

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

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**A. CALL TO ORDER:**

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

**B. ROLL CALL:**

Present and constituting a quorum were Board Members:

Jan Newman, Vice Chair  
Stephanie Allen  
Jo Ehmann  
Dot Helm  
Meggie Aube-Trammell

Excused absence(s):

Helene Antel, Chair

Also present were:

Sandra Garley, Community Development Director  
Pam Whitehead, Recording Secretary

**C. PLEDGE OF ALLEGIANCE:** led by Board Member Allen.

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

**E. MINUTES OF PREVIOUS MEETING:**

The minutes of the **December 3, 2015** Regular Meeting were **approved as amended** by unanimous consent to reflect 1) Ed Kessler was absent, 2) correct MSB to MGB (Matanuska Green Belt) Trails group (p. 2 of 3), and 3) correct RGIS to "ARCGIS online account" (p. 3 of 3).

**F. AUDIENCE PARTICIPATION:**

There were no persons in the audience wishing to speak on a topic not on the agenda.

**G. UNFINISHED BUSINESS:**

1. Discussion of memorial and donation policy – memorial trees.

**Board Member Aube-Trammell** moved, seconded by **Board Member Ehmann**, to enter committee of the whole for open discussion on the types of trees that can be accepted under the memorial and donation policy. There were no objections.

**[The Board entered committee of the whole at 7:06 p.m.; exited at 7:23 p.m.]**

While in committee of the whole, the Board reviewed and discussed the tree types listed in the proposed policy (packet p. 15) which included Coniferous, Deciduous, and Prohibited Plat Species.

There was consensus that only prohibited trees should be listed in the policy and that a procedure be established for a donated tree to be first approved by the Board or an expert to assure compatibility at the location it is to be planted. Following further discussion, it was determined that additional expert information was needed.

Upon exiting committee of the whole:

Ms. Garley reiterated the Board's request to invite an STG representative to the February meeting to give expert advice and make recommendations. In addition, she will draft a procedure wherein individuals who want to donate a tree will come in with a proposal specifying a particular tree and the location, the Board would then review the species and location, request expertise if necessary, and make a final decision.

The Board continued review of the draft policy. Ms. Garley responded to questions regarding maintenance and repair of donated park elements, Life Cycle Care Fund, and Bench Specifications.

## **H. NEW BUSINESS:**

### **1. Development of 2016 Work Plan.**

Ms. Garley explained the format of the 2016 Work Plan. It is a method for the Board to make sure items don't fall through the cracks and makes it easier for staff and Board members to keep track of the progress of work items. She itemized and reported the current status of the Activity/Projects listed: Complete Donation & Memorial Policy, Bicycle Rack Competition, Recreation Maps. Board members were encouraged to add and delete from the work plan and explained the procedure for doing so. It takes two board members to add to the work plan or a vote of the Board as a whole.

Board Member Aube-Trammell requested that some of the longer term projects be added, such as the Skate Board Park.

Board Member Newman requested, seconded by Board Member Aube-Trammell, to add to the work plan: Development of an all-inclusive Wayfinding and Interpretive Signs package for Palmer to improve walkability, connectivity, and parking.

Following further discussion, Ms. Garley was asked to draft a resolution to further the idea of a comprehensive wayfinding signage program. She will email the draft to board members to invite their input. It was suggested to include persuasive language promoting the value of mapping, comprehensive signage throughout the city, and the economic value of recreation and trails.

Regarding a joint meeting with the City Council, there was consensus to propose a date in March if possible. Ms. Garley will advise the City Clerk and report back.

**I. BOARD MEMBER COMMENTS:**

**Board Member Allen** volunteered to help with the Bike Rack Competition. Also the mapping project; she is familiar with and uses the ARCGIS. She would also like to see added Adopt A Park added to the work plan.

**Board Member Aube-Trammell** volunteered to continue to be involved with the Bike Rack Competition and asked that the Skate Board Park be added to the work plan to at least talk about it in 2016.

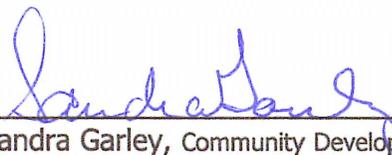
**Board Member Ehmman** inquired about the proposed park and trails by the Matanuska River. Ms. Garley explained the status of the City's application to the Land and Water Conservation Fund for part of the funding to purchase the property. A second step to the application process is to walk the property and make notes of what you see. The date is January 15, 2016. Dot Helm will be attending; Stephanie Allen also volunteered. There can be no more than two from this Board. She will forward the information to all board members in order to stay informed.

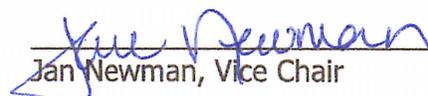
**Board Member Helm** volunteered to work on the Mapping, Signage, and the Arboretum projects.

**Vice Chair Newman** commented as a "Grow Palmer" representative informing that Grow Palmer was recently awarded a Technical Assistance Grant called Local Food, Local Places, and it is designed for creating healthy, vibrant, walkable communities based on a local food economy. There is a public input process and invited any board members who might be interested to participate. The two focus areas written into the grant were a public food growing area along the Shane Woods Trail north of the Depot and the Arboretum Expansion including building a public food garden in that expansion as well. Board Member Newman further advised that she will be out of town from February 3-20, 2016 and will not be in attendance at the February 4 meeting.

**K. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 7:57 p.m.

  
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Sandra Garley, Community Development Director

  
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Jan Newman, Vice Chair