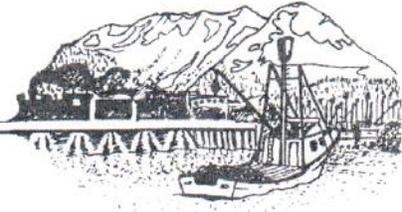


CITY OF CORDOVA



**PARKS AND RECREATION COMMISSION
REGULAR MEETING,
Friday July 13th, 2018
6:00 PM / Cordova Center / Mayor's Conference Room
AGENDA**

Commission Chair

Wendy Ranney

Commission Members

Stephen Phillips, Karen Hallquist, Marvin VanDenBroek, Anne Schaefer, Dave Zastrow,

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, Susie Herschleb, and Heather Brannon.
- C. APPROVAL OF AGENDA
- D. VISITOR COMMUNICATIONS
Regarding Agenda Items
- E. CONSENT CALENDAR
 - 1. 6/5/18 minutes
- F. REPORTS
 - 1. Directors report
 - 2. 2nd Quarter report
- G. UNFINISHED BUSINESS
 - 1. Orca Inlet Recreation Area Master Plan 1st review
 - 2. Nettie Hanson Park Master Plan 1st review.
 - 3. Vote for new secretary.
- H. NEW BUSINESS
- I. PENDING AGENDA
- J. COMMISSION COMMENTS
- K. ADJOURNMENT

Minutes of Parks and Recreation Commission Meeting

June 5, 2018 DRAFT

- A. **Wendy Ranney** called the meeting to order at 6:03 pm
- B. **ROLL CALL:**
In attendance: Wendy Ranney, Marvin Van Den Broek, Miriam Dunbar, Karen Hallquist, Susie Herschleb, and Heather Brannon
Absent: Anne Schaefer, Stephen Phillips, and Dave Zastrow
- C. **Approval of Agenda:** M. Dunbar asked to amend the agenda to add voting for a new secretary under New Business. **M/K.** Hallquist to approve the Agenda as amended. **S/M.** Van Den Broek **V/Unanimous Approval.**
- D. **Visitor Communication:**
none
- E. **Consent Calendar:**
Minutes of 4-24-18. M. Dunbar noted that there was 1 typographical error. **M/K.** Hallquist to approve with this correction. **S/ M.** Van Den Broek. **V/Unanimous Approval.**
- F. **Director's Report by S. Herschleb:**
1. Nirvana Park- K. Hallquist wondered which bridge was going to be replaced. S. Herschleb explained that it was not the large one, since it is still in good shape. The new outhouse will be at the top of the walkway away from the snow storage area.
2. Culvert project at Shelter Cove- There was a meeting with CRWP this morning to discuss the design of the fishing platform. A permit may be needed unless it ends up being built on city land. This would only be the case if there is a land exchange between the city and the state for right of way for the road. D.O.T. will need to approve the design which currently places the fishing platform at the new culvert. There now is full funding of \$119,000 for the new structure.
3. Swimming Pool- 6 lifeguards were trained with J. Ellis & Associates. 3 will begin work right away, and 2 may be full time. During June 8-18 there will be a reduced schedule with no evening lap swim, and no weekend use. Staffing for this period will be one lifeguard and one EMT on duty. Pool manager position is not being advertised right now. Using J. Ellis & Associates will allow lifeguards to be recertified each year with an 8 hour class. Some new protocols are being put in place for lifeguards not arriving for their shift, and banning all cell phone use on the deck. The recent training included all facets of pool management, so the new lifeguards have a good understanding of this.
4. DTK- 2X2 Cancer Walk sent a letter thanking Parks & Rec for the \$4000 donation.
- G. **Unfinished Business:**
1. Fisherman's Park and Breakwater Trail/ Master Plan final Draft- **M/K.** Hallquist to accept the draft plan. **S/ M.** Dunbar. **V/Unanimous Approval.**
- H. **New Business**
1. Orca Inlet Recreational Area/ Master Plan Review- S. Herschleb explained that this will include the expansion of the Odiak Camper Park into the multi-use field. There is potential to use a land-water conservation grant. The biggest expense will be putting water/sewer to each camper site. There is \$113,000 in the enterprise fund, which can be used for matching grants. S. Herschleb showed maps of the area and the 2001 plan for expansion of Odiak Camper Park. This topic will be discussed in more detail at the next meeting.
2. Nettie Hansen Park/ Master Plan Review-- moved to Pending Agenda.
3. Vote for a new secretary- Since we are missing 3 commissioners, W. Ranney suggested it be moved to Pending Agenda. She will take the minutes until a new secretary is installed.
- I. **Pending Agenda:**

1. Orca Inlet Recreation Area Master Plan Review
2. Nettie Hansen Park Master Plan 1st review.
3. Vote for a new secretary

J. Commission Comments

M. Van Den Broek wondered how much usage Nettie Hansen Park has. He is also concerned about all the dog poop in the parks. He thinks we do need a dog park. S. Herschleb hopes that increased public education will get people cleaning up after their dogs. W. Ranney thinks the city land at 5 mile could be the location for the dog park. M. Dunbar said she has learned a lot being on the Parks & Rec Commission, and thinks everyone had good input. W. Ranney thanked her for taking minutes for each meeting.

Next meeting is tentatively set for Tuesday, June 26, 2018 at 6 pm, if we can get a quorum. Otherwise the next meeting will be July 31, 2018 at 6 pm.

Meeting adjourned at 7:07 pm.

Respectfully Submitted,
Miriam Dunbar, Secretary

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



DATE: 7/3/18

TO: Parks and Recreation Commission & Mayor Koplin

FROM: Susan Herschleb / Director of Parks and Recreation

RE: July 2018 / Director's report

Dear Commission and Mayor Koplin,

The last time we met was June 5th, we have been off schedule; our work load is heavier than normal in the absence of a pool manager. We will remain off schedule through this month. I will be traveling on medical this month; flying out Tuesday the 24th. I hope to get us back on track, meeting at our regularly scheduled dates and times by the end of August.

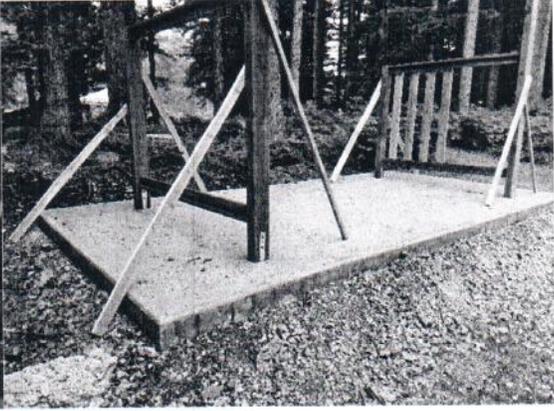
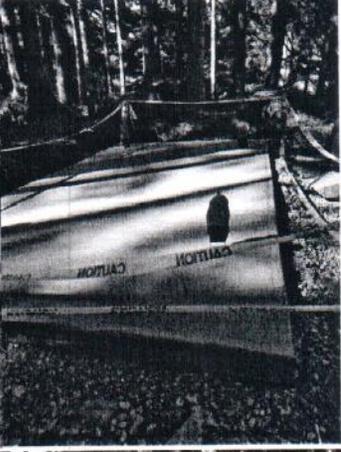
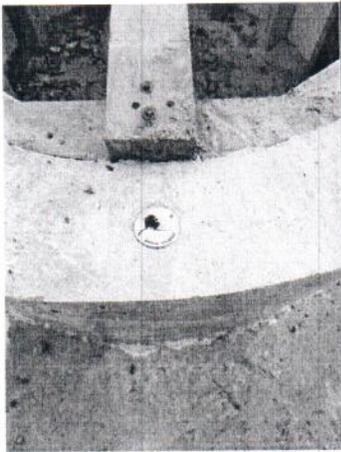
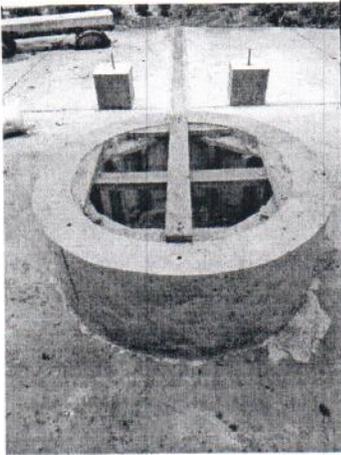
The Parks and Recreation Commission had the pleasure of having Miriam Dunbar as secretary for many moons. I hate to see her go but, wish the very best to Miriam in her new adventure. We have yet to receive a letter of interest to replace Miriam Dunbar's seat on the Commission. Perhaps it will be easier to replace her seat during the off season.

Nirvana Park has been our focus over the last few weeks. The Rasmussen grant funds have been expended. Much progress has been made & much work is left to be done. Micah Renfeldt and his team of one (Quinten Eike) have been managing time & resources very well on this project. The Public Works Dept. was very responsive in supporting the project; even with very small windows of weather and opportunity. You can expect to be hearing from the Committee assembled to oversee the grant in coming months. The Committee still has goals and expectations related to the property and remain committed to seeing it through. I have provided some pictures of the progress at Nirvana Park.

The pool is doing very well considering the limited schedule. Attendance during Open and Tot swim is relatively consistent with summers past. Evening lap swim is very slow. It could be because we are not able to stay open as later than we are. I plan to change this in the middle of August, when school starts. The school district & Iceworm swim team will begin using the pool again; and lifeguarding hours will be adjusted. I am extremely thankful for the pool crew; Jayleene Garrett, Sarah Phillips and Ethan Beckett. They have been fantastic. Always smiling and organized; revenue and data look good and the facility is very clean. I will be advertising the Pool Operations Leader position again, in the second or third week in August. We will continue with our interim management plan until a new manager is hired.

We have a work session planned for Tuesday, July 17th at noon. We will meet with Kate Morse/CRWP at the culvert project site on Orca Rd. We will discuss design concepts for a kayak launch/ fishing platform. The Parks and Rec. Commission, CRWP & DOT are coordinating together on this project. This project has been funded through the Resource Advisory Council (RAC). The Council is a 15-member advisory panel which provides advice and recommendations to the BLM (Bureau of Land Management) on resource and land management issues for 75 million acres of federal public land in **Alaska**. Please encourage others that may be interested in this project to attend.

I have included a few pictures of the progress at Nirvana Park:



Commission Chair

Wendy Ranney

**Commission
Members**

Stephen Phillips

Karen Hallquist

Anne Schaefer

Dave Zastrow

Marvin

VanDenBroek

**Parks and
Recreation
Director**

Susan Herschleb

Admin Assistant

Heather Brannon

Parks and Recreation Work Session

July 17, 2018 @ 12:00 pm

DOT Culvert Project Site on Orca Rd.

Mayors Conference Room (Weather Pending)

Agenda

A. Call to Order

B. Roll Call: Chair Wendy Ranney, Commission Members Dave Zastrow, Karen Hallquist, Marvin VanDenBroek, Anne Schaefer

C. Work Session Topics

1. Design concepts for kayak launch / fishing platform

D. Adjournment

Parks and Recreation Regular Meeting

Friday July 13th @ 6:00pm

City Center

In the Mayors Conference Room

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



DATE: 7/9/18
TO: City Council and Mayor Koplin
FROM: Susan Herschleb / Director of Parks and Recreation
RE: 2nd quarter report 2018

Dear Council and Mayor Koplin,

The start of the second quarter is by far our busiest time of the year. This year, it was extra busy with a turn over in management at the pool, in early May. I want to thank Derek Hammer, for his time managing the pool, and wish him luck in his new career. Derek seemed to be happy all the time and always spread positivity within the department. I saw him excel at working with kids, teaching swim lessons. Thanks Derek for your contributions!

I am happy to see that revenue is holding steady at the Rec. Center. More access to the gym is selling more passes. Pass sales are up slightly from the 2nd quarter last year, but attendance is down slightly.

The combined total 2nd quarter revenue at the pool is down. This is likely due to our 4-week closure starting May 14th and ending June 8th. The exciting news is, the last 3 weeks in June 2018, surpassed the whole month of June in 2017, by a wide margin. In the second quarter. Bidarki Recreation Center brought in \$3,580.00 in pool pass sales, this number is embedded in the Rec. Center's revenue totals, in this report. However, this revenue is deposited in the pool's account.

Odiak Camper Park revenue totals are behind. Many tenants moved in later than usual this year. June marks the first month that all tenants were here for all 30 days. June brought in nearly 14k. This revenue will be included in the 3rd quarter report.

We have a few new ideas for consideration, for 2019 fee schedule. I need to do a little research regarding weight room rental fees. We have an outstanding trainer (Paul Voz), who volunteers his service twice daily, 6 days a week! However, there appears to be a market for 1:1 personal training, and a few individuals who want to start their own business doing so. Mr. Voz offers his service in a group setting; many thrive off the camaraderie, others want to avoid it. I certainly aim to set an hourly rate that would stimulate growth for this type of business endeavor.

I have also conversed with a few skippers, this season, who are interested in a crew pass. I think it would be a great idea to add something like this to our fee schedule. I am interested in promoting fitness/wellness to the fleet. I want to make the pass reasonable, and with barcode access, the gym is available to the fleet more than ever before.

The Rasmussen grant funds awarded to the Historical Society, for Nirvana Park, were expended in full, by June 30th. The grant deadline seemed to approach very quickly. The committee assembled to decide how to use the funding (and determine land use on the property) made their final decisions about how to spend the money on May 23rd.

We needed to move very quickly! It was decided to add a talking circle/decorative fire ring; an ADA accessible out house; and to better define the existing walking trails. The outhouse was a requirement of the original grant (circa 1990's). The grant administrator from the State had allowed the single out house, understanding, that funds were limited. The committee will continue to meet and seek more funding for grave markers and interpretive signage to educate the community and visitors of the property's significant history. Finally, the group will potentially add language or change language in City code to better define land usage in City cemeteries and burial grounds.

Susan Herschleb

Director of Parks and Recreation / City of Cordova

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**

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?**