



**PARKS & RECREATION ADVISORY COMMITTEE  
MEETING AGENDA  
TUESDAY, AUGUST 2, 2022  
5:30 P.M.  
ZOOM WEBINAR**

This meeting will take place virtually via **Zoom Webinar**. To join the Zoom Webinar, go to <https://juneau.zoom.us/j/94184441385> or call: 1 253-215-8782. **Webinar ID: 941 8444 1385**. Members of the public wishing to provide public comment during the meeting can do so by clicking the “Raise Hand” button (online Zoom Webinar) or press \*9 (telephone).

Agenda Item	Presenter	Action Requested
<b>I. Call to Order</b>	C. Mertl	
<b>II. Approval of Agenda</b> Agenda Changes	C. Mertl	<i>If no changes:</i> Motion to approve
<b>III. Approval of Minutes</b>		
<b>IV. Public Participation on Non-Agenda Items</b>	C. Mertl	
<b>V. New Business</b> Trail Mix Stewards Program Updated Alcohol Policy	Meghan Tabcek G. Schaaf	Recommendation
<b>VI. Unfinished Business</b>		
<b>VII. Staff Reports</b>		None
<b>VIII. Committee, Liaison, and Board Member Reports</b>  Chair Report Liaison to the Assembly Board Member Liaisons Other Board Member Business	C. Mertl Alicia Hughes-Skandijs Liaisons All	
<b>IX. Adjournment</b>	C. Mertl	



**TO:** Parks & Recreation Advisory Committee  
**FROM:** George Schaaf, Parks & Recreation Director  
**DATE:** July 29, 2022  
**RE:** August 2, 2022 Meeting

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### DIRECTOR'S REPORT

Please find enclosed the information supporting your agenda topics for this meeting. The meeting is anticipated to last 60 minutes and will take place via **Zoom Webinar**. To join the Zoom Webinar, go to <https://juneau.zoom.us/j/94184441385> or call 1-253-215-8782. **Webinar ID:** 941 8444 1385.

### NEW BUSINESS

**A. Trail Mix Stewards Program – Presented by Meghan Tabcek, Trail Mix [page 4-14]**

Trail Mix will provide an update on their summer projects, including repairs to the Perseverance Trail.

**B. Updated Alcohol Policy – Presented by G. Schaaf [page 15-17]**

Based on historical practice and direction from the City Manager, staff are proposing minor changes to the Department's policy regarding alcohol sales in parks and recreation facilities. The proposed changes clarify that only beer, wine, and other fermented beverages containing 15% alcohol by volume (ABV) or less may be sold in CBJ parks and recreation facilities. This policy does not apply to Centennial Hall, which is managed under an agreement with the Juneau Arts & Humanities Council.

**SUGGESTED MOTION:**

The Parks & Recreation Advisory Committee recommends that the Department adopt Policy No. 100-001, as updated.

### UNFINISHED BUSINESS

None.

**Aquatics** – The process to hire a new Aquatics Manager is ongoing. The two finalists for the position met several members of the Aquatics Board on July 23<sup>rd</sup>. An announcement is expected after the board’s next meeting on August 4<sup>th</sup>.

Dawson Construction is the apparent low bidder for the renovation of Augustus Brown Pool, with a total bid (including alternates) of \$4,058,200. Work is expected to commence in 2023 and last approximately six months; however, a longer closure is possible depending on supply chain reliability and other contingencies.

**Youth Services** –A very successful summer camp season wrapped up in July that served more than 150 kids. Zach Gordon Youth Center continues to operate on a reduced schedule due to the ongoing staff shortage, closed every morning until 11 a.m. and all day Sunday. Our youth soccer program is running at full capacity!

**Treadwell Arena** – New dasher boards and glass have been installed at the rink thanks to extraordinary efforts by Treadwell Arena staff and volunteers, who contributed days of skilled labor when the vendor failed to locate a local contractor to complete the work. The ice is in and opening day is planned for August 1. New this year is an automated vending machine offering everything from mouth guards to top-of-the-line hockey sticks, including several made in Alaska. The vending machine is mainly intended to provide a service to our customers, who have very limited access to skating supplies in Juneau. The rink will keep a portion of all sales.

**Parks & Landscape** – Progress continues on Capitol Park, with substantial completion expected this fall. A few remaining items will remain to be completed in 2023, but we expect most of the park will be open this winter. Our Park Rangers are continuing their “Caught in the Act” campaign, where they contact park users who are doing the right thing (picking up after their dogs, cleaning litter, etc.) and give them a free pool pass or coffee card. They are also staying busy at the Mill Campground, which has been at full capacity all summer.

**Sports & Community Recreation** – Men’s and women’s volleyball registration opens August 1 and we are excited to get teams back onto the court this fall! We have permanently expanded the “Day of Play” to all month long in August. The “Month of Play” will include a variety of self-guided activities in Juneau’s parks, free swims and skates, as well as events like Movie in the Park at the Field House and Trucks N’ Stuff.

**Dimond Park Field House** – Due to an ongoing shortage of staff to operate the facility, the Field House will be closed on Mondays and Fridays for the month of August. The track and Turf for Tots will be open to the public Tuesday through Thursday from 9 a.m. – 1 p.m. We are actively trying to hire a Dimond Park Field House Supervisor before use of the facility really picks up in September.

## Juneau Trail Stewards Program Trail Mix, Inc.

**Purpose:** Trail Mix, Inc.'s Trail Stewards program enables volunteers to be active participants in maintaining and caring for Juneau's 250+ miles of world-class trail. Volunteers will assist Trail Mix in keeping trails safe, accessible, and looking great by adopting a trail for the duration of our work season.

**How to become a Trail Steward:** Groups interested in joining our Trail Stewards program will submit an application on our website. *No prior trail work experience is necessary!* They'll then be contacted to complete the necessary paperwork and schedule a time for their training. Training takes place in late April and early May. Groups will be responsible for their trail for the duration of a trail season (May-September). Trail leaders for each group will work with Trail Mix to develop a work plan for the summer. Groups will have the option to continue work on the same trail year after year if they choose to stay in the program. *Trail stewardship groups will each get a sign at the trailhead that recognizes their group's commitment to that trail.*

**How it works:** Trail Stewards will complete one workday each month on the trail they have adopted. Workdays could include projects such as rerouting a trail, improving tread conditions on the trail, adding gravel to the trail, and revegetating sections of the trail. Work is completed through the use of basic hand tools—many of which you have probably already used! We commonly work with shovels, rakes, and pulaskis.

**Who:** The Trail Stewards program is open to businesses, community organizations, families, church groups, and like-minded individuals. Trail Mix can provide tools for up to 15 volunteers, however, if your organization can supply tools more than 15 volunteers can be accommodated.

In order to apply, groups are required to have:

- An individual over the age of 18 willing to be the designated Trail Leader
- At least 5 individuals who can join the group
- Ability to complete at least 5 workdays between May 1st, 2022, and September 31st, 2022.

**Training:** Trail Stewards will complete a day of training with Trail Mix before the work season begins. Trail leaders are required to attend training.

Training includes:

- Safety and PPE (personal protective equipment)
- Tool operation
- Basics of sustainable trail construction
- Finalizing summer work plans
- How to fill out a post workday report

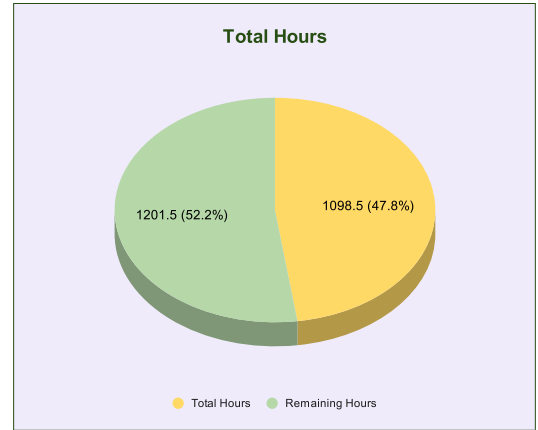
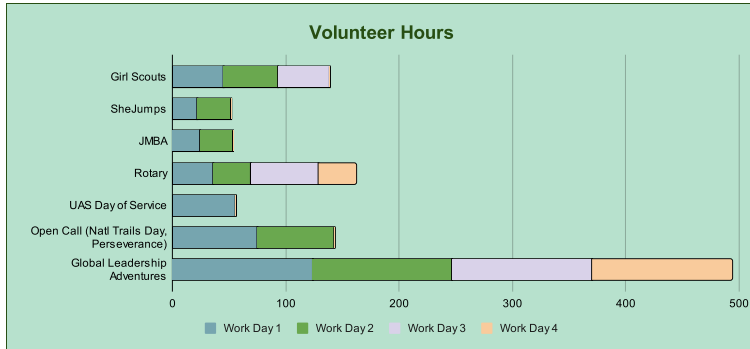
### Qualifications and Requirements

- Commit to the program for 1 term (May-September)
- One individual over 18 must be designated as the Trail Leader.

- Groups must have at least 5 members
- All volunteers must sign and submit a Volunteer Agreement
- Groups are not required to have every member present during workdays.

Group	Work Day 1	Work Day 2	Work Day 3	Work Day 4	Work Day 5
Girl Scouts	45	48	45.5		
SheJumps	22	30			
JMBA	24	29.5			
Rotary	36	33	60	33	
UAS Day of Service	56				
Open Call (Nat'l Trails Day, Perseverance)	75	67.5			
Global Leadership Adventures	123.5	123.5	123.5	123.5	

Total Hours	1098.5
Remaining Hours	1201.5



**Juneau Trail Stewards Program**  
**Rotary Club Work Plan**

**Trail:** Lena Point, Nex'w X'aayí

**Trail Steward:** Rotary Club

**Trail Mix Contact:** Meghan Tabacek, 509-981-5755

**Workday #1: June \_\_**

Objective: Improve tread by hardening the trail with gravel and adding approaches to stairs

- Transport gravel from the staging area to the trail (using canycoms, wheelbarrows, buckets)
- Remove boardwalk in designated sections and replace it with gravel
- Build drains to aid the flow of water off the trail
- Compact the gravel

Materials/Tools Needed

- Canycom
- Shovels
- Rakes
- Tamper
- Buckets
- D-1 gravel ( Duncan Campbell will order)
- Pulaski
- Mattocks
- Sledgehammer
- PPE
  - Gloves
  - Hard hats
  - Eye Protection

**Workday #2:**

Objective: Begin work on beach reroute

**Workday #3: July 9th**

Objective: Continue beach reroute

- Continue the beach reroute that was started on workday 2
- Grub out the new trail (remove rocks, roots, and vegetation)
- Line the trail with large rocks

- Add and compact beach gravel onto the trail
- Clear away branches and vegetation from the trails that lead into the reroute
- Close down the old trail with revegetation

**Workday #4: July 23rd****Trail Mix Point Person: Duncan Campbell 907.713.4915**Objective: Redefine sections of braided trail and begin bench preparation

- Transport gravel out to the sections of trail that need it (may be flown out or gathered from the beach)
- Close down social trails by adding debris and vegetation
- Define the new trail with gravel
- Add drainage
- Bench preparation
  - Grub and flatten the site of the bench
  - Blend bench pull out into the existing trail

**Workday #5: August 13th**

\*\*bench has been ordered. I will keep checking the tracking, but it *may not* arrive by August 13th

Objective: Install a bench

- Touch up/finish from workday 4: grub and flatten bench site
- Use brusher to clear vegetation from brush site
- Install bench
- Revegetate area surrounding the work site





## Trail Steward's Work Report

Thank you for improving Juneau's trails!

### Name of Organization

Girl Scouts of Juneau

### Work Date

July 02 2022

### Name of Trail Leader

Alenita Danner

### Name of trail worked on

Outer Point Loop

### How many people participated in the workday?

7

### How many hours did you work?

6.5

### What type of work did you complete?

Brushing, Graveling, Hardening tread

### Please briefly describe the work you completed.

We started by pulling up the old logs that had secured the old boardwalk. We then moved the logs and boards off the trail and removed the top layer of vegetation.

We then brushed the entire loop! Wow, that was some awesomely fun work!! It was hard, but immensely satisfying. After lunch, we moved gravel, raked it out, and packed it down.

### Other Notes

This was an awesome way to spend a sunny Saturday!

Submitted on July 17 2022





## Trail Steward's Work Report

Thank you for improving Juneau's trails!

### **Name of Organization**

Girl Scouts of Juneau

### **Work Date**

June 18 2022

### **Name of Trail Leader**

Alenita Danner

### **Name of trail worked on**

Outer Point Trail

### **How many people participated in the workday?**

8

### **How many hours did you work?**

6

### **What type of work did you complete?**

Graveling, Hardening tread

### **Please briefly describe the work you completed.**

We started by pulling up old boardwalk. Then we transferred gravel to the area, spread it out evenly to about a one inch depth, and tamped it down. We finished by adding moss to the edges of the improved trail.

### **Other Notes**

No issues were noted. This was great fun for everyone involved.

Submitted on June 23 2022



## Trail Steward's Work Report

Thank you for improving Juneau's trails!

### Name of Organization

JMBA

### Work Date

June 18 2022

### Name of Trail Leader

Craig Good

### Name of trail worked on

Redmill

### How many people participated in the workday?

5

### How many hours did you work?

24

### What type of work did you complete?

Brushing, Building drainage, Graveling

### Please briefly describe the work you completed.

Light brushing and pruning along most of trail with a manual weed whip and pruner. Cut in four drainage routes on downhill section. Removed a partially hidden rock that was the source of many pedal strikes. Filled in a small eroded section near the downhill exit. Cleared 15 feet of snow 1ft deep from trail.

### Other Notes

Will need power brushers for the next brushing. Exit "trench" needs filling in and water source redirected. Upper Redmill from the glory hole needs lots of repair and drainage management.

Submitted on June 23 2022





## Trail Steward's Work Report

Thank you for improving Juneau's trails!

### Name of Organization

SheJumps

### Work Date

June 18 2022

### Name of Trail Leader

Britta Tonnessen

### Name of trail worked on

Outer Point Loop trail

### How many people participated in the workday?

4

### How many hours did you work?

6

### What type of work did you complete?

Graveling

### Please briefly describe the work you completed.

By the time we arrived an hour after the Girl Scouts they were already tearing up the boardwalk. We jumped in with them to further tear up the boardwalk and separate the pieces, bang down the nails, (de-?) grub the underparts to prep for gravel. We would rake and form the gravel path and tamp it down. Then we revegetated the sides. I am bad with numbers but maybe 100 feet...?

### Other Notes

\*Clarity: We were scheduled to work 6 hrs but got to a good stopping point so we ended a little early. 3 workers worked for 6 hrs, one for 3.5.

I think this day went really well. We had some who had committed prior down with covid so hope to build momentum. Meghan had all the supplies we needed and communicated all the needs for the days so we could arrive prepared. Thank you! We look forward to our next workday.



## Trail Steward's Work Report

Thank you for improving Juneau's trails!

### **Name of Organization**

Girl Scouts of Juneau

### **Work Date**

May 14 2022

### **Name of Trail Leader**

Alenita Danner

### **Name of trail worked on**

Outer Point Trail

### **How many people participated in the workday?**

9

### **How many hours did you work?**

5

### **What type of work did you complete?**

Graveling, Hardening tread, Removed fallen trees

### **Please briefly describe the work you completed.**

We started by re-vegetating a section of non-trail through which people had made a short cut. That was made surprisingly easy just by transferring moss (large sections of moss or smaller clumps) from areas away from the trail to the short cut area. This came together quite quickly. We also added branches of varying sizes and rocks. The end result was an area that looked much like any other non-trail area. Kids of all ages had fun with this. It was very satisfying.


Then we started to demolish an old stump from another section of trail closer to the trailhead. Much of the stump was rotting away, so pulling it apart was tons of fun. We also loosened soil that was in the roots, cut smaller roots with loppers, and cleared away the organic material. Then we transferred gravel to the area, spread it out evenly to about a one inch depth, and tamped it down. We finished by adding more moss to the edges of the improved trail.

**Other Notes**

No issues were noted. This was great fun for everyone involved. We are very much looking forward to doing this work this summer!

Submitted on May 18 2022



	<b>CITY &amp; BOROUGH OF JUNEAU</b> <b>PARKS &amp; RECREATION DEPARTMENT POLICY MANUAL</b>
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<b>Policy No.</b> 100-001	<b>Title:</b> Alcohol Permits	
<b>Date Reviewed by PRAC:</b>	12/03/2019 08/02/2022	<b>Last Reviewed:</b> 07/15/2022
<b>Date Approved:</b>	01/07/2020 08/02/2022	
<b>CBJ Code / Regulation:</b>	<b>Other Reference:</b>	
- CBJ 20.25.080	- Assembly Resolution No. 477 - Assembly Resolution No. 1950	
<b>Purpose &amp; Need:</b> To establish a simple process to review and approve requests from the public to serve alcohol in municipal buildings and facilities managed by Parks & Recreation		

### Policy Statement

It is the policy of the CBJ Parks and Recreation Department to:

1. Comply with city code provisions concerning the possession and consumption of alcohol by the public in municipal buildings managed by the Department;
2. Manage the sale of alcohol in municipal facilities, including parks;
3. Identify a clear process by which the public may request authorization from the City Manager to sell and/or serve alcohol in municipal facilities managed by the Department; and
4. Prioritize public safety, health, and welfare in recommending whether or not alcohol should be served in municipal facilities managed by the Department.

### Procedures

#### **A. Applicability**

This policy applies to the possession, sale, and consumption of alcoholic beverages in any municipal building managed by the Parks & Recreation Department, as well as the sale of alcoholic beverages in municipal parks or other outdoor facilities managed by the Parks & Recreation Department.

#### **B. General Operating Requirements**

- The possession, consumption, and/or sale of alcoholic beverages is not allowed in any municipal aquatics facility.
- The sale of alcohol **beer, wine, and other fermented beverages containing 15% alcohol by volume (ABV) or less** is generally allowed in other facilities, including parks. However, ~~except that~~ the Assembly has prohibited alcohol in the following locations:
  - Marine Park (Res. 477)



## CITY & BOROUGH OF JUNEAU

### PARKS & RECREATION DEPARTMENT POLICY MANUAL

- Jackie Renninger Park (Res. 1950)
  - Hank Harmon Rifle Range (Res. 1950)
- CBJ employees shall not consume or serve alcohol while on duty.

#### C. Application Process

- Applicant submits request to Parks & Recreation via a form provided by the Department.
  - i. Applicant must provide enough information to allow the Department to determine whether the event is allowed and any conditions that may be required. At a minimum, the application must include a description of the event, the location/facility, a drawing of the location/facility showing the location(s) where alcohol will be served, date(s), time(s), type of alcohol to be served, and procedures that will be followed.
- Applicant will receive a response within one business day confirming receipt of their application.
- The application will be sent to the Department's Permit Coordinator, facility manager and the City Manager.
- The City Manager will approve or deny the applicant's request within three business days.
  - i. If denied, the City Manager will respond to the applicant letting them know they are request has been denied.
  - ii. If approved, the City Manager will give the okay to move forward with the application process internally **direct staff to process the permit application.**
- If the City Manager approves the application, the Permit Coordinator will contact the applicant to request additional required documentation. The applicant must provide the following not less than seven (7) business days before the event:
  - i. Completed CBJ Alcohol Permit Application
  - ii. Proof of Insurance
  - iii. Alaska Alcohol & Marijuana Control Office (AMCO) Permit
  - iv. Application Fee
- The Permit Coordinator will confirm that the applicant is not delinquent in payment of fines, taxes or other monies owed to the CBJ. If the applicant is delinquent, the permit application will be rejected.
- The Risk Manager will review the insurance coverage and either accept or reject the applicant's insurance coverage. Alternatively, the applicant may obtain event insurance through CBJ's insurance provider. If the Risk Manager rejects the applicant's insurance coverage, the permit application will be rejected.





## **CITY & BOROUGH OF JUNEAU**

### **PARKS & RECREATION DEPARTMENT POLICY MANUAL**

- The Permit Coordinator will create the Alcohol Permit and submit to the City Manager for final approval and signature.
- Once the permit is been signed by the City Manager, the permit is issued to the applicant no less than five business days before the scheduled event.