

## COUNCIL MEMORANDUM NO. 97-13

From: Karol Kolehmairer, Assistant City Planner

Through: Sarah H. Palin, Mayor

Date: March 19, 1997

Subject: Request for official recognition for Volunteer Trails Advisory Group

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On January 6, 1997, a group of interested community members met in the Mayor's Office to discuss the possibility of multi-use trails and/or a corridor to be designated in Wasilla, as well as to address the issue of safety for outdoor recreationalists. The group has met faithfully every other week since that first meeting and expects to approach the Council with their recommendations within the next month.

As a result of these meetings, group members have become more aware of many issues surrounding trail creation and use, gained an understanding of government process, and acknowledged the degree of involvement necessary to further multi-use trail development in the City. Several members of the group are ready to make a long term commitment to work with the City to plan and develop multi-use trails.

For these reasons, and in recognition of their time and effort, the community members are requesting official recognition of their group and designation as the Volunteer Trails Advisory Group. Subsequently, it will be their intention to continue to work with and through the Parks and Recreation Commission per WMC 8.03.080 E.

*3/24/97  
Council approved a name change to "Trails Advisory  
Sub-committee" reporting directly to the Parks and  
Recreation Commission.*

## MEMORANDUM

**DATE:** February 15<sup>th</sup>, 1997  
**TO:** Mayor Sarah Palin and City Council Members  
**FROM:** Volunteer Trails Advisory Group  
**RE:** Letter requesting committee recognition

The Trails Advisory Group is requesting that we may be recognized as an official volunteer committee attached to and to work through the Parks and Rec. Commission pursuant to 8.03.080 (e) Wasilla City Code.


The official recognition of this committee will establish an avenue for any individual or special interest group to specifically handle trail inquiries. An interested party at this time may go back and forth between the City Council, Parks and Rec., Public Works and Planning.

Providing the avenue by which all inquiries may be addressed in one area will certainly cut time expended by City employees, therefore saving money and time for the City and certainly save time and possible aggravation of interested parties. Interested parties will be able to call one number(s) and get the answers they need. This service will be provided by committee members, also interested parties will be encouraged to attend the Trails Group meetings thereby insuring the City has a clear understanding of the citizens concerns on trails issues.

Included with this memorandum are two attachments. 1, a letter of Direction from Mayor Palin and 2., a copy of the minutes the previous meeting thus far. Some exciting ideas have been generated and this Group feels the need for becoming a recognized committee is paramount to accomplish the goals that we have outlined. (See minutes for March 5<sup>th</sup> meeting) We plan to make our proposals (see letter from Mayor Palin Feb. 21<sup>st</sup>) to the City Council subsequent to becoming recognized at the April 14<sup>th</sup> council meeting. Thereafter to make all proposals through the Parks and Rec Commission.

The Parks and Rec. Commission will be kept informed of the Trails Groups' direction through receiving verbal reports at their meetings and copies of the Advisory Groups meeting minutes. The Trails Advisory Group will adhere to the rules of the meetings set forth in City code 8.03.50 as closely as possible while maintaining such freedom as to allow all persons who attend meetings an opportunity to speak.

Thank you for your consideration.

  
Bernadette M. Rupright, Chair  
Trials Advisory Group  
P.O. Box 4250  
Palmer, Alaska 99645 (907) 745-2450

Atch #1: Ltr from Mayor  
Atch #2: Group meeting minutes  
Atch #3: list of group members



## CITY OF WASILLA

290 E. HERNING AVE.

WASILLA, ALASKA 99654-7091

PHONE: (907) 373-9050

FAX: (907) 373-9085

February 21, 1997

Volunteer Trails Advisory Group  
Ms. Bernadette Rupright, Chair  
PO Box 4250  
Palmer, AK 99645

Re: Letter of Direction (Group letter, dated February 10, 1997)

Dear Ms. Rupright,

The above referenced letter asked several questions and requested a response in writing. Since the letter was received, your group has held another meeting and we have had a conference call to address a course of action for your group. Consequently, I am not going to respond to each question specifically, but will provide you direction based on our conversation.

Rather than compose a new trail plan, I would agree that it is appropriate to address a possible change to the existing City of Wasilla Comprehensive Plan. Since the Trails Advisory Group was originally formed following a Council Meeting, I would request that your current recommendation be referred back through a Council member for introduction. As we discussed, it would be appropriate for future issues to be addressed through the Parks and Recreation Commission as designated under Chapter 8.03.080, Additional Functions of the Parks and Recreation Commission, paragraph E, whereby they are responsible to enroll and direct volunteer groups to "operate, maintain, or improve city parks and recreation facilities and programs." By working with the existing Parks and Recreation Commission, City Staff will be available to assist in your efforts as recommended by the Commission.

I would like to commend your group for their dedication and encourage you personally, and other interested members of the trails group, to consider further service through appointment to the Parks and Recreation Commission. If you are interested in pursuing an appointment, all I would require is a brief statement of intent to be considered. It is not necessary to live within the City limits to serve on this Commission.

Again, thank you for your efforts. I look forward to seeing your formal recommendation.

Sincerely,

Sarah H. Palin  
Mayor

**Memorandum**

**DATE:** February 10, 1997  
**TO:** Mayor Sarah Palin  
**FROM:** Trails Advisory Committee  
**RE:** Letter of Direction

**RECEIVED**  
**FEB 18 1997**  
Planning Department

The committee is requesting a letter of direction. The committee is asking for guidance for composing a trail plan. Please submit your response in writing. Thank you . Next meeting is February 19, 1997 at 1900.

There are several questions that need to be addressed:

- 1) Are we being asked to compose a trail plan? (If so, extensive or a four page proposal)
- 2) Do we need to submit a proposal with a financial statement to create a extensive trail plan?
- 3) How much support from the City Staff can the committee use?

The committee recommends that we follow the Borough Plan that includes the following components:

**Introduction:** History of the trail project

**Statement of Need:** Evaluate what trails presently exist, Establish present trails if feasible, and Identify future trails

**Target Population:** Identify multi -trail users, residents, and tourist

**Project Objective:** Function of the trails; recreational, functional travel routes, economic attraction for living in the valley, safe place, and control traffic on trails.

**Method:** Items that need to be addressed; enforcement, permits, access to trails, locating trails present and future, legality of easements/right of ways, local and state laws that affect trail usage(lakes), dedicated trails, liability (city and borough), maintenance, development, and other issues not yet identified.

**Evaluation:** surveys, public hearings, need assessment

**Funding:** grants, non-profit groups, state, city, borough, letter of support

**Financial Statement:** Cost for creating a formal plan and cost of proposed plan; phase 1, 2,3.

**TRAILS ADVISORY GROUP**  
**MEETING AGENDA MINUTES**  
**March 5, 1997**

- 1) Meeting was called to order 7:10 pm, adjourned 8:40 pm - 7 members present
- 2) On review of February 19<sup>th</sup> meeting minutes, community agrees on modification of Wasilla Comprehensive Plan and the proposal of ordinances or resolutions to protect easements or right of ways for future trails and to plan for trails in new subdivisions.
- 3) Methods of generating public interest were discussed. Some good ideas generated such as using Rogers Cable Preview Channel Advertisement, Channel 10 Public Access Station and a Publication in special interest groups journals, pamphlets etc., such as Alaska Horse Journal. List of Special Interest Groups to be obtained from Borough Rec. Dept.
- 4) Wordage of ordinance to preserve right of way discussed and decided should be incorporated in the city code section under easements. Discussion to propose an ordinance to insure trail right of ways in new subdivision developments.
- 5) A time frame was established for proceeding with the committees now established goals for the modification of the comprehensive plan and ordinances.
  - a) Recognition of Committee to be proposed at City Council Meeting on March 24<sup>th</sup>.
  - b) Committee members to appraise Planning Commission (March 31<sup>st</sup>) and Parks and Rec. Commission (April 8<sup>th</sup>) on committee proceedings
  - c) Proposal of ordinances and modification of Wasilla Comprehensive Plan to City Council on April 14<sup>th</sup>.

## **TRAILS ADVISORY COMMITTEE**

### **Meeting Agenda Minutes**

**February 19, 1997**

- 1) Meeting called to order 7:10 PM, adjourned 8:30pm. Four members present.
- 2) On review of February 5th meeting minutes, it was determined that some formal instruction from the mayor was required.. A memorandum was sent Feb. 10th with the committee requests. A meeting was held with the Mayor on Feb. 20th resulting in the letter contained herein.
- 3) An editorial was aired Feb. 26th. Editorial focused on proposed ordinance to give equal consideration to paved and unpaved trails.
- 4) Item 4 not addressed (low cost engineering/maintenance).
- 5) Committee agreed to propose ordinance that will give equal consideration to paved and unpaved trails.
- 6) It was determined that instead of trying to create an entire trail proposal, it would be more efficient to modify existing trail plan in the Wasilla Comprehensive Plan.

The trail advisory committee met on February 5, Wednesday at 7:00 pm at the City Chambers located at City Hall.

Members: Tom Starr, Michelle Moss, Warren Templin, Dave Chappel, Darlene Langill, Cindy Stewart, and Ed Strabel.

Chairperson: Acting facilitator for Bernadette Rupright.

Recording Minutes: Tom Starr

Meeting called to order approximately at 7:10pm and Adjourned at 8:45PM

Topic	Discussion	Action	Status
Proposed Trail Plan	Discussion: Review of weber Wendy access(street). Need to verify row of existing trails, proper routes, and proposed routes. Recommendation: Request for letter of direction from mayor in regards to extent of plan and staff support. Also submit a progress report from the group with the request.	Chairperson Mayor Sarah Palin	Open
Trail Plan	<p>The committee proposed that upon letter of direction from the Mayor that they would pursue a multiuse trail plan that is comparable to the Mat-su Borough Trail Plan and would contain the following information.</p> <p>Plan to include:</p> <ul style="list-style-type: none"> <li>A. <u>Introduction</u>: History of the trail project</li> <li>B. <u>Statement of Need</u>: Multiuse trails</li> <li>C. <u>Target Population</u>: snowmachines, skiers, bikes, hikers, joggers, rollerbladers, horses, four -wheelers, and walkers</li> <li>D. <u>Project Objectives</u>: recreational, functional travel, economic, safety, and traffic control</li> <li>E. <u>Method</u>: enforcement, permits, access to trails, locating trails present and future, legality of easements/right of ways, local and state laws that affect trail usage (lakes), dedicated trails, liability(city and borough), maintenance, development, and other issues not yet identified.</li> <li>F. <u>Evaluation</u>: surveys, public hearings, need assessment,</li> <li>G. <u>Funding</u>: grants, non-profit groups, state, city, borough, Letter of Support</li> <li>H. <u>Financial Statement</u>: amount of money that it would take to create a formal proposal-</li> </ul>		
Plan of Action	The committee needs to develop a timetable, budget for creating a formal plan, and plan to create a proposal.		
Next Meeting	February 19, 1997 at 700pm.		

## TRAILS ADVISORY COMMITTEE

JAN, 22, 1997

### 1). Statement of Purpose

Our goal it to promote a well organized, safe, multi-user friendly trail system that will increase the standard of living of every citizen by:

- A) ensuring there will always be avenues open to all user groups
- B) facilitate travel through and out of town
- C) realizing the potential economic gain to the city

### 2) Permits Recommendations

A1) set standard fee for any special event to preclude any cross "booking" of routes and park use fee of (\$10) recommended for clerical services

B2) A graduated fee in addition to standard permit fee anywhere from \$10.00 -\$1,000.00, depending on the size of the event. (If applicable) Determination of additional fee will be determined by Wasilla City Police if there will be additional cost to the Police Department in time spent reviewing submitted plan and if additional cost incurred by special patrols or on site inspection /safety control.

C3) When obtaining standard permit, route plan and safety contingencies must be addressed. Questions which will help determine scale of any additional fee (if applicable) and cover safety issues which would appear on permit form are:

- 1.) motorized or pedestrian event
- 2.) # of participants
- 3.) projected # of spectators
- 4.) location of event (high or low traffic area)
- 5.) crossing guards to be placed 1) due to crossings through busy intersections, or 2) due to a large # of participants even in a non-congested area

#3) It was decided the RR right of way to be pursued on the side. Currently all proposed trails should avoid the RR where ever possible.

#4) Parallel trails shall be implemented where possible, otherwise one multi-use trail (summer & winter designations) will have to be used.

Proposed trail route submitted to mayor. The cities position is not to speculate on the trail plan feasibility at this time. Completed proposal (up to us folks) should be submitted to the planning board and then the council. The mayor thanks us for our efforts and encourages us to continue.



**VOLUNTEER TRAILS ADVISORY GROUP MEMBERS**

<p>Cindy Stewart P.O. Box 872141 (Skier) Wasilla, AK 99687</p> <p>376-3622</p>	<p>Amy Davis P.O. Box 870984 (Equestrian Anc. Trails) Wasilla, AK 99687</p> <p>Hm: 376-1519      Wk: 257-6422</p>
<p>Tom Starr P.O. Box 870053 (motor mushers) Wasilla, AK 99687</p> <p>373-7317</p>	<p>Lori Gorsch 830 Lanmark Ave. Wasilla, AK 99654</p> <p>373-2073</p>
<p>K. Darlene Langill P.O. Box 874807 (Council Seat) Wasilla, AK 99687</p> <p>376-3662</p>	<p>Glenda Smith 800 Colonial Ct. (Past Pres. of Motor Mushers) Wasilla, AK 99654</p> <p>376-4977</p>
<p>Michelle Moss P.O. Box 870010 (Equestrian) Wasilla, AK 99687</p> <p>376-5872</p>	<p>Bill Byers 450 Railroad Ave. Wasilla, AK 99654</p> <p>Hm: 376-5110      Wk: 376-5321</p>
<p>Karol Kolehmainen City of Wasilla Planning Office 290 Herning Ave. Wasilla, AK 99654 373-9081</p>	<p>Mark Ceeba 760 North Slope Drive (Skier) Wasilla, AK 99654</p> <p>373-2291</p>
<p>Ken Langlois P.O. Box 872141 Wasilla, AK 99687</p>	<p>Lucy Gene P.O. Box 4139 (Techn Writer) Palmer, Alaska 99645</p> <p>Hm: 376-5829      Wk: 746-6022</p>
<p>Ed Strable HC01 Box 6025 (Skier) Palmer, AK 99645</p> <p>745-4190</p>	<p>Kathy Krell (Wasilla Wonderland) P.O. Box 870901 (will do physical work) Wasilla, AK 99687</p> <p>376-9296</p>
<p>Dave Chapple 3065 Naomi Drive (Council Seat) Wasilla, AK 99654</p> <p>Hm: 376-4755</p>	<p>Warren Templin P.O. Box 6228 A (Skier - Mat Su Parks &amp; Rec) Palmer, AK 99645</p> <p>Hm: 376-3476      Wk: 745-9690</p>
<p>Helen &amp; Bill Heairet (Snowmachiners) Wk: 373-7669</p>	