MINUTES
PARKS & RECREATION ADVISORY COMMITTEE
Tuesday, October 11th, 2016
CBJ Assembly Chambers – 6 p.m.

I. Call to Order at 6:00 p.m. – C. Mertl, Chair

Present: J. Anderson; O. Brudie (T); B. Farrell; T. Gilmour; C. Mertl; E. Ouderkirk (T); C. Prussing; T. Rutecki
Absent: F. Dowd
Staff Present: Kirk Duncan, P&R Director; Lauren Verrelli, Staff Liaison; Maria Gladziszewski, Assembly Liaison
Guests Present: Alexandra Pierce, Project Manager

II. Agenda Changes – None.

III. Public Participation of Non-Agenda Items – None.

IV. Approval of Meeting Minutes from September 6th, 2016 & September 9th, 2016 –

September 6th, 2016: C. Prussing: I have received a request from Lorraine Murray who participated in public testimony to add in a sentence to her testimony that was left out. Motion by B. Farrell to approve minutes after addition, no objection. ***Minutes adopted.***

September 9th, 2016: Motion by B. Farrell to approve, no objection. ***Minutes adopted.***

V. New Business

A. SEAL Trust Letter of Support:

C. Mertl: I have a conflict of interest, I am a paid contractor for this project and will not participate in discussion, and J. Anderson will step in for me.

Allison Gillum, 119 Seward St. Suite 2: I am the executive director of the Southeast Alaska Land Trust (SEAL). Since we started owning property in 2010, we have started to increase our actual management of these properties and increase access for public recreation/use. The project we're looking for a letter of support on is the Ed and Marjory Huizer Fishing Access Site located at 2.7 mile on North Douglas Highway, adjacent to the Mendenhall Wetlands State Game Refugee and across from the DIPAC Hatchery. It was purchased last year with the intent of creating a public access for recreation and fishing. We're now working on fundraising and create a site plan to enhance the site for public parking, trail or stairs down to access the channel and public signage. To enhance this site, we're going for an Alaska Division of Parks and Recreational Trails Grant. As part of that grant, they require different letters of support and one of which needs to be from a municipal entity and we thought PRAC would be a good fit. Our deadline for the grant is November 1st and we're asking the committee what kind of support they could give us.
B. Farrell: I'm enthusiastically supporting this as a fisherman.
T. Rutecki: Would there be any objections to duck hunting there?
A. Gillum: Hunting is allowed in the refugee so this would be access for all types of recreation.
T. Gilmour: Who is going to maintain it?

A. Gillum: Currently we're planning on owning and maintaining the property. We have talked to the city about potentially transferring this property over but there has not been a lot of interest on the city side; same with the State. Currently, we're the owners and plan on owning and managing it.
T. Gilmour: I move that the PRAC write a letter of support for SEAL Trust to move forward with this project. ***Unanimously consent; motion passes.***

VI. Director's Report – K. Duncan

A. P&R Master Planning update:

A. Pierce: We're currently in the second phase of public consultation of the Master Planning process. I have met with 30 stakeholder groups in 21 meetings and have received some great feedback from community members and active users of our Parks & Rec system. I have about 5 to do. We did a phone survey through McDowell Group in September, with 500 households called. We currently have the same survey online on our PlaceSpeak site with 150 participants so far. We have had 2 of 5 public meetings. We're taking all the information we're gathering and putting it into a document called *What We Heard* which will be completed in December. We will take the information we gather from the public and combine it with the results from a Parks, Facilities and Programs inventory and roll that information up into some recommendations. We will come out with a preliminary recommendation in the spring of 2017. Those recommendations will go out for more public comment both online and through another series of public meetings when we will then create a draft plan in the Summer/Fall 2017. Final plan will be submitted for acceptance by the PRAC and then Assembly Spring of 2018.

B. Parks Inventory in conjunction with the Parks Foundation:

K. Duncan**:** We're working with the Parks Foundation; they have $50,000 that was given to them from CBJ. We're going to do a parks inventory where we will hire a landscape architect to look at our existing parks. We want to find out if we have the right parks at the right locations? Are we overserved in some places? We would like to do a high level of trails inventory as well.

C. Steering Committee proposal:

A. Pierce: We discussed the steering committee concept with CDD and they used a community steering committee opposed to a planning commission with the rational that it is difficult for a body to steer a process that results in a document that they have to adopt. What we're planning to do is advertise and recruit for steering committee members; it will be comprised of no more than 15 members, with a PRAC member acting as a liaison. We're interested in having a group that demographically representative of Juneau; people that are passionate community members. The role of the steering committee members are to participate in meetings, form the vision guiding principles of the master plan, participate in community outreach sessions, review outcomes and policy directions that come out of this process and make recommendations to PRAC. PRAC will review the final planned document at the recommendation of the steering committee. We are anticipating the role will be about 12-18 months' time commitment with meetings about every three weeks.

T. Gilmour: It states here that the Director with the input from Parks & Rec staff but you had said the PRAC would have input on that. So who will be making the final decision on these 15 members? I want to see a diverse demographic group on this committee.
A. Pierce: The PRAC will ultimately approve the steering committee members.
C. Mertl: Could a PRAC member be on this committee but as a community member, not a PRAC member?
K. Duncan: Yes.

D. Lena lot line adjustment:

K. Duncan: We successfully negotiated with Alaska Power and Telephone on the lot line adjustment. We now have fiber-optic cables from here to Haines and down to Seattle.

E. Point of Sale implementation:

K. Duncan: We finally have credit card integration which was very important to us. It's giving us great data and information for all of our facilities.

F. Hall Report update:

K. Duncan: This spreadsheet is an update on where we are with the Jim Hall report. The only things that we're not doing right now according to his recommendations is combining the building custodians into one division, not putting together a volunteer program and we didn't eliminate the aquatic manager position or the volleyball program. Other than that, we have a many of his recommendations completed, we have many that are underway and under consideration.

G. AmeriCorps Coordination:

K. Duncan: Parks and Rec is looking at taking on the AmeriCorps program which is funded by the federal government. Currently we have 12 AmeriCorps volunteers in Juneau and they're being administered out of a group in Sitka. Faith Lee who organizes it in Sitka is retiring and Serve Alaska has asked us to take on this program. This program is self-funded.

H. Eagle Valley Center:

K. Duncan: We have remodeled the upstairs where we can have business meetings for 25 people, a wedding for 50 people and an overnight stay for 12 people. It has the challenge course left over from SAGA and we're working with SAIL to get that up and running next summer.
T. Gilmour: Have you figured out how much you will charge the public to use it as a venue?
K. Duncan: We charged $375 for an overnight retreat recently. Kristi West has been researching what the Shrine and Methodist Camp charges because we do not want to compete with them; we want to work with them.

I. 1% Sales Tax Package

K. Duncan: It's time to put together the 1% sales tax package. Parks & Rec staff is putting together what we think we should be asking for. What are the packages and priorities the PRAC would like to see? This needs to be developed by March.

C. Mertl: I would like to get a summary on the previous 1% CIP. Is there money still sitting around? Are there projects that haven't come through full term? It would be nice to get a report on how everything went on the previous go around.

VII. Unfinished Business

A. Fireworks Motion sent to the COW:

K. Duncan: The memo is in the packet just for history sake, no action to be taken. This was included and discussed last night at the COW.

Discussion on memo PRAC sent to the COW.

M. Gladziszewski: The COW talked about the ordinance before us. We didn't change the draft at all, just discussed it. They want to make a distinction between fireworks that blow up on the ground vs. in the air. The current ordinance, plus a couple new ideas will be at the two public meetings.

VIII. Committee, Liaison, and Board Member Reports

A. Chair Report— None

B. Liaison to the Assembly Report—

M. Gladziszewski: The Parks & Rec Master Plan says the steering committee will be appointed by the PRAC and approved by the Assembly, is that correct?

K. Duncan: No, that needs to be corrected.

M. Gladziszewski: It also says no more than one PRAC member can hold the position on the steering committee; it doesn't say they're non-voting. This needs some clarifying if a PRAC member can be on it as a member of the public.

M. Liaison Reports—

YAAB – T. Rutecki: We approved two contingency grants. We have a new member, Bonita Nelson.

Aquatics – T. Rutecki: Revenue is up and we have over 120,000 visits per year, up from 98,000. Food service will be happening hopefully soon at DPAC. We will need a new board member.

Jensen-Olson Arboretum—E. Ouderkirk: None

Lands – C. Mertl: There is a developer interested in putting in commercial and housing units at the North Franklin parking lot. The issue is the loss of parking. It was sent onto the Assembly for review with a not recommended recommendation from Lands.

1% for Art— J. Anderson: None

Treadwell – C. Mertl: None.

Urban Forestry – C. Mertl: None

Eaglecrest – O. Brudie: None

TrailMix—B. Farrell: Working on setting up meeting but did hear they want to be included in the 1% tax.

Park Foundation—C. Mertl: They're working on their 501C3 application.

N. Other Member Business –

a. T. Rutecki**:** Bringing up our special projects from a while ago; mine were fireworks and Auke Lake. I have more information from Brent Fischer about Auke Lake; I'm going to review hours of tape from the cameras that are being pulled off the trees.

b. T. Gilmour: JSA is working on hiring a new executive director. Kirk, a while ago we talked about opening up Pocket Park, did that become a reality?

K. Duncan: The fence line has stayed where it is but there is room for vendors.

Adjournment – 7:32 p.m. *Having no other business before the board.*

Respectfully submitted by Lauren Verrelli, P&R Administrative Assistant II, 10/21/2016