



# PARKS & RECREATION ADVISORY COMMITTEE AGENDA

May 06, 2025 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. APPROVAL OF AGENDA**

**D. APPROVAL OF MINUTES**

1. Minutes from April 1, 2025

**E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

**F. DIRECTOR'S REPORT**

2. May 6th Director's Report

**G. AGENDA TOPICS**

**H. INFORMATION ITEMS AND UPDATES**

3. **Hank Harmon Public Range:** Closed for construction as Island Contractors have started work on the upgrade project. Substantial completion for down-range work is expected by July 15th, and final completion by November 1st.

4. **Marine Park Schedule:** Awaiting additional secured funding for this project. Funding to complete the project is included on the Marine Passenger Fee list for this year's budget. If funding is made available, the soonest work will begin is after the last cruise ship of the year.

5. **Outer Point Trail:** Our long semi-affectionate relationship with the beavers at Outer Point is about to resume. No more fooling around with pond levelers, workarounds, and persuasion, we are going out for design for an elevated boardwalk for portions of both the front and back loops (In other words, they won). An RFP for design services will be issued shortly.

6. **Homestead Park:** Closed for construction. The expected June 2 completion date is delayed by a least a month. However, we've worked out an arrangement with the contractor to allow limited access beginning June 2, to accommodate permitted tour operators.

7. **Trail Mix 2025 Workplan**

8. **CBJ Policy Memo Public Camping and Homelessness**

**I. ITEMS FOR COMMITTEE DISCUSSION AND COMMENT**

9. **Draft Trespass Policy:** In lieu of this policy staff is drafting conduct rules for each facility.

**J. STAFF & PARTNER AGENCY REPORTS**

10. **Aquatics Division Update**

**K. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS**

**L. NEXT MEETING DATE - June 3, 2025**

**M. 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, e-mail: [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov).

# PARKS & RECREATION ADVISORY COMMITTEE **DRAFT** MINUTES



April 01, 2025 at 5:30 PM

Assembly Chambers/Zoom Webinar

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## A. CALL TO ORDER

PRAC Chair Ryan O'Shaughnessy called the meeting to order at 5:30 p.m.

## B. ROLL CALL

**Present:** Ryan O'Shaughnessy, Josh Anderson, Danika Swanson, Emma Van Nes, Jennifer Gross, Kaasáank' Andrew Williams, Paulette Schirmer, & Ren Scott

**Absent:** none

**Staff Present:** George Schaaf, Parks & Recreation Director; Donna Pierce, Interim Parks & Recreation Director; Terra Patterson, Acting Parks & Recreation Deputy Director; Neil Steininger, Assembly Liaison; & Annie Carroll, Parks & Recreation Staff Liaison

## C. APPROVAL OF AGENDA

**MOTION** by Mr. Anderson to approve the agenda. *No objections were heard, and the agenda was approved.*

## D. APPROVAL OF MINUTES

1. Minutes from March 4, 2025

**MOTION** by Ms. Scott to approve the minutes. *No objections were heard, and the minutes were approved.*

## E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS - *None*

## F. DIRECTOR'S REPORT

2. **April 1 Agenda Overview** – *Presented by G. Schaaf*

Mr. Schaaf begins by introducing Donna Pierce who will be the Interim Parks & Recreation director after his last day on Friday, April 4. Ms. Pierce previously worked for CBJ as the Deputy City Manager and as Library Director. He also takes a moment to reintroduce Terra Patterson, the department's Aquatic Manager who has stepped up to serve as Acting Deputy Director while Lauren Verrelli is on family leave. Ms. Pierce briefly introduces herself, sharing that this is her 4<sup>th</sup> time through City Hall, and she looks forward to working with the department's stellar senior staff team, and the PRAC during her time here. Ms. Patterson shares that she has been with CBJ since 2022 and has enjoyed her time filling in for Ms. Verrelli and learning about the other aspects of the department besides aquatics. She speaks for the senior staff team to say that they will all miss George greatly, but are looking forward to working with Donna, and appreciate her stepping up to lead the department.

## G. NEW BUSINESS

3. **Draft Trespass Policy** – *Presented by G. Schaaf*

Mr. Schaaf begins by stating that part of managing public facilities is dealing with situations where people use the facilities in ways they weren't intended which negatively impacts the public's ability to use those spaces. He explains that this has been an increasing challenge as he's issued around 50 trespass letters to individuals this year for different types of behavior in different facilities. They have

realized as a department that they don't have a lot of consistency in how they approach these issues. Their solution was to draft a trespass policy applicable specifically to Parks & Rec facilities. He asks the committee for feedback and comments as it will affect the public.

Mr. O'Shaughnessy asked if the criteria for 90-day and 1-year exclusions are consistent with what other departments have established. Mr. Schaaf answers that they are aiming to be more specific.

Ms. Scott asked if there is a broad code of conduct for Parks & Rec facilities or if it varies depending on the facility to which Mr. Schaaf answers that there is not, but that there should be as the rules may be different in a parking garage than in a park for example. He shares that an official code of conduct is something the department would like to bring forward for review and submit to the assembly.

Ms. Swanson asked if the violations listed on the draft policy are defined anywhere, as some of the behaviors don't have corresponding criminal citations. Mr. Schaaf answered that oftentimes behavior may not be criminal in nature but is still not consistent with the intended use for the public's enjoyment of that facility; for example, lingering in an elevator or bathroom and refusing to leave after an extended period. Ms. Swanson also asks how the appeal process would work in the event that an individual was found, by the court, not to be in violation of any court order. Mr. Schaaf answers that there is an appeal process through the City Manager's office, however the department is dependent on the Juneau Police Department to provide that information. Ms. Swanson expresses concern over the vague nature of the draft and explains how the policy in this form could be applied unequally and lead to problems. Mr. Schaaf thanks her for the feedback, and explains that the goal is to set guidelines for the department to apply the existing code on criminal trespass, which does not go into specifics about behaviors.

Mr. Anderson asked what the department can do to discourage the behaviors which are not strictly criminal, but make other facility and park users uneasy. Mr. Schaaf answered that they are limited in the capacity to control how people use the parks, which is why they are focusing the guidelines to specific behaviors which prevent other users from using facilities and parks as intended.

Ms. Scott shared that she appreciated how the draft is laid out including specific behaviors and what the consequences of them are. This way the public knows what is accepted and allowed, and staff also have a clear guide to follow.

Mr. O'Shaughnessy adds that he would like to see more specificity and clarity as he is concerned about selective enforcement.

Ms. Van Nes asks if the department has considered giving fines instead of trespassing people, as it could be more effective in certain circumstances. Mr. Schaaf answers that for minor offenses there are usually fines associated, but that a ticket must be written and Parks & rec staff are not authorized to do so.

Mr. Kaasáank' shared that he agrees with much of the feedback his fellow committee members shared, in particular the possibility that the policy may be enforced inequitably, especially if the guidelines are vague. He suggests that longer exclusionary times could be tied to specific criminal violations, and shorter times for less severe offences.

## H. UNFINISHED BUSINESS

### 4. Adair-Kennedy Memorial Park – Presented by G. Schaaf

Mr. Schaaf presented the PRAC with cost estimates for several priority fixes the department identified with the help of feedback from user groups. He asks the PRAC for recommendations on how the department should use the remaining general obligation bond funds.

Mr. Kaasáank' asks if the scoreboard will be replaced to which Mr. Schaaf responds that it is being replaced through a combination of financial support from CBJ as well as the football community.

Ms. Scott shares that she appreciated staff reaching out to user groups. She asks if the current track at Adair-Kennedy is a safety concern, and what the plans are to address it. Mr. Schaaf answers that they are going to address immediate concerns from the bubbles using existing minor maintenance funding.

Mr. O'Shaughnessy asks if they expect the safety issues to continue popping up at the track, to which Mr. Schaaf answers that they likely will as the 50 year old asphalt below the track is failing and the only long term solution would be to replace it.

Mr. Kaasáank' asks if a disclosure could be made about the condition of the track to which Mr. Schaaf says he will pas this along to risk management for input.

**MOTION** by Ms. Van Nes for The Parks & Recreation Advisory Committee recommends that the Department use the remaining general obligation bond funds to proceed with improvements at Adair-Kennedy Memorial Park, as presented. *No objections were heard, and the motion passed.*

**I. STAFF REPORTS**

**J. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS**

**Mr. Anderson** shared that the Youth Activities Board has scored all grants, and April 16<sup>th</sup> is the date applicants can meet with the board to go over questions and get feedback,

**Ms. Schirmer** shared that the Lands, housing and Economic Development Committee met to discuss Housing tracker and program updates. She also shared that the lease from Tlingit and Haida for childcare at the Floyd Dryden School building is moving forward.

**Mr. Steininger** shared that the Committee of the whole met and had an extensive discussion on proposed ordinance for the release of body worn camera footage after a traumatic incidents happen. They also had discussion on terms for the proposed new cruise ship Dock with Huna Totem, and the terms that the city might place on its lease.

**Mr. O'Shaughnessy** acknowledged that he would like to see further discussion of the Trail Mix budget line item for their contractual obligation with the city for standard maintenance on the next PRAC meeting agenda. He concludes by giving George Schaaf a heartfelt and sincere thank you for everything that you've done for the Parks Department.

**Mr. Schaaf** shares a thank you to his staff, community partners, and the PRAC for their help, cooperation, and support during his time with Parks & Rec.

**Mr. Kaasáank'** shared the Tlingit word *awdigaan*, meaning it's sunshining outside. He shares that it's a fitting word for this meeting because it's the last meeting for Mr. Schaaf who's work and professionalism are on par with the sentiment.

**K. NEXT MEETING DATE - May 6, 2025**

**L. ADJOURNMENT**– With no further business to discuss the committee meeting adjourned at 6:27p.m.

*Respectfully submitted by Annie Carroll on 05/02/2025*



**TO:** Parks & Recreation Advisory Committee  
**FROM:** Donna Pierce, Parks & Recreation Director  
**DATE:** May 2, 2025  
**RE:** May 6, 2025 Meeting

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**DIRECTOR'S REPORT**

**Transition:**

**Director search**

**Parks:**

**The Adair Kennedy Grand Opening & Rededication** on April 26 was a huge celebration with well over 800 people attending. Lexie Raizer, President of Little League, and Acting Deputy Director Terra Patterson co-organized the event. The opening and the dedication worked together to make a very moving event. Deputy Mayor Greg Smith, Police Chief Derek Bos, and I spoke. The great grandchildren of Officer Adair, who was a baseball coach, threw the first pitches, and the remaining family members of both officers cut the ribbon.

**The Eagle Valley Center's** longtime manager Kristi West is leaving very soon (Her 2nd retirement from Parks & Rec!) Amanda Triplette has been selected to replace her.

**Recreation:**

**Aquatics** - Swim Lessons, & Dimond Dash Triathlon. The Dimond Park Aquatic Center will be closed April 28 - May 19, and the Augustus Brown Pool will be closed from May 26 - June 8 for annual maintenance.

**Dimond Park Field House** - Track will be closed at the end of May through August for the installation of an elevator. The Field House will continue offering the Turf for Tots program throughout the summer on the turf field.

**Treadwell Arena** - Last day of ice is May 4, and summer programming begins May 19.

**Other:**

**Jorden Nigro Alaska Champion for Kids 2025**

**Marine Park vending appeal**



# Adair-Kennedy Grand Opening & Rededication - April 26





# Adair-Kennedy Grand Opening & Rededication - April 26





**ZGYS director Jordan Nigro recognized as 2025 Alaska Champion for Kids**

**April 22, 2025 – [News](#)**

The City and Borough of Juneau is proud to announce that Jordan Nigro, director of Parks & Recreation’s Zach Gordon Youth Services division, has been recognized by the Alaska Children's Trust as a 2025 Champion for Kids.

ACT’s annual Champion for Kids awards recognize individuals who demonstrate dedication and commitment in working to ensure that children and youth are living in safe, supportive and nurturing communities. Jordan will receive the award at a ceremony in Anchorage on Thursday, April 24.

"It's humbling to receive this recognition from ACT," Jordan said. "I am eternally grateful to get to do work I love with a team I love in the community I love. I hope this brings attention to the work happening in Youth Services and the commitment our team and our partners make every day to show up for young people in our community—young magical people who deserve safety, joy, love and to be seen for exactly who they are. It truly does take a village and I’m proud to be a part of this one."

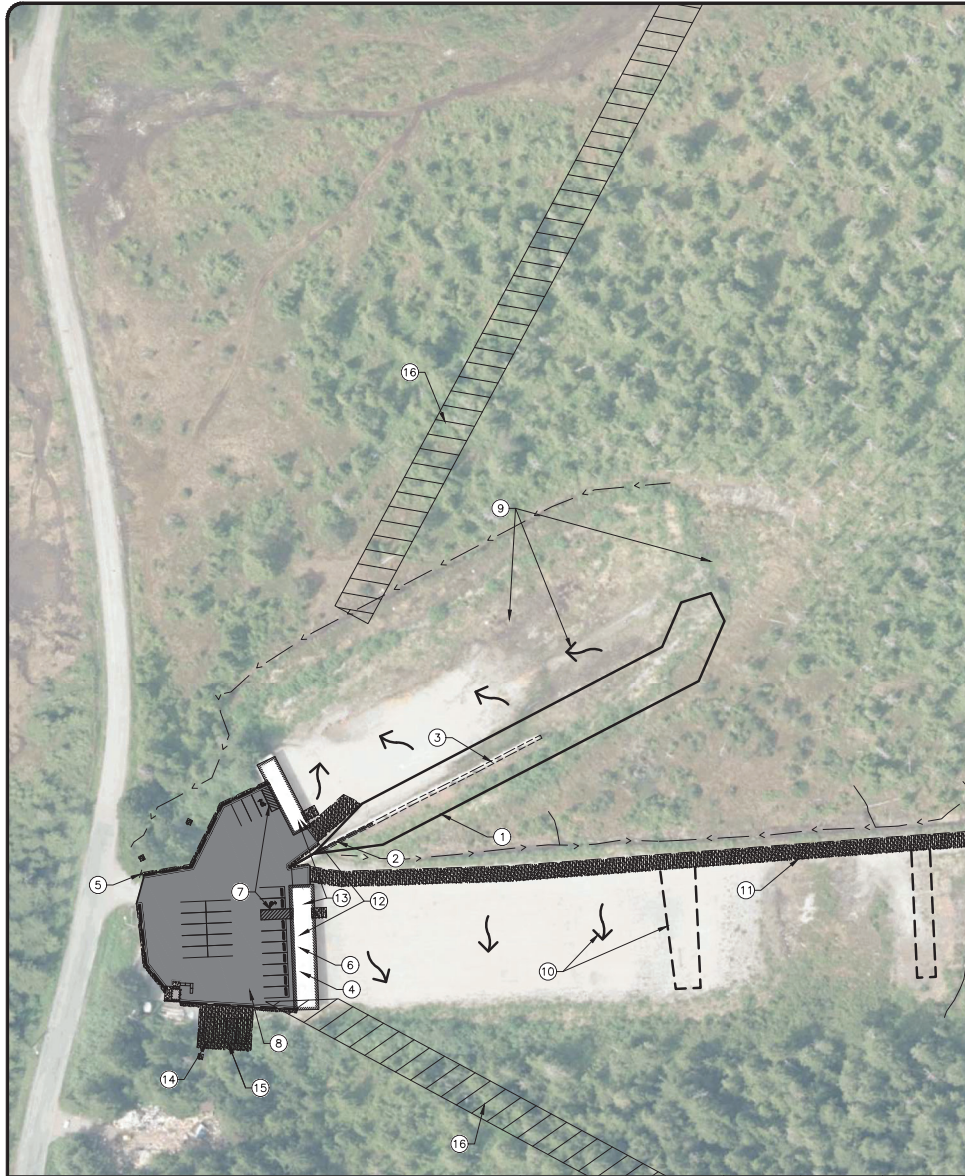
Jorden, a lifelong Southeast Alaskan, began her work with young people in 1999 at Juneau's shelter for runaway and homeless youth. She has led Parks & Recreation’s youth services for the past decade, where her achievements include helping grow the drop-in Zach Gordon Youth Center into a full continuum of care—including prevention, intervention, and a 10-bed emergency shelter and transitional housing program, Shéiyi Xaat Hit (Spruce Root House). She also helped launch a scattered-site Rapid Rehousing program.

Most recently, Jorden has led the launch of [new after-school programs](#) in two Juneau neighborhoods, meeting children and families in the neighborhoods where they live to provide a safe, fun, and supportive environment after school.

"Jordan truly embodies the spirit of community and public service that we all strive for," said CBJ Manager Katie Koester. "Her passion for making sure the youngest and most vulnerable in our community are safe and well cared for is evident in everything she does. We're proud to see her work receive this well-deserved recognition."

Learn more about ACT Champions for Kids at [alaskachildrenstrust.org/champions-for-kids](http://alaskachildrenstrust.org/champions-for-kids).

Learn more about Zach Gordon Youth Services at [juneau.org/parks-recreation/zach-gordon](http://juneau.org/parks-recreation/zach-gordon).



OVERVIEW MAP KEY		
ITEM #	WORK ITEM DESCRIPTION	REFERENCE SHEET(S)
1	SAFETY BARRIER BERM	SHEETS 10 & 11
2	SAFETY BARRIER WALL	SHEET 11
3	REMOVE EXISTING PILE & TIMBER WALL	SHEET 10
4	DOWNRANGE SAFETY FEATURES	SHEET 14
5	INSTALL NEW SIGNS	SHEETS 5, 6, 12, 13, 14, 18 & 19
6	INSTALL HANDRAIL IN SHELTER	SHEETS 5 & 16
7	ADA ACCOMMODATIONS	SHEETS 5, 15 & 16
8	PARKING LOT IMPROVEMENTS	SHEETS 4 & 7
9	SHORT RANGE DRAINAGE IMPROVEMENTS	SHEET 10
10	LONG RANGE DRANAGE AND BERM GRADING	SHEET 8 & 9
11	LONG RANGE ACCESS ROAD IMPROVEMENTS	SHEET 8 & 9
12	SHOOTING SHELTER ROOF & DRAINAGE IMPROVEMENTS	SHEETS 5 & 6
13	INSTALL NEW SHOOTING BENCHES	SHEETS 5, 6 & 18
14	RELOCATE STORAGE CONTAINERS	SHEETS 4, 7 & 17
15	INSTALL ELECTRICAL POWER TO STORAGE CONTAINERS	SHEET 20
16	DELINEATE RICOCHET ZONE BOUNDARY	SHEET 12

NOTE: THIS PROJECT RECEIVED PITTMAN-ROBERTSON WILDLIFE RESTORATION ACT FUNDING FROM THE U.S. FISH AND WILDLIFE SERVICE THROUGH THE ALASKA DEPARTMENT OF FISH AND GAME. WORK ITEMS IDENTIFIED REPRESENT THE MAIN DEFICIENCIES AND PROJECT SCOPE OUTLINED IN THE GRANT AWARD. THE ITEM NUMBER IN THIS TABLE IS USED TO SHOW THE GENERAL LOCATION OF THE WORK ITEM ON THE OVERVIEW MAP.



	RECORD OF REVISIONS			 2201 DUNN STREET, SUITE 2 JUNEAU, AK 99801 (907) 780-4004 solutions@proHNS.com www.proHNS.com	 CITY AND BOROUGH OF <b>JUNEAU</b> ALASKA'S CAPITAL CITY ENGINEERING & PUBLIC WORKS	HANK HARMON PUBLIC RANGE IMPROVEMENTS BE25-158	PROJECT OVERVIEW MAP	SHEET NUMBER	
	No.	DATE	DESCRIPTION					BY	3
									OF
				21					

C:\Users\Chris\proHNS Dropbox\Projects\Juneau\CEU Hank Harmon Public Range Improvements\Design\CSD\_HHPR\Sheets\HHPR-OVERVIEW.dwg October 16, 2024



## **Trail Mix, Inc. of Juneau, Alaska April 2025 - March 2026 Work Plan**

This work plan details the general scope of Trail Maintenance activities to be performed by Trail Mix, Inc. within the City and Borough of Juneau under the general Memorandum of Agreement effective January 1, 2021 through December 31, 2026.

**Purpose:** Provide planning and labor for improving and maintaining the Juneau Trail System. Trail Mix agrees to the following work plan for April 2025 - March 2026:

### **35 Mile ORV Park**

- CIP #:
- Trail Mix Purchase Order:
- 2025 Labor Reimbursement: \$46,300
- Weeks of Work: 5

#### Scope of Work

- Construct ATV/ORV Trails in partnership with JORA, Jeep Club, City and Borough of Juneau, and private contractors
- The primary focus of the 2025 field season will be on trail routefinding, flagging, and logging.
- Potentially moving gravel and hardening the tread on the trail from parking lot to culvert site.
- Equipment needed: ~E50 Excavator, large rock moving machines (Hydrema)
- Colby Shibley will order gravel from Goldbelt

### **Perseverance Trail 05/19 - 07/25**

- CIP #:
- Trail Mix Purchase Order:
- 2025 Labor Reimbursement: \$30,200
- Weeks of Work: 10
- Gravel: \$10,000
  - Gravel PO #:
- Helicopter: \$35,000
  - Coastal PO#

#### Scope of Work

- Improvements to the entire trail system including:
  - Erosion control and back fill gabion baskets along gold creek
  - Approach to the Nowell Tunnel bridge
  - Approach to Upper Gold Creek bridge
  - Continue geotechnical investigation work at the slide near the trailhead.
  - Create a plan to address the slide zone by 2029.
  - General trail upkeep and maintenance

## **Black Bear Trail** 05/19 - 05/30

- CIP #:
- Trail Mix Purchase Order:
- Current Balance
- 2025 Labor Reimbursement: \$11,600
- Weeks of Work: 2
- Gravel: \$5,000
  - Gravel PO #:

### Scope of Work

- Improvements to the entire trail system including:
  - Erosion control
  - Bridge structural improvements on second bridge from SEARCH trailhead
    - gabion baskets and pressure treated wood with galvanized steel hardware
  - General trail upkeep and maintenance

## **Fish Creek Trail/Treadwell Bridge** 07/28 - 10/02

- CIP #:
- Trail Mix Purchase Order:
- 2025 Labor Reimbursement: \$58,300
- Weeks of Work: 10
- Gravel: \$8,000
  - AggPro PO #:
- Helicopter: \$15,000
  - Coastal PO #:

### Scope of Work

- Coordinate volunteer work.
- Install new bridge
- Modify trail and drainage to accommodate new structure.
- Repair and improve Lower Fish Creek Trail from fish creek park up towards Emerson Spur

## **Mt. Jumbo Reroute** 05/19 - 10/02

- CIP #:
- Trail Mix Purchase Order:
- 2025 Labor Reimbursement: \$127,500
- Weeks of Work: 20
- Gravel: \$15,000
  - Gravel PO #:
- Helicopter: \$30,000
  - Coastal PO #:

### Scope of Work

- Coordinate volunteers and crew to continue construction on the Mt. Jumbo Reroute

- Spend 10 weeks of crew time on the trail. Activities include: finish cutting the reroute, hardening and surfacing trail tread, replacing rotted board walk with gravel and/or step and run, add and improve drainage to ensure trail sustainability.
- Replace two bridges (41' and 22')
- The trail will be hardened with gravel installed by crew labor and/or volunteer labor.

### **CBJ Bike Trails** 06/02 - 06/12

- CIP #:
- Trail Mix Purchase Order:
- 2025 Labor Reimbursement: \$12,900
- Weeks of Work: 2
- Gravel: \$2000
  - Gravel PO:

#### Scope of Work

- Work in partnership with Juneau Mountain Bike Alliance to construct and improve CBJ bike trails (Under Thunder and other places)

### **Cabin Access & Horse Tram** 07/28 - 10/02

- CIP #:
- Trail Mix Purchase Order:
- 2025 Labor Reimbursement: \$66,400
- Weeks of Work: 11
- Gravel: \$10,000
- Landing Craft: \$3500
- Helicopter: \$15,000
  - Gravel PO #:

#### Scope of Work

- Survey new spur trail to the cabin site.
- Coordinate with other contractors involved in the project
- Build an access trail to the cabin site.
  - Clear vegetation and prep trail corridor.
  - Add aggregate for trail substrate, hardening and trail surface.
- Repair and re-tred existing Horse Tram Trail from EVC to new cabin spur trail (~1 mile)

### **General Brushing and Trail Maintenance Agreement** 07/07 - 08/14

This is paid for via check request through an annual \$100,000 payment.

#### Scope of Work

- Brushing and minor tread maintenance on 60 CBJ trails and beach accesses. A brushing log will be provided with the work plan, completed by Trail Mix, and submitted to CBJ with the end-of-season work report.

## Trail Stewards

- CIP #:
- Trail Mix Purchase Order:
- 2025 Labor Reimbursement: \$68,700
- Weeks of Work: Weekends May-September
- Gravel: \$7,500
  - Gravel PO #:

### Scope of Work

Coordinate community groups and partner organizations to engage in area wide trail work. Trail Mix will meet with CBJ once per month over the Trail Stewards season to update progress and address any upcoming needs. Projected projects include but are not limited to:

- Mt Jumbo Reroute
  - Adding and compacting gravel, creating drainage, removing unsafe sections of boardwalk and replacing with gravel, clearing away hazardous roots and rocks
- Black Bear Trail
  - Stabilize stream banks, reroute trail from sensitive fish habitat, tread work to repair potholes, ruts, and eroded sections of trail, add gravel to sections of eroded trail, stabilize and hand rails to second bridge that was repaired in 2024.
- Bike Trails
  - Working with JMBA to fix exit on a trail at Under Thunder and other projects that JMBA has planned.
- Horse Tram
  - Repair tread, add gravel to soft spots, fix drainage issues and clear out ditches. Start building new trail to cabin site and building foundation.
- Switzer Creek Loop Trail
  - Repair tread, add gravel to soft and muddy spots.
  - Remove rotting wood from any failing structures
- Mt. Roberts Tram: dismantle platform and fly it out
  - hardening tread by shoveling and transporting gravel, creating drainage to aid in keeping the trail mud free, widening sections of tread, removing roots, rocks, and other hazardous terrain.
- Christopher Trail
  - Harden the cleared trail with gravel from the bridge site to the Flume
  - Repair washouts and add drainage to mitigate water damage along the trail
  - Potentially dig sites for bridge abutments
  - Start building trail on portion above Flume Trail, involve chainsaw work, brushing, excavating earth, building retaining walls if needed
- Fish Creek:
  - Building abutments and bridge and stream stabilization

- **Perseverance Trail:**
  - Improvements to the entire trail system including:
  - Erosion control and back fill gabion baskets along gold creek
  - Approach to the Nowell Tunnel bridge
  - Approach to Upper Gold Creek bridge
  - Continue geotechnical investigation work at the slide near the trailhead.
  - Create a plan to address the slide zone by 2029.
  - General trail upkeep and maintenance

## Youth Employment in Parks

- CIP #:
- Trail Mix Purchase Order:
- 2025 Labor Reimbursement: \$38,300
- Weeks of Work: 8 (June 2nd-July 25th)
- Gravel: \$7,500
  - AggPro PO #:

### Scope of Work

Trail Mix will employ two Youth Employment in Parks (YEP) Team Leaders to help facilitate the trail work component of YEP. The YEP Team Leader will coordinate with Trail Mix leadership and CBJ Park Rangers to facilitate and complete trail work and maintenance on a variety of CBJ trails and parks. The Team Leader will work alongside SAIL staff members to foster a collaborative, engaging, and educational workforce development program.

## Off Season Trail Damage and Planning

- CIP #:
- Trail Mix Purchase Order:
- 2024 Labor Reimbursement: \$33,700
- Weeks of Work: 5

### Scope of Work

Check Trail Mix damage reports daily and respond to any reports.

Plan and coordinate future projects, task include:

- Ground truthing and site survey
- Strategic planning
- Identifying needed materials and their costs
- Consulting with specialists
- Interface with user group to better understand need and trail use conditions

**General:** Other trail projects may be included such that the CBJ will provide additional funding and prioritize additional work. Amendments to the yearly work plan will be in writing and agreed to by both parties.

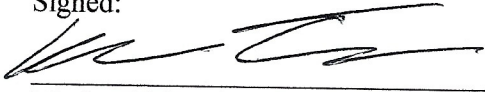
**Pre-Construction:** On site pre-construction meetings are required with Trail Mix and CBJ to review work plan, trail alignment, start date, schedule and materials. Work may not begin prior to this meeting and CBJ's approval of the work plan.

**Reporting and planning meetings:** Three meetings will be scheduled by the Parks and Recreation Parks and Landscape Supervisor each project year for the purpose of planning and season review. Trail Mix Executive Director and Trail Program Manager will meet with CBJ P&R staff monthly to visit work sites for all active projects.

1. March- Finalize the work plan and PO balances.
2. July- Work plan review and revision. Begin forecasting projects for the next workplan
3. October- Final report of work done. Discuss project priorities and details for the upcoming season.


CBJ will provide: materials, supplies, tools, equipment and other items or services as needed. The CBJ may loan equipment to Trail Mix for other projects throughout the Borough as specified in and under the restrictions of CBJ Code 62.30.060 Loaning equipment: restrictions. Approval may be granted by the Parks and Recreation Parks and Landscape Supervisor when equipment is not needed for CBJ purposes. Staff using equipment must receive training and training must be documented for both agencies.

Signed:



Meghan Tabacek,  
Executive Director, Trail Mix, Inc.

Date: 04/07/2025



Colby Shabler,  
Parks and Landscape Supervisor, Parks and Recreation

Date: 4/7/25

**CBJ 62.30.060 Loaning equipment; restrictions**

City & Borough-owned equipment may be loaned for use only to charitable, educational and nonprofit civic groups when not then needed for City & Borough purposes when, in the discretion of the manager, the individual or organization taking possession thereof for the use intended is capable of operating or having the same operated without injury or damage to persons or property and agrees to reimburse the City & Borough for any loss or damage to such equipment and to save the City and Borough harmless from any liability for injury or damage to persons or property arising out of the use thereof.



City and Borough of Juneau  
 City & Borough Manager's Office  
 155 Heritage Way  
 Juneau, Alaska 99801  
 Telephone: 586-5240 | Facsimile: 586-5385

TO: Leadership Team  
 DATE: April 21, 2025  
 FROM: Robert Barr, Deputy City Manager  
 Derek Bos, Police Chief  
 Donna Pierce, Interim Parks and Recreation Director  
 RE: Public camping and homelessness

Juneau is not unique among municipalities in Alaska or the United States in struggling with camping on public and private property. Similar to past years, as winter ends, the challenges associated with camping grow. Staff in various departments are commonly faced with difficult scenarios that do not always have clear pathways towards resolution.

This memo provides guidance to departments in order to support staff working collaboratively with individuals experiencing homelessness. The goal is to achieve successful and safe resolutions when addressing the challenges related to camping.

It is the policy of the CBJ to address camping related issues with the lowest level of burden placed on the camper as possible, balanced against the public impacts resulting from camping activity, employing compassionate and firm behavior. This means that when public impacts are low, non-existent, and/or projected to remain low, enforcement is unnecessary. As impacts increase, enforcement begins to become necessary. Impacts that may warrant enforcement include:

- Significant accumulation of uncontrolled garbage
- The presence of visible human waste
- Problematic drug use or significant hazardous waste
- Unsecured bear attractants
- Substantiated complaints from the public with respect to camping activity preventing the typical public use of the public land in question
- Requests from property owners when camping is occurring on private property
- Recurrence of behavior that previously required enforcement action that staff reasonably believe will require a larger enforcement effort if not addressed soon
- Increase in criminal activity / related calls for service at nearby businesses
- Campsite turns into an encampment with 3 or more tents

While Juneau is not unique in struggling with challenges related to homelessness, the community provides numerous services available to support individuals experiencing homelessness both through public funding and community non-profit organizations. Before enforcement action takes place, efforts should be made to resolve the specific situation by connecting individuals to supports to the extent they are available.

When supports are unavailable or insufficient, individuals should be provided guidance on minimizing/eliminating impacts at future campsites on public land. This guidance should include:

- Disposing of garbage and waste daily with JPD provided garbage bags when available

- Keeping campsite sizes small – generally, enforcement becomes more necessary as campsite size grows
- Camping on unimproved public land, as opposed to private land, public facilities (e.g. parking garages) or developed recreation areas (e.g. parks and playgrounds)
- Avoiding sensitive rivers, streams, and fish spawning areas

For campsites on unimproved public land, a problematic campsite is one that is unsanitary, attracts criminal activity, results in a large volume of calls due to activity or its placement, or results in an encampment (3 or more campsites). When JPD staff are unable to make a determination if a campsite should be disbanded, the situation should be reported up through the chain of command; the Chief will have the final say if a campsite should be dispersed with consultation from the Manager’s Office, if necessary.

This guidance memo will be updated as policy and/or direction changes.