**MINUTES**
**PARKS & RECREATION ADVISORY COMMITTEE**
**Tuesday, March 3, 2015**
**CBJ Assembly Chambers -- 6 p.m**.

**I. Call to Order** by Chris Mertl, Vice Chair at 6:00 pm
Welcome to new PRAC Members and Introductions;
Present: Josh Anderson, Gerry Landry, Chris Mertl, and Tom Rutecki;
New members: Eric Ouderkirk, Lindsey Hallvik, Frances Dowd;
Staff Present: Kirk Duncan, P&R Director, Brent Fischer, P&R Maintenance, Parks & Landscaping Superintendent; Fran Compton Administrative Assistant.
Assembly Liaison: Maria Gladziszewski.
Absent: Traci Gilmour and Odin Brudie.

**II. Agenda Changes** – C. Mertl: would like to add recognition of Mr. Jeff Wilson. J. Anderson second, no objection, approval of agenda with changes.

**III. Public Participation of Non-Agenda Items**: Jeff Wilson, 175 S Franklin: I spent 15 years at PRAC and happy to see new blood in PRAC and wish everyone the best, especially Mr. Duncan our new Director. I am excited about the opportunities ahead for PRAC and really excited to see some new blood here. Wish everyone good luck and I will probably come down to testify on pet projects. I am available if there are ever questions about protocol.

C. Mertl: Jeff, On behalf of PRAC – 15 years of service and many years as Chair thanks for all your efforts and there was a lot of work behind the scenes, it wasn't just sitting at the desk for an hour or two – there was a lot of behind the scenes. Thanks again Jeff.

**IV.** Approval of Meeting Minutes from February 3, 2015: **J. Anderson Motion to approve, second G. Landry. No objections, Minutes of February 3, 2015 are approved.**

**V. P&R Director's Report – Kirk Duncan:** A couple of things to talk about more interested in what we are going to do on the retreat. So I am going to keep my report short, I have also ask Brent (Fischer) to give you a quick overview of all the lands that we control. I think that it is pretty interesting, especially as you look at the Comprehensive Plan update.

- FY 2016 Budget was submitted with no drastic reductions. City Manager had agreed with what we have done. Still needs to go to the Assembly, we are not anticipating any drastic changes to our budget at this time. P&R focus in the next year is developing more users in our facilities: getting more people in the pools, in the Ice Arena, that is really our major focus and to that end we have worked with Eaglecrest, since they have capacity right now, unfortunately. They are going to help us improve our website; work on the architecture of the website. We are still responsible for the content; the city is moving towards a website very similar to Eaglecrest, so they will work with us on that.
- You may be aware our point-of-sale software which is also our information collecting system, is no longer supported and we need to buy some new software. Eaglecrest has purchased a point-of-sale system and Jennifer Abbott at Eaglecrest is going to be

working with each one of our facility managers to determine if the point-of-sale system at Eaglecrest will do what we need it to do for us. In my opinion it is better to have one piece of software than two pieces of software supported by the City. They are also assisting several of us in developing an actual sales and marketing plan for each one of our facilities, starting with aquatics. How do we get more people in the pool, how do we use variable pricing model effectively? That is a big focus at this time. Also we have started doing guest training with all our P&R employees – we are using a FISH video – a video of people throwing fish at Pike Street Fish Market. It's highly effective, it's short – 20 minutes and 40 minutes of conversation, just setting the expectation that we are going to recognize our guests and that come in to our facilities and hopefully make a meaningful experience every time people come in.

- Aquatic Board/Empowered Board conversation: The Human Resources Committee tasked the City Manager, who tasked me to answer a series of questions about the empowered board. I worked with Matt Lillard from Eaglecrest, Greg Smith you may know him from the Ice Arena now a contract specialist for CBJ and the Engineering Dept. along with Max Mertz, Jeff Bush, and Rosemary Hagevig. We answered those questions. We will return them on the 16th of March. We will move forward – I don't know the direction the Assembly will take, but we've been tasked to answer questions and we have done that. .

Park Lands Overview – Brent Fischer: I appreciate the opportunity to talk about this; it's a pretty exciting thing. You talk about redoing Comp Plan - the Lands Management Plan looks like ours but 1999. The Land &Resource Dept. began the process of updating theirs. The last update was adopted in 1999 and this Plan is used to identify which lands will be developed, how they will be developed, and when. It also identifies which lands are going to be retained for public use and public purposes. Part of the [update] process was for each CBJ Dept. to verify the parcels they managed. For most Departments this was fairly easy. Parks & Recreation has over 150 Parcels, totaling approximately 60000 acres, made up of open space, neighborhood and community parks, scenic overlooks, islands, wetlands, beach access, ponds, lakes, trailheads and trails, stream corridors, greenbelts and also includes our recreational facilities. The next step for Lands was to put the parcel data into a GIS system. Included in that data was who has the management authority over each of the pieces. I brought the draft atlas that was presented to Department Directors and then passed down to staff to look at and verify each parcel. We were given a hard copy of handwritten documents of the files Lands & Resources felt different departments manage - 37 pages to identify what were lands that Parks and Recreation managed. The product went into this interactive GIS map for staff use. I have found it to be an extremely helpful tool when someone says "there's abandoned trashed dumped out at this place". I can now go to this and take a look without rifling through old maps. Lands & Resources hopes to have this Plan adopted sometime in the summer and soon after that will begin the next process of creating sublayers. This is accessed through our CBJ intranet site. [Map projected and parcels shown] When you bring up the parcel it shows the Tax ID of the property, a legal description, and who the owners are. We can do this on every piece of property. We can look at property boundaries. [continues with map display].

K. Duncan:  One of the reasons I wanted to go through this exercise is that P&R manage a vast amount at Tee Harbor and what do we want to do with it?  That is really a question to the PRAC – do we want to save that for recreation or since we need buildable land -- do we turn it back to Lands & Resources -- do we make that recommendation?  That is an important part of this group (PRAC).  If we give it back we will never have it again, so what do we want to do, what is the vision over 10-20 years.  I think it's an exercise we need to talk about.

B. Fischer:  As this tool develops -- the general public can go in and see Parks & Recreation land.  In the next phase that is coming we will have more interaction with Land & Resources or MIS with sublayers.  We would like to see sublayers that will tell us which are developed parks, facilities, trails, access corridors, and conservation areas.  It is really important with the Comp Plan to look at identifying properties and their uses.  We could use this to see all our trails.  I think the public would love to be able to identify where trails are; we'd have separate lines for other agencies like Forest Service or State trails.

K. Duncan:  You may have a proposal in front of you – we have an individual who is interested in putting a fiber optic facility in the parking area of the Lena Point Trail.  You will have more information coming about that.

B. Fischer continues to show mapping areas.  If anyone would like a closer look at it, give me a call and we can go through it.  Because it is still a draft, it's not available; this will be a Lands & Resources release for public when approved.

C. Mertl:  Any questions for Mr. Fischer?
G. Landry:  Is this GIS or Google Map?
B. Fisher:  This is GIS that belongs to CBJ.  They are going to tie it into Govern Accounting System to help with Assessors' database.
T. Rutecki:  I have seen a lot of counties and other governments down south have this is available to anybody, is that going to happen here?
B. Fisher:  I have talked to Greg Chaney about this.  There will be decisions about how much access the public will have in to the database.  I don't have a total understanding of permissions or how the public will interact, but they won't be able to change anything.  MIS and Lands & Resources will decide.  You can go the Assessor's database and see a lot.  I can see the public will see sublayers.  We could have public identify conservation areas or service areas, mini parks.

J. Anderson:  Will members of PRAC or other advisory committees have access to that now?
B. Fischer:  Right now it is on the CBJ intranet and you have to have a city access to that.  The hope is that it will be a workable tool for the public.

C. Mertl:  15 years ago the CBJ received a grant to do a tree inventory, for  ornamental trees in urban Parks – two forestry students went around Juneau and did an assessment of the trees in our urban parks.  Look for that data.  I use GIS fairly often; it's a great maintenance tool.  It would be great to get into different layers with parks to show facilities and structures and because it has high resolution -- you can see sheds and cars – seems obvious but time consuming listing parklands and trails, but actually get in there and catalog different facilities and structures so you can do scheduled maintenance. GIS is a great management tool. It is a matter of growing layers then things pop up saying "does this in these areas". I am thrilled you are getting in to GIS. Thanks.

**VI. Unfinished Business**

**PRAC Retreat/P&R Comprehensive Plan –**

C. Mertl: It has been two years since the last retreat. What we try to do is have a loose informal get together of PRAC members, including P&R Director and Dept. staff and spend some time talking about priorities: things PRAC would like to tackle, community issues, how we support P&R, how we assist the community for enhancing P&R facilities. We look at goals; it is a brainstorming session and lasts 3-4 hours, traditionally on weekends. With the new PRAC members on board I'd like to kick around some possible dates. This is PRAC getting together and discussing in an open format how we would like to move Parks & Rec forward – how can we assist them, how can we serve the community better. We get old retreat meeting minutes and evaluate, see how well we performed in taking care of and updating priorities. Tom and Gerry are the wise old sages on the PRAC - anything to add about Retreat?

T. Rutecki: We set too many goals that remain unfinished. I'd say look at the past, look at historical retreat goals and what happened to those goals and maybe not be so ambitious this time. I think that Kirk had a good idea at the last meeting – come up with our own thing.

C. Mertl: I will send out a "doodle survey" and we will see when we can get together.

C. Mertl: We will try to address the Comp Plan; we are not going to write the whole thing. It is a lofty document but we can get into goals and objectives about big issues and help Mr. Duncan get a vision for moving forward. Work with Mr. Duncan and Ms. Wahto?
K. Duncan: Senior Staff will join us.

G. Landry: Comp Plan will be covered in greater detail at the retreat?

C. Mertl: I think it merits group discussion especially being the new people up to speed.

**VII. New Business**

**A. Election of PRAC Officers**

Nomination for Chair: T. Rutecki: I nominate Mr. Mertl, second from G. Landry, unanimous decision.

Nomination Vice Chair: C. Mertl: I nominate J. Anderson, second from T. Rutecki, unanimous decision.

Nomination 2nd Vice Chair: J. Anderson: I nominate G. Landry, second from F. Dowd, unanimous decision.

**B. Assignment of PRAC Liaisons.** C. Mertl: please give a brief description:
**Youth Activity Board:** T. Rutecki: I am a voting member. This board gives out $350K for different youth activities. Most work of any board. I have done it and would like to continue. It

will take 30 hours to go through the grants to score them, plus two meetings that are 3 hours to work to scores and meet with grant applicants. Once all scoring is done, money is allocated. Subsequent meetings to review contingency grants are ½ hour. **Liaison appointment: Tom Rutecki, unanimous approval**

**Aquatic Facilities Advisory Board**, T. Rutecki: it is a voting member of the board, one of the newer advisory boards. Recommend the member should be a pool user or have kids use the pool. Being a pool user adds a lot to the board if they use the facilities. Board meeting monthly 4:45 to 6 p.m. **New liaison appointment: Frances Dowd, unanimous approval**

**Lands Committee**, C. Mertl: it is a voting member of the board every two weeks, with Assembly members. You listen to Lands issues, typically come from PRAC and trickles down to Lands and good to know for PRAC information.
**New liaison appointment: Gerry Landry, unanimous approval**

**Jensen-Olson Arboretum Advisory Board**: C. Mertl: was a non-voting member, meeting quarterly for an hour, organizes a fund raiser**. New liaison appointment: Eric Ouderkirk, unanimous approval**

**Public Participation:**
Georgene Wallin: PO Box 22375, Juneau, AK 99802, I live on North Douglas Highway: This is my first PRAC meeting; I have an interest in the Park. I am a user of the Aant'iyeik Park, and there is a motocross proposal out there and I am a dog walker and a member of the kennel club. I have an interest and will start coming to the meetings because I also use other parks and I never realized how important the things are you go over. I wanted to attend. I am happy to see there is such a good interest in your board. I am a community member, it is all interesting and we should all be more involved. We are users of the parks and facilities year round. I will encourage people to attend.

## VIII. Committee, Liaison, and Board Member Reports

***A.*** **Chair's Report – C. Mertl**: I have nothing to report. I am excited about having Mr. Duncan on board as our new Director. I would like to engage PRAC to be more involved in the community and not just rubber stamp stuff that comes our way. It puts emphasis on us as PRAC members to really start paying attention in the community and to be proactive in putting agenda items forward to me or Mr. Duncan; really trying to reflect and be responsive to community needs, issues and priorities. I think in the past we have been laid back and we deal with whatever is put in front of us. I would really like to see PRAC more engaged and be more proactive in our involvement in the community in providing information and assistance to P&R and give direction – because we are an advisory committee – We represent the public in giving direction to Mr. Duncan. I would like for us to get a little more engaged in that. I would love for each of us to take on one project each year. The Juneau Parks Foundation is something I have tackled for two years now. I think other than your 2-3 hours of the first Tuesday of each month, it would great if you could find something that you think is important to the community with personal interest for yourself. I don't want you tackling something that is dreary or dreadful. I want you to enjoy it and have fun or that utilizes your skills and expertise. I would love for everyone to think about that between now and our retreat. Project, Task, Partnership or something that you feel would serve the community. We tend to operate a little bit in a vacuum, I would like to see us engage and create more partnership with Lands, Docks and Harbors, Eaglecrest, Trail Mix committees. We get updates but finding ways because we are the larger umbrella organization that smaller committees and non-profits and other boards can be a part of if we are more proactive in working with them and creating partnerships. If you hear something, on any Board, please share with us. Our voice will be strong in collaboration with others and I would like to foster and encourage. Let those folks know we are there to support and help them. I think there has been some disconnects.

B. **Liaison to the Assembly Report – M. Gladziszewski:** I have no report. Thank you for your service and thank you for volunteering. If any information you want the Assembly to get, flag it for me and tell me to mention it. Call me or email me any time.

C. **Youth Activity Board – T. Rutecki:** Meeting on 9th for contingency grants for swimmers and hockey players and will exhaust the fund. The annual grants requests have come in and been given to the members for scoring. That will take place in the next two week and agencies will hear how much money we can give.

D. **Aquatic Facilities Advisory Board – T. Rutecki:** Meeting coming up on March 9. Meeting will cover items that the Dimond Park Pool constructed that don't work and have problems, i.e., temp, ventilation, pumps, filters, corrosion – will hear how those things will be addressed. The person that really knew what was going on with the pool is no longer with us, Kathie Millhorn. In my mind she is irreplaceable. The hours of DPAC were extended and we didn't get any notification – this goes along with being in the loop.

K. Duncan: you are absolutely right and I apologize.

E. **1% for Art – J. Anderson:** Still where we were last month, waiting for proposals from certain artists and I am not able to comment on anything. (16B Cruise Ship Docks artwork.)

F. **Lands Committee – C. Mertl:** did not attend the meeting.

G. **Juneau Parks Foundation – C. Mertl:** I and George Schaaf have spearheaded this project. It is a nonprofit vehicle to access outside funding for park and facilities; create collaboration with local communities to engage community to take pride and ownership in their parks. Proposal now needs to go through Finance and Assembly. Mr. Duncan is monitoring that for us. The Juneau Community Foundation approached me (Reed Stoops) wants the Juneau Parks Foundation to establish Board of Directors quickly, and for the committee to link with JCF for allocation of any money that may come through JCF. It will be six to nine months for our non-profit to go through. JCF may have money coming that could be guided to Parks and playgrounds. CBJ Law reviewed the MOU that was drafted and still in progress. Board of Directors is the face of the Parks Foundation setting priorities, strategies, fundraising.

**H. Other Member Business** - T. Rutecki: I presented the 2014 Annual PRAC Report to the Assembly and I made a point of thanking the Assembly Liaison as well as the HRC. I focused on a few issues, like Auke Lake Parking project and time spent on the OHV Park and how frustrating that nothing has moved forward for those folks. I mentioned the Community Foundation and Cope Park Master Plan.

**IX. Other Board Business –**

T. Rutecki: I went to Deputy Clerk; Beth McEwen's training for Board members. It was extremely well done, I learned that we don't need 'second' and if there is no quorum you go home. I wrote an email and thanked her for putting it on.

G. Landry: This is about the Eagle Valley lodge - is that up to us to come up with ideas?
K. Duncan: It's an interesting situation. They are under contract through December 31, 2016. The situation is the agency under contract is not returning phone calls or communicating and is problematic. We are moving around the edges. Alaska Above and Beyond is interested in using the beach; we have a caretaker to watch the operation. It is a fabulous facility, whether we run it or look for another contractor or partnership, those things are being worked out. We are in legal limbo.
T. Rutecki: Can you take advantage of the ropes course?
K. Duncan: We don't have anyone qualified to use that equipment. We hate to see it lay fallow but that is where we are at.

G. Landry: The Tee Harbor discussion with Lands – very interesting. The PRAC can offer discussion?
K. Duncan: when we write an executive summary of the Comp Plan, what does PRAC see for that land? Is that sacrosanct?

E. Ouderkirk: Mr. Duncan, what we have seen with the GIS is that this is a great tool, I have learned to tread lightly and go slowly; great way to store data and to keep records. The biggest failure is keeping things current.
K. Duncan: You are right. Right now City-wide we are going into asset software: Lucity.

E. Ouderkirk: As public land managers in my day job, I have lands adjacent to CBJ. What partnerships have been explored, what partnership do you have with DNR?
K. Duncan: We don't have anything formal. It's on a case by case basis. Parks Foundation is a good starting place for partnerships.
C. Mertl: The one that comes to mind is Trail Mix.

L. Hallvik: I am also interested in partnerships, as well as programming, kid's camps in the summer and collaboration in other departments. The website will be a great tool to access better imagery and also trail conditions and accessibility. Kulani Visitor Center has an interactive visual tool you can click on a trail and get all the information. It would be useful to community and visitors.

C. Mertl: Sea Trail, a nonprofit that folded but has a Juneau trails website. In a time when budgets are being cut we need to promote what a great destination we are. Communities

have entire economy is based on Parks and Recreation and we can do a better job in that. Lindsay I'm with you.
K. Duncan: We are looking at intern possibility from UAS. We are starting with the Aquatics Division to grow our marketing plan.

K. Duncan: May I suggest your goal of next PRAC is to outline of an executive summary so we have something to work on at the retreat? Give me or Chris a list, what do you need to know? Budget? Employees? What kind of information do you want to feel well informed on to make further decisions? I don't think we want to spend time talking at the retreat about what we want to talk about.
C. Mertl: Do you have a summary of Parks and Rec for us/new members?
K. Duncan: I can give you a five page summary of Parks and Rec – all I have learned since I have started.
J. Anderson: We could start working on what we want to happen in the retreat and get that resolved by next PRAC meeting. Our project could be to get our short list of what we want at the retreat ready for the next meeting.

C. Mertl: Welcome new members. I am really excited about those who joined us; I think you are assets to our group. Maria, we were asked for our opinion on an empowered board is that still an issue?
M. Gladziszewski: I have been gone and I don't know what happened at the last HRC meeting.
K. Duncan: They asked us questions, they have not asked the PRAC to weigh in.
C. Mertl: If you want to let them know if PRAC is a vehicle, we will assist. If we can help for clarity or resolution we are happy to advise. Thank you for making me your chair.

**X.** ADJOURNMENT: With no further business before the PRAC, G. Landry motion for adjournment.

Respectfully submitted 28 March 2015, Fran Compton, Administrative Assistant II

NEXT MEETING – Tuesday, April 7, 2015 – 6 p.m. CBJ Chambers