

Parks, Recreation & Cultural Resources Advisory Board

April 7, 2016

Agenda Packet

**PARKS, RECREATION & CULTURAL RESOURCES
ADVISORY BOARD
REGULAR MEETING
APRIL 7, 2016, 7 P.M.
CITY COUNCIL CHAMBERS
231 W. EVERGREEN AVENUE, PALMER
www.cityofpalmer.org**



CHAIR	Helene Antel
VICE CHAIR	Jan Newman
BOARD MEMBER	Stephanie Allen
BOARD MEMBER	Jo Ehmann
BOARD MEMBER	Dot Helm
BOARD MEMBER	Meggie Aube-Trammell
BOARD MEMBER	Fran Seager-Boss

AGENDA

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
- E. Minutes of Previous Meetings
 - 1. Regular Meeting of March 3, 2016
- F. Audience Participation
- G. Reports
- H. Unfinished Business
 - 1. Plans for Arbor Day
- I. New Business
 - 1. Park located in Fairfield Park Subdivision - clean-up and improvements
- J. Board Member Comments
- K. Adjournment



Minutes
March 3, 2016

PARKS, RECREATION & CULTURAL RESOURCES ADVISORY BOARD
CITY OF PALMER, ALASKA
REGULAR MEETING
THURSDAY, MARCH 3, 2016
7:00 P.M. - COUNCIL CHAMBERS

A. CALL TO ORDER:

The regular meeting of the City of Palmer Parks, Recreation & Cultural Resources Advisory Board was called to order by Chair Helene Antel at 7:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were Board Members:

Helene Antel, Chair
Jan Newman, Vice Chair
Dot Helm
Jo Ehmann
Meggie Aube-Trammell

Excused absence(s):

Stephanie Allen
Fran Seager-Boss (recently appointed)

Also present were:

Sandra Garley, Community Development Director
Nathan Wallace, City Manager
Pam Whitehead, Recording Secretary

C. PLEDGE OF ALLEGIANCE: led by Director Garley.

D. APPROVAL OF AGENDA: The agenda was approved as presented.

E. MINUTES OF PREVIOUS MEETING:

The minutes of the **February 4, 2016** Regular Meeting were approved as presented.

F. AUDIENCE PARTICIPATION:

Mayor DeLena Johnson expressed appreciation and thanked the Board for their time and lending expertise to the city of Palmer in providing an avenue by which members of the community can bring things forward to voice their ideas.

Nathan Wallace, City Manager, formally introduced himself and expressed thank you for the Board's service to the community; that although Sandra Garley will continue to provide staff support, his door is always open for board members to come in and talk about any concerns they may have.

Chair Antel thanked the Mayor and City Manager for their attendance.

G. REPORTS:

1. 2016 Annual Work Plan.

Director Garley reported:

- status of items in the Work Plan in the packet;
- highlighted the community meeting/open house scheduled for 3/29/16 at the Depot regarding the Arboretum;
- Draft Resolution 16-001 (supporting wayfinding project) is ready for review (packet p. 33);
- status of the digital map being produced by the BED in conjunction with the Downtown Merchants Assn.; will provide a good base map for this Board to use for maps of parks, recreation, and programs;
- final draft of the Parks, Recreation & Outdoor Facilities Memorial and Donation Policy (packet pp 13-19) is ready to move forward to City Council;
- see copy of 2016 Arbor Day Grant Application made by the City to the Alaska Community Forest Council for four trees: 2 Honeyberry, 1 Weeping Larch, and 1 Hinoki Cypress to be planted on city-owned property behind the Visitor's Center.

Board Member Newman moved, seconded by **Board Member Aube-Trammell**, to enter Committee of the Whole for open discussion on Unfinished Business item 1 and New Business items 1-3. There were no objections.

[The Board entered Committee of the Whole at 7:12 p.m.; exited at 8:04 p.m.]

H. UNFINISHED BUSINESS:

1. Plans for Dedication of Sgt. Kurtis Arcala-Berberich Memorial Soccer Fields.

Ms. Garley reported current status and invited the Board's input as to invitees and assistance in contacting the high school ROTC group for an Honor Guard. Board Member Ehmann volunteered to do so.

I. NEW BUSINESS:

1. Arboretum Concept Plans – Ryan King, SDG (C/W, cont'd)

Ryan King, Environmental Designer, SDG, distributed a handout containing two diagram concept plans for a Palmer Arboretum Park. SDG and a small community group have been involved in facilitating conversation about ideas on what the community would like to see happen in the open space south of The Arboretum. He explained Concept 1 and Concept 2. Questions and open discussion/suggestions followed. Chair Antel thanked Mr. King for his presentation and to let the Board know if there is anything it can do to help.

2. Review draft Arbor Day Proclamation (C/W, cont'd)

The Board reviewed the draft Proclamation and suggested minor revisions. The Mayor will read it on Arbor Day at The Arboretum. Mayor Johnson participated in the discussion. Board member Aube-Trammell volunteered to coordinate musical entertainment in conjunction with the event. Suggestion was made to hold the event on the Sunday before to allow for a larger audience.

3. Resolution No. 16-001 Supporting Wayfinding Project (C/W cont'd)

Ms. Garley directed attention to draft Resolution 16-001 (packet p. 33) for the Board to review and revise as needed and move forward to the city council.

City Manager Wallace spoke to the Board's resolution process reminding that the Council has already budgeted money for wayfinding and that it is his job to get it done.

Based on Board member discussion, Ms. Garley reiterated the following suggested revisions to be inserted where appropriate:

- WHEREAS, wayfinding encourages people to explore this community and its existing paths and trail system;
- Wayfinding signs are consistent with the digital mapping system;
- WHEREAS, the City Council has appropriated funding in the 2016 budget for Wayfinding;
- NOW, THEREFORE, BE IT RESOLVED that the Parks, Recreation & Cultural Resources Advisory Board recommends that the City move forward with a wayfinding project
- Pedestrian, hiking, bicycle trail signs.

[The Board exited Committee of the Whole at 8:04 p.m.]

Board Member Helm moved, seconded by **Board Member Newman**, to approve finalization of Resolution No. 16-001 consistent with the discussion.

VOTE ON MOTION: Carried Unanimously.

J. BOARD MEMBER COMMENTS:

Board Member Helm announced that the Alaska Statewide Trails Conference is May 5-7, 2016; noted that there are a couple of sessions that may be interest: Thurs, May 5, Maps and Apps; Fri, May 6, morning Mat-Su Trails; Fri, May 6, afternoon, Signs and Wayfinding.

Board Member Aube-Trammell advised she will not be present at the next meeting; noted she will start putting together entertainment for the Arbor Day event.

K. ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:07 p.m.

Helene Antel, Chairman

Sandra Garley, Community Development Director



Reports

PARKS, RECREATION & CULTURAL RESOURCES ADVISORY BOARD
2016 Annual Work Plan – April Meeting



2016 Activity/Project	Date Added to Work Plan	Budget Required	Staff Support Required	Project Team	Council Action Required	Status
Adopt-A-Park	01/07/16		SG, Public Works	SA		
Arboretum	01/07/16		SG, Public Works	JN, DH, HA		Community meeting on 3/29/16 at the Depot Attended by 29+; Many good comments received.
Comprehensive signs (wayfinding, gateways, parks, trails & Interpretive)	01/07/16			DH, JN		Resolution 16-001 drafted for 3/3/16 mtg
Complete Donation & Memorial Policy	-		SG	JN & MA-T	Yes	Ready for presentation to Council; Will schedule for the May 10 Council Agenda.
Bicycle rack competition	12/3/15		SG	MA, SA solicit interest from community businesses & organizations		Present idea to city council
Recreational trails & parks maps	12/3/15		SG	DH, SA		Work with new digital map BED is producing
Find partners for forum on economic impacts of recreational facilities and trails			SG			Palmer Board of Economic Development has agreed to support concept;

Potential new park near to MTA Events Center			SG working with PJMS to find Saturday date for a community mtg	Schedule neighborhood meeting at PJMS this spring
Dedication ceremony for Sgt. Kurtis Arcala-Berberich Soccer fields	9/10/15		SG back on agenda MARCH 2016	Schedule for May 2016; family is finalizing wording for sign/plaque
Margie L. Gabrielle memorial bench/table along Shane Woods trail	9/10/15			Staci Manier (donor) is waiting for standards & policy criteria

Ongoing Responsibilities:

The Parks, Recreation & Cultural Resources Advisory Board was created to develop, support and advise the city council on all matters pertaining to city parks, recreation and cultural programs and projects, to provide input and recommendations on issues relating to placement of memorials and plaques on city property and on the annual budget for city parks, recreation and cultural programs and projects.

Other Work Plan ideas considered for current year or future years:

Expand existing skateboard park or create additional skateboard park

Proposed Joint Meeting with Council:

- March 2016



**CITY OF PALMER
PARKS, RECREATION & CULTURAL RESOURCES
ADVISORY BOARD
INFORMATION MEMORANDUM 16-004**

SUBJECT: Update on Arboretum & Green Space Meeting of March 29, 2016

AGENDA OF: April 7, 2016

Notice for the March 29, 2016 meeting on the Arboretum and adjacent green space was published in the Frontiersman on Friday, March 18 and on Tuesday, March 22, 2016. In addition, 56 notices were mailed to property owners in the vicinity of this 11acre area.

The meeting started at 4 PM and ended at 6:30 PM. Twenty-nine participants signed in during the meeting. Not everyone who attended sign in. Participants were supportive of the project and had many ideas and suggestions regarding the future development of this 11 acres.

In addition to hanging posters of the two general Arboretum/green space concepts presented to the Parks, Recreation & Cultural Resources Advisory Board by Ryan King of SDG at the last meeting, three tables were set-up to allow closer view of the two concepts. Participants were urged to write their comments directly on the 22" x 36" posters, fill out a comment sheet at the meeting, or take a comment sheet and 8½"x11" copies of the two concepts home and mail in their comments in to Community Development Office.

All comments from Comments Sheets received by April 22 and written on the posters will be compiled and presented to the Board at the May meeting.



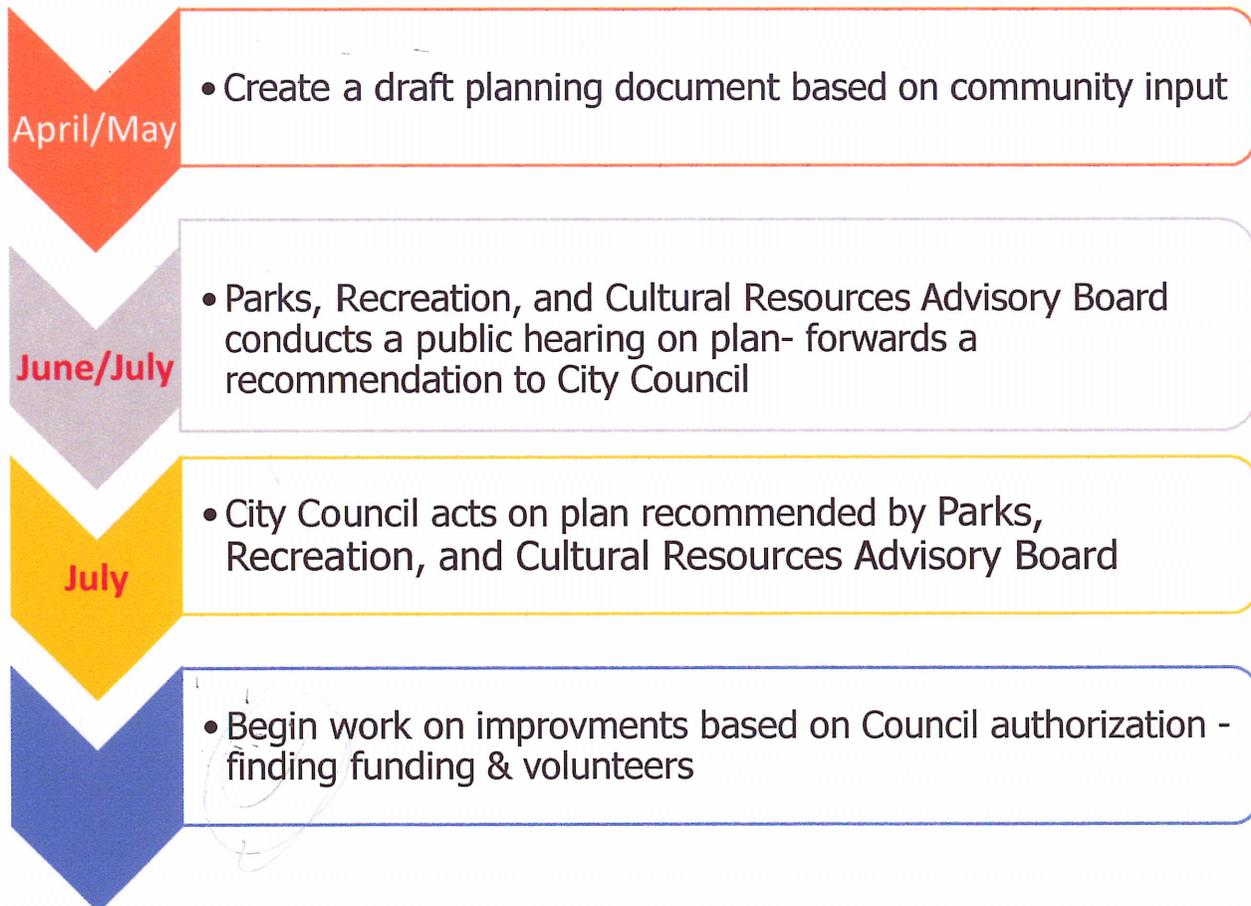
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The Palmer Parks, Recreation & Cultural Resources Advisory Board invites you to drop in to a brain storming session to discuss ideas for improvements to the existing 11 acre Arboretum and adjacent green space located near the corner of Gulkana Street and Fireweed Avenue.

When: Tuesday, March 29, 2016 between 4 -6:30 PM
Where: Palmer Depot, 610 S. Colony Way

Arboretum and Green Space Planning Process



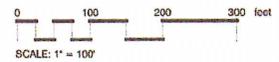
PALMER ARBORETUM GREEN SPACE CONCEPT PLAN 2



Sustainable Design Group
 247 S Alaska St Palmer, AK 99645
 907.745.3500



NORTH



SCALE: 1" = 100'

16

Arboretum & Green Space Brain Storming Session Sign-In Sheet

March 29, 2016

Name	Address	Phone #	Email
Tram Seager-Boss	P.O. Box 873281 ^{Wasilla}		
Joe E. Smith	P.O. Box 2018 Palmer		
Debbie Delaney	496 Rempel Palmer	745-8244	delaney@gsi.net
Les Nestad	5045 N. Fairhope Rd	745-3165	
Richard Best	1150 W. Josselin Lane	715-4317	best_family@gci.net
Aletha Harrington	625 S Cobb #100	745-6636	aharrington@nwalaska.org
Chantel Welch	Palmer Fishhook	982-0465	cwelch@nwalaska.org
Pete CoFence	720 Carole Ct.	775-7844	pplafan@hotmail.com
Andrea + Dave Fuller	945 W. Edinborough Dr.	354-3569	daveandrea90@gmail.com
Dot Healy	233 W. Deane	745-5346	dothealy@mtaonline.net
Bread Sworts	8931 Mile 6 Rd		sworts@mtaonline.net
Rachel House	931 Rempel St	847-7783	rachel.house@algonia.com
JO NORA Healy			
Bruce Brown	446 Rempel	824-5276	brucebrown@lotmail.com
Louisa Branchflower	643 S. Gulkana	982-9181	loubraneflower@hotmail.com
Janet Kincaid	308 E Elmwood	745-3855	okjanet@mtaonline.net
Deb + Art Robinson	12000 Woodstock Palmer	746-0891	debraynn@yahoo.com
TOM HEALY	PO Box 311 Palmer	746-4453	trhealy@gci.net
Steve Carrick	620 N Hilltop Dr	811-7329	carrikt@rocketmail.com

Corrections/amendments to March 3, 2016 documents – changes are highlighted:

Resolution 16-001,

Arbor Day Proclamation, and

Memorial & Donation Policy

CITY OF PALMER
PARKS, RECREATION & CULTURAL RESOURCES ADVISORY BOARD
Resolution No. 16-001

**A Resolution of the Parks, Recreation & Cultural Resources Advisory Board
Supporting moving forward with wayfinding project**

WHEREAS, the goal of a wayfinding system is to enhance an environment by guiding users to and from their destination of choice via an easy-to-understand, attractive guide or wayfinding system; and

WHEREAS, wayfinding enables people to orient themselves and navigate from place to place with ease; and

WHEREAS, wayfinding encourages people to explore this community and its existing paths and trails system; and

WHEREAS, the Board finds that the City would benefit from an effective wayfinding system based on the following principals:

- Creation of a comprehensive, clear and consistent visual communication system with concise messaging;
- Display of information that is relevant to the space, location and/or navigation path;
- Removal of unnecessary elements to create a clear visual environment; and
- Wayfinding signs are consistent with a digital mapping system; and

WHEREAS, the City Council has appropriated funds in the FY 2016 Capital Improvements Projects Budget for Wayfinding,

NOW THEREFORE, BE IT RESOLVED that the Parks, Recreation & Cultural Resources Advisory Board recommends that the City move forward with a wayfinding project to create a family of signs that will initially encompass the following and will be capable of expansion to other signage and graphic needs for the city of Palmer:

- Gateway signs for entrances into the City;
- Directional and destination signs that include information directing visitors to landmarks, facilities, and services; and
- Pedestrian, hiking, and bicycle trails signs.

Passed and approved by the Parks, Recreation & Cultural Resources Advisory Board of Palmer, Alaska, this 3rd day of March, 2016.

Helene Antel, Chair

Sandra Garley, Director of Community Development

City of Palmer Proclamation

WHEREAS, trees enhance and beautify our City making it a better place to work and live; and

WHEREAS, in 1872, J. Sterling Morton proposed that a special day be set aside for the planting of trees. This Arbor Day was first observed with the planting of more than a million trees throughout Nebraska; and

WHEREAS, the purpose of Arbor Day has since been expanded to encourage the planting and care of trees across the nation for the benefit of our urban, community, and rural landscapes; and

WHEREAS, trees within our City reduce topsoil erosion, moderate temperatures, absorb air pollutants, mitigate storm water runoff, and provide appropriate habitat for wildlife; and

WHEREAS, healthy and properly managed trees provide environmental, economic, and social benefits to our City, improving the quality of life for all residents; and

WHEREAS, the City of Palmer recognizes Arbor Day as a day to appreciate one of the nation's and Alaska's greatest resources, and to highlight the importance of sustainable management of trees and forests to protect Alaskans, our landscape, and our future.

NOW, THEREFORE, I, DeLena Goodwin Johnson, Mayor of the City of Palmer, do hereby proclaim May 16, 2016 as:

Arbor Day

in Palmer, and encourage residents and businesses to observe this day by participating in community related events taking place throughout the state, and to appreciate the value of our vast tree and forest resources.

CITY OF PALMER

Parks, Recreation & Outdoor Facilities Memorial and Donation Policy

Purpose: The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated park improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, picnic tables, bicycle racks, trees, monuments, banners, interpretive signs, public art, and other types of park and trails accessories. This policy does not apply to buildings or land. The City desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance cost.

Donations will be incorporated into upcoming or ongoing park improvement projects. The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. This policy is also designed to provide guidelines for individuals or groups should they desire to decorate, landscape or adorn a donation, such as a tree, bench, or picnic table on city owned or city maintained property.

Standards established by this policy will apply to purchased equipment, installation techniques, donation plaques, decoration and long term care of all donations made after the adoption of this policy. Materials and design of such donations shall be reviewed and approved by the Palmer Parks, Recreation & Cultural Resources Advisory Board (the Board).

1. STANDARDS FOR DONATIONS

Acquisition or Purchase: The City and the community have an interest in ensuring that park and trail elements purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. The Board will be responsible for review and approval of material and design of all park elements.

Appearance and Aesthetics: The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements and/or their associated donation acknowledgments should reflect the character of the park or facility. Prior to installation, the Board must determine that all park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

Cost: The City has an interest in ensuring that the donor covers the full-cost of the purchase, installation, and maintenance for the expected life cycle of donated park elements. A separate fee schedule is maintained in which the City will detail costs for donations, installation,

and maintenance. The City also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources available for maintenance of other City park facilities. Consequently, the City will assess, at the time of purchase, a charge sufficient to cover anticipated ongoing maintenance of donated park elements during their expected life expectancy.

Maintenance: Donated park elements and/or their associated donation plaques, become City property. Accordingly, the city has the duty to maintain the donation only for the expected life cycle of the donation. (See Section 11 for more information on life cycle.) If current information is on file, the donor will be informed and given the opportunity to take further action at the expiration of the original life cycle.

Repair: The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

2. PROCEDURE FOR MAKING A DONATION

The City's Community Development office will manage all donations located on City park property, with the assistance of the Parks Maintenance Crew.

Application: The donor must contact the Community Development office to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available through the mail or in person at the Community Development office.

3. CRITERIA FOR ACCEPTANCE

Park Plan: To accept donation of a park element for a specific park facility, a park plan must exist showing the available locations for park elements. If no plan exists then a donation may be made to another facility. If a plan exists, but does not identify a particular park element proposed for donation, the City may accept the donation under certain conditions. Under this circumstance the donation must 1) meet a true need of the facility, 2) not interfere with the intended current or future use or function of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. In the opinion of the City, a facility may be determined to be fully developed and the opportunity for donations would not be available.

Donation Plaques: Donation plaques, as approved by the Board, are to be directly affixed to the donation and/or, are to be made of bronze and purchased through the City. Donation plaques will be a maximum 5" x 7" or 2" x 18" inches in size (depending on the donated item), utilize either "Palatino" or "Cheltenham Light" lettering and numbers, have a leatherette or travertine background texture, be of dark brown oxide stain and be manufactured by a City

approved vendor to ensure highest quality, life and durability. In cases where bronze plaques are not feasible, the Board may approve alternative types. The Board must approve all text and graphics for donation plaques.

In park bench applications the donation plaque will be affixed to the front of the seat back of the bench.

In picnic table applications the donation a plaque will be affixed to the table top.

In tree installation applications the donation plaque will be installed on a post or on a stone next to the base of the tree.

Notification: It shall be the responsibility of the donor to provide the Community Development office with a current address for purposes of notification regarding their donation. For the purposes of notification, the City will send a certified letter to the donor, notifying the donor of changes related to the status of their donation (i.e. a need to remove, relocate, or comply with conditions set forth in this policy).

4. PARK BENCHES, PICNIC TABLES, & BICYCLE RACKS

Park benches, picnic tables, bicycle racks, and playground components may be placed in locations approved by the Board in accordance with an available site plan. Items donated must be of a product approved by the Board, and these items become City property at time of purchase.

Bicycle Specifications:

Bicycle Rack Dimensions

Height:	36" max. – 30" min.
Materials:	Stainless steel or galvanized round or square pipe [2-3/8 in OD, 0.154-inch wall, Schedule 40 steel pipe] [1-5/8 inch OD, 0.140 wall Schedule 40 steel pipe]
Safety:	<ol style="list-style-type: none"> 1. Comply with ADA Standards – no overhangs or protrusions that could be difficult for visually impaired in the walkway or that may cause tripping hazard; 2. Minimum 10" gap at the bottom of the rack to allow space for pedal; 3. Space gaps on the rack shall be larger than 9" and smaller than 3.5"
Locking:	<ol style="list-style-type: none"> 1. Must provide minimum of two-point connection between the bicycle frame and the rack; 2. Locking points must be a minimum of 1 inch and a maximum of 4 inches

Required Bicycle Rack Clearances on Sidewalks

Description	Minimum Clearance (feet)	Object
Bicycle Rack Clearances from other Sidewalk Objects	0	In-ground utility pull box – allow enough room to remove cover
	2	Tree or tree well; newspaper rack; trash can; curb cut/driveway
	6	Bicycle rack (along curb)
	3	Bicycle rack (parallel to other rack)
	5	Fire hydrant; stand pipe (near entrances)
	10	Building entrance
	5	Street light pole; Traffic sign pole
	2	Sign pole (mid block)
Bicycle Rack Clearances from Parking Spaces	2	Parallel car parking
	5	Perpendicular car parking

Sidewalk Width Requirements for Bicycle Parking

Description	Minimum Clearance (feet)	Location
Curbside bicycle rack	9	Between curb face and building or café seating leaving (leaving 6' walkway)
Building side bicycle rack	1	Between bicycle rack and building

Bench Specifications:

6-ft. contour wooden park bench with back - heavy duty 2-3/8" O. D. pipe frame with 2" x 4" planks with 8 slats of untreated wood, or pressure-treated planking options.

6-Ft. wooden park bench without back - heavy duty 2-3/8" O. D. pipe welded framework and brace 1-5/16" O. D. pipe with 2" x 4" wood planks; finished seat dimensions 15"w by 18" h.

Picnic Table Specifications:

6-ft. or 8-ft. rectangular expanded metal table with backless bench supported with a 2-3/8" O.D. steel tubing frame to create a sturdy base.

Options:

The Board may approve alternative sizes and types of park bench or picnic table based on the location proposed and the City's needs.

5. TREES

Landscaping and plant selection for park facilities is critical due to the wind conditions, soils, and winter weather in Palmer. Accordingly, location, size and specie of tree or trees proposed for donation shall be limited to those reviewed and approved by the Board. Trees will only be accepted for areas with suitable soils for the species and areas that have access to public water supply in place.

Minimum tree size:

Coniferous trees shall have a minimum height of six feet (6'); and

Deciduous trees shall have a minimum caliper (diameter or thickness) of two inches (2").

Prohibited Plant Species

Acer platanoides	Norway Maple
Aegopodium podagraria	Bishop's Weed
Berberis sp.	Barberry
Caragana arborescens	Siberian Pea Shrub
Eleagnus sp	Russian Olive
Euonymus alatus	Burning Bush
Fallopia japonica	Japanese Knotweed
Ligistrum sp	Privet
Lonicera japonica	Japanese Honeysuckle
Polygonum sp	Knotweed
Populus alba	White Poplar
Prunus padus	European Bird Cherry
Rosa multiflora	Multiflora Rose
Sorbaria sorbifolia	False Spirea
Sorbus aucuparia	European Mountain Ash
Viburnum opulus	European Cranberry Bush

6. MONUMENTS

Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any City park facility. Exceptions to this policy are monuments installed by the City commemorating the history and/or dedication of a park facility.

7. INTERPRETIVE & OTHER DONATED PARK SIGNS

Interpretive and other donated park signs as approved by the Board and that are consistent with any adopted City way finding standards may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled. Interpretive signs shall be designed in such a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.

8. PUBLIC ART

Donated public art is subject to full review by the Board. The Board shall forward their recommendation as to the acceptance of the proposed art to City Council for final action.

9. OTHER DONATIONS

There may be donations possible, other than those expressly listed or contained within this policy. The Board may, at their discretion, review any donation proposal and forward a recommendation. The City may accept those donations subject to approval by the City Council.

10. CONDITIONS

Installation: Installation of donated park elements will be scheduled at a time and date as determined by Parks Maintenance Crew so as not to unnecessarily interfere with routine park maintenance activities.

Placement of the memorial or equipment may not pose a safety risk to users of the public space or impede mowing, drainage or public access.

Removal and/or Relocation: This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgments/memorial plaques, when they interfere with site safety, maintenance or construction activities. In accordance with previously stated procedures in this policy, the City will send a registered letter to each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action taken. In the event a donation must be permanently removed, the City will seek an alternative location consistent with this policy. If no such location can be found, the information contained on the memorial may be, at the donor's request, located on a memorial plaque set aside for this purpose at a designated location.

11. MAINTENANCE AND REPAIR

The long term care and maintenance of donated park elements is important to both the donor and the City.

Life Cycle Care Fund: The establishment of the Life Cycle Care Fund ensures that the City will care for the donation for the estimated life of the donation, or until such time the City determines that the memorial donation must be removed and/or relocated for unforeseen circumstances. The establishment of a Life Cycle Care Fund applies to all donated park elements installed after the adoption of this policy.

The fund is established with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain future donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase and installation, and the funds

estimated to be sufficient, based upon the expected life cycle, for maintenance of the donated item. The expected life cycle, routine maintenance and element costs are identified in a separate schedule. This schedule is maintained administratively and may be modified from time to time to ensure that sufficient resources are available to maintain donations.

Accordingly, the City will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying for the current value of a new donation if deemed necessary by the Board and its associated maintenance cost. The City reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation, or if the City has not been able to contact the original donor.



**Unfinished
Business**



**CITY OF PALMER
PARKS, RECREATION & CULTURAL RESOURCES
ADVISORY BOARD
INFORMATION MEMORANDUM 16-002**

SUBJECT: Arbor Day

AGENDA OF: April 7, 2016

Sunday, May 15, 2016

In the week leading up to Sunday, May 15, we are focusing on cleaning up some of the underlying debris at the Arboretum. We have asked MEA to lend a hand chipping up some of the downed tree branches and shrubs. Working on getting volunteers from the Master Gardeners Club to lead shrub and tree pruning efforts. On Wednesday, March 30, Warren Templin, recreational Specialist with the Borough offered us the use of their chipper for Arboretum clean-up day.

Templin also offered use of their gravel dump (dumps a 48" wide path, 2" deep for 80' per load) that can be pulled behind a small tractor for the mud trail along the airport fence between the Arboretum and the existing paved path along Cope Industrial Way. If we want to gravel the trail now that we have been offered this equipment, we need to arrange for volunteers to work on the trail.

Stephen Nickel, Community Assistance Forester with the Alaska Division of Forestry, has offered to help select the 5' – 6' Swiss Stone Pine we are getting for our new Arboretum tree. We will be planting it a about 2 PM on Sunday, May 15.

Bushes Bunches has offered to provide some vegetable snacks on Sunday and we may have some music there as well.

Monday, May 16, 2016 – the State's Official Arbor Day

Alicia Greene, of Greene Garden Services, will be planting a Weeping Larch in the Visitor's Center Garden, 723 S. Valley Way. We may be able to purchase seedlings from the Forestry Service for distribution to a class from one of the local schools. According to Stephen Nickel, these are the choices. Seedling come in bundles of 25/ bundle.

2016 availability Species	Seedlings Remaining
Lodgepole Pine	460
Siberian Larch	320
Colorado Spruce	1220
White Spruce	3960

I will check availability of the various seedling types just before the April 7 meeting.



New Business



**CITY OF PALMER
PARKS, RECREATION & CULTURAL RESOURCES
ADVISORY BOARD
INFORMATION MEMORANDUM 16-003**

SUBJECT: Park clean-up and improvements

AGENDA OF: April 7, 2016

This Fairfield Park development opportunity was introduced to the Board on the 02/04/16 agenda

Ed Erickson of Keller Williams Realty has received notice that the small (0.37 ac.) vacant park located in the Fairfield Park Subdivision that he nominated as a Keller Williams Community Service project has been approved.

This undeveloped park at 340 E. Dolphin Avenue is undeveloped and currently, somewhat overgrown with vegetation. The unnamed park has a paved entry way and parking pad, but no tables, benches or play equipment.

Erickson and a crew of volunteers from Keller Williams propose to work from May 11 – 13, 2016 to clear and or prune the vegetation and perhaps level a play area for seeding with grass.

The city will notify the surrounding property owners and ask for their input as to the future development of this park. (See attached aerial and park site schematic from Parks, Trails and Recreational Facility Master Plan.)



Matanuska-Susitna Borough



Legend

- Public Facilities**
 - Administrative
 - Animal Care
 - City Hall or Courthouse
 - Community or Senior Center
 - Correctional Facility
 - Landfill or Transfer Station
 - Library
 - Medical
 - Post Office
 - Public Safety EMS
 - Public Safety Fire
 - Public Safety Fire/EMS
 - Public Safety Forestry
 - Public Safety Law Enforcement
 - School
- Alaska Railroad**
- Streets**
 - Highway
 - Major Street
 - Medium Street
 - Minor Street
 - Primitive Road
 - Private Road
- Mat-Su Borough Boundary**
- Incorporated Cities**
- Parcels**
- Flood Zone**

1:957



0.0 0 0.02 0.03 Miles

THIS MAP IS NOT TO BE USED FOR NAVIGATION

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Reported on 03/25/2016 10:57 AM

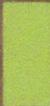
NAD_1983_StatePlane_Alaska_4_FIPS_5004_Feet

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Notes

This map was automatically generated using Geocortex Essentials.

Fairfield Park
 340 East Dolphin
 0.30 Acres

-  Turf
-  Vegetative Areas
-  Picnic Table / BBQ
-  Playground Area
-  Pavilion / Shelter
-  Trails
-  Basketball Court
-  Structures
-  Trees / Landscaping

Current Inventory:
 Open Space

Scale 1:2257



- Proposed Inventory:
- * Basketball Court
 - * Small Shelter
 - * Playground Area
 - * Picnic Areas

- Maintenance Tasks:
- * Turf Maintenance
 - * Landscaping Maintenance
 - * Site / Structure Inspection
 - * Site / Structure Repair
 - * Graffiti Removal
 - * Trash Removal
 - * Snow Removal

 Palmer Alaska at its Best

City of Palmer, Alaska
 Parks, Trails and
 Recreational Fields
 Master Plan

 pros consulting

2016 Parks, Recreation & Cultural Resources Advisory Board Meetings

Meeting Date	Meeting Type	Meeting Time	Notes
May 5, 2016	Regular	7:00 PM	
June 2, 2016	Regular	7:00 PM	
July 7, 2016	Regular	7:00 PM	
August 4, 2016	Regular	7:00 PM	
September 1, 2016	Regular	7:00 PM	
October 6, 2016	Regular	7:00 PM	
November 3, 2016	Regular	7:00 PM	
December 1, 2016	Regular	7:00 PM	