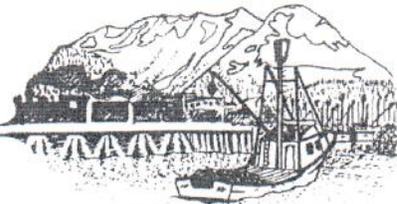


CITY OF CORDOVA



**PARKS AND RECREATION COMMISSION
REGULAR MEETING,
Monday Oct. 2nd, 2017
6:00 PM at Mayors Conference Room / Cordova Center**

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**
Regarding Agenda
- E. **CONSENT CALENDAR**
 - 1. 6/29/17
 - 2. 7/25/17 Special Meeting
- F. **REPORTS**
 - 1. Directors Report
- G. **UNFINISHED BUSINESS**
- H. **NEW BUSINESS**
 - 1. PWSSC / presentation
 - 2. CRWP / presentation
 - 3. Stephen Phillips & Micah Renfeldt / Disc Golf initiative
- I. **PENDING AGENDA**
 - 1. Master Plan Review / Shelter Cove
 - 2. Enrique Zamudio Plaque
 - 3. Skaters Beach Expansion Fundraiser / Discussion
 - 4. Summer Camp Volunteer Program / Discussion
- J. **COMMISSION COMMENTS**
- K. **ADJOURNMENT**

Minutes of Parks and Recreation Commission Meeting
June 29, 2017 DRAFT

- A. **Dave Zastrow** called the meeting to order at 6:00 pm at Skater's Cabin
- B. **ROLL CALL:**
In attendance: Dave Zastrow, Miriam Dunbar, Kara Johnson, Karen Hallquist, Stephen Phillips, Susie Herschleb, and Heather Brannon.
Absent: Wendy Ranney, Marvin Van Den Broek.
- C. **Approval of Agenda:** M/S. Phillips to approve. S/K. Hallquist . V/Unanimous Approval.
- D. **Visitor Communication:**
none
- E. **Consent Calendar:**
Minutes of 2-28-17 and Minutes of 5-30-17. M/S. Phillips to approve both sets of Minutes. S/ K. Hallquist. V/Unanimous Approval.
- F. **Director's Report by S. Herschleb:**
1. **Bidarki After-hours Access--** Making this work is taking the majority of the staff's time. The main problems are users letting non-pass holders into the building, and that more cleaning is needed. The passes are being programmed so that they only open the doors according to the type of pass. Window films have been installed on the lower windows of the weight room so that people cannot see in or out to discourage people from bothering the users. Quarterly payments from the USCG are helping to pay for Bidarki expenses. Probably need to increase the fee next year since USCG is now getting 24 hour access. Job description of staff position will change to include more cleaning and supervising of users.
 2. **Nirvana Park/Spit Update--** The temporary signage explaining the new policies is causing a controversy, as some people feel that the park is getting too restrictive. S. Herschleb has been explaining to the people that are upset that the signage is temporary. We have to wait until the Caucus and the Core Committee make their recommendations before installing the permanent signs that will explain the new policies. S. Herschleb plans to create an action plan if skeletal or cultural remains are exposed. We need advice from the archaeologists and to assemble a response team. Jen Smith is interested in taking part in that. D. Zastrow has examples of USFS action plans for this purpose that he will send to S. Herschleb. Heather Hall will be coming in July and can give her input. Applied Archaeology also will be returning to Cordova in July.
 3. **Swimming Pool--** Lifeguard training was provided by Derek Hammer. There are now 6 new trained lifeguards. More swimming lessons will be offered. A possible "Swim Camp" is being planned. K. Hallquist explained that this would probably be a 5 day session, 4 hours each day. It would combine swimming lessons, water safety, and fun water activities.
- G. **Unfinished Business:**
None
- H. **New Business**
1. **Odiak Camper Park Master Plan Review--** S. Herschleb noted that the first step is to have a special meeting and invite the tenants to participate. This year the tenants are pretty happy with the park. The top priority in the Master Plan for Odiak Camper Park is to "support the development of an RV park in the private sector". However, there is very little land available that is suitable for this purpose. K. Johnson stated that there is a shortage of affordable housing in Cordova. It will be even worse at the end of the summer because the Fishermen's Camp will be closing due to insurance issues. Possible RV camp could be developed at 5 mile, but it would be a big investment to provide water and sewer there. At the special meeting for Odiak Camper Park, the following capital improvement projects should be discussed: new playground

equipment, additional unisex bathroom, water/sewer hook ups, paved parking and roadway, and more RV parking on the multi-use field. S. Herschleb will find out the best meeting date for the tenants during the week of July 24 and will let the commission know. The baseball field next to the camper park is called "Orca Inlet Recreation Area". A new resident is very interested in starting flag football, and that field would work well for it.

2. Skater's Cabin Master Plan Review-- Jet skiers and motorized boats are out of the Nirvana Spit, but now the buoys have been set up near the boat launch at the end of the city air strip. The FAA only approves the boat launch for float planes. We should not encourage more traffic there. S. Herschleb believes that putting a boat launch on the east side of Skater's cabin would help move the jet skiers away from the air strip. Kristin Carpenter from CRWP feels that it is a good spot since there is parking, and it is not near a salmon spawning stream. We should invite the jet skiers to give input on any new location for a boat launch. The beach expansion on the east side of Skater's cabin can happen before the boat launch is constructed. K. Johnson wondered if the beach on the west side could be leveled near the fire pit. S. Herschleb explained that the shortage of staff prevents extra projects. Perhaps a volunteer work party could be organized to level the fire pit. The commission went outside to see firsthand where the beach would be expanded. Large rocks will be needed to create a terraced slope, then clean fill will be added. The boat ramp would be at the east side of the new beach, so that the motorized boats would be quite far from the swimming area on the west side of the cabin. The commission looked at the new outhouse. A Lexan roof will be added to keep snow away from the door during the winter. A privacy panel and an ADA accessible ramp will also be added. The commission examined the wall of Skater's cabin that needs to be repaired. Small contractors will be contacted to find the best possible solution, and whether the \$5,000 that was raised at DTK will only be enough to do short term repair.

I. Pending Agenda:

Plaque for Enrique Zamudio at the Swimming Pool

J. Commission Comments

none

Next meeting is scheduled for the week of June 24, day and time TBA

Meeting adjourned at 7:25 pm.

Respectfully Submitted,
Miriam Dunbar, Secretary

Minutes of Parks and Recreation Commission Special Meeting
July 25, 2017 DRAFT

- A. **Wendy Ranney** called the meeting to order at 6:01 pm at Odiak Camper Park
- B. **ROLL CALL:**
In attendance: Wendy Ranney, Marvin Van Den Broek, Miriam Dunbar, Kara Johnson, Susie Herschleb, Heather Brannon, and about 15 tenants of Odiak Camper Park.
Absent: , Dave Zastrow, Karen Hallquist, and Stephen Phillips.
- C. **Approval of Agenda:** M/M. Van Den Broek to approve. S/M. Dunbar . V/Unanimous Approval.
- D. **Visitor Communication:**
none
- E. **Director's Report by S. Herschleb:**
S. Herschleb explained that the meeting was called to get input from the Odiak Park tenants. The park is funded primarily from an enterprise fund derived from user fees. Pedestals for electricity for each site were added with money borrowed from the City of Cordova. The enterprise fund needs to pay the City back about \$4000 each year. Any money left over goes into a savings account to be used for improvements to the park. S. Herschleb would like to get a priority list for possible improvements. She thinks there is approximately \$60,000 in the savings account. About \$13,000 is still owed for the pedestals. The savings could be used for this.
- F. **Unfinished Business:**
None
- G. **New Business**
Odiak Camper Park Master Plan Review-- S. Herschleb asked the tenants what they would like to see happen in Odiak Camper Park. Most feel that the current rate of \$25/day is high, so they do not want rates to increase. The biggest problem right now is that there is only one toilet for men. S. Herschleb asked whether the urinal could be replaced with a toilet, and all agreed that it could. That should be able to happen using the operating funds very soon. The tenants have been wanting water/sewer hook ups at each site for many years. Some wondered why the City couldn't pay for that. S. Herschleb explained that water and sewer line construction is tricky because the park is on an old landfill. Also, the City has had to make many budget cuts in all departments, so she doesn't think it would lend money to the enterprise fund for hook ups. There is a chance that there is a state or federal grant available for this. Park expansion has been discussed in the past, including the plan that added 5 more sites. One tenant noted that RV's come into the park occasionally, but there is no site open for them. S. Herschleb explained that the city property at 5 mile could become an RV park in the future, but water and sewer lines will be problematic there also due to being so close to the lake. Shelter Cove now has 3 developed sites for camping, and RV's can also use the parking lot. The top priority in the Master Plan for Odiak Camper Park is to "support the development of an RV park in the private sector". However, there is very little land available that is suitable for this purpose. Several tenants noted that the coin operation machines for the showers often do not work. S. Herschleb agreed that they are old and should be replaced soon with operating funds. Some tenants wondered why the showers need coin operation. S. Herschleb explained that this was to cover the cost of fuel to heat the water. A few tenants noted that the cost of electricity seems higher than other parts of Cordova. S. Herschleb explained that the tenants are charged what CEC charges Odiak Park for electrical use. New playground equipment is needed, but a real playground built to federal guidelines would cost about \$40,000. One tenant would like to have a concrete pad so that the kids could play basketball. Another tenant stated that laundry facilities right in the park would be very

helpful. S. Herschleb isn't sure how that could be done. One tenant wondered whether Dan Nichols could provide it. S. Herschleb asked whether adding chip seal to the parking and roadway is something the tenants see as a priority. Most would like that, but it is not as important as the other issues discussed. W. Ranney explained that the Commission needs to know the tenants' priorities so that we can look for grants to help fund the projects. The priority list from the tenants is:

1. Full hook-ups at each site
2. Upgrade to bath house including laundry facilities
3. Concrete pad for basketball and new playground
4. Chip seal on roadway

S. Herschleb encouraged the tenants to write a group letter to the City Council expressing their wishes. She will be speaking to the City Council also, but it is good for them to hear directly from the tenants.

H. **Commission Comments**

W. Ranney thanked all for the input. The commission members are still learning about the history of Odiak Camper Park. The next step is to get estimates for water and sewer work for hook-ups. We should get estimates with and without the bath house. The bids will be public, and S. Herschleb encouraged any contractor with this type of experience to submit a bid. She also reminded the tenants that they can contact the commission at any time for information or suggestions.

Next meeting is scheduled for August 29, 6 pm

Adjournment: M to adjourn/K. Johnson, S/ Van Den Broek.
Meeting adjourned at 7:10 pm.

Respectfully Submitted,
Miriam Dunbar, Secretary

From the Administrative Office of the City of Cordova Parks and Recreation Department

P.O. Box 1210
Cordova AK, 99574
(907)424-7282



DATE: 9/29/17
TO: Parks and Recreation Commission
FROM: Susan Herschleb / Director of Parks and Recreation
RE: Sept. Director's Report

Dear Commissioners,

My director's report for this month is going to be brief. As you know, I have been gone for most of the month of September and sporadically throughout the summer on medical. This unfortunately, resulted in the absence of a summer day camp program; but my staff did a great job handling all other business and projects while I was away. I feel fortunate to have the staff I do.

PARKS:

Below you will find a list of things, the Parks Maintenance staff has completed this summer; along with projects in the works

- A heat tape loop on the roof of Bidarki
- Finished up vault toilet project
- Cleared brush / beach expansion site
- Welcome to Cordova Sign @ Hollis H. Field
- Nirvana Park signs
- Heating system improvements @ Bidarki
- Heating system improvements @ Pool (now scheduled for Oct. 25-29th)
- Bus repair
- Winterizing Parks
- Remove urinal and install toilet at Odiak Camper Park / winterize
- Gymnasium lighting improvements
- Planning with PW's to place rock donations on beach expansion site
- Planning with PW's to place donated anchor at Hollis H. Park

EVENT/ACTIVITY PLANNING:

- Oct. 15th Registration begins for Christmas Bazaar; see attached
- Oct. 20th The Great Pumpkin Event; see attached
- Oct. 27th or 28th A haunted teen dance @ Bidarki Rec. Center details TBA / Planning with other agencies underway.
- Nov. ? Skater's Cabin Fundraiser (all details TBA)

AFTER SCHOOL PROGRAMMING:

We would like to facilitate youth basketball programming for CAYAC, if they so choose. We have no plans however, to lead our own youth basketball league. We are open to facilitate volunteer enthusiasts in youth (& adult) programming of any kind. We will plan and lead our own after school activities as time and resources allow.

*The City of Cordova Parks and Recreation Department
Invites you to the*

2017

HOLIDAY BAZAAR

HOSTED AT MT.ECCLES ELEMENTARY

*Friday December 1st, 6pm - 10pm
Saturday December 2nd, 10am - 5pm*

Over 30 Merchant Vendors

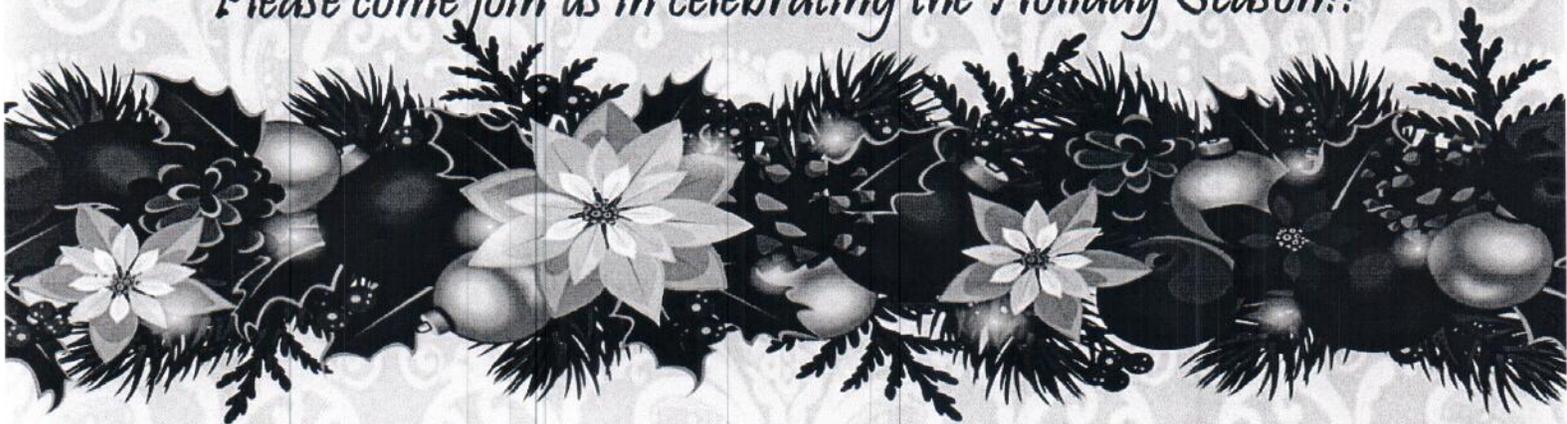
Handcrafted Artisanal Goods, Fine Arts, Photography & More

Local Food Court Vendors

Pictures with Santa



Please come join us in celebrating the Holiday Season!!



City of Cordova Parks and Recreation Department

2017

HOLIDAY BAZAAR

Open Registration for Vendors:

BEGINS: Monday October 16th @ 10am

ENDS: Friday November 17th @ 2pm

GENERAL MERCHANDISE TABLE

\$60.00

- * 8FT Space
- * 6FT Table Provided
- * Electricity Optional

FOOD COURT TABLE \$60.00

- * 5 Food Court Tables Available
- * 8FT Space
- * 8FT Table Provided

STORE FRONT \$100.00

- * 4 Storefront spaces available
- * 10 x 12 Floor Space
- * 2 - 6FT Tables Optional
- * Electricity Optional

SHORT SALE TABLE

- * Period Rental Call 424 - 7282
- * 8FT Space
- * 6FT Table Provided
- * Electricity Provided

Holiday Bazaar is scheduled for:

Friday December 1st 6pm-10pm & Saturday December 2nd 10am-5pm

Call the Parks and Recreation Administrative Office for more information @ 424 7282

* Please request Susie or Heather *

2017 HOLIDAY BAZAAR REGISTRATION

Friday December 1st 6pm - 10pm & Saturday December 2nd 10am - 5pm

Name (Please Print) _____

License / Receipt # _____ Phone Number _____

Email _____

Mailing Address _____

Merchandise Description: Please be as descriptive as possible. ****Important Note: We must know at least 48 hrs. in advance of the event if the type of merchandise / menu has changed from what you have listed above. We appreciate the reporting of these changes; The success of this event depends on it.

. Office Use Only *

At Point of Sale

Amount Paid: _____

Cash / Check: _____

Date: _____

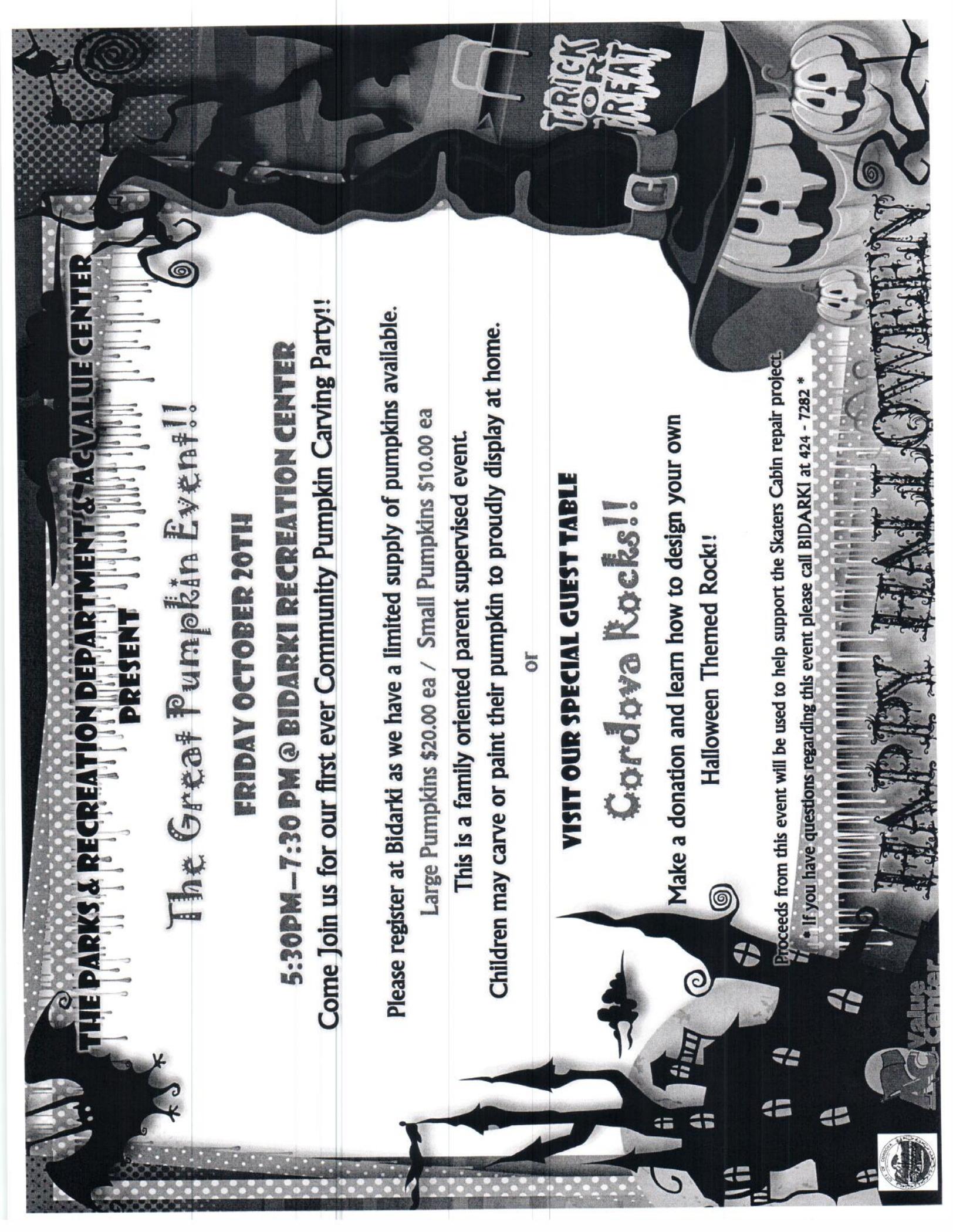
For Event Planner

Table Type: _____

Table # _____

Electricity: Y / N





**THE PARKS & RECREATION DEPARTMENT & A VALUE CENTER
PRESENT**

The Great Pumpkin Event!!

FRIDAY OCTOBER 20TH

5:30PM - 7:30 PM @ BIDARKI RECREATION CENTER

Come Join us for our first ever Community Pumpkin Carving Party!!

Please register at Bidarki as we have a limited supply of pumpkins available.

Large Pumpkins \$20.00 ea / Small Pumpkins \$10.00 ea

This is a family oriented parent supervised event.

Children may carve or paint their pumpkin to proudly display at home.

or

VISIT OUR SPECIAL GUEST TABLE

Cordova Rocks!!

Make a donation and learn how to design your own

Halloween Themed Rock!!

Proceeds from this event will be used to help support the Skaters Cabin repair project.

* If you have questions regarding this event please call BIDARKI at 424 - 7282 *



Value Center