

Session 21-09, a Regular Meeting of the Public Works Campus Task Force was called to order by Chair Donna Aderhold at 4:31 p.m. on July 14, 2021 via Zoom Webinar from the City Hall Cowles Council Chambers 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 to amend the agenda to move New Business Item A to Pending Business Item B and renumbering Pending Business item B to Item C.

SLONE/VENUTI – MOVED TO AMEND THE AGENDA AS REQUESTED.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

There was no further discussion.

The amended agenda was approved by Consensus of the Task Force.

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

### **APPROVAL OF MINUTES**

A. Regular Meeting Minutes for June 23, 2021

Chair Aderhold requested a motion to approve the minutes of June 23, 2021.

SLONE/KEISER MOVED TO APPROVE THE MINUTES AS PRESENTED.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **VISITORS/PRESENTATIONS**

### **REPORTS**

### **PENDING BUSINESS**

A. Memorandum from Public Works Director re: Costs Related to Incremental Approach

Chair Aderhold introduced the item by reading of the title and invited Public Works Director Keiser to speak to her memorandum.

Ms. Keiser provided a summary of her memorandum and facilitated discussion on the following items:

- Site selection and recommendation
  - o Could use a smaller site to relocate the equipment, materials and mechanic shop
  - o Offices could be located in separate location, the Maintenance facility in Soldotna was provided as an example.
- Cost estimates
  - o Does not include fencing or security camera systems, costs for cameras run approximately \$20,000
  - o Not an exact figure just representative for the land cost, current site of interest is \$575,000
- Utilizing the existing facility for the Parks and Building Maintenance departments would lower the costs for a new facility and move those departments from the HERC facility
  - o While there would be the potential to lose equipment the impact would not be detrimental to the functions of the city and recovery in the case of a tsunami event
  - o Replacement costs would be substantially less for materials and equipment
  - o This point should be included in the report to Council
- New Fueling Depot could be placed on new site within the appropriate budget of \$200,000
  - o Old Police Department location is not a suitable location as there is not enough room even for temporary placement
- Project can be phased, utmost importance is on the purchase of land since there are extremely limited locations available currently
  - o Current facility which includes the Sewer Treatment Plant and Lagoon is about 5 acres
  - o 2 acres would be sufficient to start with option to purchase additional surrounding land preferred
  - o Design and Development would include the entire project so that they could build as they go
- Including content as a topic and this memorandum as an exhibit to the report
  - o Insert at line 268 within the report prefacing with the following statement, "of the three mitigation strategies, the Long Term Incremental Plan has the highest beneficial score. See page # laying out the plan's cost estimated at \$12 million."

B. Memorandum from Public Works Director re: Inefficiencies of the Existing Public Works Campus

Chair Aderhold introduced the item by reading of the title, inviting Public Works Director Keiser to present her report.

Public Works Director Keiser reviewed the additional information included in the memorandum in response to the comments received from the Task Force at the last meeting. She noted the additional information included that would support how detrimental, to the City and residents, the loss of the facility in the event of a catastrophic incident would be, plus consideration of the necessity for

replacement of the facility due to growth and age. Ms. Keiser provided anecdotal information related to the recent inspection of the fuel tank and conditions.

Chair Aderhold facilitated discussion on the following points:

- Information provided on the condition of existing fuel depot should be included in a section Additional Considerations: Obsolescence after line 269 in the report
  - o Refer to Mitigation Strategies in parentheses
  - o Should be included in the report after they have reported on the assigned tasks
  - o Distinguish between the two items tsunami and obsolescence
- The amount of work that Public Works was able to accomplish even during COVID
- Including information from the Planning Department in relation to the increase in building
  - o This would lead to residents wanting additional services such as water & sewer and paved roads
- Total existing footprint including parking lot for the Administrative building and shop is 36,000 square feet and the gravel pit area to the south is roughly 35,000 square feet.

Mr. Barnwell will provide a GIS square footage for the next meeting of the existing facility.

c. Draft Memorandum and Report to City Council on Tsunami Risk for the Public Works Campus

Chair Aderhold introduced the item by reading of the title and invited the Clerk to provide input.

Deputy City Clerk Krause reviewed the process that she employed to add each of the Task Force member's comments to the document. She noted that Members Slone and Keiser recommendations were submitted late and were provided in the supplemental packet. They will be incorporated in the document and the completed draft can then be presented at the next meeting with any additional recommendations from this meeting.

Chair Aderhold facilitated discussion on the draft memorandum and report. The following points, recommendations and comments were made:

- Too much verbiage, more like a lecture
  - o Should contain seven bullets
  - o These bullet points should be in place of the introduction and background section
- Clarification of which document and section to be addressed
- Timeline on submission to City Council
  - o August 9, 2021 Council meeting for presentation
  - o Written information should be exhaustive as it will be referred to many times in the future
  - o Highlight the most important points in the PowerPoint Presentation to Council
- Memo should focus on the specific topics assigned to the Task Force
  - o Bullet points on materials reviewed, mitigations, risks
- Memo should be used as the Executive Summary of the Report
  - o Remove the details from the draft and insert into the report
  - o Report to include the details and exhibits
- Steps and process to create the Memorandum and Report
  - o Memo/Executive Summary should include recommendation(s)

- Editing the current draft memo and report to make them cohesive
  - Member Keiser volunteered to perform that task
- Addressing the issue of obsolescence in the memo

Member Slone incurred connectivity issues at 5:26 p.m. After numerous options to try to connect from Zoom Member Slone joined Member Keiser at Public Works to continue the meeting.

- The Task Force has not formally voted on the recommendation to move the Existing Facility and that the new facility should be placed on the Lake Street property and should be on the next agenda.
  - Creating an issue with the property owner since there has been no contact with them
    - Carey Meyer is believed to have been in contact previously with the property owner
    - There has been brief contact with the listing agent
    - The City cannot pay more than fair market value so a commercial appraisal would be done either way so there is no concern on increased property prices
    - Council has asked us to do this

Chair Aderhold requested two motions on the mitigation strategies and the preferred location so they can be included in the report.

KEISER/SLONE MOVED TO MAKE A RECOMMENDATION TO ADOPT THE LONG TERM INCREMENTAL MITIGATION STRATEGY.

KEISER/SLONE MOVED TO ADOPT AS A PREFERRED LOCATION THE PROPERTY ON LAKE STREET AS IDENTIFIED BY CAREY MEYER AS A POTENTIAL SITE.

There was a brief discussion to amend the motion to show that it was due to the analysis performed by the Task Force not Carey Meyer for the basis of selecting that particular location.

KEISER/ENGBRETSEN MOVED TO AMEND THE MOTION TO STATE IN CONFORMANCE WITH THE ANALYSIS AND FINDINGS OF THE TASK FORCE THAT THE LAKE STREET PROPERTY.

There was no further discussion.

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

Motion carried.

There was no additional discussion on the motion as amended.

MOVED TO ADOPT AS THE PREFERRED LOCATION IN CONFORMANCE WITH THE ANALYSIS AND FINDINGS OF THE TASK FORCE THE LAKE STREET PROPERTY

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

Motion carried.

Member Slone inquired about including the Listing of Mitigation Strategies in the report as an exhibit.

Member Keiser responded that it is included in the report and showed Member Slone where it was located.

A brief discussion ensued on including recommendations on verbiage from Members Slone and Keiser; that the memorandum and report would be amended and edited to remove redundant information and the memorandum would serve as an executive summary for the report; Members Slone and Keiser would perform the editing tasks and submit to the Clerk for inclusion in the packet to be distributed by the Friday before the next meeting for final review; additional amendments can be presented to the Clerk for a laydown document or submitted during the meeting.

Chair Aderhold expressed appreciation to the Staff for getting the amount of information together and everyone contributing to the report.

## **NEW BUSINESS**

### **A. Memorandum from Public Works Director re: Inefficiencies of the Existing Public Works Campus**

This Item was moved to Pending Business item B.

### **B. Next Steps**

Chair Aderhold noted that they briefly discussed the Powerpoint Presentation to Council and they need to determine who will do that.

Member Engebretsen will create the Powerpoint Presentation and provide a draft for the next meeting. Member Barnwell will assist in presenting to City Council.

SLONE/VENUTI MOVED THAT MEMBER ENGBRETSSEN AND BARNWELL PRESENT THE POWERPOINT PRESENTATION TO CITY COUNCIL.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

The Task Force reviewed the exhibits that were to be included with the report. It was determined to have the following:

- Risks - Evaluation and Mitigation Spreadsheet
- Memorandums provided by Public Works Director Keiser – latest versions
- Resolution 20-125
- Inundation Map

- Capital Improvement Plan Sheet
- Cost Estimate Spreadsheet
- Reference to presentation from DGGS

It was determined that a webpage can contain a link to the minutes for the Task Force and the main report from DGGS.

Further documents to be added as exhibits to the main report were:

- Memorandums from Member Engebretsen on site recommendations

### **INFORMATIONAL MATERIALS**

- A. Resolution 20-125 Establishing the Task Force and Outlining Scope of Work
- B. PWCTF Meeting Schedule
- C. Draft Risks, Evaluation, & Mitigation Spreadsheet
- D. 2021-2026 Capital Improvement Project Sheet - New Public Works Facility

Chair Aderhold reviewed the informational items.

### **COMMENTS OF THE AUDIENCE**

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

Deputy City Clerk Krause commented on it being a good meeting, there was a lot to take in and appreciated the comments and recommendations.

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

Member Slone expressed appreciation for the work that was done by the Clerk and Member Keiser on establishing the basic framework that they were able to build upon, there was a lot of information and believed they were going to be able to narrow it down and refine for the next meeting. He was also hoping that they did not have to have two additional meetings before presenting their final work to City Council.

Member Keiser expressed her heartfelt thanks for the support in their mission and the ability to perform the mission of the Public Works Department makes her feel good that they have that kind of community and looks forward to the next steps in the process.

Member Barnwell agreed that it was a good meeting and appreciated the hard work done by everybody. He further stated that they reviewed a lot of hard technical information he appreciated Member Keiser getting right to the punch of it on what they should do. He also noted that he will send Member Keiser the footprint maps.

Member Engebretsen appreciated that they would be wrapping it up.

Member Venuti commented that 2025 doesn't sound too far away and as a Councilmember she never dreamed how much went on at Public Works and is in awe at how much is accomplished there. She was glad to have served on this Task Force as the information has been invaluable as a citizen but even more as a Councilmember. She stated that she is in awe of the volunteers and expressed her appreciation to Members Slone and Barnwell.

Chair Aderhold thanked everyone, announced the next meeting and adjourned the meeting.

**ADJOURNMENT**

There being no further business to come before the Task Force the meeting adjourned at 6:00 p.m. The next regular meeting is scheduled for Wednesday, July 28, 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: \_\_\_\_\_