

**EAGLE RIVER/CHUGIAK PARKS AND RECREATION  
BOARD OF SUPERVISORS**

Regular Meeting Minutes, Eagle River Community Room – November 18, 2024

**I. CALL TO ORDER**

The Eagle River/Chugiak Parks and Recreation (ERCP&R) Board of Supervisors convened on November 18, 2024, at 6:32 p.m. Chair Stephen Romanelli called the meeting to order.

**II. ROLL CALL**

Stephen Romanelli, South Fork Community Council  
Pauline Tise, Eagle River Community Council  
Will Taygan, Chugiak Community Council  
Ruth Armstrong, Eagle River Valley Community Council  
Barbara Trost, Birchwood Community Council

Staff Present:  
Mike Braniff  
Jeffrey Urbanus

**III. MINUTES**

The October 21, 2024, BOS minutes were approved unanimously. Pauline Tise motioned to approve; Ruth Armstrong seconded.

**IV. DIRECTOR'S UPDATE**

The park maintenance team is fully staffed. In addition to normal seasonal duties, staff is assisting with setup for Winter Wonderland. Mike Braniff has asked Dan Hagarman and Karen Richards if they would be willing to attend future meetings, per the Board's request. Both had conflicts tonight but should be able to attend future meetings. A budget update will be an agenda item at future meetings. Mike presented a spreadsheet showing the operating budget, to-date. Karen will help provide information at future meetings. It was discovered that some staff time of Anchorage employees was being charged to the service area in error. The department is trying to see what they can do to reverse the charges. Two positions are funded by all three service areas, the department director and the safety officer. There was a brief discussion clarifying the funding of the deputy director position.

**V. FLAMI UPDATE**

Winter operations are in full swing. FLAMI is working on the logistics for parking during large events. The front entrance flooring was replaced. Other items of note include: a change in the internet service provider, a new front entrance trophy case, work to support Winterfest/Merry Muncher, and working on a clarifying the requirements for

volunteer bake sales. FLAMI is working with Karen Richards on the completeness of past audits.

## **VI. OLD BUSINESS**

### **A) Maintenance Building**

Determining how to move forward has been somewhat challenging. The cost of this type of building involves a high degree of uncertainty. The best step in moving forward is to perhaps get a more detailed estimate. The department will provide an update at the December Meeting.

### **B) FLAMI Contract Extension**

Pauline Tise offered a motion to adopt the resolution that was distributed to Board members by the Department. Will Taygan Seconded. Ruth Armstrong offered a motion to modify paragraphs 3,5, and 6 of the resolution. Barbara Trost offered a friendly amendment to look at each of the three paragraphs separately. Ruth Armstrong seconded. The motion passed unanimously. A motion to change paragraph 3, as proposed, was offered by Will Taygan and seconded by Pauline Tise. The motion passed unanimously. Ruth Armstrong offered a motion to change paragraph 5 as described. No second was received. The motion did not move forward. Ruth Armstrong offered a motion to change paragraph 6. Barbara Trost seconded. A discussion occurred about the impact of the proposed changes. The motion failed. Pauline Tise offered a motion to adopt the amended resolution Barbara Trost seconded. The motion passed unanimously. ‘

### **C) Loader Update**

Since the last meeting, staff has been soliciting bids for used and new loaders. The new working foreman has some thoughts about alternate pieces of equipment that might be more useful to the Department. A more detailed update will be provided at the next meeting.

### **D) 2024 Capital Project Update**

Jeff Urbanus provided an update on the progress of this year’s projects. Batting cage work started back up this week. Mushing lot work has been completed. The Mirror/Edmonds Lake Master Plan Master Plan will be before the Board in December. Mt Baldy easement work continues. Main Street Trail work finished. Progress was helped by a long fall. Beach Lake Trail work is complete except for some small punch list items. Jeff Urbanus is working on some updated work products that will help communicate the status of the capital budget.

### **E) Navigation Amenity Storage**

There are no changes to the schedule of the Sprung Structure at the Port of Alaska. ASD has assessed the equipment to determine what may of use to the Anchorage

School District. An auctioneer has been inventorying the equipment. Some of the equipment will go to the Port as part of their project. This means that at least some equipment will be stored until the 2025 construction season. The Department will continue to update the Board.

## **VII. NEW BUSINESS**

### **A. Board of Supervisor's Mayoral Appointee**

As chair, Stephen Romanelli expressed some concern about the Board's ability to form a quorum to conduct business. There is a perception that multiple board members are involved with Chugach Mountain Bike Riders (CMBR). Will Taygan offered that he was the only board member with a conflict. Pauline Tise clarified that she had formerly been on the Board of CMBR but stepped down before taking her Board of Supervisors seat. She offered that she has served on many boards, across various communities in Alaska. Sarah Davenport, the proposed Mayoral Appointee is not on the CMBR board. Clark Saunders the alternate for Southfork CC is a CMBR Board Member. Stephen Romanelli offered that he was looking forward to serving with Sarah Davenport next month.

### **B. Beach Lake Multi-use Trail Change Order Funding**

Will Taygan declared a conflict of interest and requested that the Chugiak CC alternate, Kelly Willet take his place. Will Taygan, in his capacity with CMBR, reminded the Board that CMBR has previously paid for improvements on Mirror Lake Trails that had been funded by the Board with the intent that the department pay for those improvements. During this construction season, CMBR encountered a change order for the Beach Lake Trail that was approximately the same amount as the trail work at Mirror Lake they paid for. This change order, plus the original project scope amount, exceeds the amount CMBR had planned on spending and CMBR is requesting that funds that were identified for the Mirror Lake Project be used to cover this work instead. Ruth Armstrong inquired why the Department did not pay for the improvements at Mirror Lake last year. Changes in purchasing procedures by the previous administration provided limit means for spending the funds even though they had been improved. The decision to pay for the improvements was largely in the interest of making a timely payment to the contractor. Barbara Trost asked whether the work had been completed. It has completed but not paid for. For the majority of the construction season, it was anticipated that the trail contractor would not complete the original scope of work and that the total amount invoiced would be less than what was originally scoped. The long fall weather allowed the CMBR contractor to complete the original scope of work, in addition to the change order. Normally, if the department experiences a change order, a request for additional funding will come back to the Board. This change order did not since it was not a MOA contractor. The motion passed unanimously.

### **C. 2025 Oberg Funding Request**

Jeff Urbanus presented the Board with an updated design for Oberg Park. Moving forward with project now ahead of the 2025 Capital Project Approval will allow the Department to save money on the playground equipment. Jeff would like to follow up before the next meeting with a resolution requesting funding for the project. Information would be provided for the funding source to be used and this amount would be subtracted from the total amount being requested for playground improvements in 2025.

### **D. 2025 Budget Update**

The time of year is approaching to decide the operating/capital budget split. This decision needs to be made by February. We are under budget this year on the operating budget. This will be discussed more at the December meeting. The new expanded regular budget discussions should be helpful.

## **VIII. DISCUSSION**

Assemblyman Scott Meyers asked for clarification about who is providing grooming for the mushing trails. Chugiak Dog Mushers Association provides all of the grooming on the mushing trails. There was a short discussion about the equipment used by the club for grooming.

John Rodda requested clarification about who has plowing the mushing lot. CDMA is plowing the mushing lot. John requested more information about the funding of the new maintenance building. Mike Braniff explained that the money available does not cover the cost of the building and the amount needed will be larger than originally envisioned because of inflation and increased construction costs. John offered his view the amount of money in fund balance, and in undesignated capital projects should be supplied to the Board each month. John expressed concern about Anchorage staff defunding existing projects without informing the Board. Mike stated that the only fund movement was from completed projects to the undesignated capital project fund. John expressed his concerns the Anchorage is exerting greater control of the service area than was typical in the past.

Mark Littlefield suggested that the Board approve money to spend money with an engineering firm to refine the cost of a new maintenance building.

CMBR put in 25 hours of grooming after the recent snowfall.

Wednesday night there will be a public workshop for the Area-wide Trails Plan at the Beach Lake Chalet at 6:30 PM.

The new multiuse trail has been authorized by the BLM to be labeled as a part of the National Historic Iditarod Trail System.

## **IX. ADJOURNMENT**

Stephen Romanelli asked for a motion to adjourn. Pauline Tise offered a motion to adjourn. Will Taygan seconded. The meeting adjourned at 8:06PM

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Stephen Romanelli, Chair	Date
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Mike Braniff, Director	Date
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