

MINUTES
PARKS & RECREATION ADVISORY COMMITTEE
Tuesday, May 5, 2015
CBJ Assembly Chambers -- 6 p.m. to 8:48 p.m.

- 1. Call to Order at 6:00 p.m. by Chris Mertl, Chair;** Members Present: Josh Anderson, Traci Gilmour, Gerry Landry, Eric Ouderkirk, Frances Dowd and Tom Rutecki.

Members Absent: Lindsey Hallvik and Odin Brudie

Assembly Liaison: Maria Gladziszewski absent

Staff Present: Kirk Duncan, P&R Director; Brent Fischer, P&R Superintendent; Fran Compton, Admin. Assistant; Kristi West, Zach Gordon Youth Center Manager

Guest: Michele Elfers, CBJ Engineer

- 2. Agenda Changes: add Kristi West Appreciation presentation**

- 3. Public Participation of Non-Agenda Items- none**

- 4. Appreciation for Kristi West, Zach Gordon Youth Center Manager,**

Chris Mertl: For those of you who don't know, Kristi is retiring from Parks and Recreation, she has been the Manager of Zach Gordon for 15 years. I want to thank you for your years of service, almost 30 years with Parks & Recreation, and most notably all the lives you have changed with Youth Programs and work with kids at Zach Gordon and even working with folks as they move beyond their youth. I want to say Thank you and we will miss you. PRAC hasn't had a whole lot of interaction with you because you are a self-sustaining operation. You do so well. [Applause] I have a certificate.

K. Duncan: Kristi and I have worked together for four months but we actually worked together on the Arctic Winter Games Event and I have known Kristi for quite a while up at Eaglecrest. I think it is important that you have a little bit of Kristi's background. Congratulations Kristi on your upcoming retirement as manager of the Zach Gordon Youth Center, retiring June 1 of this year. Kristi's involvement with Zach Gordon began in 1973 when she met him at "the Teen" as a Juneau-Douglas High School student. The welcoming environment at the Center steered her through her young life in JDHS's special project career program. She graduated and also got the UAS Public Manager certification. She continues her education towards a social science degree. Kristi started her CBJ employment as a volunteer at Parks and Rec. The program manager quickly realized she needed her and she has over the years provided many positive youth and adult programs over the years, as a successful program leader. When the

ZG top management position opened up Kristi was a natural selection. Her staff, past and present, is very devoted to her, and I know that personally. Kristi leads and trains by example, she is very family oriented, listens extremely well and has a quiet way that encourages a person to open up and confide in her. Kristi is an excellent manager, handling budgets, contractors, volunteers, board members, engineers and babies with the same confident ability that has become the well spring of all things Zach Gordon. Kristi also found time to support groups that help Zach Gordon as a member of community boards and committees. She is amazing and dedicated to fulfilling her motto - "to try your best every day to embody the essence of Zach Gordon, and believe in the basic goodness of the human spirit." On her way out the door, Kristi took on the project of remodeling Zach Gordon's new kitchen. She rallied the community behind that effort. Kristi will be missed a lot. Thanks again for everything.

- 5. Approval of Meeting Minutes from April 7, 2015; Motion from J. Anderson to approve the minutes of April 7, 2015; Hearing no discussion and no objection, the minutes were approved by unanimous consent.**

Approval of PRAC Retreat Minutes from April 11, 2015; Motion from E. Ouderkirk to approve the minutes from the PRAC Retreat of April 11, 2015. Hearing no discussion and no objection, the minutes were approved by unanimous consent.

6. P&R Director's Report – K. Duncan:

- *Ordinance 2015-18(am) regarding Treadwell Advisory Board*

There were questions from the Retreat. It will take a non-voting liaison from PRAC on the Treadwell Board starting in early June. (Reference to handouts) The mission of the advisory board: looking at how to market Treadwell to increase the number of users; identification of CBJ code barriers to marketing; methods to establish clearer user group relationships; review of rink operations standards to increase operational efficiencies, and assist in ensuring equity for diverse community users. Report back to the Assembly on May 1st every year to discuss: have the numbers of users increased, revenues increased, revenue streams diversified, has cost recovery continued at 50% or greater, have operations costs savings measures been identified and implemented, has marketing strategies been developed and has user group feedback system been developed? Are there any other questions about Treadwell Advisory Board?

Chris Mertl: Do you know how often then are planning on meeting?

K. Duncan: I am assuming once a month in the beginning, it isn't on the ordinance. While there is a sense of urgency, right now it's hard to get ice users interesting in meeting over the summer.

C. Mertl: I would be interested in being the liaison.

- *Airport Greenbelt issue, Jordan Creek parcels update:*

Referring to the last PRAC meeting presentation: (Power Point map) we went back and looked at ownership of three parcels. Two are showing 1999 Land Management Plan, one parcel added outside of the area -- we are talking about the Jordan Creek Watershed Project. The map shows we manage the area of the airport parking lot, obviously we don't, labeled 654 and 660 – Parks and Recreation. Airport surveyed and said "we manage all of that".

We have a conflict between two departments. The airport is very concerned about birds and related to retention ponds, etc. I will be talking with the City Manager on Thursday to find out how we resolve this conflict.

Discussion.

C. Mertl: This might be something to partner up with Sustainability Committee.

- *Centennial Hall pass-through budget item question from retreat:* What is this \$1.5M in expenses that Centennial Hall has? There is a million dollar pass through from the hotel tax through CH to JCVB. That is why there is such a large amount in "other".

- *Aquatics Empowered Board:* [Ordinance 2015-23(b)] Assembly passed at meeting April 27, it is a hybrid. The CEO of Aquatics facility will be the Parks and Recreation Director. I will hire an aquatics manager to do the actual day to day management and that person will report directly to me, essentially taking it out of the city manager's office. I am responsible for the overall supervision of the municipally owned aquatics facilities under the Aquatics Board's management and duties shall include: carrying out applicable laws, ordinances and regulations; policies established by the Aquatics Board not in conflict with policies established or adopted by the Assembly or Manager; and I prepare an annual budget as required by the CBJ ordinance. There was quite a bit of conversation about "policies established or adopted by the Assembly or Manager". The City Attorney made it very clear that if our SOP is to have 8 lifeguards at DPAC when we are busy and we determine through our contract with USA Pools that we can do it safely with 5, it will be up to the Aquatics Board to decide whether we have 5-6-7-or 8. It's not a policy that is not what we are talking about here. This is a hybrid; it's not a completely empowered board, as Mr. Kiehl said if you control the budget, you control what is going on. Has 3 year sunset and we will see what happens. There will be 2 public members – 1 year term, 2 members – 2 year term and 3 members – 3 year terms, for 7 members. Unlike the Treadwell Advisory Board applications in by June 1 and selection by June 15 and we will meet by June 20 and hit the ground running. Interestingly enough I do not believe the PRAC has any representation on this board. I will answer any questions.

J. Anderson: Why doesn't the PRAC have any involvement and should we try to get someone on there?

K. Duncan: The ordinance was passed without that being considered.

T. Rutecki: If I am the director I am pretty happy, opens the door for entrepreneurial bureaucracy – like a feudal lord get to do all sorts of cool things. Seven people all fired up instead of it all falling to one person. I don't see it as a hybrid, just a different kind of empowered board. I think with the present Director the City Manager would be fine – five/six years from now different personalities may be problematic, but not in the near future.

K. Duncan: I am excited; I like new and different things.

F. Dowd: I have not read through the whole Ordinance, but it was brought up at the last AFAB meeting, what and how will the AFAB Board end?

K. Duncan: I think this Board will supersede the AFAB and there will probably be a future resolution that eliminates the AFAB. The Chairman of that committee won't call any future meetings.

C. Mertl: Any further questions?

T. Rutecki: A little bit ago there was an article in the paper about the Whale sculpture and they referred to an island that P&R made, are they referring to the Park?

B. Fischer: What they were referring to is the tide land; they want to have the Seawalk over that "bump" that will be the island with features, taking advantage of tideland area.

C. Mertl: I would strongly suggest that someone from the PRAC apply for the Aquatics Empowerment Board appointment so that PRAC will have that liaison.

7. Unfinished Business

A. Michele Elfers – Project Manager in the Engineering and PW Department.

- Cope Park Update: About a week ago we received the 65% Design Drawings from the consultant and distributed to P&R Staff. There is some utility work to be done with city's main water line through the park and upgrading the sewer lines. After review the Departments will get back and proceed to 95% in early June, with complete drawings by the end of June; money coming with new fiscal year, July 1. Our plan is to bid it as soon as we can, advertise in July and have a contractor with notice to proceed in September, potentially fall and winter construction if possible. The only conflict we have is the Salmon Creek water line.

- Douglas Island Mini-Park Fruiting Forest: (Map projection) Last year the Executive Director from the Soil and Water Conservation Service (SWC) had a conversation with Ben Patterson [P&R Landscape Supervisor]. The SWC had a lot of berry plants. We (P&R and Engineering) have been looking for ways to minimize maintenance in parks for a couple of years. The idea came up for a fruiting forest which could potentially lower maintenance needs. The P&R land is at the end of 4th Street looks like a little alley with couple of houses; on the slope of mowed grass with a couple of benches. Idea was to plant the berry plants in this mini-park to

reduce mowing in that park. The idea of fruiting forest is taking hold across the country and they are taking place in Seattle. The community takes ownership over this and cares for and harvests these plants. The Douglas Community Garden group really liked the idea and was willing to commit to do 1 – 2 times maintenance per season. Partnership formed last year. We will have a public meeting, sent a mailer. We got some emails, overwhelming positive feedback. We have Open House/Public Meeting scheduled for June 4 at Douglas Library at 5:30. We will send a mailer to neighborhood and public again, schools, paper. The idea is to engage the community: do you want this? Are you willing to volunteer to build and take care of it? It is something we are willing to do with public volunteers. There is no CIP funding for this, it will be volunteer labor and built. P&R committed one to two days of equipment, looking for donations for wood. American Society of Landscape Architects group and Skye Stekoll (CBJ Engineer) worked together with P&R on draft plan. (design projected for viewing) Paths, beds with berry bushes, maybe rhubarb, herbs, perennials, maybe children's play area with low key play elements, no funds for playground equipment. The open house is to hear the public comments.

T. Gilmour: Brent, is this the areas that we talked about last year with George Schaaf? Great idea! There is another area in Mountainside Estates?

M. Elfers: Yes.

G. Landry: Kirk, what about a little sign? I can also think of Mendenhall right-of-way that could use signage. Just a small P&R Park sign welcoming the public so they know it's a public park.

K. Duncan: Brent and I will talk about that, we own hundreds of acres, but if it is a small neighborhood park we should be able to do that.

- o Franklin and Front Street Reconstruction, Phase I project: This project is a little bit different from typical street reconstruction. There is a group of community people related to the Downtown Improvement Group that has been working on, trying to improve the physical condition and behavior/social issues. They have been meeting for a year and went to the assembly and asked for money to do a design construction project in these streets. The Assembly appropriated a planning/conceptual phase. We don't often have community members come and ask to do this type of project. We are starting with planning/conceptual design, doing a lot of public outreach. We will move into design in July, no funding yet may become available in two years. There may be utility work; a lot is looking at sidewalks, site permissions, right of way. We have a timely issue with new cruise ship berths coming and the Sobeloff Center may become destination center. We are always looking for connections. Did some fuzzy boundaries, lets look at Franklin Red Dog to Baranof, Front Street down to lower Seward, Shattuck Way, Admiral Way - the first planning phase will be to define the area - what to do and get public comment. Our first meeting April 2nd at Heritage Café attended by over 100 people. A lot of people participated, and asked questions then discussed and wrote down what

people discussed. Comments included lighting as safety issue and attraction; circulator idea; color as related to paint and art. One of the tasks for consultants was we asked them to do a pedestrian group analysis, how people move through downtown, looking at destination points and what corridors or areas that pop out. Maybe there are streets, sideways, right-of-way or intersections we need to focus on. These are draft documents; we are looking for comments and change ideas. Ferry Way and lower Seward could be two really great corridors. How can we improve those to draw people downtown? Draft map (projected) showing under-utilized corridors. Red Dog intersection is problematic; community sees it as a problem. Gateways, waterfront, historic district, what those are, where? Canopy issues, sidewalk issues. Hoping property owners will take ownership. June 18th next public meeting.

On website: <http://www.juneau.org/engineering/franklinandfrontstreet/>

E. Ouderkirk: do they explain the methodology – how did they determine what you show as pedestrian ways.

M. Elfers: Not scientific, based on experience in the area. This is a draft and we are looking for comments. I don't have anything on the website about methodology but that would be a good note to put on the page. There is some text on the website. If you have suggestions for the website I would like to hear them.

C. Mertl: What are your highest priorities for this project? Utilities? How are you going to take this exercise to get people to understand what needs to be done given budget concerns?

M. Elfers: The scope is really open – priorities are not defined, at the next public meeting that is what we are trying to do in this phase. Utilities, we still have to figure out what work needs to be done, but doesn't appear to be a main component. Most of the utilities are in good shape.

B. PRAC Retreat/P&R Comprehensive Plan subcommittee assignments.

Discussion.

C. Mertl: We are not writing the Comp Plan, but we are providing umbrella themes and concepts.

Discussion.

C. Mertl: Mission Statement newly crafted:

Provide high quality, safe, affordable, and accessible recreation programs and services, facilities and lands supporting current and future community needs of residents and visitors of all abilities, while fostering partnerships.

Discussion

J. Anderson: Provide high quality safe programs, activities, facilities, and lands in an affordable manner meeting current and future needs for people all abilities, while fostering partnerships and stewardship.

F. Dowd: I like your agenda item to have subcommittees.

T. Gilmour: My interest lies in Maintenance.

Discussion of chapters.

F. Dowd: How was this data collected?

C. Mertl: This document guides how we act with the department and the community by developing this Plan. We provide the bones of the document and let someone else collect data and pass along to Kirk and Brent to fill in.

K. Duncan: We will hire a consultant who will do public outreach, will do a survey, and this is what will be driving their work. This plan needs to put out the information based on the mission statement. \

J. Anderson: What is our scope of work, are we just doing the mission statement, or are we doing some of the chapter work? And then we can be done?

Discussion

K. Duncan: Work on this (mission statement) and then look at Chapter 3. PRAC's input will be helpful in letting us know what should be surveyed - what should we be asking? It is not a good use of your time to do a whole lot of stuff the community doesn't want. This is our driving statement – we go out with this and we go out with a consultant survey, then coming back. Then we have what the residents have said about Parks and Recreation facilities for short term and long term. Then we sit down with that information, ok what do we want to do? We will have the cart before the horse if we do much more than this mission statement, followed by a survey.

F. Dowd: I look at it as someone else writes the book, we have input getting the survey's out there and recommend how the city handles it.

C. Mertl: Let's read Chapters 3, 5 and 6. Wrap our heads around it.

T. Gilmore: We need to have a dialogue – we don't have a direction. We need to be talking about the same things.

G. Landry: I will resend Anchorage Plan links to all PRAC members.

C. Mertl: Is there funding set aside to write the P&R Comp Plan, or do we need to get in front of the Assembly?

K. Duncan: It will come out of the CIP process. There is no money set aside for this. This is not a high priority for the Assembly at this time. Up to the PRAC to enlightened individual Assembly members and then make a report to the Assembly, through the Committee of the Whole, sometime in September. Hit them with a concise statement: this is what we need to do; this is how we can get there, and then we can multi-stage funding.

8. New Business: Brent Fischer

- A. Policy for Memorial Benches in CBJ Parks** – draft handout. Need for this because we have more and more people wanting to honor individuals, family members and loved ones and they want to put out something within our Parks. I would like you to review this draft, come back with comments and revision and

put forth for approval in the next PRAC meeting. The essence is the public will buy a bench and we will help them pick a location to make sure it works with flow and maintenance of the park. The public will purchase the bench and inscription and we will be responsible for maintenance but not for replacement. Strict guidelines what the bench will look like and what is on there. I included a picture of a bench. We are trying to point the public to this model and look or approved equal.

Discussion

B. Fischer: Request that PRAC members review this and bring comments to P&R Director and me. This is an introduction. Thank you for your comments.

B. Policy for CBJ Tree Cutting change: Newly adopted in December, (handout) is a CBJ Tree policy not just P&R, every department follows this policy. I want to highlight changes: You can find this information on CBJ website in Lands & Resources webpage. #1 Purpose: change under B: Old policy said we aren't going to cut down trees for viewing; this new policy is giving us an opportunity for a process for citizens to request work on non hazardous trees. Number 2. CBJ doesn't routinely inspect trees; it is the responsibility of owners. The last paragraph statement to give opportunity for the property owner to disagree and get another opinion at their expense. Our landscape supervisor does analysis on a tree and if they feel there is a risk or safety issue then we will remove that tree. This did have a public process and went through the Assembly; December 9, 2014. This policy went through Lands and Resource.

C. Mertl: My frustration is that this would have been a perfect thing for us to deal with.
Discussion

K. Duncan: It is important to point out that this is a Policy, it can be revisited. So number III states "The managing department will approve the request if it is consistent with the department's management of the property."

C. Mertl: I can see if they are looking for a global document, a policy for all CBJ lands. Something on a right-of-way is different from something in Savikko Park.

K. Duncan: PW has a completely different view, they don't they there should be a tree in the world, where P&R likes trees – we don't have a succinct policy. PRAC can weigh in.

B. Fischer: Talking about hazard trees, if we feel it is not a hazard; the citizen could hire another arborist and say it is. #3 is a brand new section – this took place of "no we are not going to cut a tree down if it's not a hazard to there is a process, it will go to Lands Manager first and verify who's managing the property and then manage the tree. P&R does not have a tree policy; this is a good opportunity for PRAC to weigh in on. Stream corridors, easements, conservations areas will be more to cut trees. This is an opportunity for someone to bring something forward and PRAC to say yes. This is where we could work on a P&R Tree Policy.

C. Mertl: This is very big and I know something has to be crafted. I would love for P&R to get into something that deals with non-hazard tree on CBJ property and deal with hazard trees – there is nothing that quantifies what is a hazard tree. The National Society of Arborists has very clear delineations and assessments of what is a hazard tree. They come up with very good pruning and tree removal practices. Someone could top a tree here – if you are going to top it you might as well remove it. You might have a damage clause; if someone takes a tree without permission you let people know there is a penalty. I would be happy to help out if P&R wants a Tree Policy for Park land.

F. Dowd: How many people have come to you to exercise item three?

B. Fischer: No, right before the policy went into place, yes. I did want to say on #4, there was confusion, I talked with Mr. Chaney, Manager of Lands, because I found the wood cutting map on line, it's the same as the tree harvesting map (language and picture in Policy). Dead or down trees may not be removed from the following areas without authorization: add greenbelts, cemetery and within 25 feet of streams and that was important to call out. Sale of down or dead trees are prohibited without Land management specific written approval. Christmas tree during December uses the same map. Penalties with ordinance, offenses against property under CBJ Code 42-15: trees, minerals, enter property and intent, remove or cut, standing or down without specific authorization of owner a specific fine with \$200 fine. This is for your information.

T. Rutecki: Does #IV include firewood? There is a quite a bit of cutting at Auke Rec cut off. Are you to get a permit for dead trees?

B. Fischer: Mr. Chaney says this map outlines where you can cut, everywhere else is prohibited. If they want to cut they have to talk with him. If you have any questions you can talk with Mr. Chaney directly or send him an email.

Discussion of Montana Creek area and a P&R Tree Policy.

9. Committee, Liaison, and Board Member Reports

- Chair Report – C. Mertl: I have been actively moving things along with Parks Foundation, hosting a Board of Directors meeting on May 18, 2015, 4 p.m. with John Pugh, Kirby Day, Ian Fisk, George Schaaf, Jeff Voght and maybe one other person. Tasked as a small ad hoc community to help the Community Foundation distribute funds they have for park development. Once the budget is approved, put in our non-profit, we use the Community Foundation. If you know anyone that can fund raise, let me know.
- Liaison to the Assembly Report - absent
- Youth Activity Board – T. Rutecki: We finished several lengthy meetings to allocate the \$350,000 funds for the Youth Activity Grants – 35 organizations asked for almost \$600,000. We had a tough time allocating; two groups that did not get funding. I think it is time to standardize the scoring with numerical values, and certain categories could pass/fail. The Chair doesn't want to, so I am looking for guidance on how to move this forward at our meeting.

- Aquatic Facilities Advisory Board – F. Dowd: nothing to report. Uneventful meeting.
- 1% for Art – J. Anderson: The Board met a week ago and we chose an artist and his proposal. It will be approved by the Assembly. Cliff Garten sculpture: artist picks an object and spins it up and uses led lights to reflect eagle wings and whale tail. The shape is 20-30' in height on dock tie-up bollards; 8 to 10 of them along the pier from Port Authority to The Wharf. Its stainless steel; will bring a lot of color and light downtown. It is futuristic.
- Lands Committee – G. Landry: Short meeting, discussed proposed subdivision on Peterson Hill above Swampy Acres. Access points discussed, recreation, trails, and new bicycle path. Not yet approved. Land swap between Lutheran Church and CBJ for access point. I was thinking about the T-Harbor and whether I should bring this question to Lands.

C. Mertl: I would like liaisons to report back to PRAC on things happening and then report to their assigned committee what PRAC's response or take is on a subject. I am empowering you to go forward as a PRAC member.

K. Duncan: if you want to check in with me a couple of days before your meeting I will let you know if there are any hot topics going on with that Department.

10. Other Member Business: C. Mertl: Does P&R Dept. has an assessment of Parks Facilities?

K. Duncan: We would need to formalize a report.

C. Mertl: This is a first request of a parks assessment as an essential tool for the Parks Foundation. Can you do something?

K. Duncan: Yes

Adjournment: T. Gilmour motion to adjourn. C. Mertl: Having no further business before this Board and with no objection, this meeting is adjourned at 8:48 p.m.

Respectfully submitted, Fran Compton, P&R Administrative Assistant May 28, 2016