

CALL TO ORDER

Session 24-06, a Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order by Vice Chair Robert Archibald at 5:30 p.m. on June 20, 2024 from the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar. The Commission met at 4:30 p.m. for a worksession on the development of the Commission Strategic Plan.

PRESENT: COMMISSIONERS ARCHIBALD, HARRALD, KEISER, ROEDL, PARSLEY

ABSENT: COMMISSIONER LEWIS (EXCUSED)

STAFF: ACTING CITY CLERK KRAUSE
RECREATION MANAGER ILLG
PARKS MAINTENANCE COORDINATOR FELICE

AGENDA APPROVAL

HARRALD/KEISER MOVED TO APPROVE THE AGENDA.

There was no discussion

VOTE.NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS ON MATTERS ALREADY ON THE AGENDA (3 minute time limit)

VISITORS/PRESENTATIONS (10 minute time limit)

A. Karen Hornaday Park Master Plan Overview Presentation by Peter Briggs with Corvus Design

Peter Briggs with Corvus Design presented an overview on the Master Plan for Karen Hornaday Park and requested comments and or questions on the design from the Commission. The following was noted:

- What can reasonably be expected to happen in one to three years
- Phasing
- Focus on getting things done
- Bringing forth a plan that Council can use

Chad Felice, Parks Maintenance Coordinator reviewed notes from the park walk through that was conducted and reported that he will be taking the lead on this project. He facilitated discussion on the following points:

- Traffic and parking control plans will be requirements for the Special Event Permit Application
 - o Example provided was the Highland Games and Rotary provided direction for every vehicle and it provided efficient use of the parking areas.
- Relocation of the road to the east
- The entrance road may be a long term goal but is the top priority of the Commission due to the yearly issues regarding freeze and thaw cycles
- Having an approved and adopted plan will assist in securing grant funding
- Master Plan should have management related items included to incorporate into a five year capital improvement plan for parks and recreation.
- use of the information for cost estimation

- In house work
 - Contractor work
- Timeline to expect the cost estimates to be incorporated into the master plan document
 - Working with staff but should be ready within a month, definitely have by September meeting
- Revising the camping strategy by possibly allowing vendors to camp during special events
- the Master Plan should not only address improvements and projects but the future management and use of the park such as special events like festivals and concerts, even ball games.

RECONSIDERATION

CONSENT AGENDA All items on the consent agenda are considered routine and non-controversial by the Parks Art Recreation & Culture Advisory Commission and are approved in one motion. There will be no separate discussion of these items unless requested by a Commissioner or someone from the public, in which case the item will be moved to the regular agenda and considered in normal sequence.

A. Unapproved Meeting Minutes for May 16, 2024

HARRALD KEISER MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS (5 minute time limit)

A. Community Recreation – June 2024

Recreation Manager Illg noted his report was in the packet and then reported on the following:

- Full time staffing starting in July
- City Council dedicating \$400,000 towards the Multi-Use Community Recreation Center project.
 - Another possible \$900,000 is in the works but was postponed until the July meeting
- Work by staff on the recreation software, Civic Rec has been phenomenal and a great success
 - There are applications within the software that can be used by other departments
- Increased revenues have reached over \$51,000 so far, typically they are usually around \$35,000.
- High School gym has been shut down so activities have been moved to the HERC

B. Parks Maintenance Report – June 2024

Parks Maintenance Coordinator Felice reviewed his report that was provided in the packet. He elaborated on the following:

- Electrical Service preparation and installation at Karen Hornaday Park and Jack Gist Park
- Nomar Wall Mural update
- Trail Assessments for ADA Compliance
- Signage ordered for Bishop's Beach and Jeffrey Park
- Playground equipment ordered for Bayview Park

- Bayview Park Improvements Project is being prepared for bidding
 - o Finalizing the drawings with Corvus
- Additional playground equipment can be added in the future as the costs for more were going to increase the price by \$15,000
- Vandalism damaged the scoreboard, portable units and power supply at Jack Gist Park
 - o Only one instance so far
 - o No Cameras installed
 - o IT will need to be consulted due to records retention requirements
- Part Time Technician was budgeted permanent part time 28 hours
 - o Current Seasonal Temporary and Flower person

C. Staff Report for June 2024

Recreation Manager Illg reviewed his report provided in the packet and he commented on the following:

- Council actions at the last meetings regarding budget were:
 - o Approved Part time permanent 28 hr Parks position
 - o Recreation part time staff funded to Fulltime
 - o Approved the purchase of a volleyball net system
 - o Approved \$125000 to complete parking and water/sewer improvements at Jack Gist Park
 - o Approved \$400,000 to start a fund for the Multi-use community center
 - o Postponed action on the ordinance for \$900,000 from the Free Main Allowance to verify the amount
- Signed contract with Wellspring for the SWOT Analysis
 - o Two worksessions August and September meetings
- City Planner, Chairs of the PARC and Planning Commissions and he will be meeting to discuss items for a joint worksession

Mr. Illg facilitated discussion on the following:

- Plan development on the use of the proposed \$400,000 and possible \$900,000
 - o There are two councilmembers as recreation champions, interim city manager, Community development director and himself
 - o Once City Manager is hired review of where we are at in the process and how to move forward will probably occur.

A brief discussion ensued on the need for the development of a plan to include what the design and layout will be, parking requirements, prior work done on conceptual design, assurance to the community so fundraising will start and what is needed in order to proceed forward, planning fatigue, review of locations in house.

Recreation Manager Illg deferred to Commissioner Keiser to respond to Commissioner Roedl's question regarding the narrowing of the Ben Walters Lane Sidewalk. Ms. Keiser explained the process and background on narrowing the sidewalk two feet will allow the city to pave the one lane of traffic fully to the centerline instead of right in line of traffic, which would result in faster degradation of the asphalt, this way the pavement should last longer before water penetration and then potholes.

Commissioner Parsley was informed where he could find information on the previous conceptual designs for the recreation center, <https://www.cityofhomer-ak.gov/communitydevelopment/visualize-new-multi-purpose-community-center>.

Commissioner Harrauld asked about getting a request to the State Department of Transportation (AKDOT) to increase the shoulder along Kachemak Drive during that project for safety.

Recreation Manager Illg suggested they have the topic on a future agenda but Parks Maintenance Coordinator can request some input from Public Works Director or the City Engineer on how to submit or refer the request to the Department of Transportation and bring that information back for the next meeting.

PUBLIC HEARING

PENDING BUSINESS (15 minute time limit)

- A. Strategic Plan Draft Review, Recommendations and Prioritization Refer to Worksession Packet Materials

Vice Chair Archibald introduced the item and opened the floor for discussion.

Recreation Manager Illg reminded the Commission that they needed to conclude this so that the Consultant can use it to develop the SWOT analysis for the worksession on August 15th.

Commissioner Harrauld requested a refresh of where they left off at the worksession.

Commissioner Keiser stated that the Commission was discussing and agreed to move the organizational issues on page 9 long term goals and long term goal staffing #2 on the top of page ten, moved to short term goals and then the Commission started to discuss the Transportation Plan. She noted that the reason for placing it under Ongoing Goals was to add the review of subdivisions that might trigger non-motorized transportation requirements.

There was a brief discussion on concerns expressed regarding extending the approval periods for certain actions of the Planning Commission and this is an item that can be addressed at the proposed joint worksession between Planning Commission and PARC Commission.

Commissioner Harrauld brought forward Long Term Goal #3 stating that it is an ongoing goal and agreed with Commissioner Keiser.

Commissioner Keiser interrupted and stated that she erred, as Long Term Goal #3 is related to the Master Transportation Plan, noting that staff has talked about it but it has not been adopted yet, so is still under review and she believed that the Commission had a role in the final approval phase. Ms. Keiser continued, stating that Long Term Goal #4 has an ongoing role as it deals with subdivisions and the reason the Commission needs to have input, while understanding planning's concern, is that the PARC commission wants triggers for non-motorized transportation then there will be an easement of some kind involved. If the PARC Commission believes that the proposed easement should go in a different direction in order to improve connectivity, then this will allow that opportunity. Non-motorized transportation is this Commission's thing, that is the reason for the ongoing role or step.

Acting City Clerk Krause reviewed the amendments to the Ongoing Goal regarding Public Art.

Under Ongoing Goal #3 Public Art

- Add Review of Municipal Art Collection to the Commission Annual Calendar
- Amending the verbiage to what she provided in her memo which is already outlined in adopted updated policies by City Council and addressed in Homer City Code 18.07

Discussion and clarification was facilitated by Staff on the following topics:

- Public Comment and Public Hearings
 - o Public comment is received by the Commission in many ways: public attends meetings, submits comments electronically, visitors/presentations scheduled, or referred to the Commission via Council.
 - o The Commission only holds public hearings when they are recommending amendments to an adopted policy or section of code. Example was provided: When amending the beach policy the Commission would hold a public hearing on proposed amendments before forwarding to City Council, so when City Council adopts the amendments via resolution they can be assured that the public has had ample opportunity to provide comment on the proposed changes. Guidelines on the enactment of such regulations and policies is outlined in city code.
 - o The only other time is if code is being amended which was referred to the Commission by City Council. The Commission would not take up or make proposed changes to city code on their own authority.
 - o The public has an opportunity to provide comment on items before the commission that are then referred to City Council, which provides another opportunity to provide input when it is scheduled before Council. That is addressed in the Council Operating Manual.
- Commissioner Keiser requested the Clerk to confirm if the Bylaws can be amended to include specific information regarding Public Hearings to be held by the Commission on amendments to Homer City Code related to PARCAC and policies and procedures regarding/related to PARC.

Under On-going Goal #2 Parks & Recreation Budget

ii. Actions.

1. Amend this item at the end to read ...City Council including a five year capital improvement plan for parks and recreation.

Discussion was facilitated by Staff on adding the development of a five-year Budget Plan or a Financial Plan for Projects related to parks, art, recreation and culture. It was recommended that Staff use the park plans to pull the short term goals with estimated budgets as a start.

Goal #5 – Open & Green Spaces

Commissioner Harrauld questioned the specificity and recommended putting them under short term goals.

Further discussion determined that keeping this under ongoing goals would allow the Commission to address this issue on an as needed basis into the future as open green space will become scarce as time goes by.

Further amendments discussed by the Commission were as follows:

- Budget reports to be submitted by staff every other month versus every month, preference to every month since departments get them already and it does not present a burden – Ongoing Goal #2, Section ii, item 5.

- Distribute meeting agendas to community organizations, staff will create a listing and this will be provided to the Commission on an annual basis and updated annually by staff - Ongoing Goal #4, Section ii, item 2.
- Match the Commission priorities with those listed in the Comprehensive Plan – New Short term Goals #5.
- Add to Short Term Goals. Non-motorized Transportation. Develop a system or process to provide appropriate review of opportunities for non-motorized transportation in new subdivisions. Objective: PARCAC will be more proactive about identifying opportunities for non-motorized transportation within new subdivisions. Actions: 1. PARCAC will discuss with Planning Commission about the best way to accomplish the objective. Timeline: Staff will facilitate discussion. Fiscal note: None.

Parks Maintenance Coordinator Felice departed the meeting at 6:53 p.m. due to prior commitment.

KEISER/ARCHIBALD MOVED TO ADOPT THE 2024 -2025 STRATEGIC PLAN THAT WAS SET FORTH IN THE PACKET AS AMENDED AND FURTHER AUTHORIZE THE CLERK TO MAKE NECESSARY EDITS FOR CLARITY, PUNCTUATION, GRAMMAR AND CHOICE.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Memorandum PARC-24-039 Karen Hornaday Park Master Plan Review & Recommendations

Vice Chair Archibald introduced the item and opened the floor to discussion.

Ms. Krause explained that this was carried on the agenda to allow the Commission the ability to discuss if desired. She provided some guidance on postponement with a defined date.

HARRALD/ROEDL MOVED TO POSTPONE DISCUSSION ON MEMORANDUM PARC-24-039 TO THE AUGUST MEETING.

There was discussion that the Commission cannot make decisions and recommendations unless they have cost estimates.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

C. Memorandum PARC-24-040 re: Letter to the Editor Draft - Review and Approval

Vice Chair Archibald introduced the item and opened the floor for discussion.

There was a brief discussion on the inclusion of an action item, limitation of 200 words makes writing the “letter” difficult and including everything that is desired, acknowledging the funds provided by Council should be included, attempted to address the proposed possible stable funding source of the bed tax by the

Borough, crafting the Letter to be neutral not literal with the use of the word “shabby”. Further recommendations were made on the proposed “letter to the editor” to address the recent accomplishments and donations and that the Clerk can make the edits and submit for publication.

HARRALD/ROEDL MOVED TO ACCEPT THE LETTER TO THE EDITOR WITH THE AMENDMENTS PROVIDED.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

D. Memorandum PARC-24-042 re: Beach Policy Review and Special Permits

Vice Chair Archibald introduced the item and opened the floor for discussion.

Discussion ensued on the following:

- Having a worksession on the beach policy
- The process involved in making amendments to the policy
- Having a discussion when interested people will be available to attend a meeting to provide comment.
- Receiving input from the Police Department and Port & Harbor

HARRALD/ROEDL MOVED TO POSTPONE DISCUSSION ON THE BEACH POLICY TO SEPTEMBER MEETING.

Mr. Foust arrived and proceeded to speak from the audience and was provided clarification by Vice Chair Archibald when the appropriate time to comment on the topic would not be now but during Comments of the Audience stating that he was not present when the earlier opportunity was available.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

E. Memorandum PARC-24-044 re: Vessel Haul Out Recommendation

Vice Chair Archibald introduced the item by reading of the title and opened the floor for discussion.

Recreation Manager Illg reviewed the memorandum outlining the actions requested by the Commission.

Discussion was facilitated by Staff with points made on the following:

- Line 56 - Delete the words, “Moral obligation” and amend to state “Strong financial benefit to ensure this is available and accessible.”
 - o This statement could be debated regarding the financial benefits of the vessel haul out proceeds;
- State the questions listed in the proposed memo as bullet points not questions
- Quality of life impacts
 - o Camping creates memorable experiences

- Return customers
- Important Economic driver for the city as a whole
- Recommendation should focus on the land being kept available for camping and passive recreation
- Recognition of the cultural and historical value of the green space
- Fishing Lagoon and pavilion have tangible value that has been interfered with by the vessel haul out services.
- Suggested using Whereas clauses to emphasize the recommendations within the memo such as Whereas the PARCAC recommends keeping the land available for existing uses of camping and passive recreation, and
- Addressing the cultural and historical use of the beach
 - Lovely tide pooling beach
 - Former uses of subsistence such as crabbing
 - Tangential benefits
- Creating parks for people that live here not just visitors
- If the Spit is industrialized the scenic and natural beauty and that value will be lost as people do come here for those things as well.

Recreation Manager Illg will use the comments to re-work the draft and they will use in the presentation to Council. He requested the Commission's support for staff to draft the memo.

Ms. Krause reviewed the recommendation as amended:

Move to recommend keeping the land available for existing uses of camping and passive recreation; and whereas this is a quality of life, traditional use, last of the green open space and provides a financial benefit to keeping it accessible and available.

Mr. Illg stated that staff is looking at presenting to Council at the August 26th meeting and the Commission meets on August 15th he assured the Commission that they have the audio to refer to and staff has previously submitted memos to Council on their behalf.

Commissioner Roedl commented that the Clerk provided an amended recommendation that voiced how the Commission thinks about the issue and he was comfortable having staff draft the memorandum using that recommendations and previously stated edits.

HARRALD/KEISER MOVED TO APPROVE THE DRAFT MEMO TO COUNCIL STRONGLY RECOMMENDING TO KEEP THE LAND AVAILABLE FOR CAMPING AND PASSIVE RECREATION, WHEREAS THIS IS A QUALITY OF LIFE, TRADITIONAL USE, AND LAST OF THE GREEN OPEN SPACES WHICH PROVIDES A FINANCIAL BENEFIT TO KEEPING IT ACCESSIBLE AND AVAILABLE AND USING THE EDITS ADDRESSED DURING THE DISCUSSION AS STAFF SEES FIT.

There was a brief notation from the Clerk stating that the August meeting is on the 15th with Council packet agenda deadline on August 21st so a draft could be provided for review and approval to the Commission. It was determined to leave it to the staff as they were capable of putting forth the Commission wishes and intent and it did not have to come back to the Commission for further review.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS (15-20 minute time limit)

A. Memorandum PARC-24-041 re: Mural Donation Application

Vice Chair Archibald introduced the item by reading of the title.

Acting City Clerk Krause reviewed the application noting that there was no drawing or sketch provided. She reported that this will be reviewed by the Port and Harbor Commission since it was located for the Boathouse pavilion and since it is a mural it will be reviewed by the Planning department to make sure it does not fall under signage. She included it more as an example of how and what the Commission will receive with applications for a donation of art.

Vice Chair Archibald noted that the developers of the Boathouse Pavilion may not appreciate a mural on the structure.

B. Memorandum PARC-24-046 re: Capital Improvement Plan Review and Recommendations

Vice Chair Archibald introduced the item by reading of the title and deferred to Recreation Manager Illg.

Mr. Illg reviewed various Parks related projects and noted that some of the projects are no longer under parks and recreations and so will be amended.

Staff facilitated discussion on the review and top two or three projects and any new projects to the August meeting.

Commissioner Harrauld reviewed previous years' actions and selections on all projects including the former projects such as the campgrounds.

Further discussion on supporting any new projects or recommending new projects. Example was provided by the Clerk on a lift for the boat ramps by the ADA Advisory Board; removing projects that were completed or amending projects such as the Bayview Park project. Adding Bishops Beach Park restrooms project could be a new project. It was further noted that this was not necessarily the City of Homer's Capital Improvement Plan but should be renamed the City of Homer Legislative Wish List since it comprised outside organizations projects and did not include all the city's capital projects.

Recreation Manager Illg noted that Jenny Carroll would be a visitor at the August regular meeting and go over the plan with the Commission.

C. Memorandum PARC-24-045 re: Commission Fund Balance

Vice Chair Archibald introduced the item by reading of the title and deferred to Recreation Manager Illg.

Recreation Manager Illg brought forward that the Commission fund had \$1000 that needed to be expended by June 30th the plan to use the funds for the consultant did not quite work out since the consultant would not be paid until FY25 budget. He then presented some options that could be executed in the short time frame remaining.

HARRALD KEISER MOVED TO DEFER TO STAFF TO ALLOCATE THE REMAINING COMMISSION FUNDS FOR SISTER CITY BANNERS.

There was no discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

INFORMATIONAL MATERIALS

A. PARCAC Annual Calendar 2024

Vice Chair Archibald opened the floor for discussion or comment noting that the Commission was having the SWOT analysis at the August and September work sessions and meetings and recommended moving the Beach policy review to the October meeting. There was a brief comment on the public participation at a October meeting of the Beach policy and it was noted that they could attend via Zoom.

HARRALD/KEISER MOVED TO AMEND THE WORKSESSION ON THE BEACH POLICY REVIEW FROM THE SEPTEMBER MEETING TO OCTOBER 17, 2024 MEETING DATE.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE MAYOR/COUNCILMEMBER (If Present)

COMMENTS OF THE CITY STAFF

Recreation Manager Illg commented he enjoyed working with the Commission.

Acting City Clerk Krause reminded everyone about the Kachemak Bay Highland Games coming up on Saturday, July 6, 2024 at Karen Hornaday Park. Upcoming City Council Special Meetings on July 1st and 2nd starting at 4:00 p.m., and application received for a new commissioner.

COMMENTS OF THE COMMISSION

Commissioner Roedl expressed enjoying working with everyone and getting things done.

Commissioner Harrald commented that the Commission has been very productive the last two meetings, the weather has been amazing and great for parks. She reported speaking with Christina Whiting regarding people collecting invertebrates from the beaches how they could circumvent that from happening using educational materials and signage.

Commissioner Keiser questioned what the next steps were for the Strategic Plan.

Acting City Clerk Krause reported that it will be submitted to Council for adoption by resolution and added that it would be beneficial to submit it with the SWOT Analysis as a supporting document.

Commissioner Parsley apologized for not being in attendance personally, but Zoom worked out great.

Vice Chair Archibald noted it was a great meeting and encouraged everyone to come out to the Highland Games.

ADJOURNMENT

There being no further business to come before the Commission Vice Chair Archibald adjourned the meeting at 8:20 p.m. The next Regular Meeting is **Thursday, August 15, 2024 at 5:30 p.m. A worksession is scheduled for 4:30 p.m.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

Renee Krause, MMC, Acting City Clerk

Approved: _____