having no signage. It was noted that the Council entertained heavy discussion and it could be found in the minutes

or commissioners could speak with Councilmember Erickson for additional information.

This item was to be continued on the March agenda with review of the draft language and type of signage.

F. Library Art Loan Application – Stella’s Starliner Cover Art

Chair Steffy read the title into the record and opened the floor for discussion.

Commissioner Fair stated that as a member of the Library Advisory Board and familiar with the work of the author he felt that it would be appropriate to accept the loan.

FAIR/LOWNEY – MOVED TO APPROVE THE APPLICATION OF THE LOAN AND FORWARD TO CITY COUNCIL WITH A RECOMMENDATION TO APPROVE.

There was a brief discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

INFORMATIONAL MATERIALS

- A. Commission Annual Calendar 2018
- B. Commissioner Attendance at City Council Meetings 2018

Commissioner Harrauld volunteered for March 12, 2018

Commissioner Steffy volunteered tentatively for March 27, 2018 and Commissioner Sharp volunteered to be his back up.

Commissioner Archibald will possibly be able to do an April meeting.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CITY STAFF

Deputy City Planner Engebretsen had no comments.

Deputy City Clerk Krause stated it was fun as always.

COMMENTS OF THE COMMISSION

Commissioner Ashmun thanked everyone noting it was great meeting.

Commissioner Roedl echoed Commissioner Ashmun’s comments.

Commissioner Harrauld referenced the Camp Host information in the supplemental packet and apologized for not getting it into the regular packet on time. She noted that there is a wealth of information on a

variety of programs. She would like to have this on the March agenda for discussion by the commission.

Commissioner Archibald asked about the review and visit to Karen Hornaday Park. He thanked staff and commented it was a great meeting. Drive safe everyone.

Deputy City Planner responded that Chair Steffy and Commissioner Lowney performed the park site visit.

Commissioner Lowney commented in reference to the mission statement and noted that the parks and recreation has an obligation to hang on to green space in light of the HERC and the possibility of selling that property. She appreciated the informational materials provided on the youth was great information especially in regards to what happened in the rest of the world to kids.

Commissioner Sharp liked the idea of raising fees for non-city residents. He volunteers for the community rec. The City of Homer supports the greater south peninsula and He expressed strongly that if you are not a city resident and use city services and facilities you should pay extra for those services. The Boys and Girls Club issues he has discussed with many people before and as a teacher he understands the pros and cons of that and he hesitates to jump on the band wagon without a very thoughtful discussion on the impact to the school facilities. He looks forward to working with Commissioner Salzmänn on the dog park idea and he believes it is important that when speaking about budgets they need to keep in perspective the long term views and that talking about recreation, the HERC, budget or whatever it is they keep the long term perspective in mind.

Commissioner Fair commented amen to Commissioner Sharp's last comment and announced that he will not be attending the March 15 meeting; he believes that a tour of the HERC was a great idea and that the commissioners should tour the facility themselves then tours for the public; he then noted that the letter to the editor was to be about the Woodard Creek land acquisition and he only has 225-250 words so he would like some...*the mic cut out and the last part of his comment was inaudible for inclusion in the minutes by the Clerk.*

Commissioner Salzmänn commented on the misconceptions of the HERC facility and site and has encountered confusion when speaking to the public; hearing from the youth of the community and that the more publicized the better.

Commissioner Lowney then added that she will not be attending the March meeting.

A brief discussion ensued on commission availability and it was determined that the Clerk will check on available dates and submit via email to the commission. The regular meeting can be rescheduled and will be a special meeting.

Chair Steffy commented on the importance of outreach, articles and news stories to date have been very emotional and it would be good to disseminate the attendance numbers an costs and what is needed; he commented on cost based recreation and the cost of recreational programming; the expectation of the value to the community; community health benefits via community recreation and apologized for the lengthy meeting.

ADJOURNMENT

There being no further business to come before the Commission, the meeting was adjourned at 8:16 p.m. The next meeting is scheduled for **THURSDAY, MARCH 22, 2018** at 5:30 p.m. at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

Approved:_____



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MEMORANDUM

TO: PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION

FROM: CLARK FAIR, COMMISSIONER

THRU: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: FEBRUARY 27, 2018

SUBJECT: QUARTERLY LETTER TO THE EDITOR

The City of Homer Parks, Arts, Recreation and Culture Advisory Commission (PARCAC) welcomes Caitlin Walls, appointed in January by the Homer City Council, as its newest commissioner. In its regular meeting on Feb. 15, PARCAC welcomed surveyor Kenton Bloom, representing the estate of Marvin Hanson, who proposed increasing the size of city parkland along Woodard Creek to 0.556 acres by increasing amount of Hanson property dedicated to the City of Homer. Acceptance of the parcel, located just north of Spruceview Avenue and west of Bartlett Street, would continue efforts by residents and the city to transform the Woodard Creek drainage into a vibrant, safe community asset. In the summer of 2017, volunteers created a trail along a segment of the creek within Karen Hornaday Park, while also connecting the park itself to Danview Avenue. During the previous summer, volunteers created a creekside trail between the Pratt Museum and Pioneer Avenue. Over the last decade, the Woodard Creek Coalition and the Friends of Woodard Creek have worked to study and protect the entire drainage and present a better understanding of its possibilities to the public. Marvin Hanson, a former member of the Woodard Creek Coalition, worked to preserve creek habitat, provide access to the drainage and promote the watershed's natural values. PARCAC commissioners enthusiastically endorsed Bloom's proposal, which moved on to the city's Planning Commission and then the City Council.

Recommendation:

Approve the Letter to the Editor Topic content submitted by Commissioner Fair



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To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: March 15, 2018
Subject: March staff report

- Thanks to all the Commissioners that attend the HERC tours!
- Thanks to Matt, Robert, Johnathan and Ingrid for bringing information to staff in time for the packet.
- As of packet time, I have not heard who has been hired for the Parks Maintenance Coordinator position. Perhaps there will be an update at the meeting?
- I have a visit from Billy Day, surveyor, who is interested in building a trail across part of the City's Diamond Creek property. The trail would connect from the Homestead Trail on Diamond Ridge, over to the diamond Creek trails. The trail would be pedestrian and bike friendly. This project will likely be on a future PARCAC agenda.



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To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: March 14 2018
Subject: HERC proposal

Requested Action: Discuss the draft resolution, make amendments, and make a recommendation to the City Council

At the last meeting, the Commission revised a draft resolution. I have amended the resolution and added to it based on that conversation and the work session at HERC. Please review lines 31-72 in particular.

Attachments

March 14, 2018 draft resolution
Email from Mary Griswold

**CITY OF HOMER
HOMER, ALASKA**

Parks, Art, Recreation &
Culture Advisory Commission

RESOLUTION 18-001

A RESOLUTION OF THE PARKS, ART, RECREATION AND CULTURE
ADVISORY COMMISSION REQUESTING THE HOMER CITY COUNCIL
CREATE A TASK FORCE TO DETERMINE THE FINANCIAL
RESOURCES REQUIRED TO USE THE HOMER EDUCATIONAL
RECREATION CENTER BUILDING AND IF LEASING IS A FEASIBLE
OPTION.

WHEREAS, Homer City Council and Parks, Art, Recreation and Culture Advisory Commission (PARCAC) held a joint work session on January 8, 2018 to discuss the future of the Homer Educational Recreation Center (HERC) building; and

WHEREAS, Four main ideas were discussed including a convention center, shared police station and recreation facility, selling the property, and using the HERC as a community recreation facility; and

WHEREAS, Resolution 18-013(A) selected a new site for the Police Station, so a shared recreation/police station is no longer an option that needs further investigation; and

WHEREAS, The HERC property presents opportunity for community use but also has long term financial costs for the City; and

WHEREAS, More information and community process is needed to determine the feasibility and desirability of expanding the use of the HERC building for recreation or as a multi-use building; and

WHEREAS, The feasibility of HERC as a convention center is also a complex question that will require additional study; and

WHEREAS, The decision to sell the property should be entertained only after a thorough study of the feasibility of HERC as a long term recreation facility or other use such as convention center; and

WHEREAS, Council adopted resolution 18-03, to use HERC for community recreation until such time as the building is demolished; and

WHEREAS, There is preliminary interest in leasing the building to use as a public school.

NOW, THEREFORE, BE IT RESOLVED that Parks, Arts, Recreation and Culture Advisory Commission supports the establishment of a task force by the City Council to determine:

1. What financial resources are needed to operate and maintain the HERC facility at current levels?
2. What financial resources are needed to upgrade the HERC facility over the long term for full use? (10 years or longer)
3. What will be the estimated long-term costs (operation and maintenance) over 10 years for full use?
4. If the HERC site is feasible as a long-term community center?
5. If the community would be better served by a new or remodeled facility that is not the HERC building.
6. If it is financially feasible and acceptable to the community to lease the building to another entity, such as a school or other tenant.

PASSED AND ADOPTED by the Park, Art, Recreation and Culture Advisory Commission on this _____ day of _____, 2018.

CITY OF HOMER

MATT STEFFY, CHAIR

ATTEST:

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Fiscal Note:

From: Mary Griswold
To: [Renee Krause](#)
Cc: [Katie Koester](#); [Donna Aderhold](#)
Subject: HERC task force
Date: Monday, March 12, 2018 3:21:52 PM

(Please share this e-mail with PARCAC members and Julie Engebretsen)

Thank you for hosting the tours of the HERC last Wednesday. I am again impressed with the quality and potential of this building for community recreational and educational purposes.

I read in your February 15 minutes "Deputy City Planner Engebretsen explained that the Council will have another resolution establishing the task force and outlining the specific tasks, membership and length or duration."

I strongly support forming a task force to evaluate the future of the HERC. Today I attended the Lunch with a Council Member because I wanted to learn how the HERC project will proceed. Katie Koester and Donna Aderhold both recommended that a resolution or memo from PARCAC requesting that the council establish a task force would be a better path to action than waiting for council to initiate this proposal. Council would also benefit from as many details regarding tasks, budget, and length of duration as you are able to provide.

I hope you will include a resolution or memo requesting council to establish a HERC task force on your March 22 agenda so we can get this process started.



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To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: March 15, 2018
Subject: Karen Hornaday Park Master Plan

Recap: PARCAC held a work session in January to talk about the park master plan. Staff created the attached matrix, reflecting progress made, and identifying areas that could use more effort.

Next steps: Decide if there is a task you or the Commission would like to take on, or, if the Commission is done discussing the master plan for the year.

Attachments

Work session outcome table

K Hornaday Park Master Plan Progress and Next Steps	
Campground	
What's been worked on?	Newer outhouses Road and road drainage Campsite improvements Some brushing of campsites Created a camp host program
Next Steps:	Matt and Deb walk through a few sites to discuss what more brushing looks like Q: How can we make host program more successful? Revenues are up; does this justify a paid camp host? Can we install a holding tank? Ingrid research camp host pay for possible stipend request to Council Level sites - tent pad and RV. Need parking spots so vehicles are not parked on the road. Need level pick nick table, stationary fire pits. Need directional signage in park. Possible budget request. Whole campground water and sewer hook ups are desirable.
Parking, Roads and Trails	
What has been worked on?	Woodard Creek Trail Fairview Trail Speed limit lowered on park road West parking lot improved significantly East parking lot improved some
Next steps?	Extend Woodard creek trail up canyon, connect up closer to playground or campground trail Build a fitness loop around the park, and also up into campground Address layout of parking, signage? Organize east and west sides, curb stops on east side. Requires staff time and some parking curb materials Move the road and install new water and sewer infrastructure in the same project Marking for trail/road crossing across to the other side Consider speed bumps, seasonal? Gravel humps? Fix west parking layout and log location Enforce camping rules to eliminate illegal camping on east side on edge or southern edge of parking lot. (this is an operations issue)
Ball Fields	

	New fencing, fixed up dugouts, upgraded outfield
	Emergency access has been improved. Restrict access to back field by car? Talk to LL. Gate key management? Fix leaning poles. Remove chain that trips people, use some rocks and plan for ADA access
	Water is pooling up along back side. Can it be used for equipment storage?
	Do we need to seal the dug outs? Ask contractor
	Can't cross emergency road well on foot, also hard to walk to restrooms or pavilion.
Concession Stand	Unresolved Issue! Safety hazard. Flooded. Is it usable?
	Has been painted
	Unresolved drainage issues, but better than it was
	Water is pooling up along back side. Can it be used for equipment storage?
	If its not being used, what would it cost to upgrade it to a usable storage area?
Bating Cage	
	~ Is PARCAC interested in the city replacing this? NO
	~ Is it still needed? NO - LL has purchased one to use at SPARC
Little League Storage	Painted but unresolved issue
	Is storage locked or open in winter? Safety issue/kid magnet?
Next Steps	Fix broken seats in stands
	Fix drainage for upper ball fields
Fencing	Needs re-stretch and re-wired. Held by ropes in spots.
	Chain link connectors need to be reattached
	Orange construction fencing needs to be replaced with chain link
	Larger project: several parks may need fence repairs, may be worth contracting out
City Structures	
New picnic shelter	Complete
Old pick nick shelter	Moved to a new location
Restrooms	Needs interior work - missing tiles, etc.
	Aging structure... replacement timeframe?
Playground	New playground constructed
	Old mural replaced

Next Steps?	Restrooms: CIP project with roads. Needs depreciation money, leverage LWCF? HART?
	Shelters
	Fix Fire Ring
	Replace vent cover on old shelter. Budget request?
	The old shelter needs a new grill
	Need new bathroom! Locals use it; it should be prioritized
	Playground
	Needs a work party?
	Work with HoPp to work on groundcover in playground
	Fix broken playground parts
	JE email Miranda, schedule a safety walkthrough and ground cover
	Wood chip depth - is it still in spec?
	Create a mechanism for ongoing sponsorship to maintain park pieces
Woodard Cr Hydrology	
	Not much progress in this area.
	fill removal/woodard creek
	flood retention ponds in upper portion
Next steps	Question: what does healthy floodplain look like



City of Homer

www.cityofhomer-ak.gov

Planning
491 East Pioneer Avenue
Homer, Alaska 99603

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

To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: March 13, 2018
Subject: Funding Request for Increased Spit Trail Maintenance

Requested Action: Move to recommend the City Council amend the budget by \$_____ to allow for an increase of _____ hours for maintenance of the Spit trail. Funds would come from HART Roads/Trails (pick one) revenues.

Commissioner Lowney requested this agenda item. Commissioner Steffy will provide a number of hours for the task. The hourly rate including overhead is estimated at \$15.04 per hour.

Background:

If the Commission would like to request additional maintenance along the Spit Trail, you may do so by motion. It would be a budget amendment to Council. Please consider how much time should be allotted to Spit Trail maintenance. If the Commission can arrive at a number of hours, I can request the dollar amount from the Finance Department for the budget request. With the vacant of the Parks Maintenance position, I don't know how much time is typically allotted to trash pick-up or how much more effort would be needed to increase the level of service.



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To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: March 14, 2018
Subject: Safety signage

UPDATE: Commissioners Archibald and Sharp agreed to work on this issue and bring a recommendation to the Commission.

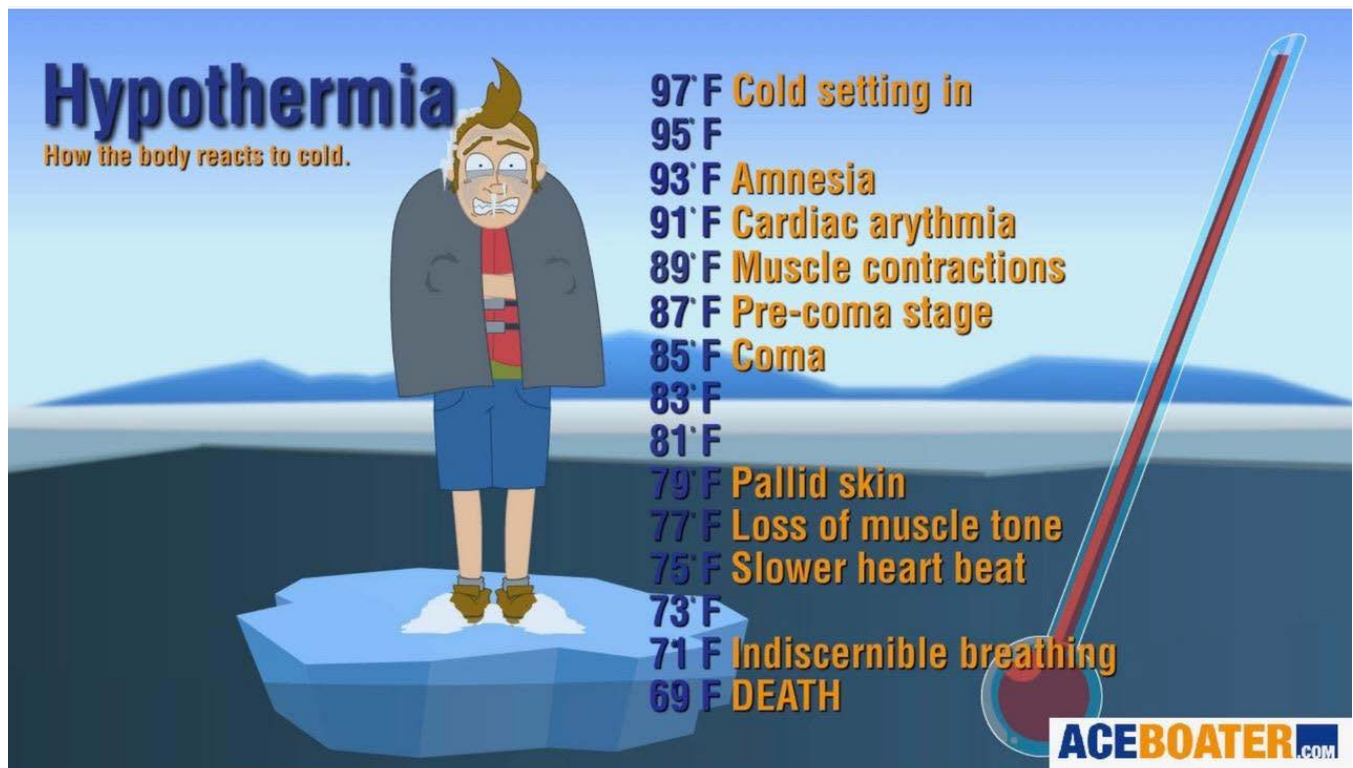
Requested action: Make a recommendation to City Council on the proposed safety signage.

Background: During the FY 2018 budget process, Council approved spending \$750 to post some safety signage. Specifically, "to post three signs at points of entry into Kachemak Bay to warn recreational users of the hazards of cold water and limits of emergency response capabilities." Locations such as Mariner Park and the Water Trail were discussed.

Attachments:

Water Trail Signage

Emergency Radio Call Procedures





Welcome to the

Kachemak Bay Water Trail

The Kachemak Bay Water Trail is a 125-mile water trail that inspires exploration, understanding, and stewardship of the natural treasure that is Kachemak Bay.

Exploring Kachemak Bay will supply you with a lifetime of memories. Let's make all those memories good ones.

Stay safe. Go when it is safe.

Prepare

- **Complete a pre-departure check** to make sure you have all the legally required equipment;
- **File** a float plan describing the boat and equipment, names of persons on the boat, destination and route, date and time of return, and when and who to contact if overdue;
- **Carry** communication and signaling devices on your person; and
- **Know** your local emergency contact numbers, but always be prepared to handle an emergency yourself.

Be Aware

To learn about tides, rock hazards, and safety information in the bay check out:

- NOAA Nautical Charts
- Coast Pilot 9
- US Aids to Navigation
- Alaska Boater's Handbook and the Kachemak Bay Supplement

Cold Water Kills

Five of every six boating fatalities in Alaska involve sudden cold water immersion.

Wearing a life jacket could be the single most important factor in surviving a cold water immersion event.

**Always Wear A
Life Jacket!**

For more on boating safety go to:

<http://dnr.alaska.gov/parks/boating>



<http://www.kachemakbaywatertrail.org>





Avoid alcohol. Many of Alaska's boating fatalities involve alcohol. In Alaska, the laws that define driving while intoxicated and the penalties upon conviction apply to boat operators too.

Photo courtesy of Alaska State Parks



- US Coast Guard on marine VHF Channel 16 or 800-478-5555 or 911
- Homer Harbor Master on marine VHF Channel 10 or 907-235-3160

ON YOUR PERSON, carry communication devices (e.g., a marine VHF portable radio, cell phone in waterproof bag) and signaling devices (e.g., an emergency locator beacon, whistle, signal mirror). **Be prepared to handle emergencies yourself**, but if you need help contact:

EMERGENCY Communication

Cold Water Kills

Five of every six boating fatalities in Alaska involve sudden cold water immersion following capsizing, swamping, or a fall overboard. Each of the stages of cold water immersion (cold shock response, cold incapacitation, and immersion hypothermia) can result in drowning. Those not wearing a life jacket are at much greater risk.

WEARING A LIFE JACKET COULD BE THE SINGLE MOST IMPORTANT FACTOR IN SURVIVING A COLD WATER IMMERSION EVENT.



Photo courtesy of Brody Reid

- Make and file a float plan
- Use the planner to find weather and tide reports and more
- Access NOAA nautical charts
- Use the pre-departure check list
- Check out types and uses of life jackets.
- **PLEDGE!** Make a pledge to your family to always wear your life jacket.

At the Pledge to Live website you can:



Tide changes can create strong currents (as much as 18 knots) at the mouths of major rivers and in narrow channels and inlets such as Halibut Cove Lagoon and China Poot Bay. The difference between the lowest and highest tides in a single day can be 28 vertical feet—higher than a 3-story building. In some areas, wind and currents can combine to form tide “rips” of large standing waves. Waves generated in tide rips can become steep and close with amazing speed. Avoid these areas until “slack” tide. Tide changes can leave boats high and dry or a long distance from the shore if anchored. Always secure boats when on the beach. The large tidal area on the north side of the bay requires proper timing if one plans on an easy beaching. Carry and reference tide tables before and during your trip.

Water in Alaska is cold, regardless of air temperature. Kachemak Bay is no exception. Paddlers should dress in consideration of the water and air temperature.

Weather can change rapidly, turning a calm sea into a heavy chop or large waves in a matter of minutes. Day breezes are common in the summer. These winds generally calm down by late afternoon or early evening. Be prepared to seek out the nearest sheltered area and wait for conditions to improve.

Rocks can be a hazard within the bay, such as off Aurora Lagoon, Neptune Bay, Sadie Point, and other areas.



For more information:

Dave Brann, Co-Chair
Kachemak Bay Water Trail Steering Committee
PO Box 729
Homer, AK 99603
kbwt@homer.alaska.org
907-235-6018

Kachemak Bay State Park
Alaska State Parks, Homer Ranger Station
907-235-7024

Marine VHF Channel 16

Alaska Office of Boating Safety
550 W. 7th Avenue, Suite 1380
Anchorage, AK 99501-3561
(907) 269-8706

USCG National Response Center 24-hour Hotline
1-800-424-8802



Your Guide for Safety Navigating the

Kachemak Bay Water Trail

Welcome to the Kachemak Bay Water Trail

The Kachemak Bay Water Trail is a 125-mile water trail that inspires exploration, understanding, and stewardship of the natural treasure that is Kachemak Bay.

Exploring the estuaries, coves, and fjords of Kachemak Bay will supply you with a lifetime of memories. Let's make all those memories good ones. Stay safe. Go when it is safe. And remember: **Always Wear A Life Jacket.**

Be Aware

To learn about tides, rock hazards, and safety information in the bay check out:

- NOAA Nautical Charts
- Coast Pilot 9
- US Aids to Navigation
- Alaska Boater's Handbook and the Kachemak Bay Supplement

Navigation Rules

The International Navigation Rules on Steering and Sailing apply on Kachemak Bay regardless of the type of vessel. Boaters must be constantly vigilant of their circumstances. All boaters at all times should do the following:

- Maintain a proper lookout
- Proceed at a safe speed, so that proper and effective action to avoid collision can be taken
- Be prepared to depart from the "Rules," if necessary to avoid a collision



Legend

Proposed Kachemak Bay Water Trail

Trails

Roads

Unimproved Roads

Kachemak Bay State Park Boundary

Map not intended for navigational purposes

Scale 1:66,843



Brochure produced with support from the National Park Service Rivers, Trails and Conservation Assistance Program, Alaska State Parks, Alaska Office of Boating Safety, and the Kachemak Bay Water Trail Steering Committee.
Map produced by Tibor G. Toth, Toth Graphics, Kachemak Bay Research Reserve, and Alaska State Parks.



Photo courtesy of Jeff Nelson

Respect Wildlife

Kachemak Bay supports a myriad of birds and marine wildlife to observe. Respect birds and wildlife and give them plenty of room. A change in an animal's behavior could mean that you are too close. For your safety in bear country, store your food well away from your tent.

To learn more about bear safety before your trip see the Alaska Department of Fish and Game's website on living with wildlife at: adfg.alaska.gov.

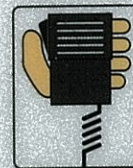


Photo courtesy of Jill Wheeler



EMERGENCY RADIO CALL PROCEDURES

1. MAKE SURE RADIO IS ON
2. ON DSC RADIOS, LIFT COVER AND PRESS BUTTON FOR 5 SECONDS THEN RELEASE
"GO TO STEP 4"
3. NON DSC RADIOS, CHANGE TO VHF CHANNEL 16 or SSB 4125
4. PRESS AND HOLD TRANSMIT BUTTON
5. CLEARLY SAY "**MAYDAY, MAYDAY, MAYDAY**"
6. GIVE:
 - ☐ THE VESSEL'S NAME _____
 - ☐ POSITION/LOCATION _____
 - ☐ NATURE OF EMERGENCY _____
 - ☐ NUMBER OF PEOPLE ONBOARD _____
 - ☐ VESSEL DESCRIPTION _____
7. RELEASE TRANSMIT BUTTON
8. WAIT 30 SECONDS - IF NO RESPONSE REPEAT MAYDAY CALL



VHF FM **16**
HF **4125**

www.fishsafe.info



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(p) 907-235-3106

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To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: March 14, 2019
Subject: Sidewalk Funding

Requested action: Re-familiarize yourself with the sidewalk funding conversation, and review the draft matrix. If the Commission thinks we are on the right track, staff will work with Public Works to flesh out some basic costs for each sidewalk, and some measure of how complicated the project is. Ultimately, the Commission could provide Council with a prioritized list of sidewalk projects and cost estimates, to move forward with more sidewalks in the community.

Background: Council sent the Commission a memo in June with four main points about sidewalks. The memo is attached. The Commission discussed sidewalk funding and prioritization at the September and November meetings. In December, I met with Commissioner Sharp to flesh out a table of sidewalk projects, with the criteria that has been discussed.

Attached is the draft sidewalk scoring list. The Commission has previously discussed that the sidewalks needed to be in the core area of town, and shown on the Homer-Non-Motorized Transportation and Trail Plan. I made a list of these sidewalks – there are not that many. See the attached spreadsheet.

I think one path forward is to provide Council with a list of prioritized projects with a very rough cost estimate. This would allow the City to identify which project clearly need outside funding – like Main Street which will be expensive, and which project we might fund ourselves over time – like the sidewalk gap between Crittenden and the Sterling Highway, which is about 30 feet.

I hope the Commission can spend extra time on sidewalks at upcoming meetings and respond to Council prior to the July break.

Attachments:

Memo 17-091 from City Council
Sidewalk Project Scoring matrix
Sidewalk Cost matrix



Memorandum 17-091

TO: PARKS, ART RECREATION AND CULTURE ADVISORY COMMISSION

THROUGH: HOMER CITY COUNCIL

FROM: COUNCILMEMBER ADERHOLD

DATE: JUNE 12, 2017

SUBJECT: MAIN STREET SIDEWALK

The Parks, Art, Recreation and Culture Advisory Commission (PARCAC) has advocated for the Capital Improvement Plan project to pave the City owned portion of Main Street using HART dollars. The purpose of this memo is to direct the PARCAC to further explore the challenges, opportunities and possible partnerships for constructing a sidewalk on upper Main Street.

Items to address in the recommendation to Council include:

Cost. Sidewalks are an eligible expense under Homer Accelerated Roads and Trails (HART). However, HART funds are limited and Council will need to be judicious about approving projects if those funds are used for road and trail maintenance in the future.

Cost sharing and Special Assessment Districts. The HART policy manual references that sidewalks need to be priority projects as identified in the Non-motorized Transportation Plan and grant funding should be pursued if at all possible. A special assessment district process could be implemented for sidewalks based on the HART road SAD process (25% property owner and 75% City cost sharing, 1 vote per parcel). This would ensure local buy in for the project.

Maintenance costs. A sidewalk on upper main adds significant linear feet of new sidewalk. Additional specialty maintenance equipment may need to be purchased and the cost of plowing, sanding, and maintaining the sidewalk needs to be considered. In many municipalities, the property owners are responsible for regular maintenance of the sidewalk in front of their home or business. Council would appreciate PARAC's feedback on this model.

Prioritization. Why is Main Street the highest priority for a sidewalk? The HART fund cannot afford to install or the City maintain sidewalks on all City streets recommended in sections 3.1 and 3.1 of Homer Non-motorized Transportation Plan, what is the mechanism for prioritizing one area over another? A special assessment district process that provides local buy in has been used to answer this question for other infrastructure projects in the City.



Main Street Sidewalk Facility: Pioneer Avenue North

Project Description and Benefit: This project will provide ADA-compliant sidewalks, curb and gutter on Main Street from Pioneer Avenue north to Bayview Park.

Main Street is Homer's primary north-south corridor extending from Bayveiw Avenue (near the hospital) to Ohlson Lane (near Bishop's Beach); it crosses Homer's primary east-west thoroughfares, Pioneer Avenue and the Sterling Highway. It provides access to residential neighborhoods, South Peninsula Hospital and Bayview Park, yet has no sidewalks, making pedestrian travel unpleasant and hazardous. Sidewalks on this busy street will provide pedestrian safety, accessibility and enhance the quality of life for residents and visitors alike.

Plans and Progress: The need for Main Street sidewalks was first articulated in Homer's 2004 Non-Motorized Transportation and Trail Plan. Main Street sidewalk improvements for the State-owned portion of Main Street (from Pioneer Avenue south) have long been a project in the CIP. Completing a sidewalk facility on the City-owned portion from Pioneer Avenue northward would provide a continuous, safe pedestrian route through the heart of Homer.

The overall project is conceived as sidewalks on both sides of Main Street from Pioneer Avenue to Bayview Park. A phased approach is suggested, beginning with sidewalk on the west side of Main Street only, first to Fairview Avenue, then to Bayview Park.

Plans & Progress: A engineer's conceptual cost estimate for both phases of the project has been developed.

Total Project Cost: \$943,055

Phase I: \$422,604

Phase II: \$520,451

Schedule: 2019

Priority Level: 3



Pedestrian safety along Main Street, one of Homer's primary north-south roads, would benefit from a sidewalk facility.

Cost matrix									
Street	Upper Main	Lower Main	Svedlund	Kachemak	Crittenden	upper heath	Upper Ben Walters	Lower Ben Walters	
Category									
Cost per foot									
Cost matrix									
Street	Smokey Bay	Bunnell	Fairview	Snowbird	Ohlson lane				
Category									
Cost per foot									



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To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: March 14, 2018
Subject: Campground Host

One of the items discussed during the Karen Hornaday Park Master Plan review was the desire for a Camp Host. Homer has had a hard time recruiting park hosts, although there has been some success. A question arose if the City's program was competitive with other popular park host programs. Commissioner Harrauld provided information from other communities. I have provided the job description used by the City of Homer.

Recommendation: Discuss the city park host description and recommend any changes to the City Manager.

Attachments

City of Homer Park Host job description

Information provided by Commissioner Harrold at the previous meeting



City of Homer Karen Hornaday Park Host Duties/Job Description

General Duties

The Karen Hornaday Park Host supports the park operation and provides a valuable point of contact for visitors in the park and campground. It is important that the park host be knowledgeable about the park and campground and the community. **Do not collect money. Send the visitor to the fee kiosk.** While on duty, you are an official representative of the City of Homer. It is very important that you speak and act courteously and professionally. Do not put yourself in a situation that is beyond the scope of your duties as a park host. Remember that your job is enlightenment, not enforcement.

Duties will include, but not limited to the following.

- a. Assist visitors, answers questions and explain regulations which apply to them.
- b. Assist campers in locating a campsite.
- c. Be familiar with local points of interest and the location of services that might be requested by campers such as towing, groceries, churches, tourist attractions and local events.
- d. Report situations that could affect the health and safety of visitors, and report any maintenance items which need immediate attention to the Parks Coordinator immediately.
- e. Host shall not attempt to discipline or apprehend any park violators. Host will report all disturbances to the Parks Coordinator and/or Homer Police Department depending on the type of disturbance. You are to inform campers of rules and regulations, but are not to participate in any high risk activity.
- f. Host must set an example by being a model camper practicing good housekeeping at all times in and around their assigned site and by observing all rules and regulations.
- g. Host is expected to work most weekends and all holidays during their term.
- h. Host is expected to pick up litter and assist in stocking restroom supplies.
- i. May be assigned other duties and projects not listed.

Morning Rove (8:00ish), Afternoon Rove (2:00ish), and Evening Rove (8:00ish)

- o Walk through the entire campground.
- o Be on the lookout for occupied sites that do not have current fee stubs posted. Late arrivals may or may not have taken care of their fees. Do not wake visitors up. Leave a pink slip on the post (not on their vehicle).
- o When the visitor has a current fee stub, please mark on the stub (with black marker in large print) the date they are leaving.
- o **Do not collect money. Send them to the fee kiosk**
- o Be available to answer questions, give directions, assist campers, and pick-up unsightly trash.
- o Make sure that the fee kiosk is re-stocked with fee envelopes, pencils, park brochures, park newspapers etc. and that the fee station looks clean and orderly.
- o When you are notified of an issue in the campground after 11:00pm, and it needs to be handled before morning, contact the Homer Police Department at 235-3150.

Problems in the Campground

Non-Emergency – if the problem can be corrected and the campers seem cooperative, ask them to promptly correct the situation. Do not continue to make contact with that visitor. If you detect a problem and the campsite occupant is not present, leave a written notice noting the problem. If the problem persists after the occupant has returned, notify the Parks Coordinator or the Camp Fee Collectors.

Emergency (Medical, Law Enforcement, Fire etc.) – Call the Homer Police Department at 235-3150.

A word about calling for help----If in doubt-Call!!! If you're unsure whether it's an emergency, an opinion from someone else may be helpful.

Working Conditions

Work is mostly outside in hot, cold, wet, humid, wind, or other adverse conditions. Physical activity is required. Walking or bicycling is required. Must reside in park during time of service. Must be able to safely lift at least 20lbs. Ability to bend, stretch, pull and lift required. May be required to work overtime, holidays or weekends.

Benefits

Provided use of a campsite and all at no charge for the duration of the term of service. Electric hook ups, fuel, water and dump station provided. Will be issued a vest and name tag.

Items Provided by Hosts

Dependable mobile camping unit, (RV or trailer) food and any other personal items needed.

Skills and Abilities

Must be at least 25 years of age. Ability to pass a background check required. Ability to get along well with people. Ability to remain calm and friendly when confronted with upset visitors. Ability to physically get out and make rounds through the camping and park area. Ability to adapt to changing work conditions.

Time Commitment

At least 24 hours of service time per week for a minimum of four (4) weeks, to include most weekends and all holidays. Two consecutive days off in the summer

Supervision and Training Provided

Supervised by Parks Coordinator or designee. Trained in park and campground registration procedures, rules and regulations, and host responsibilities.

I further understand that: (Please initial each of the following)

- _____ I am not to appear for volunteer service under the influence of alcohol or any illegal drugs. I agree to inform the supervisor at the beginning of the shift if taking any over-the-counter or prescription medications that may impair the ability to perform volunteer duties.
- _____ I will abide by all City and Public Works Department policies regarding personal conduct while performing volunteer services.
- _____ I agree not to go beyond the scope of volunteer work agreed to without authorization.
- _____ I am to be trained on any activity that I am unfamiliar with, learn the corresponding policies, and it is my responsibility to understand them completely or ask questions until I feel confident to perform them.
- _____ I hereby identify that I am capable of performing duties without accommodation, or with the following accommodation(s): _____.
- _____ Depending on the scope of volunteer work, the following policies may apply: Safety Procedures, Computer Operation, Anti Harassment, Confidentiality, Non-Discrimination, and Drug-Free Workplace.
- _____ I understand that I am to report any on-the-job injury or illness, no matter how minor, to my supervisor. I authorize emergency medical care if it should become necessary.
- _____ I grant full permission to use any photographs, videotapes, motion pictures or recordings for publicity purposes by the City of Homer.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATON; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY SERVICE AS STATED HEREIN.

Karen Hornaday Park Host Signature Date

Supervisor Signature Date

HR Director Signature Date

City Manager Signature Date

Hello PARCAC commissioners!

I apologize for not getting this in the packet – I lost track of time. Enclosed are a few examples of Park Hosts to look through. My research revealed the following things:

1. This is a common and successful program at many parks, and we would not need to recreate the wheel in order to establish one at Karen Hornaday.
2. There is a fair amount of management that is required and we would need to outline where this responsibility would fall.
3. Most counties/states do not give wages to Park Hosts. Most supply free camping, water, electric and sewer. Some reply workers comp, uniform etc. They have formal job descriptions with duties, days off, and required hours per week.
4. Most have a formal application, screening, background check, training manual and volunteer orientation/training.

This seems like a great program idea that would require some forethought and management.

Ingrid

County Parks

1. Coos County Park Host

Coos County Parks and Recreation Department is looking for Campground Hosts for all of our camping facilities.

Help Wanted

Coos County Parks and Recreation Department is accepting applications for resident Park Hosts at RV County Parks. This position receives no wages. Job description and applications may be obtained at the Parks office, 1309 W. Central, Coquille or here on-line.

Applications will be accepted until filled. Click here for [Park Host Application](#).

Summer Season is from March 1st to October 1st. During this busy season some parks require 2 to 3 hosts, and there are host sites available for more than one host. Typical contract time coverage is 4 to 6 months.

General Host Information

Dates Available:	Year Round
Suitable for:	Adults and Seniors
Difficulty Level:	Not Difficult
Typical Duties:	Meeting and greeting campers, answering questions about the park and local area, respond to camper's needs and problems, advise visitors of park rules when necessary. Selling firewood and ice to campers, maintaining and restocking restroom building, picking up litter in campground, cabin cleaning, restocking pay station, delivering information to park ranger, register campers and collection of day use fees. Some lawn maintenance.. Required 20 hours per week with two consecutive days off. Water, electric and sewer hook-ups in host site. Must have a fully self-contained RV. Individual Parks have different requirements, please check with Parks Operations for a complete list of duties.

2. Broward County Parks

In January 2011, Broward County Parks and Recreation launched a pilot program to create campground host positions at two of the County park system's public campgrounds, Easterlin Park in Oakland Park and Markham Park in Sunrise. Quiet Waters Park in Deerfield Beach joined the program in April 2011, and T.Y. (Topeekeegee Yugnee) Park joined in December of 2012. The Division's fifth campground, C.B. Smith Park in Pembroke Pines, joined the program in March 2017, with its first hosts expected to arrive in time for the 2017-18 camping season.

The program is designed to offer qualified couples and individuals campsites in exchange for providing certain services to the parks and their patrons. Each campground host may be called upon by park management to fulfill a variety of functions, from general assistance in the park office to basic maintenance tasks to hosting social activities. The hosts remain on call should campers need after-hours assistance.

Like all other park volunteers, campground hosts undergo an application and screening process to ensure they are well suited to the position and are qualified to serve the public. Orientation and training are provided prior to the beginning of their assignments. Campground hosts must reapply if they wish to participate in the program for a subsequent season.

State Parks:

1. **Oregon State:**

The hosting lifestyle

Our park hosts are quite literally some of the most visible faces of our agency, helping visitors feel welcome, answering their questions and orienting them to the park and surrounding area. Many like to volunteer at their favorite parks over the busy summer season, then go home. But for many, full-time hosting has become a lifestyle choice. Full-time RVers arrive at one park, then travel around Oregon, volunteering at other parks over a longer period of time. Whether this is for you or not, we value whatever commitment you can make. In return for your service, parks provide hosts with a free campsite, usually with full hook-ups, for those who host for a minimum of one month.

Types of hosts

As we've added new programs and services, opportunities for hosting have evolved! When you apply, you choose the types of duties that most appeal to you. Overlapping duties are typical and hosts often assist one another. Get a good idea of the most common host duties by reading the descriptions below. Keep in mind you'll have the most success if you are flexible and open to trying something new.

Campground host: The most "traditional" type of host, campground hosts sell wood and ice, clean sites and campfire pits, pick up litter, stock restrooms and offer general information about the park and surrounding area.

Day-use host: Some parks don't have campgrounds, but they need a presence during daytime activities. Duties can vary quite a bit and are designed to carry out the purpose of the specific park property. You will likely open and close gates and provide a security presence, but you may also assist staff with light maintenance duties.

Visitor Services host: A public information "job", you might work in an entrance station, kiosk, visitor center, museum, store or similar operation. Typical tasks are to provide hospitality, distribute brochures, collect fees, sell retail items, and generally be a helpful, welcoming face to our visitors.

Maintenance host: This type of host may mow and water lawns, trim trees and bushes, perform landscaping, gardening or painting projects, or whatever is needed to keep our parks in tip-top shape. Those with specialized skills may do "shop tasks," such as repairing small engines, welding, or working on minor construction, electrical or plumbing tasks.

Interpretive host: Folks who love to be right where the action is in education and interpretive programming will enjoy these positions. These front-line hosts lead or assist with evening campfire programs, Junior Ranger programs for children, conduct lighthouse or historic tours, or do research to develop new presentations, brochures or exhibits.

Yurt or Cabin host: Hosts in this role provide friendly service to those with yurt or cabin reservations. You will welcome campers, answer questions, make light repairs, clean the facilities in between bookings, and help "sell" unreserved yurts or cabins to walk-in customers.

Extended stay or special project host: On occasion, parks need hosts with specific, professional skills to help them complete a longer-term project. Examples of past and current projects include helping to construct new cabins, installing playgrounds, designing new recreation programs, conducting natural or cultural resource inventories, taking photographs or administering visitor surveys.



LINN COUNTY PARKS DEPT
3010 FERRY ST.SW
ALBANY, OR 97321
541-967-3917
www.linnparks.com

VOLUNTEER CAMPGROUND HOST POSITION DESCRIPTION

Volunteer campground hosts will live in the campground and have a "HOST" sign at their site.

The following visitor service duties are performed by volunteer camp hosts:

- Greet visitors, answer questions, receive comments and be readily accessible to the public.
- Contact park staff or law enforcement personnel when emergencies or activities within the park area warrant them.
- Understand and explain rules that apply to park users.
- Pick up litter and check restrooms.
- Maintain a tidy host site and a professional, approachable appearance.
- Assist with park and campground reservations.
- Sell firewood and assist with other special projects.
- Work in the campground booth as the need arises.
- Other specific duties as agreed upon with park staff.

The benefits of volunteering as a Linn County Parks Campground Host are as follows:

- **Campsite** - Hosts are required to live and work in the park, and will be provided a campsite.
- Volunteer hosts will be reimbursed for up to _____ gallons of generator fuel per month if they are hosting in a campground that does not provide electricity.
- **Insurance** - Workers' Compensation and tort liability insurance is provided by Linn County when you serve as a volunteer. All hosts are covered by Workers' Compensation insurance while on duty. This insurance is to help pay damage claims and medical expenses if you are hurt on the job. All volunteers are covered by Linn County for civil liability. This protects the volunteer from being liable for claims of negligence or injury to others under the following conditions: you are working on a parks task assigned by an authorized supervisor, you limit your actions to the duties assigned, and you perform your duties in good faith and do not act in a reckless manner or with the intent to inflict harm on others. Linn County does not provide personal property insurance. It is strongly recommended that you have all personal property covered by your own insurance. Linn County will not, and cannot, replace any lost, stolen, or damaged property.
- **Personal satisfaction** – You are able to receive very much personal satisfaction from your time volunteering for Linn County Parks. The people you help and get acquainted with and the ways you help the park system grow and flourish will enhance your feelings of accomplishment and fulfillment.
- **Website** - For photos and park descriptions go to our website www.linnparks.com Thank you for your interest in the Linn County Parks Dept.



Campground Host

Position Description

Purpose of Volunteer Service: To perform a public relations role in the campground by answering questions about camping, park facilities, programs and rules. Will also monitor the campground and relay any disturbances to the Senior Ranger and report emergencies to the authorities/911.

Supervisors: Senior Ranger, Volunteer Coordinator

Typical Assignment: Hosts will cover the 11 p.m. to 7 a.m. shift, split between two hosts seven days a week.

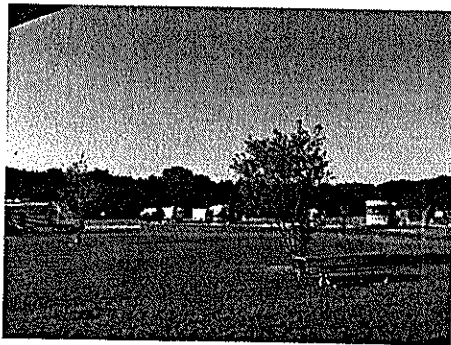
Qualifications/Skills:

- Flexibility and ability to work as a team with other volunteers and District staff.
- Willingness to learn about forest preserves campgrounds, amenities and rules.
- Ability to assume a leadership role in providing information and serving as extra "eyes and ears" for the District.



Requirements:

- Must be 21 years old.
- Must follow all campground rules and regulations.
- Must wear District volunteer badge when officially on duty.
- Must enjoy working with people and strive for excellent customer service.
- Must be available to volunteer on weekdays and/or weekends and holidays.
- Must complete: application, criminal background check, medical liability, and waiver forms.
- Must be an experienced camper who provides own recreational vehicle and personal items.



Expectations:

- Commit to a minimum of one month or a maximum of one camping season May 1st – October 31st.
- Hosts will cover our 11 p.m. to 7 a.m. shift covering approximately 30 hours a week utilizing an "On-Call" type schedule.
- Properly use the Campground Host sign letting visitors know when you are "ON" and "OFF" duty.
- Notify the Forest Preserve staff when you arrive to your site.
- If you need to cancel your shift, please notify the District at least 24 hours in advance. If you can, please help find a replacement.
- Provide suggestions for improvement of the volunteer program/position.

Understanding:

- Campground hosts will not collect money or operate county owned vehicles.
- Campground hosts will be provided a free campsite in return for services provided.
- The host's campsite will be close to the campground entrance and will be selected by the District.
- The District reserves the right to evaluate and determine any individual's volunteer status at any time.
- The role of volunteer is not to enforce laws or ordinances and to contact 911 in case of an emergency.

Training:

Volunteers are required to attend a *Volunteer Orientation* offered by the District. Mandatory CPR/First-Aid certification will be completed through the District. Further information on the District preserves can be viewed online at www.kaneforest.com

Lane County Parks Volunteer Host Application

A background check and drug test is required to host in a Lane County Park

Lane County Parks offers two types of volunteer camp host opportunities; please indicate any that you are interested in:

_____ **Campground Host:** Lane County Parks has 5 campgrounds: 1 in Eugene, 1 in the Fern Ridge area, 1 outside of Cottage Grove, 1 in Mapleton, and one in Florence on the Oregon Coast. All locations are run by a contractor who acts as a caretaker of the park and campground. Caretakers are responsible for overseeing camp hosts. As a camp host you would greet the public and perform duties as assigned by the caretaker. If the position is a paid position, it would be paid by the caretaker. Caretaker positions are contracted and vetted through a bidding process.

_____ **Rural Park Host:** Lane County Parks has several rural park locations that need a host presence to help protect an area and to help maintain the grounds. Rural park hosts would be responsible for greeting the public and performing light grounds maintenance such as restroom cleaning, litter picking, and light clean up after storm activity such as branch gathering and trail clearing. Power tool operation is generally not required with this assignment. No pay would be associated with this position.

Volunteer hosts must provide their own R.V. which must be in acceptable condition and approved by Lane County Parks staff. Approved hosts would be accommodated with amenities such as water, electric, and sewer hook-ups.

Hosts may be required to wear park-issued clothing such as t-shirts and hats, but will not be required or permitted to carry any type of weapon.

Up to two (2) Pets may be permitted at host sites with Park Manager approval. Pets must be friendly and approachable by park users and must be tethered and controlled at all times. Pets are required to be rabies vaccinated and licensed with Lane County Animal Services prior to accepting hosting duties.

A successful background check and drug test is required to host in a Lane County Park.

Please send your application to:

laneparks@co.lane.or.us

Lane County Parks
3050 N. Delta Hwy.
Eugene, OR 97408
(541) 682-2000

1 st Applicant Last Name:		First Name:		Middle Initial:
2 nd Applicant Last Name:		First Name:		Middle Initial:
Primary Mailing Address:				
Alternate Mailing Address:				
Primary Phone: ()		Is this a (circle one): Cell Land Line Msg		
Alternate Phone: ()		Is this a (circle one): Cell Land Line Msg		
Primary e-mail address:				
Secondary e-mail address:				
Are you retired? Yes / No		Is Co-Applicant Retired? Yes / No		
Driver's License Number :		Expiration Date:		
State of Issue:				
Number of Pets:	Breed: _____	Breed: _____		
	Spay/Neuter? Yes / No	Spay/Neuter? Yes / No		
Type of RV:				
<u>Year</u>	<u>Make</u>	Motorhome _____ 5 th Wheel _____ Trailer _____	Length of RV and/or Truck/Trlr:	Extra tow vehicle: Yes / No Amps needed: _____
Tell us about your past camp hosting experience:				
Park	State	Duties	From/To	Contact Name & Phone #
			____/____	Name: _____ Phone: _____
			____/____	Name: _____ Phone: _____
			____/____	Name: _____ Phone: _____
Do you have any medical/physical limitations to be taken into consideration when assigning tasks?				
Why is park hosting a volunteer job you'd like?				
Is there anything else you'd like us to know about you?				



City of Homer

www.cityofhomer-ak.gov

Planning

491 East Pioneer Avenue
Homer, Alaska 99603

Planning@ci.homer.ak.us

(p) 907-235-3106

(f) 907-235-3118

To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: March 13, 2018
Subject: Strategic Plan Review

Requested action: Discuss the Strategic Plan and make amended as needed. This review is the annual review of the plan. The plan was last reviewed in August 2017.

- Keep in mind to goals of the comprehensive plan, the needs assessment and the budget constraints when thinking about the big picture.
- This strategic plan is not a wish list of what all we'd like to see, it's a list of immediate actions in the short term....and who will do the work.

Accomplished:

- *Additional \$500/yr for public art duties included in 2018 budget*

To do:

- *Public art presentation to CC, or remove from list?*
- *Review new parks in subdivisions – staff recommends work session*
- *Pratt public art follow up – need a commissioner to follow up*
- *Investigate endowment funding need a Commissioner to research, report back to Commission at a work session*
- *Trail signage for Reber*

Attachment: September 2017 PARCAC Strategic Plan

PARK, ART, RECREATION AND CULTURE ADVISORY COMMISSION
STRATEGIC PLAN 2017 (September 2017)

MISSION STATEMENT

The Commission is established to advocate in an advisory capacity to the City Manager and the City Council on behalf of the residents and users of the City of Homer. The Commission serves to address the maintenance, development, and support of parks and recreation facilities, as well as the recreation, artistic, and cultural programs of the Homer community.

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

General Goals of the Commission

- Advocate for obtaining open and green space
- Receive notification of future land disposals with attention to park and recreation needs
- Keep existing green space and public open space
- Preserve areas of natural beauty and access
- Receive notification of vacations of public access
- Receive annual status report on the cemetery
- Increase walkability of Homer
- Improve Public Outreach for parks, recreation and trails opportunities. Provide a quarterly point of view article in the newspaper to update the community. One article a year should be about public art.
- Keep existing staffing levels for Parks Maintenance
- Increase Community Rec staffing by .5 FTE over the 2015 budget.
- To encourage and include art in public spaces in Homer
- To educate the Council and public about the mission and projects of the City's public art program
- To advocate with the City of Homer's city council, manager and staff to include public art when planning all city upgrades, renovations and new projects
- Oversee execution of Public Arts Projects, RFPs, and selections committees
- Continue uniform sign installation at all city parks, trails and campgrounds
- Encourage programing for seniors, therapeutic and adaptive users *(CR is open to any/all classes the Community wishes to offer.)*
- Encourage ADA compliance and accessibility for parks and recreation programs
- Keep HERC available for education and recreation

STRATEGIC OBJECTIVES OF THE COMMISSION – Must have achievable results, an action statement.

1-2 Year Projects

- Create a criteria for sidewalk projects, how to prioritize them, and a list of the top 5 projects.
- Diamond Creek Recreational Improvement Plan –
 - o Next Steps, Trails improvements, Trail head parking lot, consider building a summer trail. Work with other user groups to accomplish next steps.

- Continue work on Karen Hornaday park drainage, the parking lot, and master plan implementation. Immediate goal of identifying small projects in concert with the master plan. Drainage issues behind the ballfields are an immediate goal. Restroom remodel/replacement needs to be planned for.
- Increase the city budget for parks and recreation. Increase reserve savings and add 0.5 FTE. (budget request, annually)
- Improve pedestrian access to Mariner Park from the Homer Spit Road and the bike path. Lobby to have the extension of the bike path placed on the STIP list.
- Continue to use the HERC building for Community Recreation as long as possible.
- Complete park user agreements with user groups (staff)
- Investigate Endowment funding
- Increase PARCAC budget by \$500 a year for public arts duties (\$1500 total Commission budget) (2018 budget request, completed?)
- Investigate requiring parks within new subdivisions (staff to provide info)
- Organize parking at Coal Point Park in conjunction with leases
- Install beach signage (Mariner Park is next)
- Increase public access to public art
- Make the sister city art collection more visible to the public (*working with Pratt*)
- Work with DOT to install directional signage to Reber Trail on West Hill Road
- Install Reber Trail directional signage on Fairview Ave so its easier to find
- Develop a plan to promote parks, public art and trails (Parks day and Trails Symposium)

3+ Year Projects

- Advocate for a Parks and Recreation Department, and funding a department
- Support efforts for a multi-use recreational facility
- Mariner Park Site Improvements – Level parking area, delineation of day use area and camping area, define and improve campsites, increase number of spaces and revenues
- Keep greenspace on the Spit
- Make an annual report to City Council about public art

ACTIONS OF THE COMMISSION –Who will do what, when and how?

- Have quarterly reports in the newspaper.
- Have a committee go to City Council with recommendations, action plan and time frame.
- Every time there is a memo from the Commission to City Council a Commissioner should go to the meeting and speak about it.
- A commissioner should attend every council meeting to speak with council and keep them informed about what they are working on.
- Provide comments during Comments of the Commission if Commissioners are involved in outside organizations that involve a concern of the Commission.
- When visiting clerk's office, grab the minutes of other groups. Attend an upcoming meeting if items of P&R interest are being discussed. (Or subscribe to email updates on the City website).
- Network with other committees and commissions, in city and outside of city limits

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	HARRALD	SHARP
March 12, 27* 2018	HARRALD	STEFFY/SHARP
April 9, 23 2018	_____	_____
May 14, 29* 2018	_____	_____
June 11, 25 2018	_____	_____
July 23 2018	<u>No Commission Meeting this month</u>	_____
August 13, 27 2018	_____	_____
September 10, 24 2018	_____	_____
October 8, 22 2018	_____	_____
November 26 2018	_____	_____
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



City of Homer

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clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: MAYOR ZAK AND HOMER CITY COUNCIL

FROM: PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION

THRU: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: FEBRUARY 21, 2018

SUBJECT: STELLA'S STARLINER COVER ART LOAN TO THE HOMER PUBLIC LIBRARY

At the February 15, 2018 Special Meeting the Commission reviewed and discussed the proposal to loan the Homer Public Library for an undisclosed period of time the original cover art for the children's book, Stella's Starliner by the well know artist and author, Rosemary Wells. This artwork will be displayed in the Children's Library area.

The commission expressed appreciation for this opportunity and approved the loan of the artwork. Following is the excerpt from the minutes of their discussion.

F. Library Art Loan Application – Stella's Starliner Cover Art

Chair Steffy read the title into the record and opened the floor for discussion.

Commissioner Fair stated that as a member of the Library Advisory Board and familiar with the work of the author he felt that it would be appropriate to accept the loan.

FAIR/LOWNEY – MOVED TO APPROVE THE APPLICATION OF THE LOAN AND FORWARD TO CITY COUNCIL WITH A RECOMMENDATION TO APPROVE.

There was a brief discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Recommendation

City Council approve the application of a loan for original cover art from Rosemary Wells, Stella's Starliner children's book

