PARKS, ART, RECREATION & CULTURE ADVISORY COMMISSION SEPTEMBER 7, 2017
491 E. PIONEER AVENUE **THURSDAY,** 4:30 PM
HOMER, ALASKA CITY HALL COWLES COUNCIL CHAMBERS

NOTICE OF MEETING
SPECIAL MEETING AGENDA

1. **CALL TO ORDER**
2. **AGENDA APPROVAL**
3. **PUBLIC COMMENT UPON MATTERS ALREADY ON THE AGENDA**
4. **APROVAL OF THE MINUTES**
   A. Minutes for the Regular Meeting on August 17, 2017 **Page 3**

5. **STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORT**
   A**.** Julie Engebretsen, Deputy City Planner

6. **PENDING BUSINESS**
7. **NEW BUSINESS**
   A. Planning and Recommendation of Expenditure of Funds for the Grand Opening Of the Karen Hornaday Park Trail **Page 11**

8. **INFORMATIONAL MATERIALS**
   A. Commission Annual Calendar 2017 **Page 13**
   B. Commissioner Attendance at City Council Meetings 2017 **Page 15**

9. **COMMENTS OF THE AUDIENCE**
10. **COMMENTS OF STAFF MEMBERS**
11. **COMMENTS OF THE COMMISSION**
12. **ADJOURNMENT THE NEXT REGULAR MEETING WILL BE ON THURSDAY, SEPTEMBER 21, 2017** at 5:30pm in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska

Session 17-06 Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order on August 17, 2017 at 5:35 pm by Chair Matt Steffy at the Cowles Council Chambers City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS FAIR, LOWNEY, HART, STEFFY, ARCHIBALD, SHARP, ROEDL, HARRALD

STUDENT REP: AVRAM SALZMANN

ABSENT: COMMISSIONER ASHMUN (EXCUSED)

STAFF: DEPUTY CITY PLANNER ENGEBRETSEN
DEPUTY CITY CLERK KRAUSE

The Commission met in a worksession at 4:30 to 5:25 p.m. to discuss City wide trails prior to the regular meeting.

APPROVAL OF THE AGENDA

Chair Steffy called for a motion to approve the agenda.

LOWNEY/ARCHIBALD - SO MOVED.

There was a no discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT ON ITEMS ALREADY ON THE AGENDA

VISITORS

RECONSIDERATION

ADOPTION OF THE CONSENT AGENDA

A. Minutes for the Regular Meeting June 15, 2017

Chair Steffy requested a motion to approve the consent agenda that contained the minutes from the June 2017 meeting.

LOWNEY/ARCHIBALD – 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. Community Recreation Report – Mike Illg

Chair Steffy congratulated Mr. Illg for a well conducted event yesterday. Mr. Illg provided a report on the activities of the K-Bay Community Youth and Activities Coalition not solely focused on children but was formed to create a comprehensive directory and map and possibly an online calendar of activities. They had a well-attended event and feedback on improvements for next year. Many of the people appreciated the information provided by the event and community recreation is going to be a big part of this coalition there is a lot of discussion by the coalition regarding the HERC building and its use.

Mr. Illg provided a summary report of the activities of the summer and he has just sent the Fall Winter Catalog to the printer. There will be a few new offerings such as youth basketball which brings up a concern on getting the capacity restrictions changed on the HERC since they currently have about 75 kids ages 6-12, signed up; the intent of the Coalition and his goal with the Community Recreation program is to make it affordable; additional recreation opportunities will be badminton, tai chi, essential oils, one more adult basketball opportunity and they will discontinue offering the indoor soccer. He noted that his budget request will include staffing and requested the commission to support this request. Mr. Illg noted that depending on budget constraints he may not be attending the National conference this year, it is dependent on his personal financial situation since his budget does not allow it this year but will be attending the Alaska ARPA Conference in Valdez.

He also provided a lay down on the 2016 statistics and noted the start of school. He responded that the response from the school system is very positive on the shared resources noting the choice of educational approach by the district. Mr. Illg also responded to questions regarding the costs related to attending the National conference which is in New Orleans and he did receive a scholarship but dependent on the personal funding required will determine his attendance.

Mr. Illg also answered questions regarding the intent of SPARC, attendee ages, how they can fill in the blanks of the community recreation and after school sports without diminishing, competing or depleting those programs. SPARC needs a business plan. He also responded to questions regarding the requirement of additional staffing not diminished by the SPARC.

Chair Steffy requested Mr. Illg to submit the information to Ms. Krause who can then forward the information to the commissioners regarding the next meeting of the Coalition.

Commissioner Archibald asked if there was any firm information on the idea of contracting a Recreation/Activity Bus. Mr. Illg did not have firm information it was just talked about and there is a cost of about $20,000.

Chair Steffy noted that Mr. Illg was also the representative on the School Board for the Southern Peninsula and Zane Kelly represented our east and across the bay.

B. Parks Management Report – Angie Otteson

Ms. Otteson was not present and did not provide a report for this meeting.

C. August PARC Staff Report – Julie Engebretsen

Deputy City Planner Engebretsen reported on the following:
- Campground Revenues versus nights spent
- Letter to the Editor
  - Adopt A Park/Trail compared to User Agreements

PUBLIC HEARING

PENDING BUSINESS
A. Strategic Plan Review and Update

Ms. Engebretsen walked through the plan noting the purpose and the following amendments:
- Increase Walkability – define 5 tasks in priority order
- Clarification on the use of that building cannot be made until final decision is made by Council on the use of the facility
  - Adding the deed restriction back, this is a big deal and not usually done

    Concern was expressed on the potential loss of the facility for the community recreation program

    Staff noted that due to the economic restraints placed on the City budget City council is going to be focused on how the city will pay for the increased use of that facility.

    Staff responded that Council could agree to shut down use of the building and funding for community recreation since it is something on the budget every other year or so.

Discussion on submitting a resolution on the recommendation to keep the HERC for recreational and educational purposes ensued and the commission agreed by consensus to add this to the October agenda. Staff noted that this is just a little different since it will be through the Land Allocation Plan.

Commissioner Lowney wanted to add working more with the Art related groups such as Bunnell or the Pratt. Discussion ensued on the undefined "culture" and how the commission is supposed to address that part of their responsibility. Commissioner Fair recommended a worksession on defining culture since parks related to culture and art relates to culture, what else besides art, recreation and parks.
The commissioners discussed at length what the Culture in their mission and name related to such as the Culture of Homer is different than Anchor Point or Ninilchik.
Commissioner Lowney wanted to invite different organizations to present what they do in the community and what can the Commission do to assist them. She wanted to reach out to Bunnell, Homer Council on the Arts and the Pratt Museum.
Commissioner Harrald informed the commission that Mercedes Harness at the Library was needing a commissioner to volunteer for a juried collection committee for selection.

- Update the Increase Community Rec staffing by .5 FTE over the 2015 budget

This request will be made every year until filled.
- Diamond Creek Recreational Improvement Plan – work with other user groups to develop next steps
- Karen Hornaday Park – add restroom remodel/replacement
- Add $500 to Budget request for 2017 to cover public arts duties

- Investigate requiring parks within new subdivisions
  - Staff clarified this requirement for subdivisions
  - Discussion included recommending that green space and parks be included and a worksession could be arranged to further explain this and commissioners have the opportunity to comment during the platting process at a Planning Commission meeting. Staff will note to keep the Parks Commission apprised of actions being taken.
  - Uniform Park, Trails, Beach signage – not done, ongoing move to general items, create a check list
  - Install signage for Reber trail and directional signage to the Reber Trail
  - Develop a plan to promote parks, Public art and trails
  - Explore creating a Dog Park possibly at Jack Gist Park

B. Karen Hornaday Park Plan Review and Recommended Updates

Chair Steffy noted the title into the record and inquired about the worksessions previously held on the plan and then asked for input from the commissioners.

Commissioner Sharp advocated for a worksession on the plan stating that he did not believe that the whole plan needed to be addressed.
Chair Steffy inquired if they should consider inviting the user groups for input and Ms. Engebretsen responded that she did not feel that would be needed depending on what the intention of the commission was regarding this plan.
Chair Steffy inquired about schedules and availability. Staff responded that October and November are not good and was thinking a worksession in January. Until further notice they will plan on January 18, 2018, worksession, 4:30 – 6:30 p.m.
Commissioner Archibald brought forward Mr. Wiles comments and it was agreed to include those into the worksession documents in January.

NEW BUSINESS
A. Memorandum 17-090, Jack Gist Park and Master Plan Discussion

Chair Steffy read the title into the record and the intentions of Councilmember Smith wishing for more details on the necessity for this additional land.

Discussion ensued and the commission agreed that they should not purchase the land at the advertised price which is $20,000 over assessed value. Reasons for purchase of the land will facilitate getting utilities into the park, offer additional land to be used for Disc golf to alleviate issues with surrounding property owners, existing management plans, funding mechanism to purchase this land was the land account according to the information the Clerk received from City Manager; the land could be used for a dog park and relocating the disc golf course to the newly purchased section of land but that may cause more problems.

In response to the question of prioritizing the purchase of land over development of infrastructure in the park and does this come from different funding sources.

Ms. Engebretsen stated that she hears two things from the commission, they do not want to pay more than fair market value and the commission would like more information on continuing to negotiate or pass on this opportunity.

Further discussion on there is currently enough land to relocate the few holes in question, drainage issues, installing a dog park in the area that is unused would provide a great dog park that with minimal effort and expenditure would make an excellent location for a dog park; expending funds to improve parking, accommodating or increasing field size to create the ability of hosting tournaments; creating a firmer plan for this park; missing the opportunity to expand green space doesn't come along very often.

Staff recommended drafting a memorandum for review at the next meeting. The commission will visit the area in question at their convenience before the next meeting. It was noted that up to four commissioners can visit the area together.

The area also provides an area of exploration for children that are attending the ballgames with their parents and affords a place for them to explore and play.

Commissioner Sharp will provide information at the next council meeting in his report that response to request will be on the September agenda regarding the purchase of the land.

B. Memorandum 17-091, Main Street Sidewalk Project Funding

Commissioner Sharp noted that they are in the process to create a rubric to prioritize sidewalk improvements.

Discussion included addressing the maintenance costs, prioritization, many questions that Councilmember Aderhold listed were addressed in the rewrite of the HART program and this is something that the commission cannot be expected to respond back to Council immediately since many of the issues take some time to formulate the response. Staff noted that the commission can report that they are working on the Council request and are addressing the prioritization issues first with regards to sidewalks.

C. 2018 Budget Recommendations

Chair Steffy read the title into the record and noted changing item two from .25 FTE to .5 FTE.

Staff recommended making a motion to approve items one a two with the amendment.

HARRALD/LOWNEY – MOVED TO SUBMIT BUDGET REQUESTS TO INCREASE COMMISSION FUNDS BY $500 TO INCLUDE PUBLIC ART DUTIES FOR A TOTAL OF $1500 AND FURTHER SUPPORT REQUESTING AN INCREASE IN COMMUNITY RECREATION STAFFING BY 0.50 FTE FOR A PART TIME EMPLOYEE.

There was a brief discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Steffy noted the next item is the garbage can lids to partner with the Port for a total cost of $8000 and requested a motion.

LOWNEY/ARCHIBALD – MOVED TO PARTNER WITH THE PORT & HARBOR TO PURCHASE TRASH CAN LIDS

FOR THE HARBOR AREA WITH APPROXIMATE TOTAL COSTS OF $8000; FURTHER MOVE TO EXPEND THIS COST OVER TIME TO INSTALL 24 TRASH CANS LIDS FOR THE HARBOR AND 18 TRASH CAN LIDS FOR PARKS AT THE COST OF $185 EACH INCLUDING SHIPPING.

Commissioner Lowney provided the purpose, history and research she has conducted on purchasing the lids for the trash cans and sharing the costs with the Harbor. She indicated that the Harbormaster was supportive of the shared expense. The Port & Harbor Commission was supportive of the action also. There were two options, flat and domed and the domed lids were preferred which deterred from large bags or items of trash. Further discussion on the possibility of phased purchase of the required lids and to request for the amount needed and the City Manager would determine the amount that will be funded from which source.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Steffy asked if there were any additional budget requests to be made.

Commissioner Archibald brought up the two camping spots closest to the new Pavilion have been dedicated as ADA Accessible and the Water Trail group plans to pave the area under and around the Pavilion. The estimated costs to pave is approximately $28,000, the walkway is approximately $16,000. The camp sites are in city managed, the trail would connect the handicap ramp that goes into the Fishing Hole, the restroom, the two campsites and the pavilion.

Discussion ensued on the funding amount to request.

ARCHIBALD/LOWNEY - MOVED TO REQUEST EXPENDING $20,000 FROM HART FUNDS TO PAVE AN ADA ACCESSIBLE TRAIL CONNECTING THE PAVILION AT THE WATER TRAIL, TWO ADA CAMPSITES CLOSEST TO THE PAVILION, THE RESTROOM AND THE FISHING LAGOON.

There was a brief discussion on the expenditure of the funds.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Student Commissioner Salzmann questioned the idea or concept on recycling containers and brief discussion ensued on the difficulties and items that are currently being recycled, the additional time required by staff to maintain recycling containers and possible placement of containers at Karen Hornaday Park campground, partnering with local organizations but checking with staff of the possibility; and what items that they would recycle. Staff suggested having the Kachemak Recycling group come and make a presentation to the Commission. The commission agreed by consent on that idea and staff will schedule for a later meeting over the winter.

INFORMATIONAL MATERIALS

A. Commission Annual Calendar 2017

Commissioner Lowney suggested the Park Trail Opening and would like to expend funds on the event.

Further discussion on the expenditure of funding and if the commission was agreeable to the event. Ms. Krause reminded the commission that they could not take action on an item that was not on their agenda. Further discussion ensued on scheduling the Karen Hornaday Park Trail Grand Opening, for Sunday, September 24, 2017, at 2:00 p.m. This will allow the appropriate notice to local dignitaries. And will allow for any sports being held also. The commission agreed by consensus to schedule a short special meeting on September 7, 2017 at 4:30 p.m. on the agenda would be approval to expend funds and planning the event. This will also allow notice being given at the September 11, 2017 Council meeting, advertising on the community calendars, the city department Facebook pages and the city website.

The commission agreed by consensus to select Jack Gist Park for the Fall Park Walk Through

B. Commissioner Attendance at City Council Meetings 2017

Commissioner Sharp will attend the August 28th Council meeting,

Commissioner Harrald volunteered for the September 11th meeting, Commissioner Lowney the September 25th meeting noting that she will be gone the month of October.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

COMMENTS OF THE COMMISSION

Student Commissioner Salzmann had no comments.

Commissioner Harrald commented she was super excited to have Aram on the Commission, burning of pallets on the beach leaves lots of nails and is glad to see the firewood supply service.

Commissioner Roedl had no comments.

Commissioner Sharp welcomed Avram to the commission.

Commissioner Archibald echoed Commissioner Sharp's welcome and noted that as your hair gets grayer your memory get progressively worse; but it was nice to have younger people on the commission. Thanks for enduring his comments and Julie for waking him up with the budget request.

Commissioner Hart welcomed Avram to the commission.

Commissioner Lowney echoed those sentiment s of welcome and commented that working in the trail in Karen Hornaday Park was challenging and a blast. She just received a text from a teacher requesting to bring her class up there to work on the trail. It is really neat to see the young kids working on the trails and taking ownership and is hoping that the Girl Scout do adopt that trail. She announced that they do have 10 doggy bag receptacles and dispensers; the museum has taken two to be placed on the trails there and they just need to pick the locations where they are to go.

Commissioner Fair welcomed Avram and congratulated Commissioners Lowney and Archibald on the trail and that it exemplified their expertise, care and congratulated them on a job well done.

COMMENTS OF THE CHAIR

Chair Steffy thanked everyone for their time and for the long meeting to include a worksession and going over the meeting time; he will be attending the ARPA conference also and conducting some educational sessions, he is the chair of the Commissions & Citizens, and since the City of Valdez is a member, their Parks and Recreation commission will have a meeting with him on processes. He announced the delivery of gravel for completing another part of the WHOMP trail.

ADJOURNMENT

There being no further business to come before the Commission, Chair Steffy adjourned the meeting at 8:21 p.m. The next regular meeting is **SCHEDULED FOR THURSDAY, SEPTEMBER 21, 2017** at 5:30 p.m. at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

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Renee Krause, CMC, Deputy City Clerk

Approved:_______________________________

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Memorandum

TO: PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: AUGUST 31, 2017

SUBJECT: PLANNING AND RECOMMENDATION OF THE EXPENDITURE OF FUNDS FOR THE GRAND OPENING OF THE KAREN HORNADAY PARK TRAIL

At the regular meeting on August 17, 2017 the Commission requested to expend funds to celebrate the installation and completion of the new trail at Karen Hornaday Park.

The Commission is required to make and approve by motion expenditures from the funds appropriated by Council for the Commission's use on general projects and events related to work of the commission.

Additionally, the Commission also recommended invitations be extended to local dignitaries such as members of City Council, the Mayor and City Manager. The Commission should also entertain discussion on organizations, businesses and or persons that participated or were instrumental in accomplishing this long realized project.

Furthermore, the commission should discuss and appoint members to be responsible for any or all of the following:

- Invitation
- Food
- Location in the Park /Reserving the Pavilion
- Ceremonial Ribbon Cutting
- Dedication of the Trail/Naming of the Trail
- Advertising Event
- How much to spend on the event

Following page reflects the balance of the commission funds as of August 31, 2017.

Recommendation
Make a motion to expend funds to celebrate the completion of the trail.

Report Criteria:
- Budget Amounts
- Accounts With Balances Or Activity
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Page and Total by Fund
- All Segments Tested for Total Breaks
- Account.Account Number = "10001755815","10001755815"

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Parks & Recreation Board			12/31/2016 (14/16) Balance	100-0175-5815			.00
04/05/2017	BUD3	799			1,000.00		
			01/01/2017 (00/17) Period Totals and Balance		1,000.00 *	.00 *	1,000.00
			08/31/2018 (08/18) Period Totals and Balance		.00 *	.00 *	.00

	Debit	Credit	Proof
Number of Transactions: 1 Number of Accounts: 1			
Total General Fund:	1,000.00	.00	1,000.00

	Debit	Credit	Proof
Number of Transactions: 1 Number of Accounts: 1			
Grand Totals:	1,000.00	.00	1,000.00

2017 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 2017 is as follows:

January 9, 23 2017	XXXXXX	XXXXXX
February 13, 27 2017	XXXXXX	Sharp
March 13, 28 2017	Steffy	Lowney
April 10, 24 2017	Archibald	Ashmun
May 8, 30 (Tues) 2017	Harrald	
June 12, 26 2017		
July 24 2017	No Commission Meeting this month	
August 14, 28 2017		Sharp
September 11, 25 2017	Harrald	Lowney
October 9, 23 2017		
November 27 2017		
December 11, 2017	No Commission Meeting this month	

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

Rev. 03/17- rk

PARKS AND RECREATION ADVISORY COMMISSION ANNUAL CALENDAR
FOR THE 2017 MEETING SCHEDULE

MEETING DATE	SCHEDULED EVENTS OR AGENDA ITEM
FEBRUARY 2017	STRATEGIC PLAN RE-WRITE LETTER TO THE EDITOR
MARCH 2017	LAND ALLOCATION PLAN REVIEW & RECOMMENDATIONS COMPLETE STRATEGIC PLAN RE-WRITE 2017 BUDGET REVIEW (Postponed until June) HART PROGRAM UPDATES
APRIL 2017	SPRING PARK &/ OR BEACH WALK THROUGH BUDGET TRENDS HOMER NON-MOTORIZED TRAIL & TRANSPORTATION PLAN
MAY 2017	LETTER TO THE EDITOR REVIEW HNMTTP KHP PLAN
JUNE 2017	INITIAL BUDGET REVIEW – WHAT DOES THE COMMISSION WANT FOR 2017? REVIEW CAPITAL IMPROVEMENT PLAN & RECOMMENDATIONS
AUGUST 2017	BUDGET REVIEW & RECOMMENDATIONS STRATEGIC PLANNING CIP RECOMMENDATIONS TO COUNCIL LETTER TO THE EDITOR
SEPTEMBER 21, 2017	FALL PARK WALK THROUGH AND BEACH WALK; ELECTIONS; SELECT KHP CLEAN UP DAY BUDGET DISCUSSION
OCTOBER 19, 2017	REVIEW AND APPROVE THE 2017 MEETING SCHEDULE LETTER TO THE EDITOR
NOVEMBER 16, 2017	BUDGET UPDATE MOU REVIEW & RECOMMENDATIONS
DECEMBER 2017 JANUARY 2018	NO MEETING SCHEDULED HAPPY HOLIDAYS! NO MEETING SCHEDULED

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)

updated 2/17 rk

<u>PARKS AND RECREATION ADVISORY COMMISSION ANNUAL CALENDAR</u>
FOR THE 2017 MEETING SCHEDULE

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

updated 2/17 rk