

**NOTICE OF MEETING
REGULAR 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 Regular Meeting on April 20, 2017 **Page 3**
- 7. STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORT**
 - A. Community Recreation Report – Mike Illg
 - B. Parks Management Report – Angie Otteson
 - C. Deputy City Planner - Julie Engebretsen
 - D. Spring Park Beach Walk Thru Report – Commissioners **Page 9**
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Memorandum PARC 17-20 re: Mariner Park Recommendations **Page 11**
 - B. To Park Day or Not to Park Day that is the Question **Page 13**
- 10. NEW BUSINESS**
 - A. Capital Improvement Plan 2017 **Page 15**
 - B. Art “Presentation” To City Council **Page 19**
- 9. INFORMATIONAL MATERIALS**
 - A. Commission Annual Calendar 2017 **Page 21**
 - B. Commissioner Attendance at City Council Meetings 2017 **Page 23**
- 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, JUNE 15, 2017** at 5:30pm in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska

Session 17-03 Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order on April 20, 2017 at 5:33 pm by Chair Matt Steffy at the Cowles Council Chambers City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS FAIR, SHARPE, ARCHIBALD, ROEDL, LOWNEY, STEFFY

ABSENT: COMMISSIONERS HART, HARRALD (EXCUSED)

STAFF: DEPUTY CITY PLANNER ENGBRETSSEN
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

Chair Steffy called for a motion to approve the agenda.

LOWNEY/ARCHIBALD - SO MOVED.

There was a no discussion.

VOTE. YES. 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 on March 16, 2017
- B. Memorandum PARC 17-15 Draft Letter to the Editor Submission

Chair Steffy requested a motion to approve the consent agenda as presented.

ASHMUN/LOWNEY – MOVED TO APPROVE THE CONSENT AGENDA.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS

- A. Community Recreation Report – Mike Illg

Mr. Illg presented a laydown of the PowerPoint Presentation that was given to City Council last month regarding the community benefits received and the revenues provided to fund the program were highlighted by Mr. Illg.

Mr. Illg responded to a few questions regarding the program, the presentation, local upcoming events and the SPARC facility.

B. Parks Management Report – Angie Otteson

Staff was not in attendance and did not provide a written report.

C. April PARC SR 17-11 – Julie Engebretsen

Deputy City Planner Engebretsen provided a summary review of her report. She requested a volunteer for the second Letter to the Editor and volunteer to report to the Council at the second meeting

PUBLIC HEARING

PENDING BUSINESS

A. Memorandum PARC 17-16 re: Mariner Park Signage and Plan

Chair Steffy read the title into the record. Commissioner Sharpe reported that he met with Ms. Otteson and he then provided a large copy of the new sign design created by the staff at Islands and Ocean. The commission expressed by mutual consent that they approved of the new design.

Chair Steffy recommended that due to the size of the park they could use additional regulatory signage placed at the entrance to the park in addition to the following:

- Gate for access to the beach and blocking access to the beach
- Rocks to prohibit vehicular access
- Review signage during walk through
- Use of Camp Fee Building
- Pictures of New Signage

There was further discussion on keeping the vehicles from creeping out onto the vegetation at the campsites and delineating the sites even more to offer separation of the day use area and the camping area.

This item can be on the May agenda for further discussion and findings from the walk through.

NEW BUSINESS

A. Memorandum PARC 17-13 re: Recommendation of Support for Proclamation Kids to Parks Day

Chair Steffy read the title into the record and inquired if the Commission was interested in combining the Parks Day with the Kids to Parks Day.

Discussion was entertained on the various and numerous activities being conducted that same weekend

and the lack of availability on the commissioner's part to participate. They agreed by consensus that it was a great idea and concept just needed to be another weekend.

ARCHIBALD/LOWNEY – MOVED TO SEND TO CITY COUNCIL A RECOMMENDATION OF SUPPORT FOR THE PROCLAMATION KIDS TO PARKS DAY.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Memorandum PARC 17-14 re: Establishing the 2017 Spring Beach Park Walk through Inspection

Chair Steffy read the title into the record and stated that he discussed this with Ms. Engebretsen and they decided that with all the concern on Mariner Park that they will conduct the walk through there.

The commission discussed individual availability and determined that Monday, May 8, 2017 at 4:00 p.m. was the best date and time for Staff and Commissioners to perform the Walk through. This meeting will be advertised. Chair Steffy noted that commissioners could pick another park to perform a walk-through of their choice and to be prepared to provide a brief report at the May commission meeting.

C. Memorandum PARC 17-12 re: Review of the Homer Non-Motorized Trail and Transportation Plan

Chair Steffy read the title into the record and invited Ms. Engebretsen to speak to the commission.

Ms. Engebretsen provided the following points for the commission on the Homer Non-Motorized Trail and Transportation Plan:

- Provided a history on how and why the Plan was created
- The policies and concepts that were included
- Changes within City Code
- Amending HART program to fund Trails
- The plan is scanned so there are no links to the maps in the document
 - o Three main maps which are outdated and require updating
- To redo the Plan would be an estimated cost of \$75,000
- The Policy is still good they need to build projects

Discussion ensued on making the document a living breathing document that the commission follows and that could be accomplished through the process of budget requests and the capital improvement plan. Many of the Trails such as the Carmen Field trail has been a goal since 1992.

Further discussion on the following points ensued:

- How to advocate for trails or sidewalks
- Connecting the bits and pieces of trails and prioritizing to making the plan a living breathing document.
- The plan is not an action plan
- Solving serious safety issues such as the need to solve the pedestrian safety on Main Street to

make is a safe and walkable street.

- Previous points on putting a sidewalk along Main Street were the costs, drainage, engineering, right of ways, lack of funding
- Another avenue to get the Safety issues regarding addressed
 - Prioritize the projects and get them on the CIP
 - Be more proactive with applying for grants for trails
 - Once they obtain certain requirements such as the Rogers Trailhead then move forward
 - When the economy gets better start addressing these issues
 - Submit the requests to City Council for the projects using HART Funds
 - Submit recommendation to change streets to one ways

The commission entertained a discussion on drainage issues when the work is being conducted on the Sterling Highway and Main Street improvements; support recommendation that addresses this issue; Federal Highway grant program regarding sidewalk construction; extending shoulders along right of way on one side of Main Street due to the potential of increased traffic; looking at the requirements and regulations for creating one streets within the city to accommodate safety issues; process and how is prioritize one road over the other such as the new road by the Post Office compared to Main Street.

Establishing a worksession to discuss the plan in a less formal manner to address each of the issues brought forward tonight such as leveraging funding, grants, trails, sidewalks, etc.

Speaking with Council members regarding the priorities and even scheduling worksessions with multiple Councilmembers for a specific time and date that is convenient for a couple of commissioners to meet with them over these projects.

Further points were made on the desire to use HART funds to build additional roads over sidewalks on Main Street and even Svedlund that have been on the CIP for several years which are a great safety concern. How can the commission advocate for what the city really needs from a safety standpoint and how can they leverage and politically can they even do this since the people voted for a specific use. Staff recommended that the Commissioners consider speaking to Council on the sidewalks issue, and Council will direct Administration to find funding opportunities for sidewalks.

Commissioner Lowney inquired about including new developments into the plan. Ms. Engebretsen using the maps in the plan, she explained how a contractor/developer would come in and how they would get an easement for trails, etc. within the development.

Chair Steffy commented on the WHOMP trail and SPARC trails. Staff recommended that the Commission remember there are different set of concerns regarding trails on schools and public access.

Deputy City Clerk called for a Point of Order that the discussion between staff and the Chair are not relative to the topic.

Commissioner Archibald inquired about sidewalks and trails in the Lillian Walli subdivision and Ms. Engebretsen stated that she could research that issue and report back to the commission. Commissioner Archibald recommended that they have a worksession on trails and prioritizing projects. Ms. Engebretsen responded that they could open the discussion on trail grants after Council has approved the process. Commissioner Lowney wanted to include leveraging funds from roads into the worksession discussion.

INFORMATIONAL MATERIALS

A. Commission Annual Calendar 2017

Chair Steffy reviewed the calendar and the items for the May meeting and that the Budget has been postpone to June. The Finance Director has been on the job for a month and focused on the Budget.

B. Commissioner Attendance at City Council Meetings 2017

Chair Steffy apologized for missing the meeting on the 13th since he “Ulued” his foot. He reviewed the commissioner commitment to attend Council meetings. Chair Steffy committed to the June 12th meeting.

Councilmember Reynolds inquired why the commission attended every meeting and Chair Steffy stated that they committed to have a representative attend each council meeting and thank Council even if there was nothing to report.

COMMENTS OF THE AUDIENCE

Abrahm Salzman, resident, high school student, stated that he will be submitting his application to become a member of the commission. He is currently in the 10th grade and really looking forward to becoming part of the commission. He inquired how he can provide assistance to the commission.

Chair Steffy responded that he could provide the youth prospective on the goals of the commission related to parks, art, and recreation including budgeting. Chair Steffy jokingly referred to Abrahm’s application as a contract and the commission has him until he graduates.

COMMENTS OF THE CITY STAFF

Deputy City Planner Engebretsen had no comments.

Deputy City Clerk Krause commented that it was good to see everyone, there were a lot of great discussions and it was a good meeting.

COMMENTS OF THE COMMISSION

Commissioner Fair had no comments.

Commissioner Lowney questioned scheduling a worksession that they discussed but did not take it anywhere and are they looking at the near future or 6 months. Thanks

Discussion ensued on scheduling a worksession and the commission agreed by consensus on August 17, 2017 @ 4:00 p.m. prior to the regular meeting.

Commissioner Archibald commented on the project to designate the two closet campsites as ADA next to the Water Trail.

Commissioner Sharp will not be here June and July he will be in Juneau and down south, appreciates

working around his schedule; there are circus auditions Fri-Sat, Jubilee performance and on Saturday there will be a work party at Jack Gist Park for litter pick up moving gravel around and trail improvement. The work party at Karen Hornaday Park, he noted that many other projects could be done with those volunteers, he will there to help out. He has been involved in following the budget for the schools and any support for the HERC he believes will be great especially if they can offer the HERC for the Boys and Girls Club since school time changes really affect the community. Commissioner Sharp questioned the work be done to steam the culverts. He is really interested in talking about the strategic plan and CIP and keeping that priority list. There is so much information out there. He appreciated Julie and Angie's time spent discussing things. And there is no "e" in his last name.

Commissioner Roedl commented it has been great.

Commissioner Ashmun commented on the heavy machinery being used to open the mouth of the slough, Dr. Eneboe has a permit and the contractor was dropped on the vegetated berm, then proceeded to drive across the berm and also left it parked on the berm when the job was completed. She took pictures and first showed the pictures to City Public Works who informed her that there was nothing they could do since he had a permit issued by the Corps of Engineers. She sent pictures the Corps and they replied that a permit does not allow the person to break any local regulations. She wanted to have the city enforce the regulations when it relates to Bishops Beach.

Commissioner Archibald stated that he also spoke to Fish & Wildlife property and they were unaware that was under their jurisdiction and he opined that they should be made aware of it, the contractor should be made aware and Dr. Eneboe also informed about their responsibility.

Commissioner Ashmun was disappointed in the response to this and hopes that it could be addressed in the future. The city can enforce their regulations on Federal entities.

Chair Steffy thanked everyone, great meeting, thanked Mr. Salzman for his patience and tolerance to attend the meeting to the end. He regrets not being in attendance at the 2017 Trails Conference. One of the issues he was going to speak was on sharing trails and believes that this needs to be addressed in some areas more so than others. The city does not have such problems but there are some others borough trails that periodically have user conflict. He mentioned the 2017 conference in Valdez and invited the Commissioners to attend and visit Valdez for the weekend.

COMMENTS OF THE CHAIR

ADJOURNMENT

There being no further business to come before the Commission, Vice Chair Lowney adjourned the meeting at 7:54 p.m. The next **REGULAR MEETING IS SCHEDULED FOR THURSDAY, MAY 18, 2017** at 5:30 p.m. at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk

Approved: _____



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PARC MEMORANDUM 17-18

To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: May 9, 2017
Subject: Park Walkthrough Reports

At the last meeting, it was decided that Commissioners would each pick a park to visit, and report on the park at the May meeting. Please be prepared to provide a brief 3-minute review of what you noticed at the park you visited. I have invited Parks Maintenance Coordinator Otteson to attend the meeting to answer any questions.



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PARC MEMORANDUM 17-20

To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: May 9, 2017
Subject: Mariner Park

The Commission held a work session at Mariner Park on Monday May 8th. Items discussed included:

1. Purchasing more rock to fully define the parking lot. Large logs are used for part of the delineation currently, but they may not withstand a season of campers looking for firewood. A permanent non-movable solution is preferred.
2. Public Works intends to install a gate at the northwest corner for seasonal beach access.
3. PW noted the need for new lexan at the kiosk. I will provide a beach map for the kiosk.
4. Moving the camp fee hut to a location near the restrooms, kiosk and camp fee pay station might make for a nicer park layout.

Next Steps:

- ~ Move to request funds to buy more rocks to define the parking lot, funded from Parks Reserves.
- ~ Make any other recommendations for Mariner Park Improvements.

Strategic Plan Goal	Progress May 2017	Follow Up Needed
Level parking area	Parking lot has been graded. This will be an ongoing maintenance task at this facility unless a larger scale project is undertaken.	
Delineate day use area and camping area	Signage is in place	
Define and improve campsites	PW has made incremental improvements - ongoing	
Relocate kiosk	<i>(not sure what was meant by this - what does it mean now?)</i>	PARCAC and PW define what this means
Increase number of spaces and revenues	2017 camp fees have been increased	Review revenue at the end of the season
	There are currently 34 sites with an additional tent only camping area	Review camper nights/vacancy rate at end of the season
Define parking lot and camping spots to stop	PW began placing rocks this spring	Need more rocks to finish creating a physical barrier to the beach for vehicles.

encroachment onto the berm.		
		PW will place a gate to the beach for seasonal access
Make firewood available at city campgrounds	Administration is actively working on this	



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PARC MEMORANDUM 17-19

To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: May 9, 2017
Subject: Park Day 2017

The Commission has talked about Park Day a few times this year, as well as a Trails Symposium. I worked with Commissioner Lowney, and I understand there will not be a Trail Symposium unless there is greater community interest. Which brings us back to Park Day. Are there 3-4 Commissioners who want to commit to an event?

Past Park Days:

- A work party at a specific park, had low attendance
- A family oriented BBQ, painting trashcans, and kid's games. Fun, a lot of work before and during the event, had moderate attendance. I think we've done variations on this twice, but both times it was probably more work than it was worth considering the effort required and the turn out.
- We've held Park Day after school started, but there was too much competition with school events for families.
- Park Day during the summer is best, but turnout depends on weather, and what else is going on. It is not a big draw as an event.



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PARC MEMORANDUM 17-17

To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: May 9, 2017
Subject: Capital Improvement Plan

Topic Goals:

- 1. Talk about the Ramp 2 restrooms on the Spit**
- 2. Learn more about the CIP process and PARCAC projects**

1. Spit Restrooms

Special Projects Coordinator Jenny Carrol has requested that the Commission discuss the Ramp 2 restroom project (CIP page 53). The restrooms are vintage 1974, and have seen continuous year round use since construction. It is time to make an action plan for their replacement. One option for funding the restroom reconstruction is to apply for a Land and Water Conservation Fund Grant (LWCF), and use the Vessel Passenger Tax funds as a match. (These are the funds generated by cruise ship passengers, and must be spent on projects that benefit cruise ship passengers.) The restrooms were originally constructed with a LWCF grant.

Does the Commission have any concerns with this funding proposal?

2. CIP process and PARCAC projects

At the last meeting, we talked a lot about the Main Street sidewalk. I wanted to provide more information about how big projects happen within government, so the Commission understands the process. If you want to see change, you have to know how to make that happen!

Please take some time to flip through the Capital Improvement Plan (CIP). Don't feel like you need to know everything about every project – just get a feel for what the stated priorities of the City are. At our next meeting, we will talk about any new projects the Commission would like to see. At this meeting I just want to talk about process and answer any questions about existing projects.

On page 13 of the CIP lists the mid-range PARCAC projects. Page 20 has the Main Street sidewalk project. Look at the Plans and Progress part – we have a cost estimate. That's a start. Next step could be using city funds for design, and offering up a city cost-sharing match for any state grant funds. Starting on page 52, you'll find the long range PARCAC projects.

What actions can PARCAC take now on Main Street Sidewalks?

- Request design funds as part of the regular budget process (June or August meetings). (I'm not sure Council will go for this)
- Recommend the project be changed to include a city match for design work. (I think this would be supported)

Attachments

Web Page intro to CIP

2017-2022 CIP

Clear sky, 39 °F

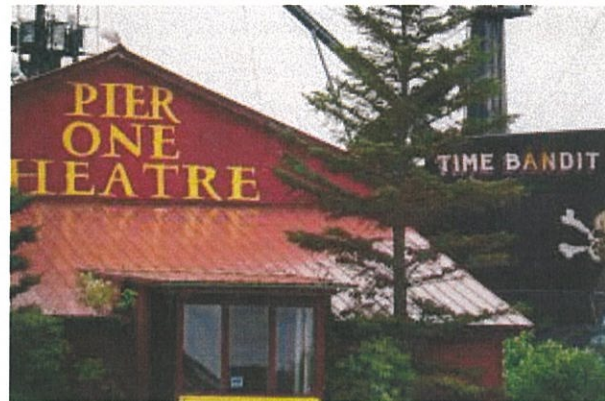
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2017-2022 Capital Improvement Plan

Attached is the City of Homer's 2017-2022 Capital Improvement Plan, or CIP for short.

The CIP provides information on capital projects identified as priorities for the Homer community. The projects included in the City of Homer's 2107-2022 CIP were compiled with input from the public, area-wide agencies, and City staff, as well as various advisory commissions serving the City of Homer.



Descriptions of City projects include cost and schedule information and a designation of Priority Level 1 (highest), 2, or 3. Projects to be undertaken by the State of Alaska and other non-City organizations are included in the CIP in separate sections. An overview of the City's capital project financing assumptions can be found in the Appendix.

Supporting Documents

 [2017-2022 City of Homer CIP \(3 MB\)](#)





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PARC MEMORANDUM 17-21

To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: May 9, 2017
Subject: Presentation to City Council, June 12, 2017

Strategic Plan Goal: Make an annual report to City Council about public art

The Commission is scheduled for a presentation to the City Council on June 12th. The Commission has a 10-minute time slot at the regular meeting, which starts at 6:30 pm.

Commissioner Fair requested that another Commissioner participate in the presentation. Any volunteers?

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 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)

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

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	Sharpe
March 13, 28 2017	Steffy	Lowney
April 10, 24 2017	Archibald	Ashmun
May 8, 30 (Tues) 2017	Harrauld	Sharpe
June 12, 26 2017		
July 24 2017	No Commission Meeting this month	
August 14, 28 2017		
September 11, 25 2017		
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

