

Parks and Recreation
Advisory Commission

Thursday

August 18, 2011

5:30 P.M.



City Hall
Cowles Council Chambers
491 E. Pioneer Avenue
Homer, Alaska 99603



**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. AGENDA APPROVAL**
- 3. APPROVAL OF THE MINUTES**
(Minutes are approved during Regular Meetings Only)
 - A. Minutes for July 21, 2011 Regular Meeting Page 5
- 4. PUBLIC COMMENT UPON MATTERS ALREADY ON THE AGENDA***(Three minute time limit)*
- 5. VISITORS** *(Visitors normally have 10 minutes for their presentation.)*
There are no visitors scheduled this month.
- 6. STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS**
 - A. Spit Parks and Recreation Committee – Commissioner Lillibridge
 - B. Karen Hornaday Park Committee Report – Commissioner Archibald
 1. Synopsis of July 26, 2011 Meeting Page 15
 - C. Kachemak Drive Path Committee Report – Ingrid Harrald
 1. Synopsis of the August 4, 2011 Meeting
 - D. Parks & Campgrounds Report – Angie Otteson
 - E. Community Schools & Recreation Report – Mike Illg
 - F. Staff Report – Renee Krause Page 19
- 7. PUBLIC HEARING**
- 8. PENDING BUSINESS**
 - A. Discussion and Recommendation to Forward to Council the Revised Recommendations submitted by the Kachemak Drive Path Committee.
 1. Revised Draft Resolution Page 21
 - B. Budget 2012 – Discussion on Advocating for Appropriations for Parks and Recreational Events, Needs and Programs for 2012 Page 25
- 9. NEW BUSINESS**
 - A. Transient Camping Along Trails – A discussion on How to Discourage Persons Camping Along the City Trails. Page 27
 - B. Campground Hosts – A Discussion on Having Campground Hosts at Karen Hornaday Park Page 29
- 10. INFORMATIONAL MATERIALS**
 - A. Resolution 11-076, Amending the Parks & Recreation Advisory Commission Bylaws to Establish Monthly Meetings with the Exception of December. Page 31
 - B. Ordinance 11-29(A), Amending HCC Chapter 1.74 Parks and Recreation Advisory Commission Section 1.74.030, Proceedings of the Commission, Amending Frequency to Monthly with the Exception of December Page 33
 - C. Revised Parks and Recreation Bylaws Page 35
 - D. Memorandum to Mayor and City Council 2012-2017 CIP Recommendations Page 41
 - E. Memorandum to Mayor and City Council Re: Request to Express Support for Renewing ILMA Page 43
 - F. Revised HCC Chapter 1.74 Parks and Recreation Advisory Commission Page 45
 - G. Excerpt from City Manager’s Report at Council Meeting on July 25, 2011 Re: Baycrest Hill Ski Trail and Diamond Creek Properties Land Use Plan Page 47
 - H. Parks & Recreation Advisory Commission Annual Calendar Page 49

11. **COMMENTS OF THE AUDIENCE**
12. **COMMENTS OF THE COUNCILMEMBER** *(If one has been assigned)*
13. **COMMENTS OF STAFF MEMBERS**
14. **COMMENTS OF THE COMMISSION**
15. **COMMENTS OF THE CHAIR**
16. **ADJOURNMENT THE NEXT REGULAR MEETING IS SEPTEMBER 15, 2011** at 5:30pm in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska

Session 11-06, a Regular Meeting of the Parks and Recreation Advisory Commission was called to order by Acting Chair Archibald at 5:40 p.m. on July 21, 2011 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS CUMMING, ARCHIBALD, LILLIBRIDGE, AND BREMICKER

ABSENT: COMMISSIONER CARLINSCHAUER
COMMISSIONER HARRALD (EXCUSED)

TELEPHONIC: COMMISSIONER BRANN

STAFF: PARKS MAINTENANCE COORDINATOR ANGIE OTTESON
DEPUTY CITY CLERK I RENEE KRAUSE

Chair Bremicker arrived at 6:50 p.m.

APPROVAL OF THE AGENDA

Acting Chair Archibald requested a motion to approve the agenda.

LILLIBRIDGE/CUMMING - MOVED TO AMEND THE AGENDA TO ADDRESS THE KAREN HORNADAY PARK COMMITTEE REPORT AFTER APPROVAL OF THE MINUTES AND TO ALLOW A MEMBER OF HOPP TO PROVIDE AN UPDATE TO THE COMMISSION DURING THAT REPORT.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

APPROVAL OF MINUTES *(Minutes are approved during Regular Meetings.)*

A. Meeting Minutes for the May 19, 2011 Regular Meeting

LILLIBRIDGE/CUMMING -MOVED TO APPROVE THE MINUTES AS PRESENTED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There were no public comments regarding items on the agenda.

VISITORS

A. Sharon Whytal, Making Homer a Let's Move! City

The scheduled visitor was a no show.

RECONSIDERATION

There were no items scheduled for reconsideration.

STAFF AND COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS

A. Spit Parks and Recreation Committee – Commissioner Lillibridge

Commissioner Lillibridge summarized her report which she explained was part of a combined meeting of the Spring Park Walk Through and Spit Committee. She noted the pros and cons for Mariner Park and asked for additional comments from the commission. The following was noted:

- Incredible ocean views
- established campground
- Steady source of income in season
- large area for parking and maneuvering
For large RV, campers, etc.
- Dangerous entrance/exit from main road
- untidy Day Use area – green areas and gravel
- Gazebo and picnic area combined
- Camp spaces too close together
- Firepits

Commissioner Brann commented on adding the extension of the Bike Path to Mariner Park on the same side of the Road. Chair Bremicker commented on relocation of the entrance and extending the 35 MPH speed past the curve in the road. It was noted by Commissioner Brann that at one time in the CIP a tunnel was recommended but has since fallen out of favor as an alternative Pedestrian Crossing to Mariner Park. This was not recommended due to the feasibility and costs involved. Making a more noticeably marked and relocated pedestrian crossing would be sufficient and more cost effective. Further comments on Mariner Park were issues involving ownership, restrooms, and the campgrounds.

The Pier One Campground

- Ocean views in choice location
- Location of Pier 1 is an asset
- Shelter with tables for functions
- Central location on the Spit
- Ample parking
- Campgrounds are untidy along the sides of the Pier ! building
- Pier 1 building in need of paint, and repairs
- Shelter has rotten timbers, safety issues
- fire pits are inadequate
- Needs an overall facelift

Seafarer's Memorial

- Well Known Landmark
- Parking
- Easy access to the beach
- History and Location for Memorials and ceremonies
- Could tidy it up a bit
- Install more benches for seating

End of the Road Park

- Parking Area accessing fishing at the end of the spit
- Small Sign indicating it is a park
- very popular spot besides lagoon for fishing
- just a gravel parking lot
- cannot read existing signage
- needs some improvements, amenities

Coal Point Park

- Lovely little hideaway park that is complete
- landscaping and picnic tables
- extremely difficult to locate
- better signage to locate this park

Ms. Otteson submitted a written report to the Commissioners as a laydown item.

She noted that an area was walked that has been requested by the Wooden Boat Society to lease from the City. It was reiterated that this was Port & harbor property and that the Parks has use of this space for a campground . It was discussed that application of dredge spoils could create a boundary between the existing campground and the day use area with the picnic shelter, plant some spruce trees. Update: Commissioner Brann has located and acquired logs to replace the vertical supports of the shelter.

An improvement suggested for the Coal Point park was adding a walkway extension to the west as a viewing platform and adding a continuation of the Spit Trail to the park.

Additional recommendations for Mariner Park were to add Plexiglas wind walls and relocating it to the northwest corner of the park where the Kite Surfing Festival and the Basket Burning.

Chair Bremicker noted that since there is a committee formed specifically to address the parks and recreation on the Spit he did not believe any additional action was required from the commission at this time.

Commissioner Lillibridge requested to be allowed to postpone setting a meeting date as required at the last commission meeting until another member is appointed. Chair Bremicker commented that another commissioner was not needed it would be preferable to have additional persons from the public appointed to the committee.

Further discussion determined that a meeting date could be established after the next commission meeting with the goal to recruit additional interested members.

There was no further discussion.

B. Karen Hornaday Park Committee – Commissioner Archibald
1. Synopsis of July 7, 2011 Meeting

Miranda Weiss, member of Homer Playground Project (HoPP), thanked the Commissioners for allowing her the opportunity to update the Commission on the progress of the community group. Ms. Weiss commented on the following:

- Community Built, Community Designed Playground
- Memorandum of Agreement between the City of Homer and HoPP
- The Homer Foundation will be serving as the fiscal sponsor
- They have a nest egg of approximately \$18,000
- A professional playground design firm whose principals have experience working in Alaska but the company is based in Ithaca, New York has been hired.
- Design Day in the Schools Friday, September 9, 2011
- Saturday, September 10, 2011 will be the kickoff event with food, fun and a draft concept of the Playground presented by the designers.

Commissioner Lillibridge thanked Ms. Weiss for coming and giving the update to them. She regaled them commission on the extreme energy of this group that has committed to this project. She was really energized after attending the last meeting the group held.

Ms. Weiss inquired if children would be okay to bring to the committee meeting since most of the members do have small children. Chair Bremicker stated he did not think it would be a problem but deferred to Commissioner Archibald as he was the Chair of that committee. Commissioner Archibald did not see a problem with that request, he additionally commented on the possibility of losing continuity if there are a variety of people attending the meetings. Ms. Weiss explained that at this time Deb Cox and herself as co-chairs of HoPP would be attending meetings until such a time that a permanent member

could be found to volunteer. Commissioner Cummings echoed the sentiments of Commissioner Archibald on having a committed member of the HoPP group attend each and every committee meeting.

Commissioner Lillibridge and Archibald responded to a query from Ms. Weiss on the purpose of the Karen Hornaday Park Committee over the next 12 months. Commissioner Lillibridge response included the following:

- look at the master plan and look at the goals of the park
- make sure the funds received are spent on the park
- make sure that all stakeholders are heard
- better updated facilities

Commissioner Archibald added

- stay within the confines without losing momentum
- get public input
- coordinate between all groups and work together

Chair Bremicker questioned if additional members have been recruited for the committee. Commissioner Lillibridge offered the name of Phil Needham, with the Little League folks, desired to be on the committee. Chair Bremicker recognized that the committee is comprised of Commissioner Archibald as Chair, Commissioners Cumming and Lillibridge; Miranda Weiss and Deb Cox, HoPP; Phil Needham, Little League; Jack Wiles, Friends of Woodard Creek; and Ralph Broshes.

It was determined that these people would be ample bodies to make up the committee and were appointed as members by Chair Bremicker.

Commissioner Cumming commented on the aesthetics of the park, and retaining the beauty must be considered during any decisions made, there should be planned parking with considerations to kid safety as well. Chair Bremicker agreed and added that he did not want to overlook the campground. He further recommended to work closely with city personnel.

Commissioner Archibald firmly stated that he did not want to have the committee meetings run to long discussions, he intended to stay focused and stick to the agenda and conduct efficient meetings. He wanted to get things done. He would appreciate the guidance of city personnel to keep them in line.

Chair Bremicker requested clarification on where they were on the agenda and confirmation on Commissioner Lillibridge needing to leave early. Commissioner Lillibridge stated she needed to leave by 6:45 p.m. It was clarified that the agenda was amended and the Visitor scheduled did not show.

There was a further report on the first meeting of the Committee. It was noted that discussion started on the Master Plan and it was agreed that it was premature and the committee should stay focused on the expenditure of the funds in hand and to make sure that it is spent as recommended by the approved master plan.

Commissioner Lillibridge stated that she has received questions from folks associated with the Little League on how the funds designated for the improvements to the ball fields are to be dispersed. Commissioner Brann stated that in earlier conversations with the Little League he recommended that the group prepare a list of priorities regarding safety and maintenance and make a presentation to the Committee/Commission.

Commissioner Archibald stated that it would be beneficial to know the mechanics of how the monies are to be expended. Commissioner Cumming expressed concern that a MOU should be Ms. Otteson commented that the monies were given to the City to use on the park for Phase I improvements in compliance with the Master Plan. She stated that the Little League would not get this money directly. She agreed with the idea of submitting a list to the city with a priority order of items to repair and replace.

Further discussion on whether a MOU with the Little League should be executed such as was done with the HoPP group; submitting things through the committee first; that additional city involvement was not required; not putting up roadblocks but trying to expedite access to the monies; requesting staff to research and come back with the proper channels on how the money will be "doled" out; get a list of priorities, create and issue request for proposals, then hire to appropriate entity; the list from the baseball people may not require a RFP to be issued.

Staff was directed to have the process to Commissioner Archibald for dissemination at the Tuesday, July 26, 2011 committee meeting.

There was no further discussion.

- C. Kachemak Drive Path Committee – Commissioner Harrald
1. Synopsis of the June 17, 2011 Meeting
 2. Synopsis if Surveys Received as of July 13, 2011
 3. Survey received as of July 1, 2011
 4. Recommendations to the Commission
 5. Memorandum dated July 14, 2011 Discussion on Recommendations to Council from the Committee

Chair Bremicker requested a motion and read the motion submitted by the Committee into the record as follows:

THE KACHEMAK DRIVE PATH COMMITTEE OF THE HOMER PARKS AND RECREATION ADVISORY COMMISSION RECOMMENDS THAT THE FOLLOWING BE PASSED AND SUBMITTED TO CITY COUNCIL:

TO SUPPORT THE ACTIONS INCREASING THE SAFETY FOR MOTORIZED AND NON-MOTORIZED USERS ALONG KACHEMAK DRIVE IN ANY OR ALL OF THE FOLLOWING WAYS:

- ALTERATION OF THE EXISTING KACHEMAK DRIVE AND SHOULDER
- A SEPARATED PATH PARALLELING KACHEMAK DRIVE USING THE UTILITY EASEMENTS
- LOWERING THE SPEED LIMIT AND INCREASING THE USE OF SIGNAGE
- THE PARKS AND RECREATION ADVISORY COMMISSION WILL WORK IN COOPERATION WITH THE CITY OF HOMER IN THE PLANNING AND IMPLEMENTATION PHASES.

BRANN/ARCHIBALD – SO MOVED.

CUMMING/LILLIBRIDGE – MOVED TO AMEND THE MOTION TO READ "TO SUPPORT DEVELOPMENT OF PATHS ALONG KACHEMAK DRIVE FOR NON-MOTORIZED USERS INCLUDING WALKERS, RUNNERS AND BICYCLISTS TO INCREASE SAFETY FOR BOTH MOTORIZED AND NON-MOTORIZED USERS IN THE FOLLOWING WAYS.

Discussion proceeded on the wording changes and that the word flow and intent of the motion was the same and the original recommendation was appropriate. The maker and second of the amend pulled the amendment from consideration. Chair Bremicker commented that the motion was acceptable as written.

Commissioner Lillibridge re-read the motion as written for clarification.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Ms. Krause responded to questions regarding the process and what happens when they submit the recommendations to City Council. She informed the commissioners that since this item was not and has

not been on the council agenda, the recommendation can be verbally presented at the August 8, 2011 Council meeting during Commission Reports, a memorandum from the Commission could be submitted for inclusion in the packet. It will be up to the Council if they would like to proceed further on the recommendation and it must have Council support for the recommendation to have anything further done. The commissioners must realize that the recommendation could be presented to council and that is it nothing more happens even with support of councilmembers. The issue will then be finished and the job of the Committee may then be complete. She recommended contacting council members to try to gain support for further action and implementation of the recommendations that will be forwarded by this commission. She confirmed that Council has the option to request a resolution to express support also.

Commissioner Cumming commented that she would like to do as much as possible to ensure that the council supports the recommendation. She expounded on her reasons for having this approved by council.

Chair Bremicker then read the second recommendation into record as follows:

THE KACHEMAK DRIVE PATH COMMITTEE OF THE HOMER PARKS AND RECREATION ADVISORY COMMISSION RECOMMENDS THAT THE COMMISSION PASS THE FOLLOWING AND SEND IT ON TO THE HOMER CITY COUNCIL FOR THE NEXT COUNCIL MEETING WHICH RELATES TO THE MUD BAY SEGMENT GOING FROM THE BASE OF THE SPIT TO AIRPORT BEACH ACCESS ROAD:

AUTHORIZATION TO SUPPORT VOLUNTEER PARTICIPATION WORKING WITH APPOINTED CITY ADVISORS TO ESTABLISH THE FIRST PORTION OF THE KACHEMAK DRIVE CORRIDOR, WHICH IN THE NEAR FUTURE WOULD EXIST AS A LEVEL TWO PEDESTRIAN TRAIL PARALLELING KACHEMAK DRIVE STARTING FROM THE BASE OF THE SPIT BICYCLE TRAIL PROCEEDING ALONG KACHEMAK DRIVE AT THE TOW OF THE ROAD BANK AND THEN CHANGING TO THE TOE OF THE BLUFF AND GOING APPROXIMATELY 1/2 MILE AND ENDING AT THE AIRPORT BEACH ACCESS ROAD.

THE DECRPTION OF THIS SEGMENT AS PROPOSED:

A LEVEL TWO PEDESTRIAN TRAIL CONSISTING OF THREE KINDS OF CONSTRUCTION ACTIVITY - THE FIRST SEGMENT GOING 300 FEET FROM THE END OF THE SPIT BICYCLE TRAIL TO THE BEGINNING OF THE TREES WILL BE COMPOSED IF AN EIGHT INCH BASE OF HOMER HARBOR DREDGED MATERIAL. THE TRAIL WILL PROCEED AT THE TOW OF THE BLUFF ABOVE THE 26 FOOT TIDE LINE (EXCEPT WHERE IMPRACTICAL). THE REMAINDER OF THE TRAIL WILL REQUIRE CUTTING TREE BRANCES TO APPROXIMATELY EIGHT FOOT HEIGHT AND REMOVAL OF DOWNED TREES. WHERE THE TOW OF THE BLUFF MEETS THE TOP OF THE BEACH THERE WOULD BE CUTTING AND REMOVAL OF LOGS AND OTHER DEBRIS. THIS PLAN WOULD NEED DOT PERMISSION WITHIN THE ROAD RIGHT OF WAY, APPROVAL FROM THE CORPS OF ENGINEERS AND APPROXIMATELY \$5,000 FOR COMPLETION.

Commissioner Cumming wanted to postpone submitting the recommendation to change her focus from pedestrian to bicyclists.

Commissioner Brann commented that the last discussion included comments about upgrading this to a level three trail so he agreed that more discussion was needed before submitting this recommendation and he believes it would encompass the issues for bicyclists.

Chair Bremicker cut discussion short as out of order and that it belongs at the Committee level since the recommendation was pulled.

There was no further discussion.

D. Parks & Campgrounds – Angie Otteson

Ms. Otteson stated that there was a work party at Bayview Park on June 25th with Family First. Equipment was installed, painted, built and Alder Stick Fort which was a big hit with the kids. The following week a large group of volunteers built picnic tables, painted bleachers, mowed, re-did the logs to keep the sand in the sand box at Karen Hornaday Park playground. The summer intern has been put to work performing general parks maintenance. There are several events coming up Concert on the Lawn and the Highland Games. The campgrounds have been busy.

Comments from the commissioners were on the flowers and a group of wheel chair bound folks using the picnic tables at Karen Hornaday, plus how well used these areas were ensued.

There was no further discussion.

E. Community Schools & Recreation Report – Mike Illg

There was no report submitted. He was not in attendance.

There was no discussion.

PUBLIC HEARINGS

No public hearings were scheduled.

PENDING BUSINESS

A. Findings and Report on Spring Walk Through for Spit Parks and Recreation Areas

1. Submittal from Commissioner Lillibridge
2. Report from Commissioner Harrald
3. Report from Angie Otteson, Parks Maintenance Coordinator

There was no further discussion on this topic it was address under the Spit Parks Committee Report

B. Park Day – Discussion and Final Decisions on What, Where, When, and Activities

The Commissioners reviewed and established the following decisions for Park Day:

- The time will be from Noon- 4:00 p.m. Jack Gist Park
- Chair Bremicker will bring a couple of personal BBQ grills he owns since that park does not cooking facilities.
- Multi-generational games such as softball, volleyball and badminton will be set up. Staff will send a reminder to Mr. Illg.
- A work party will be conducted on clearing the Disc Golf Course, Park Cleanup, and constructing a sandbox for the playground area. Bring your wheelbarrows and garden tools.
- Eden Badajos will be contacted to put on a demonstration of Disc Golf and possibly setting up a demonstration course that people and children can play. Staff will send a reminder to Commissioner Harrald on making contact with Mr. Badajos.
- Commissioner Brann will donate 200 pennies. He stated that there was question as to who would provide the sand. The Commission can confer with Ms. Otteson.
- Flyers will be needed. These can be posted at various places and on the City Website.
- Arrange to have notice on the Clerk's Calendar, Coffee Table on KBBi and the Community Calendar too.

There was no further discussion.

NEW BUSINESS

A. Commissioner Absences and Absences and Removal from Seat for Non-Appearance

This item was not discussed as it was noted that the Commissioner submitted his resignation to the Clerk this morning via email. Chair Bremicker expressed relief at not having to deal with this issue.

There was no further discussion.

B. Recommendation to Express Support for the Interagency Land Management Assignment

Commissioner Brann and Archibald explained the purpose of including this on their agenda tonight and explained that even though the official comment period expired on Wednesday, July 20, 2011 all letters, emails and resolution expressing support of issuing the Interagency Land Management Assignment (ILMA) that will authorize the Homer Demonstration Forest for educational purposes for another 25 years it was still very important that as a community they should express support of continuing the agreement. All letters of support should be sent to jusdi.mcdonald@alaska.gov or 5550 W.7th Avenue Suite 900C Anchorage, Alaska 99501-3577.

BRANN/ARCHIBALD - MOVED TO SEND A LETTER OF SUPPORT FROM THE COMMISSION ON RENEWING THE INTERAGENCY LAND MANAGEMENT ASSIGNMENT(ILMA) THROUGH DEPARTMENT OF NATURAL RESOURCES FOR ANOTHER 25 YEAR PERIOD AND TO INCLUDE THIS AGREEMENT IN THE DIAMOND CREEK MASTER PLAN.

Discussion included the importance to renew this agreement as it affected the Diamond Creek trail project and the Homer Demonstration Forest.

ARCHIBALD/CUMMING – MOVED TO AMEND THE MOTION TO REQUEST A RECOMMENDATION OF SUPPORT FROM THE HOMER CITY COUNCIL.

There was not discussion.

VOTE. (AMEND) YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VOTE.(MAIN) YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

There was no further discussion.

C. 2012-2017 Capital Improvement Plan Recommendations

Chair Bremicker explained the progress and recommended that the try to stick to Parks and recreational related projects. He recommended they each take turns recommending and project then they can select the top five out of those and then prioritize them if required.

After an interval reviewing and each commissioner suggesting projects the commission by consensus agreed to submit a recommendation to city Council on following:

MOVED TO RECOMMEND THE FOLLOWING PROJECTS IN PRIORITY ORDER FOR INCLUSION IN THE 2012 -2017 CAPITAL IMPROVEMENT PROJECT LISTING.

1. KAREN HORNADAY PARK IMPROVEMENTS, PHASE I
2. KACHEMAK DRIVE REHABILITATION/PATHWAY
3. MARINER PARK IMPROVEMENTS, PHASE I
4. CONSTRUCTION OF CITY SOCCER FIELDS AND BASKETBALL COURTS FOR PUBLIC USE
5. TOWN CENTER PARKS AND TRAILS
6. JACK GIST PARK IMPROVEMENTS, PHASE I

There was a brief discussion on the inclusion of Town Center and changing it to concentrate on the park and trails within the Town Center area. The old project about building a new city hall was not approved by the residents. The commission additionally discussed constructing soccer fields and basketball courts for public use as a new project to add to the wish list.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

INFORMATIONAL MATERIALS

- A. Memorandum dated May 19, 2011 Re: Expressing Support for the City Parks and Recreation Department Use of the Homer Education and Recreation Center
- B. Memorandum dated May 19, 2011 Re: Expressing Support for the Adopt a Park Program
- C. Memorandum dated May 19, 2011 Re: Amending Homer City Code 1.74, Parks and Recreation Advisory Commission, Allowing the Commission to Accept Donations and Establish a Fund to Deposit those Donations

There was no discussion on the informational materials.

COMMENTS OF THE AUDIENCE

There were no audience comments.

COMMENTS OF THE COUNCIL MEMBER *(if one is assigned)*

None.

COMMENTS OF STAFF MEMBERS

There were no staff comments.

COMMENTS OF THE COMMISSION

Commissioner Cumming stated the Chair is tactful but stern.

Commissioner Archibald thanked everyone for all the hard work they have expended.

Commissioner Brann commented good job and thanked everyone. He additionally noted that he would be contacting the Homer News to see about putting a column in the paper the next 4-5 weeks on share the road and he has looked in the costs funding and obtaining driver reminder signs. He commented that one of those pieces of traffic monitoring equipment costs approximately \$2900.00

COMMENTS OF THE CHAIR

Chair Bremicker apologized for the delay in his arrival and reminded everyone to pass on the information about having a new vacancy.

ADJOURN

There being no further business to come before the Commission Chair Bremicker adjourned the meeting at 8:00 p.m. The next regular meeting is **THURSDAY, AUGUST 18, 2011** at 5:30 p.m. at the City Hall Cowles Council Chambers.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

Approved: _____

KAREN HORNADAY PARK COMMITTEE reporting to the Homer Parks and Recreation Commission Synopsis from JULY 26, 2011 Meeting

1. Members Present: Robert Archibald, Trish Lillibridge, Beth Cumming, Jack Wiles and joining the committee: Miranda Weiss, Phil Needham, and Ralph Broshes. Staff: Angie Otteson

Meeting called to order by Chair, Robert Archibald at 5:35 pm.

Members introduced themselves and provided a brief background on their affiliation with the park.

2. Agenda Approval: Agenda approved with no corrections, additions, or deletions

3. Approval of Minutes: Minutes of July 7, 2011 meeting approved.

4. Public Comments:

Roger Mac Campbell, a Little League (LL) board member, offered the full assistance of the LL in support of the park. The LL has diligently done maintenance and repair work but cannot keep up with the 30 years of neglect of investments by the City. LL has developed a list of repairs and upgrades needed and will submit the list to the Park Committee with an estimate of phased priorities, costs, and funding strategies. The LL has not been contacted about how the \$10,000 in funds recently approved by the City Council for sport field improvements would be spent and wants to work with the City on how to maximize the use of those funds with LL support.

Drainage is also a top priority issue that the LL would like addressed. It was explained to the LL that funds have been approved to conduct preliminary engineering work to establish a drainage plan but no action has been taken by the City.

Mr. Mac Campbell asked about future funding and it was explained that critical decision points will have to be addressed once the preliminary engineering work (feasibility and cost analysis of parking and road) has been completed. The Park Committee desires to involve all stakeholders in the prioritization of future funding allocations and strategies.

5. Reconsiderations: None.

6. Visitors: Roger Mac Campbell offered comments from the Little League.

7. Staff Report:

Angie Otteson, Parks Maintenance Coordinator, reported on the current issue associated with the existing drainage pipe and drain basin – the elevation is wrong and the pipe would have to be dug up and replaced or a new drainage feature installed. Angie is unaware of the status of a Request for Proposals (RFP) for preliminary engineering work.

Angie reported that she would work with the Little League on use of the \$10,000 in funds – thought the City could buy materials and the Little League could do the work.

8. Public Hearing: None

9. Pending Business: Appointment of additional Park Committee members. Robert will advance the names of Miranda Weiss, Phil Needham, and Ralph Broshes to the Chair of the Park and Recreation Commission.

10. New Business:

A. Mission Statement – Tricia Lillibridge drafted a mission statement and the Park Committee adopted the following mission statement to guide their work.

“To support the Karen Hornaday Park 2009 master plan and be advocates for the refurbishment of the park for the community at large.”

A1. Goals: The Park Committee desired to develop goals at their August 10, 2011 meeting utilizing information gained from a walkthrough of KHP.

B. Review Master Plan – Site Plan B2: Jack Wiles explained that the site plan shows the day-use expansion (conversion of overflow parking area) and connection to the playground. The Homer Playground Project design includes utilization of the day-use area.

C. Public Involvement – It is the desire of the Park Committee to involve user groups and the community. This can be accomplished via the Little League, the Homer Playground Project, the Friends of Woodard Creek, and through the Parks and Recreation Commission.

D. Park Walk-Through – A walk-through of KHP is scheduled as part of the Park Committee’s next meeting on August 10, 2011. The purpose of the walk through will be to familiarize the committee with the pressing needs of the park, review the drainage issues, review the master plan and site plan B2, review efforts to restore Woodard Creek, and the design plan ideas for the playground.

E. Preliminary Engineering Work – Public Works director, Carey Myers, was unable to attend the meeting and provided no status report. Mr. Archibald will set up a meeting with Mr. Myers to discuss the timing and scope of getting a preliminary engineering RFP issued. Ms. Weiss and Mr. Needham volunteered to join the meeting.

Mr. Needham said he visited the site with Jason Johnson who performs land excavation and grading work and they identified several key drainage issues – several berms prevent the flow of water, there is a need for fill material to fill low spots (described as Lake Hornaday in the day use area), if the drainage basin is to work then removing a foot or more of the drainage basin ring is needed (although if the pipe is not draining it would not be the complete fix), and drainage of the ball fields could be accomplished by rebuilding the infields.

Ms. Weiss expressed the urgency to conduct the drainage work this season since the HoPP is on track to construct playground improvements next summer and the drainage should not be a safety hazard for children or delay the playground project or result in reconstruction of work already done.

Mr. Wiles expressed frustration that the funds have been available for over a year now and that contracting for topographic survey work should not be complicated.

Robert Archibald introduced a motion to send a letter to the Park and Recreation Commission expressing the urgency of completing the preliminary engineering RFP and having sufficient data to move forward on the drainage issues associated with the day use area and sport fields. The motion was adopted unanimously by the Park Committee and the following letter will be forwarded the Park & Recreation Advisory Commission for further action.

"July 26, 2011

Dear Honorable Parks and Recreation Commission Members,

The members of the Karen Hornaday Park Committee are writing to strongly express that drainage work in Karen Hornaday Park be started immediately and completed by October 2011.

The Homer Playground Project timeline calls for a new playground to be built in the park by community volunteers in summer 2012. Community fundraising and community-based playground design are already underway. Loss of momentum would be disastrous to this project.

In addition, drainage issues pose a threat to ball players and other users of the park. And the quality of the park is adversely affected by poor drainage, which also threatens completion of Phase 1 of the Karen Hornaday Park Master Plan.

Sincerely,

Karen Hornaday Park Committee Members"

11. Informational Materials: None

12. Comments of the Audience: None

13. Comments of the City Staff: None

14. Comments of Committee:

Beth Cumming asked that the Committee and Public, while aligned with specific interest, maintain a broad perspective of the park and all its needs and not forgot several critical components as a package:

- Aesthetics – a more comprehensive approach to landscape plantings, particularly the park entrance road. Aesthetics beyond just the appearance of park structures and quality products.
- Planned Parking and Road – to address safety of children/pedestrians and improved conditions of parking and traffic flow.
- Stewardship – greater awareness and appreciation for the restoration of Woodard Creek.
- Trail – providing a trail along Woodard Creek and other trail connections.

15. Adjournment – Adjourned at 7:30 pm. Next Park Committee meeting is scheduled for August 10, 2011, 5:30 pm. The Park Committee will conduct a walk-through of Karen Hornaday Park.

Office of the City Clerk

Jo Johnson, CMC, City Clerk

Melissa Jacobsen, CMC, Deputy City Clerk II
Renee Krause, CMC, Deputy City Clerk I



491 E. Pioneer Avenue
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STAFF REPORT

TO: Parks and Recreation Advisory Commission
FROM: Renee Krause, CMC, Deputy City Clerk I
DATE: August 10, 2011

1. **Karen Hornaday Park.** A worksession was scheduled for August 10, 2011 and a regular meeting is scheduled for August 23, 2011.
2. **Park Day.** Just a reminder that this is scheduled for Saturday, August 20, 2011 Noon – 4:00 p.m. Bring your picnic lunch, something to throw on the grill and wheelbarrows, shovels, or rakes as this is a cleanup party too! Chair Bremicker volunteered to bring his bar-b-que grill or two. There will be games to play such as volleyball, softball, and badminton. A sandbox will be constructed also in the kids playground.
3. **Its Budget Time.** As with every year the City Manager distributes this information to the departments. Due to illness this information has not been issued yet so at the last Council meeting City Manager Wrede stated he would have a list of required funding/budgets and items requiring funding, along with revenue source information. Under Pending Business is the approved Budget schedule for this commission to review and determine who will attend those meetings to be the "Squeaky Wheel". I would recommend this commission discuss what they would like to see funded, consult with staff on their "Wish List" or needs and develop a budget that you would like to request from City Council. Such as re-instating cut positions, the \$1500.00 PR fund, new signage for Parks and Trails, etc. I would recommend performing an exercise like the commission did with the Capital Improvement Plan. Everyone make suggestions, write it on the board and then vote on each recommendation. The top five or three then prioritize and those are the projects or items the commission can advocate for by attending meetings and contacting the members of council.
4. **Meeting Schedule.** The City Council approved the changes to the meeting schedule so this Commission will be meeting on a monthly basis year round with the exception of December there will be no meetings.

5. **Committees, Meetings and Agendas.** When volunteering to be on a committee please remember that other than discussion regarding scheduling or adding items to an agenda any conversations held on issues concerning a topic that has been or will be on the committee agenda can be considered a "meeting" and according to State and City Code must be advertised. Once a meeting has been advertised and the agenda posted/distributed no items can be ADDED. Items can only be removed. So if you would like to have discussion on a topic such as signage for example and would like to submit some supporting documents but cannot make the deadline for inclusion in the packet you may submit the documents to me and I can insert into the packets or provide as laydown materials for the meeting. The main thing is that the agenda has been distributed or posted online with the topic listed. It is inappropriate to discuss items not on the agenda as there may be someone who has an interest who would like to comment on that issue or topic. It is better to have a number of items on the agenda and remove or postpone them during approval of the agenda then to speak out of order.

6. **Other Committees, Commissions and Board News.** The Public Arts Committee is working on a Gateways Projects that addresses public art in the entrances to Homer such as the mural at the Homer Airport, the members have visited the Ferry Building which is state owned and was brought to the State's attention on the lack of artwork in the facilities. The committee has looked into improvements at the Baycrest Hill Rest Area but there is a shortage on funding. The Library Board has been addressing energy efficiency issues with the building and has been finally able to get the HVAC systems tweaked so it is more comfortable but of course they will have to wait for more tweaking when winter sets in; the Board members have also been addressing the landscaping and grounds appearance and issuing a "War on Weeds". The Lease Committee has reviewed a few new leases this year and is working on how to handle Leases for Non-Profits; The EDC is looking for more commissioners they currently have three vacancies; the Planning Commission has been working on conservation district, the landfill building and issues regarding zoning. We have a new committee established by Council Port & Harbor Improvement Committee, to develop a Port and Harbor improvement revenue bonding plan and provide committee review and oversight throughout the implementation and completion of any approved plan.

7. **City Hall Construction & Renovation Project.** As you have probably noticed the construction and renovation is plugging along and they are making fast progress of this project. The selection for carpet and interior/exterior finishes have been made, painting some of the exterior portions has been started if not completed by meeting date; the walls are going up. It is the contractor's intention to have all exterior work completed before winter sets in so then they work on the interior renovations.

**CITY OF HOMER
HOMER, ALASKA**

Zak/Parks and Recreation
Advisory Commission

RESOLUTION 11-XXX

A RESOLUTION OF THE CITY COUNCIL OF HOMER,
ALASKA SUPPORTING THE CONCEPT AND
CONSTRUCTION OF NON-MOTORIZED PATHWAYS TO
INCREASE THE SAFETY FOR MOTORIZED AND NON-
MOTORIZED USERS ALONG KACHEMAK DRIVE
LOCATED WITHIN THE CITY LIMITS, FROM THE BASE OF
THE HOMER SPIT TO EAST END ROAD.

1
2 WHEREAS, The Parks and Recreation Advisory Commission established a committee to
3 specifically address possible solutions to the hazards presented to non-motorized and motorized users
4 of Kachemak Drive; and
5

6 WHEREAS, Public input was sought through a variety of channels for solutions to address
7 these safety concerns; and recommendations to Lower the Speed Limit, Alter the Travel Lane
8 Width and Shoulder, Increase the Use of Signage, construct Separated, Non-motorized Paths
9 paralleling Kachemak Drive using the existing Utility Easements will be contingent on available
10 funding in the future; and
11

12 WHEREAS, The Homer City Council has shown support in approval of the Homer Non-
13 Motorized Transportation and Trail Plan, Homer Area Transportation Plan, Climate Action Plan,
14 HART Policy Manual and inclusion of the Kachemak Drive Rehabilitation/Pathway on the Capital
15 Improvement Plan; and
16

17 WHEREAS, Increasing active transportation, motorized and non-motorized, offers the
18 potential for improved public health, economic development, a cleaner environment, reduced
19 transportation costs, enhanced community connections, social equity, and more livable
20 communities.
21

22 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska
23 hereby supports the concept and construction of non-motorized pathways along Kachemak Drive in,
24 over, and upon property within the City of Homer, and that said improvements are necessary for the
25 use and benefit of the public; and
26

27
28 BE IT FURTHER RESOLVED that the City Council of Homer, Alaska further supports
29 the actions increasing the safety for motorized and non-motorized users along Kachemak Drive
30 in any or all of the following ways:
31 - Alteration of the existing Kachemak Drive and Shoulder
32 - Separated Paths paralleling Kachemak Drive using the Utility Easements
33 - Lowering the Speed Limit
34 - Increasing the Use of Signage

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36
37 PASSED AND ADOPTED by the Homer City Council this ____ day of ____, 2011.

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39 CITY OF HOMER

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45 _____
46 JAMES C. HORNADAY, MAYOR

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50 _____
51 JO JOHNSON, CMC, CITY CLERK

52 Fiscal information: Funding not defined
53

Renee Krause

From: ingrid harrald <iharrald@hotmail.com>
Sent: Wednesday, August 10, 2011 10:13 AM
To: Renee Krause
Subject: RE: Checking on the Status of the Minutes for the August 4th KDPC Meeting

Hey Renee -

Here are the comments for the city council packet - I'll email you the Kachemak Drive meeting notes in a minute...

For the Resolution 11-XXX the committee would like to recommend the following:

1. The third whereas (lines 9-12) is worded so that the seperated bike path seems like the major plan. If we could reword it to restate more clearly what is stated in lines 25-32, that would be prefered. Or we could get rid of that whereas altogether.
2. In lines 19-23 there were concerns that the use of "upon property within the city of homer" implied use of private property right of way, which the committee agreed would only be done by permission of owner. So maybe say "public property"? The committee would also like to change the word "pathway" on line 21 to "pathways"
3. The committee would like to add a paragraph with the list of all the plans that include support of a non-motorized pathway on Kachemak Drive. (you should already have this from Beth) - if not, please let me know and I will forward it on to you.

We also passed a resolution for Beth's 1 mile trail from the base of the spit to airport road. I think this has to go back to the commission first though....right? Or do you want me to send that to you now? I will try to stop by today....

How was the highland games? Hope they were great!

ingrid

Subject: RE: Checking on the Status of the Minutes for the August 4th KDPC Meeting
Date: Tue, 9 Aug 2011 09:36:00 -0800
From: RKrause@ci.homer.ak.us
To: iharrald@hotmail.com

No problem! See you soon.

Renee Krause, CMC
Deputy City Clerk I

From: ingrid harrald [mailto:iharrald@hotmail.com]
Sent: Tuesday, August 09, 2011 9:35 AM
To: Renee Krause; bumpo; dave brann; davidkara@acsalaska.net; lynneburt890@gmail.com; listentothewaters@yahoo.com
Subject: RE: Checking on the Status of the Minutes for the August 4th KDPC Meeting

I was. I had to got to anchorage after the meeting for work and just got back. I will type them up tonight - sorry! We also have some things for the meeting agenda for P and Rec that I will get you by five. I will try to stop by after lunch. Thanks Renee!

Ingrid

Subject: Checking on the Status of the Minutes for the August 4th KDPC Meeting

Date: Tue, 9 Aug 2011 09:28:41 -0800

From: RKrause@ci.homer.ak.us

To: rbumppo@hotmail.com; brann@alaska.net; davidkara@acsalaska.net; lynneburt890@gmail.com; iharrald@hotmail.com; listen-to-the-waters@yahoo.com

I know it may be too soon but was wondering who was appointed to do the minutes for this recent meeting?

Thanks

Renee Krause, CMC
Deputy City Clerk I
City of Homer
491 E. Pioneer Avenue
Homer, Alaska 99603
Ph. 907-235-8121 ext. 2224
Fax. 907- 235-3143
rkrause@ci.homer.ak.us

"Successful is the person who has lived well, laughed often and loved much, who has gained the respect of children, who leaves the world better than they found it, who has never lacked appreciation for the earth's beauty, who never fails to look for the best in others or give the best of themselves."

The information contained in this message is proprietary and/or confidential. If you are not the intended recipient, please: (i) delete the message and all copies; (ii) do not disclose, distribute or use the message in any manner; and (iii) notify the sender immediately. In addition, please be aware that any message is subject to archiving and review by persons other than the intended recipient. Thank you.

CITY OF HOMER

2012 PROPOSED BUDGET DEVELOPMENT SCHEDULE

DATE	TIME	EVENT
7/25/2011	6:00 PM	Budget Schedule to Council
8/5/2011		Submit to departments, budget work sheets including salary and fringe benefit costs.
8/8/2011	5:00 PM	During Committee of the Whole, Council to discuss budget priorities for the coming year.
8/8/2011	6:00 PM	Regular Meeting-Public Hearing, Council to seek public input on budget priorities for the coming year.
8/15/2011		Complete budget work sheets, including narratives, and justifications to finance.
8/22/2011	5:00 PM	During Committee of the Whole, Council to discuss Revenue Sources for General Fund.
8/31/2011		Compile data and return copy to departments for review.
9/9/2011	Week of	City Manager & Finance Director review budget requests with Department Heads.
9/12/2011		Preliminary budget assumptions to council.
9/26/2011		City Manager submits Draft Proposed Budget to Council.
10/10/2011	5:00 PM	During Committee of the Whole, Council to discuss budget - 1 hour.
10/10/2011	6:00 PM	Regular Meeting - Public Hearing.
10/24/2011	5:00 PM	During Committee of the Whole, Council to discuss budget - 1 hour
10/24/2011	6:00 PM	Regular Meeting-Budget Ordinance and Resolutions Introduced.
11/28/2011	5:00 PM	During Committee of the Whole, Council to discuss budget - 1 hour
11/28/2011	6:00 PM	Regular Meeting - Public Hearing.
12/12/2011	6:00 PM	Regular Meeting - Public Hearing & Adoption of Proposed Budget.

Office of the City Clerk

Jo Johnson, CMC, City Clerk

Melissa Jacobsen, CMC, Deputy City Clerk II
Renee Krause, CMC, Deputy City Clerk I



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MEMORANDUM

TO: PARKS & RECREATION ADVISORY COMMISSION
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: AUGUST 10, 2011
RE: TRANSIENT CAMPING ALONG TRAILS ON CITY OWNED LAND

BACKGROUND

Commissioner Brann requested this item added to agenda to entertain a discussion on recommendations on solving the problems of transients or homeless persons camping on or near trails on City owned property.

I have research and found that there are numerous suggestions on dealing with this growing problem all over the nation and not just in Alaska however each State, Municipality and locale have set rules on dealing with homeless persons.

RECOMMENDATION

1. Entertain discussion and make motion to direct staff to perform further research on addressing the issues of homeless campers on City owned property and/or determine if adequate measures are already in place to address these problems.
2. Take no further action as result of discussion.

Office of the City Clerk

Jo Johnson, CMC, City Clerk

Melissa Jacobsen, CMC, Deputy City Clerk II
Renee Krause, CMC, Deputy City Clerk I



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MEMORANDUM

TO: PARKS & RECREATION ADVISORY COMMISSION
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: AUGUST 10, 2011
RE: Campground Host(s) for Karen Hornaday Park

BACKGROUND

Commissioner Brann requested this item added to agenda to entertain a discussion on placement of a campground host at Karen Hornaday Park.

What is a camp host?

Campground hosts are volunteers, which serve without pay, to share their camping know-how, love of the outdoors in exchange for free camping, with electric, water and sewer hookups.

Hosts are outgoing and love meeting new people. Hosts set the example for other campers and will practice good housekeeping at all times. Hosts are or will become familiar with the surrounding area and the camp facilities.

Camp hosts normally are required to perform the following:

- Be available for a predetermined number of consecutive weeks during the camping season May through October.
- Be on duty 4 days out of 7, including weekends and holidays with any days off taken midweek. Hours will vary but will mostly be concentrated in early morning and mid-late afternoon, evening and night.

- Hosts are normally on call whenever on site.
- They greet new campers when they first arrive in campground area
- Provide hospitality to campers
- Walk through camp several times per day
- Stay in close communications with staff
- Be a minimum of 21 years of age
- Provide their own camping unit, equipment and personal items for their stay
- Wear appropriate attire while on duty, which may include a camp hat or name tag
- Display the sign designating the host site at all times
- Attend staff meetings or briefings as needed

Camp Hosts also perform maintenance duties freeing up staff to complete other more strenuous repair work or duties that may typically not be done due to time constraints. What type of maintenance or other duties may be involved?

- Replacing toilet paper and paper towels in restrooms
- Sweeping and light cleaning of restroom and entry area
- Checking gazebo fire pit
- Litter pickup
- Report to staff when garbage cans are getting full
- Light gardening
- Notify staff of any problems

Hosts may provide other services according to their specialties or interests too.

RECOMMENDATION

1. Entertain discussion on implementing a campground host program for Karen Hornaday Park Summer of 2012 and make a motion to direct staff to research requirements and present sample plans on Campground Hosts.
2. Entertain discussion and put on Strategic plan to be addressed by the Commission at a later date, such as 1-3 year short term goals.

PK

**CITY OF HOMER
HOMER, ALASKA**

City Clerk/
Parks and Recreation Advisory Commission

RESOLUTION 11-076

A RESOLUTION OF THE CITY COUNCIL OF HOMER,
ALASKA, AMENDING THE PARKS AND RECREATION
ADVISORY COMMISSION BYLAWS TO ESTABLISH
MONTHLY MEETINGS WITH THE EXCEPTION OF
DECEMBER.

WHEREAS, The Parks and Recreation Advisory Commission acts in an advisory capacity to
the City Manager and the City Council; and

WHEREAS, In 2009 in an effort to reduce expenditures and lessen the amount of staff
time spent on preparation of materials for meetings and overtime wages for meeting attendance
after hours, the Parks and Recreation Advisory Commission voluntarily reduced their number of
annual meetings; and

WHEREAS, Currently the Parks and Recreation Advisory Commission has a complete
appointment of commissioners and the lack of a quorum would be unlikely and the issues,
projects, and concerns with the City of Homer parks, beaches, and trails have increased over the
past few years; and

WHEREAS, The Commission finds it is necessary to resume monthly meetings to
complete the business before them, with the exception of the month of December; and

WHEREAS, The Parks and Recreation Advisory Commission introduced the bylaws
amendment at their regular meeting held March 17, 2011 and took final action to approve the
amendment at their regular meeting on June 16, 2011; and

WHEREAS, The Parks and Recreation Advisory Commission regular meetings will be held
monthly, with the exception of December, on the third Thursday of each month at 5:30 p.m.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby
amends the Parks and Recreation Advisory Commission bylaws to establish regular monthly meetings
with the exception of December.

PASSED AND ADOPTED by the Homer City Council this 25th day of July, 2011.

CITY OF HOMER



JAMES C. HORNADAY, MAYOR

49 ATTEST:

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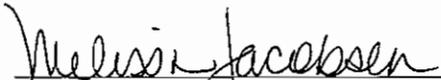
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JO JOHNSON, CMC, CITY CLERK

Fiscal Note: Acct. No. 100.101.5105 Clerks overtime wages \$325.00.



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**CITY OF HOMER
HOMER, ALASKA**

City Clerk/Parks & Recreation
Advisory Commission

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ORDINANCE 11-29(A)

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AN ORDINANCE OF THE CITY COUNCIL OF HOMER,
ALASKA, AMENDING HOMER CITY CODE, CHAPTER 1.74
PARKS AND RECREATION ADVISORY COMMISSION,
SECTION 1.74.030 PROCEEDINGS OF THE COMMISSION,
AMENDING THE MONTHLY MEETING FREQUENCY TO
MONTHLY MEETINGS WITH THE EXCEPTION OF THE
MONTH OF DECEMBER.

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WHEREAS, The Parks and Recreation Advisory Commission acts in an advisory capacity to the City Manager and the City Council; and

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WHEREAS, The Parks and Recreation Advisory Commission has a complete appointment of commissioners and the lack of a quorum would be unlikely and the issues, projects and concerns with the City of Homer parks, beaches and trails have increased over the past few years; and

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WHEREAS, The Parks and Recreation Advisory Commission agreed that it would be more productive to meet on a monthly schedule year round with the exception of December, to address concerns related to the City of Homer parks, trails, and beaches.

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NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

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Section 1. Homer City Code 1.74.030 is hereby amended to read as follows:

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1.74.030 Proceedings of Commission. The Commission shall meet regularly once a month, with the exception of December there will be no regularly scheduled meeting, and at the call of the Chairperson. Permanent records or minutes shall be kept of the vote of each member upon every question. Every decision of finding shall immediately be filed in the office of the City Clerk, and shall be a public record open to inspection by any person. Every decision or finding shall be directed to the City Council at the earliest possible date.

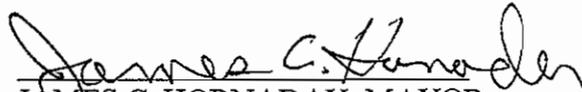
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Section 2. This Ordinance is of a permanent and general character and shall be included in the City Code.

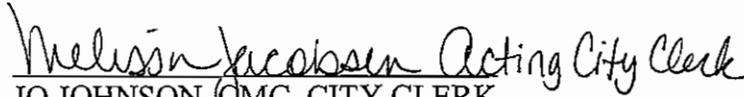
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ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 25th day of July, 2011.

CITY OF HOMER


JAMES C. HORNADAY, MAYOR

ATTEST:


JO JOHNSON, OMC, CITY CLERK

AYES:

NOES:

ABSTAIN:

ABSENT:

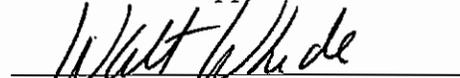
Introduction:

Public Hearing:

Second Reading:

Effective Date:

Reviewed and approved as to form:


Walt Wrede, City Manager

Thomas Klinkner, City Attorney

Date: 7/27/11

Date: _____

Fiscal Note: N/A Acct. No. 100.101.5105 Clerks overtime wages \$325.00.

PARKS AND RECREATION ADVISORY COMMISSION

The Homer Parks and Recreation Advisory Commission is established with those powers and duties as set forth in Title 1, Section 74, of the Homer Municipal Code.

The Commission is established to act in an advisory capacity to the City Manager and the City Council on the problems and development of parks and recreation facilities and public beaches within the City.

The Commission's jurisdiction is limited to the area within the City Boundaries except for those extra territorial interests, such as trails and city properties, subject to city jurisdiction.

The Homer Parks and Recreation Advisory Commission consists of seven members; up to three members may be residents from outside the city limits, preference shall be given to City resident applicants.

Members will be appointed by the Mayor for three-year terms (except to complete terms) subject to confirmation by the City Council.

One Homer area High School student selected by his or her student body shall serve as a consulting member of the Commission in addition to the seven appointed members, and may attend and participate in all meetings as a consultant, but shall have no vote. (Ord. 99-04, 1999)

There will be regular monthly meetings of the Commission May through September and every other month meetings October through April. Permanent records or minutes shall be kept of the proceedings. The minutes will record the vote of each member upon every question. Every decision shall be filed in the office of the City Clerk and shall be public record open to inspection.

History

The By-laws were passed by the Parks and Recreation Advisory Commission on October 20, 1983 by the Homer City Council on February 13, 1984, and shall be in effect and govern the procedures of the Commission.

The duties and responsibilities of the Commission are:

A. Act in advisory capacity to the City Manager and the City Council on the problems and development of park and recreation facilities and public beaches in the city. Consideration may include existing facilities, possible future developments and recommendations on land use.

B. Consider any specific proposal, problem or project as directed by the City Council.

BY-LAWS

- A. To abide by existing Alaska State Law, Borough Code of Ordinance, where applicable, and Homer Municipal Code;
- B. To abide by Robert's Rules of Order, current edition, in so far as this treatise is consistent with Homer Municipal Code.
- C. Regular Meetings:
 - 1. Third Thursday of every month at 5:30 p.m. with the exception of December there will be no meeting. (Reso.10-96; Ord.09-32; Ord.11-29(A); Reso. 11-076).
 - 2. Items will be added to the agenda upon request of staff, the Commission or a Commissioner.
Agenda deadline is the Wednesday of the week preceding the meeting date at 5:00 p.m. (Resolution 06-95).
 - 3. Removing items from the published agenda will be by consensus of the Commission. No items may be added.

D. COMMITTEES

- 1. The Chair shall appoint committees for such specific purposes as the business of the Commission may require. Committee membership shall include at least two Commissioners. Other Committee members may be appointed from the public.
- 2. One Committee member shall be appointed Chair and be responsible creating an agenda and notifying the City Clerk of meetings so they may be advertised in accordance with Alaska State Law and Homer City Code.
- 3. One Committee member shall be appointed responsible for furnishing summary notes of all Committee meetings to the City Clerk.
- 4. Committees shall meet in accordance with Commission bylaws and Robert's Rules.
- 5. All committees shall make a progress report at each Commission meeting.
- 6. No committee shall have other than advisory powers.
- 7. Per Roberts Rules, upon giving a final report, the Committee is disbanded.

E. COMMISSION MEETING PUBLIC COMMENT/TESTIMONY AND AUDIENCE COMMENT TIME LIMITS

The meeting Chair shall note for the audience's benefit that there is a three minute time limit each time there is a place in the agenda for public comment/testimony or audience comments.

Any individual wishing to address the Commission shall adhere to a three minute time limit. It is the responsibility of the Chair to announce under Public Comments, Public testimony on public hearing items and Audience Comments that there is a 3 minute time limit.

Time limits may be adjusted by the 2 minutes up or down with the concurrence of the body in special circumstances only such as agenda content and public attendance.

F. SPECIAL MEETINGS:

1. Called by Chair or majority of the Commission.

G. DUTIES AND POWERS OF THE OFFICERS:

1. A Chair and Vice-Chair shall be selected annually (November meeting) by the appointive members.
2. The Chair shall preside at all meetings of the Commission, call special meetings in accordance with the by-laws, sign documents of the Commission, see that all actions and notices are properly taken, and summarize the findings of the Commission for the official record.
3. The Vice-Chair shall perform all duties and be subject to all responsibilities of the Chair in his/her absence, disability or disqualification of office.
4. The Vice-Chair will succeed the Chair if he/she vacates the office before the term is completed, to complete the unexpired term.
5. A new Vice-Chair shall be elected at the next regular meeting.

H. MOTIONS TO RECONSIDER:

1. Notice of reconsideration shall be given to the Chair or Vice-Chair, if the Chair is unavailable, within forty-eight hours from the time the original action was taken.
2. A member of Commission who voted on the prevailing side on any issue may move to reconsider the Commission's action at the same meeting or at the next regular meeting of the body provided the above 48-hour notice has been given.
3. Consideration is only for the original motion to which it applies.

I. CONFLICT OF INTEREST:

1. A member of the Commission shall disqualify himself/herself from participating in any official action in which he/she has a substantial financial interest.
2. Should the Commission member not move to disqualify himself/herself after it has been established that he/she has a substantial financial interest, the Commission may move to disqualify that member by a majority vote of the body.

J. QUORUM; VOTING:

1. Four Commission members shall constitute a quorum.
2. Four affirmative votes are required for the passage of a resolution or motion.
3. Voting will be by verbal vote, the order to be rotated. The final vote on each resolution or motion is a recorded roll call vote.
4. The City Manager, Mayor and High School student shall serve as consulting members of the Commission but shall have no vote.

K. CONSENSUS:

The Commission may, from time to time, express its opinion or preference concerning a subject brought before it for consideration. Said statement, representing the will of the body and meeting of the minds of the members, may be given by the presiding officer as the consensus of the body as to that subject without taking a motion and roll call vote.

L. ABSTENTIONS:

1. All Commission members present shall vote unless the Commission, for special reasons, permits a member to abstain.
2. A motion to excuse a member from voting shall be made prior to the call for the question to be voted upon.
3. A member of the Commission requesting to be excused from voting may make a brief, oral statement of the reasons for the request and the question of granting permission to abstain shall be taken without further debate.
4. A member may not be permitted to abstain except upon the unanimous consensus of members present.
5. A member may not explain a vote, may not discuss the question while the roll call vote is being taken and may not change his/her vote thereafter.

M. VACANCIES:

A Commission appointment is vacated under the following conditions and upon the declaration of vacancy by the Commission.

The Commission shall declare a vacancy when the person appointed:

- A. fails to qualify to take office within 30 days after his/her appointment;
- B. resigns and the resignation is accepted;
- C. is physically or mentally unable to perform the duties of his/her office;
- D. misses three consecutive regular meetings unless excused; or
- E. is convicted of a felony or of an offense involving a violation of his/her oath of office.

N. GENERAL ORDER OF BUSINESS:

- Call to Order
- Approval of Agenda
- Public Comments Regarding Items on the Agenda. 3 Minute time limit
- Reconsideration
- Approval of Minutes
- Visitors (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.)
- Staff, Council and Committee Reports
- Public Hearing (3 minute time limit)
- Pending Business
- New Business
- Informational Materials
- Comments of the Audience
- Comments of the City Staff
- Comments of the Commission
- Adjournment. List time, date and location of the next meeting.

Legislative History

Amendment to the first paragraph was passed by the Commission on April 19, 1990 and passed by Homer City Council on May 14, 1990 via Resolution 90-34.

New section M, Alternate Voting Members was passed by Homer City Council on June 8, 1998 via Resolution 98-41.

Amendment to include Teleconference Procedures was approved by the Commission on February 15, 2001 and adopted by the City Council on February 26, 2001 via Resolution 01-09. This amendment changed the edition of Robert's Rules of Order from seventh to current and added new sections N. and O.

Amendment to the meeting time was passed by Homer City Council on February 14, 2005 via Resolution 05-17.

Amendment Revising the Agenda Layout and Content, Regular meeting procedures, Special Meeting procedures; adding Commission Meeting Public Comment/Testimony and Audience Comment Time limits, Public Beaches, Procedure for Consideration of Agenda Items; Removing Alternative Voting Members was passed by Homer City Council via Resolution 07-22(A).

Amendment to the meeting frequency was passed by Homer City Council on September 28, 2010 via Ordinance 09-32.

Amendment to the meeting time was passed by Homer City Council on December 13, 2010 via Resolution 10-96.

Amendment to the Meeting Frequency was passed by Homer City Council on July 25, 2011 via Ordinance 11-29(A)

Amendment to the Commission By Laws was passed by Homer City Council via Resolution 11-076 on July 25, 2011

Revised 08/2011

O. PROCEDURE FOR CONSIDERATION OF AGENDA ITEMS:

The following procedure will normally be observed pursuant to Robert's Rules:

1. A motion is made to discuss the item OR to approve the staff recommendation. The item may then be discussed, amended or voted on.
2. If there are questions of staff or an appropriate audience member, a Commissioner may request permission from the Chair to ask the question. The Chair, upon consensus approval, may grant the request.

P. Bylaws Amended:

1. The bylaws may be amended at any meeting of the Commission by a majority plus one vote of the members, provided that notice of said proposed amendment is given to each member in writing.
2. The proposed amendment shall be introduced at one meeting and action shall be taken at the next commission meeting.

Q. TELECONFERENCE:

Teleconference meetings.

1. The preferred procedure for a Commission meeting is that all members be physically present at the designated time and location within the City for the meeting. However, physical presence may be waived by the Chair or Commission and a member may participate in a meeting by Teleconference when it is not essential to the effective participation or the conduct of business at the meeting. A Commission member participating by teleconference shall be deemed to be present at the meeting for all purposes. In the event the Chair participates telephonically, the Vice-Chair shall run the meeting.
2. Teleconference procedures.
 - A. A Commission member who cannot be physically present for a regularly scheduled meeting shall notify the recording clerk at least five days prior to the scheduled time for the meeting of his/her intent to appear by telephonic means of communication.
 - B. The recording clerk shall notify the Commission members three days prior to the scheduled time for the Commission meeting of Commission members intending to appear by teleconference.
 - C. The means used to facilitate a teleconference meeting of the Commission must enable each Commission member appearing telephonically to clearly hear all other Commission members and members of the public attending the meeting as well as be clearly heard by all other Commission members and members of the public.
 - D. The recording clerk shall note in the attendance record all Commission members appearing telephonically.

Office of the City Clerk

Jo Johnson, CMC, City Clerk

Melissa Jacobsen, CMC, Deputy City Clerk II
Renee Krause, CMC, Deputy City Clerk I



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MEMORANDUM

TO: MAYOR HORNADAY AND CITY COUNCIL
CC: ANNE MARIE HOLEN, SPECIAL PROJECTS COORDINATOR
FROM: PARKS AND RECREATION ADVISORY COMMISSION
DATE: JULY 22, 2011
RE: CAPITAL IMPROVEMENT RECOMMENDATIONS FOR 2012-2017

Background

The Commission is tasked annually to review and recommend projects for inclusion in the City of Homer Capital Improvement Recommendations to the State of Alaska Legislators. The Commission reviewed and discussed at the regular meeting on July 21, 2011 and the excerpt of the minutes regarding their recommendations follows:

NEW BUSINESS

C. 2012-2017 Capital Improvement Plan Recommendations

Chair Bremicker explained the progress and recommended that they try to stick to parks and recreational related projects. He recommended they each take turns recommending a project then they can select the top five out of those and then prioritize them if required.

After an interval reviewing and each commissioner suggesting projects the commission by consensus agreed to submit a recommendation to city Council on following:

MOVED TO RECOMMEND THE FOLLOWING PROJECTS IN PRIORITY ORDER FOR INCLUSION IN THE 2012 -2017 CAPITAL IMPROVEMENT PROJECT LISTING.

1. KAREN HORNADAY PARK IMPROVEMENTS, PHASE I
2. KACHEMAK DRIVE REHABILITATION/PATHWAY
3. MARINER PARK IMPROVEMENTS, PHASE I
4. CONSTRUCTION OF CITY SOCCER FIELDS AND BASKETBALL COURTS FOR PUBLIC USE
5. TOWN CENTER PARKS AND TRAILS
6. JACK GIST PARK IMPROVEMENTS, PHASE I

There was a brief discussion on the inclusion of Town Center and changing it to concentrate on the park and trails within the Town Center area. The old project about building a new city hall was not approved by the residents. The commission additionally discussed constructing soccer fields and basketball courts for public use as a new project to add to the wish list.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Office of the City Clerk

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MEMORANDUM

TO: MAYOR HORNADAY AND CITY COUNCIL

FROM: PARKS AND RECREATION ADVISORY COMMISSION

DATE: JULY 22, 2011

RE: RECOMMENDATION TO SUPPORT REISSUING THE INTERAGENCY LAND MANAGEMENT ASSIGNMENT (ILMA) THAT CREATED THE HOMER DEMONSTRATION FOREST

Background

A press release by the Homer Soil and Water Conservation District requesting support from the community to have the ILMA reissued was missed in time to have letters of support in the official packet, however, Jusdi McDonald, Natural Resource Specialist with the Southcentral Region Land Office confirmed that all letters of support would be put into the file even if received after the deadline date.

The Commission addressed this at their regular meeting on July 21, 2011. Below is an excerpt of those minutes.

PENDING BUSINESS

B. Recommendation to Express Support for the Interagency Land Management Assignment

Commissioner Brann and Archibald explained the purpose of including this on their agenda tonight and explained that even though the official comment period expired on Wednesday, July 20, 2011 all letters, emails and resolution expressing support of issuing the Interagency Land Management Assignment (ILMA) that will authorize the Homer Demonstration Forest for educational purposes for another 25 years it was still very important that as a community they should express support of continuing the agreement. All letters of support should be sent to jusdi.mcdonald@alaska.gov or 5550 W.7th Avenue Suite 900C Anchorage, Alaska 99501-3577.

BRANN/ARCHIBALD - MOVED TO SEND A LETTER OF SUPPORT FROM THE COMMISSION ON RENEWING THE INTERAGENCY LAND MANAGEMENT ASSIGNMENT(ILMA) THROUGH DEPARTMENT OF NATURAL RESOURCES FOR ANOTHER 25 YEAR PERIOD AND TO INCLUDE THIS AGREEMENT IN THE DIAMOND CREEK MASTER PLAN.

Discussion included the importance to renew this agreement as it affected the Diamond Creek trail project and the Homer Demonstration Forest.

ARCHIBALD/CUMMING – MOVED TO AMEND THE MOTION TO REQUEST A RECOMMENDATION OF SUPPORT FROM THE HOMER CITY COUNCIL.

There was no discussion.

VOTE. (AMEND) YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VOTE.(MAIN) YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

There was no further discussion.

Recommendation

Approve to Request a Resolution to Express Support for the Interagency Land Management Assignment Renewal and Forward to the Appropriate Department(s)

Chapter 1.74

PARKS AND RECREATION ADVISORY COMMISSION

Sections:

1.74.010 Created-Membership.

1.74.020 Terms of members.

1.74.030 Proceedings of Commission.

1.74.040 Duties and responsibilities of Commission.

1.74.010 Created--Membership. a. There is created the City of Homer Parks and Recreation Advisory Commission, hereinafter referred to as the Commission. Such Commission will be made up of seven members, who shall be appointed by the Mayor and confirmed by the City Council. Up to three members of the Commission may be residents from outside the City, but preference shall be given to City resident applicants.

b. A Chairman and Vice-Chairman of the Commission shall be selected annually and shall be elected from and by the appointive members.

c. The Mayor, the City Manager, and one Homer area High School student selected by his or her student body, shall serve as consulting members of the Commission in addition to the seven appointive members, and may attend and participate in all meetings as consultants, but shall have no vote. (Ord. 99-4, 1999; Ord. 90-20 §1, 1990; Ord. 83-21 §1, 1983; Ord. 81-21 §1, 1981; Ord. 81-17 §1, 1981; prior code §5-700A.1).

1.74.020 Terms of members. a. Voting members of the Commission shall be appointed for three year terms.

b. The member serving from Homer High School class shall be appointed to a one-year term.

c. Any Commissioner who shall have two successive unexcused absences shall be subject to removal of the Commission by a majority vote of the members present. (Ord. 83-21 section 2, 1983; Ord. 81-21 sections 2,3, 1981; Ord. 81-17 section 2, 1981; prior code section 5-700A.2.)

1.74.030 Proceedings of Commission. The Commission shall meet regularly once a month ~~with the exception of December during the period of May through September, and every other month during the period of October through April,~~ and at the call of the Chairman. Permanent records or minutes shall be kept of the vote of each member upon every question. Every decision of finding shall immediately be filed in the office of the City Clerk, and shall be a public record open to inspection by any person. Every decision or finding shall be directed to the City Council at the earliest possible date. (Ord. 09-32, 2009; Ord. 89-21(A) section 2(part), 1989; Ord. 85-2 section 1, 1985; Ord. 81-17 section 3, 1981).

1.74.040 Duties and responsibilities of Commission. a. It shall be the duty of the Commission to act in an advisory capacity to

the City Manager and the City Council on the problems and development of parks and recreation facilities within the service area. Considerations of the Commission may include existing facilities, possible future development and recommendations on land use.

b. Any recommendation the Commission may have regarding park and recreation facilities and public beaches is to be directed to the City Council through the City Manager or the recommendations of the Commission concerning policy issues shall be sent directly to the Council upon request of the Commission.

c. The Commission shall consider any specific proposal, problem or project as directed by the City Council and any report or recommendations thereon shall be made directly to the Council, unless otherwise directed by the Council.

d. The City Council may at a future date expand or withdraw duties and responsibilities of the Commission. (Ord 07-01(A) section 1 (part), 2007; Ord. 89-21(A) section 2 (part), 1989; Ord. 85-2 section 2, 1985; Ord. 81-17 section 4, 1981).

redundancy or increased costs. We are only talking about routine day to day maintenance. Capital improvements or major repairs will still require involvement by Public Works. I am hoping this will increase efficiency and teamwork at the Port and Harbor and relieve some of the pressure on Public Works which is understaffed. A transition plan is being prepared and we hope to implement on January 1.

11. Spit Run: At the most recent meeting, Councilmember Hogan asked if the City expended any funds in support of the Spit Run. The Spit Run was not sponsored by the City and little or no public funds were expended. The Community Recreation Program used some of its advertising budget to advertise its program along with other businesses and organizations. Advertising helped to support the run. The Public Works and Fire Departments provided some cones to direct traffic and assist with safety. The Police Department had an increased presence during the race to insure public safety. However, all of this was done with normal shifts. There was no increased staffing or overtime related to the run.
12. More Derelict Vessels to be Removed: The Port and Harbor Director and the City Attorney continue their excellent work on ridding the harbor of derelict vessels. This makes mooring space available for working boats that will create jobs and revenue. The City has reached an agreement with the owner of one vessel to remove it from the harbor and has signed a deal with a recycle company to cut up and remove two other old vessels that have not moved for well over a decade.
13. More Metal Recycling: You will recall that last year the City leased part of the chip pad to Peninsula Scrap for a large recycling project. The target was primarily old vehicles but other metal, including at least two large vessels were included. This was one of the biggest recycling efforts the Peninsula had ever seen and it was very successful. The Borough and the City were both partners and over 6,000 junked vehicles were shipped out. The City just entered into another short term lease with the same company to continue the effort this summer and fall. The City negotiated reduced rent and tariff fees in exchange for the contractor removing and recycling two derelict vessels from the harbor.
14. Baycrest Ski Trails / Diamond Creek Properties Land Use Plan: Several years ago, the City accepted title to two large parcels that were once owned by the University of Alaska. The parcels were obtained with Forest Legacy Funds and private donations. The transaction was spearheaded by the Kachemak Heritage Land Trust with support from the State Department of Natural Resources. A significant portion of the Baycrest Ski Trail system is located on these parcels and the area has historically been used for recreation and conservation purposes. The City Council approved an ordinance designating this as park land and recently approved a conservation easement for the property. Under the deed and the terms of the transaction, the land can only be used for conservation, recreation, and forestry projects. In the past, the need for a resource inventory and management plan has been discussed. The advantages of doing this include better management and development decisions and the fact that not all proposed activities there would have to be reviewed and approved by DNR under the terms of the conservation easement. Some activities can be preapproved if you have a plan. The Homer Soil and Water Conservation District recently received a NRCS grant to conduct this work. They plan to begin work soon and will be working closely with the Planning and Parks and Recreation Commissions and the general public.
15. Tsunami Warning System: Sam Albanese of the National Weather Service and Eric Morhman of the Kenai Peninsula Borough OEM will be visitors at the meeting. Sam will be talking about what went wrong during the last tsunami warning and what the role is of the National Weather Service. Eric will be talking about the recent meetings we have had

Spit Run

Derelict
vessels
Leaving

Metal
Recycling

Baycrest Ski
Trails/Diamo
nd Creek
properties
Land Use
Plan

PARKS AND RECREATION ADVISORY COMMISSION ANNUAL CALENDAR
2011 - 2012

<u>MONTH</u>	<u>MEETING DATE</u>	<u>SCHEDULED EVENTS OR AGENDA ITEMS</u>
SEPTEMBER	SEPTEMBER 15, 2011	FALL PARK & BEACH WALK THROUGH CONTINUING OR APPOINTMENT ELECTIONS OF CHAIR/VICE CHAIR
OCTOBER	OCTOBER 20, 2011	STRATEGIC PLAN REVIEW
NOVEMBER	NOVEMBER 17, 2011	
DECEMBER	NO MEETING	HAPPY HOLIDAYS
JANUARY	JANUARY 19, 2012	
FEBRUARY	FEBRUARY 16, 2012	LAND ALLOCATION PLAN REVIEW
MARCH	MARCH 15, 2012	
APRIL	APRIL 19, 2012	SPRING PARK & BEACH WALK THROUGH
MAY	MAY 17, 2012	PLANNING PARK DAY OR SIMILAR EVENT
JUNE	JUNE 21, 2012	COMPLETE ARRANGEMENTS FOR PARK DAY OR SIMILAR EVENT
JULY	JULY 19, 2012	REVIEW CAPITAL IMPROVEMENT PLAN
AUGUST	AUGUST 16, 2011	BUDGET REVIEW & RECOMMENDATIONS
SEPTEMBER	SEPTEMBER 20, 2012	FALL PARK WALK THROUGH AND BEACH WALK; ELECTIONS

