



Agenda

ADA Advisory Board Regular Meeting

Thursday, June 12, 2025 at 4:00 PM

Cowles Council Chambers City Hall In-Person & via Zoom Webinar

Homer City Hall

491 E. Pioneer Avenue
Homer, Alaska 99603
www.cityofhomer-ak.gov

Zoom Webinar ID: 998 6324 0301 Password: 404451

<https://cityofhomer.zoom.us>
Dial: 346-248-7799 or 669-900-6833;
(Toll Free) 888-788-0099 or 877-853-5247

CALL TO ORDER, 4:00 P.M.

APPROVAL OF THE AGENDA

PUBLIC COMMENTS ON MATTERS ALREADY ON THE AGENDA The Public is invited to comment on items not scheduled for Public Hearing. (3 Minute Time limit)

RECONSIDERATION

VISITORS/PRESENTATION(S)

APPROVAL OF THE MINUTES

A. Unapproved Meeting Minutes- May 08, 2025

REPORT(S)

ADA Coordinator Staff Report

PUBLIC HEARING(S)

PENDING BUSINESS

A. Review of Bylaws

NEW BUSINESS

A. ADA CIP Project Discussion

INFORMATIONAL MATERIALS

COMMENTS OF THE AUDIENCE The public is invited to comment on any topic. (3 Minute Time Limit)

COMMENTS OF THE STAFF

COMMENTS OF THE BOARD

ADJOURNMENT

Next Regular Meeting is **Thursday, June 12, at 4:00 p.m.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar

CALL TO ORDER

Session 24-02 a Regular Meeting of the ADA Advisory Board was called to order by Chair Christine Thorsrud at 4:01 p.m. on May 08, 2025 from the Cowles Council Chambers, City Hall, located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom webinar.

PRESENT: BOARD MEMBERS PARSONS, THORSRUD, O'BRIEN, LEPLEY, SAFRA, CASE

STAFF: CITY CLERK/ADA COORDINATOR KRAUSE
DEPUTY CITY CLERK I APPEL

AGENDA APPROVAL

LEPLEY/SAFRA MOVED TO APPROVE THE AGENDA

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENTS ON ITEMS ALREADY ON THE AGENDA (3 Minute Time limit)

RECONSIDERATION

VISITORS/PRESENTATIONS

APPROVAL OF THE MINUTES

A. Unapproved Special Meeting Minutes for April 10, 2025

CASE/LEPLEY MOVED TO APPROVE THE MINUTES FOR APRIL 10, 2025

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

STAFF & COUNCIL REPORT(S)/COMMITTEE REPORT(S)

A. ADA Coordinator's Report- Staff Report

Chair Thorsrud introduced the item and deferred to ADA Coordinator Krause.

Ms. Krause provided a verbal report on the following:

- Adding a Student Representative position to the Board.
- Training for 2010 standards for ADA Coordinator
- RFI proposal up for approval at May 12th Council meeting

PUBLIC HEARING(S)

PENDING BUSINESS

A. Review of Bylaws

Chair Thorsrud introduced the topic and deferred to ADA Coordinator Krause to open discussion. The Board had brief discussion including about adding in new member positions regarding a Student Representative Position

CASE/LEPLEY MOVED TO AMEND/ADD A STUDENT REPRESENTATIVE TO BYLAWS, LINE 38.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

CASE/SAFRA MOVED TO ADOPT THE BYLAWS GOING FORWARD.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

NEW BUSINESS

INFORMATIONAL MATERIALS

- A. 2025 ADA Calendar
- B. City Manager's Report- April 14, 2025 City Council Meeting

Chair Thorsrud introduced each informational item. Chair Thorsrud facilitated discussion on the materials.

COMMENTS OF THE AUDIENCE

COMMENTS OF COUNCIL

Council Member Parsons stated that the City Manager was able to reconfigure the budget and employee layoffs are no longer necessary. He also mentioned that now is the perfect time to submit plans to the state for the Diamond Creek Underpass, since DOT is redoing the whole corridor including replacing culverts and adding passing lanes. Homer Trails Alliance is taking the lead on the project with support from City Council.

COMMENTS OF THE STAFF

Deputy City Clerk Appel stated her last meeting as the ADA Board's Clerk was in June.

ADA Coordinator Krause commented that she had received a call from the City of Saxman about how to create an ADA Board stating they were directed to call the City of Homer for direction.

COMMENTS OF THE BOARD

Board Member Lepley thanked the Clerk's Office for all the help with Zoom. He also stressed the importance of using the microphones for ease of hearing.

Board Member Case commented how great it was to have Board Member Lepley back in person. He also said he is still working on getting another Board Member from the school system.

Board Member Parsons stated he's still getting used to having to use the microphones. He also thanked the Clerk's Office for everything they do.

Board Member O'Brien asked the process of how things get added to the meeting packets.

Board Member Safra thanked the staff and commented it was nice to have everyone physically present. She also said she is encouraging all the boards and commissions she serves to come to Homer for a meeting.

Chair Thorsrud stated it was nice to have everyone physically present at this meeting.

ADJOURNMENT

There being no further business to come before the Board, Chair Thorsrud adjourned the meeting at 4:49 p.m. The next regular meeting is Thursday, June 12th, 2025 at 4:00 p.m. All meetings are scheduled to be held in City Hall Conference Room located upstairs at 491 E. Pioneer Avenue, Homer, Alaska, 99603 and via Zoom webinar.

ASHLEY APPEL, DEPUTY CITY CLERK I

Approved: _____



MEMORANDUM

Staff Report June 2025

Item Type: Informational Memorandum
Prepared For: ADA Advisory Board
Meeting Date: June 12, 2025
Staff Contact: Renee Krause, ADAC, ADA Coordinator

Effective June 3 2025 I am now a certified ADA Coordinator! I took my exam on Saturday, May 31, 2025. It was a 70 question multiple choice exam and was really intense and more difficult than I expected. Now I am required to earn Continuing Education Credits to maintain my certification, but it is good for three years now.

We received the ADA Self Assessment forms from the State ADA office for the Airport and those have been distributed to the city's tenants for completion.

No calls or plan holders interested in the RFI that has been advertised in the Homer News for the past two weeks, on the City website and with three plans rooms in the State.

The Capital Improvement Plan Project pages that will be reviewed and updated according to 2010 Design Standards for accessibility and make sure language will encourage a wide variety of funding opportunities to enable public participation in civic activities and events plus voting. This is a discussion item under new business for Board input.

Have an awesome summer and see you in August



MEMORANDUM

Final Adoption and Recommendation for Approving the Proposed Amendments to the Bylaws

Item Type: Action Memorandum
Prepared For: ADA Advisory Board
Meeting Date: June 12, 2025
Staff Contact: Renee Krause, ADA Coordinator

Following is the amended bylaws showing the language that is being changed meeting months, time and adding a student representative.

In accordance with Homer City Code and the bylaws an amendment must be introduced at one meeting and then voted on and adopted by the Board at a second meeting and forwarded to City Council with a recommendation for approval

Recommendation

Make a motion to adopt the proposed amendments to the Bylaws and forward to City Council for approval at their next meeting.

**CITY OF HOMER AMERICAN WITH DISABILITIES ADVISORY BOARD
BYLAWS**

ARTICLE I – NAME AND AUTHORIZATION

This organization shall be called the Americans with Disabilities Act (ADA) Advisory Board, established via Ordinance 22-53(A), existing by virtue of the provisions of Chapter 2.70 of the Homer Municipal Code, and exercising the powers and authority and assuming the responsibilities delegated under said Code. The following bylaws were adopted on XXXXXXX and shall be in effect and govern the procedures of the ADA Advisory Board.

ARTICLE II – PURPOSE

Section 1. Act in an advisory capacity to the City Manager and City Council on Title II Regulations of the Americans with Disabilities Act within the City of Homer which covers programs, activities, and services of public entities.

Section 2. Develop grievance procedures to outline the process of providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by Title II of the ADA Regulations.

Section 3. Develop and perform annual updates to maintain transition plan(s) for city facilities, programs, parks, trails, play areas and campgrounds, listing any barriers that would limit accessibility of its programs, activities or services to individuals; the methods to be utilized to remove those barriers and schedules for taking necessary steps to achieve compliance.

Section 4. Perform reviews of any new programs, activities, and services offered by the City of Homer and incorporate into existing transition plans.

Section 5. Annually review the City of Homer Comprehensive Plan and make recommendations prioritizing accessibility.

Section 6. Consider any specific proposal, problem or project as directed by the City Council or the City Manager and report or submit recommendations thereon directly to the City Council through the City Manager.

ARTICLE III – MEMBERS

Section 1. The Board shall consist of six members and one Council member. Members shall be nominated by the Mayor and confirmed by City Council. Not more than three members may reside outside city limits. Public members will be appointed to serve for three-year terms to expire on August 31st of designated years. Council member will be appointed for their term elected.

Section 2. Notice of term expirations will be delivered to members by the City Clerk's Office. Members wishing to continue services upon the completion of a three-year term must submit a reappointment application to the City Clerk's Office, which is subject to review by the Mayor and confirmed by City Council. There are no limits on the number of terms a member may serve.

Section 3. Members may not have alternates. If a position is vacated during a term, it shall be filled for the unexpired term by an appointee selected by the Mayor and confirmed by City Council.

Section 4. A member's appointment is vacated under the following conditions:

- A member fails to qualify to take office within 30 days after their appointment;
- A member resigns;
- A member is physically or mentally unable to perform the duties of the office;
- A member is convicted of a felony or of an offense involving a violation of their oath of office; or
- A member has two consecutive unexcused absences, or misses half of all meetings within an appointment year, whether excused or unexcused.

Section 5. The Mayor and City Manager may serve as non-voting, consulting members.

Section 6. The Mayor may appoint, subject to confirmation by the City Council, one Homer area high school Student Representative to serve as consulting, non-voting members.

ARTICLE IV – OFFICERS

Section 1. A Chairperson and Vice-Chairperson shall be elected from among the appointed members at the regular August meeting of the Board.

Section 2. Officers shall serve a term of one year from the August meeting at which they are elected, and until their successors are duly elected. Officers may be re-elected in subsequent years.

Section 3. The Chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, execute all documents authorized by the Board, serve as ex officio/voting member of all committees, and generally perform all duties associated with that office.

Section 4. In the event of the absence of the Chairperson, the Vice-Chairperson shall assume and perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent, and a quorum of four members are present, the senior member shall assume and perform the duties and functions of the Chair.

ARTICLE V – CITY STAFF ROLES

Section 1. The ADA Coordinator shall serve as a staff liaison to the Board. The staff liaison shall assist the Chairperson in setting meetings, preparing agendas, and other documentary material, and coordinating the acquisition of needed materials and training. The staff liaison shall submit reports and recommendations for those agenda items requiring decisions or recommendations by the Board. Other staff having experience, education, and professional training in a subject matter on the agenda may provide input, reports and recommendations, or may provide supplemental information. The information submitted may be oral, written or graphic, or some combination of all.

Section 2. The City Clerk shall designate a recording clerk to take minutes for the Board and serve as the Board's parliamentary advisory pursuant to AS 29.20.380(10) and HCC 2.12.010, and assist the Chairperson with the conduct of the meeting.

ARTICLE VI – MEETINGS

Section 1. Regular meetings shall be open to the public and held on the second Thursday of each month, excluding the months of ~~January, March, September,~~ **July** and December at ~~5:00~~ **4:30** p.m. in the designated location and shall be posted for public information as required by Homer City Code and Alaska State Statutes.

Section 2. Special meetings and Worksessions may be called by the ADA Coordinator, Chair, or a majority of the Board. Notice of such meetings shall be posted in the same manner as that for regular meetings.

Section 3. A quorum for the transaction of business at any meeting shall consist of four members. For purposes of determining the existence of a quorum, consulting members shall not be counted. Worksessions do not require a quorum, however, no action may be taken at a worksession; items on the agenda are for discussion only.

Section 4. Any member who is unable to attend a meeting, whether regular or special, shall contact the Clerk in advance no later than two hours prior to the scheduled meeting time for excusal.

Section 5. Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. Allowances will be made for holidays.

Section 6. The order of business for the regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda shall be posted for public information as required by Homer City Code and Alaska State Statutes.

CITY LOGO	NOTICE OF MEETING REGULAR MEETING AGENDA NAME OF BODY DAY OF WEEK, DATE, AND TIME OF MEETING PHYSICAL LOCATION OF MEETING & MEETING ROOM	DEPT. CONTACT INFO (City Clerk's Office)
1. CALL TO ORDER		
2. AGENDA APPROVAL		
3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 minute time limit)		
4. RECONSIDERATION		
5. APPROVAL OF MINUTES		
6. VISITORS/PRESENTATIONS (Chair set time limit not to exceed 20 minutes. Public may not comment on the visitor or the visitor's topic until audience comments. No action may be taken at this time.)		
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS		
8. PUBLIC HEARING (3 minute time limit)		
9. PENDING BUSINESS		
10. NEW BUSINESS		
11. INFORMATIONAL MATERIALS (No action may be taken on these matters, for discussion only.)		
12. COMMENTS OF THE AUDIENCE (3 minute time limit)		
13. COMMENTS OF THE CITY STAFF		
14. COMMENTS OF THE COUNCILMEMBER (If one is assigned)		
15. COMMENTS OF THE BOARD (includes Comments of the Chair since they are part of the board.)		

16. ADJOURNMENT Next regular meeting is scheduled for _____. (Note any other worksessions, special meetings, committee meetings etc.) All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (The meeting may be scheduled for the Conference Room or virtually.)

Section 7. Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally be limited to three minutes per person. Exceptions may be provided for at the Chairperson's discretion or by a majority vote of the members in attendance.

Section 8. Recorded minutes shall be made available by the City Clerk's Office to the Board prior to the next meeting and a record of all voting will be included in the minutes of each meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State Statutes.

Section 9. Teleconference participation is allowed per the rules and limitations set forth in Homer City Code 2.58.060.

ARTICLE VII – GENERAL OPERATING PROCEDURES

Section 1. The Board shall abide by the current edition of Robert's Rules of Order insofar as it is consistent with the Board's bylaws, other provisions of Homer City Code, or standing rules. In all other cases, bylaws, the code, or the standing rule shall prevail. This includes, but is not limited to, HCC 1.18 Conflicts of Interest, Partiality, and Code of Ethics; HCC 2.58 Boards and Commissions; HCC 2.70 ADA Advisory Board; and the Open Meetings Act – AS 44.62.310-312.

Section 2. Each member, including the Chairperson, shall vote, and shall not abstain from voting, unless such member claims a conflict of interest, or has an excused absence, in which event the member shall be excused from voting. The member shall then state for the record the basis for the abstention. Four affirmative votes are required to pass a motion. Voting will be by a roll call vote, the order to be rotated; or by unanimous consent if no objection is expressed. Voting by proxy or absentee is prohibited.

Section 3. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand; and such suspension to be valid; may be taken only at a meeting at which at least four of the members of the Board shall be present, and two thirds of those present shall so approve.

Section 4. Training sessions developed or arranged by the City Clerk and approved by the City Manager shall be mandatory unless a member's absence is excused by the Chairperson. The City Manager and/or City Clerk, in their discretion and in consultation with the City Attorney as needed, may develop model procedures to be used as a guide for the Board.

ARTICLE VIII – COMMITTEES

Section 1. Committees of one or more members for such specific purposes as the business of the Board will only become active upon approval of Council. A memorandum and resolution will go before Council outlining the reason, tasks assigned and termination date. Committees shall be considered to be discharged upon completion of the purpose for which it was appointed, and after its final report is made to and approved by the Board.

Section 2. All committees shall make a progress report to the Board at each of its meetings.

ARTICLE IX – BYLAW AMENDMENTS

The Bylaws may be amended at any meeting of the Board by a majority plus one of the members, provided that notice of said proposed amendment is given to each member in writing. The proposed amendment shall be introduced at one meeting and action shall be taken at the next Board meeting. Amendments to bylaws shall be effective upon approval of the amendments by City Council via resolution.

City Hall ADA Accessibility Project

Project Description & Benefit: The Americans with Disabilities Act (ADA) Title II mandates that all State and local governments provide accessible and usable facilities for people with disabilities, embodying the fundamental principles of equal opportunity, integration, and inclusion. However, Homer City Hall—a cornerstone of civic engagement and an Early Voting Site for early and absentee-in-person voting for municipal, borough and State elections—currently falls short of these standards.

This project addresses ~~critical equity and justice~~ concerns by ensuring equal access to civic participation for all citizens, regardless of their physical abilities. By re-grading the parking lot cross slope and addressing access barriers at both entrances, this project tackles Priority Level 1 issues identified in the City’s Facilities Transition Plan and reflects the City’s commitment to accessibility.

Formatted: Strikethrough

The urgency of this project is further underscored by a 2024 US Department of Justice letter to the State of Alaska citing ADA compliance violations in various State of Alaska voting locations. The letter specifically noted problems with the steep grade of Homer City Hall’s handicap parking spaces and the absence of an accessible path from public sidewalks to the polling entry doors. By addressing these concerns, this project helps the City and State comply with legal requirements and affirms our shared dedication to equitable voting access.

- City Hall back entrance improvements to be completed include:
- regrade parking lot to correct accessible parking spaces and exterior ramp cross slopes that exceed 1:48 ratio;
 - design and construct accessible pathway from public sidewalk on Pioneer Avenue to back entrance door;
 - install ADA push button, automatic swing door. that complies with ADA opening force ranges. An automatic, push button door is a universal solution for people of all ages and abilities.
- Front entrance improvements to be completed include:
- reconfigure ramp cross slope to meet standard;
 - replace grate to meet opening requirement;
 - reconfigure curb ramp to provide a level, 36” long landing
 - alter/replace handrails to meet ramp width requirements.

Plans & Progress: In 2022, the City completed the design for a new City Hall front entrance ramp to bring it into ADA compliance. An FY25 Capital Budget adjustment allocated funds to help address ramp reconfiguration. Public Works developed a conceptual design and cost estimate of entrance improvements to submit as a capital request in the City’s FY2026/2027 budget.

The project will proceed in phases, beginning with the first two.

Phase I: Parking lot regrade \$ 400,000 Phase I: Design & Construct Back Ramp/Door \$ 100,000
Phase III: Construct front entrance ramp \$ 200,000 Phase II: Design & Construct Pathway \$ 400,000

Total Project Cost: \$1,100,000

Schedule: Phase I and II: 2026-2027

Phase I & II Project Cost: \$500,000

Ramp and entrance design: \$ 47,400 (COH funds)
Construction: \$ 120,600 (COH funds)

FY26 State Capital Request: \$ 332,000 (Construction)

Funding Secured	Prior to July '23	FY24/25
Design ADA City Hall Ramp		
General Fund CARMA	\$14,400	

Nick Dudiak Fishing Lagoon Accessible Ramp & Fishing Platform

Project Description & Benefit: The Nick Dudiak Fishing Lagoon located on the Homer Spit is a man-made marine basin that the Alaska Department of Fish and Game annually stocks with king and silver salmon smolts to provide an easily accessible recreational sport fishing opportunity. This road accessible, shore based salmon fishing site attracts a wide array of sport anglers. When salmon return to the terminal fishery from May through September, over 250 anglers line the bank at any one time.

Due to its popularity, the City of Homer enlarged the lagoon to five acres (twice its original size) in 1994, and in 1999 added accessibility features (handicapped parking and a series of ramps and landings inside the fishing lagoon) to expand recreational sport fishing opportunities to anglers with mobility challenges. The City also maintains fish cleaning tables, restroom facilities, a small picnic area and adjacent campground to serve fishermen’s needs.

The existing twenty-year old ADA platform is subject to damage from tidal action, gravel build-up and ice scouring. Over the years, despite annual maintenance, it has succumbed to these forces and no longer serves its purpose of providing ADA access to the fishing waters. Parts of it have detached from the main body and are a safety hazard. A new access ramp and fishing platform, designed and located to resist these forces, is needed to restore accessibility to the Fishing Lagoon, improve the fishing experience, and if possible, reduce maintenance.

Once a final design and Fishing Hole location is determined, Phase 2 of the project will be to make improvements necessary to connect the ramp to uplands amenities such as accessible parking spaces, restrooms, the Fishing Hole campground and fish cleaning tables.

Plans & Progress: The City has been working in concert with Alaska Department of Fish and Game to design and seek funding to replace the ramp. In 2022, the City and State prepared conceptual design options for consideration. Initially, the preferred option is for floating access (similar to a dock) that provides over-water fishing opportunities. The floats will allow the dock to move up and down during tidal swings to provide ADA access to fishing for the entire tidal fluctuation. A gangway to the dock would be affixed to a fixed pier above the high water level. The floating portion of the dock and the gangway would be designed to be removable to avoid seasonal ice damage and to perform maintenance as necessary.

Total Project Cost: \$ 770,000

Concept Design \$ 18,813 Completed 2022;

Final Design \$70,000

Construction \$ 700,000

Schedule: Final Design 2026
Construction 2027

Priority Level: 1

Removing Parking and Pavement Accessibility Barriers at City Facilities

Project Description & Benefit: Under Title II of the Americans with Disabilities Act (ADA), all State and local governments must be accessible to, and usable by, people with disabilities. The basic principles of the ADA are equal opportunity, integration, and inclusion. From 2017-2019, the City of Homer ADA Compliance Committee and City Staff evaluated City Facilities to identify accessibility barriers. The results were compiled into the City's Transition Plan, in accordance with Title II of the ADA regulations. This project corrects parking and pavement barriers (ADA Priority Level 1 issues) at City facilities to aid the entire community in accessing and participating in programs, services or activities provided by the City of Homer.

ADA regulations standardize the size and number of marked accessible parking spaces in a lot and appropriate signage placed such that it cannot be obscured by a vehicle parked in the space. Accessibility standards also require firm, stable and slip resistant surfaces. Many City of Homer facilities do not meet these standards.

This project will correct the following parking barriers at City facilities:

- Regrade exterior ramp cross slopes that exceed 1:48 ratio at the Fire Hall, Homer Public Library, and the Public Works building;
- Firm ground surface through compaction or paving and even surface levels at Load and Launch Ramp staging area
- cross slopes that exceed 1:48 ratio on paved lots.

Plans & Progress: City staff assisted the ADA Advisory Board during the self-evaluation process and together developed solutions and remedies that were included in the Transition Plan. City Council approved the Transition Plan in Resolution 19-024. This project is expected to proceed incrementally. In 2021, accessible vehicle and van parking spaces were paved at Harbor Ramps 3, 4 and 5, and at public restrooms and compliant signage and pavement markings were completed.

Total Project Cost: \$385,600

Phase 1: Harbor Accessible Parking, completed \$49,100

Phase 2: Facility Parking Lot Cross Slopes & Surface Levels: \$336,500

Schedule: 2026

Priority Level: 1