



## Agenda

### ADA Advisory Board Regular Meeting

Thursday, September 11, 2025 at 4:30 PM

Cowles Council Chambers City Hall In-Person & via Zoom Webinar

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#### Homer City Hall

491 E. Pioneer Avenue  
Homer, Alaska 99603  
[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

#### Zoom Webinar ID: 998 6324 0301 Password: 404451

<https://cityofhomer.zoom.us>  
Dial: 346-248-7799 or 669-900-6833;  
(Toll Free) 888-788-0099 or 877-853-5247

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#### CALL TO ORDER, 4:30 P.M.

#### APPROVAL OF THE AGENDA

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

The Public is invited to comment on items not scheduled for Public Hearing. (3 Minute Time limit)

#### RECONSIDERATION

#### VISITORS/PRESENTATION(S)

#### APPROVAL OF THE MINUTES

- A. Regular Meeting Minutes for August 14, 2025

#### REPORT(S)

- A. ADA Coordinator Report for September

#### PUBLIC HEARING(S)

#### PENDING BUSINESS

- A. New Proposed Project for Capital Improvement Plan - Review & Recommendation Memorandum from ADA Coordinator as backup.

#### NEW BUSINESS

- A. Election of Board Officers
- B. Annual Board Training

#### INFORMATIONAL MATERIALS

- A. 2025 ADA Annual Calendar

### **COMMENTS OF THE AUDIENCE**

The public is invited to comment on any topic. (3 Minute Time Limit)

### **COMMENTS OF THE STAFF**

### **COMMENTS OF THE BOARD**

### **ADJOURNMENT**

Next Regular Meeting is **Thursday October 9, 2025 at 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

## **CALL TO ORDER**

Session 25-06 a Regular Meeting of the ADA Advisory Board was called to order by Chair Christine Thorsrud at 4:31 p.m. on August 19, 2025 from the Cowles Council Chambers, City Hall, located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom webinar.

**PRESENT:** BOARD MEMBERS CASE, LEPLEY, O'BRIEN, PARSONS, SAFRA, THORSRUD & STUDENT REPRESENTATIVE ENGBRETSSEN

**ABSENT:** BOARD MEMBER DARBONNE (EXCUSED)

**STAFF:** CITY CLERK/ADA COORDINATOR KRAUSE  
DEPUTY CITY CLERK PETTIT

## **AGENDA APPROVAL**

Chair Thorsrud read the supplemental items into the record and requested a motion and second to approve the agenda as amended.

LEPLEY/SAFRA MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion carried.

## **PUBLIC COMMENTS ON ITEMS ALREADY ON THE AGENDA (3 Minute Time limit)**

Dale Petkash provided additional information on the Other Power-Driven Mobility Device (OPDMD) concept submittal that was included in the packet. He broadly discussed e-bike/scooter programs around the country, geofencing, and liability.

Dyle Carman advocated for more ADA accessibility at the Homer Small Boat Harbor, citing his own personal struggles traversing the ramps at the small boat harbor.

## **RECONSIDERATION**

## **VISITORS/PRESENTATIONS**

- A. City of Homer Capital Improvement Plan 2026-2031 & Legislative Priorities  
Jenny Carroll, Special Projects & Communications Coordinator

Special Projects & Communications Coordinator Carroll presented to the Board regarding the 2026-2031 Capital Improvement Plan. Discussion topics included cost thresholds and detailed conversations on various projects in the CIP.

### **APPROVAL OF THE MINUTES**

- A. Unapproved Meeting Minutes for the Regular Meeting on June 12, 2025

CASE/LEPLEY MOVED TO APPROVE THE REGULAR MEETING MINUTES FOR JUNE 12, 2025.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

### **STAFF & COUNCIL REPORT(S)/COMMITTEE REPORT(S)**

- A. Staff Report

ADA Coordinator Krause noted that she enjoyed her time off in Florida and briefed the Board on the newest hire in the Clerk's office, Deputy City Clerk Scott Lynn.

### **PUBLIC HEARING(S)**

### **PENDING BUSINESS**

### **NEW BUSINESS**

- A. Capital Improvement Plan Discussion & Recommendation

SAFRA/LEPLEY MOVED TO COMBINE THE CITY HALL ADA ACCESSIBILITY PROJECT AND REMOVING THE BARRIERS (PRIORITY #1), HOMER ALL AGES AND ABILITIES PATHWAY LOOP (PRIORITY #2), AND HEATH STREET REHABILITATION (PRIORITY #3).

Board Member O'Brien agreed with Board Member Safra, noting that combining the City Hall ADA Accessibility project with the removal of parking and pavement barriers would effectively address ADA compliance and safety concerns. Student Representative Engebretsen concurred, adding that it was a strong motion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

**B. Capital Improvement Plan New Project Discussion & Recommendation**

The Board reviewed and discussed the submissions received by the city for the Request for Information regarding ADA Accessible Option to Access the Homer Small Boat Harbor Float System. There was in-depth discussion regarding the Terrain Hopper submission from Dale Petkash. ADA Coordinator Krause stated that she was hopeful of bringing back a draft of the project nomination form for the Board to review and provide feedback on at the next meeting.

**INFORMATIONAL MATERIALS**

- A. 2025 ADA Calendar
- B. Annual Calendar 2025
- C. Approved Bylaws

Chair Thorsrud noted the informational materials. She welcomed Board Member Darbonne and Student Representative Engebretsen to the Board.

**COMMENTS OF THE AUDIENCE**

Dale Petkash thanked the Board for listening to his proposal, adding that he's excited to see where things go from here.

**COMMENTS OF COUNCIL**

Councilmember Parsons thanked Dale Petkash and his family for coming down to the meeting. He encouraged Mr. Petkash to contact Homer Hospice or the Independent Living Center for the best path moving forward with his proposal.

**COMMENTS OF THE STAFF**

Deputy City Clerk Pettit apologized to Board Member Case for the issues with packet distribution.

ADA Coordinator Krause thanked Board Member Lepley for his work on the Request for Information. She added that it was good to see Student Representative Engebretsen on the Board.

**COMMENTS OF THE BOARD**

Student Representative Engebretsen noted that the Terrain Hopper seemed like a cool idea but added that it could be scary to physically traverse down the ramps in one.

Board Member Lepley welcomed Student Representative Engebretsen to the Board. He thanked the rest of the Board for supporting his Request for Information that he is hopeful will come to fruition someday.

Board Member Case wished Board Member Safra a happy vacation in the Mediterranean.

Board Member Parsons congratulated Mr. Lepley on the RFI proposal. He welcomed Student Representative Engebretsen to the Board.

Board Member O'Brien commended HDR's proposal included in the packet but questioned the legitimacy of how well it would work if implemented.

Board Member Safra stated that she was grateful for Mr. Lepley's continued work towards finding an ADA accessible solution for the ramps at the harbor. She proclaimed her excitement to see another woman on the Board in Student Representative Engebretsen, noting that it hasn't always been so easy for women to have a seat at the table.

Board Member Thorsrud thanked city staff and the other members of the Board, noting that it's always good to have everyone in attendance. She echoed Ms. Safra's comments regarding women not always having a seat in the table back in the day.

## ADJOURNMENT

There being no further business to come before the Board, Chair Thorsrud adjourned the meeting at 6:50 p.m. The next Regular Meeting is **Thursday, September 11, 2025 at 4:30 p.m.** All meetings are scheduled to be held in City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom webinar.

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ZACH PETTIT, DEPUTY CITY CLERK II

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



# MEMORANDUM

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## Review and Recommendations of the Proposed Project for the Capital Improvement Plan

**Item Type:** Action Memorandum  
**Prepared For:** ADA Advisory Board  
**Date:** September 11, 2025  
**From:** Renee Krause, ADAC, ADA Coordinator

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### I. Issue:

The purpose of this Memorandum is to present draft of the proposed new project to be included in the 2026 Capital Improvement Plan. .

### II. Background:

The Board reviewed and discussed the proposals received and requested the ADA Coordinator to work with department staff at the Port and Public Works to draft the project page using the recommendations proposed by HDR.

### III. Action Items:

- Review a draft project form. The new project draft will be submitted to Jenny Carroll for final review and acceptance. This will then be included in the draft CIP New Projects section of the 2026-2031 CIP document for approval by City Council at their September 22<sup>nd</sup> meeting.
- Make a motion to adopt and forward to City Council.

# City of Homer Capital Improvement Plan Project Nomination Form

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## Project eligibility

- A. Does the proposed project represent a major, nonrecurring expense (\$25,000 or more for non-profit organizations; \$50,000 or more for government organizations)? YES ☒ NO ☐
- B. Will the proposed project result in a fixed asset (e.g., land, major equipment, building or other structure, road or trail) with an anticipated life of at least two years? YES ☒ NO ☐
- C. Will the project provide broad community benefit? YES ☒ NO ☐
- 

*If you were able to answer YES to all three questions, please provide the following additional information:*

1. Project title (Suggested heading in CIP):
- 

Homer Small Boat Harbor ADA Accessibility Improvements

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2. Project description and benefit. Describe the project in half a page or less, including specific features, stages of construction, etc. Explain how the project will benefit the Homer community. The project is to renovate and improve public access for all ages and abilities to the float system in the Homer Small Boat Harbor. The objective is to construct new, non-slip ramps with improved slope and handrails leading to each section of the floats. A minimum of three are recommended, and they should adjust to the tidal fluctuations experienced in the Homer harbor. Currently the existing harbor is ADA compliant, but the goal is to provide overall safer access for those with mobility challenges traversing from the uplands to the float system.

3. Plans and progress. Describe in one or two paragraphs what has been accomplished so far (if anything). This may include feasibility study, conceptual design, final design/engineering/permitting, fundraising activity, and total funds raised to date.

The ADA Advisory Board has solicited and received proposals on possible solutions to address the accessibility to the floats. Using these suggestions, formal design and engineering is required before construction could be accomplished. It is proposed to do the project in phases, seeking funding from various sources to accomplish the project. It is possible that this could be aligned within the Homer Harbor Expansion Project to obtain savings for the city. Currently there is no funding source identified at this time. Suggested Phases are as follows:

4. Project cost:

A. TOTAL COST (including funds already secured) = \$1.5 million

B. For construction projects, break out preconstruction costs (feasibility/design/permitting):

Preconstruction costs = \$300,000

Construction costs = \$1,200,000

5. Timeline: Indicate when you hope to complete each phase of the project.

Please keep in mind that the CIP will not be published until the end of September. Legislative funding (if any)

For more information, call Jenny Carroll 907-531-5310 or email [jcarroll@ci.homer.ak.us](mailto:jcarroll@ci.homer.ak.us)



would not be available until July of next year (or later) for state funding and October of next year (or later) for federal funding.

A. For projects that consist of land or equipment purchase only, state when the purchase would be made:

N/A

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For construction projects:

B. Preconstruction phase to be completed by Phase 1 - Engineering and Design 2027/2028

C. Construction phase to be completed by Phase 2 - Construction 2029/2030

6. Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.

See attached.

# Technical Memorandum

Date: Thursday, July 24, 2025

Project: ADA Access to Homer Small Boat Harbor

To: Mark Robl, Acting City Manager, City of Homer

From: KC Kent, EIT, HDR

Subject: Response to RFI for Conceptual ADA Accessible Options to Access the Homer Small Boat Harbor Float System

## Introduction

The City of Homer (City) is seeking rough order of magnitude cost estimate and design information for Americans with Disabilities (ADA) accessible options for float access in the Homer Small Boat Harbor. The City is seeking solutions to improve ADA access and safety in and out of the boat harbor, as the ramps and gangways become steep during low tides. This memorandum provides a project summary with estimated costs for use in the City's Capital Improvement Plan.

The Homer Harbor is used by locals and tourists, with vessels using the harbor slips permanently, as transient moorage, or the launch ramp to launch their personal vessels. Access to the float systems becomes challenging for some during the extreme tides experienced at the harbor location. ADA accessible options will focus specifically on the float system including CC through JJ, as this is the location for many water taxi options and provides the most space for accessing float systems. A map of the float layout can be found in Figure 1.

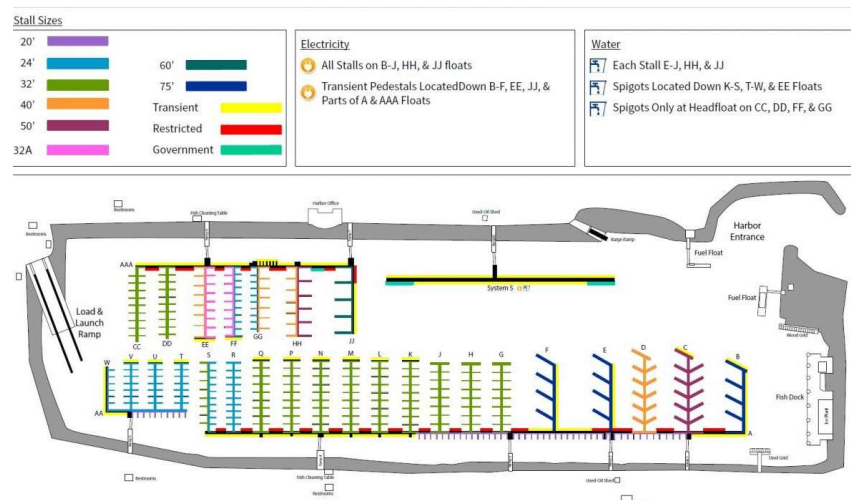


Figure 1. Float layouts in the Homer Harbor.



# Background Information

## Tidal Data

The nearest tide station to Homer actively recording tidal data is southeast of the project site, across Kachemak Bay in Seldovia (National Oceanic and Atmospheric Administration [NOAA] station 9455500). Homer does not currently support an active NOAA tidal station.

However, a short-term tide station at Coal Point, located at the end of the Homer Spit (NOAA station 9455558), recorded tidal data for a 4-month period between August and December 2018 and provides a tidal datum. In addition, the Coal Point NOAA station provides a correlation between the North American Vertical Datum of 1988 (NAVD88) and Mean Lower Low Water (MLLW) which can be used for the NOAA station in Seldovia. Tidal datum information for both NOAA stations are provided in Table 1.

**Table 1. Tidal datum information at Coal Point (Homer) and Seldovia NOAA tide stations**

Datum	Seldovia Station 9455500		Coal Point (Short-Term) Station 9455558	
	Elevation, feet MLLW	Elevation, feet NAVD88	Elevation, feet MLLW	Elevation, feet NAVD88
<b>100-Year Water Level</b>	+24.87	-	N/A	N/A
<b>MHHW</b>	+18.05	-	+18.43	+13.33
<b>MHW</b>	+17.23	-	+17.59	+12.49
<b>MSL</b>	+9.56	-	+9.73	+4.63
<b>MTL</b>	+9.47	-	+9.63	+4.53
<b>MLW</b>	+1.70	-	+1.66	-3.44
<b>MLLW</b>	0	-	0	-5.10
<b>NAVD88</b>	-	-	+5.10	0
<b>Highest Observed Water Level</b>	+23.31	N/A	+23.76	+18.66
<b>Lowest Observed Water Level</b>	-5.87	N/A	-6.22	-11.32

Note: MHHW = Mean Higher High Water; MHW = Mean High Water; MSL = Mean Sea Level; MTL = Mean Tide Level; MLW = Mean Low Water

## Elevation data

Elevation data were extracted from the Division of Geological and Geophysical Surveys (DGGS) elevation portal (DGGS 2019). The latest available data were collected in 2019 by the U.S. Army Corps of Engineers (USACE) joint airborne LiDAR bathymetric mapping of Alaska and were used as an approximation for existing conditions.

For the purposes of design calculations in this memorandum, 27.4 feet NAVD88 (32.6 feet MLLW) is used as the elevation of the shore point for design considerations.

# Design Considerations/Requirements

The primary objectives of improving access to the Homer Harbor are to provide people of all ages and abilities the opportunity to enjoy Kachemak Bay without impeding existing vessel

traffic. Additionally, if possible, the proposed solution should not cut off access to other parts of the harbor for marine vessel use.

## ADA Considerations

Section 1005 Fishing Piers and Platforms from the ADA Accessibility Standards provides guidelines for ramp design. Chapter 10: *Fishing Piers and Platforms* of the Access Board of ADA Guides provides guidelines for gangway and floating pier structures (U.S. Access Board, 2025).

For ramps located on the ground:

1. Slopes must not be steeper than 1V:12H, or roughly 8.3% grade.
2. Cross slope must not be steeper than 1V:48H or roughly 2% grade.
3. Ramp width must be a minimum of 36 inches wide.
4. Handrails are required if the slope is greater than 1V:20H and must be 34-38 inches in height and run parallel to the structure.

For gangways (walkway connecting a fixed structure or land to a floating structure):

1. Gangway must have a maximum slope of 1H:12V (8.3% grade) if shorter than 30 feet.
2. There are no maximum slope requirements for gangways 30 feet or longer.
3. Ramp width must be a minimum of 36 inches wide.
4. Handrails are required if the slope is greater than 1V:20H and must be 34-38 inches in height and run parallel to the structure.

Existing ramps to the Homer Harbor meet federal ADA requirements, because they are all longer than 30 feet. These ramps are impractical, however, so any proposed designs will maintain the 8.3% grade restriction on ramps of any length.

## Location Considerations

Any ADA access solution will take up more space than existing gangways due to slope requirements for wheelchair access. Therefore, there should be at maximum one access point per section of floats (one for floats CC-JJ and one for floats S-B, with another tentatively for floats W-T). Any proposed solution should integrate with existing structures and be able to fit in both the CC-JJ section and S-B section.

If it cuts off marine vessel traffic, it should do so in the most unobtrusive manner possible.

## Preliminary Concepts

Two primary categories and multiple variations of these concepts were developed for improving ADA access to the Harbor.

These Include:

1. Electrically Powered Lift Access
2. Ramp Access

For each concept and their variations, a brief description and discussion on the benefits and potential drawbacks are provided. Conceptual-level schematic layouts and typical sections have been developed to provide a visualization of these concepts.

## Electrically Powered Lifts

### Vertical Lift

The vertical lift option would be mounted on a float, with a limit switch mounted on the shore to ensure it rose to the correct height. It would allow wheelchair users to drive onto a platform; a safety railing closed and raised to a ramp. They could then safely exit the elevator and enjoy the city of Homer.

Pros	Cons
<ul style="list-style-type: none"> <li>• Most space-efficient solution</li> <li>• Would allow normal vessel traffic flow to be maintained</li> <li>• Fastest access solution (can be completely vertical and automated)</li> <li>• Does not take up more space horizontally with tidal swings</li> </ul>	<ul style="list-style-type: none"> <li>• Expensive to construct and maintain (operating costs include cost of electricity, additional hires required to operate)</li> <li>• Fire hazard in extreme weather events</li> <li>• Requires additional infrastructure</li> </ul>

### Graduated Lift Track Add on

The Lift Track add on would be integrated into existing gangway structures. It would be analogous to a home stair lift, but more robust for the outdoor elements and include a platform that would change relative angle to the ramp with the tidal swings.

Pros	Cons
<ul style="list-style-type: none"> <li>• Can be added next to general pedestrian access</li> <li>• Does not require a separate structure for individuals with disabilities and general pedestrian traffic</li> </ul>	<ul style="list-style-type: none"> <li>• Expensive to construct and maintain (including operating and maintenance costs)</li> <li>• Introduces extra complexity and moving parts in a harsh environment (rain, snow, ice)</li> <li>• Fire hazard</li> </ul>

Electric powered lifts were not further pursued due to operational requirements and general usefulness for the average ADA user.

## Ramps

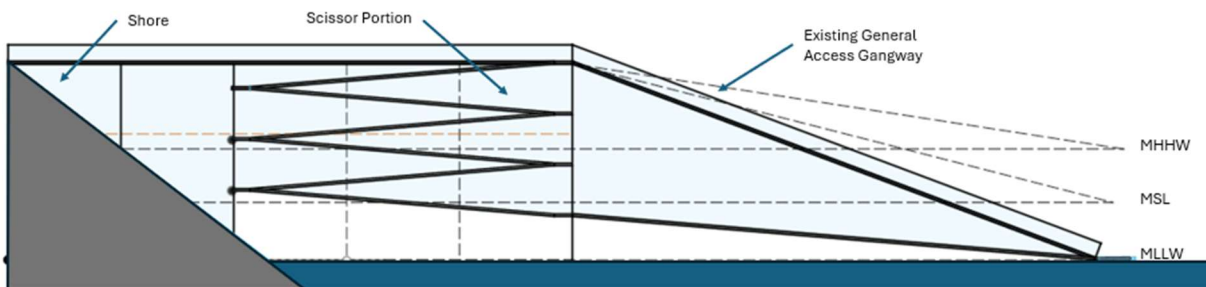
Several design options were considered for ramp access to the harbor including:

1. Switchback Ramp (Protruding)
2. Switchback Ramp (Shoreline)
3. Partial Fixed and Moving Ramp

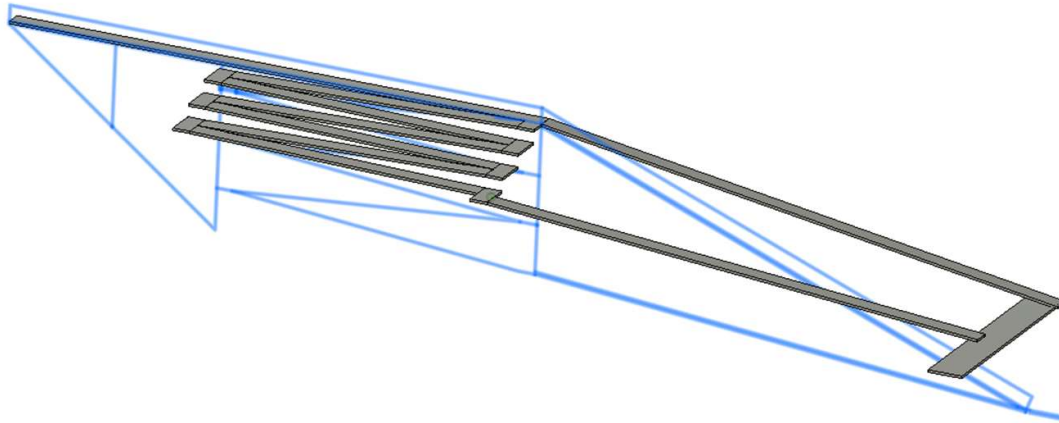
Ramps are a relatively simple and tested method of access, easily moving with tidal swings and providing consistent ADA access. They can be made to accommodate all ages and abilities, balancing structural design efficiency to maximize time during the tidal cycle for the ideal grade of ramp for ADA access. Ramps could easily integrate with existing floating dock structures, or, depending on the chosen option, be made alongside existing access solutions.

### Switchback Ramp Add on

The switchback ramp design is an add on to the existing gangways. It features a collapsing structure perpendicular to the shore along the existing horizontal gangway. A long, graduated ramp bridges to the float system. Between each segment of the switchbacks, a landing provides a resting place. The minimum grade of every ramp is 8.33% at MLLW. Detailed figures of this solution are shown in Figure 2 and Figure 3.



**Figure 2. Switchback ramp add on alongside the existing gangway, shown at low tide.**

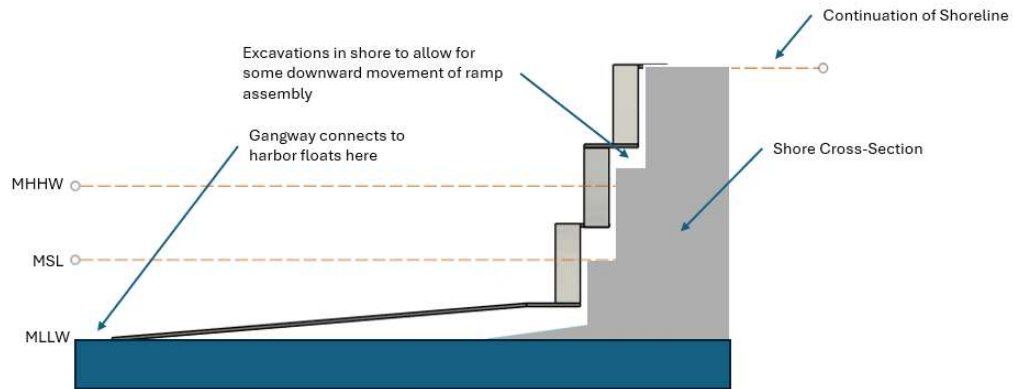


**Figure 3. Alternative view of the gangway add on alongside the existing solution at high tide.**

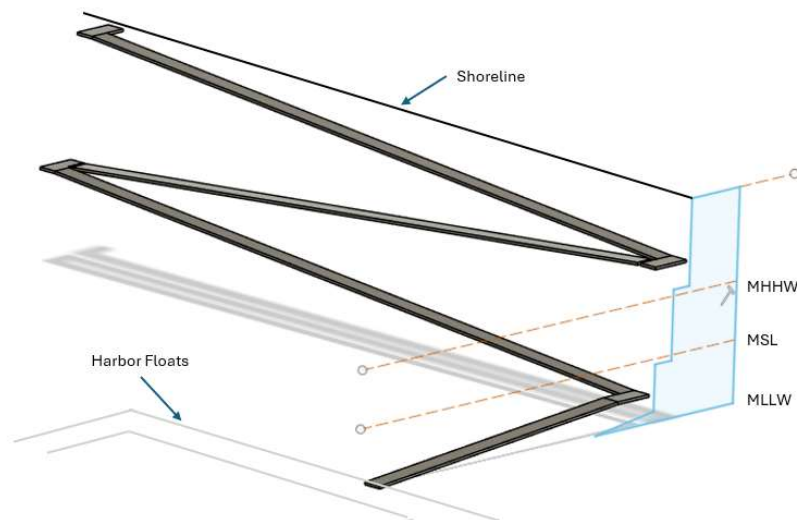
Pros	Cons
<ul style="list-style-type: none"> <li>• Takes up a relatively small amount of potential docking spaces for the small vessels</li> <li>• Does not compromise existing general access solution – can be built alongside existing gangway</li> </ul>	<ul style="list-style-type: none"> <li>• Block access for small vessels during all tides underneath the ramp</li> <li>• Long access ramp to navigate</li> </ul>

### Switchback Ramp Shoreline

The second switchback ramp design idea utilizes parallel space along the shore. It features a collapsing switchback structure parallel to the shore. A floating graduated ramp bridges the switchback structure to the float system after the switchbacks. Between each segment of the switchbacks, a landing provides a resting place. The minimum grade of every ramp is 8.33% at MLLW. This option requires excavation into the shore to allow for room for each ramp to set down at low tide. An alternative option is to have the ramp set down onto pilings, slightly raised above the ground. The alternative set into the bank is shown in Figure 4 and Figure 5.



**Figure 4. Switchback ramp along the shoreline.**



**Figure 5. Alternative view for the layout of the switchbacks along the shoreline.**

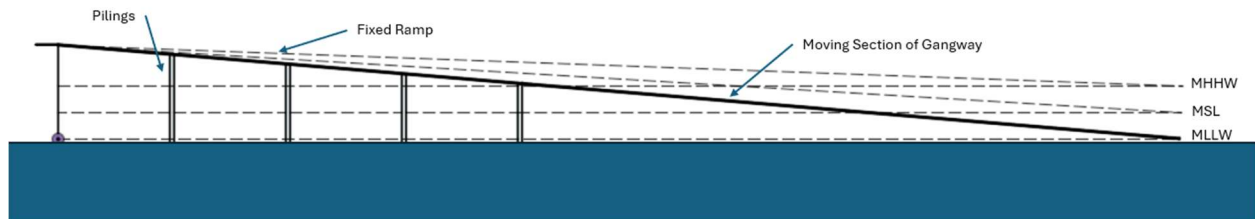
Pros	Cons
<ul style="list-style-type: none"> <li>• Makes use of existing available space</li> <li>• Does not require an operator</li> </ul>	<ul style="list-style-type: none"> <li>• Expensive to install</li> <li>• Long ramp may be prohibitive to some users</li> <li>• Cuts off vessel traffic</li> </ul>

## Full Length Moving Ramp

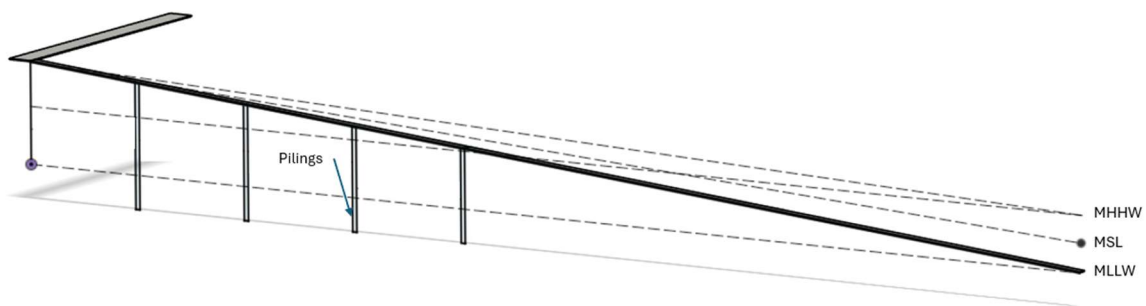
Another option is a long ramp that parallels the shore. The length of this option allows for a portion of the ramp to be fixed and not move with the tides. The second half of the ramp would move up and down with the tide like the existing gangways. Because the ramp is so long, a



portion of it would need to be supported by piles. There is room for this ramp both at floats S-B and CC-JJ; however, the current rendition of the design would significantly impede marine vessel traffic. The ramps do not exceed a grade of 8.33% at the MLLW. Figure 6 shows a cross section of the ramp.



**Figure 6. Long ramp with a fixed structure and moving float.**



**Figure 7. Alternative view for the layout of an extended ramp feature.**

Pros	Cons
<ul style="list-style-type: none"> <li>• Simple, mimics existing ramps</li> <li>• Preserves small boat access in all but one location</li> </ul>	<ul style="list-style-type: none"> <li>• Requires a lot of space</li> </ul>

### Conceptual Opinion of Probable Costs

Conceptual opinion of probable costs were based on a recent Homer Harbor grant application for floats and gangways, scaled from 2023 dollars to 2025 dollars, and an additional 35% for contingency to account for increase in costs associated with structure supplies, construction, and inflation.

A breakdown of the opinion of probable costs for each of the ramp structures is shown below in Table 2.



**Table 2. Opinion of Probable Costs**

<b>Switchback Ramp (protruding)</b>		<b>Switchback Ramp (shoreline)</b>		<b>Mixed Fixed and Floating Ramp</b>	
Floats:	\$ 456,710	Floats:	\$ 481,500	Floats:	\$ 568,239
Railings:	\$ 74,497	Railings:	\$ 71,719	Railings:	\$ 83,652
Pilings:	\$ 120,000	Pilings:	\$ 172,500	Pilings:	\$ 160,000
Construction:	\$ 300,000	Construction:	\$ 300,000	Construction:	\$ 300,000
Subtotal:	\$ 951,206	Subtotal:	\$ 1,025,719	Subtotal:	\$ 1,380,130
Inflation Adjustment:	\$ 71,340	Inflation Adjustment:	\$ 76,929	Inflation Adjustment:	\$ 103,510
Contingency:	\$ 357,891	Contingency:	\$ 385,927	Contingency:	\$ 519,274
<b>Grand Total:</b>	<b>\$ 1,380,438</b>	<b>Grand Total:</b>	<b>\$ 1,488,574</b>	<b>Grand Total:</b>	<b>\$ 2,002,914</b>

## Resources

- 2025. Coast View. *Dudiak Fishing Lagoon, Homer Spit*. Accessed on June 2<sup>nd</sup> 2025.  
Accessible here: [Dudiak Fishing Lagoon, Homer Spit | CoastView](#).
- 2019. DGGs. Division of Geological and Geophysical Surveys Elevation Portal. State of Alaska Mapper. Accessed on June 3<sup>rd</sup>, 2025. Accessible here: [DGGs Elevation Portal\(alaska.gov\)](#)
- 2025. Google Earth. Accessed on June 3<sup>rd</sup>, 2025.
- 2025. NOAA. *NOAA Tides and Currents*. Station 9455500 Seldovia, AK. Accessed on June 2<sup>nd</sup>, 2025. Accessible here: [Station Home Page - NOAA Tides & Currents](#)
- 2025. NOAA. *NOAA Tides and Currents*. Station 9455558 Coal Point, AK. Accessed on June 2<sup>nd</sup>, 2025. Accessible here: [Station Home Page - NOAA Tides & Currents](#)
- 2025. U.S. Access Board. *Chapter 10: Fishing Piers and Platforms*. Accessed on June 3<sup>rd</sup>, 2025. Accessible here: [Chapter 10: Fishing Piers and Platforms \(access-board.gov\)](#)



# MEMORANDUM

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## Election for ADA Advisory Board Officers

**To:** ADA Advisory Board  
**From:** Renee Krause, MMC, ADAC, City Clerk/ADA Coordinator  
**Meeting Date:** September 11, 2025

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### Summary Statement:

Per Article IV, Sec. 1 of the Bylaws: "A Chairperson and Vice-Chairperson shall be elected from among the appointed board members at the regular September meeting of the Board."

### Recommended process for Election of Vice Chair:

- 1) A board member will make a motion to determine the LAB's method of voting for the elections. Voting is commonly done by a Show of Hands or a Voice Vote (yes/no).
- 2) Once the election method is decided, the Chair will open the floor for nominations.
- 3) Board members are free to call out nominations, they don't need to be recognized by the Chair.
  - ***These are not motions and do not require a second.***
  - It's ok for a board member to nominate themselves.
  - If a board member calls out a nomination and that individual is fully against serving, it is acceptable for that nominated board member to speak up and say they would not be willing to accept the seat if elected. They have still been nominated though and should still go through the voting process; the rest of the board members at least now knows who of the nominees is/is not interested in serving.
- 4) Once all nominations are called out, the Chair will close the floor to nominations.
- 5) Chair will then call out each nominee's name for voting. For each name called out, board members will vote using the selected method (Show of Hands/Voice Vote).
- 6) As soon as one of the nominees receives the majority of votes, the Chair will declare them elected. If only one person is nominated, the Chair simply declares the nominee elected.

### Recommended process for Election of Chair:

- 1) It is preferred that the gavel be handed over to the newly elected Vice Chair to conduct the vote.
- 2) Election is conducted in the same manner as it was for the Vice Chair (see steps 2-6 above).
- 3) The gavel/meeting will be turned over to the newly elected (or re-elected) Chair to conduct the remainder of the meeting. The newly elected Chair will conduct the remainder of the meeting. Seating will be re-assigned at the October meeting of the Board.

# ADA Advisory Board

Advisory Body Training – September 2025

# ADA Board history

- ❖ Boards and Commissions are created by the City Council via Ordinance. *Alaska Statutes 29.20.320, Homer City Code 2.58.010 and 2.70*
- ❖ The ADA Advisory Board was established by Ordinance 22-53(A)
- ❖ The Board was originally formed as a Standing Committee by Resolution 16-019

# The Board's Purpose

The Board was created to act in an advisory capacity to the City Manager and City Council on the overall goal of ADA Compliance for the City of Homer Facilities, Programs & Services in accordance with Federal regulations.

# HCC 2.70.040

## Duties & Responsibilities

It shall be the duty of the ADA Board to act in an advisory capacity to the City Manager and the City Council on the Title II regulations of the Americans with Disabilities Act, within the borders of the City of Homer, which cover programs, activities, and services of public entities. Further duties shall include but not be limited to:

1. Perform annual updates to maintain transition plan(s) for city facilities, programs, parks, trails, play areas and campgrounds, listing any barriers that would limit accessibility of its programs, activities or services to individuals; the methods to be utilized to remove those barriers and schedules for taking necessary steps to achieve compliance.
2. Perform reviews of any new programs, activities, and services offered by the City of Homer and incorporate into existing transition plans.
3. Annually review the City of Homer Comprehensive Plan and make recommendations prioritizing accessibility.
4. Consider any specific proposal, problem, or project as directed by the City Council or the City Manager and report or submit recommendations thereon directly to the City Council through the City Manager.
5. City Council may at a future date and/or as required by Title II of the ADA regulations modify the duties and responsibilities of the ADA Board.



# Open Meetings Act (OMA)

## AS 44.62.310 Government Meetings Public

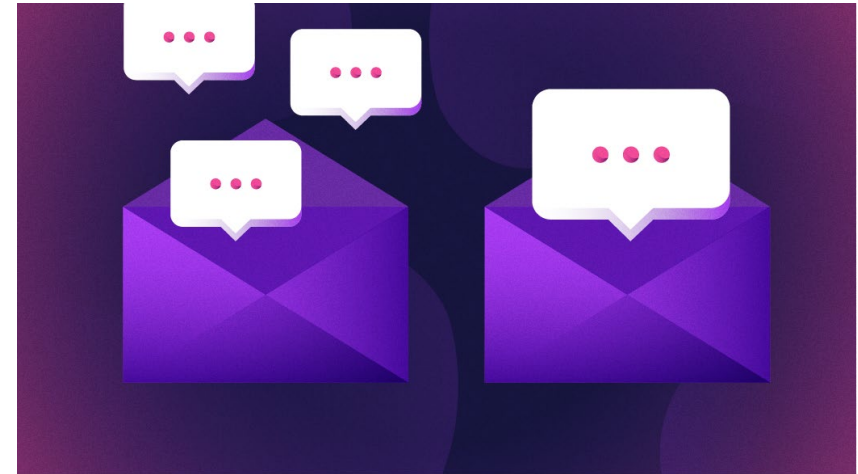
- ❖ All meetings of a governmental body of a public entity are open to the public, except as otherwise provided.
- ❖ Certain subjects may be considered in executive session
  - ✓ Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity
  - ✓ Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion
  - ✓ Matters involving consideration of government records that by law are not subject to public disclosure
  - ✓ Matters which by law, municipal charter, or ordinance are required to be confidential

# OMA definitions

- **Governmental Body-** means an assembly, council, board, commission, committee, or other similar body of a public entity with the authority to establish policies or make decisions for the public entity or with the authority to advise or make recommendations to the public entity; "governmental body" includes the members of a subcommittee or other subordinate unit of a governmental body, if the subordinate unit consists of two or more members
- **Meeting-** means a gathering of members of a governmental body when
  - Four or more members or a majority of the members, whichever is less, are present,
  - The gathering is prearranged for the purpose of considering a matter upon which the governmental body is empowered to act; and
  - The governmental body has only authority to advise or make recommendations for a public entity, but has no authority to establish policies or make decisions for the public entity.

# What constitutes a meeting?

- ❖ It's a gathering of at least four Boardmembers that's been prearranged to discuss a matter upon which the body is empowered to act, aka: commission business.
- ✓ A matter on which the body is permitted to act includes every step of the decision-making process, from brainstorming sessions to fine-tuning a proposal.
- ✓ Emailing, texting, phone calls, or other communications between four or more commissioners to discuss commission business. This is often referred to as a Serial Meeting.



# What if I run into other Boardmembers at a gathering or event?

- ❖ A social gathering arranged for a given social purpose and not prearranged to discuss matters on which the body can act is not a meeting.
- ❖ Chance encounters will not constitute a meeting, even if the members discuss a matter on which they could advise or make a recommendation.

***But!!! Remember the public's perception is important so it's best to refrain from talking about company business if you find yourself in these situations***



# Homer City Code

- Outlines the Board's duties and responsibilities
- Defines a quorum as four members
- Requires a quorum of members to conduct a meeting, including a worksession
- Directs that all members vote unless they have a conflict of interest or personal bias
- Defines that four yes votes are required to pass a motion
- Directs that voting by proxy is prohibited
- Directs that meetings will be conducted under the current edition of Robert's Rules of Order as the parliamentary authority

# Chair's Responsibilities

- Homer City Code 2.58.050 states:
- *The presiding officer shall preserve order and decorum at all meetings of the board while promoting discussion by all members in deliberations unless otherwise prohibited by law.*
- **These duties are all about procedure and running a meeting efficiently and effectively.**

# The Chair

- Is a member of the body with the same voting and discussion rights as the other members.
  - Robert's Rules recommends the Chair speak last.
- Can make motions, but it's recommended that other member's make the motions, and the Chair repeat the motion, noting the maker and second for record, and putting it before the body for debate.
- Is not a position where they can exercise their leadership to determine the outcome of a vote.
- Is not in control of the decision the group makes
- Is not tasked with obtaining consensus of the group
- Should not contact the membership directly regarding business matters or items that could come before the body

# Taking care of business

- **Before the meeting**

- **Agenda Packets**

- Agendas are set by the Chair and Staff.
- Boardmembers may request items be added to an agenda and must provide packet information, prior to agenda deadline.
  - Members can contact the Staff Liaison, the Clerk for the Body or the Chair to add items to the agenda
- The agenda deadline is 5:00 p.m. on the Wednesday prior to the meeting day.
- Agenda packet materials are provided to the Clerk, who prepares and distributes the agenda packets.



# Taking care of business – During the meeting

- The Chair will introduce the topic on the agenda by reading of the title then defer to the staff liaison or other appropriate party.
- If a public hearing is scheduled, the Chair will introduce the topic, and then open the public hearing
  - The Board will hear public comments
  - The Chair will close the public hearing and ask for motions as needed.

# Taking care of business – The Fun Part

## **Motions:**

- Main motion – a formal motion by a member of the Board that the body take a certain action.
- Primary Amendment – a motion to amend the main motion
- Secondary Amendment – a motion to amend the amendment

## **Order for Voting:**

- Secondary Amendment – a motion to amend the amendment
- Primary Amendment – a motion to amend the main motion
- Main Motion

# Taking care of business – Types of Motions

- Postpone - an action to consider a main motion at a later time.
- Suspend the rules – Used to do something during a meeting that it cannot do without violating one or more of its regular rules.
- Point of order– Used when a member thinks the rules are being violated or more commonly when discussion does not pertain to the topic of the motion on the floor.
- Reconsideration– Used to bring a motion back before the body for further consideration.
- Call for the question– Used to immediately close discussion and the making of subsidiary motions . Commonly used to bring an immediate vote on one or more pending motions.
- Withdraw a motion – The mover of the motion can withdraw their motion before it is stated by the Chair or has a second.

# Other Actions of the Commission

- Approval of the Minutes
  - The Clerk assigned to the Board will provide minutes for approval
  - Boardmembers are requested to submit their corrections to the Clerk prior to the meeting.
  - If there is a concern on the content reflected in the minutes the Board can request the Clerk to review the audio and make any necessary corrections and bring back to the next meeting.
    - If it is found that the minutes reflect what was stated on the audio the record will stand as presented.
  - The Clerk's Office does not provide verbatim minutes, but summary action minutes

## ADA ADVISORY BOARD

### 2025 Annual Calendar of Meetings and Topics

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
<b>JANUARY</b>		No Meeting Scheduled		
<b>FEBRUARY</b>	Wednesday 2/5 5:00 p.m.	Thursday 2/13 4:00 p.m.	Monday 2/24 6:00 p.m.	ADA Budget Review *may not be applicable during non-budget years Review Annual Strategic Plans & Goals Draft Review of Trails Transition Plan Discussion of Community Recreation Transition Plan CIP Project Development
<b>MARCH</b>	Wednesday 3/5 5:00 p.m.	Thursday 3/13 4:00 p.m.	Monday 3/24 6:00 p.m.	Meeting canceled
<b>APRIL</b>	Wednesday 4/2 5:00 p.m.	Thursday 4/10 4:00 p.m.	Monday 4/13 6:00 p.m.	<ul style="list-style-type: none"> <li>• ADA Budget Review FY26/FY27</li> <li>• CIP Project Draft RFI Memo</li> </ul>
<b>MAY</b>	Wednesday 4/30 5:00 p.m.	Thursday 5/8 4:00 p.m.	Monday 5/22 6:00 p.m.	<ul style="list-style-type: none"> <li>• Community Rec Transition Plan Discussion</li> </ul>
<b>JUNE</b>	Wednesday 6/4 5:00 p.m.	Thursday 6/12 4:00 p.m.	Monday 6/22 6:00 p.m.	<ul style="list-style-type: none"> <li>• Status Update of Adopted Transition Plans</li> <li>• CIP Project Final Draft</li> </ul>
<b>JULY</b>	No Meeting Scheduled			
<b>AUGUST</b>	Wednesday 8/6 5:00 p.m.	Thursday 8/14 4:00 p.m.	Monday 8/24 6:00 p.m.	<ul style="list-style-type: none"> <li>• Reapplications Due to Clerks Office</li> <li>• CIP Project Recommendations</li> <li>• Term Expiration Notices/Reapplications Distributed</li> <li>• CIP Review and Recommendations</li> </ul>
<b>SEPTEMBER</b>	Wednesday 9/3 5:00 p.m.	Thursday 9/11 4:00 p.m.	Monday 9/22 6:00 p.m.	Board Training by the City Clerk
<b>OCTOBER</b>	Wednesday 10/01 5:00 p.m.	Thursday 10/09 4:00 p.m.	Monday 10/12 6:00 p.m.	<ul style="list-style-type: none"> <li>• Approve Meeting Schedule for Upcoming Year</li> <li>• Review Transition Plan - Facilities</li> </ul>
<b>NOVEMBER</b>	Wednesday 11/05 5:00 p.m.	Thursday 11/13 4:00 p.m.	Monday 11/23 6:00 p.m.	Review Transition Plan – Facilities & Updates
<b>DECEMBER</b>	No Meeting Scheduled			

\*The Board's opportunity to give their report to City Council is scheduled for the Council's regular meeting following the Board's regular meeting, under Agenda Item 8 – Announcements/ Presentations/ Borough Report/Commission Reports.