

Session 21-10, a Regular Meeting of the Public Works Campus Task Force was called to order by Chair Donna Aderhold at 4:32 p.m. on July 28, 2021 via Zoom Webinar from the City Hall Conference Room Upstairs located at 491 E. Pioneer Avenue, Homer, Alaska. One seat is vacant due to resignation.

**PRESENT:** MEMBERS ENGBRETSSEN, SLONE, VENUTI, KEISER, ADERHOLD, BARNWELL

**STAFF:** RENEE KRAUSE, DEPUTY CITY CLERK

### **AGENDA APPROVAL**

Chair Aderhold requested a motion.

VENUTI/BARNWELL MOVED TO APPROVE THE AGENDA AS PRESENTED.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA**

Angie Newby, Real Estate Broker for the City of Homer, provided information on how she can facilitate the purchase of property for the city in the future for the possible relocation of the Public Works Campus. She provided some guidelines that are followed by the City in their purchases of property and the availability of commercial property within the city limits.

Ms. Newby responded to questions regarding appraisal values and assessed property values; current status of commercial real estate sales is not an overheated market like the residential real estate market.

### **APPROVAL OF MINUTES**

#### **A. Regular Meeting Minutes for July 14, 2021**

Chair Aderhold requested a motion to approve the minutes of July, 14, 2021.

VENUTI/BARNWELL MOVED TO APPROVE THE MINUTES OF THE JULY 14, 2021 MEETING.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **VISITORS/PRESENTATIONS**

## REPORTS

Chair Aderhold read into the record that the Task Force's final report is now scheduled for the August 23, 2021 regular meeting as there are time sensitive items that need to be on the August 9, 2021 City Council meeting.<sup>1</sup>

## PENDING BUSINESS

- A. Draft Memorandum for the Final Report to City Council
  - Final Revision Draft
  - Draft Memorandum from Member Slone and Member Keiser

Chair Aderhold introduced the item by reading of the title and requested clarification from Deputy City Clerk Krause.

Deputy City Clerk Krause explained that pages 10-14 in the packet was the final version of the memorandum containing the edits of Member Slone and Member Keiser. This memorandum was submitted by Member Keiser.

The document in the packet on pages 15-18 contained all three recommended versions from Member Slone to the memorandum. Ms. Krause stated that it was included as a reference for the Task Force. She further stated for clarification that Member Slone provided further edits to the memorandum and these are provided as a laydown for this meeting.

Chair Aderhold facilitated discussion and the Task Force addressed the Memorandum section by section amending the following:

Introduction and Background Section of Memorandum:

- Second paragraph remove duplicated "A" first word
- Second paragraph, sixth line, replaced the word "obviating" with the words "severely restricting"

Task Force Evaluation & Recommendations:

- Under Section III. Ranking Scale Delete Second and Third Sentence in their entirety.
- Clarification was provided on the ranking scale and it was noted that the table was on page 70 of the packet.

- B. Draft Final Report to City Council on Tsunami Risk to Public Works Campus
  - Exhibits proposed to be included (not in prioritized order)

Chair Aderhold introduced the item by reading the title and requested clarification on the documents in the packet.

Deputy City Clerk Krause provided the following clarification:

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<sup>1</sup> Information from the City Manager through Deputy City Clerk Krause

- Draft document incorporating all edits was on pages 19-25.
- Pages 26-38 contained the original draft with all edits shown.
- Member Slone submitted additional edits that were provided as a laydown for this meeting and were not addressed in either draft in the packet.

Chair Aderhold facilitated discussion and additional edits to the draft document on pages 26-38 of the packet as follows:

- Line 13, Correct elevation should reflect 35 feet and the correct terminology for high tide
- Line 52 through 59 bullet points
- Line 64, change the word “hard” to “identify”
- Line 64-66, delete and replace with “If Homer is struck by an unexpected geological event then the City could incur significant long-term costs in terms of private and municipal property damage, as well as potential loss of life.”
- Line 81-82 Delete sentence and replace with “Just as we cannot predict earthquakes or landslides with any accuracy, in the same manner we cannot predict a tsunami.”
- Line 87-88, Change the word “could” to “would”
  - o The Task Force did not agree with adding a sentence regarding the effect of submarine landslides to the Homer Spit citing that it was irrelevant to the Public Works Campus.
- Commissioner Barnwell brought forward the terminology used in the report was maximum wave height above Mean Higher High Water (MHHW). This is defined as the average of the higher high water height of each tidal day observed over the national tidal datum.
  - o Line 13 would be edited to read 35 feet Mean Higher High Water
  - o This is not 35 feet above zero
  - o Referring to the Inundation Map and the 35 foot is just above that so it takes into account that MHHW
  - o Reference the terminology so that the general public can use it Member Engbretsen will provide some terminology for them to use in the report.
- Line 159, correct the word “is” to “in”
- Line 162 incorporate with Line 161, edit to read “and too few in number”
- Line 169, Delete the words “The City” and the “s” from the word “take” and the period at the end.
- Line 173 add the word “entire” in front of the words “Public Works Facility” for more clarity
- Line 176-179, Order is as suggested, add the word “strategies”
- Line 181 -188 correct all capitalization

Chair Aderhold called for a recess at 5:35 p.m. The meeting was called back to order at 5:41 p.m.

Chair Aderhold continued the discussion and editing noting that Member Slone suggested removing the comma after the word danger in line 185. Member Slone noted that there were several grammatical edits that he would like to recommend.

A brief discussion ensued on focusing on addressing the substance edits and to leave the final edit to one person as it was too difficult to perform by committee.

Chair Aderhold continued the editing by progressing to page 32 of the packet and addressing the following:

- Line 199, add the words “worst case” before tsunami
- Line 221-222, remove “sand and gravel”
- Line 222, insert the word “essential” before the word equipment
- Line 224, recommended adding the words “such as rolling stock and the Maintenance Shop” after the word campus
  - o Appears redundant since items are listed in the previous bullet point
  - o Is the Mechanic’s Shop and Motor Pool Shop two different or the same
    - Different shops one is used for repair of the vehicles and the other is used for the equipment operators to bring in the equipment to get it ready for use – such as installing chains, etc.
- Line 224, Change the word “essential” to “these”

Member Engebretsen requested clarification on the recommendation to relocate the Mechanic’s Shop to the Heath Street location and this is the first time that she fully understood the Motor Pool Shop is a separate facility. She then provided a scenario of her understanding.

Member Keiser explained that the Motor Pool would also be moved to the new location.

Member Engebretsen noted that they did not make the connection in their memorandum to Council or in the document.

Member Keiser recommended that they amend the bullet point, Relocate the Campus, reflect that information regarding two of the most critical spaces are the shop for the mechanics and the separate shop for the operators both of which are being recommended to be moved.

Member Engebretsen then noted that her presentation will show that by moving those services to the new location, it would open the area at the existing facility for the use of the Parks and Building Maintenance Departments.

Member Keiser concurred stating that all heavy equipment maintenance will be moved to the new location and those working with small engines will stay in the existing facility.

- Line 222, Add the words “Mechanics Shop”
- Line 220, rename the title to “Relocate the Mission Critical Portions of the Campus”
- Include the equipment barns in the listing
- Address the capitalization of the word tsunami throughout the document
- Address the capitalization of the word department throughout the document
- Line 275 to 286 were previously identified on line 166-179 and there are differences
  - o Remove Lines 275 through 286 due to redundancy
  - o Removing these lines negates the explanation of the defined goals of two and three
  - o Further review and comparison the lines 166-188 should be deleted as it is too early in the document, additional comments on removing the Lines 157 through 188
- Line 305, Insert the Table from page 70 in the packet
- Remove as Exhibit Memorandum on pages 68-70 of the packet

- Line 308, Section reflects the memorandum on pages 57-59 of the packet and that memorandum should be removed as an exhibit.
  - o Paragraph defining the Motor Pool similar to the Mechanics Sop to provide clarification
  - o Paragraph on the magnitude of scale to aide in the visualization of the space required is needed
    - Incorporating the square footage information provided on pages 60-62
- Line 314, delete the words, “The purpose of this Memorandum is to identify” and insert the words, “The Task Force identified”
- Lines 310-313, Morph some of the content into the following paragraph that starts at Line 314 and delete remaining verbiage.
- Line 425-426, Delete the verbiage up to “The Task Force”
- Line 428, delete the words as a practicable matter”
- Line 430, Add language, “This recommendation allows for the Parks and Building Maintenance Departments to be relocated from the Homer Education & Recreation Complex (HERC) to the existing Public Works Campus Facility” or similar language.
  - o Change the language to “Following the Task Force recommendations will allow for the Parks and Building Maintenance Departments to be relocated to the existing Public Works Campus”

Chair Aderhold confirmed that when they decide on the final recommendations they will be copied to the final draft. She then confirmed that the Clerk will compile the document with all edits and submit for final review and proofing and the document will then go into the packet for Task Force review and approval.

## **NEW BUSINESS**

### **A. Draft PowerPoint Presentation to City Council**

Chair Aderhold introduced the item by reading of the title and invited Member Engebretsen to provide her draft PowerPoint presentation.

Member Engebretsen provided the following information while showing her draft slides to the Task Force:

- Cover page
- Recommendation first
  - o Level of Specificity will be provided later in the report
- Background
  - o Tsunami Report
  - o Task Force Formed
- Research
- Site Selection process
- Considerations
- Conclusion
  - o Moving only a portion of public works
  - o Value in using the existing facility

- HERC information
- Next Steps

Member Engebretsen reported that she envisions no more than ten slides at three minutes per slide.

Member Barnwell recalled a former employer who was a Colonel and he strongly emphasized that a presentation should be no more than eight slides.

Chair Aderhold recalled a photo of a piece of equipment that could not fit into the Mechanic's shop which would be a great focal point showing that they have outgrown the facility.

Deputy City Clerk Krause suggested a different color pallet.

Member Barnwell requested that Julie schedule a time that they can meet to review and discuss the presentation the week of August 2, 2021.

#### B. Next Steps

Chair Aderhold reviewed the following for the next meeting:

- Review of final draft memorandum and report
- Review of final draft presentation
- The task Force will disband after the final report to Council unless directed by Council to perform additional work.
- The next meeting will be available by hybrid as well even from the Council Chambers.

### **INFORMATIONAL MATERIALS**

### **COMMENTS OF THE AUDIENCE**

### **COMMENTS OF THE CITY STAFF**

Deputy City Clerk Krause commented that it was a very good meeting, the Task Force got through a heck of a lot of materials, and it is really appreciated.

### **COMMENTS OF THE TASK FORCE**

Member Venuti appreciated being able to attend the meeting in this manner and as long as the numbers of COVID are high she will choose to attend meetings by Zoom. She acknowledged that it was a long meeting but is energized and really appreciates everyone being here.

Member Slone was unable to unmute his connection to comment.

Member Barnwell commented good meeting, a lot of work we got it done. He additionally thanked Member Engebretsen and Deputy City Clerk Krause for their long hours.

Member Keiser commented that she was so impressed by everyone and their attention to details and support. Thank you.

Member Engebretsen commented that it was great to get to the finish line and after participating on two task forces now it is most difficult at the end to get the wording how you want to present your work, so she expressed her appreciation for the effort and believed it would be really nice to present this information to Council.

Chair Aderhold tried Member Slone one more time but he was still unable to be un-muted. She then thanked him for hanging on and enduring the technological issues to attend meetings and encouraged him to stick in there and providing his comments in writing so the Task Force had them to work with.

**ADJOURNMENT**

There being no further business to come before the Task Force the meeting adjourned at 7:15 p.m. The next regular meeting is scheduled for Wednesday, August 11, 2021 at 4:30 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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RENEE KRAUSE, MMC, DEPUTY CITY CLERK

Approved: \_\_\_\_\_