

Session 12-04, a Special Meeting of the Parks and Recreation Advisory Commission was called to order by Chair Bumpo Bremicker at 5:40 p.m. on March 29, 2012 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS BRANN, BREMICKER, AND LILLIBRIDGE

TELEPHONIC: COMMISSIONER LONEY

ABSENT: COMMISSIONER ARCHIBALD (EXCUSED)

STAFF: PARKS MAINTENANCE COORDINATOR ANGIE OTTESON
RECREATION SPECIALIST MIKE ILLG
DEPUTY CITY CLERK I RENEE KRAUSE

APPROVAL OF THE AGENDA

Chair Bremicker called for a motion to approve the agenda.

BRANN/LILLIBRIDGE – MOVED TO APPROVE THE AGENDA AS PRESENTED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

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

There were no minutes for approval.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

Chair Bremicker asked for public comment. There was no comments.

VISITORS

A. Marty McCleery, Karen Hornaday Park

The scheduled visitor was not present at the meeting.

RECONSIDERATION

There were no items scheduled for reconsideration.

STAFF AND COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS

A. Community Recreation Report – Mike Illg

Mr. Illg commented that the information that the Clerk distributed was suggestions and the one recommendation or suggestion on implementing a tax was included only as a representation of possible funding options and is typically done in every other state as a way to fund recreation and park related amenities and projects.

Commissioner Lowney requested clarification on questions that cannot be used in an assessment. Mr. Illg responded that that may have been the wrong term to use but was just wanting to indicate that these questions can or cannot be used as decided by the commissioners.

Mr. Illg responded that it was not necessarily restricted to city residents and he would follow up with the city manager and agreed that it should be applied to park or facility users.

Discussion was entertained on who the assessment or survey should be sent to and what areas be included. Chair Bremicker noted that this item was on the agenda so directed the discussion to continue under new business.

Mr. Illg informed the commissioners that a worksession will be held with City Council on April 30, 2012 5-7:00 p.m. This worksession will include a discussion on the possibility of using the HERC building for Community Recreation and he has heard from other entities in the community expressing an interest in using the HERC building for various recreational pursuits. Mr. Illg did report that he has also urged these various groups to postpone starting a petition to be able to use the building. The commissioners expressed an interest in having a walk-through of the facility one afternoon. The City Council and City Manager and Mr. Illg will be leading the discussion. Mr. Illg reported that community recreation use of School District facilities is getting harder and harder and does not look good in the near future.

B. Kachemak Drive Path Committee – Dave Brann

Commissioner Brann provided a report and gave a brief explanation on the proposed maintenance and funding plans and overview on the proposed engineering plan. He also commented that over the last 6 months he has found several grants and believes there is money out there it just requires the dedication of someone to find it and apply. Commissioner Brann further commented on proposed signage for share the road. He noted that as soon as the snow melts he has plans to initiate some simple signage for the Mud Bay Trail and will be contacting the Public Works Director to make sure everything was still okay. Chair Bremicker asked if there was any discussion or questions.

Commissioner Lillibridge questioned how they would be able to access the money that is available. She commented that there is money out there apparently.

Chair Bremicker explained the process of using the HART funds for a project to the best of his knowledge. he noted that the money has to be used for trails and City Council has to approve the project. He believed it was fairly straightforward.

Chair Bremicker added that there is an option for the City to borrow against a stream on money and then pay back over a period of years, he further acknowledged that including the option of using these funds was very important for Council's information.

Commissioner Lillibridge asked about a time frame for this project to be completed and if it could be done this year. Commissioner Brann stated that realistically it could be done in about 2 years. He explained that there were still several steps that needed to be done before final product.

Chair Bremicker added comment on a proposed project timeline. He complimented the work and details that Commissioner Brann has provided.

C. Karen Hornaday Park Committee – Robert Archibald

Chair Bremicker inquired if Commissioner Lillibridge would like to provide the report.

Commissioner Lillibridge reported that at the last meeting of the committee they did have several comments and concerns expressed by the public and members of Little League regarding the construction and parking during the proposed HoPP Build Week.

Commissioner Lillibridge stated she would like to provide an update first a on the HoPP Progress.

- HoPP has raised \$195,000.00. Noting this amount has been raised in less than one year.
- Eleven Build Captains have been appointed
- Established a Volunteer Work Schedule consisting of three shifts each day, 4 hours each, ½ hour food breaks
 - During food breaks the building site is closed
 - Sign-up sheets for a specific shift are now available
- Signage for various aspects such as the food tents, etc. will be installed
- Construction materials have been ordered.
- Playground Equipment has been ordered.
- There was a question on storage of the materials by Public Works
 - Angie Otteson confirmed that clearing the Red Shed out is in progress
- Todd Steiner is the materials person for the project
- HoPP has received phone calls about the old playground equipment and they are directing these callers to contact Public Works and/or the City
- Mike Illg has been appointed as the Safety/Risk Person

Mr. Illg provided a brief synopsis of what his responsibilities will be on the project and is looking forward to the experience.

- No pneumatic tools will be allowed on the project
- Bob Painter stated that if a rig is available he will allow it to be parked at the park during build week unless needed for a run. He has requested a letter from HoPP requesting this presence.
- There will be no large equipment during Build Week. Work involving large dozers, etc., will be completed prior to the actual build week.

Since ball games are scheduled that same week this has produced a number of concerns regarding access to the fields and parking. During the Committee meeting it was suggested that some part of the campground could be used or reserved, setting up a car pool area. Ms. Otteson confirmed that she was involved in a meeting regarding using the front area of the campground for parking and they could open the area past the gate similar to what has been done during the Concert on the Lawn allowing the Little League parents, coaches and players closer access for equipment and such. Comments were made whether the fields will be playable at that time.

Commissioner Lillibridge wanted to report one last item for HoPP and that was they are doing a final push to sell fence pickets and would like to recommend the Commission purchase one with the Commission's name on it. A brief discussion ensued on the manufacturing of the pickets and Commissioner Lillibridge commented that she doesn't let anyone pass without trying to get them to purchase a picket.

Commissioner Lillibridge continued by reporting the Committee talked about what they were going to do with the dedicated funds that was passed at the last meeting of the commission including the creek and day use area. She reported that Mr. Meyer commented that the day use area may change because of the relocation of the road. The committee then decided to concentrate on the Master Plan and prioritize next where the committee wants to focus. The meeting went quite long and they had quite involved discussions. They have been very dynamic.

Commissioner Lowney commented that it was also discussed displaying a banner to educate people about the Master Plan. Chair Bremicker confirmed this was under New Business on the commission agenda.

Commissioner Lowney also commented on revisiting the discussion on the existing playground equipment. Commissioner Lillibridge responded that the Commission did not have to revisit that issue; that it was the City's responsibility. Commissioner Lowney wanted to know if the Commission wanted to re-purpose the equipment at another park.

Staff suggested that the commission put this item on the April agenda for discussion and recommendation to Council on the best use of existing playground equipment after removal since it was not on this agenda.

There was no further discussion.

D. Spit Parks and Recreation Committee – Tricia Lillibridge

Commissioner Lillibridge requested the commission to disband the committee until a future date when more time can be properly devoted.

Mr. Illg requested confirmation that the Meet the Trucks events. he stated that he will remove the announcement on the city website.

There was a brief discussion on the responsibilities and time involved and the lack of volunteers for this committee, funding for the vault toilets, relocation of the entrance at Mariner Park, the work that this small group has already accomplished on the other projects.

The committee was retired until a future date.

PUBLIC HEARINGS

No public hearings were scheduled.

PENDING BUSINESS

There were no Pending Business items to address.

NEW BUSINESS

- A. Recommendation to have a Display and Information on the Master Plan during Build Week
1. Information from the Karen Hornaday Park Committee on Information Kiosks

Chair Bremicker introduced this item for discussion.

Discussion revolved around the idea of placing an information kiosk in a viewable, general area of the park so a laminated Master Plan could be posted along with any other events that will be going on at the Park. Commissioners liked the idea as a permanent feature. Ms. Otteson commented that they did have a kiosk with a smaller protected roof and it was noted that the city did have access to laminating machines and the cost would be minimal. The Commissioners suggested areas that a kiosk would be very visible near the restrooms or pavilion. Staff clarified that council approval was not needed to install the kiosk. Commissioner Lowney requested financial information of where we are and what is to be the final plan for the park. Staff noted that that information could be provided.

Mr. Illg left the meeting at 6:35 p.m.

Chair Bremicker called for a brief recess at 6:40 p.m. The meeting was called back to order at 6:45 p.m.

- B. Discussion and Review on Funding Projects with Homer Accelerated Roads and Trails (HART) Program

Chair Bremicker introduced the item for discussion.

Commissioner Lowney stated she requested this to be on the agenda to determine if it would apply to the construction of the Woodard Creek, she was not sure how or if it would apply and if it does how does the Commissioner Lowney explained that she wanted to brainstorm some options that could be used to get the

funding needed to complete some of the projects involved with the park.

Chair Bremicker explained that there were two sections or "fund" in the HART program, one for roads and sidewalks and if you want to use HART funds to upgrade the road into the park it has to be a designated city road but the trail along the creek would come from the trail portion of the HART program the Commission could make a recommendation but they would need to have some idea on the length and type, etc. Commissioner Brann believes that the Woodard Creek trail could be built with HART funds, but review of the trail in the Master plan required removal of fill and he felt that they would need to designate the proposed trail path. He believes there is more than one trail within the community that they could utilize the HART funds on. He stated that once snow melts they can review the area and maps and then make a recommendation.

Staff suggested that the commissioners review the section in the HART program manual in the packet regarding the prioritizing and planning guidelines for trails. She gave a brief synopsis on the steps for getting the trail on the recommended list of projects for the HART funds.

Discussion ensued on how they can expend the rest of the monies that have been allocated; no monies were dedicated to Woodard creek; further discussion is never attempted when it is brought up. Staff tried to explain that all the funds, \$305,000 was appropriated and allocated and over the next few years these funds will be expended on the projects or improvements that were recommended and approved by this commission and council. Chair Bremicker noted that in the packet under informational materials was the recommendation on encouraging staff to perform the recommendations outlined in Ordinance 11-22 for clarification. Commissioner Lillibridge opined that they still had the original \$50,000 that wasn't used for outside pre-engineering survey since it was completed in-house. Commissioner Brann stated that it would be nice to know the details on the amounts expended to date. Chair Bremicker believed that the City should be reporting back to the commission on those items. Commissioner Lowney recalled discussion with Ms. Koester regarding the funding and grant application for the construction of the trail; she further elaborated that she did not want this to be lost or dropped.

Additional comments surrounded the HART program process, recommendations needed, trail construction requirements to ADA standards, HART program requirements for ADA, grant standards or requirements may differ from city standards or requirements, an example of the type of trails can be constructed to meet ADA requirements; sections of the trail would have to be taken into consideration.

Commissioner Lowney wanted to know where they go from here to move this piece of the project forward.

Commissioner Lillibridge suggested a worksession or meeting on this for the whole commission not the committee. She noted that the commission has already passed reallocating these funds and if everyone can attend and discuss the proposed trail and bridge and access to the new playground and tie this into the hospital parking lot could be a huge attractant to the community due to the number of residents in long term care, she noted that there is funding available for senior related activities and add the day use area in that discussion on creating what they want. They also need to show progress on the project before they can get more from the legislature. The commission should have maps that depict all the trails or proposed trails in or to the park, decide on the priority sections, they can walk the proposed trails after snowmelt and then they write up a narrative description to offer a visualization of what they propose. Chair Bremicker would also like to include the discussion on the bridge that would also connect those nearby neighborhoods. Commissioner Brann commented on the grades for the final approach to the bridge that was completed earlier by Commissioner Archibald and Jack Cushing.

Commissioner Brann would like to request three or four large scale maps of the park sections similar to maps within the chambers now.

Discussion ensued on date selection and that it should be a special meeting so they can take action if something is decided or recommended.

The Commissioners agreed to schedule a Special Meeting April 10, 2012 at 5:30 P.M. in the Conference Room Upstairs at City Hall. The content of the agenda to focus on Karen Hornaday Park – What and Where Do We Go from Here?

The commission requested the presence of the following staff and vowed to take up only 30 minutes of their time acknowledging the constraints of the departmental budget restrictions: Public Works Director, Recreation Coordinator, Parks Maintenance Coordinator, Julie Engebretsen in Planning and if the City Manager would like to attend his input would be greatly appreciated. The commissioners had questions on the budgeted work items when they would be scheduled, application and funding for the trails within the park especially the Woodard Creek trail, engineering and items approved last year.

C. Discussion and Recommendations on the Kachemak Drive Proposed Non-motorized Pathway and Revised Resolution

Chair Bremicker introduced the item by reading of title then recommended that the commission review and address each item - Resolution, Preliminary Engineering Plan, Funding Plan, Maintenance Plan separately.

Chair Bremicker then read the Revised Resolution 11-090 into the record.

BREMICKER/BRANN – MOVED TO CHANGE LAST TWO LINES IN THE LAST PARAGRAPH TO READ "...THE FOLLOWING WAYS:

1. INCREASING THE USAGE OF SIGNAGE WARNING DRIVERS OF BICYCLES AND PEDESTRIANS ON ROADWAY.
2. BUILD A SEPARATED PATH PARALLELING KACHEMAK DRIVE USING UTILITY EASEMENTS AND PUBLIC PROPERTY.

There was a brief discussion on a proposed revision by Ms. Cumming a member of the committee. Staff was unable to locate the submitted document at the time for review by the commission and was not present. Commissioner Brann commented that he believed she was addressing a change to "contingent on available funding but the remaining committee members were satisfied with the changes made.

VOTE. YES. LOWNEY, LILLIBRIDGE, BRANN, BREMICKER

Motion carried.

BRANN/LILLIBRIDGE – MOVED TO FORWARD THE AMENDED RESOLUTION 11-090 TO COUNCIL FOR APPROVAL.

There was a brief discussion on the clarity of the resolution was adequate.

VOTE. YES. BRANN, BREMICKER, LOWNEY, LILLIBRIDGE

Motion carried.

A brief discussion on the Proposed Preliminary Engineering Plan ensued. The Commissioners requested colored maps for City Council, it was noted that these are generalized, not detailed.

BREMICKER/BRANN – RECOMMEND ADDING ON THE GENERAL NOTES PAGE CONSTRUCTION OF THE PROPOSED PATHWAY BE CONDUCTED IN SUCH A MANNER THAT IT CAN BE UPGRADED TO A HIGHER LEVEL OF TRAIL INCLUDING PAVING AND DELETE THE LAST SENTENCE.

A brief discussion on the time frame for submittal to council at the same time as the resolution.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

BRANN/LILLIBRIDGE – MOVED TO FORWARD THE PRELIMINARY ENGINEERING PLAN FOR KACHEMAK DRIVE PATH TO CITY COUNCIL AS AMENDED.

There was no discussion.

VOTE. YES. LILLIBRIDGE, BRANN, BREMICKER, LOWNEY.

Motion carried.

Chair Bremicker read the Funding plan into the record and opened discussion on the item.

BREMICKER/LILLIBRIDGE - MOVED TO INSERT TRUCKING IN THE THIRD PARAGRAPH BEFORE GEOBLOCK, INSERT THE LAST NOTE BEFORE OTHER SOURCES OF FUNDING AND ADD OTHER POSSIBLE SOURCES OF FUNDING AS DISCOVERED OR AVAILABLE.

There was a brief discussion on including trucking since it was one of the highest costs in a project, deleting the reference to hiring a contractor. It was noted that the trail will not necessarily be built all at one time and may be built in phases and designating crossing(s) for the path.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

BRANN/LILLIBRIDGE - MOVED TO FORWARD THE AMENDED FUNDING PLAN FOR KACHEMAK DRIVE PATH TO COUNCIL FOR APPROVAL.

There was no further discussion.

VOTE. YES. BREMICKER, LOWNEY, LILLIBRIDGE, BRANN

Motion carried.

Chair Bremicker introduced and read the Maintenance plan into the record and opened discussion by commented on dragging the path versus plowing the path during winter.

A discussion ensued on ownership of the path would depend on the location which would be easements on private property so the trail would be the city but the land is the property owners. The city would have the easement and maintain the path.

BRANN/LILLIBRIDGE – MOVED TO FORWARD THE MAINTENANCE PLAN FOR KACHEMAK DRIVE PATH TO CITY COUNCIL.

There was no further discussion.

VOTE. YES. BRANN, BREMICKER, LOWNEY, LILLIBRIDGE.

Motion carried.

There was a brief discussion on if this should go to the Transportation Advisory Committee before City Council. Staff explained that they were including the information as backup for the resolution and it could then go to the TAC for recommendation for the prioritization process which was required for the HART program.

D. Discussion and Review on a Recreation Needs Assessment

LOWNEY/LILLIBRIDGE - MOVED TO REVIEW THE NECESSITY TO CONDUCT A NEEDS ASSESSMENT SURVEY.

Discussion on creating the survey and the information that should be requested, what is the Commission seeking regarding information. Commissioner Lowney wanted to know first if they wanted to do it and what is the reason for performing a needs assessment. Staff noted that having a needs assessment can facilitate grants.

Commissioner Brann stated that this could also assist in knowing what each park or recreational area needs as far as amenities, signage, etc. it was noted that comments over time on specific user related amenities such as soccer fields.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Bremicker confirmed that Commissioner Lowney will work with Mr. Ilg drafting a Recreational Needs Assessment Survey and bring before the Commission for approval at the May or June commission meeting.

INFORMATIONAL MATERIALS

- A. 2012 Strategic Plan
- B. Commissioner Attendance at City Council Meetings
- C. Annual Commission Calendar
- D. Recommendation to City Council for Improvements to Ball Fields, Dugout and Related Amenities at Karen Hornaday Park
- E. Recommendation to City Council for Improvements to Northern Parking Lot at Karen Hornaday Park
- F. Recommendation to City Council for Day Use Improvements at Karen Hornaday Park
- G. Recommendation to City Council to Complete the Recommendations Outlined in Ordinance 11-22
- H. Recommendations for the 2012 Land Allocation Plan
- I. Resolution 12-021 Establishment of a Campground Host Program in City Parks

There was no discussion on the informational materials.

COMMENTS OF THE AUDIENCE

Lindianne Sarno, KDPC committee member, was grateful that the Resolution was passed and requested a copy of the packet of information since they will be lobbying for the council approval.

COMMENTS OF THE COUNCIL MEMBER (if one is assigned)

There was no member of City Council present.

COMMENTS OF STAFF MEMBERS

Ms. Krause praised the commissioners on their progress with a very difficult project with Kachemak Drive Path and stated that the Committee has just about accomplished every aspect on the project. She will

provide a status update on entrance relocation and doggie bags. She noted that Angie is really interested in getting the Campground Host program implemented this year and having a host by mid-June. Ms. Krause confirmed the staff she will invite to attend the Special Meeting.

COMMENTS OF THE COMMISSION

Commissioner Brann confirmed the next meetings and thanked everybody for all the worked and is still amazed that it takes them until 8:30 or so to get things done but they have a lot to do and accomplished.

Commissioner Lillibridge inquired about relocation of the entrance to Mariner Park. She requested Carey Meyer attend the Special Meeting since he is such a cog in the wheel. She noted that her daughter will be getting married so has requested to be excused from the April 19, 2012 meeting.

Commissioner Lowney echoed Ms. Krause's praise on the accomplishments of the Committee for Kachemak Drive Path and she is just blown away on the number of things that the commission accomplishes in such short time frames. She congratulated Commissioner Lillibridge on her daughter's upcoming marriage.

COMMENTS OF THE CHAIR

Chair Bremicker requested to have cookies or something since he knows that Carey likes cookies. He requested Staff to take care of that request.

LILLIBRIDGE/BRANN – MOVED TO HAVE STAFF ARRANGE FOR SANDWICHES AND COOKIES AT THE SPECIAL MEETING ON APRIL 10, 2012.

There was brief discussion on what to serve and using some of the commission funds.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Bremicker inquired when the Resolution will be scheduled for council. Staff responded that it would probably be the April 23, 2012 council meeting.

ADJOURN

There being no further business to come before the Commission Chair Bremicker adjourned the meeting at 8:40 p.m. The next regular meeting is THURSDAY, APRIL 19, 2012 at 5:30 p.m. at the City Hall Cowles Council Chambers.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

Approved: