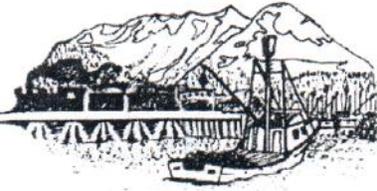


# CITY OF CORDOVA



**PARKS AND RECREATION COMMISSION  
REGULAR MEETING,  
June 5<sup>th</sup>, 2018  
6:00 PM / City Center / Mayor's Conference Room  
AGENDA**

**Commission Chair**

Wendy Ranney

**Commission Members**

Stephen Phillips, Karen Hallquist, Marvin VanDenBroek, Anne Schaefer, 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 Schaefer, Dave Zastrow, Miriam Dunbar, Susie Herschleb, and Heather Brannon.
- C. APPROVAL OF AGENDA
- D. VISITOR COMMUNICATIONS  
Regarding Agenda
- E. CONSENT CALENDAR
  - 1. 4/24/18
- F. REPORTS
  - 1. Directors Report
- G. UNFINISHED BUSINESS
  - 1. Fisherman's Park / Master Plan / final DRAFT
- H. NEW BUSINESS
  - 1. Orca Inlet Rec. Area / Master Plan Review
  - 2. Nettie Hansen Park / Master Plan Review
- I. PENDING AGENDA
- J. COMMISSION COMMENTS
- K. ADJOURNMENT

Minutes of Parks and Recreation Commission Meeting

April 24, 2018 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, Karen Hallquist, Anne Schaefer, Stephen Phillips, Susie Herschleb, and Heather Brannon  
**Absent:** Dave Zastrow
- C. **Approval of Agenda:** M/A. Schaefer S/K. Hallquist. V/Unanimous Approval.
- D. **Visitor Communication:**  
none
- E. **Consent Calendar:**  
Minutes of 2-20-18. M. Dunbar noted that there were 2 typographical errors. M/K. Hallquist. to approve with these corrections. S/ A. Schaefer. V/Unanimous Approval.
- F. **Director's Report by S. Herschleb:**
1. DTK- M. Van Den Broek wondered why CAYAC only received \$711 from the event, while the 2X2 Cancer Walk received \$4000. S. Herschleb explained that the Commission had voted to give CAYAK the proceeds from the silent auction, and the door proceeds to go to 2X2. Although the auction had some valuable items, the winning bids were quite low.
  2. Maintenance crew is getting the city parks ready to open. Lots of work to be done
  3. Bidarki Gym- New energy efficient light bulbs. Crew designed new lenses for the bulbs which look great! There will be more administrative staff hours during the summer. Credit card machine has just been activated, and should make collecting money much easier.
  4. Swimming Pool- Pool manager Derek Hammer just gave his 2 week notice. Position is now being advertised on the City website. K. Hallquist will help with the transition between managers. Since the new manager will need to be trained, S. Herschleb is considering switching to J. Ellis & Associates for life guard certification and other training. Valdez uses this company and is happy with it. It has very good customer service and will come twice a year to do training. Currently the pool uses Red Cross for this, and it is difficult to find the needed training.
  5. Ball field on Whitshed Road- Dog poop is now a big problem, as the people bringing their dogs there are not picking up after them. Should dogs be allowed on the baseball fields? If not, how do we police it? That field is not used as regularly for games as the other field. Cordova Little League is bringing new sod in. They have taken care of the grass in the past. S. Herschleb will be meeting with CLL to see what solutions can be found.
  6. Odiak Camper Park- all spaces are now filled. The new lottery process was used, and some of the tenants were not happy with the results. However all had the opportunity to pay a \$950 deposit earlier to reserve a space.
  7. Culvert project at Shelter Cove- (see attached report) There may be some land exchanges between the city and the state for right of way for the road. CRWP asked if we wanted to make our next regular Parks & Rec meeting about recreational access at Shelter Cove. Commissioners agreed that CRWP should come back to explain options for this. M. Van Den Broek wondered what the liability issues are if CRWP builds a structure. Perhaps DNR could take control of that area. Moving the fish cleaning station is also a topic to be discussed.
  9. 1<sup>st</sup> Quarter Report (attached)
- G. **Unfinished Business:**
1. Pilot Park at waterfront property near PWSSC- S. Herschleb doesn't think Planning and Zoning will agree to zone it as Parks & Open Spaces. A. Schaefer thinks the park is needed for cannery workers and other city residents. M. Van Den Broek feels the city needs money and wants to sell

the lot to a private buyer, and thinks we should table the plan to make it a park. W. Ranney said that as long as the property is for sale, it is not in our domain. M. Dunbar asked to vote on the issue to see if we should continue with the project. M/M. Dunbar to write a letter to P & Z to zone the property on Block 7, Lot 1 as Parks & Open Spaces. S/ A. Schaefer. V/Ayes-2, Nos- 4.

2. Review of Master Plan: Skater's Cabin final draft- M/S. Phillips to accept. S/ A. Schaefer. V/Unanimous Approval.

3. Addition to Master Plan: Odiak Camper Park-- S. Herschleb thinks putting a self- pay payment station would save a lot of administrative time. It would probably cost about \$10,000. M. Van Den Broek asked how would we pay for it? S. Herschleb feels since it would save money in the long run, the cost could be justified fairly easily, and it could be funded in a few different ways.

#### H. **New Business**

1. Orca Inlet Recreational Center/ Master Plan Review- S. Herschleb would like to postpone this discussion until the next meeting so that she can speak with CLL first and find out what they are willing to do in that area.

2. Fisherman's Park and Breakwater Trail/ Master Plan Review- The last review recommended a safe approach and a primitive shelter. There is now a large hole in the webbing below the Breakwater Trail that was burned in some way. How can it be repaired? M. Van Den Broek explained that the trail was built with gill net and gravel. He would like to see a railing for safety and a gate to keep dogs out. W. Ranney would like to see a small shelter, just enough to keep rain off of a picnic table. A. Schaefer thinks the parking should be more separated from the park. S. Herschleb said that timbers the department has could be used for that right now. A. Schaefer would love to see the pathway extend along the shoreline all the way to the south side of the fill. Commissioners listed goals for Fisherman's Park and Breakwater Trail in this priority:

1. Safe approach and separation from parking area
2. Small shelter at trail head
3. Extend path to make a loop south along the shoreline
4. Research grants/partnerships for improvements

#### I. **Pending Agenda:**

1. Fisherman's Park and Breakwater Trail/ Review Draft
3. Orca Inlet Recreation Area Master Plan Review
4. Nettie Hansen Master Plan 1<sup>st</sup> review.

#### J. **Commission Comments**

K. Hallquist thanked the maintenance crew for their work at the pool. S. Phillips thinks signs to keep dogs out of the ball fields should be posted year-round. M. Dunbar noted that she would be moving to Colorado in a few months, so she would be resigning after the June meeting.

Next meeting is Tuesday, May 29, 2018 at 6 pm

Meeting adjourned at 7:35 pm.

Respectfully Submitted,  
Miriam Dunbar, Secretary

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



DATE: 5/30/18  
TO: Commission and Mayor Koplin  
FROM: Susan Herschleb / Director of Parks and Recreation  
RE: Director's Report May 2018

Dear Commission and Mayor Koplin,

I am currently transfixed on the pool. I am spending about 60% of my time on pool related projects. I am getting it cleaned, collecting the equipment needed for the lifeguard training and coordinating an interim management plan. Although it would have been nice to get a new pool manager immediately; I am happy that I can better organize the procedures and set new priorities for our new staff.

The interim management plan is really, going to be a trial. As most of you know, the Pool Manager position was advertised and closed without one applicant. We did have one applicant apply after it closed; however, we had already initiated & committed to our alternate plan.

For the summer, we will cross train our recreation aids for both bidarki and the pool. For every swim I will schedule a recreation aid to work the front desk; sell passes, drop in's and do all the accounting and data collection. This has always been a weak link at the pool. Very few deposits are without flaw, and data collection and compilation are questionable. The rec. aid will answer the phone and be tasked with a light cleaning check list. I will also schedule a janitor for the pool, who will do deep cleaning and assure that everything is properly disinfected per State Pool/Spa code.

Lifeguards will be scheduled to lifeguard. Their hours will be reduced slightly, as they will not be asked to clean or do any accounting. Their hourly rate will increase slightly; in exchange, they can expect higher expectations placed on them when they are actively guarding and regarding their attendance.

Myself and Micah Renfeldt have also been coordinating projects at Nirvana. We gathered quotes to assist in creating a budget to present to the Historical Society. The Historical Society was awarded the funds and will oversee distribution. The enhancements planned with the grant funds at this time are:

1. A fire ring will be placed in the center of the concrete slab. It will be a raised ring with a rock fascia along with a decorative metal (Alaska motif), fire ring, inset (designed by Peterson Welding). There will be 4 benches constructed and placed in the North, South, East and West positions around the fire pit; using the same stone fascia with natural wood slabs for the top. This will be considered a talking circle
2. All the existing trails will be better defined; with a new layer of gravel & new retaining walls as needed. We will replace the old foot bridge over the creek with large, flat rock, stepping stones that will not wash away during periods of flooding.
3. A slab will be poured (with ADA ramp). An aesthetically pleasing, lean-to structure will be placed on top. The roof and privacy panels will allow us to leave a port-a-john, on site, year-round.
4. A new ADA accessible port-a-john will be purchased and shipped from Seattle. The ADA accessible model has a 60gallon tank and far more room on the interior.

We will still work to create suitable grave markers & define walking trails on the spit itself (avoiding the burial sites). It has been agreed however, that these things cannot be rushed, and so, they are not being included as expenditures for this grant, which expires the end of June.

I sent out an email to all the Commissioners asking if anyone would like to sit with me on a subcommittee, focused on the DOT culvert & CRWP's fishing platform project. Two Commissioners responded; Dave Zastrow and Wendy Ranney; thank you both for stepping forward.

Kate Morse recommends having our ideas for recreational access finalized by August (ideally); so, they can be taken into consideration by ADOT's final design. Essentially, what do we want them to leave behind so we can build from it?

Here are some suggested next steps for getting a design together:

1. Kate Morse will pull together a couple scenarios to consider. Realistically this won't take place until last week of May due to upcoming travel and childcare schedule.
2. Shares sketches with Dave Zastrow, Wendy Ranney and Susie via email and coordinates a time to discuss/edit with the subcommittee. Early June.
3. Have plan by June Parks and Recreation meeting for the entire commission to review.
4. July-potential site visit by platform designer, fine tune idea
5. by August—submit concept to ADOT.
6. Sam Greenwood will assist by taking the lead in discussing our options regarding a land swap or the process in having something installed in DOT's right of way.

I would like to expand our discussion/ review of the Orca Inlet Recreation Area, to include developing the concept of expanding the RV Park into the multi-use field. I have been asked to develop a conceptual plan of expansion & I certainly wish to include the Commission.



## 2X2 CancerWalk

P.O. Box 2306 - Cordova, AK 99574

Email: [cordovacancerwalk@gmail.com](mailto:cordovacancerwalk@gmail.com)

April 30, 2018

Susie Herschleb  
Director, Parks and Rec  
City of Cordova  
PO Box 1210  
Cordova, AK 99574

Dear Susie:

On behalf of Cordova 2x2 Cancer Walk, thank you very much for the generous donation of proceeds from the 2018 Dressed to Kill event! It is a real "shot in the arm" for us to receive multi-thousand dollar checks, as it helps assure that we will be able to assist all Cordova residents who apply for help due to cancer.

It's fun to see so many neighbors at the Dressed to Kill event. This year's decorations and program were great. We know it's a lot of work for you and your team of helpers. Please extend our sincere appreciation to all who helped you make it such a success.

Attached is a brief flyer which we invite you to share as appropriate.

Thanks again for your support and all that you do for Cordova.

With best regards,

Nancy Bird  
President

cc: Alan Lanning, City Manager

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2018 2x2 CancerWalk Board members include: Nancy Bird (President/Secretary); Darrel Olsen (Vice-President); Kay Groff (Treasurer); Gerri Koechling; Chris Dunlap; Karl Becker; and Seawan Gehlbach.



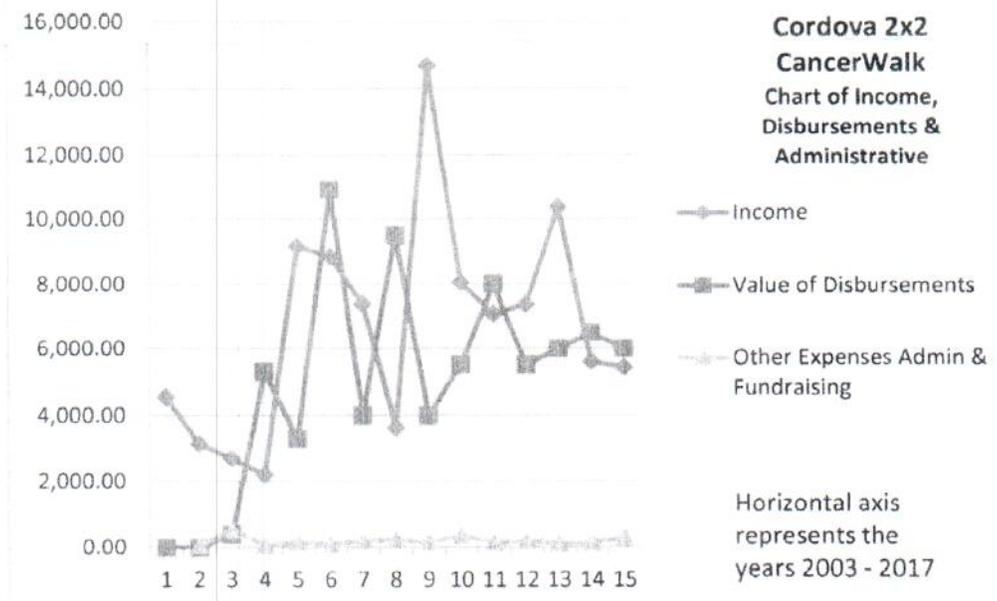
**2018 2x2 CancerWalk contributions totaled \$ 8,709.30**

***We especially thank***

- ◆ Cordova Volunteer Fire Department for AGAIN organizing a head-shaving event which raised \$ **2,311.30**
- ◆ Dressed to Kill organizers and the Parks & Rec Dept/City of Cordova for contribution of their 2018 proceeds, totaling **\$4,000!!!**
- ◆ Individuals who registered in the walk and/or contributed to our donation jar at the Health Fair; **\$2,398** was raised!

See pictures of the 2018 event at our Facebook page, which is open to anyone (whether you have a Facebook account or not)

[Facebook.com/Cordova-2x2-CancerWalk](https://www.facebook.com/Cordova-2x2-CancerWalk)



Since 2005, Cordova 2x2 CancerWalk has dispersed more than \$75,000 to 158 Cordova residents, assisting them with costs for cancer screenings or treatment. **Thanks to Cordova's generous support**, just over \$100,000 has been donated to this program.

**2x2 Cordova CancerWalk Committee members:** Kay Groff, Nancy Bird, Darrel Olsen, Gerri Koechling, Karl Becker, Chris Dunlap, & Seawan Gehlbach. **Additional active** volunteers include Gayle Groff, Father Tom Killeen, Wendy Ranney, and Bootslyn Roemhildt.

Applications are available at both clinics in Cordova, or from 2x2 Board members Kay Groff or Nancy Bird.

Fisherman's Park and breakwater trail: **DRAFT**

Classification: Pocket Park / Neighborhood Park

**1. Safe approach and separation from parking area**

Currently we have invited slow moving traffic (recreating families & friends) into an area of fast moving traffic (fisherman). A safe approach to the trailhead for those on foot could be developed from the paved footpath that ends at the last approach ramp to the harbor nearest the breakwater trail. Two dedicated parking spots placed in closest proximity to the trailhead would be best to avoid having kids and families weaving through a busy parking lot to access the park. For the time being, timbers could be used to indicate the extension of the existing walking trail. This will keep clear, a path regardless, of whether it is paved or just gravel. Timbers could also be used to border the park itself.

**2. Small shelter at trail head**

A small shelter would enhance the Park. It would offer a spot to picnic on rainy summer days. The shelter can be small enough to adequately cover one picnic table. The materials and construction should be appropriate for the prevailing winds and weather.

**3. Extend path to make a loop south along the shoreline**

The South fill lot is without sidewalks. For this reason, the Commission felt the idea of a walking trail around the entire perimeter would be a great enhancement to the area. The foot trail would allow recreationalists a safe route to any/all of the local businesses; providing unobstructed views of the Sound. With water front access dwindling for the general public; this would serve both the commercial vendors as well as the citizens.

**4. Research grants/partnerships for improvements**

**Orca Inlet Recreation Area:**

**Classification: Recreation Area / Community Park**

- **Plan phase II of the construction of this recreational area.** *The Parks and Recreation Commission recommend a joint work session with the Planning and Zoning Commission, CLL and the Parks and Recreation Commission to discuss future plans for this recreational area.*

*This Commission identifies the need for a safe approach or route to this area for foot and bike traffic, along with covered dugouts and a snack shack that is either mobile or fixed. It would be good to assess the need and expand programming in this area as well.*

**Notes:**

- **Athletic Field / policy on dogs?**
- **Multi use Field / Expansion plan for R/V Park (related e-mail notes below)**
- **LWCF – July 2018 grant opportunities**

*Hi Greg and Lisa*

*There is talk about expanding and upgrading odiak camper park. Odiak is built on the old landfill and there is a belief that water and sewer lines could not be run to the spaces because of old landfill beneath. Although there is water line to bathhouse which is on the middle of existing campground. Other then the possible difficulties of digging through the old trash would there be an issue with a water line being placed in the ground? There is a cap layer on top of the trash but guessing line would be below that. It might be possible that the water line could be left in cap layer since it's only used seasonally.*

*Any thoughts?*

*(Sam Greenwood)*

Sam:

At first blush, it would seem to me that one approach would be to have a conventional water line installed inside containment piping. Normally containment piping is intended to prevent leaks from whatever the pipe is carrying from migrating into the soil. But in this case, containment piping could be used to prevent infiltration of landfill contaminants.

I'll let Lisa weigh in on her return to work this coming week.

Greg Jones, P.E., BCEE  
GV Jones & Associates, Inc.

1200 E 76<sup>th</sup> Avenue, Unit 1207  
Anchorage, Alaska 99518

Hi Sam,

In addition to avoiding contamination of the potable water line that runs through the landfill contents (like Greg notes, dual containment should be acceptable to ADEC), we also worried about pipe stability. That may only be an issue for gravity flow sewer pipes (or pump station, if required).

We'd probably have to check with ADEC (drinking water/wastewater and maybe solid waste) to determine the requirements to avoid contamination of drinking water, and to maintain the cap on the old landfill (basically keeping surface water/runoff from infiltrating the landfill contents and generating leachate).

For seasonal potable water, I believe you could use a surface-type (or shallow bury) water distribution system. You would just have to show ADEC how it is protected from damage and how it is started up and shut down seasonally.

If you like, we could discuss over the phone.

Thanks  
Lisa

**Nettie Hansen Park:**

**Classification: Pocket Park**

- **Address drainage issues:** *During heavy rains water collects in the center of the park just under the slide area. At times it will also wash the pea gravel out from under the slide and the guard rail. Pea gravel will then need to be replaced and /or repositioned. To reduce annual maintenance costs and alleviate standing water under the play structure a proper drainage system should be designed and employed.*
- **Replace gabions with retaining wall.** *Gabions were placed on the north east corner of the park and used as a retaining wall. The Commission feels the gabions are not a good choice for a play surface because they can be uneven to walk on and they can be sharp. It would be good to replace the gabions with an alternate material that will stand up to our climate be safe for the kids and be aesthetically pleasing.*

**Notes:**

- **Gabions seem OK?**
- **Crash zones vs. Parking?**