MINUTES
PARKS & RECREATION ADVISORY COMMITTEE
Tuesday, April 2, 2013
CBJ Assembly Chambers, 6 p.m.

I. **Call to order 6:10 p.m.** Attending: Tom Rutecki, Gerry Landry, Eric Morrison, Kate Walters, Traci Gilmour, and Jeff Wilson, Chair. Dixie Hood arrived at 6:40pm
Absent: Chris Mertl, Odin Brudie
Assembly Liaison: Jerry Nankervis
CBJ Staff: Brent Fischer, P&R Director; Fran Compton, P&R Admin Assistant II, Beth McEwen, Deputy City Clerk

II. PUBLIC TESTIMONY OF NON-AGENDA ITEMS NONE

III. APPROVAL OF AGENDA –
Request for Revision: Present Information Items before Action Items.
Approved with no objections

IV. APPROVAL OF MEETING MINUTES of March 5, 2013 – Mr. Morrison motion, approved with no objections.

V. REPORT FROM ASSEMBLY LIAISON - Jerry Nankervis: CBJ discussion regarding the proposed Seawalk and the Park at the (Juneau-Douglas) Bridge. The Engineering Dept. report the Seawalk will be presented at the next Committee as a Whole (COW) Meeting to report status and placement of whale sculpture. Wednesday the Seawalk is in the budget process with Finance Committee and COW until the budget is done - possibly the end of May. Human Resources Committee meeting and Assembly meeting confirmed Ms. Gilmour, Ms. Walters and Mr. Landry for terms on the PRAC.
Mr. Fischer added: Auke Lake Management Plan was pushed to April 29 tentatively. Mr. Wilson asked PRAC members to attend the COW meeting because he felt it was important for PRAC members to attend (for presence, not testimony). Has not seen the P&R Budget, will be presented tomorrow night at 5:30 p.m.

VI. CHAIR REPORT – Mr. Wilson: Mr. Mertl had a major fire in his residence on Sunday. He is doing well.

VII. DIRECTOR'S REPORT – Mr. Fischer: housekeeping tonight with Beth McEwen regarding PRAC regulating documents, and election of PRAC officers.

IX. INFORMATION ITEMS

A. Introduction of New Members – Traci Gilmour, born and raised in Juneau and played softball since she was 8 years old. She enjoys playing ball, biking, hiking, and fishing in Juneau. She has been on the Sports Association Board for 25 years, and is still involved. Excited to be here.

B. PRAC Retreat in June - Mr. Wilson: Historically, PRAC has a retreat in May or June to discuss goals and reflect on previous years goals. Set the date of Tuesday, June 4 for a retreat in lieu of regular PRAC meeting, starting at 6 pm at Chambers.

C. **Review of *By Laws:*** Mr. Fischer: this will be incorporated into Beth McEwen's presentation, with information on an updated agenda format and board training. There are changes that are needed. Mr. Wilson: quoted the objectives in current By-Laws as a review of what would be discussed.

D. **Agenda Format for Future Meetings (moved) to Action Item D, Board Training.**

VIII. ACTION ITEMS

A. **Board Election –**

- Nominations for Chair: Mr. Landry nominated Jeff Wilson, Mr. Wilson was elected and accepts for one year.
- Nominations Vice Chair: Mr. Rutecki nominated Kate Walters; Ms. Walters was elected and accepts.
- Nominations 2nd Vice Chair: Mr. Wilson nominated Mr. Mertl and Mr. Rutecki nominated Odin Brudie. Mr. Mertl was elected.

B. **New PRAC Resolution:** Moved to Item D.

C. **Board Training –** Beth McEwen: her goal is to attend all board meetings at least once this year and a pleasure to be here, thank you for inviting her.

- In 2003-2004 the City Clerk looked at all Boards and their governing documents: there were several different documents depending upon the Board. The separate enterprise boards have more powers and responsibilities than advisory boards. At that time they folded 6 board resolutions into Resolution 2246 (in your yellow board pamphlet with main rules for procedure). Assembly Rules of Procedures are now the governing board procedures, and telephonic procedures. This committee is governed by the City's Charter, governing legislation, Assembly Rules of Procedures, PRAC Board Rules of Procedures (Bylaws), and two resolutions for PRAC. The Bylaws were established by PRAC board which are now trumped by Assembly Rules of Procedure. As she reviews the documents she will have recommendations for standardization for this board. New Rules of Procedures does not recommend Bylaws. She recommends the PRAC take pieces of Bylaws that PRAC members want to keep and anything from the two PRAC resolutions and fold them into a new governing resolution. Send PRAC revision recommendations to the Human Resources Committee (HRC), and they will forward to Assembly for adoption. During the standardization project the PRAC wants to look at statements within governing documents that disagree with the City governing document, and eliminates any confusion. This process will not take away privileges.

  Discussion regarding the process.

- Mr. Wilson recommends keeping the Bylaws objectives into the new resolution.
- Mr. Fischer stated ex-officio members do not vote. PRAC can invite any of the experts that are currently ex-officio members when needed, like the Auke Lake subcommittee, rather than regulate to have a member from State Parks, Forest Service, or UofA.
- Ms. McEwen stated the Assembly Liaison position is included in Assembly Rules of Procedures and it is up to the Mayor and Assembly to direct someone to serve. The PRAC will not include that item in the new resolution. Resolution 2550 makes this Article redundant and supersedes what is in Bylaws. Motion to keep the wording of the Bylaws for assembly liaison, Ms. Hood objects, motion carried.

- Ms. McEwen: Special Committee appointment is covered by Resolution 2246 also included Charter 3.16 governing documents how committees are set it up. PRAC will keep in new resolution.
- Ms. McEwen: These changes will need a new Resolution. It will be drafted by the Law Department. The PRAC will review and vote for approval. It then goes to HRC and reviewed. It will become a resolution at the Assembly review and will replace other PRAC governing documents.
- Mr. Fischer: Will prepare a draft and forward to Law, then send to PRAC members before May meeting.

- Ms. McEwen: Article 4 is officers, if you would like these specifically put it into your new resolution; Resolution 2246 has officers identified under 3B. Mr. Rutecki motion to remove the officers language since it is Section 1 Policy 6 under membership and bring us in-line with other boards and commissions. No opposition.
- If you eliminate this wording with your new resolution, the PRAC may want to reaffirm officers in the next meeting which works for PRAC. Can address an alternative “in case” situation. Roberts Rules of Order is to designate someone to take secretary notes at the meeting.
- PRAC Bylaws Article 5 Operations and Meetings; Assembly covers that, in their Charter Section 3.1.2. In the public notices process the statutes state all notices have to be done in a usual and customary manner, which is done by notice online, in our municipality the notices are sent to the Juneau Empire, with Public Service Announcements to all radio stations in Juneau, goes TV scanner channel #7 and on the internet websites where agendas are posted. Notice is covered under Charter, so there is some conflict in the Bylaws. Strike approved.
- The Special Meeting Article V, Item 3 is already in Charter. Strike approved.
- CBJ documents cover what constitutes a quorum and specifically outlines how many people are necessary for any number of boards. Quorum based on full membership of board. Recommend strike. No objections.
- Bylaws Article V, 5 Adjournment is in conflict is in Rule 16, governing Assembly and Roberts. We would have to notice any meetings because of usual/customary practice. Recommends striking, no objection.
- When there is no quorum the only activity allowed at the meeting is setting a new date, there is no information gathering, or dispensing and no discussion.
- Bylaws Article V, Item 6 - Number of votes for each member is automatic under Roberts Rules which is one vote for each member. Every member has to vote, no abstaining unless you have declared a conflict, step down from discussion and chair recognizes conflict. Recommendation to strike item 6, no objections.
- Bylaws Article V, Item 7 Agenda preparation, CBJ current practices do not spelled this out for other committees, and is not particularly necessary. Roberts Rules would guide. Recommendation to strike 7, no objection.

- Bylaws Article V, Item 8 Order of Business: In Resolution 2550 page 1 outlines Assembly order of business. Appendix E1 is sample agenda recommended to use. The HRC is working toward a future recommendation of template agenda and minutes for all boards use. Ms. McEwen recommend replace Item 8 with Sample Agenda. Ordinances are the only item that requires two meetings; this new agenda will eliminate an information item posted in a meeting prior to an action item. Roberts Rules does not prevent an action or information at any meeting. Will want to use this judiciously so that public is informed of potential action of the meeting. Under Agenda changes, the board can make changes and things can be added, i.e., request public to testify. Recommendation to strike, one opposed.
- Bylaws Article V, Item 9 Committees Meeting Public – recommendation to strike, no opposed.
- Bylaws Article V, Item 10 Reports – consolidated into advisory rules of procedures, the chair does not decide whether a minority report is submitted. In Resolution 2246. Recommendation to strike, no opposed.
- Bylaws Article V, Item 11 Resolutions – The committee is not opposed to striking this statement.
- Bylaws Article V, Item 12 Clerical support – this is a support practice of the City. Staff liaisons are assigned as necessary. Recommendation to strike, no opposition.
- Article VI: is mute.

Mr. Wilson: Mr. Fischer will take this information to the Dept. of Law and have a new resolution drafted. Ms. McEwen: the new resolution would repeal Resolutions 1082 and 711 and fold them into the new resolution. Also the new resolution will incorporate from the Bylaws - Article 1, #3 a.b.c; Article 3, Article 5. Mr. Fischer will work with Ms. McEwen to make sure the draft is correct and submit to Law. Will be sent to the PRAC before the next meeting.

D. Committee Assignments: Mr. Wilson: effective today the following committee assignments are made:

- Youth Activity Board: Tom Rutecki
- Lands Committee: Jeff Wilson
- Juneau Urban Forestry Partnership: Chris Mertl
- Aquatic Facilities Advisory Board: Kate Walters if meeting changes to 5pm
- Jensen-Olson Arboretum Board: Kate Walters
- Docks & Harbors Board: Dixie Hood
- Eaglecrest Board/Nordic Ski Club: Odin Brudie
- State Parks Board: Gerry Landry
- Trail Mix, Inc.: Gerry Landry
- Sports Association Board: Traci Gilmour

X. COMMITTEE REPORTS

A. Youth Activity Board: Tom Rutecki – 23 and 24 April to award grants;
B. State Parks Board: Gerry Landry – 1987 Mr. King resigned, 3rd cabin online at Eagle Beach, record number of skiers
C. Lands Committee: Jeff Wilson – no report.
D. Aquatic Facilities Advisory Board: Tom Rutecki – the Board members met with HRC and submitted an annual report stating accomplishments in the "learn to swim" program, scholarship program for families and free-swim; and helped secure funding for aquatic feature: climbing wall and inflatables, from donations; the Masters swim program was expanded; there is a proposal to ASAA to host the swim meet next fall, they have established continuity with managers at the pools and complemented the pool managers. This board requested the Assembly continue their assignment for another 3 years with meetings every other month and new start time. Committee as a whole agreed to the 3 years extension of this committee.
E. Jensen-Olson Arboretum Board: Kate Walters - first primrose bloom March 4th was six weeks early; Mr. Jensen is working with Mr. Mertl on a master plan with Conservatory and Education spaces where the generator shed is. New staff this summer, Will Clausen. Fish fertilizer out early enough not to be a bear attraction. May 25 Public Gardens Day, lupines to give away. Plant Sale will be Saturday before Mother's Day TBD; The Arboretum reports 105 new species of primrose; Parking continues to be a problem; there is a Rasmussen proposal in process; and FY14 budget was approved. Plan to become self funding by FY 2024-2025. Mr. Jensen hosted a fireside chat at the Glacier that was well attended.
F. Docks & Harbors Board: Dixie Hood – Public complaints about operations committee determining new design at Statter Harbor that favors charter boats.
G. Eaglecrest Board/Nordic Ski Club: Odin Brudie - via email: The board approved the job description for their Nordic Advisory Group and the selection of Carl Heine as the Board representation for that group. There is a Nordic Advisory Priority Project List that has been generated working with the Juneau Nordic Ski Club. Long term priorities include planning for a trail to/rom and around Cropley Lake. One of the near term priorities that has already come to fruition is the lower Nordic parking lot on the left before the meadows, and the ski access to and from the lot. This coming season Eaglecrest is willing to place a port-a-potty at the lower lot on a trial basis. Eaglecrest is also in the process of negotiating a lease with GCI for a cellular phone antenna at the Lodge, which will expand service to the lower mountain area.
H. Trail Mix, Inc.: Gerry Landry – June 1, announcement coming. Amalga Meadows trail discussion; May have some people in tents at Amalga Meadows;

XI. CORRESPONDENCE - no

XII. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS - none

XIII. BOARD COMMENTS

- Mr. Rutecki – after HRC there was a discussion of what boards can do for fund raising, believes the friends groups are a better way to do fundraising than to have one large one for Parks and Recreation, which may create a conflict with funds disbursement. Mr. Fischer: the P&R Foundation will be run like Juneau Community Foundation – P&R Department will not direct the funds.
- Mr. Landry – looks forward to working on Foundation. Working at Eaglecrest.
- Ms. Hood – did the Assembly Liaison have a report that she missed. Discussion.
- Mr. Morrison – no comments
- Ms. Walters – no comments
- Mr. Wilson – there will be a meeting April 22nd to honor Mr. King at the Assembly.

XIV. NEXT MEETING – May 7, 2013

XV. ADJOURNMENT 8:31 p.m. no objection