



PARKS & RECREATION ADVISORY COMMITTEE AGENDA

February 06, 2024 at 5:30 PM

Assembly Chambers/Zoom Webinar

<https://juneau.zoom.us/j/94184441385> or +1 669 444 9171 US Webinar ID: 941 8444 1385

A. CALL TO ORDER

B. ROLL CALL

C. DIRECTOR'S REPORT

1. February 6th Director's Report

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES

2. Minutes from December 5, 2023

F. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

G. NEW BUSINESS

3. Abandoned Vehicles Policy

4. Glacier Valley Rotary Club Riverside Rotary Park Weed Removal

H. UNFINISHED BUSINESS

I. STAFF REPORTS

5. Treadwell Arena Update

6. 2024 Project Update

J. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS

K. NEXT MEETING DATE

L. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.gov.



TO: Parks & Recreation Advisory Committee
FROM: George Schaaf, Parks & Recreation Director
DATE: January 31, 2024
RE: February 6, 2024 Meeting

DIRECTOR'S REPORT

Please find enclosed the information supporting your agenda topics for this meeting. The meeting is anticipated to last 60 minutes and will take place in person at City Hall and virtually via **Zoom Webinar**. To join the Zoom Webinar, go to <https://juneau.zoom.us/j/94184441385> or call 1-253-205-0468.
Webinar ID: 87003674124.

G. NEW BUSINESS

1. Abandoned & Junk Vehicles

Abandoned and junk vehicles are showing up with increasing frequency in CBJ parks and other facilities managed by the Parks & Recreation Department. Managing this growing issue has been difficult due to restrictions in CBJ code, ongoing vacancies at the Juneau Police Department, and limited space at JPD's impound yard. At one point last summer, nearly 20 abandoned or junk vehicles were present in parks or parking lots managed by the Department.

In 2023, the Assembly changed CBJ code to allow departments other than JPD or Docks & Harbors to impound and dispose of vehicles in place, without towing them to another location. The policy and procedure included in tonight's packet describes the process that park rangers and other authorized CBJ employees will use to deal with abandoned and junk vehicles promptly. This process requires the Department to give the registered owner of the vehicle an opportunity to move it before it is sold at auction or recycled.

Recommended Motion:

I move that the Parks & Recreation Advisory Committee recommend that the Director adopt Policy No. 100-005 (Impound-in-Place Policy).

2. **Riverside Rotary Park Weed Removal**

The Glacier Valley Rotary Club has offered to purchase a robotic weed harvester to remove aquatic weeds from the pond at Riverside Rotary Park. In recent years, the pond has become overgrown by aquatic plants, including a variety of milfoil that is native to Alaska. The Parks & Recreation Department previously considered using an aquatic herbicide to reduce the volume of plant material in the pond, but we determined that this would be inconsistent with practice of only using herbicides as a last resort to control invasive weeds that pose other ecological threats. Mechanical removal (i.e. by hand) is not practical due to the amount of labor involved. The aquatic weed harvester proposed by Glacier Valley Rotary Club offers an innovative solution to a longstanding nuisance in this popular park. It is possible that reducing the amount of aquatic plants could impact waterfowl; however, an area could be left undisturbed to accommodate this concern.

Recommended Motion:

The Parks & Recreation Advisory Committee recommends that the Director accept the donation of an aquatic weed harvester from the Glacier Valley Rotary Club, and work with the club to clear aquatic weeds from the Riverside Rotary Park pond.

I. **STAFF REPORTS**

1. **Treadwell Ice Arena Update**

Treadwell Arena Manager Lauren Anderson will provide an update on programs and operations at Treadwell Ice Arena.

2. **2024 Project Preview**

Parks & Recreation Director George Schaaf will present an overview of park, trail, and facility improvements planned for the 2024 construction season, including:

- Sigoowu Ye Playground replacement
- Si'Tuan Playground replacement
- Eagle's Edge Playground replacement
- Riverside Rotary Park lighting replacement & upgrades
- 35-Mile ORV Park Phase 1
- Adair-Kennedy Memorial Park Artificial Turf Field
- Adair-Kennedy Memorial Park LED lighting upgrades
- Hank Harmon Public Range Safety Improvements
- Kaxdigoowu Heen Dei / Montana Creek Bridge Replacement
- Cope Park – Christopher Trail bridge & trail upgrades

PARKS & RECREATION ADVISORY COMMITTEE **DRAFT** MINUTES

December 05, 2023 at 5:30 PM



Assembly Chambers/Zoom Webinar

<https://juneau.zoom.us/j/94184441385> or +1 669 444 9171 US Webinar ID: 941 8444 1385

A. CALL TO ORDER

Chair Pro-Tem Charles Westmoreland called the meeting to order at 5:31 PM

B. ROLL CALL

Present: Charles Westmoreland, Paulette Schirmer, Emma Van Nes, Danika Swanson, Christina Mounce

Absent: Chris Mertl, Makayla Chappell, Josh Anderson, Portland Highbaugh

Staff Present: George Schaaf, Parks and Recreation Director; Terra Patterson, Parks and Recreation Aquatic Manager; Annie Carroll, Parks and Recreation Staff Liaison

C. APPROVAL OF AGENDA

Ms. Schirmer motioned to unanimously approve the agenda for the meeting. No objections were heard, and the agenda was approved.

D. APPROVAL OF MINUTES

1. Minutes from November 7, 2023

Ms. Schirmer moved to approve the minutes for the November 7th, 2023 PRAC meeting. No objections were heard, and the minutes were approved.

E. DIRECTOR'S REPORT

2. December 5th Director's Report – Included in packet

F. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS – None

G. NEW BUSINESS – None

H. UNFINISHED BUSINESS

3. Regulation of Large Events – Presented by G. Schaaf

Mr. Schaaf presented the PRAC with a fee memo outlining the proposed fee structure for large event permits which considers the anticipated actual costs to process and administer the permits. Mr. Schaaf noted that the memo also includes the fees charged by other cities and neighboring states for comparison, highlighting that the proposed fees are significantly lower than those charged elsewhere. This would be added to the Parks & Recreation fee schedule once approved by the city manager.

Mr. Westmoreland asked if the proposed fees take into consideration wear and tear on equipment. Mr. Schaaf explained that they do not. The fees reflect only the cost of processing the application and reviewing the event. The permit would impose conditions on the event to avoid wear and tear on facilities by requiring organizers to provide trash cans, and portable bathrooms if the size of their event

requires it. The regulation does provide a way for Parks & Rec to charge a deposit to recoup any expenses in the event of damage.

Ms. Schirmer asked about past events which have required costly cleanup work to be done, and if those difficulties are taken into consideration in this proposed regulation. Mr. Schaaf answered that the problems have abated slightly since Parks & Rec started offering an unrequired permit for large events. However, the organizers of the Burning Rain Festival, which took place a few years ago, refused to apply for permits. The burning of pallets on the beach littered the area with nails which resulted in Parks & Rec having to work with the Juneau Police Department to write citations for the cleanup cost. This punitive action eventually resulted in the organizers gathering to clean the beach. Other large-scale events without prior notice, such as the canoe landing at Savikko Park during Celebration, have resulted in a scramble to organize efforts to help manage the crowds and parking. The proposed Permit system will help Parks & Rec stay ahead of the needs and costs of these large events.

Mr. Westmoreland and Ms. Swanson expressed support for the regulation as it established reasonable accountability for event organizers.

Ms. Schirmer motioned to support and recommend the Assembly adopt the proposed change to the code of regulations to manage large events in parks. No objections were heard, and the motion passed.

4. **Naming Policy – Presented by G. Schaaf**

Mr. Schaaf explained that the Parks & Rec department occasionally receives requests from the public to name a park or facility. The proposed policy seeks to provide a framework for the proposal of new or changed names for parks, and a process by which to collect information which can be brought to the committee for recommendation or feedback. The policy has been updated since the last PRAC meeting to explicitly include a role for Alaska Native organizations and the CBJ Historic Resources Advisory Committee in the review process for historic properties. Through this process the department can provide a complete proposal for the Assembly who will then ultimately make the decision on the park name. Mr. Schaaf also added that in addition to these updates the department will allocate funding to support archival and linguistic research to find historical place names when possible.

Ms. Van Nes expressed support for the policy and its inclusion of collaboration with Alaska Native organizations. Ms. Van Nes motions motioned to support and recommend the Assembly adopt Policy No. 100-005 Naming Policy. No objections were heard, and the motion passed.

5. **FY2025-FY2031 Capital Improvement Program (CIP) – Presented by G. Schaaf**

Mr. Schaaf presented some of the updates and changes made to the CIP after feedback from the PRAC in November. Parks & Rec has received updated estimate from a consultant for the elevator at the Dimond Park Field house. Two different proposals have been developed; one for wheelchair lifts fitted to the staircases, and one for a traditional elevator to be installed. The department has been collaborating with Southeast Alaska Independent Living (SAIL) to work on pursuing grants. The CIP has been updated to include more information on the proposed community center, and a lobby & activity room expansion at Treadwell ice arena to increase dryland activity space for user groups.

Mr. Westmoreland inquired about current user turnout and facility use at Treadwell. Mr. Schaaf explained that the rink is in greatest demand during the 5:00pm – 10:00pm timeslots and that the rink is fully booked during this time. Mr. Westmoreland also asked if the sports field repairs and improvements would include resurfacing the indoor courts at the Dzantik'i Héeni or Floyd Dryden middle schools. Mr.

Schaaf answered that it does not as the school district has its own CIP and funding, and Parks & Rec does not maintain their facilities. There is funding identified on the CIP for the Adair-Kennedy tennis and basketball court outside at Floyd Dryden.

Ms. Mounce asked for clarification on where the Montana Creek bridge replacement will be located specifically as there are multiple bridges in that area. Mr. Schaaf answered that this proposal is to build a permanent replacement for the bridge at the end of Montana Creek Road which was condemned and temporarily replaced with a bailey bridge by the Department of Transportation last year.

Mr. Westmoreland asked if the Multipurpose Community Center and Facilities Maintenance Shop will replace or consolidate existing facilities into a single location. Mr. Schaaf explained that it would provide a more centralized location for the City's Facilities Maintenance Shop which is currently located in the old Mt. Jumbo School in downtown Douglas. Additionally, this proposed community center would provide indoor court space, and a rock-climbing wall for the public. Mr. Westmoreland asked about the large expense in FY27 for this project with an unspecified funding source. Mr. Schaaf answered that for a project of this size it will most likely need voter approved funding through a general obligation fund.

Ms. Mounce asked where the initial \$500,000 for the planning would come from in FY25. Mr. Schaaf answered it would come from general sales tax if approved by the Assembly.

Ms. Schirmer motioned to support and recommend the Assembly adopt the Capital Improvement Plan. No objections were heard, and the motion passed.

I. STAFF REPORTS

6. Aquatics Division Update – *Presented by T. Patterson*

Ms. Patterson gave a presentation covering updates to the Aquatics division including increased staffing, current programs, and progress on the Augustus Brown Pool Renovation. The presentation highlighted the division's increased staffing and 92% retention rate, which Ms. Patterson points out is a great improvement post-pandemic. Additionally, the Aquatics division has been able to increase the capacity for lifeguard certification, and to run swim lessons year-round. Current challenges the division faces include reopening the Augustus Brown Pool, filling full time lifeguard positions, and filling the open Recreation Coordinator Position. Ms. Patterson informed the PRAC about new programming including Summer Day Camp, Lil' Swimmers non-traditional pre-school lessons, and Dive in Movies at the pool.

Ms. Patterson updated the PRAC on progress made during the Augustus Brown Pool renovations. Renovations include new flooring, tiling, and lighting in the locker room. Wastewater pipes and lockers were replaced in the family changing room and a new toilet has been installed. Mechanical renovations have also been made to the facility including new boilers, a hot water storage tank, water circulation pumps and updated electrical throughout the building. The building improvements also include asbestos abatement, HVAC renovations, new PA system speakers, replaced drop ceilings, new & repainted fiberglass doors, and LED lighting throughout the facility. In addition to these renovations, the recreation pool has been resurfaced and retiled.

Ms. Patterson concluded by sharing that they hope to reopen the pool in late February, and a more specific opening date will be announced to the community once Dawson construction completes their work.

Mr. Westmorland inquired about if the aquatics division has any established partnership with the local high schools to offer work study or substitute PE as options for students. Ms. Patterson expressed

interest in pursuing an agreement in the upcoming school year, and in exploring a program for highschoolers to have PE & swim lessons at the pools.

J. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS

Trail mix: Ms. Swanson updated the PRAC on Trail Mix's recent meeting with CBJ staff. She shared that Trail Mix has coordinated over 6,000 volunteer hours with various organizations, and recently 30 people have been hired to work on a new trail project with 25 of those involved being locals from Juneau.

Eaglecrest: Ms. Van Nes informed the PRAC that The Eaglecrest foundation and UAS have partnered to provide dormitory housing employees from outside of Juneau. 2,620 season passes have been sold, resulting in an increase in total revenue by approximately \$60,000. Finally, Ms. Van Nes shared that unfortunately opening day was pushed back due to limited snowfall, and warm conditions this winter.

K. NEXT MEETING DATE – January 2, 2024

L. ADJOURNMENT – The meeting was adjourned by Ms. Schirmer at 6:44pm

Respectfully submitted by Annie Carroll 12/27/2023



CITY & BOROUGH OF JUNEAU

PARKS & RECREATION DEPARTMENT POLICY MANUAL

Policy No. 100-006	Title: Impound-in-Place
Date Reviewed by PRAC: Date Approved:	Last Reviewed:
CBJ Code / Regulation: CBJ 72.24.020 (Impounding & relocating vehicles) CBJ 72.12.010 (Parking not to obstruct traffic) CBJ 72.12.035 (Parking of trailers restricted) CBJ 72.02.340 (Stopping, standing or parking on highway and in other locations) CBJ 72.02.345 (Officers authorized to remove vehicles) CBJ 36.30.230 (Abandoned & Junked Vehicles)	Other Reference: AS 28.11 (Abandoned Vehicles)
Purpose & Need: To establish policies and procedures for the impounding, removal, and disposal of abandoned and illegally parked vehicles in municipal parks and recreation facilities.	

Policy

It is the policy of the CBJ Parks & Recreation Department to:

1. Maintain parking lots and other areas for their primary use by the public;
2. Promptly issue warnings and citations, as appropriate, to vehicles parked illegally or abandoned in parks and other facilities managed by the Department; and
3. Take appropriate action to remove illegally parked or abandoned vehicles from parks and other facilities to protect public property and preserve access.

Applicability

These policies and procedures apply to all areas dedicated by the Assembly for parks and recreation purposes, and to all facilities managed by the Parks & Recreation Department, including downtown parking facilities.



CITY & BOROUGH OF JUNEAU

PARKS & RECREATION DEPARTMENT POLICY MANUAL

This policy applies to abandoned, wrecked, and junked vehicles:

A. Abandoned Vehicles

- a. A vehicle registered as required under AS 28.10 that reasonably appears to have been left unattended for more than **30 days** shall be treated as an abandoned vehicle and removed pursuant to AS 28.11.030 using the impound-in-place procedures described below.
- b. This applies to vehicles that are registered and are not junked or wrecked.

B. Wrecked or junked vehicles

- a. A wrecked or junked vehicle that reasonably appears to have been left unattended for more than **24 hours** shall be treated as an abandoned vehicle and removed pursuant to AS 28.11.030 using the impound-in-place procedures described below.
- b. According to AS 28.11.020(c), a “junk vehicle” means a vehicle that:
 - i. Is not currently registered under AS 28.10;
 - ii. Is stripped, wrecked, or otherwise inoperable due to mechanical failure;
 - iii. Has not been repaired because of mechanical difficulties or because the cost of repairs required to make it operable exceeds the fair market value of the vehicle; or
 - iv. Exhibits one or more of the following:
 1. Broken glass;
 2. Missing wheels or tires;
 3. Missing body panels or parts; or
 4. Missing drive train parts.
- c. According to AS 28.11.020(c), a “wrecked vehicle” means a vehicle that is disabled and cannot be used as a vehicle without substantial repair or reconstruction.

This policy does not apply to vehicles actively being used for residential purposes.

Procedures for Abandoned Vehicles

- A. Impound the vehicle where it is parked.
 - a. Create a report describing the vehicle (make, model, color, license plate, and VIN), the date and time of impound, and the grounds for impound (e.g. CBJ 36.30.230, 72.22.060, and 85.10.050).
 - b. Affix a Notice of Impound to the vehicle (preferably a weather-proof decal or hangtag). The Notice must include a phone number where CBJ staff can be reached for more information.



CITY & BOROUGH OF JUNEAU

PARKS & RECREATION DEPARTMENT POLICY MANUAL

- B. Provide personal notice to the registered owner
 - a. Send a letter via Certified Mail (Return Receipt Requested) to the registered owner of the vehicle and any known lienholders. The notice must include:
 - i. Notice that their vehicle has been impounded by CBJ.
 - ii. The date the vehicle was impounded.
 - iii. Information that the vehicle will be auctioned or disposed of if not claimed and moved within 10 business days.
 - iv. A phone number where CBJ staff can be reached for more information.
 - v. Information regarding fees for disposal.
- C. Provide public notice of auction
 - a. If the vehicle is not claimed and moved within 15 days after personal notice is mailed via Certified Mail, then post public notices in three locations (i.e. City Hall, CBJ Website, and Parks & Recreation social media account(s)) announcing that the vehicle will be sold at public auction. The notice must include a description of the vehicle, the registered owner's name, and a statement that the vehicle will be sold at public auction.
- D. Attempt to auction the vehicle (CBJ 72.22.060)
 - a. The vehicle can be auctioned 10 days after posting public notice, if it has not been claimed and moved.
 - b. Use the CBJ's standard auction procedure and website to conduct the auction.
 - c. Proceeds from the sale of auctioned vehicles shall first be used to compensate CBJ Parks & Recreation for actual costs associated with towing, impounding, storing, or selling the vehicle. Any remaining proceeds shall be paid first to the lienholder, if known. Any remaining proceeds shall be paid to the owner of the vehicle, or if unknown, to the operating fund of the Parks & Recreation Department.
- E. Disposal
 - a. If there are no buyers at auction, then CBJ becomes the owner of the vehicle.
 - b. Hire a towing company to take the vehicle to Skookum for scrapping/destruction.
 - c. After disposal, send a letter to DMV containing the following information:
 - i. Statement that the vehicle was scrapped/destroyed at <location> on <date>.
 - ii. Owner of record
 - iii. Plate (if known)
 - iv. VIN
 - v. Make
 - vi. Model (if known)
 - vii. Year (if known)



CITY & BOROUGH OF JUNEAU

PARKS & RECREATION DEPARTMENT POLICY MANUAL

Procedures for Junked Vehicles

- A. Impound the vehicle where it is parked.
 - a. Create a report describing the vehicle (make, model, color, license plate, and VIN), the date and time of impound, and the grounds for impound (e.g. CBJ 36.30.230, 72.22.060, and 85.10.050).
 - b. Affix a Notice of Impound to the vehicle (preferably a weather-proof decal or hangtag). The Notice must include a phone number where CBJ staff can be reached for more information.
- B. Provide personal notice to the registered owner
 - a. Send a letter via Certified Mail (Return Receipt Requested) to the registered owner of the vehicle and any known lienholders. The notice must include:
 - i. Notice that their vehicle has been impounded by CBJ.
 - ii. The date the vehicle was impounded.
 - iii. Information that the vehicle will be disposed of if not claimed and moved within 10 business days.
 - iv. A phone number where CBJ staff can be reached for more information.
 - v. Information regarding fees for disposal.
- C. Disposal
 - a. If the owner does not claim the junked vehicle and remove it from CBJ property within 10 business days of sending notice, then CBJ becomes the owner of the vehicle.
 - b. Hire a towing company to take the vehicle to Skookum for scrapping/destruction.
 - c. After disposal, send a letter to DMV containing the following information:
 - i. Statement that the vehicle was scrapped/destroyed at <location> on <date>.
 - ii. Owner of record
 - iii. Plate (if known)
 - iv. VIN
 - v. Make
 - vi. Model (if known)
 - vii. Year (if known)

January 30, 2024

George Schaaf, Director of Parks & Recreation
Colby Shibler, Parks & Landscape Supervisor
155 Heritage Way – City Hall Rm 218
Juneau, AK 99801

Ref: Riverside Rotary Park Weed Removal Machine

This is to summarize the information that we covered in our meeting of January 5th and outlines the details of a proposed purchase of a weed cutting machine for the pond at Riverside Rotary Park (RRP).

It has long been a goal of Glacier Valley Rotary (GVR) to find a practical & affordable method to clean up the pond at RRP. The indigenous plants have taken over the majority of the pond's surface, which is unsightly, interferes with the ability to ice skate (the weeds stick up through the ice in the winter) and prevents the ducks from freely swimming around (feeding the ducks is a favorite for the kids that play in the park). The extent of the vegetation also creates a dangerous situation, preventing someone from swimming, should that be necessary.

We have identified a machine that will work to cut and harvest the aquatic growth. The machine is called "WaterShark" - a remote controlled battery powered weed cutting machine. (See attached photos).

It is GVR's intent to store the machine in the Parks and Rec Riverside facility. When it is time to cut the weeds (probably twice a year), members of GVR will transport the machine to RRP, cut and harvest the aquatic plants, and then return it to the Riverside facility thereby avoiding Parks and Rec staff time.

There is also some thought that the machine could also be utilized by Parks & Rec in Twin Lakes, as a shared investment.

Glacier Valley Rotary and community member Jack Marshall will undertake to fundraise approximately \$17,000.00 to pay for the purchase and delivery of this machine.

We are hopeful that Parks & Recreation will be able to help as described; and, while not part of this request, we would look for your assistance if there is any financial support that could come through the City & Borough of Juneau.

Respectfully



Charlie Williams,

Chair of Rotary Park for Juneau Glacier Valley Rotary



“WaterShark”

The revolutionary new WaterShark is the best balance of power and portability you can find in a weed cutter. Weighing in at 150 lbs. without batteries and 250 with batteries, the WaterShark also cuts at a depth of up to 5 feet, with a cutting width of 48 inches, allowing owners of the aquatic weed cutter to cover larger areas in less time. Add the sickle auto-level feature, and you are able to cut submersed and emergent lake weeds such as dense milfoil, eel grass, lily pads, pencil reeds, and most other lake weeds at a consistent cutting height across your shoreline



An end user's review of WaterShark:

I purchased the Watershark and have used it a few times. What an amazing machine. I have a large area of milfoil that is thick on a river. The Watershark makes it easy to cut the milfoil so we can get our jet skis and boats into our docks and beach areas. It is so nice to sit in a chair and cut it so effortlessly. The five foot depth was key for me. All of the features have worked great and it seems like they have thought of everything. It truly covers all the bases. I can honestly say that this is one purchase I am glad I made. The service has been awesome also. Mike and Luke have been there to help and answer questions and have been so helpful making the purchase even nicer. I normally don't do reviews but this Watershark is so awesome. No more throwing cutters and rakes!

Sincerely,
Joe Arrota