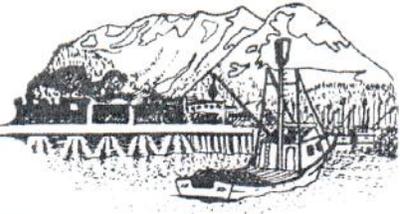


# CITY OF CORDOVA



**PARKS AND RECREATION COMMISSION  
REGULAR MEETING,  
Tuesday Jan. 23<sup>rd</sup>, 2018  
6:00 PM / Cordova Center / Mayors Conference Room**

## **AGENDA**

### **Commission Chair**

Wendy Ranney

### **Commission Members**

Stephen Phillips, Karen Hallquist, Marvin VanDenBroek, Anne Shaefer, 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, Anne Shaefer, Dave Zastrow, Miriam Dunbar, Susie Herschleb, and Heather Brannon.
- C. **APPROVAL OF AGENDA**
- D. **VISITOR COMMUNICATIONS**  
Regarding Agenda
- E. **CONSENT CALENDAR**
  - 1. 11/28/2017
- F. **REPORTS**
  - 1. Directors Report
  - 2. 4<sup>th</sup> quarter report 2017
- G. **UNFINISHED BUSINESS**
  - 1. Review of Master Plan / DRAFT: Shelter Cove
  - 2. Review of Master Plan: Odiak Camper Park – 2<sup>nd</sup> review / create draft
  - 3. Review of Master Plan: Skater's Cabin -2<sup>nd</sup> review / create draft
- H. **NEW BUSINESS**
- I. **PENDING AGENDA**
  - 1. Orca Inlet Rec. Area – first review / Master Plan
  - 2. Fisherman's Park / Break Water Trail – first review / Master Plan
- J. **COMMISSION COMMENTS**
- K. **ADJOURNMENT**

Minutes of Parks and Recreation Commission Meeting  
November 28, 2017 DRAFT

- A. **Wendy Ranney** called the meeting to order at 6:00 pm
- B. **ROLL CALL:**  
**In attendance:** Wendy Ranney, Marvin Van Den Broek, Miriam Dunbar, Stephen Phillips, Anne Schaefer, Susie Herschleb, Heather Brannon, and Kristin Carpenter.  
**Absent:** Karen Hallquist and Dave Zastrow.
- C. **Approval of Agenda:** M/M. Van Den Broek S/A. Schaefer. V/Unanimous Approval.
- D. **Visitor Communication:**  
K. Carpenter said she would wait to discuss Shelter Cove until it was reviewed later in the meeting.
- E. **Consent Calendar:**  
Minutes of 10-2-17 and Minutes of 11-6-17. M/ M. Van Den Broek to approve both sets of Minutes. S/ A. Schaefer. V/Unanimous Approval.
- F. **Director's Report by S. Herschleb:**  
1. **Holiday Bazaar** will be this week at Mt. Eccles. Biggest issue right now is for food vendors to apply for temporary food service permits from the state.  
2. **Youth Basketball**-- Need to find volunteer coaches to start the program in January. CAYAK has not come forward yet. S. Herschleb will try to reach out to them to see if they can help organize youth basketball.  
3. **Iceworm Sports**-- Volleyball has plenty of volunteers. S. Herschleb doesn't see that for basketball. USCG will be out of town during Iceworm, and they are usually a big part of the men's teams.  
4. **Anchor** has been placed on the grassy field behind the Welcome sign. It was donated by Jim Holley.  
5. **Skater's Cabin**-- Back wall is being done first. More will be done as money becomes available.  
6. **Shelter Cove**-- Planning & Zoning unanimously approved Disposal Through Direct Negotiation for the Shelter Cove property to PWSSC. S. Herschleb explained to P&Z that there is still a huge need for RV parking with hookups.  
7. **Bidarki Gym**-- Bar code entry system working pretty well with only a few glitches. When people are locked out it is usually because they haven't kept their memberships current.  
8. **Swimming Pool**-- Morning lap swim is often quite crowded. Iceworm Swim Team uses the pool starting at 6:30 am MWF. Adults are not allowed into the dressing room until all kids are out. A 7 am lap swim on TTH could be added if staffing allowed it. Possible private sessions of physical therapy may be scheduled in the future.
- G. **Unfinished Business:**  
**Disc Golf** support letter to P&Z does not mention a location. If P&Z approves putting disc golf on a city property, another letter will go to USCG for possible donations for equipment. M. Van Den Broek wondered if disc golf will cause erosion. S. Phillips explained that the baskets will be moved periodically to prevent this. M/ S. Phillips to approve the letter. S/ M. Van Den Broek. V/Unanimous Approval.
- H. **New Business**  
1. **Election**-- The following slate of officers was proposed: Chair- Wendy Ranney, Vice Chair- Dave Zastro, Secretary- Miriam Dunbar. M/ S. Phillips to approve the slate of officers. S/ M. Van Den Broek. V/Unanimous Approval.  
2. **Master Plan Review of Shelter Cove**-- The large sign from Nirvana Park is now at Shelter Cove. More signage can be added to it. Iron rangers will be installed at the tent platforms next year.

More policing needed to keep people to use the area appropriately. K. Carpenter noted that the Great Land Trust has given CRWP permission to put tent platforms on their land. S. Herschleb would like to help CRWP with planning the best locations for them. Master Plan Worksheet was used to set priorities. After discussing priority lists from each commissioner, the following priority list was created:

1. Expanding fish cleaning stations. Possibly moving them to the point east of the current site. Would need to pipe water there and find out if it is on the road right-of-way.
2. Establishing a parking area near fishing areas to keep traffic from blocking the road.
3. Build a structure to improve access to the water, working with CRWP, who was awarded an \$80 thousand grant from the Timber Receipts program for this.
4. Tent platforms to be moved if necessary, but keep the same number or increase them.
5. Picnic tables and garbage cans added, possibly with a pavillion.
6. Bike/walking trails from ferry terminal to Shelter Cove and above along the creek.
7. Public input for any changes in the area
8. Enforcement of laws to use recreational sites appropriately.

The current Master plan was discussed. Items already completed will be removed. S. Herschleb will add the new priority list to the Master Plan and the draft will be reviewed at the next meeting.

3. **DTK 2018**-- Date set for April 14, with April 7 second choice. After dicussing possible uses of income, it was decided that the door income will go to the 2X2 Cancer Walk, and silent auction income will go to CAYAK. The theme will be "Goddess".

**I. Pending Agenda:**

Master Plan Draft-- Shelter Cove

**J. Commission Comments**

S. Phillips welcomed Anne Schaefer to the Commission. A. Schaefer said she was excited to be a part of it. W. Ranney also welcomed Anne.

Next meeting is Tuesday, January 16, 2018 at 6 pm

Meeting adjourned at 7:45 pm.

Respectfully Submitted,  
Miriam Dunbar, Secretary

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



DATE: 1/18/18  
TO: City of Cordova Parks and Recreation Commission  
FROM: Susan Herschleb / Director of Parks and Recreation  
RE: January 2018 Directors Report

Dear Commission;

I am seriously feeling the loss of a dedicated programmer this Iceworm. Last year for Iceworm, we kept our temporary employees working through our events, prior to laying them off due to budget cuts. My staff remains flexible and willing to rethink how we serve the community with limited resources in general. We are making tough decisions daily and there is little idle time.

Unfortunately, some of our patrons who resist change; who are uninformed or misinformed, have resorted to attacking me personally through public media, private messages. The animosity seems to grow as our service continues to change. Change is difficult. I want to thank you for your continued support as we continue move through these transitions. If there is an opportunity to educate and/or correct misinformation; please take it. Please don't hesitate to call or e-mail me with questions or concerns and encourage others to do so as well. With this said; City Manager Lanning, will continue to hold open town hall meetings. These meetings are designed to better educate the public about the city budget, the strategic plan and how these things will affect the services we provide.

**4<sup>th</sup> QUARTER REPORT:**

I've attached our 4<sup>th</sup> quarter report. We ended the year 17k ahead of our revenue projections for 2017. We projected around 83k and brought in a little over 100k. this is impressive considering 13k was projected for summer camp alone, and as you know, summer camp was not implemented. The increased revenue is most certainly related to the new extended barcode system.

We feel it would be optimal, to leave the gymnasium open during extended barcode use. With the new year, comes a new budget cycle. We can finally afford to make some changes we feel are necessary, to reduce the risk of leaving the gymnasium open after hours. Pass sales, for those most interested in the upstairs court, should increase as a result.

We are also tossing around the idea of a buddy system for sauna usage outside of administrative hours in the winter. We will staff an evening employee during the peak of the summer season M-S in 2018. This will allow us to keep the sauna open until 8pm; we know this will make many fishermen very happy (and boost pass sales as well).

**ICEWORM UPDATE:**

I made the decision to cancel Dodgeball this year, due to budget constraints. An employee must be on hand to respond to incidents related to injury and / or behavioral issues. The need is even greater with extended barcode use and we have no intentions of interrupting barcode access during our events.

Furthermore, scheduling employees at two venues (Mt. Eccles for basketball) is very costly. It was a tough decision, but there was no way around it.

In the first week of December I promoted forming volunteer committees to help implement the Iceworm events. As of January 2<sup>nd</sup>, the Volleyball folks had solicited sponsorship, organized a plan, and made the appropriate projections to move forward with the event. I hadn't heard from but one basketball player; nothing had been planned. A basketball tournament is far more complicated to implement, and in many ways, a much greater liability. With this said, I made the decision to cancel Iceworm Basketball (another incredibly difficult decision to make).

I posted the cancellation of basketball on social media. The cancellation of this event lasted a total of 3 minutes. Although, the planning of this tournament is **extremely** last minute, I was willing to move forward and assist Aaron Hansen in keeping this event alive. Aaron has been a pleasure to work with, and while the stress level has most certainly increased over the last few weeks, I sincerely thank him for his volunteerism. I have faith that more basketball players will step forward in December of 2018 to help next year. I know that volunteer committees can make these events happen year after year. The challenge is training our community to realize, this is way of the future for the Parks and Recreation Dept. We will rely on a volunteer effort for many years to come, due to a lack of funding.

NIRVANA PARK / SPIT UPDATE:

The PARC Committee has not had a meeting since the last report. We are planning a short notice meeting to discuss the Easter Egg Hunt as a group. I will report back next month.

POOL:

Soon patrons of the pool will experience a new sign in and drop in payment process. Administrative staff has been troubleshooting a better data collection and POS process for the pool. Thanks in advance for your patience! Remember; it's a work in progress. The ideal is to reduce staff hours that are currently involved in data collection and financial tracking. The card swipe system is designed to do this; but has not been fully utilized.

Swim lessons have begun again. I encourage those who are not already on the waitlist for lessons to contact Derek Hammer; [DHammer@cityofcordova.net](mailto:DHammer@cityofcordova.net) . Although there is currently a pretty long waitlist, it is always good to make it official!

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



Date: 1/9/18  
To: Mayor and Council  
From: Susan Herschleb / Director of Parks and Recreation  
RE: 2017 4<sup>th</sup> quarter/ yearend report

Dear Mayor and Council;

We are delighted to report that revenue is up in the Parks and Recreation Dept. There were numerous concerns about meeting our revenue projections for 2017. The biggest concern was centered around program projections at the Rec Center. Specifically; activity fees, summer camp, the holiday bazaar and facility rentals. The accumulative projection for these 4 things totaled: \$16,500.00 in 2017. How did we meet these projections (and surpass them by 17k!) without a fulltime programmer and less 50% of our temporary employee funding? The answer lies in being open to change.

We introduced the card swipe system. This was a bumpy ride for those unwilling to accept that they should pay for use of our Community's Rec. Center. For those however, who are committed to their own personal fitness, and who are willing to invest in it; the system is a major improvement! Patrons with a pass can now use our facility 5am-10pm 7 days a week. This, and this alone, is what made it possible for us to reach and surpass our revenue projections. We were able to increase our service hours while decreasing the cost of staffing the building.

We had to re-think virtually everything we do, and we had to make some very tough decisions.

It has been a drastic change to not have our halls and gymnasium filled with the sound of youth after school. To my surprise, there have been little to no complaints about the lack of after school youth programs. It is my belief that the alternate providers in town are doing a fine job keeping kids busy. An even harder pill to swallow, was the absence of our beloved summer camp program. Here again, I believe our community has/will continue to fill this void with very active parent networks (like the puddle jumpers), as well as an amazing summer program happening at the Prince William Sound Science Center. Don't count us out in 2018! You can look for sporadic single day summer adventures with the Parks and Recreation Department; we still believe wholeheartedly in getting dirty outside, with some play based programming!

In the end, we know not to fight change. I sincerely thank my staff for remaining positive; being open to new objectives; willing to change what we do and how we do it; continuously troubleshooting; being comfortable with the unknown, and accepting that this has been and will continue to be a work in progress.

Susan E. Herschleb  
Director of Parks and Recreation



**DRAFT:**

**REVIEW OF PROPERTY 2017 / REGULAR MEETING NOV. 28<sup>TH</sup> :**

**Fleming Spit / Shelter Cove R/V Park / Shelter Cove Tent Platforms:**

**Classification: Community Park / Natural Resource Area/ Camping / Recreation Area.**

1. Expand fish cleaning stations. Possibly moving them to the point east of the current site. Would need to pipe water there and find out if it is on the road right-of-way.
  2. Establishing a parking area near fishing areas to keep traffic from blocking the road.
  3. Build a structure to improve access to the water, working with CRWP, who was awarded an \$80 thousand grant from the Timber Receipts program for this.
  4. Tent platforms to be moved if necessary, but keep the same number or increase them.
  5. Picnic tables and garbage cans added, possibly with a pavilion.
  6. Bike/walking trails from ferry terminal to Shelter Cove and above along the creek.
  7. Public input for any changes in the area.
  8. Enforcement of laws to use recreational sites appropriately.
- **Replace the current lower portion of fascia at bathroom facility.** *The current fascia is cracking and crumbling along sections of the bottom of the bathroom facility. It would be good to replace this material with an all-weather siding (tin to match the roof) half way up the building and completely around the building. If this fascia continues to crack prior to this replacement the project should be reassessed to include replacing the entire fascia. (above should be added to a capital improvement priority list)*

**MASTER PLAN 2013/ ON PROPERTY FOR COMPARISON:**

**Fleming Spit / Shelter Cove R/V Park / Shelter Cove Tent Platforms:**

**Classification: Community Park / Natural Resource Area/ Camping / Recreation Area.**

- **Make single sided fish cleaning station a double sided station.** *The fish cleaning station at Fleming Spit is a favorite of both locals and visitors. The only complaint the Parks and Recreation Dept. has ever received in regard to our 'drive-thru' fish cleaning station is that it is too small! Many visitors will fish all over Cordova and haul all of their fish to this cleaning station and this creates a traffic jam.*

- **Replace the current lower portion of fascia at bathroom facility.** *The current fascia is cracking and crumbling along sections of the bottom of the bathroom facility. It would be good to replace this material with an all-weather siding (tin to match the roof) half way up the building and completely around the building. If this fascia continues to crack prior to this replacement the project should be reassessed to include replacing the entire fascia.*
- **Create a picnic area.** *Fleming spit is a 'hotspot' during the silver salmon season. It is a gathering place for families and friends who want to either fish or observe others fish. It is popular because it is so close to town and easily accessible for those wanting to 'drop a line' after work or even on lunch break. Unfortunately, during the fishing season, trash is a problem. Both the pond area and the Inlet will be littered with pop cans, beer bottles, lure packaging and food wrappers. A designated picnic area may help to reduce the litter problem. We envision a picnic table, a standing grill, a fire ring, a bench and 2 trash receptacles. Signage could also be placed in the picnic area, directing the public to place trash in the trash receptacles.*
- **Develop 6 new full service RV parking spaces:** *With the bridge currently closed at 32 mile we do not see the transient RV traffic that we use to. If the City again realizes a need for more full service RV parking within the City, the Commission suggests they develop 6 of the 12 available Temporary RV spaces at the site.*

*The Commission recognizes that the 6 sites closest to the shelter cove bathrooms would be the best placement of full service spaces, as it is further away from the burn pile and rock quarry.*

**SUGGESTION:**

Discuss the development of a new full-service RV park on a Capital Project priority list within this document.

