



1 of 8

**PARKS & RECREATION ADVISORY COMMITTEE**  
**MEETING AGENDA**  
**TUESDAY, MAY 3, 2022**  
**5:30 P.M.**  
**ZOOM WEBINAR**

This meeting will take place virtually via **Zoom Webinar**. To join the Zoom Webinar, go to <https://juneau.zoom.us/j/94184441385> or call: 1 253-215-8782. **Webinar ID: 941 8444 1385**. Members of the public wishing to provide public comment during the meeting can do so by clicking the “Raise Hand” button (online Zoom Webinar) or press \*9 (telephone).

| Agenda Item                                                                                                                                                      | Presenter                                             | Action Requested                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------------------------|
| <b>I. Call to Order</b>                                                                                                                                          | C. Mertl                                              |                                            |
| <b>II. Approval of Agenda</b><br>Agenda Changes                                                                                                                  | C. Mertl                                              | <i>If no changes:</i><br>Motion to approve |
| <b>III. Approval of Minutes</b>                                                                                                                                  |                                                       |                                            |
| <b>IV. Public Participation on Non-Agenda Items</b>                                                                                                              | C. Mertl                                              |                                            |
| <b>V. New Business</b><br>Retreat Work Plan Discussion                                                                                                           | G. Schaaf                                             | None                                       |
| <b>VI. Unfinished Business</b>                                                                                                                                   |                                                       |                                            |
| <b>VII. Staff Reports</b><br>Quarterly Staff Update: 2022 Construction                                                                                           | M. Elfers                                             | None                                       |
| <b>VIII. Committee, Liaison, and Board Member Reports</b><br><br>Chair Report<br>Liaison to the Assembly<br>Board Member Liaisons<br>Other Board Member Business | C. Mertl<br>Alicia Hughes-Skandijs<br>Liaisons<br>All |                                            |
| <b>IX. Adjournment</b>                                                                                                                                           | C. Mertl                                              |                                            |



**TO:** Parks & Recreation Advisory Committee  
**FROM:** George Schaaf, Parks & Recreation Director  
**DATE:** April 29, 2022  
**RE:** May 3, 2022 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 via **Zoom Webinar**. To join the Zoom Webinar, go to <https://juneau.zoom.us/j/94184441385> or call 1-253-215-8782. **Webinar ID:** 941 8444 1385.

### NEW BUSINESS

**A. Retreat Work Plan Discussion – Presented by G. Schaaf [Page 3-8]**

At the April 16 Parks and Recreation Advisory Committee Retreat, committee members began developing goals for a work plan. A draft work plan is presented and the committee will recommend revisions to develop a final work plan for the year. Additionally, PRAC member engagement with the public will be discussed as part of the work plan.

**SUGGESTED MOTION:**

None.

### UNFINISHED BUSINESS

None.

### STAFF REPORTS

**A. Quarterly Staff update: 2022 Construction Update – Presented by M. Elfers**

Per the draft annual work plan, staff will present an update on current and upcoming construction projects for the season.

**SUGGESTED MOTION:**

None.



## **PARKS & RECREATION ADVISORY COMMITTEE 2022 RETREAT SUMMARY**

Saturday, April 16, 2022  
10:00 AM – 2:00 PM

### Meeting Attendance:

PRAC Members: Chris Mertl, Emily Haynes, Josh Anderson, Taylor Murph, Will Muldoon, Danika Swanson

Assembly Liaison: Alicia Hughes-Skandijs

CBJ Staff: George Schaff, Michele Elfers

Facilitator: Holly Spoth-Torres

### PRAC Retreat Goals

- Meet for the first time in over two years
- Allow new and existing board members to get to know each other
- Discuss P&R Master Plan implementation progress and the P&R Department's priorities for 2022-2023
- Develop a 2022-2023 PRAC workplan

### PRAC Roles + Responsibilities

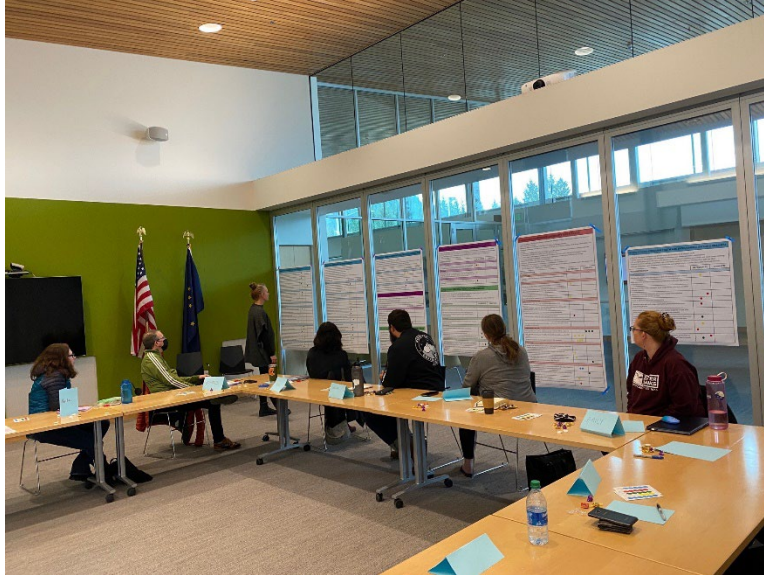
The Parks & Recreation Advisory Committee (PRAC) is charged with advising the CBJ Parks and Recreation Department and the Assembly on planning and development of recreation for people of all ages within CBJ. PRAC also advises the Assembly and the Parks and Recreation Department Director on issues affecting parks and recreation in the community.

The PRAC members were asked what they believed their role to be. Responses included:

- Listen to the public
- Responsible for learning about causes of potential concern for the PRAC or Assembly
- Responsible for identifying areas for collaboration and success
- Liaison between the P&R Department and Assembly
- Effectuate
- Advise on projects
- Advise staff
- Allow for different perspectives to be heard
- Represent the public
- Represent the community on P&R issues and provide a voice
- Stewardship
- Make recommendations to the Assembly and the Department
- Advocates for the Juneau community and for the P&R Department
- Is a neutral body

### 2019 – 2029 Juneau P&R Master Plan

The PRAC reviewed the plan's guiding principles, goals, and recommendations and used dots to indicate their perception of what has been completed, what is ongoing, and what hasn't begun. Staff then gave a brief update on the progress of plan implementation. See attached for images of the activity.



### 2022-2023 P&R Department Priorities

- Formalizing partnership agreements & relationships with organizations, JSD, individuals
- Broad range of policy updates
  - Benches, sponsorships, fee waivers, naming policy, fees & charges, social equity
- P&R regulation and ordinance update to improve stewardship
- Take care of what we have
  - Playground replacement, turf fields, facility renovations, parking lots, etc.
- Reengaging in Recreation
  - Youth sports
  - Adult/Senior activities
  - Camps
- Equity

### 2019 – 2029 Juneau P&R Master Plan Goals Discussion

Based on the unprecedented nature of the past 2 years and the Department's progress in the last three years, how do the plan goals fit where we are now as a community in a post-pandemic world?

- More engagement since the pandemic – greater department shift to utilize social media and communicate externally
- People forced to go outside so more people are using parks and trails
- Covid allowed for out of the box thinking
- Highlights the importance of P&R to the community
- It is important to develop trust with the community

## 2022-2023 PRAC Workplan

PRAC members were asked, “After reviewing the P&R Master Plan Goals and understanding the 2022-2023 P&R Department priorities, what items should be on the PRAC workplan for 2022-2023?”



Reponses included:

1. Overall
  - One or two big issues/projects per year
    - Complete the ORV project
    - Commercial Use Policy
  - The workplan should be achievable
2. Actively Participate in Parks & Recreation Planning and Capital Improvement Program Planning
  - Prioritize CIP projects and future P&R ideas
  - Review the CIP
  - Review the P&R Master Plan and treat it as a living document – consider future changes
3. Engage and Communicate with the P&R Department
  - The PRAC hears from partners and staff (Pools, EVC, Trail Mix, JOA, Rink)
  - More in-depth quarterly check-ins with P&R Staff
  - Regular P&R facility/program check-in
4. Board Development & Operations
  - PRAC members are informed about important projects, issues, and policies, with adequate background info and schedules
  - There is a PRAC onboarding process including new member mentorship
  - PRAC members have the tools to positively connect with the community as a PRAC representative
  - The PRAC working environment is positive and engaged

- There is a cohesive working environment
  - Members feel like they are contributing – there is a framework for proactive participation
  - PRAC members actively and regularly engage with the public, the administration, and other PRAC members
  - Each PRAC member supports the department on project, program, or priority
  - PRAC members learn more about Juneau, including P&R facilities
5. Complete all our work with equity in mind
- Prioritize projects that increase equity in offerings
  - All areas of Juneau having needed services
  - Focus on Lemon Creek
  - Evaluate the Capital Improvement Program through equity

#### Champion Capital Projects

- Complete the ORV project
- Build multi-use facilities
- Trail improvement and reconstruction
- Connected non-motorized community
- Learn about where deferred maintenance is needed

## **PRAC 2022 – 2023 WORKPLAN**

### **May 2022**

- Regular Meeting
  - Finalize Workplan, plan on park/facility tour (maybe EVC), discuss PRAC external engagement
  - Quarterly Staff Update: 2022 Project Update

### **June 2022**

- Regular Meeting
- PRAC public involvement discussion and staff suggestions on upcoming projects
- Park/facility tour or a PRAC hike
- National Trails Day

### **July 2022**

- Regular Meeting
- Quarterly PRAC Member External Engagement Report

### **August 2022**

- Regular Meeting
  - Maybe this would be a good month for equity training?
- Quarterly Staff Update: 2022 Program/Rec Update

### **September 2022**

- Regular MeetingNational Public Lands Day

### **October 2022**

- Regular Meeting
  - Review CIP (Due in November)
  - Quarterly PRAC Member External Engagement Report

### **November 2022**

- Regular Meeting
- Quarterly Staff Update: 2022 Year in Review

### **December 2022**

- Regular Meeting
  - Work on Annual Report

### **January 2023**

- Regular Meeting – Review Operating Budget

- Annual Report Due to Assembly
- Quarterly PRAC Member External Engagement Report

### **February 2023**

- Regular Meeting
- Quarterly Staff Update: 2022 Program/Rec Update

### **March 2023**

- Regular Meeting

### **April 2023**

- Regular Meeting
- Quarterly PRAC Member External Engagement Report