



**PARKS & RECREATION ADVISORY COMMITTEE
MEETING AGENDA
TUESDAY, JANUARY 7, 2020
5:30 P.M.
CITY HALL ASSEMBLY CHAMBERS**

Agenda Item	Presenter	Action Requested
I. Call to Order	C. Mertl	
II. Approval of Agenda		
A. Agenda Changes	C. Mertl	Motion to approve
III. Approval of Minutes		
Meeting of November 5, 2019	C. Mertl	Motion to approve
IV. Public Participation on Non-Agenda Items	C. Mertl	
V. New Business		
Request for Stephen Richards Roundabout Property	D. Bleidorn	
VI. Unfinished Business		
VII. Information Items		
Commercial Use Regulation Update	G. Schaaf	
VIII. Committee, Liaison, and Board Member Reports		
Chair Report	C. Mertl	
Liaison to the Assembly	Wade Bryson	
Board Member Liaisons	Liaisons	
Other Board Member Business	All	
IX. Adjournment	C. Mertl	

If you are calling into the meeting, please call the CBJ Bridge Line at 789-2014 at the start time listed above.



TO: Parks & Recreation Advisory Committee
FROM: George Schaaf, Parks & Recreation Director
DATE: January 3, 2020
RE: January 7, 2019 Meeting

DIRECTOR'S REPORT

Please find enclosed the information supporting your agenda topics for this meeting. The meeting is anticipated to last one hour and will take place in the Assembly Chambers at City Hall. ***Please note that the Visitor Industry Task Force will meet in Chambers at 7 p.m.***

NEW BUSINESS

A. DOT&PF Request to Acquire Park Land for Mendenhall Loop Rd. Reconstruction – Requested by CBJ Lands & Resources (Pages 11-13)

The Alaska Department of Transportation & Public Facilities (DOT&PF) has submitted an application to the CBJ Lands and Resources Office for the Mendenhall Loop Rd. improvement project. The purpose of this project is to improve traffic flow, including the construction of a roundabout at Stephen Richards Dr. The state is requesting to purchase land and acquire easements from CBJ, as described in the attached memorandum. This request includes a portion of the Duck Creek Greenbelt, which is managed by the Parks & Recreation Department as a Conservation Area. Parks & Recreation staff have worked with DOT&PF and the Southeast Alaska Watershed Council to recommend improvements that would mitigate the project's impacts and improve the Duck Creek ecosystem.

I request that you recommend the Assembly approve this request with the proposed mitigation.

SUGGESTED MOTION:

The PRAC recommends that the Assembly approve DOT&PF's application to acquire park land for the Mendenhall Loop Road Improvement Project, with mitigation.

INFORMATION ITEMS**A. Commercial Use Regulation Update – *Requested by G. Schaaf***

The CBJ Parks & Recreation Department is conducting a review of regulations governing the commercial use of parks and recreation facilities. The Committee will receive information about the process at tonight's meeting. The first round of public comments are being received through January 15, 2020. The PRAC will be asked at a future meeting to make a recommendation regarding any proposed changes before new regulations are forwarded to the Assembly.



DRAFT MEETING MINUTES
PARKS & RECREATION ADVISORY COMMITTEE
TUESDAY, NOVEMBER 5, 2019 – 5:30 PM
CITY HALL CHAMBERS

I. Call to Order at 5:31 p.m. – C. Mertl, Chair

Present: Josh Anderson, Jon Gellings, Chris Mertl, Will Muldoon, Emily Palmer, Tom Rutecki

Absent: Edric Carrillo, Kirk Duncan, Kirsten Shelton

Staff Present: George Schaaf, Director; Michele Elfers, Deputy Director; Lauren Verrelli, Staff Liaison

II. Agenda Changes – None

III. Approval of Meeting Minutes– None

IV. Public Participation on Non-Agenda Items –

- A. Frankie Pillifant (6th St.):** I am the Juneau Nordic Ski Club President; we are a volunteer led organization and have 500+ members that pay dues. Volunteers create and maintain routes with some on parkland. Incorporating the youth program under our 501(c)(3).
- B. Odin Brudie (6th St.):** We have had volunteer days at the Pioneer Road and Montana Creek Trail brushing, filling in potholes and digging some drainage. Once snow arrives and the gate is closed at Montana Creek Road, we will be grooming almost every day.
C. Mertl: How can the Department help in collaborating with the Nordic Ski Club?
O. Brudie: We are always looking for new opportunities for trails.

V. New Business –

A. DOT Easement Request:

D. Bleidorn: We have a request from DOT for an easement for the Glacier Highway Lemon Creek area improvements project. The purpose of this project is to improve the flow of traffic through the area and make it more accessible for pedestrians. They are requesting three permanent easements and three temporary construction easements.

C. Mertl: What happens after temporary easements are completed?

D. Bleidorn: They are supposed to return them to the previous state or better.

W. Muldoon: I move the PRAC recommend that the Assembly grant easements across parklands in the vicinity of Switzer Creek, as requested by the Alaska Department of Transportation & Public Facilities.

Motion passes unanimously.

B. 6-Year Department CIP Update:

G. Schaaf: We are about to begin the process of updating our CIP plan and we would like to hear your comments at our December PRAC meeting. We have consolidated three categories of CIP – Sports Field Repairs & Improvements, General Trail Repairs & Improvements, and Park & Playground Maintenance & Improvements. This is a more streamlined way to handle the money, if we have leftover funds from one project, we

can use it on another without having to go to the Assembly to appropriate it.

C. Mertl: Department priorities? Some have numbers and some do not.

G. Schaaf: The ones that have numbers are up for funding in the current FY. Our request to the committee, as our sounding board and representing the community, review our 6-Year Department Improvement plans (2020-2026) and let us know if any priorities have changed and come back with your comments at our December meeting.

VI. Unfinished Business – None

VII. Information Items –

A. Update on Current CIP Projects:

K. Williamson: The Kax Trail is open to the public for the winter; work will resume in the spring. There are a group of CIP projects that are covering five parks (Adair Kennedy, Auke Lake Wayside, Chicken Yard Park, Eagles Edge and Savikko Ballfields). Scoping and surveying of these projects will be done by PVC and construction will happen next year. Overstreet Park pump room emergency work has been completed and we are able to winterize the park. We are still working with the insurance companies.

B. Hank Harmon Rifle Range Management:

G. Schaaf: The Hank Harmon Rifle Range is Juneau's only public, outdoor target and the department oversees the maintenance and management of the range. Since 2005, we have managed the range through an agreement with the Hank Harmon Rifle Range (HHRRI). HHRRI has been struggling to meet its responsibilities under the use agreement. The IRS revoked their non-profit status in 2010, the Alaska Division of Corporations involuntarily dissolved the corporation in December 2013 and they were unable to reincorporate for 2.5 years. The past year, we have asked to see their financial records, upcoming board meetings and events at the range but all of our requests have been ignored. Our more recent agreement expired in 2017 and HHRRI has not signed a renewal, despite numerous requests. Without a signed agreement, we have been operating on a month-to-month basis for over two years. Running a nonprofit organization is not easy and we recognize the generous contributions of time made by HHRRI to the range over the years. Unfortunately, the partnership structure is not conducive to collaboration. We have been contacted by a number of range users who are interested in working with us in developing a new partnership in managing the range and making improvements and keep it operating for the public. This winter we will be moving forward with the process to identify interest in creating a new group to manage the range and we will be developing a new agreement.

W. Muldoon: What will be the responsibilities of this non-profit if the department is handling so much already?

G. Schaaf: We have identified a great funding source for range improvements through the Pittman-Robertson grant. Improvements are funded through taxes on firearms and ammunition sales. We would need a group that could help us identify projects and

would collaborate on improvements for the range so we can make it a better place.
Lastly, working with the public to keep the range safe.

C. New Parks & Recreation Website Preview:

L. Verrelli: We are on a deadline to move our current website off the current server by the end of this month. The new website has a fresher, cleaner look. We have created quick links on the homepage to direct users to high traffic pages such as the pools schedule, our POS, etc. Other new features include reporting issues in our parks and our Planning & Projects page where we will have updates on current park projects. We will be developing the website out over the months, including adding pages for the Eagle Valley Center, Find a Trail page and our new public use cabin out at Amalga.

VIII. Committee, Liaison, and Board Member Reports

A. Chair Report— None

B. Liaison to the Assembly Report— Participated in the Assembly retreat which was helpful, they do not want to sell parkland; discussing child care concerning town; discussing support of OHV in town.

C. Liaison Reports—

Aquatics – W. Muldoon: had a board retreat where they set standing committees & ad-hoc's including budget & finance committee, board development committee, and programming/outreach committee.

YAB – T. Rutecki: None

Eaglecrest – E. Palmer: None

Jensen-Olson Arboretum – E. Carrillo: None

JNU Urban Forestry – J. Gellings: None

Lands – C. Mertl: None.

Park Foundation – C. Mertl: None

Treadwell Arena Board – K. Duncan: None.

TrailMix – K. Shelton: None.

1% for Art – J. Anderson: None.

Other Member Business –

T. Rutecki: Would like us to look into the skills & abilities of PRAC members again.

C. Mertl: Wondering what the status of hut-to-hut?

M. Elfers: We just begun our Trails Plan and that will be discussed.

C. Mertl: Park service has a new policy on eBikes and they are allowable; we need to start planning our 2020 PRAC retreat.

Adjournment – 6:57 p.m. *Having no other business before the board.*

Respectfully submitted by Lauren Verrelli, Recreation & Public Services Manager, 1/3/2020



DRAFT MEETING MINUTES
PARKS & RECREATION ADVISORY COMMITTEE
TUESDAY, DECEMBER 3, 2019 – 5:30 PM
CITY HALL CHAMBERS

I. Call to Order at 5:35 p.m. – C. Mertl, Chair

Present: Edric Carrillo, Kirk Duncan (t), Jon Gellings, Chris Mertl, Will Muldoon, Emily Palmer, Tom Rutecki, Kirsten Shelton

Absent: Josh Anderson

Staff Present: George Schaaf, Director; Kollin Monahan, Aquatics Manager; Lauren Verrelli, Staff Liaison

II. Agenda Changes – None

III. Approval of Meeting Minutes

- A. From October 8, 2019 –** K. Shelton makes a change. W. Muldoon moves to approve amended minutes; no objection. ***Minutes adopted.***

IV. Public Participation on Non-Agenda Items –

- A. G. Schaaf re: Email from Joyanne Bloom:** Ms. Bloom sent an email to the PRAC suggesting we direct tour traffic through Cope Park to alleviate the cars on Basin. We gave her an update on the status of the Christopher Trail and that TMBP has Cope Park as a no-go zone for tour operators.

V. New Business –

A. Alcohol Permits:

G. Schaaf: Currently, there is a city ordinance that doesn't allow the possession or consumption of alcohol in any municipal building without prior approval from the City Manager (CBJ 20.25.0809d). Our current process to obtain an alcohol permit to sell alcohol at Treadwell Arena is long and confusing. We worked with our Risk Department and Manager's Office to streamline the process to make it easier for everyone.

W. Muldoon: Is this only for commercial use where alcohol is to be sold? Someone would not be able to bring in alcohol themselves, correct?

G. Schaaf: That is correct; the ordinance prevents the sale and consumption of alcohol.

C. Mertl: How does the Arboretum fall under this?

G. Schaaf: The building is a private residence so we do not hold public events there.

T. Rutecki: The PRAC recommends that the Parks & Recreation Director adopt Departmental Policy No. 100-001 (Alcohol Permits).

No objection; motion passes.

VI. Unfinished Business –

A. 6-Year CIP Comments:

G. Schaaf: At our last meeting, our current CIP was presented and tonight we have our draft FY21-27 CIP that reflects some changes after staff reviewed it. The key changes that we made to parks & trails are:

- Changed the amount of money requested for general trail repairs which reflects the cost to replace the bridge at the EVC
- Included funding for matching funds for the DOT grant to repair the Kax trail and replace the bridge over Montana Creek
- Updated the list of projects for park & playground maintenance to reflect the current priority (Chicken Yard Park has already been funded in last years CIP)
- Moved up Hank Harmon Rifle Ranges safety improvements
- Added Twin Lakes safety path lights

C. Mertl: Is there more information on the land acquisitions and what the intent is?

G. Schaaf: For the Outer Point Waterfront and North Bridge Cover, the goal is to acquire particular parcels to consolidate the public land holdings in the respective areas.

C. Mertl: Is appropriate to have CIP match funding for the Juneau Park Foundation?

G. Schaaf: It could be; I would suggest that it would be on a project-by-project basis.

Frankie Pillifant (6th St.): I am here representing the Juneau Nordic Ski Club. I wanted to speak on an item in your CIP list, the Cross Country Running & Skiing Trail Expansion in the FY22 column. More than 300 people are interested/impacted from this CIP within the community. We would like to ask for that \$10,000 to occur this year. We need to new routes identified that would work for a multi-use of trail coalitions in Juneau. We would also like you to look at other recreation funding.

G. Schaaf: Yes, we can move numbers around but it would be the Assembly's call. We can also use funds from trails CIP to pay for staff time to get initial work done.

C. Mertl: I am going to ask to include the Juneau Park Foundation as a line item in the CIP.

T. Rutecki: The PRAC recommends that the Assembly adopt the Parks and Recreation Departments 6-year Capital Improvement Plan (FY2021-2027) and move the \$10,000 for the Cross Country Running & Skiing Trail Expansion from FY22 to FY21.

No objection; motion passes.

E. Palmer: The PRAC recommends that the Department add separate funding of \$15,000 for the Juneau Park Foundation to the Capital Improvements Plan (FY21-27).

No objection; motion passes.

VII. Information Items –

A. Aquatics Division Update:

K. Monahan: AGB & DPAC are Parks & Rec's most used facilities with over 80,000 check-in's annually between both facilities that are open over 70 hours per week for public use. We have a fluctuating staff of 100 employees, offers 12-16 group aerobic classes offered every week and have over 1,300 kids enrolled in our swim lessons. We offer multiple membership opportunities: Day passes, 10-visit, monthly and annual passes that gives members access to open swims, saunas, all our group fitness classes, and the fitness

equipment. We also offer American Red Cross programs such as preschool & youth swim lessons, along with lifeguard, CPR/AED, first aid and blood born pathogen classes.

E. Palmer: Are there any plans to add more swim lessons?

K. Monahan: We will be offering private swim lessons starting February 2020.

E. Palmer: How are private lessons going to affect people currently giving private lessons at the pools?

K. Monahan: We are currently working on a commercial use permit specifically for aquatic facilities. This will ensure they are going through all the proper steps to be offering a commercial use activity in our pools. Our private lessons will be another opportunity to offer the community.

E. Carrillo: You had mentioned during our facility tour you were trying to get someone trained within your staff to become a Water Safety Instructor. How is that going?

K. Monahan: We are about to send our DPAC pool supervisor, Noe through the Water Safety Instructor Training Academy in early 2020. Once Noe's completes the academy, we will be able to train all our WSI's in house instead of having to fly trainers in to Juneau.

B. Commercial Use Regulation Update:

G. Schaaf: The Department is conducting a review of our two regulations governing the commercial use of parks and recreation facilities. This is the first review of these regulations since they were established 25 years ago. The number of visitors we had in Juneau has risen from 400,000 in 1995 to over 1.3 million today. The regulations we currently have were not designed for that amount of use we are receiving. Some key changes that staff have come up with is consolidate the two regulations into a single regulation and shift details into the Department Policy Manual. We also will be creating different type of permits (guided tours, vehicle-based tours, vending, film & photograph, special use and facilities). Things that we are not talking about right now are recommendations for specific parks/trails or fee changes. Staff has developed a draft regulation and we already met with our stakeholders (current permittees, TMBP and community groups). We are holding a public open house on December 11 to hear what the public has to say. We are accepting written comments through January 15 and then it goes through the Assembly process before it is adopted.

VIII. Committee, Liaison, and Board Member Reports

A. Chair Report— None

B. Liaison to the Assembly Report— Eaglecrest is working on a no smoking policy; Assembly went up to Anchorage for the AML where inclusive play at Project Playground was praised. The dockless vehicles moratorium has been extended for another year and there has been a permanent ban on bikes and scooters in downtown. OHV location needs to be tested to move forward. Visitor Task Force meetings have begun.

C. Liaison Reports—

Aquatics – W. Muldoon: they passed the fee policy; discussing private/individual lessons.

YAB – T. Rutecki: New board members; asked to get the \$17.5K back for the youth grants; they will be holding a meeting with grant applicants.

Eaglecrest – E. Palmer: passed no smoking policy; reservations are now open for the new cabin.

Jensen-Olson Arboretum— E. Carrillo: had a subcommittee meeting with the Finance Director.

JNU Urban Forestry – J. Gellings: None

Lands – C. Mertl: None.

Park Foundation— C. Mertl: website is under construction

Treadwell Arena Board – K. Duncan: None.

TrailMix— K. Shelton: had their fundraiser.

1% for Art— J. Anderson: None.

Other Member Business – None.

Adjournment – 7:29 p.m. *Having no other business before the board.*

Respectfully submitted by Lauren Verrelli, Recreation & Public Services Manager, 1/7/2020

MEMORANDUM

CITY/BOROUGH OF JUNEAU

Lands and Resources Office
155 S. Seward St., Juneau, Alaska 99801
Dan_Bleidorn@juneau.org
(907) 586-5252

TO: Parks and Recreation Advisory Committee

FROM: *Daniel Bleidorn*
Dan Bleidorn, Deputy Lands and Resources Manager

SUBJECT: Alaska Department of Transportation and Public Facilities request for Acquisition, Permanent Easement and Temporary Construction Easement across Parks Managed Property

DATE: January 3, 2020

Overview

The State of Alaska Department of Transportation and Public Facilities (DOT&PF) has submitted an application for the acquisition of City property. Their application also includes a request for a permanent easement and for a temporary construction easement on City owned property. DOT&PF proposes to resurface and improve Mendenhall Loop Road to improve traffic flow, pedestrian and bicyclist safety and to update existing infrastructure to current standards. A portion of the City's property is needed for this project.

Of the CBJ property that is needed for this project, Parcel 6 is on Parks managed property and is substantially encumbered by the Duck Creek flood zone. The property is located immediately northwest of the Stephen Richards and Mendenhall Loop Road intersection and was donated to the City in 2006. The DOT&PF has requested the acquisition of 7,878 square feet, which is needed for road construction, a permanent easement containing 459 square feet needed for construction and maintenance of a sidewalk, and a temporary construction easement containing 1,543 square feet, needed for a work area for all activities for the construction of transportation assets.

Michele Elfers, consulting with the Alaska Watershed Council, reviewed this request and recommended that four conditions be placed on the acquisition in order to protect valuable habitat at this site (Attachment A). The four conditions are:

1. Any fill placed in this area will be placed at a 1:1 slope to minimize the fill footprint and loss of habitat.
2. Construct a shallow wetland pond area to provide rearing and overwintering juvenile Coho and other fish habitat adjacent to the creek with surface connection to the creek. This pond can be on CBJ property and it will serve to mitigate the loss of habitat in impacted areas.
3. Remove pavement and fill in the road corridor along the north end of the property in the area where the permanent easement is being requested. A 6' gravel trail can be maintained. Topsoil

shall be placed in the remaining disturbed areas and native vegetation appropriate for the anadromous stream corridor shall be planted and maintained for a calendar year to establish growth.

4. Implement green infrastructure for stormwater control along this park property. No piped stormwater shall enter the property from the road.



Staff requests that the PRAC provide a recommendation supporting that the Assembly dispose of 7,878 square feet to the DOT&PF with the conditions outlined in this memo.

And;

Staff requests that the PRAC provide a recommendation of support for the Assembly to grant a permanent construction and maintenance easement of 459 square feet and grant a temporary construction easement of 1,543 square feet of Parks managed property to the DOT&PF.

Dan Bleidorn

From: Michele Elfers
Sent: Thursday, November 21, 2019 5:30 PM
To: George Schaaf; Dan Bleidorn; Greg Chaney; Roxie Duckworth
Subject: Request for Stephen Richards Roundabout Property

Dan, Greg, and Roxie,

We have reviewed the request by ADOT for acquisition and easements of park property at the Stephen Richards Drive intersection. The impacted parkland is designated as Conservation Area in the 2019 Parks and Recreation Master Plan. Conservation areas are natural areas recognized for “environmental qualities of high value, set aside for the protection and management of the natural environment with recreation as a secondary objective.” In this area the land functions primarily as wetlands and greenbelt through and adjacent to an anadromous stream corridor. Based on consultation with the Southeast Alaska Watershed Council and a review of the Duck Creek Restoration Assessment Report from the Juneau Watershed Partnership, 2007 we have found that this land provides riparian edge and wetlands for Duck Creek and contributes to overwintering and rearing habitat for juvenile salmon and other fish. For these reasons, we recommend that the ADOT perform the following actions as mitigation for the acquisition of property and easements from the CBJ.

1. Any fill placed in this area will be contained by a vertical wall, concrete or gabion, to minimize the fill footprint and loss of habitat.
2. Construct a shallow wetland pond area to provide rearing and overwintering juvenile coho and other fish habitat adjacent to the creek with surface connection to the creek. This pond can be on CBJ property and it will serve to mitigate the loss of habitat in impacted areas. Coordinate with CBJ and habitat specialists on the location and design of this pond.
3. Remove pavement and fill in the road corridor along the north end of the property in the area where the permanent easement is being requested. A 6' gravel trail can be maintained. Topsoil shall be placed in the remaining disturbed areas and native vegetation appropriate for the anadromous stream corridor shall be planted and maintained for a calendar year to establish growth.
4. Implement green infrastructure for stormwater control along this park property. No piped stormwater shall enter the property from the road.

I imagine you will want to communicate this to DOT, we can be involved in that conversation if you like. Do you want to bring it to the 12/3 PRAC? If you do, we need to have the packet material ready by next Wednesday.

Thanks,
 Michele