

Parks & Recreation Advisory Commission

Thursday
August 16, 2012
Regular Meeting
5:30 p.m.



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



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**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 from the Regular Meeting July 19, 2012 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.)*
 - A. Bryan Hawkins, Harbormaster Re: Port & Harbor Gangway Recommendation
- 6. STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS**
 - A. Community Recreation – Mike Illg
 - B. Staff Report – Julie Engebretsen, Planning Technician/GIS Page 15
 - C. Parks Maintenance – Angie Otteson
 - D. Kachemak Drive Path Committee Report – Dave Brann Page 17
 - F. Karen Hornaday Park Committee – Robert Archibald Page 21
- 7. PUBLIC HEARING**
- 8. PENDING BUSINESS**
 - A. Karen Hornaday Park Updates Page 23
 1. Projects – Carey Meyer
 2. Grant Budget Page 25-31
 3. Jack Wiles Day Use Proposal Page 33
 4. Fall Clean Up Day
 - B. Parks & Recreation Department
 - C. P&R Needs Assessment – Discussion and Update on Progress
 - D. HERC Building Discussion
 - E. Signage – Jack Gist Park Design Page 37
- 9. NEW BUSINESS**
 - A. Discussion and Recommendation on Proposed Use of Gangway for Woodard Creek
 - B. Funding Request for Kachemak Drive Pathway Page 39
- 10. INFORMATIONAL MATERIALS**
 - A. Strategic Plan 2012 Page 41
 - B. Commission Annual Calendar 2012 Page 43
 - C. 2012 Commissioner Attendance at Council Meetings Page 45
 - D. Memorandum to City Manager Re: Budget Requests for 2013 Parks & Recreation Advisory Commission Page 47
 - E. Memorandum to City Manager Re: Disposition of Red Shed in Karen Hornaday Park Page 49
 - F. Memorandum to Mayor and Council through Katie Koester, CEDC Re: CIP 2013 Recommendations Page 51
 - G. Memorandum to Transportation Advisory Committee Re: Kachemak Drive Pathway Page 53
- 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 20, 2012** at 5:30pm in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska



Session 12-10, a Regular Meeting of the Parks and Recreation Advisory Commission was called to order by Chair Bumpo Bremicker at 5:33 p.m. on June 21, 2012 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS LOWNEY, LILLIBRIDGE, BREMICKER, ARCHIBALD AND BELL

TELEPHONIC: COMMISSIONER BRANN

STAFF: JULIE ENGBRETSSEN, PLANNING TECHNICIAN
RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

APPROVAL OF THE AGENDA

Chair Bremicker called for a motion to approve the agenda.

LILLIBRIDGE/BELL – MOVED TO APPROVE THE AGENDA

There was no discussion.

The agenda was approved by consensus of the commission.

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

A. Minutes for the June 21, 2012 Regular Meeting

Chair Bremicker called for a motion to approve the minutes.

BELL/LOWNEY – SO MOVED.

Commissioner Brann noted a clarification on page 3, second paragraph, line two-four concern Karen Hornaday Park and should be separated. After a brief discussion the Clerk will strike the last two sentences in paragraph two on the same page.

The amended minutes were approved by consensus of the commission.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA *(Public may Comment on any items on the Agenda for a Three (3) Minute Time Limit)*

Miranda Weiss, city resident, HoPP, commented on the bridge on Wright Street into the Park and wanted to thank the commissioners for putting that in, loved it, loved it, loved it! Great Access, nice to be a pedestrian into the park. She also wanted to let the commissioners know that they are completing some last minutes items of the playground improvements, all the equipment is in, working on drainage, packed gravel path and landscaping. She understands that the Commission is not taking immediate action on the day use area but the Red Shed is not suitable no matter how much money is put into it; even if remodeled it is too big and too dark. She has taken an informal poll of the users and they would prefer a new picnic pavilion with grills in the center of the day use. HoPP is willing to put some money toward this project; they would prefer to see it done sooner than later. She also offered some suggestions for the Day Use area for the Commission to consider such as fire pit, with a wind break, landscaping, paths and additional play feature in the lower area to tie things together (in the former parking area.)

Ms. Weiss responding to Commissioner Lillibridge commented that a play feature in the concept of a play feature that can be climbed on and possibly a couple of different Picnic Pavilions not just one big one. She will put an email out to members of HoPP regarding Park Day after she confirmed directions to the park. She additionally commented on a proposed parking diagram submitted by Jack Wiles.

VISITORS

There were no visitors scheduled.

RECONSIDERATION

There were no items scheduled for reconsideration.

STAFF AND COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS

A. Community Recreation – Mike Illg

There was no discussion.

B. Staff Report – Julie Engebretsen, Planning Technician/GIS

Ms. Engebretsen stated her report was in the packet and if there were any comments or questions she would be happy to answer them. She also noted at the next meeting Carey Meyer would like to come and talk in depth on Karen Hornaday Park. Ms. Engebretsen explained the additional monies being put in the reserves.

They can address the Red Shed under Pending Business.

There was no further discussion.

C. Parks Maintenance – Angie Otteson

Ms. Otteson was not in attendance at this meeting.

D. Kachemak Drive Path Committee Report – Dave Brann

Commissioner Brann provided an update on the committee's progress. The Mud Bay Trail portion has been weed wacked. Jocelyn Biloon has been in contact with staff to attend a meeting telephonically. Ms. Engebretsen explained that two DOT personnel, Ms. Biloon being one of them, will attend the September meeting telephonically to speak on the safe routes to School being one of the topics.

No further comments or questions.

E. Karen Hornaday Park Committee Report – Robert Archibald

Commissioner Archibald provided a short report from recent meeting. The ballfields are coming along; the fences are up, two leaks and one was repaired. Little League is asking for one additional portable toilet in season due to the distance; requested the alders to be trimmed and cleared too. The Little League would like to start discussion on who is responsible for what maintenance with the City until the agreement is signed and delivered.

The camp host program is up in the air and they understood that there was some engineering being conducted on the Red Shed.

Three things to take up with the City:

1. Lack of dialogue between the Committee and Public Works. There are things happening in the Park by Public Works and the Committee is not aware of what's happening.
2. Where and what is the status of the engineering.
3. The piles of junk, trash and debris and it's really disheartening to see it all left there.

Chair Bremicker asked if the Commission should forward a memorandum to Public Works requesting it to

be cleaned up.

The commissioners commented on the frustrations and lack of nothing being done and the recommendations that are forwarded to staff and council seem to be ignored. They requested input from Staff who responded that she will speak with Carey Meyer and this is the results of staff and budget cuts.

Commissioner Archibald reported a meeting between Jack Wiles and Carey Meyer and as Chair of the Committee established to deal with issues of the park he felt totally left out.

The commissioners understood the lack of time and staffing but if they do not know what is going on then it just appears to be hanging and the commission and committee need direction on what they can and cannot do. Commissioner Lowney brought up the list of approximately 15 items and she would like to know about the status of that list.

Additional comments on waiting may hinder progress if they wait till the end of summer and the commissioners would like to know prior to that if they can do something.

No further discussion.

PUBLIC HEARINGS

There were no Public Hearings scheduled.

PENDING BUSINESS

A. Park Day Final Arrangements and Discussion

Chair Bremicker opened the item for discussion.

Commissioner Lowney commented on the work items that the Softball Association is planning on for Park Day.

- Constructing benches in the dugouts for field three and roof
- measuring distances between bases
- clearing rocks from fields can be done by younger children
- may have lack of attendance since PR in the media was lacking
- HoPP members will be notified and taking the opportunity to thank them personally
- Chair Bremicker is cleared to use a weed-eater
- primarily the commissioners were labor
- the Softball Association estimates 10-30 people
- the Commission will pay up to \$500 of a bill from Spenard's Building Supply
- feasibility of bleaches for field three due to the location of a drainage ditch

Comments made on the necessity to address the drainage issues, safety, mowing were made by Commissioner Lowney

Commissioner Lillibridge volunteered to bring cookies or potato salad as she has to work and questioned having signage at the entrance about Park Day.

There will be equipment available to play Disc Golf and that there will be an All Ages Softball game.

Concern was expressed regarding the article in the Homer Tribune and finalization of hours. Staff informed the Commission that the City Council or City Manager would address those issues and should be consulted if they wanted to respond but it was unnecessary. Chair Bremicker noted that the commission did support the setting of hours and that it was up to the City Manager now.

Commissioner Lowney did comment on her recent visit and that there was activity on the Disc Golf

Course and if they did not see the cars and people leaving they would not have been aware of someone out there as they were quiet.

Commissioner Lillibridge offered to provide a table and cloth, only one grill was needed. Commissioner Lowney will bring a table also. Chair Bremicker will pick up hotdogs, buns, condiments, chips, plates, napkins, bottled water; Commissioner Archibald will assist with the shopping.

LOWNEY/LILLIBRIDGE - MOVED TO SPEND UP TO \$500 FROM THE PARKS AND RECREATION FUND ON A SBS INVOICE FROM THE HOMER SOFTBALL ASSOCIATION.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Karen Hornaday Park – Status Update from the June meeting

Chair Bremicker introduced the item by reading of the title.

Ms. Engebretsen noted the email provided by Mr. Meyer. The engineer inspected the Red Shed and reported it is salvageable and can be repaired. She opined that nothing would be done before Labor Day.

Chair Bremicker noted a previous recommendation to relocate the Red Shed.

Discussion ensued regarding the removal and relocation of the red shed, the original purpose of the building is not suitable for the current needs; preference to start fresh in a location that was agreed upon; the recommendation from the engineer to repurpose the building is not inexpensive and the funds could be used to build new; go back to the original recommendation.

Staff reminded the commissioners that they did want to wait for the engineering report and due to input from public regarding the history of the building the city held off and if the commission still does not believe it fits into the whole scheme of the park to make that recommendation.

The commissioners all offered comments on repurposing the building and relocating the building from the exiting location and preferably another park; other entities have stated they would take it. It was noted that the commission was asked about this months ago and they said move it and it was given to the Wooden Boat Society. It was suggested that maybe they could tear down half the building and repurpose the other half; support for moving and repurposing the building; HoPP has offered to be involved in this portion of growth of Karen Hornaday Park and put some money toward it too; letting a community group take some ownership and taking part in funding portions so it will happen; if we don't get rid of we won't get something else; the legislative grant for the Day Use Area was \$90,000 and adding BBQ grill and does this fall under the grant; this amount can be increased or decreased.

The City Manager expressly asked for the Commission's opinion.

ARCHIBALD/LOWNEY - MOVED THAT AFTER DUE CONSIDERATION AND REVIEWING ALL INFORMATION THE RED SHED SHOULD BE REMOVED FROM THAT LOCATION AND REPURPOSED.

There was a brief discussion on when the removal would be completed.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

C. P & R Needs Assessment – Discussion and Update on Progress

Commissioner Lowney stated that a Needs Assessment will take time and be expensive. She further reported that Meagan Murphy created a packet of information pertaining to the City of Homer parks; Mike is currently working on a letter addressing this and pointing out these facts; they are currently waiting on a report from 1999-2000. This provides some vital information that the City can use. Hopefully they will have this completed to report in August.

The Clerk requested a records request since this would be a document contained in the City library and take a while to locate.

NEW BUSINESS

A. HART Projects

Chair Bremicker introduced the item.

Ms. Engebretsen explained that a separate memorandum that will be forwarded to the Transportation Advisory Committee and the projects included that were discussed at the worksession are Kachemak Drive Path \$150,000, Planning money; Greatland Street Trail repair, \$10,000; Woodard Creek Trail within Karen Hornaday Park, \$5,000; and Fairview Trail, \$5,000.

Commissioner Lowney commented on the Fairview Trail and recommended requesting \$10,000 for that trail.

Staff commented on the costs involved in creating a ADA trail but she would have to research it and if they wanted to blanket increase it they could and Public Works can always ask Council for additional funding.

There was a brief discussion on the trail recommendations.

LOWNEY/ARCHIBALD – MOVED TO INCREASE THE AMOUNT TO REQUEST FOR FAIRVIEW TRAIL AND APPROVE THE RECOMMENDATIONS FROM STAFF ON THE TRAILS.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Memorandum to Transportation Advisory Committee Re: Kachemak Drive Path Recommendation

Ms. Engebretsen explained briefly that this memorandum is to be reviewed and recommended by this commission which will then go before the Transportation Advisory Committee. This memo is in essence asking for two things – approve this as a city project and use HART funds to make this happen. The previous recommendation addressed the planning stages. It is a big deal to bring this project from state to city. She commented that after it is approved by this commission they will have to wait to see what they will do with it; they may approve it or work on it a few months before submitting to council.

Chair Bremicker requested clarification on the process. Ms. Engebretsen confirmed that approval is for the entire memorandum. She responded to the question of what happens if the TAC does not approve the project. She noted that the TAC memorandum was created to hit the 2013 Budget process. It will be hard to determine now what the next steps will be until the TAC reviews the project.

LOWNEY/LILLIBRIDGE - MOVED TO APPROVE THE MEMORANDUM AND FORWARD TO THE TRANSPORTATION ADVISORY COMMITTEE.

There was a discussion on the importance of the projects in relation to the costs and need to build one trail over another. It was pointed out that the Kachemak Trail did not have to be built all at once, it can be built in phases and with volunteer labor too. It was brought up that according to the HART policy a project should not be based on cost alone.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Bremicker called for a recess at 7:20 p.m. The meeting was called back to order at 7:25 p.m.

C. Capital Improvement Plan 2013-2018

Chair Bremicker introduced the item on the agenda and opened it for discussion.

Ms. Engebretsen stated that there was a laydown showing that there was a tie between the HERC building and Karen Hornaday Park and explained that if they list the HERC building over Karen Hornaday Park there will really be no effect however if they list the Park over the HERC building that could affect the outcome of the HERC project making the list.

Comments were made on the Fishing Lagoon being on the list and all commissioners were in favor of listing the HERC building as a top priority.

BELL/LOWNEY - MOVED TO LIST THE HERC BUILDING AS NUMBER ONE AND MOVE THE FISHING LAGOON OVER JACK GIST IN THE LIST OF PROJECTS.

Discussion focused on the difference and importance of the Lagoon over Jack Gist Park. It was noted that the City has received some money to help the Lagoon and it would seem logical to try to get the rest of the money to complete the project. Further discussion on the various values of each project to the community and revenue generation; public testimony at the meetings on the CIP; the many needs of Jack Gist Park; how the projects are related to Parks & Recreation.

LOWNEY/BELL – MOVED TO AMEND THE MOTION TO HAVE JACK GIST PARK AND FISHING LAGOON IMPROVEMENTS AS A TIE.

So the list would be HERC Building , 1; Karen Hornaday Park, 2; Kachemak Drive Pathway, 3; Fishing Lagoon Improvements and Jack Gist Park, 4.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

D. MAPP Report and Discussion

Commissioner Lowney stated that this was postponed from a previous meeting and consequently the information it contained would be included in the Needs Assessment so she felt that it was unnecessary to have a separate discussion and just wait until next month when the committee would have a report on the Needs Assessment for Parks and Recreation.

It was agreed to remove it from the agenda and incorporate into the Needs Assessment Report.

E. Website – Discussion and Recommendations from the Commission

Chair Bremicker opened discussion by reading of the title.

Commissioner Lowney stated that a discussion with Mr. Illg was focused on her personal frustration over the website. She would like to have a meeting of the commission to review what was on the website and learn how it works. She requested this for a winter meeting.

Discussion on suggestions and recommendations that the Commission would like to see on the website. The clerk clarified that there are web pages devoted to Parks & Rec but not a website which is devoted solely to one entity. There are limitations on what the Parks & Recreation can have. It was determined to schedule a review and discussion for the October meeting.

F. 2013 Budget Recommendations and Discussion

Chair Bremicker introduced the item by reading of title.

Ms. Engebretsen read the Budget Request List that was discussed at the prior meetings.

1. Create-Establish a Parks & Recreation Department
2. Increase Parks & Recreation budget by \$25,000 or 0.5 FTE whichever is greater to pay for additional part-time staff during the shoulder seasons and for increased summer maintenance
3. Jack Gist Park Signage
4. Update Trail Brochure - \$5000
5. Increase Line Item 5815, Commission Budget by \$1000 to \$2000
6. Increase Reserves by \$30,000 FY 2013

Discussion was held on the establishment of a Parks & Rec Department and getting out from under the Public Works Director which is Carey Meyer. It was explained that Planning, City Clerk and the Library were under Administration and not departments. Only Public Works, Harbor, Finance, Police and Fire were departments. The request or recommendation to the City Manager would contain the reasons for establishing a department as follows: the City Manager supports the establishment of a Parks & Rec department and issues are funding one but she will include in the memo communication, implementation and organization. If there was a parks & rec department, the problem of who do they ask help or answers from Angie, Mike, Carey or Walt would be resolved. There was a continuing question on the revenues and how they are used and those funds could be used to partially fund a department. It was noted that putting funds into the general fund also cover police and after all things considered it was owned by the City. It is the City. There should be no delineations in the revenues taken in by any City departments. Delineation of the duties of a Parks and Recreation Department and the aspects that may fall under other departments. Inclusion of the funding suggestion for Adopt a Park Program into the Budget Request of the Commission.

Staff recommended consideration be given to include why the commission wants additional funding.

LILLIBRIDGE/LOWNEY - MOVED TO SUBMIT THE BUDGET REQUESTS TO THE CITY MANAGER.

LILLIBRIDGE/LOWNEY - MOVED TO MAKE THE FOLLOWING AMENDMENTS:

1. CHANGE "CREATE" TO "ESTABLISH" A PARKS & REC DEPARTMENT FOR THE PURPOSE OF REORGANIZING EXISTING STAFF AND DELINATING DUTIES
2. ADD ADOPT A PARK PROGRAM INTO THE COMMISSION BUDGET REQUEST
3. ADD THE AMOUNT OF \$1000 FOR THE SIGNAGE BUDGET REQUEST FOR JACK GIST PARK
4. STRIKE "or 0.5 FTE whichever is greater" FROM INCREASE PARKS & RECREATION BUDGET BY \$25,000
5. STRIKE THE REQUEST \$30,000 FOR RESERVE FUNDS

Discussion included the amounts for the signage for Jack Gist; Adopt a Park Program; removing the request for reserve funding; changing "create" to "establish" and listing a descriptive reasoning as for the purpose of reorganization of current staff and delineation of duties; staffing history for parks and recreation and community recreation and relation to the growth of the department which would be better served at another meeting; concern was expressed on inclusion of duties since they have had no discussion on what the Parks & Rec Department should be doing; it was more organization than reorganization in regards to communications and defining responsibilities when it pertains to the parks and recreation.

Staff reminded the commission that until this room was full of persons requesting and supporting a department it will not be done; showing that you are not recommending hiring additional persons for a department but reorganizing the current staff is beneficial.

The Clerk read the motion back for the Commissioners for clarification.

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

Motion carried.

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

Motion carried.

G. HERC Building Discussion – This item was postponed from the June meeting

Chair Bremicker opened discussion and inquired if there was any information on this topic.

Ms. Engebretsen stated that as far as the current information goes Mike has been meeting with the City Manager and there is reportedly a resolution supported on August 13th council agenda regarding the HERC. As far as any actions required from this level would be at most going to the council meetings and supporting any budget requests for the HERC building.

There was no further discussion.

INFORMATIONAL MATERIALS

- A. Strategic Plan 2012
- B. Commission Annual Calendar 2012
- C. 2012 Commissioner Attendance at Council Meetings

Commissioner Lillibridge requested staff guidance on which Council meetings were more important than others to make sure they had attendance at the meeting. Ms. Engebretsen stated that from here on most all the meetings will be focusing on the budget but the next meeting is the most important. The end of September the City Manager presents a balanced budget to Council. This is when the Battle of the Commissions starts requesting to keep things in; it is a play by ear thing; staff noted that last year the Council kept everything pretty close to the chest and did not indicate anything to staff.

Commissioners Lowney and Lillibridge switched the October 22 and November council meetings.

COMMENTS OF THE AUDIENCE

There was no audience to comment.

COMMENTS OF THE COUNCIL MEMBER (if one is assigned)

There were no City Council members present.

COMMENTS OF STAFF MEMBERS

Ms. Engebretsen commented on the request for funding for Mariner Park Entrance Relocation.

Ms. Krause brought the laydown regarding the Selection Committees for the 1% for the Arts Restrooms and Spit Trails. She briefly explained the process and what was involved. Commissioners Lowney, Lillibridge and Archibald volunteered.

COMMENTS OF THE COMMISSION

Commissioner Lillibridge commented on the proposed site plan by Jack Wiles and not sure if the \$90,000 is going to be spent and how and they appropriated \$40-50000 for parking and what is happening with that; she opined that if there are any discussions that the Chair of the Karen Hornaday committee should be included. She asked for reconsideration on their motion regarding the red shed.

Staff explained the reconsideration process and she did not want to delay the process. Staff will include the minutes and summarize the reasons in her memo to the City Manager. She changed her mind and rescinded her reconsideration.

This was a great meeting. Thanked Dave for attending, and enjoyed Emmaline Trail and the trail map he put up there and will help get those trail brochures out; very proud of the commission and agreed that Bumpo runs a tight ship.

Commissioner Archibald still had concerns about the money and he has gone through all the money that this commission appropriated and was not aware if this would be sorted out; he commented on the decisions being made by Public Works on the Park and if those financial decisions affect the allocations and recommendations they made previously. He won't mention names but feels this commission should have input. he complimented Bumpo for running a tight ship.

Commissioner Lowney great meeting very pleased with it; thanked the others for signing the Thank You cards. She had fun delivering them and watching the reactions of the recipients. She was glad she hand delivered them as opposed to mailing them. There are 10 additional people that she will be giving card to as soon as she gets the names from Angie. Great meeting. Thanked Dave for attending via phone.

Commissioner Bell thanked Bumpo for conducting a very professionally run meeting. He additionally thanked staff for putting together the information and helping them out.

Commissioner Brann thanked staff for all their help, assistance and efforts. He thanked Bumpo for keeping them on track. He wanted to keep the commission apprised of the Diamond Creek parcel and the draft Master Plan that will be provided later this summer and that there is a 15 acre parcel of land for sale if anyone has \$150-160,000 they do not know what to do with. Good job everyone and fun visiting.

COMMENTS OF THE CHAIR

Chair Bremicker commented it was an excellent meeting and is always impressed by the intelligence of this group and the thoughtfulness, we're a good group and of course we love our staff; glad to have Julie back and Renee does a good job of keeping them in line too.

ADJOURN

There being no further business to come before the Commission Chair Bremicker adjourned the meeting at 8:45 p.m. The next regular meeting is THURSDAY, AUGUST 16, 2012 at 5:30 p.m. at the City Hall Cowles Council Chambers.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

Approved:



City of Homer

Planning & Zoning

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To: Parks and Recreation Advisory Commission
From: Julie Engebretsen, Planning Technician
Date: August 7, 2012

Subject: August Staff Report

Updates

- **Mariner Park driveway relocation** – City Council has approved up to \$30,000 for the project, and Public Works is soliciting contractor bids. The project is planned to be under construction in September and completed by the end of the month.
- **Schedule fall walkthrough** – Please schedule a time, date and location for the fall park walkthrough. An evening in September is an option.

Future Agenda Items

September

- Guest speakers (teleconference) Joselyn Biloan, AK DOT Area Planner, and David Post, AK DOT, Safe Routes to Schools Planner
- Park signage - uniform theme, introduction
- Update on Spit Trail, Harbor and restroom improvements
- Update on what the Transportation Advisory Committee had to say about HART projects and the Kachemak Drive Pathway

October

Diamond Creek Plan
Website orientation
Strategic plan update



Kachemak Drive Path Committee
Minutes, July 26, 2012

Lynne Burt, Beth Cummings, Bumpo Bremicker, Lindianne Sarno (recording)

Meeting called to order at 5:45 p.m. by chair, Bumpo Bremicker

Approve agenda – Beth moves, Lynne seconds, agenda approved.

Minutes from last meeting, Beth moves, Lynne seconds. Minutes approved.

No public, no reconsideration, no visitors, no public hearing.

Review of Kachemak Drive path work session. No minutes from work session. We walked the path with Jeff Middleton.

Beth summarized in writing what we have discussed and have agreed on. She passes out her summary and we will leave summary for Renee. We read the comments silently.

Bumpo says Andy Haas would like to serve on this committee. Andy should be invited to the Transportation Committee meeting.

Bumpo notes the city has used the same argument we have been making about going ahead to fix intersection at Pioneer and Main Street. State takes too long. City will go ahead on their own.

Discussion of work session: Bridges are discussed. Beth will put bright new survey tape on the path where Bumpo cleared. Beth and Lynne measured from 3/10 mile from where trees start to the west end of the parking lot. From end of bicycle trail to the beach access road across from airport is about ½ mile. It's the most dangerous part of Kachemak Drive, it's the most challenging part. People who own property farther towards the east have expressed negativity about the path.

Getting ready for Transportation Commission, August 21st. Beth: would like to contact each city council member and Transportation Commission and ask to walk just the first portion of the first section of trail with Beth, assuming it will start from that end of the trail. Wants to start at base of spit and go east to long term parking. After Francie walked it, she said, I have a better idea what this is all about. Steve Smith, surveyor, is next person Beth would like to walk path. He is on Transportation Commission. Will walk path before August 21 Transportation commission meeting. There is a sign where the Mud Bay Trail goes to the right and the bike path goes up to the left (where Bumpo and Lindianne marked out K Drive Trail). Francie Roberts, Steve Smith, Roberta Highland, Carolyn Venuti will walk with Beth.

City Council: Beth called Beau, he will walk it. Beth is trying to get hold of Dave Lewis. Barbara Howard, she is very busy, Brian Zak is hard to get hold of, Beth Wythe is very busy. Only one person from this committee can walk the path at a time. Lynn would walk path with Mayor Hornaday. Everyone on City Council will have been given opportunity to walk this section.

Regarding right of way, wait until the water sewer line comes through. Landowners will become more receptive.

Trail types: refer to Beth's summary. These trail types refer to the first half mile. First area flat wet lands, tidal, will require construction of retaining wall with fill. Once up on hill after path split, trail will require some retaining wall, bridging,

Beth saw 40 foot section of ramp out on harbor. Brian Hawkins said it is rented out to tour boats. That piece of ramp could be used for bike path bridge. We need to keep track of what is being disposed of at the harbor. HART funds could pay the enterprise zone.

Beth's report is great. Beth summarizes: we need to go to TAC and review relevant information, the whole road will be done in sections, multiyear project. Julie said this could take years. Bumpo thinks City Council could borrow money and make it happen in a year. Agrees it should happen in sections. Julie said the logical place to start would be at Spit end, because of only two owners. We need enough money from City Council to: Survey boundary between City and DOT land. Survey grade. Ask Transportation Commission recommend city pay for an engineering survey of first one-half mile section, separate from entire trail, because we're already working on that..

Getting ready for Transportation Commission meeting: Julie is creating a packet. Let's ask Julie to focus on the first 4/10 mile, to west end of long term parking, which is all City land. Most structurally difficult part. Jeff Middleton said that first section could be done for \$150,000, off the cuff estimate, not including labor. Materials for the bridge, timbers for retaining wall, gravel, equipment. If City hires people they have to pay Davis-Bacon rates. But volunteers will be different.

Lindianne talks about the way HOPP was planned with two geniuses, twenty planners, and almost 600 volunteers. Getting more involved with Bike Club.

We discuss holding a special meeting before the Transportation Commission meeting. Have packet from Julie first. Ask Julie to focus on first section in that packet. Unanimous: we will focus on base of spit to where bridge crosses ravine. Survey work will help in determining the cost and the boundaries. Engineering cost estimate, broken out by materials and labor.

Beth thinks we should ask Paul Seaton support. (1) convince DOT to give us an exception because of safety issues. (2) Getting money from the State, there are grants around for complete streets. Citizens have approved using their money for trails (HART), so if Paul goes to the State, we already have money in the game.

Beth says that City takes 15% of ?

Bumpo: TAC will ask us, (1) are we going to be able to get permission from DOT to build in right of way in first section. Beth says that the first section must be farther than 50 feet from center of road to avoid DOT right of way. Bumpo will measure it. (2) Fill over wetlands issue. Part up against road is hardly used by birds.

Lights for airport approach, who owns the land? Will we go around them? Through them?

First section involves city land only. Just that first section being completed would vastly increase safety. Some bicyclists will continue to ride on road and some will use the first section of bike path.

Bumppo will talk to Julie to discuss packet for TAC.

Potential meeting dates: TAC is 8/21. August 3, 10, and 17 are available both rooms. Fridays. Monday August 6, both rooms. Tuesday, August 14 conference room is available. We choose Tuesday, August 14. We will invite Julie, Lynne will invite Andy Haas.

Comments of the Committee:

Lynne: We are on target. We are not quitting.

Lindianne: We are on target. Focused on the first section of trail.

Bumppo: focus on the positive.

Lindianne will e-mail these notes to Renee, and ask her to send to Committee and Julie.

Meeting adjourned.

KAREN HORNADAY PARK COMMITTEE

Meeting of August 2, 2012 - 5:37 p.m.

In Attendance:

Ralph Broshes Marti McCleery Miranda Weiss Phil Needham
Trish Lillibridge (made an appearance but couldn't stay)

- Agenda was approved
- No comments were received
- Minutes from the July meeting were approved

Angie from Public works was in attendance therefore we elected to start with questions concerning the park:

- Briefly discussed the funds remaining. \$90,000 for day use and \$55,000 for parking upgrade
- No engineering has been done to deal with drainage or parking improvements
- There was a hold up in the park host program so no host this summer. It was stated that looking for next season should happen sooner than later.
- It was noted that no other vandalism has occurred since the "writing on the slide" incident days after being installed
- Debris removal from the playground build will be removed this weekend
- It was brought to Angie's attention regarding the fencing and debris hiding in the weeds in the outfield. Angie responded that fall cleanup day may be the time to deal with that when the weeds are down and there is more visibility in outlying areas
- Angie was not aware that Parks & Rec made the decision to have the Red Shed removed. She will pass that information on the Carey Meyer
- Phil Needham mentioned that the gate to the infield needs to be locked otherwise the fields will be destroyed by four-wheelers, bikes, or other non-authorized vehicles
- Also mentioned was the wet area around the field and the need for trimming of the alders on all fields

HoPP Report:

Currently the drain at the bottom of the hill is being repaired. Gravel around the water feature should also be completed soon and a gravel path to be installed.

Jack Wiles is heading up the landscaping and it was mentioned that there is a separate \$25,000 grant for that project.

Plans for next summer would be to tidy up the hill with seeding and a pathway.

There is a playground work day scheduled for Saturday, September 22nd.

LITTLE LEAGUE Report:

Little Leagues season is over and the end of season clean-up is underway.

There is money left in the budget but Phil doesn't have the number off-hand. He also mentioned that some of the bills are still trickling in so a definite number isn't yet available.

Discussion items:

- Jack Wiles plan for parking was discussed, but all agreed that engineering should be the first step prior to any more work being done
- Clearing for a trail on the north side of Fairview was mentioned. More regarding this issue in Deb Lowney's comments.
- It would be nice to see a big fire pit in the day use area when those plans begin
- All in attendance discussed the possibility of disbanding the KHP Committee but some felt that the better idea was to keep the committee intact and meet on a bi-monthly basis. If and when the Parks and Rec department needed the services of the committee prior to a meeting date, a special meeting of the committee could be called and the meeting schedule adjusted.

Visitor:

Deb Lowney from Parks and Recreation Commission

Deb spoke addressing the frustrations that everyone felt about the issues at KHP not moving forward. Parks & Rec are feeling the same frustrations but that they appreciate our time and efforts.

She also mentioned 2 trail projects within KHP, the Woodard Creek trail and a trail from Wright Street to the campground entrance. There are monies in the HART fund; P & R are requesting funds from that fund in the amount of \$15,000. Those funds should make a good start to both of those trails.

PENDING Business:

All in attendance agreed *again* that the next steps are to secure engineering prior to anymore construction.

Adjournment: Approximately 7:00 p.m.



City of Homer Planning & Zoning

491 East Pioneer Avenue
Homer, Alaska 99603-7645

Telephone (907) 235-3106
Fax (907) 235-3118
E-mail Planning@ci.homer.ak.us
Web Site www.ci.homer.ak.us

To: Parks and Recreation Advisory Commission
From: Julie Engebretsen, Planning Technician
Date: August 7, 2012

Subject: Karen Hornaday Park

There are several topics for discussion.

1. Park Improvements. Carey Meyer, Public Works Director, will be at the meeting to discuss improvements at the park.

- o MOU for ball fields. Who maintains what?
- o Old fencing
- o Dug outs
- o Fencing
- o Harbor posts - Julie comment: working with Angie, Port and Harbor and the college to use these or other materials the City has, so the college welding class can make fire pits for Mariner Park. We should know fairly soon what the plan is.
- o How to increase communications

2. Park grant budget

The budget as approved by Council is as follows (Resolution 12-019). Total budget \$305,000

\$5,000 for drainage
\$50,000 for ball field improvements
\$55,000 for playground improvements
\$90,000 day use improvements
\$55,000 for northern parking lot improvements (Carey may discuss)
\$50,000 for preliminary engineering to include road realignment, a bridge over Woodard Creek and drainage improvements

- An additional \$25,000 has been applied for under a U.S. Fish & Wildlife Learning Landscape Grant, for the day use area.

I spoke with Katie Koester about the \$50,000 for preliminary engineering. She said \$50,000 was not enough money to do the preliminary engineering on moving the road and the other projects the Commission had wanted some costs on. So, at this point, the \$50,000 for preliminary engineering is not spent. It is still allocated by Council, at P&R's recommendation, to be used for preliminary engineering. As the Park moves into phase two of planning and development, this money is available to be used as matching funds for grants to leverage more

money. It was also hoped that the money could help match a land and water conservation grant, but that program is not funded this year.

I would encourage the Commission to focus on park developments for the 2013 construction season. The playground was a big accomplishment and the red shed should be gone this fall. City staff is stretched extremely thin this summer/fall between the gas line, cruise ship and spit trail projects. If P&R and the user groups are not organized and clear about the next steps at the park, other projects will be a priority for staff time. **Staff recommends** the Commission focus on specific park priorities in January for the 2013 construction season. We won't know until late in the Spring if the legislature will be appropriating more money to the park, so we should have a plan to work with what we have!

3. Jack Wiles Proposal. The Commission did not have time at the last meeting to review Mr. Wiles proposal. It is attached to this staff report if the Commission would like to discuss it.

4. Fall Cleanup Day

At the January 19th 2012 meeting, the Commission moved to establish the annual Karen Hornaday Park fall cleanup, with the Commission providing a BBQ lunch for the volunteers and city staff who participate in the event.

Staff recommendation: Discuss and pick a date if the Commission would still like to pursue this event. A Commission member or two must take a strong role in organizing the event . There are funds available since the Park Day materials were donated by SBS, and the food was around \$100. The Commission would need to make a motion to expect funds on food and advertising.

Attachments:

Resolution 12-019
Jack Wiles Proposal

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**CITY OF HOMER
HOMER, ALASKA**

City Manager/Parks and
Recreation Advisory Commission

RESOLUTION 12-019

A RESOLUTION OF THE CITY COUNCIL OF HOMER,
ALASKA, AMENDING THE OVERALL KAREN HORNADAY
PARK PROJECT BUDGET, INCLUDING A NEW
ALLOCATION OF FUNDS FOR BALL FIELD
IMPROVEMENTS, NORTHERN PARKING LOT
IMPROVEMENTS, AND DAY USE AREA IMPROVEMENTS.

WHEREAS, Ordinance 12-06 authorized future amendments to the Karen Hornaday Park Project Budget be made by resolution; and

WHEREAS, At their regular meeting of February 16, 2012 the Parks and Recreation Advisory Commission discussed and voted on a total project budget and a new allocation of funds:

- \$50,000 for preliminary engineering to include road realignment, a bridge over Woodard Creek and drainage improvements (Ordinance 11-22)
- \$5,000 for drainage improvements (Ordinance 11-22 and Resolution 11-006)
- \$50,000 for ball field improvements (\$10,000 Ordinance 11-22 and \$40,000 Resolution 12-019)
- \$55,000 for playground improvements (\$5,000 Ordinance 11-22 and \$50,000 Ordinance 12-06)
- \$55,000 Northern parking lot improvements (Resolution 12-019)
- \$90,000 Improvements to day use area (Resolution 12-019)

Total Budget: \$305,000 (\$250,000 from Legislature and \$55,000 from Council)

WHEREAS, The commission further recommended all improvements be made in accordance with the Karen Hornaday Park Master Plan.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby approves the Karen Hornaday Park Project Budget by allocating funds as follows:

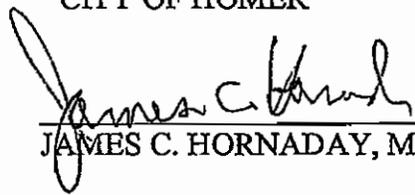
- \$50,000 for preliminary engineering to include road realignment, a bridge over Woodard Creek and drainage improvements (Ordinance 11-22)
- \$5,000 for drainage improvements (Ordinance 11-22 and Resolution 11-006)
- \$50,000 for ball field improvements (\$10,000 Ordinance 11-22 and \$40,000 Resolution 12-019)
- \$55,000 for playground improvements (\$5,000 Ordinance 11-22 and \$50,000 Ordinance 12-06)
- \$55,000 Northern parking lot improvements (Resolution 12-019)

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- \$90,000 Improvements to day use area (Resolution 12-019)
Total Budget: \$305,000 (\$250,000 from Legislature and \$55,000 from Council)
PASSED AND ADOPTED by the Homer City Council this 12th day of March, 2012.



CITY OF HOMER



JAMES C. HORNADAY, MAYOR



JO JOHNSON, CMC, CITY CLERK

Fiscal Note: Phase I Improvements of \$305,000: \$250,000 appropriated by Legislative Grant and \$55,000 appropriated by Council via Ordinance 11-22.

Memorandum

To: Renee Krause, Deputy City Clerk I
 Through: Laurie Moore, Accounting Supervisor
 From: Jo Earls, Accounting TechIII
 RE: Financial Status Request - Karen Hornaday Park Phase I

Report Date: 8/3/2012
Project Name: Karen Hornaday Park Phase I
Project Number: 151-776
Report Period: Dec 2011 - July 31, 2012

<u>Revenue</u>			
<u>Funding Source Name</u>	<u>PTD Receipts</u>	<u>Amount</u>	<u>Unexpended</u>
Legislative Grant 11-DC-234 (ORD 11-06)	55,200.00	250,000.00	194,800.00
Stimulus Funding (ORD 10-23A)	9,490.00	55,000.00	45,510.00
Revenue Totals	\$ 64,690.00	\$ 305,000.00	\$ 240,310.00

Expense Summary

<u>Code</u>	<u>Description</u>	<u>PTD Total Costs</u>	<u>Budget (Reso 12-019)</u>	<u>Unexpended</u>
Engineering / Archit / Design				
5212	Engineering/Archit/Design	-	50,000.00	
	Total Engin / Archit / Design	-	50,000.00	50,000.00
Construction				
5261	<u>Drainage Improvements</u>		5,000.00	340.00
	Johnson & Sons Construction	4,660.00		
	<u>Ball Field Improvements</u>		50,000.00	21,285.06
	Homer Little League	28,714.94		
	<u>Playground Improvements</u>		55,000.00	-
	Homer Foundation/HOPP	28,073.95		
	Denny Lumber	26,926.05		
	<u>Northern Parking Lot Improvements</u>	-	55,000.00	55,000.00
	<u>Day Use Area Improvements</u>	-	90,000.00	90,000.00
	<u>Other</u>	540.00	-	(540.00)
	Total Construction	\$ 88,914.94	\$ 255,000.00	\$ 166,085.06
	Project To Date Totals	\$ 88,914.94	\$ 305,000.00	\$ 216,085.06

UN A Audited Financial Report

Renee Krause

From: Jo Earls
Sent: Friday, August 03, 2012 1:05 PM
To: Renee Krause
Subject: RE: Two Things Needed Today

Kenai Peninsula Borough – Homer Landfill/Commercial Solid Waste Disposal	\$180.00
Moore & Moore Services, Inc.-Borough Landfill Dumpsite Fee	<u>\$360.00</u>
Total	\$540.00

Jo Earls

From: Renee Krause
Sent: Friday, August 03, 2012 11:41 AM
To: Jo Earls
Subject: RE: Two Things Needed Today

Can you tell me what the 540.00 for Other is for? I know they will ask...

Thanks

Renee Krause, CMC
Deputy City Clerk I

From: Jo Earls
Sent: Friday, August 03, 2012 10:59 AM
To: Renee Krause
Cc: Laurie Moore; Regina Mauras
Subject: RE: Two Things Needed Today

Renee,
Here is the information you asked for. Let me know if you have any questions.

Jo Earls
Accounting Tech. III
City of Homer
491 E. Pioneer Ave.
Homer, Alaska 99603
(907) 435-3110
Tues - Friday
7:00 am - 6:00 pm

From: Laurie Moore
Sent: Friday, August 03, 2012 9:34 AM
To: Jo Earls
Cc: Regina Mauras
Subject: RE: Two Things Needed Today

Jo,

I forwarded the email to you when I opened it yesterday. Thanks for getting the info to Renee, I appreciate your help.

Laurie

Laurie Moore

Accounting Supervisor
City of Homer, Alaska
Ph - 1-907-435-3113
E-mail - lmoores@ci.homer.ak.us
Fax - 1-907-235-3140

"It is our responsibilities, not ourselves, that we should take seriously."
Peter Ustinov
British actor and writer

Notice: Emails to and from this address are subject to disclosure under the Alaska public records law

From: Jo Earls
Sent: Friday, August 03, 2012 8:32 AM
To: Laurie Moore
Cc: Regina Murras
Subject: RE: Two Things Needed Today

Laurie,
Just a *little* late in getting this request to me. Since I didn't get the your e-mail until after 5:30pm, there was no way for me to get a report to her yesterday when she requested it. But, I will get a report together this morning on the Karen Hornaday Park.
Jo Earls

From: Laurie Moore
Sent: Thursday, August 02, 2012 5:39 PM
To: Jo Earls
Cc: Regina Murras
Subject: FW: Two Things Needed Today

Hi Jo,
I just read this email from Renee. Will you please email her the monies spent on the Karen Hornaday Park grant.

Thanks so much!
Laurie

Laurie Moore

Accounting Supervisor
City of Homer, Alaska
Ph - 1-907-435-3113
E-mail - lmoores@ci.homer.ak.us
Fax - 1-907-235-3140

"It is our responsibilities, not ourselves, that we should take seriously."

Peter Ustinov

British actor and writer

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From: Renee Krause

Sent: Thursday, August 02, 2012 1:30 PM

To: Laurie Moore; Regina Mauras

Subject: Two Things Needed Today

1. Can I get an accounting of monies spent on Karen Hornaday Park from the Legislative Grant monies, etc.
2. Do you have anything else for the Water Sewer Packet I am doing later today?

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.

Julie Engebretsen

From: Jack Wiles [wilesmichaud@msn.com]
Sent: Wednesday, July 18, 2012 10:09 PM
To: Julie Engebretsen; Carey Meyer
Cc: Dave Brann; Robert Archibald; Ralph Broshes; Tricia Lillibridge; Miranda Weiss; Deb Cox; Mike Illg; Angie Otteson; Jack Wiles
Subject: KHP Site Plan
Attachments: KHP.Site.Plan.7.2012.pdf

rkJulie,

I am unable to attend the Park&Rec Adv. Comm. meeting tomorrow and would appreciate it if you would make a copy of this e-mail and attachments available to the Park Commission.

I notice the Commission will be deliberating about the red shed and trying to move forward with allocating and putting on the ground a product with the remaining funds of the original \$305,000 that was allocated over two years ago.

It appears the implementation of Site Plan B-2 - realignment of the park entrance road is a future phase - if ever to happen.

I would suggest that the Commission prioritize a site plan that targets developing parking adjacent to the restroom and red shed as a means of moving forward. This would not preclude road realignment in the future. In fact some road realignment in the vicinity of the restroom and red shed as part of a parking plan for that area would be a good idea.

I was up on-site recently and took some rough measurements and laid out a couple of site plan options to consider.

If you decide to move forward with improving the parking next to the restroom then a more detailed site layout survey, grade plan, and drainage plan is needed.

The site plans I have attached work if the parking spaces can be delineated or more preferably if the parking area is paved.

If the parking spaces are not delineated then free-form parking will not result in the same number of parking spaces being used.

The existing parking area needs to be excavated with typar laid down, new sub base material, and road grade topping material finish (and paving).

The boundaries of the parking could be a series of posts or a series of boulders.

The middle area where there is a utility chamber could be turned in to a landscape bed. The telephone pole needs to be removed.

The two end areas next to the handicap (HC) spaces could also be planting beds.

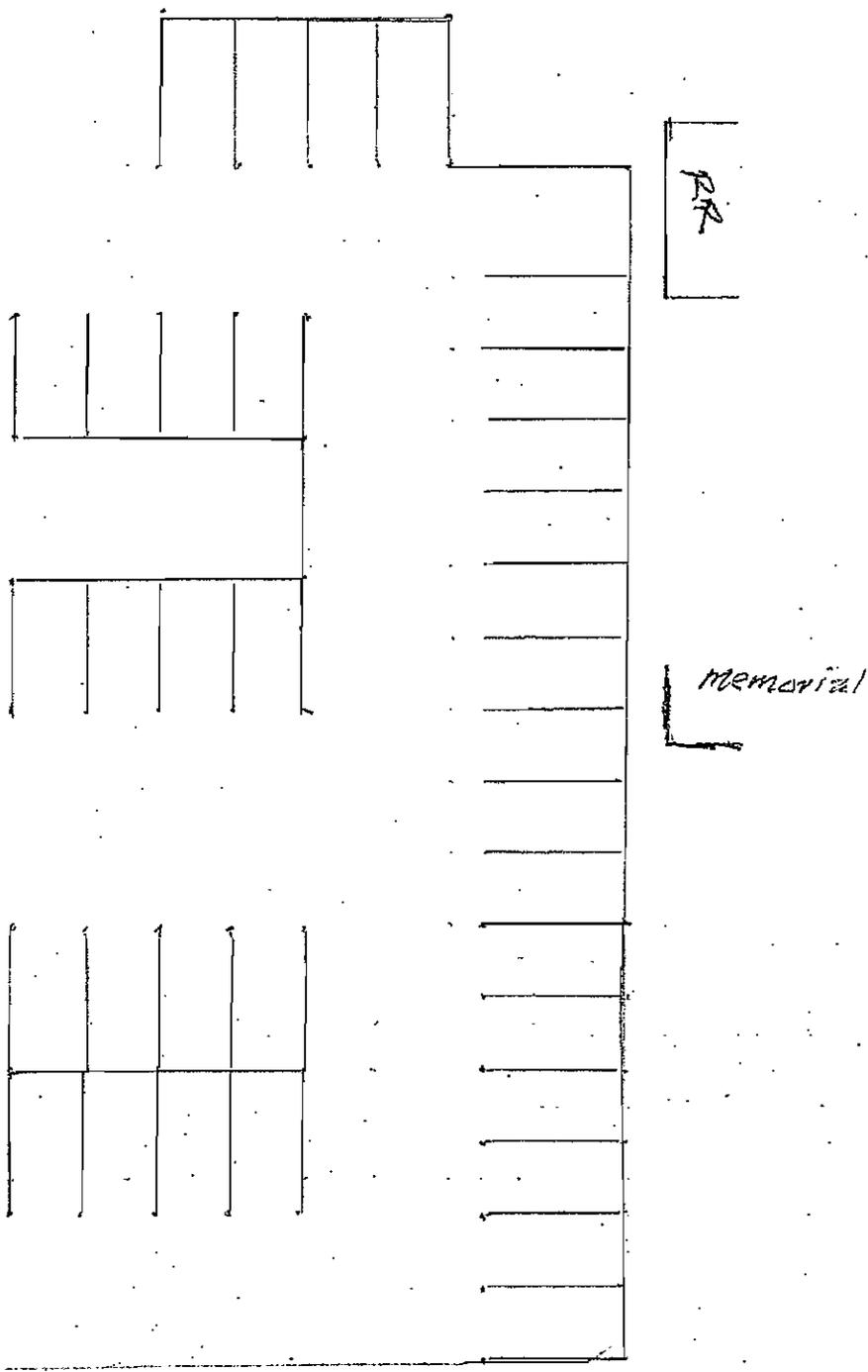
The Homer Playground Project (HoPP) is working with the City to obtain funds for a series of five planting beds - one would be to enhance the memorial area planting bed. The grant does not include the planting beds I mention above.

Site Plan A1 includes the red shed as an adaptive reuse - assuming the cost to renovate the shed is determined to be feasible.

Site Plan A2 includes relocation of the red shed to another location within the park or outside the park - I strongly favor salvaging the red shed.

I hope the Commission can make something happen!

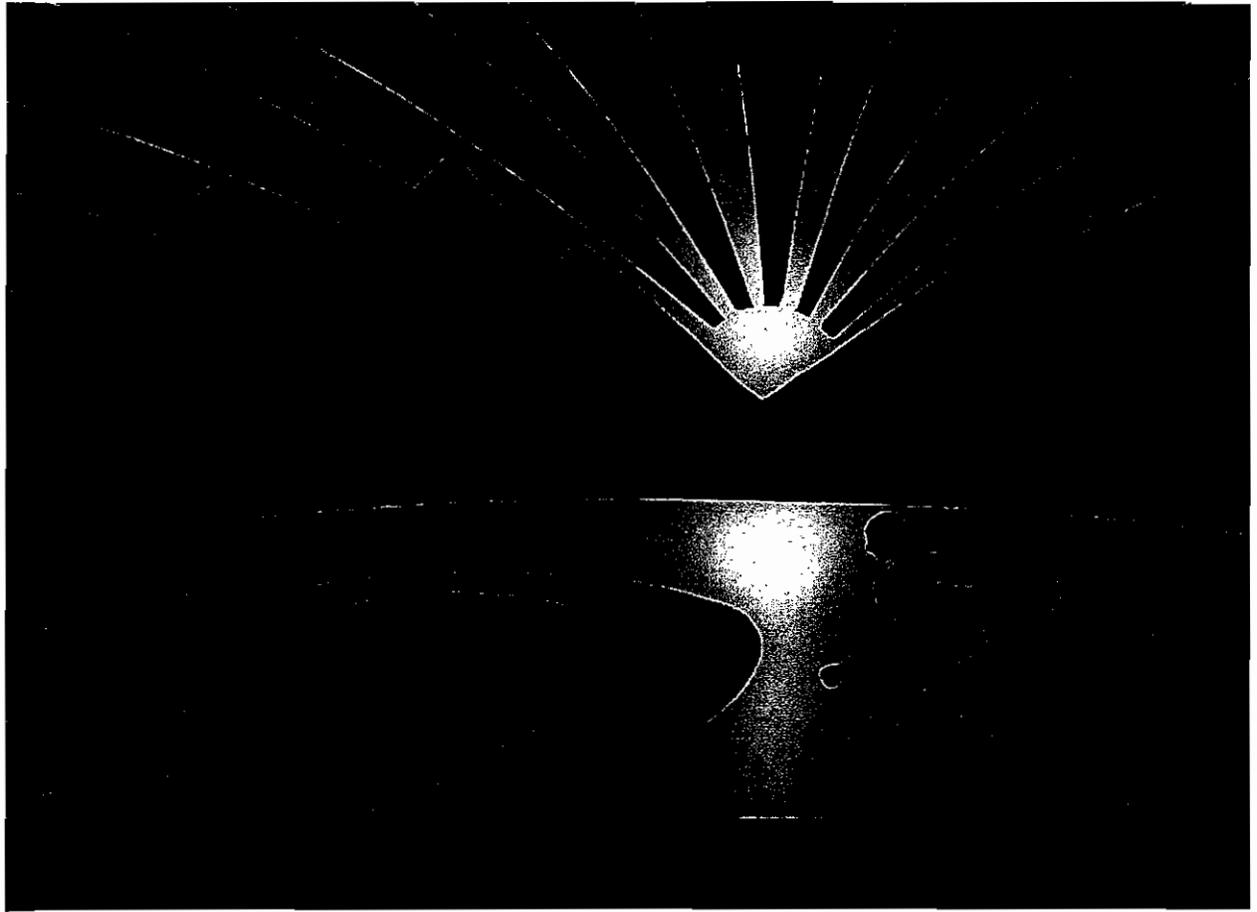
Jack



□ = 5'

SITE PLAN A2
36 parking spaces

JACK



GIST

RECREATIONAL PARK ASSOC.



City of Homer Planning & Zoning

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Homer, Alaska 99603-7645

Telephone (907) 235-8121
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Web Site www.ci.homer.ak.us

To: Parks and Recreation Advisory Commission
From: Julie Engebretsen, Planning Technician
Date: August 7, 2012

Subject: Funding request for Kachemak Dr Trail

At the August 14th 2012 meeting of the Kachemak Drive Pathway Committee, the Committee planned to make a recommendation requesting HART funds be spent this year on surveying. The surveying would be mostly on City land, roughly between the end of the current spit trail and the airport parking lot. This funding request is separate from the recommendation the Commission previously made, and is for FY 2012. For this request an ordinance of the City Council is required.

Requested Action: Recommend the City Council approve an ordinance appropriating up to \$10,000 of HART Trails funds for the purpose of surveying the westernmost portion of the Kachemak Bay Drive Trail, currently known as the Mud Bay Trail.

PARKS AND RECREATION ADVISORY COMMISSION
STRATEGIC PLAN 2012

MISSION STATEMENT

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

STRATEGIC GOALS OF THE COMMISSION – What is the focus for the commission?

General Goals of the Commission

- Advocate for obtaining open and green space
- Receive Notification of future land disposals with attention to park and recreation needs
- Keep existing green space and public open space
- Preserve areas of natural beauty and access
- Receive Notification of vacations of public access
- Receive Report on City cemetery maintenance costs, future land use, budget orientation funds, how many plots and where the revenues are applied from plot sales
- Raise Public Awareness of Parks and Recreation Opportunities on the Homer Spit

STRATEGIC OBJECTIVES OF THE COMMISSION – Must have achievable results, an action statement.

3-5 Year Projects

- Advocate for a Parks and Recreation Department – obtain information on each city on the Peninsula that has a Parks and Recreation Department and Commission
- Establish a Campground Host Program at Karen Hornaday Park
- Develop a Park in the Area known as Town Center and plan for pathways and trails

1-2 Year Projects

- construct a pedestrian/bike path along Kachemak Drive
- Support Playground Improvement Project at Karen Hornaday park
- Document current and historical trails, create a pamphlet to show hiking trails, beaches, recreational access points, parks, campgrounds and basic rules and etiquette
- Continue work on Karen Hornaday park drainage, the parking lot, and master plan implementation
- Increase the city budget for parks and recreations
- Mariner Park driveway access and pedestrian access from the Homer Spit Road and bike path crossing of Homer Spit Road.
- Create an overall uniform sign design for city parks and recreation areas.
- Review Town Center Plan to Identify Short Term Projects

ACTIONS OF THE COMMISSION –Who will do what, when and how?

- Have a committee go to City Council with recommendations, action plan and time frame.
- Every time there is a memo from the Commission to City Council a Commissioner should go to the meeting and speak about it.
- A commissioner should attend every council meeting to speak with council and keep them informed about what they are working on.

- One member of the Commission attend meetings of other user groups – skiing, co-host, etc. Create better working relationship and communication with user groups.
- Educate other city commissions, committees and boards
- Staff to send notice of commission projects

SHARED ACTIONS STAFF/COMMISSION

- Focus and monitor the HNMTTP implementation
- Research and create best use plans for all parks, with WKFL being the next park.

PARKS AND RECREATION ADVISORY COMMISSION ANNUAL CALENDAR

2012

MEETING DATE

SCHEDULED EVENTS OR AGENDA ITEMS

FEBRUARY 16, 2012

LAND ALLOCATION PLAN REVIEW & RECOMMENDATIONS
TO COUNCIL

MARCH 15, 2012

APPOINT/VOLUNTEERS TO ATTEND CITY COUNCIL JOINT
WORKSESSION ON LAND ALLOCATION PLAN 2012 3/27/12

APRIL 19, 2012

SELECT SPRING PARK &/ OR BEACH WALK THROUGH

MAY 17, 2012

PLANNING PARK DAY OR SIMILAR EVENT
SPRING PARK AND/OR BEACHES WALK THROUGH

JUNE 21, 2012

COMPLETE ARRANGEMENTS FOR PARK
DAY OR SIMILAR EVENT
INITIAL BUDGET REVIEW – WHAT DOES THE COMMISSION WANT?

JULY 19, 2012

REVIEW CAPITAL IMPROVEMENT PLAN

PARK DAY

BUDGET TALKS

AUGUST 16, 2011

BUDGET REVIEW & RECOMMENDATIONS
TO CITY MANAGER & CITY COUNCIL

SEPTEMBER 20, 2012

FALL PARK WALK THROUGH AND BEACH
WALK; ELECTIONS; SELECT KHP CLEAN UP DAY

OCTOBER 18, 2012

KAREN HORNADAY PARK CLEAN-UP

NOVEMBER 15, 2012

STRATEGIC PLAN REVIEW & PLANNING
REVIEW OF KAREN HORNADAY MASTER PLAN & PROGRESS

DECEMBER

NO MEETING SCHEDULED

HAPPY HOLIDAYS!

2012 HOMER CITY COUNCIL MEETINGS
PARKS AND RECREATION ADVISORY COMMISSION ATTENDANCE

It is the goal of the Commission to have a member speak regularly to the City Council at council meetings. There is a special place on the council's agenda specifically for this. After Council approves the consent agenda and any scheduled visitors it is then time for staff reports, commission reports and borough reports. That is when you would stand and be recognized by the Mayor to approach and give a brief report on what the Commission is currently addressing, projects, events, etc. **A commissioner is scheduled to speak and has a choice at which council meeting they will attend. It is only required to attend one meeting during the month that you are assigned.** However, if your schedule permits please feel free to attend both meetings. Remember you cannot be heard if you do not speak.

The following Meeting Dates for City Council for 2012 is as follows:

May 14, 29, 2012	<u>Commissioner Lowney</u>
June 11, 25 2012	<u>Commissioner Brann</u>
July 23, 2012	<u>Commissioner Lillibridge</u>
August 13, 27, 2012	<u>Commissioner Bell</u>
September 10, 24, 2012	<u>Commissioner Archibald</u>
October 8, 22, 2012	<u>Commissioner Lowney</u>
November 26, 2012	<u>Commissioner Lillibridge</u>
December 10, 2012	<u>Commissioner Bremicker</u>

Please review and if you will be unable to make the meeting you are tentatively scheduled for please discuss.

PLEASE NOTE: When additional commissioners are appointed the proposed schedule above will reflect those added commissioners.



City of Homer Planning & Zoning

491 East Pioneer Avenue
Homer, Alaska 99603-7645

Telephone (907) 235-3106
Fax (907) 235-3118
E-mail Planning@ci.homer.ak.us
Web Site www.ci.homer.ak.us

To: Walt Wrede City Manager
From: Parks and Recreation Advisory Commission
Through: Julie Engebretsen, Planning Technician
Date: August 10, 2012

Subject: FY 2013 Budget Request

At the regular meeting of July 19th, the Parks and Recreation Advisory Commission made the following budget requests:

- Establish a P&R department, for the purpose of reorganization of existing staff, better delineation of duties. The Commission would like to see better communication and implementation.
- Increase seasonal P&R staff budget by \$25,000, to pay for additional part time staff during the shoulder seasons and increased summer maintenance, including the new restrooms.
- Jack Gist Park Signage \$1,000
- Update trail brochure - \$5,000
- Increase line item 5815, Parks & Rec Board by \$1,000 to a budget of \$2,000. (Park day and Commission activities including \$ for volunteer activities, adopt a park, park hosts, etc).



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To: Walt Wrede, City Manager
From: Julie Engebretsen, Planning Technician
Date: August 10, 2012

Subject: Red Shed

At the July 19th Parks and Recreation Commission meeting, the Commission recommended the red shed at Karen Hornaday Park be removed and repurposed elsewhere in the community.



City of Homer Planning & Zoning

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MEMORANDUM

TO: Katie Koester, Community and Economic Development Coordinator
FROM: Parks and Recreation Advisory Commission
THROUGH: Julie Engebretsen, Planning Technician
DATE: July 25, 2012
RE: CIP Recommendations

At the July 19, 2012 regular Parks and Recreation Advisory Commission meeting, the Commission recommended the following as CIP priorities:

1. HERC building
2. Karen Hornaday Park.
3. Kachemak Drive Pathway
- 4 (tie) Jack Gist Park Improvements, and the Fishing Lagoon Improvements





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MEMORANDUM

To: Transportation Advisory Committee
From: Kachemak Drive Pathway Committee, Parks and Recreation Advisory Commission
Through: Julie Engebretsen, Planning Technician
Date: August 10, 2012

Summary: Request for the Kachemak Drive Pathway to become a City of Homer construction project, and to use HART funds to help pay for the project.

Requested Action 1: Recommend approval of the City pursuing construction of the trail.

Requested Action 2: Approve the concept of using HART funds. A budget request will be included in the 2013 budget.

Introduction

There is a long held desire in the community for a trail along Kachemak Drive. The project is currently in the City Capital Improvement Plan (CIP), and one of the top 15 projects. In the CIP, the project is categorized as one the City expects the State to construct.

The Parks and Recreation Advisory Commission, (P&R) and the Kachemak Drive Pathway Committee have worked hard to better define the project, and explore the idea of the City building the trail. Part of this request is for the city to move forward with the project – not to wait and hope the state will build it. The state can still help fund the project, but it would become a city project and expense.

The Project

The project consists of approximately 3.5 miles of separated path, adjacent to Kachemak Drive. Most of the trail would be an eight foot wide compacted gravel trail, similar in design to the Homer Spit Trail. Its highly likely the project would be split into phases for design and construction. The first phase would be from the end of the current Spit Trail at Kachemak Drive, east along Kachemak Drive to the long term airport parking lot. The City and the State are the only two property owners in this section and it's the most heavily traveled section of road. The remainder of the trail would follow utility easements where possible. Property owners would need to grant trail easements to the City for most of the route. Requesting easements from property owners could take years and not all property owners may want to grant easements. This could affect the location and design of the trail.

Maintenance

At this time, the City of Homer provides minimal winter maintenance on trails The State plows the paved East End Road separated path, and the City maintains the Spit Trail. In the summer, City maintenance is generally limited to trash removal and brush clearing.

Costs and funding

Costs - Project costs are likely to exceed \$2,080,000. Some sections will likely be substantially more expensive than others. The section between Homer Spit Road and the airport maybe along the bluff and be more expensive. As with any project, design alternatives will be considered in those areas, or construction may be delayed. However, with a plan and a basic project design, the City can take advantage of funding opportunities as they arise. (Such as the Coastal Impact Assessment money award to the City to replace Beluga Slough Trail, over \$450,000).

Funding - There are several possible sources of funding for this project including grants, state legislative appropriations, and sales tax revenue via the HART program. It's doubtful the HART program could pay for the whole project! But HART funds could be used to provide matching funds and pay for design work. As with any project, once design work is completed, the project is more likely to be successful with grant and legislative funding. With Council approval, HART funds can be used to initiate and leverage additional monies for this project

This project will likely need to be completed in phases and may take several years. The community may want to prioritize the most hazardous areas and begin construction there. The section between Homer Spit Road and the airport parking lot could be considered "Phase One." It has taken over ten years to build water and sewer along Kachemak Drive to date. The city would likely take the same approach with the trail: design the whole project, and implement it in stages as funding and easements are in place.

Question #1. Should the City design and build this trail? Or should it be left to the state?

- P&R and the Committee feel the state will not build this trail in the near future. It has been a project on the CIP for some time, and no action has been taken by the state. The state has limited right of way, and has shown no interest in acquiring more right of way in order to build a trail.
- P&R and the Committee feel this is an important project and merits the City's efforts to build it, rather than waiting on the state.
- A city project means city staff time, and city taxpayer expense, rather than state employees and state funds.
- The City Council's approval is required if this is to become a city rather than a state project.

Requested Action 1: P&R TAC (City Council) approval of the City pursuing construction of the trail

Question #2: If the City builds this trail, should Hart \$ be used?

Staff always looks for grants and other funding sources to leverage Homer taxpayer dollars. HART Trail funds can be used to provide matching grant funds, pay for design, or pay for the whole project. This is a large project that will likely be planned and constructed in phases; it's not necessary at this point to identify all funding sources. The question is: Does the Transportation Advisory Committee and the City Council approve the use of HART funds for this project? (separate budget ordinance are required to allocate money to this project).

Requested Action 2: Approve the concept of using HART funds. A budget request will be included in the 2013 budget.

Permitting

Acquiring federal, state and local permits for a trail is time consuming, and can be costly. But it's not insurmountable. Please consider the permit process as simply part of the project cost.

Examples of permits

- Army Corps of Engineers
- State of Alaska Right of Way

What this project will take if the City Council approves this project becoming a city project:

Design Phase – funded via HART funds and other grants as available

1. Permitting. The first step is a scoping letter to the various agencies. They will provide comments about their concerns. With their comments early in the design process, the city can incorporate their concerns. This will smooth the official permit process later in the project.

Cost: Staff time.

2. Design. Basic design work to determine the exact route and easements needed.

Cost: Engineering design contract for cost estimating and easement requirements.

3. Easement acquisition. Request easements from property owners.

Cost: staff time, recording fees, possibly some easement purchases

Construction Phase – funding via Hart funds and grants

1. Acquire permits

2. Contract with an engineering firm for engineer cost estimates and bid drawings

3. Acquire construction funds

4. Issue bid documents

4. Build!

