

# **ASSEMBLY HUMAN RESOURCES COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA MINUTES**

February 23, 2015 6:00 PM  
Assembly Chambers

## **I. ROLL CALL**

HRC Chairman Loren Jones called the meeting to order at 6:00p.m.

Members present: Chair Loren Jones, Debbie White, Karen Crane (telephonically)

Members absent: Maria Gladziszewski

Staff present: Beth McEwen, Deputy Clerk; Kim Kiefer, City Manager; Kirk Duncan, Parks and Recreation Director; Merrill Jensen, Jensen-Olson Arboretum Manager

## **II. APPROVAL OF AGENDA**

Ms. McEwen noted that there were two items in the red folder:

- 1) An application from Patricia Harris reapplying for the Jensen-Olson Arboretum Advisory Board; and
- 2) An addendum from Guy Thibodeau to go with his Parks and Recreation Advisory Board application.

Mr. Jones also made an agenda change to move item #5 Resolution 2716 for Sister Cities Committee membership to be discussed after item #3 since that resolution is on the Assembly agenda for the same evening.

## **III. APPROVAL OF MINUTES**

### **A. February 2, 2015 Regular HRC Meeting Minutes**

Ms. White provided minor changes to the clerk for corrections to the February 2, 2015 HRC Minutes. There being no objection, the minutes were approved with corrections.

## **IV. PUBLIC PARTICIPATION**

None.

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

## **V. AGENDA TOPICS**

### **A. Board Matters**

#### **1. Juneau Commission on Sustainability - Appointments**

There were two open seats on the Juneau Commission on Sustainability: one was a seat for a term expiring June 30, 2016 and the other seat for a term

expiring June 30, 2017. There were four applications received.

Ms. White said we were very fortunate for the multiple applications for the open seats.

**MOTION** by Ms. White to recommended the appointment of Gregory Smith to the Juneau Commission on Sustainability to a term expiring June 30, 2017.  
*Hearing no objection, the motion carried.*

**MOTION** by Ms. White to recommended the appointment of John Smith III to the Juneau Commission on Sustainability to a term expiring June 30, 2016.  
*Hearing no objection, the motion carried.*

## 2. Parks & Recreation Advisory Committee - Annual Report & Appointments

Parks & Recreation Advisory Committee (PRAC) Vice-Chair Tom Rutecki provided a brief follow-up to the PRAC annual report that was submitted in the HRC packet. Mr. Rutecki thanked the Assembly, former Assembly liaison Randy Wanamaker, and former Parks and Recreation Director Brent Fischer for their support of Parks and Recreation within the community.

The PRAC annual report provided a list of items that the committee discussed during the past year and Mr. Rutecki provided highlights on the following projects/issues:

- Cope Park Master Plan - the improvements/changes made to the park such as the new restrooms, the dog park, and others as a result of this master plan project have been very well received by the public.
- Zach Gordon - Mr. Rutecki said that Z-G Director Kristi West does amazing things at Zach Gordon with very limited funding.
- Auke Lake Parking & Access issue was a disappointment as it fell through because the State backed out of that project.

Mr. Rutecki said that one issue that they have spent a lot of time on but have yet to find a solution for is the Off Highway Vehicle (OHV) Park. He said that all the PRAC members support that group and it seems like anytime they try to identify a location for it, something gets in the way. He said they have had numerous meetings during which the Assembly Chambers have been packed with people providing public comment on whatever the OHV proposals have been.

Mr. Rutecki said that the Jim Hall report had a lot to say about the Parks and Recreation department and also quite a bit to say about the PRAC. Mr. Rutecki said he'd be happy to answer any questions from HRC members about the report or the work of the PRAC.

There being no questions from HRC members, Chairman Jones thanked Mr. Rutecki for his presentation and extended the thanks of the Assembly to the PRAC members.

Chair Jones noted that there was one vacant seat on the PRAC for a term

ending February 28, 2016 and three seats for terms ending February 28, 2018. There were six applicants for the four open seats. Ms. White remarked on the diversity represented and how great it was to have active community members who are willing to step up and get involved. Both Ms. Crane and Ms. White expressed the difficulty in trying to choose the members for appointment since all the applicants were so well qualified.

**MOTION** by Ms. White to recommend the Assembly appoint Frances Dowd to the open seat on the Parks and Recreation Advisory Committee to a term beginning immediately and expiring February 28, 2016. *Hearing no objection, the motion carried.*

**MOTION** by Ms. Crane to recommend the Assembly appoint Lindsey Hallvik to the Parks and Recreation Advisory Committee for a term expiring February 28, 2018. *Hearing no objection, the motion carried.*

**MOTION** by Ms. Crane to recommend the Assembly appoint Eric Ouderkirk to the Parks and Recreation Advisory Committee for a term expiring February 28, 2018. *Hearing no objection, the motion carried.*

**MOTION** by Ms. White to recommend the Assembly reappoint Tom Rutecki to the Parks and Recreation Advisory Committee for a term expiring February 28, 2018. *Hearing no objection, the motion carried.*

### 3. Jensen-Olson Arboretum Advisory Board - Annual Report & Appointments

Jensen-Olson Arboretum Advisory Board (JOAAB) Chair Ed Buyarski and the Arboretum Manager Merrill Jensen provided an overview of the board's annual report that was in the HRC packet.

Chair Buyarski said the board is fortunate to have the Friends of the JOAAB to assist with fundraising. Their main goal for the fundraising efforts is to construct a joint use educational facility which will hopefully replace the existing garage with meeting/teaching space and hopefully some library space. He said they do have some ongoing concerns with the CBJ budget but it doesn't appear that the Parks and Recreation department has hit the arboretum's budget too hard, but that is always subject to change.

Mr. Buyarski said that last year's summer required very little watering and they are hoping to have to water more this summer.

Merrill Jensen reported that this past fall, Ron King from CBJ Engineering met with State Dept. of Transportation (DOT) and showed the DOT staff the issues related to parking at the arboretum. DOT has now changed their tune to allow CBJ to do parking on the right of way out there. There is the old Glacier Hwy. roadbed that can be used for parking out there and that project has now moved into the planning stage.

Mr. Jensen said they have an architect working pro-bono on coming up with design plans for the multipurpose building/room. They hope to have a conceptual plan and drawing in place within the next month.

Other than that, they are looking forward to spring and Mr. Jensen said he has 69 new species of primula to add to the national collection out there. He is excited to see those starting to germinate. He said he did notice the first primrose in bloom today so they are a month and half ahead of schedule. There were no additional questions from HRC members but they did express their thanks and that they are looking forward to coming out and seeing everything in bloom.

There were three open seats on the Jensen-Olson Arboretum Advisory Board for terms expiring January 31, 2018. There were three applications for the three open seats.

**MOTION** by Ms. Crane to recommend the Assembly appoint Pat Harris, Ed Buyarski, and Steve Moseley to the Jensen-Olson Arboretum Advisory Board to terms ending January 31, 2018. *Hearing no objections, the motion carried.*

#### 4. Discussion about formation of an empowered Aquatics Board

Mr. Jones distributed to the HRC members a document outlining a recommendation he would like to make with regard to the work on an empowered Aquatic Empowered Board.

He said he had a slight change to the recommendations in the document. He suggested the HRC ask the City Manager to pull together a group of CBJ staff, Law Department, and a current member of the Aquatics Advisory Board and ask Max Mertz to sit in since he was the spokesman at the last meeting. He would like that group to meet as often as they need to in order to answer the questions in his proposal document and any other questions that might come up during their discussions. He would like to receive the information in a report back to the HRC at its next meeting on March 16. He hopes that report will have enough information for the HRC to decide if additional meetings would be necessary or if the HRC could forward something to the Assembly with recommendations.

The questions he hopes that group would deal with would be to look at the make up of an empowered board, the skill sets, and conflict of interest questions. Other questions include the transition process, how staffing would be structured now and with a new board, what the budget and capital expenses will be and who will be tasked with maintenance, risk management and other costs. He said it was his hope that at the next HRC meeting when they receive answers to those questions, the HRC would then be able to come up with a list of recommendations for moving forward on this issue.

Some of the issues he would like the HRC to consider after receiving the report would be:

- What the Assembly's expectations would be for a board;
- How to evaluate the work of the board;
- Should it have a sunset date; and
- Will they be providing an annual report or other more frequent reports to the Assembly?

Ms. Crane said that whether the Assembly decides to create an empowered board or if the management of the pools stays within the Parks and Recreation department, she would have the same expectations for Parks and Recreation staff on reporting and answering those questions that she would want for an empowered board.

Mr. Jones said his list of questions are not all-inclusive and he hopes the working group would also answer any questions that come up during their discussion of the issues. He said that both he and Ms. Crane would be traveling between this meeting and the March 16 meeting so he'd hope to hear back more from the City Manager at the March 16 meeting.

Ms. White said she was glad to see this list and the questions being asked. Mr. Jones said unless there were any objections from HRC members, he would pass his list along to the City Manager and she can move on from there.

There were no objections to Mr. Jones' proposal and he will provide it to the City Manager for the work to begin.

5. Resolution 2716 A Resolution Increasing the Membership of the Sister Cities Committee and Repealing Resolution 2508.

Mr. Jones had moved this item up on the agenda following the Jensen-Olson Arboretum Advisory Board.

Last spring during the Sister Cities Committee (SCC) annual report the SCC requested two additional seats be added to the committee putting the membership of the committee at seven members. At that time the Assembly Human Resources Committee had not taken up that request from the SCC. Mr. Jones said that at one of the last Assembly meetings, he mentioned that he would be bringing this resolution forward to the HRC. He explained that the only difference to the previous resolution and the proposed resolution 2716 was to increase the membership from five to seven members.

Ms. McEwen gave a brief staff report explaining that the current SCC members were all sent a copy of the draft resolution and they responded to Clerk's staff that they were all satisfied with the resolution as drafted.

**MOTION** by Ms. Crane to recommend the HRC forward ***Resolution 2716: A Resolution Increasing the Membership of the Sister Cities Committee and Repealing Resolution 2508*** to the Assembly for adoption. *Hearing no objection, the motion carried.*

B. Other Business

III. STAFF REPORTS

IV. COMMITTEE MEMBER COMMENTS AND QUESTIONS

**V. EXECUTIVE SESSION**

**VI. ADJOURNMENT**

There being no further business, Chairman Jones adjourned the meeting at 6:30p.m.