

**PARKS AND RECREATION ADVISORY BOARD
REGULAR MEETING
JULY 11, 2024, 6 P.M.
CITY COUNCIL CHAMBERS
231 W. EVERGREEN AVENUE, PALMER
www.palmerak.org**



CHAIR Ryan Richard
VICE CHAIR Richell Carmichael
BOARD MEMBER Marilyn Bennett
BOARD MEMBER Sarah Tudor
BOARD MEMBER Joseph Parreira
BOARD MEMBER Johana McMahan

AGENDA

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
- E. Minutes of Previous Meetings
 - 1. January 13, 2022
 - 2. April 7, 2022
 - 3. July 7, 2022
 - 4. November 3, 2022
 - 5. January 16, 2023
 - 6. April 6, 2023
 - 7. July 6, 2023
 - 8. October 5, 2023
 - 9. April 4, 2024
- F. Reports
- G. Audience Participation
- H. Unfinished Business
 - 1. Committee of the Whole: Update and discussion of IM 24-001 Veterans and First Responders Walk (Note: Action may be taken by the Board following the committee of the whole)
 - 2. Committee of the Whole: Update and discussion of IM 24-002 Park Board Priorities for 2024 (Note: Action may be taken by the Board following the committee of the whole)
- I. New Business
 - 1. 2024 Parks & Facilities Update
- J. Board Member Comments
- K. Adjournment



Minutes

**PARKS & RECREATION ADVISORY BOARD
CITY OF PALMER, ALASKA**

**REGULAR MEETING
THURSDAY, JANUARY 13, 2022
6:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

The Regular Meeting of the City of Palmer Parks & Recreation Advisory Board was called to order by Chair Bennett at 6:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were Board Members:
Marilyn Bennett, Chair Penny Mosher
Shannon Connolly, Vice Chair Ryan Richard
Lisa Albert-Konecky
Richell Carmichael

Absence(s): Joseph Parriera, excused.

Also present were:
Cotton Gore, Parks and Facilities Manager
Brad Hanson, Community Development Director

C. PLEDGE OF ALLEGIANCE: The Pledge was led by Ryan Richard.

D. APPROVAL OF AGENDA: The agenda was approved as presented without objection by all members present.

E. MINUTES OF PREVIOUS MEETING: November 4, 2021, minutes are postponed until a future meeting.

F. REPORTS:
Cotton provided an update on parks projects and goals for the upcoming year.

G. AUDIENCE PARTICIPATION: None.

- H. UNFINISHED BUSINESS:**
1. Committee of the Whole:
 - i. Update to IM 22-004 Veterans and First Responders Walk (Note: action may be taken by the Board following the committee of the whole)
 - ii. IM 21-001 City of Palmer Parks, Recreation, and Outdoor Facilities Donation Policy, Ordinance #21-008-S
 - iii. Update to IM 21-003 Discuss Adopt-A-Park Program (Note: action may be taken by the Board following the committee of the whole)

Main Motion: To enter Committee of the Whole for discussion on IM 22-004.

Moved by:	Connolly
Seconded by:	Mosher
Vote:	Unanimous
Action:	Motion Carried

1. Topics covered during Committee of the Whole
 - Reviewed and updated vision statement: “To remember first responders and service members from the Greater Palmer area. This memorial offers an opportunity to remember and reflect on their service.”
 - Location tentatively – flagpole area on the grounds of the Alaska Veterans and Pioneers Home in Palmer.
 - Statements of support will be solicited by Board Member Richard, and he will firm up an outline and bring it to the next meeting.
 - Director Hanson suggested the PRAB draft a resolution that includes design, location, budget, and plan, to send to the City council.
2. Committee of the Whole: IM 21-001 City of Palmer Parks, Recreation, and Outdoor Facilities Donation Policy, Ordinance #21-008-S
 - Staff provided an update on the draft policy. The goal is to make the parks donations easier and more streamlined for donors and staff.
3. Update to IM 21-003 Discuss Adopt-A-Park Program
 - Discussion about highlighting Adopt-A-Park program on website for clarity and to hopefully solicit more donors/adopters.
 - Adopt-A-Park application and then separate documents for policies, responsibilities, etc.

I. NEW BUSINESS

1. Committee of the Whole (Note: Action may be taken by the Board following the committee of the whole).
 - i. Discuss IM 22-002 Palmer Parks Webpage Update
 - a. Staff asked the PRAB for ideas on improvements to the aesthetics of the website and took recommendations for adding information about parks, photos of each park, and the Adopt-A-Park information.
 - ii. Discuss IM 21-005 Palmer Tennis Courts
 - a. Staff provided an update on the budget. The City will draft an agreement with the Palmer Rotary Club. MSBSD also has potential interest in funding a portion of the tennis court project. Director Hanson feels hopeful about the relationship with the MSBSD.
 - iii. Discuss IM 21-006 Railroad ROW
 - a. Director Hanson provided a staff report including the reasoning behind the desired improvements to the Railroad ROW.
 - b. Director Hanson provided information on the existing railroad tracks. If the train were to ever return to Palmer, the tracks would have to be removed and replaced with upgraded rails.
 - c. No fixtures within 20’ of centerline of railroad.
 - d. Expressed a desire to have a Joint BED & PRAB meeting soon to collaborate.

[The board moved into the Committee of the Whole at 6:10pm and exited 7:26pm]

Main Motion: To exit Committee of the Whole

Moved by:	Mosher
Seconded by:	Connolly
Vote:	Unanimous
Action:	Motion Carried

Main Motion: To Adopt the Vision Statement as Stated for the Veteran’s and First Responders Wall

Moved by:	Connolly
Seconded by:	Mosher
Vote:	Unanimous
Action:	Motion Carried by Roll Call Vote

J. BOARD MEMBER COMMENTS:

Board Member Connolly:

- Thanks everyone for the great meeting. Thanks to Ryan and Brad for the presentations.

Board Member Albert-Konecky:

- Thanks to everyone for their contributions.
- Excited for Palmer’s improvements, excited to be a part of it.

Board Member Carmichael

- Thanks, and I’m excited to be a part of the board.

Board Chair Bennett:

- Excited to move forward on all these things.
- Next meeting we will need a new chairperson, if you are interested, please contact us.

K. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:27 p.m. without objection.

APPROVED BY the Parks & Recreation Advisory Board this ___ day of _____, 2024.

Marilyn Bennett, Chair

Brad Hanson, Director of Community Development

**PARKS & RECREATION ADVISORY BOARD
CITY OF PALMER, ALASKA**

**REGULAR MEETING
THURSDAY, APRIL 7, 2022
6:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

The Regular Meeting of the City of Palmer Parks & Recreation Advisory Board was called to order by Chair Richard at 6:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were Board Members:

Marilyn Bennett, Chair	Penny Mosher
Ryan Richard	Joseph Parriera
Lisa Albert-Konecky	
Richell Carmichael	

Absence(s): Shannon Connolly, excused.

Also present were:

Cotton Gore, Parks and Facilities Manager
Brad Hanson, Community Development Director

C. PLEDGE OF ALLEGIANCE: The Pledge was led by Joseph Parriera.

D. ORGANIZAION OF THE BOARD

1. Election of Chairman – Marilyn and Ryan were nominated for chairperson. Director Hanson called a vote for Marilyn, who received 2 votes; he then called a vote for Ryan Richard, who received 5 votes. Ryan accepted the position of Chairman.
2. Election of Vice Chairman – Shannon Connolly was the sole nominee for Vice Chairman, but was she was not present at this meeting. The election of Vice Chairman will be held at the next meeting.

E. APPROVAL OF AGENDA: The agenda was approved as presented without objection by all members present.

F. MINUTES OF PREVIOUS MEETING: No meeting minutes were available for review.

G. REPORTS:

Cotton provided a quick staff report on some of the unfinished business. Target day to break ground on the new tennis courts is May 1st, with an anticipated finish date of July 31st. The parks donation policy was approved at the February 22 City Council meeting. Adopt-A-Park program information was placed on the website, with links in addition to more direct information about each park within the City.

H. AUDIENCE PARTICIPATION: None.

I. UNFINISHED BUSINESS:

Main Motion: To enter Committee of the Whole for discussion on IM 22-004.

Moved by:	Richard
Seconded by:	Albert-Konecky
Vote:	Unanimous
Action:	Motion Carried

1. Committee of the Whole:

- i. Update to IM 22-004 Veterans and First Responders Walk (Note: action may be taken by the Board following the committee of the whole)
 - a. Work on developing resolution to the City Council in support of the Walk.
 - b. Reviewed bullet points and discussed strategy.

[The board came out of the Committee of the Whole to make the following motion:]

Main Motion: To Direct Staff and Board Chair to develop a resolution for next meeting

Moved by:	Richard
Seconded by:	Carmichael
Vote:	Unanimous
Action:	Motion Carried

[The board re-entered Committee of the Whole to discuss item ii:]

- ii. Discuss IM 22-002 Palmer Parks Webpage Update
 - a. Cotton has updated webpages for all parks, parking information, and Adopt-A-Park information.
 - b. Would like to add information on the history of parks, as well as new pictures and other pertinent information.
 - c. Marilyn and Cotton will continue to work on this project.

J. NEW BUSINESS

Committee of the Whole:

- 1. Discuss IM 22-007 Parks Plan/Donation Policy Implementation Update
 - a. Director Hanson and Cotton provided a staff report on updates to an ordinance regarding memorial donations.
 - b. With this update, the donation policy is in the forefront of
 - c. Provided a template for an upcoming memorial tree from the class of 1972.
 - d. Create a standard set of park components; including picnic tables, benches, etc.
 - e. Components will be priced and provided to the board at the next meeting.
 - f. All parks should be standardized to make it easier for folks to utilize the programs in place.
- 2. Discuss IM 21-008 Update City Park Signs
 - a. Cotton provided an update on his reading of the 2012 Parks and Trails plan, specifically regarding consistency among signage in parks. Tennis courts and baseball fields seem to be the locations that need the most updates.
 - b. Standardized sign choice was the blue one that can be seen at other places around town.

Main Motion: To adopt the standard sign design and all park signs should be replaced.

Moved by:	Richard
Seconded by:	Albert-Konecky
Vote:	Unanimous
Action:	Motion Carried

3. Discuss IM 21-009 Update 2012 Parks, Trails, and Recreation Master Plan
 - a. Cotton provided a report on the Master Plan. Next step is to break down what the City has accomplished from the plan and what still needs to be accomplished.
 - b. Next meeting will provide a list of completed and yet to be completed tasks/projects.
 - c. Take care of existing parks while expanding and growing new opportunities.

[The board moved into the Committee of the Whole at 6:17pm and exited 7:14pm]

Main Motion: To have staff continue to review and provide recommendations for updating the existing parks plan community values model.

Moved by:	Carmichael
Seconded by:	Parriera
Vote:	Unanimous
Action:	Motion Carried

K. BOARD MEMBER COMMENTS:

Board Member Mosher:

- Congratulations Ryan on your Chairmanship.

Board Member Albert-Konecky:

- Thanks to everyone for their contributions.

Board Member Carmichael

- Thanks for the discussion and answering the questions.

Board Chair Bennett:

- Congratulations Ryan
- Will get to work on history of the parks.

Board Member Parriera

- Applied for Adopt-A-Park during the meeting.

L. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:16 p.m. without objection.

APPROVED BY the Parks & Recreation Advisory Board this ____ day of _____, 2024.

Marilyn Bennett, Chair

Brad Hanson, Director of Community Development

**PARKS & RECREATION ADVISORY BOARD
CITY OF PALMER, ALASKA**

**REGULAR MEETING
THURSDAY, JULY 7, 2022
6:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

The Regular Meeting of the City of Palmer Parks & Recreation Advisory Board was called to order by Chair Richard at 6:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were Board Members:

Marilyn Bennett, Chair

Ryan Richard

Lisa Albert-Konecky

Richell Carmichael

Joseph Parriera (via Zoom)

Shannon Connolly

Penny Mosher (arrived at 6:19pm)

Also present were:

Cotton Gore, Parks and Facilities Manager

Brad Hanson, Community Development Director

C. PLEDGE OF ALLEGIANCE: The Pledge was led by Joseph Parriera.

D. ORGANIZATION OF THE BOARD

1. Election of Vice Chairman –

E. APPROVAL OF AGENDA: The agenda was approved as presented without objection by all members present.

F. MINUTES OF PREVIOUS MEETING: No meeting minutes were available for review.

G. REPORTS:

1. Annual Work Plan – Adopt-A-Park Program is going well; multiple parks have been adopted for this summer. The goal is to help get people involved and invested, help offset the load for City staff. There was then a lot of discussion about how to best help the adopters succeed.

Main Motion: To Authorize Marilyn Bennett to be the Point of Contact for CARRS to see if a mural or graffiti art be installed at McKechnie Park side to help beautify the park.

Moved by:	Connolly
Seconded by:	Mosher
Vote:	Unanimous
Action:	Motion Carried by roll call vote

Tennis Courts – Grand Opening/Ribbon Cutting is scheduled for tomorrow. Financial Report included in Work Plan, shoutout to multiple organizations for getting this project to the finish line.

H. AUDIENCE PARTICIPATION: None.

I. UNFINISHED BUSINESS:

Main Motion: To enter Committee of the Whole for discussion on IM 22-004.

Moved by:	Connolly
Seconded by:	Albert-Konecky
Vote:	Unanimous
Action:	Motion Carried by roll call vote

1. Committee of the Whole:

- Chair Richard provided an update on progress. Director Hanson and Chair Richard worked on the draft resolution, with Director Hanson doing most of the heavy lifting.
- The Board worked through the resolution with suggestions for amendments.

[The board came out of the Committee of the Whole at 6:32 to make the following motions:]

Main Motion: To Approve Amended Resolution

Moved by:	Parriera
Seconded by:	Mosher
Vote:	Unanimous
Action:	Motion Carried by roll call vote

Amendment: To change the last paragraph of the resolution to read "concept development plan for a veterans first responders memorial wall with the assistance of the landscape architect."

Moved by:	Carmichael
Seconded by:	Albert-Konecky
Vote:	Unanimous
Action:	Motion Carried by roll call vote

[The board re-entered Committee of the Whole at 6:39pm to discuss item ii:]

2. Update IM 21-006 Railroad Right of Way

- Director Hanson provided a staff report and update to the Board regarding the BED's desire to work with the AKRR on upgrading the ROW.

3. IM 21-010 Donation Webpage for Parks, Trails & Recreation Master Plan

- Cotton provided an update and asked for input from the PRAB on further additions to the website.

J. NEW BUSINESS

Committee of the Whole:

1. Discuss IM 21-011 Palmer Library Exterior Redesign

- Director Hanson spoke about moving some of the library from inside to outside and developing a courtyard to serve more patrons.
- Funding appropriated to design the courtyard and help with winter maintenance.
- Fundraising should begin soon. MSHF and Rasmuson are great library funders, along with private donations.
- \$70K from the city this year, \$70K next year.
- Community meetings will happen soon.
- Amphitheater, Community Christmas tree enhancements, more Wi-Fi, relocate flagpole to a more visually appealing spot.

2. Discuss IM 21-012 Implementation of Memorial Plaques wall of honor at the MTAEC.
 - Cotton provided an update, which included updates to the policy recently.
 - Wall of Honor/Memorial Wall is requested for MTAEC for significant contributors.
 - Memorial plaques have more stringent guidelines.
 - Families should be approached first: Todd Richards and Rich Koch are the desired two first memorials.
 - Staff is looking for authorization for a memorial wall at MTAEC.

Main Motion: To implement the wall of honor at the MTAEC as outlined in the ordinance 17-008 Section 12.30.040D

Moved by:	Mosher
Seconded by:	Parriera
Vote:	Unanimous
Action:	Motion Carried by roll call vote

[The board moved into the Committee of the Whole at 6:39pm and exited 7:46pm]

K. BOARD MEMBER COMMENTS:

Board Member Parriera

- Provided an update on the Palmer Family Park.

Board Member Bennett

- Thanked Cotton for his work and encouraged a weekly radio update.

Director Hanson thanked Cotton for his work and announced to the board that he is unfortunately leaving Alaska soon.

L. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:52 p.m. without objection.

APPROVED BY the Parks & Recreation Advisory Board this ___ day of _____, 2024.

Ryan Richard, Chair

Brad Hanson, Director of Community Development

**PARKS & RECREATION ADVISORY BOARD
CITY OF PALMER, ALASKA**

**REGULAR MEETING
THURSDAY, NOVEMBER 3, 2022
6:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

The Regular Meeting of the City of Palmer Parks & Recreation Advisory Board was called to order by Chair Richard at 6:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were Board Members:

Ryan Richard, Chair	Joseph Parriera (via Zoom)
Lisa Albert-Konecky	Shannon Connolly
Richell Carmichael	Marilyn Bennett (via Zoom)

Absence(s):

Also present were:

Dan Michael, Parks & Facilities Manager
Brad Hanson, Community Development Director

C. PLEDGE OF ALLEGIANCE: The Pledge was led by Shannon Connelly.

D. APPROVAL OF AGENDA: The agenda was approved as presented without objection by all members present.

E. MINUTES OF PREVIOUS MEETING: No meeting minutes were available for review.

F. REPORTS:

Director Hanson reported that there has been some turnover in City staff which has hindered activities for the City. Director Hanson also introduced Dan Michael, the new Parks & Facilities Manager, Dan Michael. Dan introduced himself and provided some background information. Two current PRAB members terms are up, and Shannon is not reapplying. Marilyn may re-apply. Budget requests had most to do with Parks & Facilities. Website updates are underway.

G. AUDIENCE PARTICIPATION: None.

H. UNFINISHED BUSINESS:

Main Motion: To enter Committee of the Whole for discussion on IM 22-004.

Moved by:	Richard
Seconded by:	Albert-Konecky
Vote:	Unanimous
Action:	Motion Carried by roll call vote

- Committee of the Whole (*entered at 6:16pm, exited at 7:17pm*):
 - Director Hanson commented that there will be a joint PRAB and CC meeting at the beginning of the year to discuss this project.
 - This project has been added to the capital projects budget for a project cost of \$2 million.
 - Discussion on funding and how to go about requesting it.
- **Update IM 22-008 Update City Park Signs**
 - Director Hanson reported that new signs have been installed at the downtown baseball fields and the tennis courts.
 - Request that the PRAB do some homework on prioritizing signage for remaining parks and facilities around the City.
- **Discuss IM 22-006 Presentation and recommendation on Strategic Direction of Railroad Utilization**
 - Director Hanson provided background information on the RR ROW and fielded questions from the board.
 - The board commented on the City’s survey regarding the RR ROW improvements.

J. NEW BUSINESS: None

K. BOARD MEMBER COMMENTS:

Chair Ryan: Thanks to Shannon for your service and mentorship.

Board member Richelle: Nice to meet you, Shannon and thank you, and welcome to Dan.

Board member Lisa: Nice to be around you Shannon, come by occasionally.

Board member Joseph: Commented on a recent trip to Minnesota to visit playground equipment and provided an update on the Palmer Family Park.

Board member Shannon: Excited about the Palmer Family Park. Sad to leave, has enjoyed this service, first board ever sat on. Learned a lot about the City. Thank you for the opportunity.

L. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:25 p.m. without objection.

APPROVED BY the Parks & Recreation Advisory Board this ___ day of _____, 2024.

Ryan Richard, Chair

Brad Hanson, Director of Community Development

**PARKS & RECREATION ADVISORY BOARD
CITY OF PALMER, ALASKA**

**REGULAR MEETING
THURSDAY, JANUARY 16, 2023
6:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

The Regular Meeting of the City of Palmer Parks & Recreation Advisory Board was called to order by Chair Richard at 6:02 p.m.

B. ROLL CALL:

Present and constituting a quorum were Board Members:

Ryan Richard, Chair Lisa Albert-Konecky
Marilyn Bennett
Richell Carmichael

Absence(s): Joseph Parriera

Also present were:

Brad Hanson, Community Development Director
Pam Whitehead, Recording Secretary (via Zoom teleconference)
Dan Michael, Parks & Facilities Manager

C. PLEDGE OF ALLEGIANCE: The Pledge was performed.

D. ORGANIZATION OF THE BOARD: This item was pushed to a future meeting since there are two remaining vacancies on the Board.

E. APPROVAL OF AGENDA: The agenda was approved as presented without objection by all members present.

F. MINUTES OF PREVIOUS MEETING: None.

G. REPORTS: Jude Bilafer, Director of Public Works was invited, but did not attend.

H. AUDIENCE PARTICIPATION: None.

I. UNFINISHED BUSINESS:

1. Committee of the Whole: Update and discussion of IM 23-001 Presentation and discussion on Strategic Direction of Railroad Utilization (Note: Action may be taken by the Board following the committee of the whole).

Main Motion: To enter Committee of the Whole for discussion on IM 23-001.

Moved by:	Bennett
Seconded by:	Albert-Konecky
Vote:	Unanimous
Action:	Motion Carried

[The Board entered Committee of the Whole at 6:07 p.m. and exited at 7:15 p.m.]

Committee of the Whole topics included:

- Director Hanson presented a written report of the Railroad Corridor Enhancement Project.
- He listed the seven project priorities.
 - Expanded parking on S. Colony Way
 - Courtyard/Bandstand on North side of the Community Center.
 - Expanded parking on North side of the Community Center.
 - Add a handcart or other historical display.
 - Upgrade two existing Railroad crossings (Fireweed & Evergreen)
 - Courtyard project at Palmer Public Library
 - Playground area in front of the Community Center.
- Director Hanson provided an overview of the survey results.
- Director Hanson discussed the next steps, including the next online survey.
-

[The board exited Committee of the Whole at 7:15pm.]

J. NEW BUSINESS: None.

K. BOARD MEMBER COMMENTS: None.

L. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:17 p.m. without objection.

APPROVED BY the Parks & Recreation Advisory Board this ___ day of _____, 2024.

Ryan Richard, Chair

Brad Hanson, Director of Community Development

**PARKS & RECREATION ADVISORY BOARD
CITY OF PALMER, ALASKA**

**REGULAR MEETING
THURSDAY, APRIL 6, 2023
6:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

The Regular Meeting of the City of Palmer Parks & Recreation Advisory Board was called to order by Chair Richard at 6:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were Board Members:

Ryan Richard, Chair

Richell Carmichael, Vice Chair

Lisa Albert-Konecky

Johana McMahan

Joseph Parreira

Marilyn Bennett

Absence(s): Morgan Christensen

Also present were:

Brad Hanson, Community Development Director

C. PLEDGE OF ALLEGIANCE: The Pledge was led by Joseph Parriera.

D. ORGANIZATION OF THE BOARD:

1. Election of Vice Chair: Richell Carmichael was the only nominee for Vice Chair. There were no objections.

E. APPROVAL OF AGENDA: The agenda was approved as presented without objection by all members present.

F. MINUTES OF PREVIOUS MEETING: None.

G. REPORTS:

1. Director Hanson reported:

- RR Right-of-Way still has momentum, a request from 557 has stalled progress so they can work on a marketing and operations plan. That request was rescinded last week.
- The second RR ROW survey is ready to go, but the library roof collapse has taken precedence.
- Palmer Historical Society was disheartened to hear the City was going to rip out the RR tracks; but Director Hanson said the intention is to preserve and promote history but allow growth to happen.
- The Palmer Public Library experienced a partial roof collapse on February 15th, 2023. No one was injured, but severed sprinkler lines inundated the children's section, ruining it.
- Library services are still unknown, but a building has been rented with the hopes of reinstating some of the services and books that weren't ruined in the roof collapse.
- Palmer City Cleanup is May 13, May 9-12 is cleanup week.

H. AUDIENCE PARTICIPATION:

Steve Carrington, Mayor of Palmer (microphone was not on, unable to hear the Mayor's comments)

I. UNFINISHED BUSINESS:

- 1. Committee of the Whole: Update and discussion of IM 24-001 Veterans and First Responders Walk (Note: Action may be taken by the Board following the committee of the whole).

Main Motion: To enter Committee of the Whole for discussion on IM 24-001.

Moved by:	Parriera
Seconded by:	Albert-Konecky
Vote:	Unanimous
Action:	Motion Carried

[The Board entered Committee of the Whole at 6:21 p.m.; exited at 7:50 p.m.]

Committee of the Whole topics included:

- Director Hanson provided an adopted resolution regarding the Veteran’s Memorial for the Board to be up to speed for the Joint Meeting.
- 2. Committee of the Whole: Parks Plan/Donation Policy Implementation Update (Note: action may be taken by the Board following the committee of the whole)
Benches and donation plaques were discussed, and Director Hanson requested the Board act upon departure from the committee of the whole to direct staff on bench guidelines.

J. NEW BUSINESS:

- 1. Committee of the Whole: Update and discussion of IM 23-002 Matanuska–Susitna Borough establishment of Metropolitan Planning Organization within an urbanized area (Note: Action may be taken by the Board following the committee of the whole).
 - Director Hanson provided the Board with information on the evolving MPO within the Mat-Su Borough and the City of Palmer’s interest.

There being no additional comments, Chair Richard declared exit of Committee of the Whole at 7:12p.m. Action taken after Committee of the Whole:

Main Motion: Board to research benches and tables to present options at next meeting.

Moved by:	Bennett
Seconded by:	McMahon
Vote:	Unanimous
Action:	Motion Carried

K. BOARD MEMBER COMMENTS:

Board Member Bennett: Interesting meeting would like to learn more about the MPO.

Board Member Parriera: Provided an update on Palmer Family Park, the first and only park in Alaska that is fully inclusive and accessible.

L. ADJOURNMENT:

There being no further business, the meeting adjourned at 7:21 p.m. without objection.

APPROVED BY the Parks & Recreation Advisory Board this ___ day of _____, 2024.

Ryan Richard, Chair

Brad Hanson, Director of Community Development

**PARKS & RECREATION ADVISORY BOARD
CITY OF PALMER, ALASKA**

**REGULAR MEETING
THURSDAY, JULY 6, 2023
6:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

The Regular Meeting of the City of Palmer Parks & Recreation Advisory Board was called to order by Chair Richard at 6:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were Board Members:

Ryan Richard, Chair	Richell Carmichael, Vice Chair
Lisa Albert-Konecky	Marilyn Bennett
Joseph Parreira	

Absence(s): Johana McMahan & Morgan Christensen

Also present were:

Bret Chisholm, Acting Parks and Facilities Manager
Brad Hanson, Community Development Director

C. PLEDGE OF ALLEGIANCE: The Pledge was led by Joseph Parriera.

D. APPROVAL OF AGENDA: The agenda was approved as presented without objection by all members present.

E. MINUTES OF PREVIOUS MEETING: None.

F. REPORTS:

- Director Hanson introduced the Acting Parks & Facilities Manager, Bret Chisholm and highlighted the written staff report that was provided to the Board.
- The report included projects completed thus far and what is planned for the remainder of the summer. It also included an update on the MTA Events Center.
- Rock and plaque in hand for the tennis courts.
- Director Hanson provided an update on the Palmer Library.

G. AUDIENCE PARTICIPATION: None.

H. UNFINISHED BUSINESS:

1. Committee of the Whole: Update and discussion of IM 23-003 Veterans and First Responders Walk (Note: Action may be taken by the Board following the committee of the whole).

Main Motion: To enter Committee of the Whole for discussion on IM 23-003.

Moved by:	Albert-Konecky
Seconded by:	Carmichael
Vote:	Unanimous
Action:	Motion Carried

[The Board entered Committee of the Whole at 6:16 p.m.; exited at 6:56 p.m.]

Committee of the Whole topics included:

- Director Hanson presented a quick report and update.
 - The City council approved \$5,000 to hire a landscape architect.
 - Memorial cannot be within the RR Right of Way, per City Council.
 - Discussion about design, including whether a clock would be part of it.
 - Incorporation of concrete benches to help enhance the experience.
2. Committee of the Whole: Discuss IM 23-004 Parks Plan/Donation Policy Implementation Update
(Note: Action may be taken by the Board following the committee of the whole).
- Director Hanson provided the feedback he gathered from the Board regarding bench and table design.
 - Colors requested by the Board: black and gray.
 - Board was tasked with identifying locations for the benches.
 - The goal is to order four, depending on freight.

I. NEW BUSINESS: None.

J. BOARD MEMBER COMMENTS:

Board Member Bennett:

- Good meeting, looking forward to researching spheres and clocks.

Board Member Parriera

- Update on Palmer Family Park; construction has begun, follow along on Facebook.
- Hoping to have the park open by the end of July.
- Highlighted other community events that GraceWorks Alaska hosts.

K. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:01 p.m. without objection.

APPROVED BY the Parks & Recreation Advisory Board this ___ day of _____, 2024.

Ryan Richard, Chair

Brad Hanson, Director of Community Development

**PARKS & RECREATION ADVISORY BOARD
CITY OF PALMER, ALASKA**

**REGULAR MEETING
THURSDAY, OCTOBER 5, 2023
6:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

The Regular Meeting of the City of Palmer Parks & Recreation Advisory Board was called to order by Chair Richard at 6:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were Board Members:

Ryan Richard, Chair	Richell Carmichael, Vice Chair <i>via Zoom</i>
Johana McMahan	Joseph Parreira
Marilyn Bennett	

Absence(s): Lisa Albert-Konecky (excused), Morgan Christensen (unexcused)

Also present were:

Bret Chisholm, Parks and Facilities Manager
Brad Hanson, Community Development Director

C. PLEDGE OF ALLEGIANCE: The Pledge was led by Ryan Richard.

D. APPROVAL OF AGENDA: The agenda was approved as presented without objection by all members present.

E. MINUTES OF PREVIOUS MEETING: None.

F. REPORTS:

- Director Hanson commented favorably on the work the Parks crew accomplished this season.
- MTA Events Center has been up and running since September 5th.
- Director Hanson provided a quick update on the library, including the tear down of the destroyed portion of the library. Walls and other security measures will be installed in the next week or so.
- The \$10 million bond package for the library passed with 80% of the vote at the recent City election.

G. AUDIENCE PARTICIPATION: None.

H. UNFINISHED BUSINESS:

1. Committee of the Whole: Update and discussion of IM 23-003 Veterans and First Responders Walk (Note: Action may be taken by the Board following the committee of the whole).

Main Motion: To enter Committee of the Whole for discussion on IM 23-003.

Moved by:	Parriera
Seconded by:	Bennett
Vote:	Unanimous
Action:	Motion Carried

[The Board entered Committee of the Whole at 6:08 p.m.; exited at 7:50 p.m.]

Committee of the Whole topics included:

- Director Hanson provided an update on progress, including Stantec being selected to do the professional design and highlighted the mission statement that was developed.
- Highlighted the PowerPoint presentation within the packet.
- Should be a static display, no names added or removed.
- Height should be noticeable, but not conflicting with water tower and take weather into account.
- Locations shown in the presentation were discussed.
- Frame discussions revolved around an open base, like the water tower.
- Memorial and clock tower should be an all in one.

Please note: There is no audio in the last 10 minutes of this meeting because nobody was utilizing their microphones.

J. NEW BUSINESS: None.

K. BOARD MEMBER COMMENTS:

L. ADJOURNMENT:

There being no further business, the meeting was adjourned at XX:XX p.m. without objection.

APPROVED BY the Parks & Recreation Advisory Board this ___ day of _____, 2024.

Ryan Richard, Chair

Brad Hanson, Director of Community Development



Unfinished Business



**CITY OF PALMER
PARKS & RECREATION ADVISORY BOARD
INFORMATION MEMORANDUM 24-001
Substituted for 23-003**

SUBJECT: Veterans & First Responder Memorial Update

AGENDA OF: July 11, 2024
April 4, 2024
January 4, 2024
October 6, 2023
July 6, 2023
April 6, 2023
July 7, 2022
January 13, 2022

ACTION: Review and Discuss Palmer Veterans & First Responder Memorial

ATTACHMENTS: Parks & Recreational Advisory Board

Summary: **July Update**
The final draft resolution is in the packet and contains the edits and amendments made at the April meeting.

April Update
Included in the packet is a sample resolution. Areas that are left incomplete the board should formally adopt your position related to the item. Additionally, include is the foundation for a presentation to council at our Joint meeting this spring. (No firm date has been established by the Mayor or City Clerk). The Board is encouraged to make any modifications to the resolution or presentation that you feel are important.

January Update
Concept plans have been developed from our previous discussions. The presentation is like our previous one. I prepared it this way so it can be updated and then presented to city council. Please be prepared to discuss the direction.

October Update
Stantec has been selected to provide professional assistance to develop a concept for a Veterans and First Responder Memorial. A power point presentation will be used as a tool to answer important questions regarding the development of a final project. Please review the power point and develop talking points concerning questions that need to be answered to finalize a concept.

July 2023 Update

The City Council passed Resolution No: 23-018: the Palmer City Council Supporting the Palmer Parks & Recreational Advisory Board and Funding a Concept Development Plan for a Veterans/First Responders Memorial Wall. They appropriated \$5000 as requested.

The Board needs to formally discuss a vision statement, location, design concepts, developing a scope of work for a landscape architect to prepare schematic designs that would allow for public presentations. If an alternative to Veterans home can be identified it needs to communicate with the city council.

Tasks included in a Scope of Work for a landscape architect should include:

- Creation of an Existing Conditions (base map) plan shows the limits of the project, utilities, and existing features and elements on the site.
- Program Development that lists and prioritizes the needs and wishes for this project.
- Creation of a Preliminary Drainage Plan identifying sheet flow (surface water) and stormwater collection areas
- Development of Preliminary Public Involvement Plan identifying activities, dates, and interest groups to provide input and feedback.
- Development of an Opportunities and Constraints Plan (O&C) showing physical and legal constraints, on-site and off-site connections, issues, and conflicts, along with potential development opportunities.
- Development of a Schematic Plan showing potential locations for prioritized uses, approximate size areas, and connectivity.
- Creation of two (2) hand-drawn Preliminary Concept Plans that will be used to gather feedback.
- Using feedback as direction, creation of the Final Concept Plan.

City manager placed on the City of Palmer's Capital Improvement list for the Memorial Wall of \$2,000,000.

April 2023 Update

The City Council has agreed to meet and have a joint meeting with the Parks and Recreational Advisory Board. Please review the resolution passed supporting Veterans and First Responder Memorial Wall in preparation of the meeting.

PALMER PARKS & RECREATIONAL ADVISORY BOARD

RESOLUTION NO. 24-001

A RESOLUTION OF THE PALMER PARKS & RECREATIONAL ADVISORY BOARD ENCOURAGING THE PALMER CITY COUNCIL TO FUND A DEVELOPMENT FOR A MEMORIAL CLOCK TOWER

WHEREAS, the purpose of the City of Palmer Parks & Recreational Advisory Board is to develop, support, and advise the city council on all matters pertaining to city parks, recreation and cultural programs and projects; and

WHEREAS, the Parks & Recreational Advisory Board has discussed the need for recognition of Veterans and First Responders; and

WHEREAS, men and women who serve as Veterans/First Responders have gone to extraordinary steps to ensure our communities are safe and secure; and,

WHEREAS, Palmer has invested heavily in infrastructure, including the Community Center (Depot), MTA Events Center, Visitor Information Center, Palmer Airport, parks, bike paths, pedestrian access and downtown beautification projects; and,

WHEREAS, the Parks & Recreational Advisory Board has prioritized site locations to be the Mid-Quad or the Southeast corner of New Library Site; and

WHEREAS, the Parks and Recreational Advisory Board prefers a free-standing steel structure that can be lighted and placards mounted representing recognized memorials; and,

WHEREAS, the preferred height is significant, yet fits in with the aesthetics of the surrounding area; and

WHEREAS, while the City has memorial sites, a comprehensive visually appealing and convenient Veterans and First Responders Memorial is desired by Parks & Recreational Advisory Board Members; and,

NOW, THEREFORE, BE IT RESOLVED that the City of Palmer Parks & Recreational Advisory Board requests the Palmer City Council prioritize the planning and construction of a Memorial Clock to honor Veterans and First Responders.

ADOPTED by the City of Palmer Parks & Recreational Advisory Board this 11th day of July 2024.

Brad Hanson
Director Community Development

Ryan Richard, Chairman
Parks & Recreation Advisory Board



**CITY OF PALMER
PARKS AND RECREATION ADVISORY BOARD
INFORMATION MEMORANDUM 24-002**

SUBJECT: Parks and Recreation Advisory Board Priorities for 2024

AGENDA OF: July 11, 2024
April 4, 2024
January 4, 2024

ACTION: Review, discuss, and make recommendations to Park and Facilities Operations

ATTACHMENTS: None

SUMMARY: The Parks & Recreational Advisory Board offers recommendations on the management, marketing, operations and maintenance of all city parks and facilities including the golf course. Please be prepared to provide insight into any of the operations of the Community Development Parks and Recreation division.

July Update

City staff have been busy with routine parks and facilities maintenance this summer as well as working on special projects as time has allowed. We have a crew of three seasonal workers and our full-time Assistant P&F Manager, which means we've been able to accomplish a lot. Our new Parks & Facilities Manager, Ailis Vann, has written a detailed report of what has been completed and what is still on the list for this summer. We look forward to hearing your input and ideas on other projects we might accomplish this summer.

April Update

At the January PRAB Meeting, you were asked to determine if there were any park improvement priorities the board would like to see the Parks Crew focus their efforts on for 2024, including operations, User agreements and maintenance. Please be prepared to discuss items of interest. I will provide a generic copy of Park User Agreement for you to review.

<u>2023 Active User Agreements</u>	<u>User</u>
Bill Hermann Tennis Courts	MSSD
Baseball Fields	Palmer Little League
Sherrod Soccer Fields	Palmer Soccer Club
Arcala/Berberich Memorial Soccer Fields	Crossfire Alaska



New Business



DEPARTMENT OF COMMUNITY DEVELOPMENT

Brad Hanson
Director

Beth Skow
Library Director

Ailis Vann
Parks & Facilities Manager

Nathaniel Ouzts
Building Inspector

July 11, 2024

Mail: 231 W. Evergreen Ave.
Location: 645 E. Cope Industrial Way
Palmer, AK 99645-6748
Phone: 907-745-3709
www.palmerak.org

RE: Parks & Facilities Update: July 2024

Greetings, Parks & Rec Board! I'd like to provide you with regular updates at our quarterly meetings. Here are the things we've done so far this summer and what we are hoping to accomplish by summer's end.

Completed Projects as of July 1

- Fence repairs around town
 - o Bugge Park fence replacement
 - o Wilson Park fence repairs
 - o McKechnie Park fence repairs
 - o Skateboard Park back fence removed
 - o Meier Park fence removed
- Operations Efficiency Improvements
 - o Rock removal at Wilson Park
 - o Rock removal at A-Moose-Ment Park
- Community Service Projects
 - o A-moose-ment Park Painting – May 19
 - o Downtown Pavilion Painting – May 19 (volunteer) and late June (staff)
- Other notable completions
 - o Pruning and dead shrub removal around town
 - o Goals and bleachers moved at fields
 - o Edging downtown around Depot and at Sherrod baseball complex
 - o Brush cutting/clearing at Skateboard Park
 - o Install new "No Dogs Allowed" signs at all parks and facilities

Remaining Projects for Summer 2024

- Grounds reclamation – Bugge Park
- Sand and stain or replace wood on mounted picnic benches around town
- Dead hedge and shrub removal
- Tennis court plaque installation
- Level, soil & seed areas around town where boulders were removed or other low spots in parks and on fields
- Colony Park bell memorial refresh
- Bench installation

MTA Events Center Updates

Several events have been held this summer at the MTA Events Center.

- Palmer High School Grad Blast
- 49th State Street Rodders Car Show
- Twindly Bridge Charter School "Field Day"
- Mat-Su Matmen Wrestling Tournament
- Team Alaska Wrestling Camp
- Mat-Su Food Security Event hosted by Bushes Bunches

Palmer Train Depot/Community Center Updates

We've done a bit of work in and around the Depot this summer.

- Back entrance to Manager's office step replacement
- Rolling table carts purchased in May 2024 to preserve tables and make it easier for users

Rubber flooring will be replaced later this summer in the men's and women's restrooms and locker room #5. We have tentatively scheduled ice to be put in around mid-August and the GPS points for the Zamboni are scheduled for after the ice is in. We received pictures of our new Zamboni in production mode, which is exciting!

I look forward to working with each of you, thank you for your service on this board.



Ailis Vann
Parks & Facilities Manager