MINUTES
PARKS & RECREATION ADVISORY COMMITTEE
Tuesday, August 5, 2014
CBJ Assembly Chambers, 6 p.m.

I. Call to Order: 6:00 p.m. by Chairman Wilson.
Present: Chairman Jeff Wilson, Kate Walters, Josh Anderson, Odin Brudie, Traci Gilmour, Gerry Landry, Eric Morrison, Tom Rutecki,
Absent: Chris Mertl
P&R Staff Attending: Brent Fischer, P&R Director, George Schaaf, P&R Parks Superintendent, Amanda Lovejoy, Recording Secretary,
CBJ Assembly Liaison: Randy Wanamaker, absent.

II. Agenda Changes –Agenda approved as presented.

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

IV. Approval of Meeting Minutes for June 3, 2014 – Mr. Morrison motioned to approve minutes. Minutes approved.

V. P&R Director's Report – Brent Fischer:

Treadwell

- Eaglecrest Board met and decided that there was a great deal of more information to understand before they could make an informed decision on whether to oversee the facility. The Assembly will revisit the topic later this fiscal year.

Aquatics

- The Assembly passed the ordinance that puts the question to the voters to allow the Assembly to create an empowered board on the October 7th ballot.

Elections

- I know each one of you received an email from the Deputy City Clerk on CBJ Board Involvement on political issues, so please be mindful of that when you are asked what your opinion is or "what do you think?" The Clerk's Office recently received an inquiry from one of our advisory boards asking about the rules of conduct for CBJ boards during the election season. In consultation with the City Law Department, we have reached the below conclusions. This email is being sent to all our CBJ Boards and Commission Chairs and liaisons so that everyone is clear on the process/protocols - please share this with all your members.

  CBJ ballot issues are determined by the Assembly and the Assembly may or may not seek board input prior to adopting an ordinance placing a proposition on the municipal ballot. Boards may play an advisory role in the process leading up to the adoption of the ordinance placing the question on the ballot, however, once the Assembly adopts a ballot ordinance it is then placed on the ballot and is no longer in the hands of the Assembly or its boards but is now before the voters to be determined. All official board action and/or comments should cease on that issue until the election is certified. The CBJ Election Informational Pamphlet published by the City Manager's Office with neutral educational information on the ballot issues should be the only thing that goes out from CBJ relating to a ballot proposition. Any involvement by CBJ beyond the official election materials also invokes the Alaska Public Offices Commission Campaign Disclosure laws under AS 15.13.

The CBJ Board Informational Pamphlet provides the following with respect to Lobbying efforts by boards or members and those same rules apply as well. (Pamphlet quoted).

Board members do not lose their rights as individual private citizens but should use extreme caution if advocating a position publicly, to avoid creating any confusion or appearance that they are advocating that position in their capacity as a CBJ board member or official.

OHV Funding

- For the last Public Works and Facilities Committee meeting on July 14th, the City Manager asked for assistance in locating funds to do a department review for P&R, Police and the Fire Department. See Engineering Director Rorie Watt's memo to the committee. In summary, due to the difficulties of finding an acceptable site, the OHV planning CIP has been stalled and Mr. Watt requested that funds be transferred from this CIP to go towards the department reviews. Ultimately, it was decided to review only P&R.

Empty Chair Dedication

- Thank you to all who came to the event. We had close to 400 people in attendance and the memorial was extremely well received by the community and the families the memorial represented.

Day of Play

- Due to service and program reductions, FTE reductions and layoffs, the department made the decision to cancel the Day of Play for this year, however after much discussion, it was decided that if we could obtain sponsors for the facilities, then we would continue to have the event. I am actively seeking sponsors and am confident we will have them join us in the community event. Day of Play is on for Saturday, September 13th. Details to follow on our website.

VI. Unfinished Business – none.

VII. New Business

Special Use/Large Event Permit – G. Schaaf

- Handouts distributed. This will change Title 67 for the CBJ municipal code of ordinances and add a new chapter to Title 11 to the CBJ administrative code of regulations. Currently, there is no need for permit for events that are free to the public. Most of the events go beyond the carrying capacity of the parks.

The ordinance will: require a permit for any event with more than 100 attendees, allow the director to impose reasonable conditions, make the organizers responsible for the even, if necessary, require a damage deposit and insurance, provide for a penalty. It will not require a permit for grandma's birthday, add any additional burden to those with commercial use permits.

Mr. Wilson asked if the PRAC needs to make a motion to move it on to lands or assembly. Mr. Fischer said he wanted the PRAC's support in this issue.

Ms. Gilmour asked if this would impact JSA and their tournaments. She also asked if the department would be able to advise people where to find the insurance. Mr. Morrison asked if the 100 people would be for the overall time, or if it meant all at once. Mr. Schaaf said it was 100 people at once. Mr. Morrison asked what the fee was associated with the permit. Mr. Schaaf said he did not know.

Ms. Walters asked if it was more about enforcement or recouping revenue. Mr. Schaaf said it was not about recouping revenue; he said it was an effort to create better communication between user groups. Camping in the Parks – one is under the lands code that breaks down as you have to camp half mile from the road and move camp every 48 hours.
You cannot be in a park or camp after it is closed, unless you are in an RV, or the mines. The changes to the code will allow camping in designated areas for up to 72 hours, camping elsewhere would be prohibited and would allow camping in recreational vehicles in designated areas.

Pallet fires – the ordinance would prohibit the burning of pallets or any other material containing metal fasteners, except in designated areas.
Mr. Landry asked why weren't these things in place before hand, and what would happen if someone wanted to take the rules to its furthest point. Mr. Schaaf said it is done in other places frequently.

Ms. Gilmour motion: To approve Mr. Schaaf's recommendations to submit to the assembly. Approved.

Mr. Wilson asked if it would go to law before the assembly; Mr. Fischer said it would be reviewed by law and risk management.

<u>P&R Comprehensive Plan planning update – G. Schaaf</u>

- The comprehensive plan is from 1997. A community survey has not been done in 20 years; a park inventory has not been done in 10 years. Mr. Schaaf said that expectations for comp plans have changed. This is an opportunity to change the way P&R do business. Most places seek an accreditation (CARPA)

Mr. Wilson asked if the department will model their plan after another. Mr. Schaaf said that it would have to be contracted out. Mr. Wilson asked how do we move forward.

Ms. Gilmour asked if the consultant would ask for input from the public and PRAC. Mr. Fischer said that PRAC has to be part of the comp plan.

Mr. Brudie said it may be good to have a steering committee with members from the PRAC, and staff and asked if there was funding for such a thing, and can PRAC initiate funding.

Mr. Wilson asked if it would be an RFP and would be at least a year out before the comp plan was completed. Mr. Fischer said he has been told to wait.

Mr. Anderson asked why the comp plan could not be written by PRAC or in-house.

Mr. Wilson asked if there were things to do in the interim.

Ms. Gilmour asked what they could do to help with the process. Mr. Schaaf said the process is long and involved. Mr. Fischer said it is a lot of work and that the PRAC's input is wanted.

Mr. Landry asked what the advantages of accreditation. Mr. Fischer said that the merits of accreditation have a process in place to run the business better.

Mr. Wilson asked if the size of the city matters. Mr. Fischer said it does not.

Mr. Schaaf said the Trail Plan is 80% done, but is on hold as well.

Mr. Anderson asked if training a person would be more appropriate to write the plan. Mr. Fischer said the department is stretched too thin.

<u>P&R Surveys – Handout – B. Fischer</u>

- Recreation Facilities Survey
- Youth & Adult Sports Survey
- Parks Survey
- Field Users Survey

Mr. Fischer asked board members to take the handouts of surveys home and look it over and to email him suggestions. There was general discussion of the surveys.

VIII. Committee, Liaison, and Board Member Reports

- Chair's Report: Jeff Wilson – There is a new downtown business group working on improving the look of downtown. Mr. Wilson reminded the board that they cannot talk about the lawsuit regarding Auke Lake. Mr. Fischer said he will provide an update when he receives one.
- Liaison to the Assembly Report: Randy Wanamaker - absent
- Lands Committee: Jeff Wilson – last two meetings have been cancelled. There has been discussion on cell phone towers and Pederson Hill development. The North Franklin lot is being considered for sale and there will be a land sale on Lena.
- Youth Activity Board: Tom Rutecki – The Juneau Jumpers are in Hong Kong competing in part because of the contingency grant.
- Aquatic Facilities Advisory Board: Kate Walters – the empowerment board is on the ballot and waiting on the AGB structure report. Mr. Wilson asked about the assessment for AGB. Mr. Fischer said it is far behind.

IX. Other Board Business

Mr. Landry said the removal of the bunkers from Marine Park worked really well.

Ms. Gilmour asked about the fields at Savviko and that it looks like it is moving forward. Mr. Fischer said reports are good so far.

Mr. Rutecki said he was pleased that Mr. Wilson wrote a letter to the assembly, but was disappointed that input was not sought from the board. Mr. Wilson said the deadline was less than 24 hours to get it together and in to the assembly packet and he had received input from members of the board. The two members discussed the issue.

X. ADJOURNMENT – adjourned at 8:00pm

NEXT MEETING Scheduled for September 2, 2014, Assembly Chambers