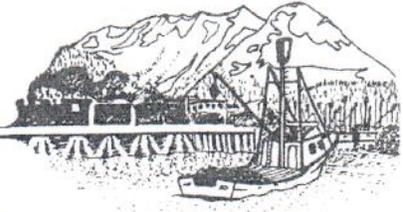


CITY OF CORDOVA



**PARKS AND RECREATION COMMISSION
REGULAR MEETING,
November 27th 2018
6:00 PM / City Center / Mayor's Conference Room**

AGENDA

Commission Chair

Wendy Ranney

Commission Members

Karen Hallquist, Marvin VanDenBroek, Anne Schaefer, Dave Zastrow, Ryan Schuetze, Kirsti Jurica

Parks and Recreation Director

Susie Herschleb

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, Karen Hallquist, Marvin VanDenBroek, Anne Schaefer, Dave Zastrow, Ryan Schuetze, Kirsti Jurica, Susie Herschleb
- C. **APPROVAL OF AGENDA**
- D. **VISITOR COMMUNICATIONS**
Regarding Agenda Items
- E. **CONSENT CALENDAR**
- F. **REPORTS**
 - 1. Directors Report
- G. **UNFINISHED BUSINESS**
 - 1. Fee schedule review
 - 2. Elect & vote: chair, co-chair & secretary
 - 3. DTK fundraiser, date & theme
- H. **NEW BUSINESS**
- I. **PENDING AGENDA**
 - 1. Bike share program
- J. **COMMISSION COMMENTS**
- K. **ADJOURNMENT**

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



DATE: 11/26/2018
TO: Parks and Rec Commissioners & Mayor Koplin
FROM: Susan Herschleb / Director of Parks and Recreation
RE: Directors report / November 2018

Hello Commissioners & Mayor,

This Friday and Saturday is the annual Holiday Bazaar & we are very busy planning! I believe this year marks the 36th annual Holiday Bazaar. This is the first year in many, that we have struggled to find space enough, to get everyone in, who wants to participate as a vendor. We have a waitlist & we have visited it 3 times due to last minute changes. We have 6 store fronts this year (normally we sell just 4) and we have added 3 tables.

Temporary food service permitting for this event, continues to be a struggle. The process is actually very simple. However, initially I sense people are intimidated, and shy away. We had only 3 food tables in the food court a week ago & open registration has been happening since Oct. 15th. Another struggle is, to get folks to understand that I am required to have anyone/everyone serving food, whether it be locally harvested jams & jellies or banana bread sold at a general merchandise table; to apply for a temporary food service license through the State of Alaska.

I believe many read/review the State of Alaska temp. food service code, and determine on their own, that they will not need a permit. Then they assume they don't need to apply. This is not the case. The school district requires a letter from ADEC stating a food service permit is not needed. This process takes very little time, and an e-mail response from ADEC meets this requirement. The permit applications must be turned in 7 days prior to the event; this year that meant midnight on the 21st due to the holiday. I received an e-mail today stating 6 vendors have applied and 5 permits have been issued. Unfortunately, there are more vendors selling food according to our merchandise descriptions. Today I will be trying to contact these vendors. The good news is, apparently, you can still apply. However, there is an additional fee for processing.

In other news, the outhouse serving Nirvana Park and the Eyak Lake burial ground is complete. We envision making a few more additions to the structure aesthetically, but it is open for business!

I am working with my pool staff to make a minor adjustment to the master Fall/Winter schedule. We are currently considering shortening the Monday & Wednesday morning lap swim by an hour and adding an hour-long evening lap swim after tot swim on Monday & Wednesday evenings. The current master scheduled has a longer morning lap swim and no evening lap swim, on these days.

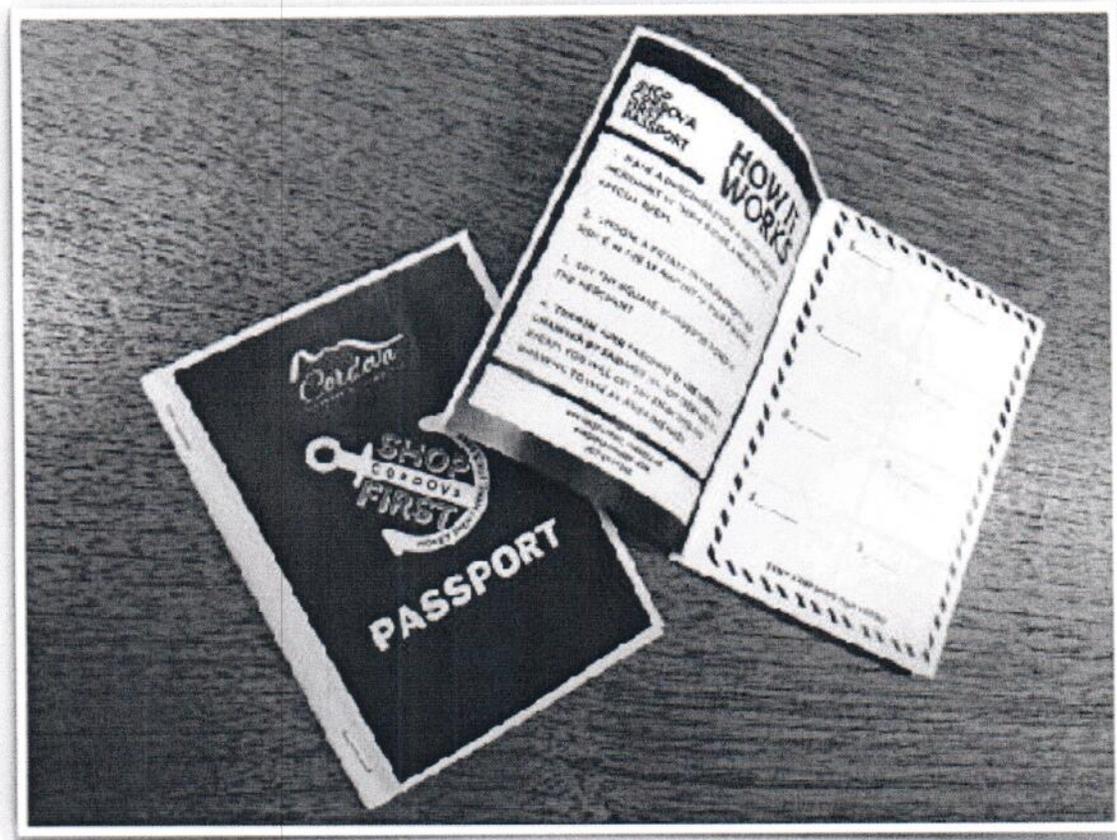
I reported to my Commission last month, that we would begin to leave the upstairs gymnasium open after the administrative office closes this winter. This has been considered a trial run. We only seem to be having a problem on Tuesday and Thursday evenings. Tuesday and Thursday evening, we host adult

basketball. The back doors have been left ajar often (risking floor damage on windy & rainy nights); fans are left to run all night; garbage is left on the side of the court; arguments have been reported; and no pay players are being let in, through the back-emergency exit doors. Although, we can revisit all these incidents via video footage, it remains a liability. We will be staffing until 8pm on these evenings until after the annual Iceworm basketball tournament, for these reasons.

It will be interesting to calculate the number of November annual discount passes sold this year. I think we will continue to see a payoff related to, adding the barcode access system to the recreation center.

SHOP CORDOVA FIRST

Passport



The Cordova Chamber of Commerce is offering a new incentive this year to encourage local holiday shopping. The Chamber will be distributing these **Shop Cordova First Passports** in several locations leading up to Christmas.

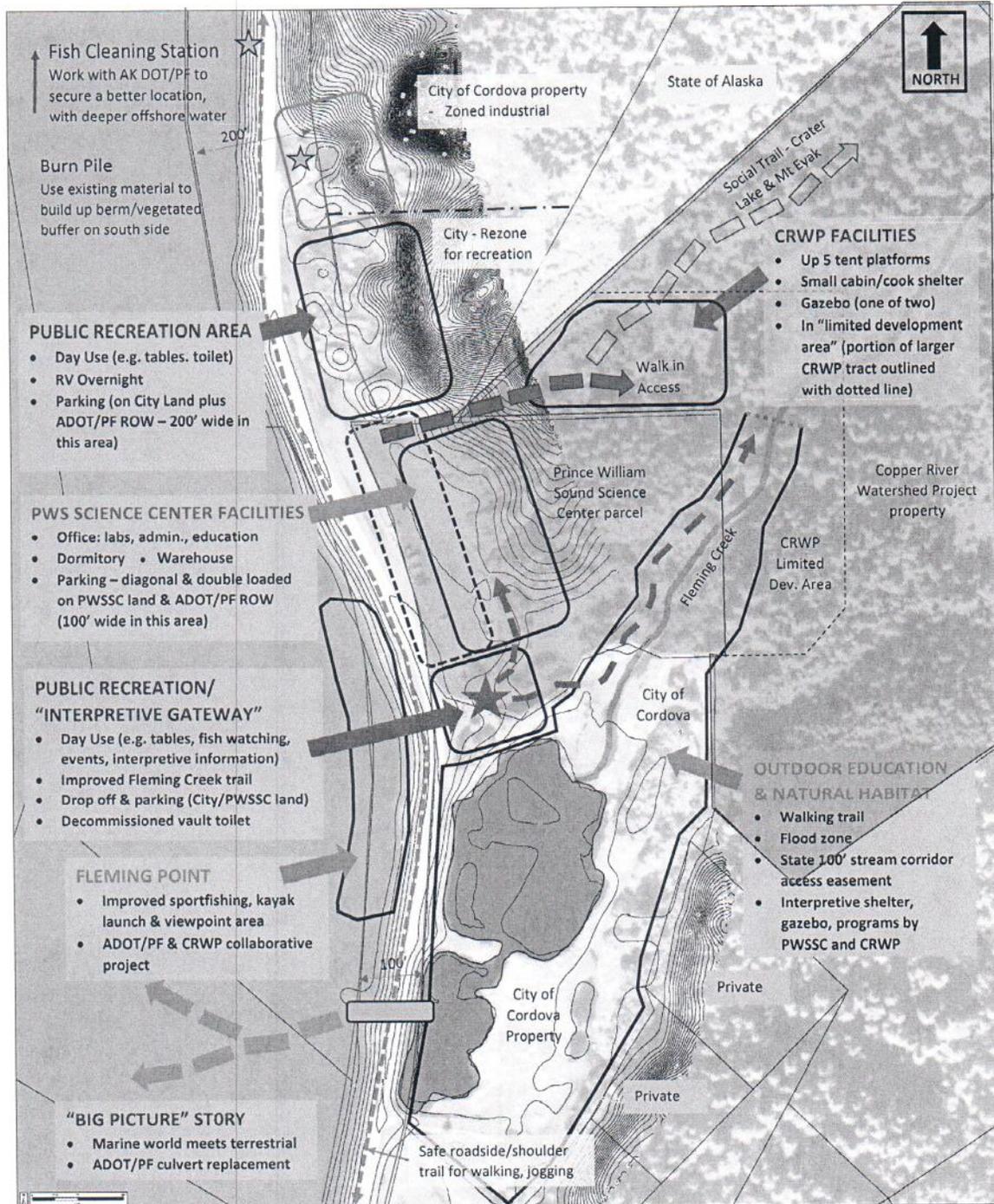
1. Shoppers will hand you their Shop Cordova First Passport. From 11/17-12/31/18, All purchases count, no matter dollar amount. You can round to nearest dollar.
2. **You make sure the dollar amount is written (including sales tax) and stamp or initial in the box.** The Chamber can provide stamps to retailers (businesses and Market/Bazaar artisans). If you would like a stamp, please let us know by calling 424-7260.
3. Shoppers will turn in their Shop Cordova First Passports to the Chamber by January 1st. For every \$20 worth of purchases recorded in a Passport, that person gets an entry into our Shop Cordova First Passports Drawing featuring prizes from Points North Heli, Orca Adventure Lodge, Bidarki Rec Center, Cordova Electric Cooperative, Copper River Canvas and more!

If you don't have a stamp handy, you can just initial in the box or staple the receipt into the Passport. If the box is stamped or initialed, no receipt is needed! **Call the Chamber if you have any questions! 424-7260**

SHELTER COVE/HIPPIE COVE CONCEPT MASTER PLAN

The map below presents a conceptual master plan for the Fleming Cove/Hippie Cove area. The master plan reflects the combined missions and goals of three primary partners: the Prince William Sound Science Center, the Copper River Watershed Project, and the City of Cordova Planning, Public Works and Recreation Departments. The State Department of Transportation and Public works will also play an important role in the implementation of these plans.

The broad, shared goals of these partners is to create a seamless, multi-function research, education and recreation destination that takes advantage of this site's unique assets, meets the missions of each of the partners, and provides for Cordova residents and visitors an inviting opportunity to enjoy, experience and better understand the rich ecosystems that support life in the PWS region.



CONCEPT MASTER PLAN BACKGROUND – draft 10.31.18

Process

The Master Plan was prepared working with the three major non-profit/public landowners in the area:

- Prince William Sound Science Center
- Copper River Watershed Project
- City of Cordova Planning, Public Works and Recreation Departments.

The process included interviews and review of maps and other background information, and culminated in a three-hour work session with these three partners in late October, 2018. The resulting master plan map, presented on the previous page was then shared, reviewed and refined by this same group. (yet to happen!)

As the label clarifies, the result of this process is a “Concept Master Plan”. This label reflects the goals of this process, which is to understand and synchronize the broad missions of the three key partners and establish a shared general framework that can guide subsequent, more detailed development plans.

Background Information

The remainder of this section presents the key background maps that provided the starting point for the master plan. Topics covered include:

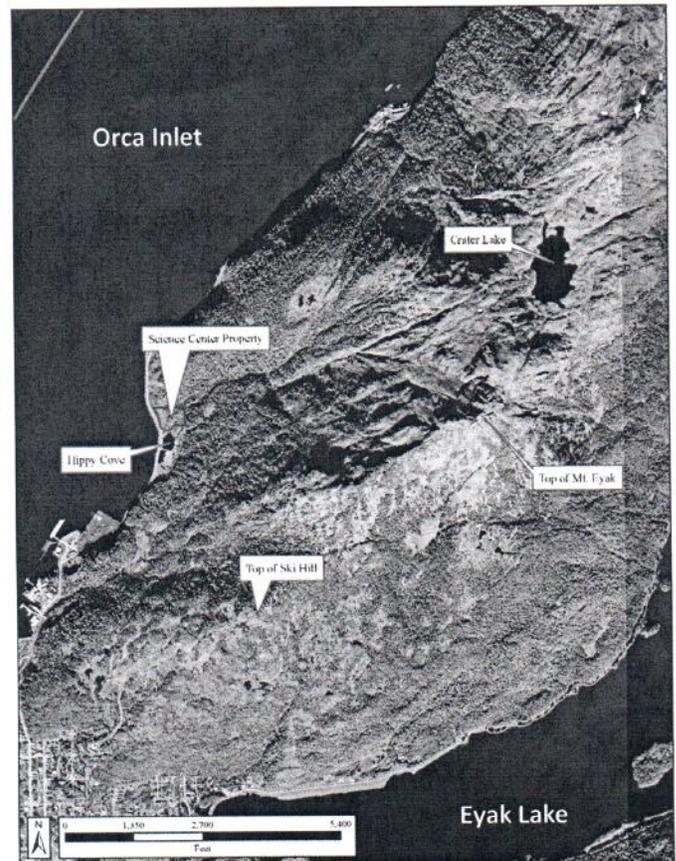
- Project Area Vicinity and Landmarks
- Property Ownership
- Parcel Boundaries & Natural Features
- Flood Hazard areas
- Prince William Sound Science Center Site and Site Features
- Copper River Watershed Project Site
- Issues for Detailed Site Development

Notes on Vicinity and Landmarks Map

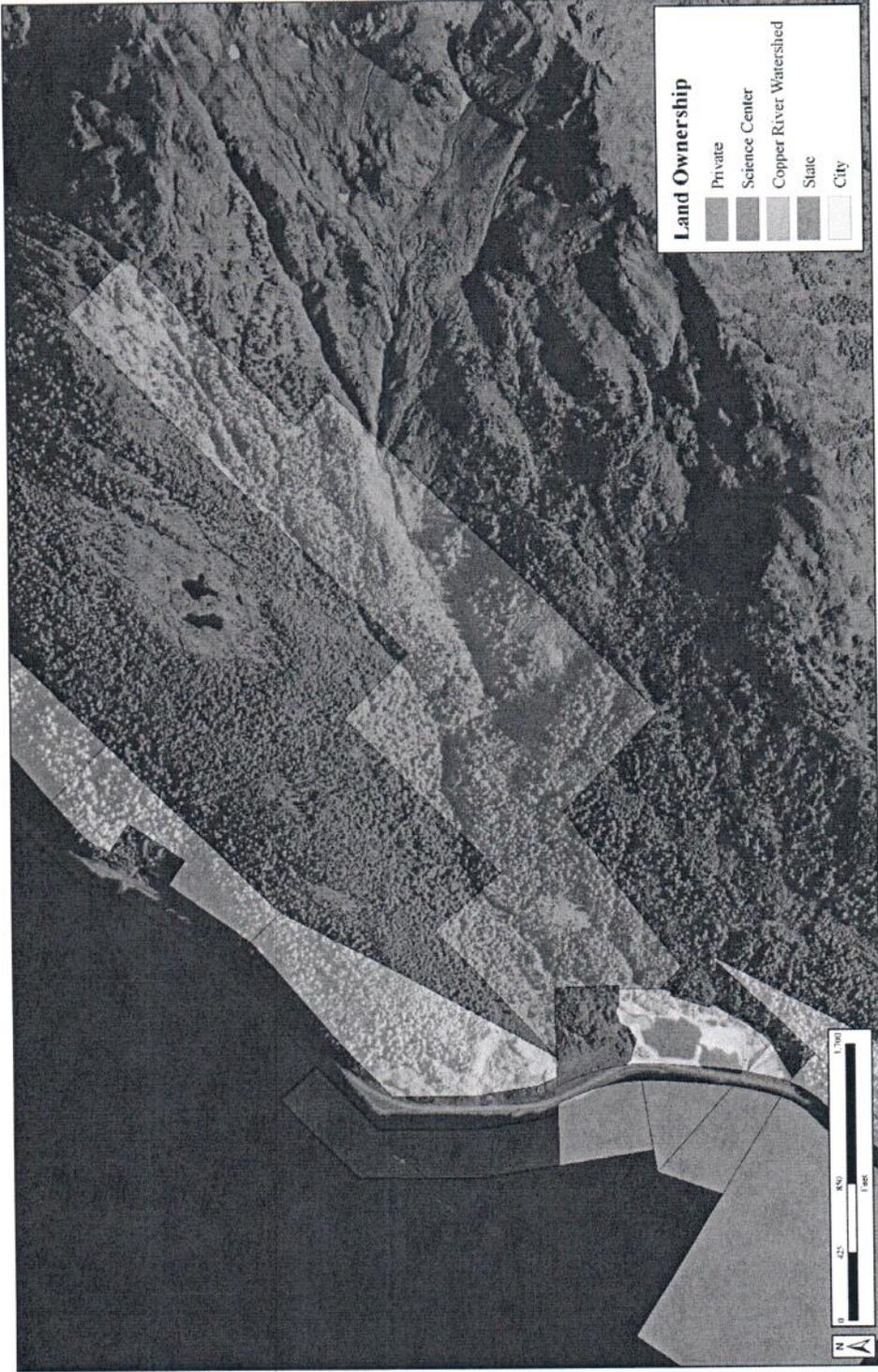
The project is located approximately 1½ miles north of “downtown Cordova”, on Orca Cannery Road. The area has historically been known as “Hippie Cove.” The area is also known as Shelter Cove. Over the years many people – including some who have gone on to be prominent Cordova community business people and leaders – have used this area a low cost place to camp/live. Shelter Creek is the prominent drainage crossing into the area from the ridge line that separates Orca Inlet from Eyak Lake.

PROJECT AREA VICINITY & LANDMARKS

(Source: City of Cordova)

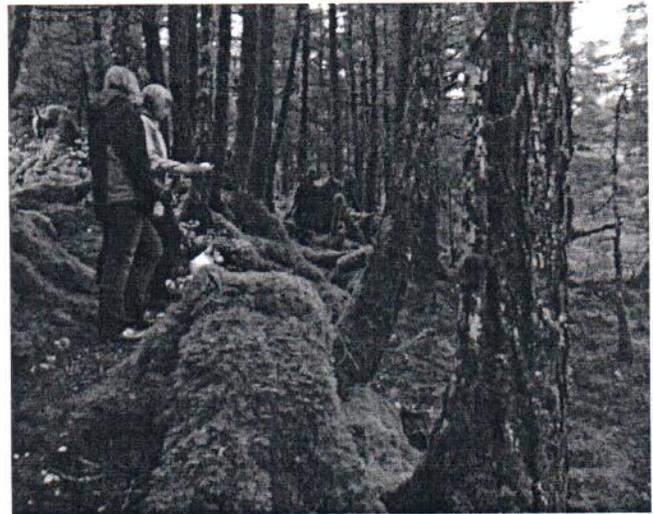
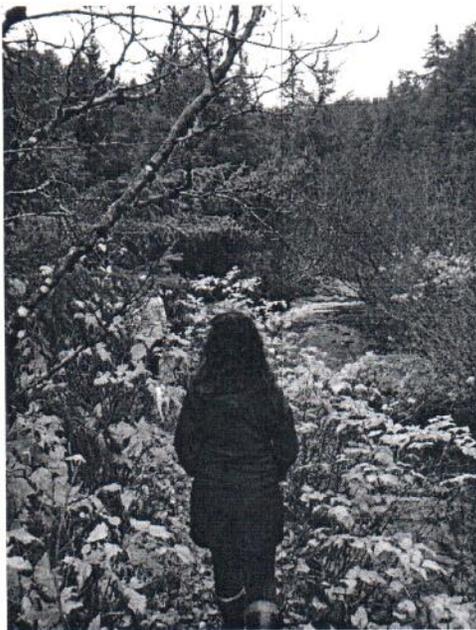
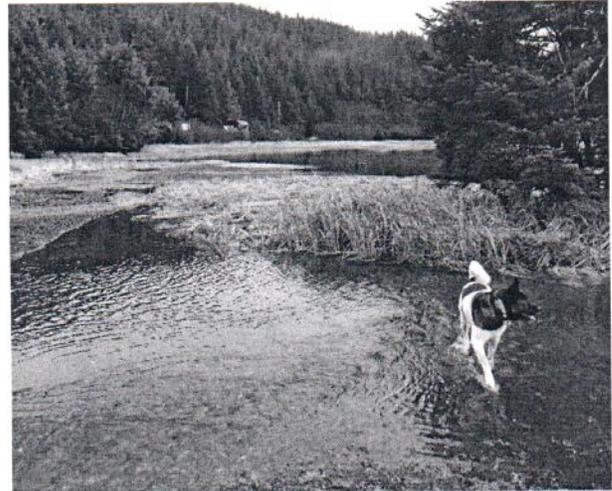
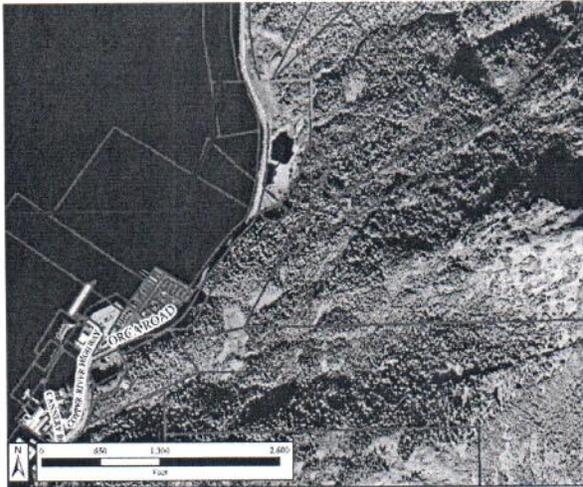


PROPERTY OWNERSHIP (Source: City of Cordova)



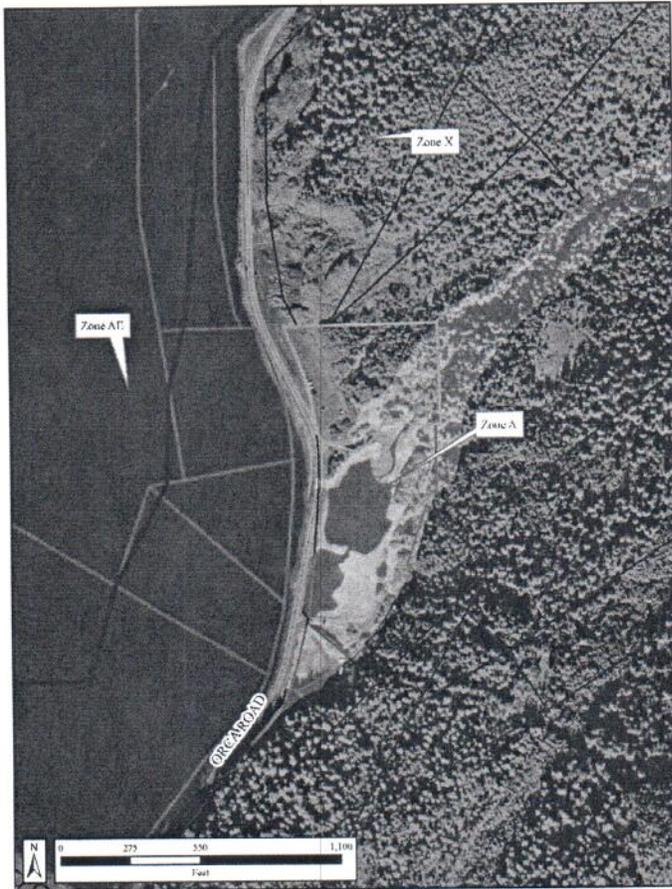
Notes on Land Ownership Map – As the map shows, the five acre PWSSC site is surrounded by a combination of State, Copper River Watershed and City of Cordova land. Private lands in the vicinity include the band of tidewater property north of the PWSSC site, held by Eyak Corporation, and four private parcels south of the PWSSC site, held by four private owners and currently used for “off the grid” residential homes. The State of Alaska Department of Transportation and Public Facilities holds the right of way for the highway, which is 100’ wide west and south of the PWSSC parcel, and then 200’ wide starting at the PWSSC northwestern boundary.

PARCEL BOUNDARIES & NATURAL FEATURES (Source: City of Cordova/Photos by Agnew::Beck)



Parcel Boundary and Natural Features Map and Site Photographs – As the map shows, the PWSSC parcel (outlined in blue) sits at a strategic location, at the base of Shelter Creek valley. Shelter Creek comes down through the CRWP parcel and crosses along the southern boundary of the PWSSC parcel, before emptying into the lagoons on City property. Creek waters then spill through two culverts under the highway into the salt water of adjoining Price William Sound. Photos give a sense of the area’s topography and vegetation. The majority of the PWSSC and CRWP properties are forested, generally with mixed age second growth spruce and hemlock. There is limited understory in much of the area, providing attractive open views through the forest.

FLOOD HAZARDS (Source: City of Cordova)

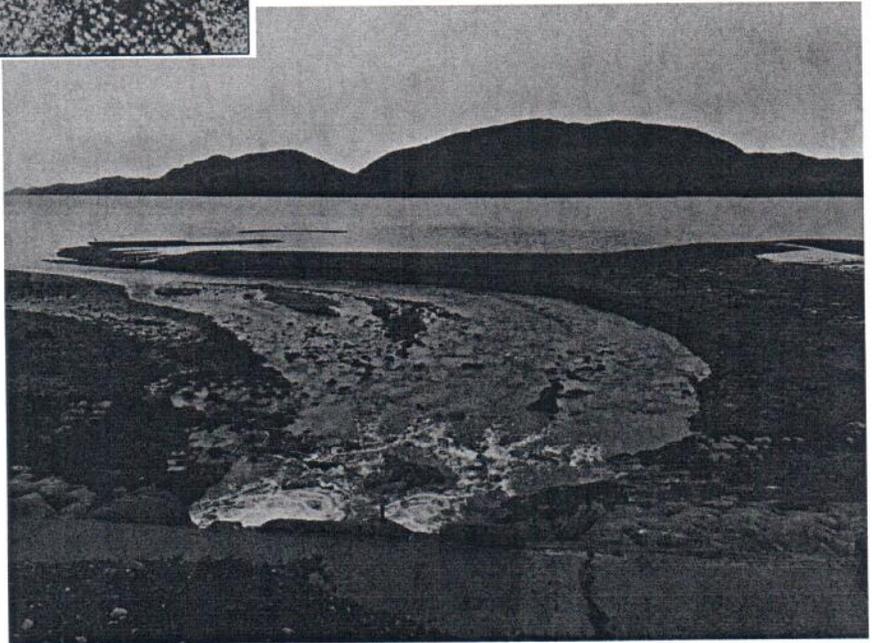


Flood Map Notes – The copper colored river corridor, designated Zone A on the map at the left, is an area with potential for flooding. Construction in this area is possible but requires raising the “finished floor elevation” above a specified height.

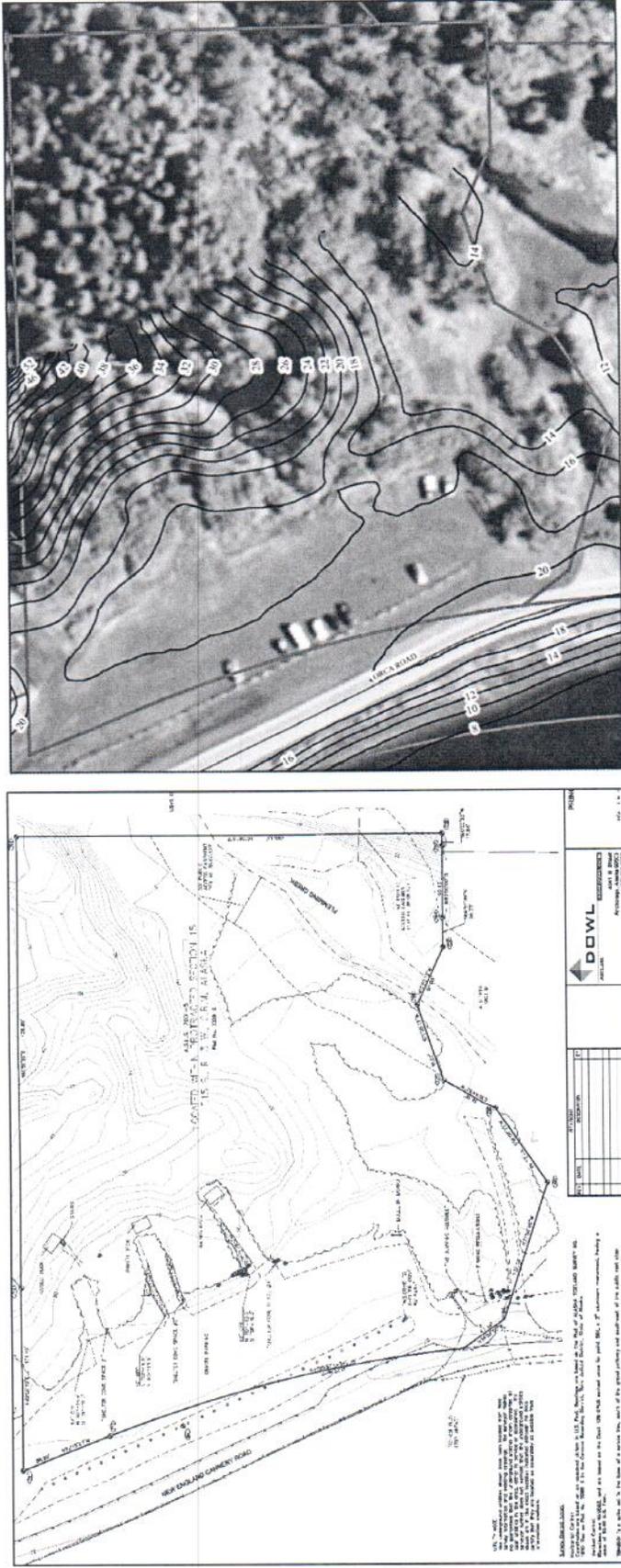
City staff believe the magnitude of potential flooding in this small drainage is limited, and that flood risks will not present a significant limitation to use of this area. Current plans for buildings on the PWSSC site largely are located north of the flood plain boundary

While development is possible in the creek corridor, this area is expected to remain largely undeveloped, with the exception of a trail and associated, limited outdoor education support facilities.

Photo at Right – This view to the west from Orca Road shows the outlet of Shelter Creek into Orca Inlet. One of the area’s strengths is the opportunity to share direct, tangible information about the interconnected ecosystems of the marine and terrestrial environments.



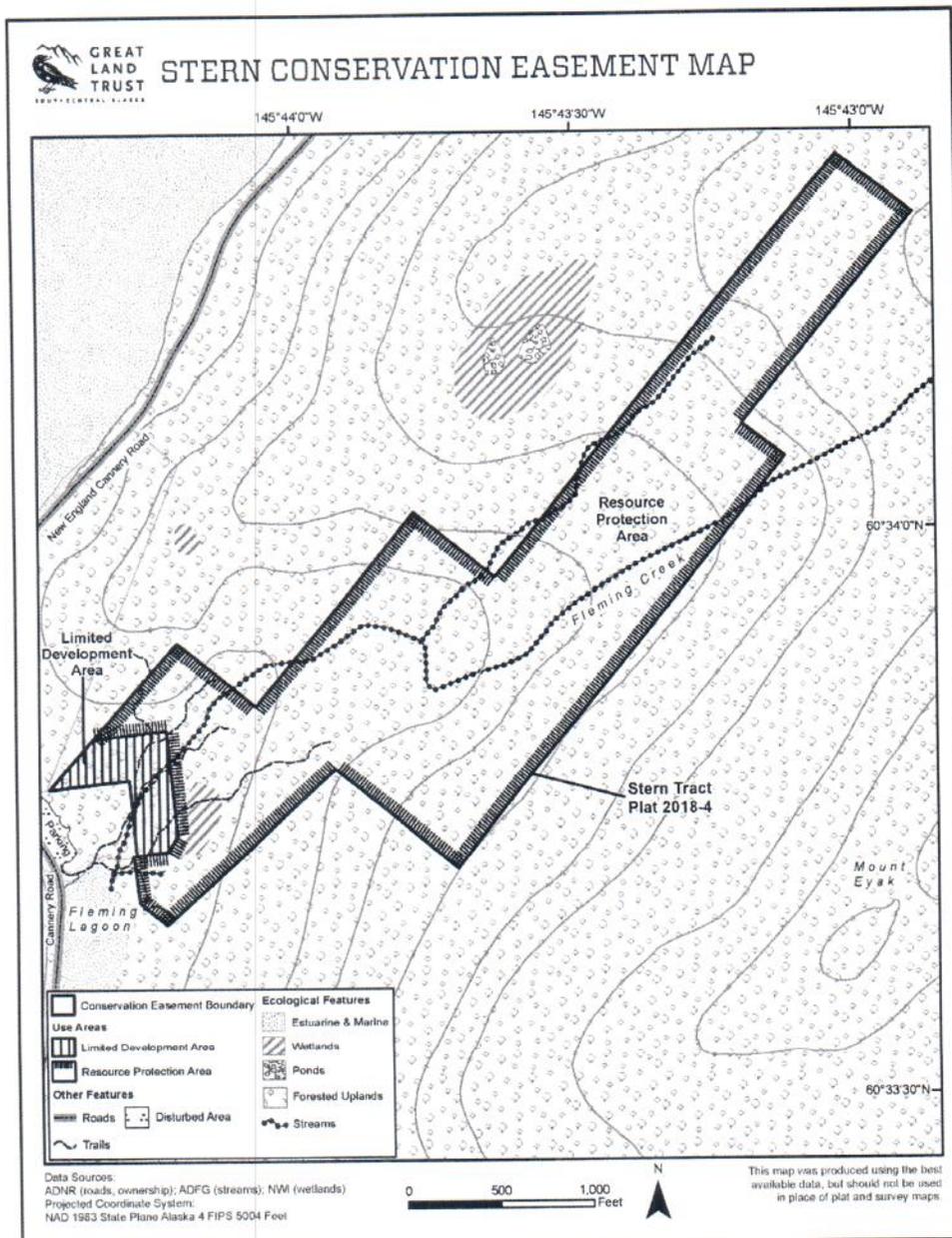
PWSSC SITE AND SITE FEATURES (Source PWSSC)



Notes on PWSSC site – As these two figures show, the Science Center site includes a large area of flat land on its western boundary, adjoining Orca Road. This area, originally tidelands, was filled over the years by the City and other users. It is now used for parking by RV's, as well as by local people and visitors who come to fish, jog walk their dogs or just enjoy the views. This parking area also provides access to the three tent platforms adjoining this area to the east. Before Orca Road was built and this area was filled, a fishing boat was hauled up on in the northern/upper portion of this land. The deteriorated remains of the boat were covered by the fill.

The remainder of the PWSSC site includes two distinct areas: the relatively low angled Fleming Creek Corridor, and the steeper section rising above the stream and parking lot. The map on the left shows contour intervals of two feet. The upper portion of this property eventually rises to about 50 feet above the parking area. Some portions of this steeper area offer small benches where facilities could be located without significant challenges that come with building on steeper slopes.

COPPER RIVER WATERSHED SITE AND SITE FEATURES (Source CRWP)



Notes on Copper River Watershed site – The CRWP was recently given title to a XX acre parcel adjoining the PWSSC parcel. The narrow parcel extends approximately one mile up the Fleming Creek drainage. The majority of this area is sloping and forested, with several small, more open area and perched wetlands. Several trails extend into the lower reaches of the property. The northern of the three trails shown on the map connects to a steep, unmaintained trails that continues up towards Mt Eyak and Crater Lake.

DETAILS AND ISSUES TO RESOLVE WORKING AT SITE SPECIFIC LEVELS

Prince William Sound Science Center

- Planned facilities
 - Research, Education, and Administration Building: (forecast) 13,900 sq. ft./2 level building
 - Dormitory and Bunkhouse Building: (forecast) 6,000 sq. ft./2 level building
 - Warehouse Building: (forecast) 6,000 sq. ft. + covered and uncovered yard storage
- Infrastructure needed
 - Municipal water, power, communications are currently available in the Orca Road ROW
 - City and PWSSC are working on options to extend public sewer north from near the Ferry terminal. On-site wastewater disposal is not practical.
- Parking requirements
 - General requirements for Science Center facilities are set through City of Cordova code. Work is needed to determine specific requirements for these uses in this setting.
 - Parking for the Science Center, CRWP and more general public recreation uses will need to be planned to serve all three uses. Use of land within the DOT/PF right of way will be an important part of the strategy to meet this need, so early conversations with DOT are key.

Copper River Watershed Project

- The far western portion of the CRWP parcel is designated as “limited development area”. In the larger, remainder of the area, the only permitted uses are trails and trail signage.
- Uses permitted in the “Limited Development Area” include:
 - Up to 5 camping platforms
 - Outhouse
 - One 700 sf cabin/shelter
 - Two gazebos and a treehouse (!)
 - Outdoor educational programs, and related supporting information (e.g., interpretive signs, campfire gathering areas)
- Access to the Limited Development Area likely will come into the northern portion of the CRWP/PWSSC parcels. This will require more detailed exploration of the best route, and agreements to allow access across Science Center and perhaps State and the City property.
- Identifying and securing a specific functional access is a key initial step. This route will eventually be primarily used for foot traffic, but for construction and maintenance the route will likely need to support 4 wheelers with small trailers.

Shared Programs and Facilities

PWSSC, CRWP, the City of Cordova will need to together refine plans for the specific activities below:

- Outdoor education programs, facilities
- Shelter Cove Trail; CRWP access route
- “Public Recreation Interpretation Gateway” area ★
- Parking – along and in the DOT/PF right of way, and on adjoining Science Center/City property
- Safe, attractive pedestrian connections between the ocean and inland sides of Orca Road
- Small land transfers from PWSSC and City to ADOT/PF for road improvements
- Communication with the residents and land owners about planned activities in the area.

PARKS AND RECREATION DEPARTMENT

Bidarki Recreation Center/Bob Korn Memorial Pool		
Adult Passes		
<u>Monthly or Annual Rates</u>	<u>Single Facility (Pool OR Bidarki)</u>	<u>Combo Pass (Both Facilities)</u>
Monthly	\$55.00	\$100.00
Annual	\$225.00	\$400.00
<u>Summer Rates</u>		
<u>(May 1 – September 1)</u>		
Daily	\$10.00	n/a
Weekly	\$30.00	\$50.00
Summer Special (5 MO: May 1 – Sept 30)	\$150.00	\$250.00
<u>Off-Season Rates</u>		
<u>(September 1 – April 30)</u>		
Daily	\$5.00	n/a
Weekly	\$15.00	\$25.00
Off-Season Pass (8 MO)	\$150.00	\$250.00
Family Passes		
<u>Monthly or Annual Rates</u>	<u>Single Facility (Pool OR Bidarki)</u>	<u>Combo Pass (Both Facilities)</u>
Monthly	\$80.00	\$150.00
Annual	\$400.00	\$600.00
<u>Summer Rates</u>		
<u>(May 1 – September 1)</u>		
Summer Special (5 MO: May 1 – Sept 30)	\$300.00	\$450.00
<u>Off-Season Rates</u>		
<u>(September 1 – April 30)</u>		
Off-Season Pass (8 MO)	\$300.00	\$450.00
Special & Youth Passes		
<u>Daily, Monthly or Annual Rates</u>	<u>Single Facility (Pool OR Bidarki)</u>	<u>Daily, Monthly or Annual Rates (Both Facilities)</u>
Daily (year-round)	\$3.00	n/a
Monthly	\$30.00	\$50.00
Bidarki Annual	\$80.00	\$150.00
Pool Annual	\$100.00	
<u>Corporate Passes*</u>		
	<u>Description</u>	<u>Fee</u>
USCG	Family Combo / Flat Annual Fee	\$7,014.00
CCMC	Family Annual Combo	\$180.00
City Employee	Family Annual Combo	\$180.00
CPSD	20% Discount on any Annual Pass	-20%
Participating Cannery	Valid May 1 – September 30	\$1,000.00
*Corporate Late Fee: 10% compounding monthly		
Summer Camp		
<u>Package</u>	<u>Description</u>	<u>Fee</u>
10-Day Package	Any 10 days during any session	\$200.00

5-Day Package	Any 5 days during any session	\$110.00
Daily	Any regular camp day	\$25.00
Sleep Over	Any scheduled sleep over	\$45.00
Facility Rental and Event Registration		
<u>Christmas Bazaar Vendor</u>	<u>Description</u>	<u>Fee</u>
Non-Food Table/Space	Location: Mt. Eccles Elementary All vendors must have a business license	\$50.00
Food Table/Space		\$60.00
Shared Table/Space		\$60.00
<u>Pool Rental</u>	<u>Description</u>	<u>Fee</u>
Little Surfer	1 Hr 10 Min; No Lobby Rental	\$50.00
Big Kahuna	1 Hr 40 Min; Optional Lobby Rental	\$75.00
Wipe Out	2 Hr 25 Min; Super Soak/Optional Lobby Rental	\$100.00
Special Interest/Trainings	Fee dependent upon guarding requirement Fee authorized by Director	n/a
<u>Bidarki Gym Rental</u>	<u>Description</u>	<u>Fee</u>
Birthday Party	1 Rec Aide / 25 Guest Maximum	\$50.00/Hr
Athletic Rental	Usage agreement required after hours	\$35.00/Hr
Dances	Usage agreement required & 20% of door	n/a
Conferences	Usage agreement required. Rate: 8-Hr day	\$500.00
<u>Skaters Cabin Rental</u>	<u>Description</u>	<u>Fee</u>
1 ST 24 Hr Period	Requires \$35.00 deposit	\$25.00
2 ND 24 Hr Period		\$35.00
3 RD 24 Hr Period		\$50.00
RV Park & Tent Camping		
<u>RV Camping*</u>	<u>Description</u>	<u>Fee</u>
Shelter Cove, Private Site	No electricity provided; Tax included 7 days maximum rental	\$20.00
Shelter Cove Econo Space	Per Day; Tax included 5 days or less	\$11.00
Odiak Camper Park – Long Term	.20 per KWH Daily Rate billed separately - Tax included	\$25.00
<u>Tent Camping</u>	<u>Description</u>	<u>Fee</u>
Odiak Camper Park	Per Day; Tax included 5 days or less	\$11.00
Shelter Cove		\$20.00
*Odiak Camper Park Lot Rent Late Fee: 10% compounding monthly Lost Key Tag: \$1.00		
<u>Port-o-John Rental</u>	<u>Description</u>	<u>Fee</u>
Daily	Does not include pump-out fees See Sewer section of Fee Schedule for rates	\$50.00
Weekly (7 Days)		\$175.00
Monthly (30-31 Days)		\$400.00

Introducing Koloni reCycle

Introducing an affordable and sustainable bike share program for ANY community! We recently acquired a large fleet of lightly used bike share bikes, saving them from landfills. In the spirit of sustainability, we're refurbishing these bikes, giving them a second life.

We're currently looking for communities to launch the Koloni reCycle Program for 2019!



	OPTION A	OPTION B
Devices		
Hardware Fee (i.e. upfront cost)	\$550	FREE
Mobile Apps	YES	YES
Management Software	YES	YES
General		
Max Number of Products	50	50
Max Number of Collaborators	3	3
Support		
Email Support	YES	YES
Phone Support	8X5	8X5
Features		
Mileage Tracker	YES	YES
Calories Tracker	YES	YES
Transaction Reporting	YES	YES
Geofence Hubs	YES	YES
Maintenance Notes	YES	YES
	\$12/PRODUCT MONTH	\$27/PRODUCT MONTH

Shipping Not Included - Transactional Fee = 10% + \$0.50 - Option B - Devices are free after 36 mo. contract

