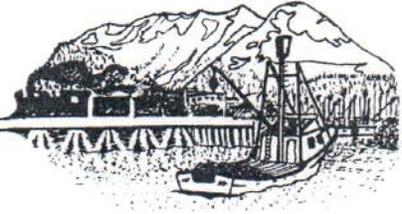


# CITY OF CORDOVA



**PARKS AND RECREATION COMMISSION  
SPECIAL MEETING  
Odiak Camper Park / Master Plan Review  
Tuesday July 25th, 2017  
6:00 PM at ODIK CAMPER PARK  
AGENDA**

**Commission Chair**

Wendy Ranney

**Commission Members**

Stephen Phillips, Karen Hallquist, Marvin VanDenBroek, Kara Johnson, Dave Zastrow, Miriam Dunbar

**Parks and Recreation Director**

Susie Herschleb

**Administrative Assistant**

Heather Brannon

*Cordova Parks and Recreation is essential for providing and fostering Parks, Programs and Facilities for all in pursuit of a healthy sustainable community.*

- A. **CALL TO ORDER**
- B. **ROLL CALL:** Wendy Ranney, Stephen Phillips, Karen Hallquist, Marvin VanDenBroek, Kara Johnson, Dave Zastrow, Miriam Dunbar, Susie Herschleb, and Heather Brannon.
- C. **APPROVAL OF AGENDA**
- D. **VISITOR COMMUNICATIONS**  
3 minutes per visitor regarding agenda items
- E. **REPORTS**
  - 1. Director's Introduction
- F. **UNFINISHED BUSINESS**
- G. **NEW BUSINESS**
  - 1. Odiak Camper Park Master Plan Review
- H. **PENDING AGENDA**
- I. **COMMISSION COMMENTS**
- J. **ADJOURNMENT**



**AGENDA ITEM # SMG1**  
**PARKS AND REC. COMMISSION MEETING DATE: JUNE 27<sup>TH</sup>, 2017**  
**PARKS AND REC. COMMISSION COMMUNICATION FORM**

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FROM: Susan Herschleb, Parks and Recreation Director  
DATE: 20/May/2017  
ITEM: Odiak Camper Park / Master Plan Review / Rate Analysis

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\_\_\_\_ RESOLUTION  
\_\_\_\_ ACTION  
  X   INFORMATION

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i. **REQUEST OR ISSUE: Master Plan Review / Rate Analysis**

The Parks and Recreation Master Plan should be reviewed/updated by the end of 2018. The last review was completed in 2013; it is recommended to complete a review of the Master Plan (in whole) every 5 years.

The current Parks and Recreation Commission has decided to begin the process with a review of Odiak Camper Park. The Parks and Recreation Commission and Department find it most important to hear feedback from the tenants who stay at the Park.

Each 2017 tenant was hand delivered an invitation to attend this meeting. This meeting is scheduled at Odiak Camper Park under the covered area. Our desire is to make it convenient for our tenants to attend; their feedback is very important to us.

Our goal is to perform a rate analysis after the group agrees upon a capital improvement priority list. The rate analysis will not happen during the special meeting; but will be presented at the next regular meeting in August. Tenants will be informed of any anticipated rate changes for the 2018 season via their regular billing cycle at the end of August; they are free to attend the next regular meeting as well.

ii. **RECOMMENDED ACTION/ NEXT STEP:**

- Review and discussion of property goals.
- Update Master Plan.
- Perform rate analysis with the updated Master Plan.

To expedite discussion, we offer up a list of priorities written by the Maintenance staff and a list of priorities written by the Director. Both entities have a slightly different perspective. We

understand that many attending will have their own perspective as well. We encourage coming to the meeting with your personal list of priorities. We will begin discussion, with identifying common ground.

Please keep in mind, that it is understood that the priorities listed below are subject to change and the goal is to come to a **group** consensus.

#### MAINTENANCE TEAM PRIORITIES:

Below is a list of suggested capital projects provided by the Parks and Rec. Dept. maintenance staff tending the park. The list is in order of priority according to this staff.

1. Boiler replacement.
2. Pedestal replacement schedule.
3. Water / Sewer to each site. / potential alternate options:
  - o Leach field.
  - o Add another transfer station.
4. Use covered area to expand the number of toilets and shower stalls / potentially build a covered picnic area detached.
5. Chip seal roadway.
6. Replace playground equipment & place a concrete pad for Basketball hoop (potentially adding another shooting station.)

#### DIRECTOR'S PRIORITIES:

Below is a list of suggested capital projects provided by the Director; and it is listed in priority according to the Director.

1. Boiler replacement.
2. Pedestal replacement schedule.
3. Develop administrative requirements for gray water dumping that are eco-friendly & effective; this may mean:
  - o Develop a leak field.
  - o Add another transfer station.
4. Develop more RV parking in Cordova.
5. Water / Sewer to each site.
6. Use covered area to expand the number of toilets and shower stalls / potentially build a covered picnic area detached.
7. Replace playground equipment & place a concrete pad for Basketball hoop (potentially adding another shooting station.)

#### iii. **FISCAL IMPACTS:**

- Rates for this enterprise fund should be adjusted to reach capital improvement goals/objectives.

#### iv. **BACKGROUND INFORMATION:**

The Master Plan is considered a working document and can be reviewed at any time. It is especially important when circumstances change drastically and/or unexpectedly. The excerpt below is the current Master Plan (as it pertains to Odiak Camper Park). The goals are listed

starting with the highest priority first and this format continues throughout. You will find some of the goals have been met and others have not.

### Master plan excerpt:

#### Odiak Camper Park:

#### Classification: Camper Park

- **Support the development of an R/V park in the private sector:** *While the Commission encourages the private sector to offer seasonal RV parking in Cordova, they do not wish to sell the property known as Odiak Camper Park. At the Jan. 14<sup>th</sup> 2013 regular meeting of Parks and Recreation Commission requested that the Parks and Recreation Dept. staff to draft a letter to the Planning and Zoning Commission to relay these thoughts.*
- **Expand long term seasonal RV parking in Cordova:** *The Parks and Recreation Department has been aware of the need for additional long term seasonal RV parking since 2009. Annually we maintain a waitlist for long term parking at Odiak Camper Park. We currently only offer two short term RV spaces with utilities to visitors and could easily fill these spaces with long term tenants. At the March 12, 2013 special meeting of the Parks and Recreation Commission; Master Plan Review, the Commission recommended writing a resolution to Council to develop 6 full service RV spaces at the Shelter Cove RV Park. Currently this park offers no utilities and just a 3 day maximum rental of each space for transient traffic. We also place long term traffic on the wait list for Odiak Camper Park at Shelter cove. If the Planning and Zoning Commission agrees that the City should expand long term RV parking in Cordova, then we will secure the funding for architectural drawings of the proposed renovations and move ahead with this project.*
- **Continue to adjust the rates in the interim to keep revenue and expenditures in balance:** *2013 marks the first year of the City charging tenants per kWh at Odiak Camper Park. In 2012 we were over budget in our projected electricity usage. Council decided to charge .40 per kWh in 2013. We will report our findings in October 2013 to Council.*
- **Replace playground equipment:** *The playground equipment at Odiak Camper Park needs to be either removed or replaced. The seasonal long term tenants bring with them a large toddler and youth population. It would be best to place two play structures on the property. One that would accommodate 3-6 year olds and one that would accommodate 6-12 year olds. The placement of the equipment should be thoughtfully considered. Although the current location is reasonable, if this property were to no longer be used as an RV park the current location may not be the best placement.*
- **Build a shed for the dumpster to reside:** *Aside from being more aesthetically pleasing, this would help to keep loose garbage from blowing around the property or reaching the water. This could also reduce the risk of attracting bears to the property, which has been a problem in the past.*

#### v. **LEGAL ISSUES:**

None at this time.

#### vi. **CONFLICTS OR ENVIRONMENTAL ISSUES:**

- Maintenance staff reports gray water dumping in the Park.
- Garbage control issues attract bears.
- Only one toilet in the men's bathroom can cause conflict during fishing closures.
- Noise complaints have been a problem, particularly between short term vacationers and long-term tenants.

## 2017 rate analysis Odiak Camper Park

MONTH	AVERAGE # OF DAYS PER MONTH (based on past years)	PER MO. RATE @ \$25	PER MO. RATE @ \$26	PER MO. RATE @ \$27	PER MO. RATE @ \$28	PER MO. RATE @ \$29	PER MO. RATE @ \$30	PER MO. RATE @ \$31	PER MO. RATE @ \$32
MAY	21	525	546	567	588	609	630	651	672
JUNE	30	750	780	810	840	870	900	930	960
JULY	31	775	806	837	868	899	930	961	992
AUGUST	31	775	806	837	868	899	930	961	992
SEASON TOTAL	113	2825	2938	3051	3164	3277	3390	3503	3616

	# OF SPACES FILLED	PROJECTED SEASON TOTAL @ \$25	PROJECTED SEASON TOTAL @ \$26	PROJECTED SEASON TOTAL @ \$27	PROJECTED SEASON TOTAL @ \$28	PROJECTED SEASON TOTAL @ \$29	PROJECTED SEASON TOTAL @ \$30	PROJECTED SEASON TOTAL @ \$31	PROJECTED SEASON TOTAL @ \$32
100% FULL - 60% FULL									
100% FULL	23	64975	67574	70173	72772	75371	77970	80569	83168
80% FULL	18	50850	52884	54918	56952	58986	61020	63054	65088
70% FULL	16	45200	47008	48816	50624	52432	54240	56048	57856
60% FULL	13	36725	38194	39663	41132	42601	44070	45539	47008

# CITY OF CORDOVA



## ODIAK CAMPER PARK TERMS OF AGREEMENT

Open registration for the Odiak Camper Park will begin on April 1<sup>st</sup> of each fiscal year. The Odiak Camper Park will be open to long term seasonal residents from May 1<sup>st</sup> to September 30<sup>th</sup> after which time available spaces may be offered to short term residents. Long term residents are required to reserve space for no less than 30 days.

Applications may be received by contacting the City of Cordova Parks and Recreation Department Administrative Office @ (907) 424 7282 or mailing inquiries to: **Bidarki Recreation Center**

**P.O Box 1210  
Cordova, Ak  
99574**

### REGISTRATION APPLICATIONS

Registration Applications need to be filled out in entirety. Current contact information addresses, phone numbers and email address is required. Any change of this information should be reported to our office immediately and is the responsibility of the renter for billing and safety purposes.

Available spaces will be held open for no longer than ten days prior to arrival at the park.

Payment for a registered space will begin on the arrival date listed on the renter's registration application. No exceptions will be made for late arrival as the space will be made unavailable to other potential renters. If the renter has not arrived and has not contacted our office within 5 days of the agreed upon arrival date the renters space may be forfeit.

### PAYMENT

The daily long term camper park rate is set at **\$25.00 a day including tax**. Separate electrical fee will be charged depending on tenant's specific meter reading and will be added to the billing cycle accordingly. The long term camper park billing cycle will begin on the date of arrival at the park and end at the closing of each month. Payments are due no later than the 5<sup>th</sup> of each month and will be considered late as of the 12<sup>th</sup>. **A 10% late fee will be applied to all late payments. A \$45.00 fee will be applied to NSF checks.** All payments during the renters stay at Odiak Camper Park are to be made in full monthly.

All payments can be sent to the above address or hand delivered to the Bidarki Recreation Center located at 103 Council Ave., Cordova, Ak, 99574

# CITY OF CORDOVA



## SPACE AVAILABILITY

All Odiak Camper Park Long Term Applicants will be considered. Spaces will be assigned and applications accepted in consideration of: date of application, lot availability, size of vehicle and rental/payment history. Spaces are assigned and or reassigned on an annual basis. Space assignment in the park will be based on all variables that may affect the efficiency of the park and or the safety of its residents. The trading of spaces amongst residents is prohibited unless approved in advance by our office.

## ARRIVAL

Upon arrival at the park renters are required to check in with the office within 12 hours of parking in their designated space. The administration will then make sure all required paperwork has been submitted and or received by the renter and verify that the information provided is current and correct. The renter will receive a copy of their signed application and "lease agreement" as well as a copy of the Odiak Camper Park Rules and Regulations. Any space concerns regarding our maintenance team or questions on use of the provided hook ups should be expressed at this time.

## DEPARTURE

This office requires notice of leave 7 days prior to the renter's departure for final billing and rental purposes. It is the renter's responsibility to contact our office 24 hours prior to departing from the park to confirm departure and that final billing has been received and paid in full. **\*All payments not received by October 15<sup>th</sup> of each fiscal year will be considered delinquent and subject to collections.\***

The renter is to return the campsite in the manner in which they received it. The campsite should be free of any and all trash and debris. Residents may be held responsible for any damage done to the sight due to negligence or action. If the resident fails to remove any personal property upon returning the campsite the item may be deemed abandoned and removed from the premises.

I understand that in signing this form I agree to the terms listed above and those therein the Odiak Camper Park Rules and Regulations. That I have filled out and turned in the Odiak Camper Park Registration and that the information stated is current and correct. That I am aware of the billing cycle, payment process and fees that may apply upon late or absent payment and understand what is financially required as a tenant at Odiak Camper Park.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Orca Inlet



New  
Parkgrounds

360  
365

Restrooms



Restrooms

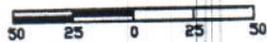
Sewer Dump

ROAD

WHITSHED

24 Sites

Areas outside of fence towards MHV and below rip-rap not surveyed.

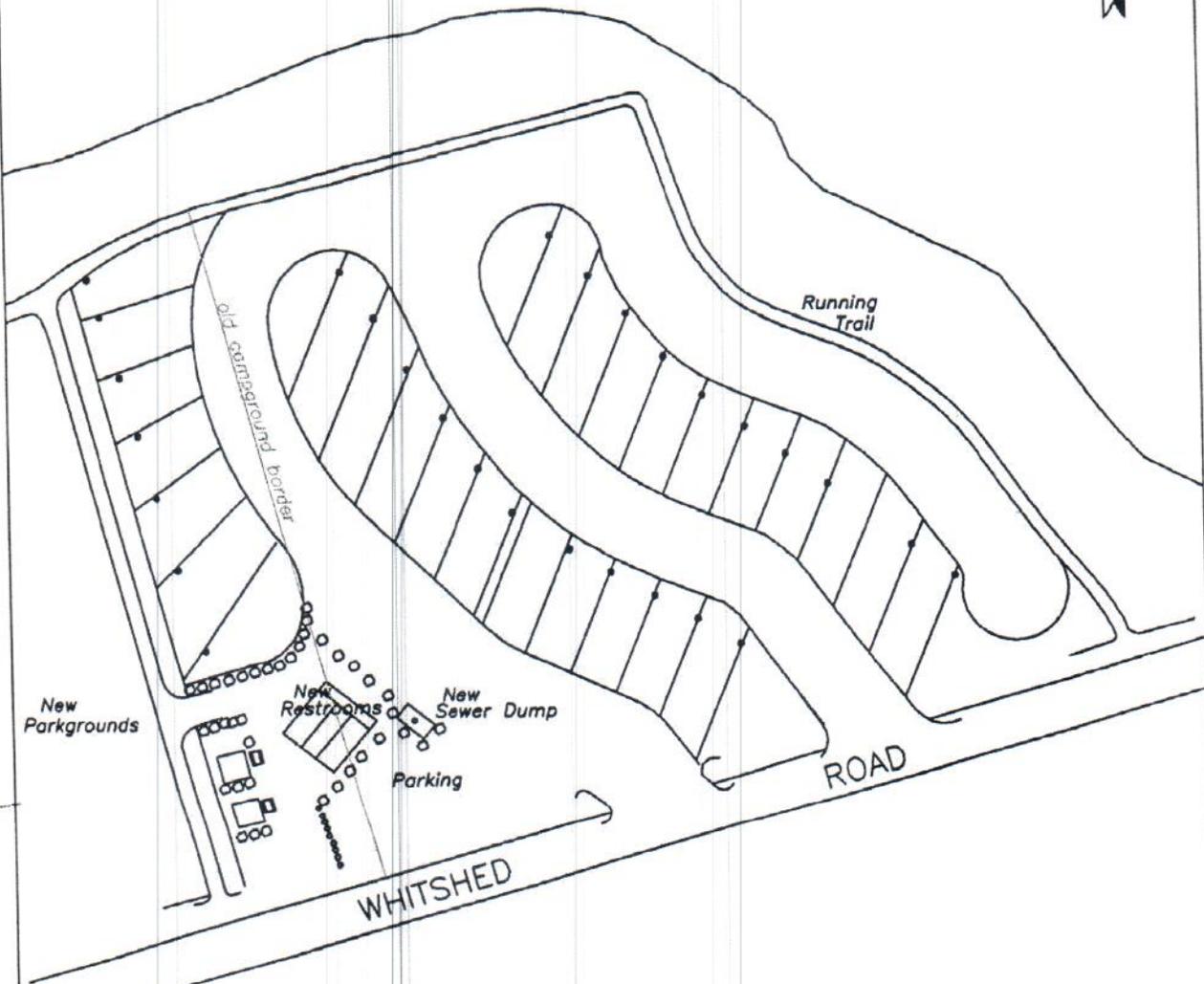


*City of Cordova*

*Existing Campground  
Facilities*

DRAWN BY: DBP	FILE NAME: 1F-OLDWG
DATE: 12-6-2001	PLDT AT: 70

# Orca Inlet



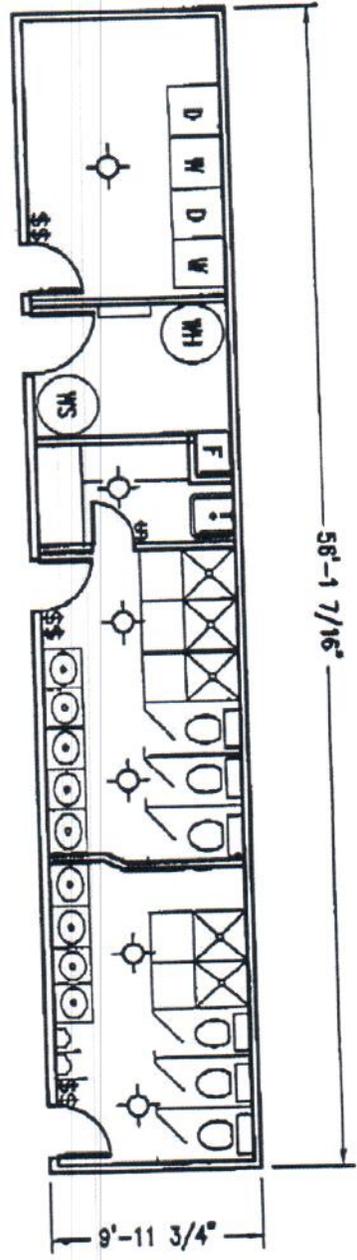
29 Sites

Areas outside of fence towards MHV and below rip-rap not surveyed.

**City of Cordova**

**Proposed Upgrades  
Odiak Campground**

DRAWN BY: DBP	FILE NAME: 17-0LDVG
DATE: 12-6-2001	PLDT AT: 70



*\$12,167.50  
car no. number in.*

- NOTES**
- MOUNTED ON STEEL FRAME
  - WHITE METAL SIDING
  - FRP
  - SHEET VINYL FLOORING
  - INSULATED METAL DOOR
  - EPDM ROOFING
  - OIL HEAT
- located - Palmer  
ATCO - Pipeline Village - late 70's*



**ARCTIC STRUCTURES**  
LLC

9312 Vanguard Dr. Suite 200  
Anchorage, AK 99507

Phone: (907) 522-2425 Fax: (907) 522-2426 E-mail: info@arcticstructures.com

MADE IN ALASKA

<b>10X56 BATH CAR</b>			
NO.	DESCRIPTION	DATE	BY
1	10X56 BATH CAR	03/27/03	JD
NO.	DESCRIPTION	DATE	BY
NO2516.DWG			1 OF 1