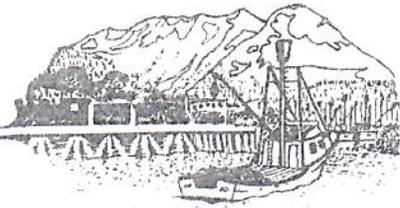


CITY OF CORDOVA



**PARKS AND RECREATION COMMISSION
REGULAR MEETING,
Tuesday February 19th, 2019
6:00 PM / Mayor's Conference Room / Cordova Center
AGENDA**

Commission Chair

Wendy Ranney

Commission Members

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

Parks and Recreation Director

Susie Herschleb

Administrative Assistant

vacant

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 Schuetzky, Kirsti Jurica, Susie Herschleb,
- C. APPROVAL OF AGENDA
- D. VISITOR COMMUNICATIONS
Regarding Agenda Items
- E. CONSENT CALENDAR
 - 1. 9/29/2018
 - 2. 11/27/2018
- F. REPORTS
 - 1. Directors Report
 - a. Kate Morse CRWP update on kayak launch/fish platform project
- G. UNFINISHED BUSINESS
 - 1. Commission review of Council Communication Form regarding / Resolution 506-400-19-01 - DRAFT
 - 2. Commission vote / Resolution 506-400-19-01 - DRAFT
 - 3. Establish Master Plan Review schedule / complete date
- H. NEW BUSINESS
- I. PENDING AGENDA
 - 1. Bike Share Program
 - 2. Hollis Hendrich's Park Review (New Business)
 - 3. Dog Park 5.5 mile
- J. COMMISSION COMMENTS
- K. ADJOURNMENT

Minutes of Parks and Recreation Commission Meeting
September 29, 2018 DRAFT

- A. Wendy Ranney called the meeting to order at 6:03pm.
- B. ROLL CALL:**
In Attendance: Wendy Ranney, Dave Zastrow, Marvin Van Den Broek, Karen Hallquist, Anne Schaefer, Ryan Schuetze, and Suzie Herschleb
Absent: None
- C. **Approval of Agenda:** With the addition of #2 Pool Fee Schedule by M. Van Den Broek; and correction of Minutes Date typo by W. Ranney
M/K. Hallquist S/ A. SchaeferV/Unanimous approval
- D. **Visitor Communication:** Bill Black
-Mr. Black presented a concern to the Commission.
-He would support for a Pedestrian egress from the top of Adams street to Coast Guard Housing so that kids can avoid traveling along Lake Ave.
- E. **Consent Calendar:**
Minutes from 7/13/18
Minutes from 8/28/18
Approved with date change from agenda typo
M/D. Zastrow S/A. Schaefer V/ Unanimous
- F. **Director's Report by S. Herschleb:**
-S. Herschleb reported on her plans to have conversations with the Canneries regarding donations for new equipment for soccer and a seasonal worker pass.
-Discussions regarding the 2019 budget and new proposed positions were put forward and Susie discussed the benefits of being at the pool for the beginning of each day. The three proposed positions are as follows:
-Director
-Parks Maintenance
-Parks & Recreation Operations Facilitator
-Discussions regarding the job descriptions and proposed duties explained the decision.
-A discussion about the possibility of shifting Parks Maintenance under Public Works also took place as well as a discussion about cross training all Rec Aids on CPR Pro.
-M. Van Den Broek initiated a discussion regarding the potential relocation of the Burn Pile and recreation platforms at Shelter Cove.
-The Parks & Recreation Fee Schedule was discussed in detail and it was recommended that the Senior Rate see an increase.
-The Commission requested that a rate history was pulled to see if we are comparable with other communities.

G. Unfinished Business

Nettie Hanson Park Master Plan Review

-Commission priorities:

- 1: Safety
- 2: Drainage
- 3: Gabions

-Suggestions included removing the mats and filling with pea gravel as well as putting in a different part to the slide unit and removing the slide altogether.

H. New Business

-Appoints to the Trails Committee have been made and it was discussed that a meeting be held soon and that the Park & Rec Commission work closely with the Committee moving forward with Grant Opportunities..

I. Pending Agenda

- Revisit Fee Schedule
- Hollis Hendrich's Park Master Plan Review
- Trails Committee

J. Commission Comments

- M. Van Den Broek welcomed Ryan to the Commission
- R. Schuetz commented on his interest in the Commission and his passion for Biking
- A. Schaefer-no comment
- K. Hallquist commented on how nice the pool is running now
- D. Zastrow welcomed Ryan

Next meeting is tentatively set for Tuesday, October 30, 2018, 6:00pm.

Meeting adjourned at 7:30pm

Respectfully Submitted,
Wendy A Ranney, Chair

Minutes of Parks and Recreation Commission Meeting
November 27, 2018 DRAFT

- A. Wendy Ranney called the meeting to order at 6:03pm.
- B. ROLL CALL:**
In Attendance: Wendy Ranney, Dave Zastrow, Marvin Van Den Broek, Ryan Schuetze, Kirsti Jurica(not sworn in yet) and Suzie Herschleb
Absent: Anne Schaefer, Karen Hallquist
- C. Approval of Agenda:**
M/D. Zastrow S/R. Schuetze/Unanimous approval
- D. Visitor Communication:** None
- E. Consent Calendar:** None
- F. Director's Report by S. Herschleb:**
- D. Zastrow inquired about the Food Permits for the Holiday Bazaar.
 - CSD wants individual letters from the State of Alaska, Suzie has followed up with the State and relayed that the City is just following the law. The process to get permitted is not difficult.
 - This was the first time that there was not a preregistration period, and some folks missed signing up for tables because they did not get a letter.
 - Outhouse at Nirvana is finished and everyone should check it out.
 - Working on Pool schedule adjustments and changes to Fall/Winter Schedule.
 - M. Van Den Broek would like to see the Tot swim promoted during the open swim on Saturday. He would like to be more welcoming to the Tot community to encourage more Tot's swimming.
 - W. Ranney asked how many Tot swims are during the week? How many open swims?
 - Suzie stated that there are two Tot swims during the week, and one Open Swim.
 - There are different procedures for Tot Swims vs Open Swims.
 - M. Van Den Broek stated that the real issue is that we need more life guards to be able to offer more programming.
 - Discussed the issues that have been happening with the Tuesday/Thursday Basketball players and liabilities and risk of damage.
 - Pass sales are going well.
 - Discussion was held regarding the Shelter Cove Master Plan and Culvert project.
 - New Bathroom facility will be a priority.
 - Detailed info from DOT and from joint meetings was presented for the Commission to review.

-D. Zastrow asked when Suzie is thinking about leaving and she is thinking possibly next Fall.

-It is a possibility that our maintenance could fall under Public Works. If she leaves, they may not replace the position.

-D. Zastrow is concerned that Parks & Rec may lose its voice if there is no director to advocate with City Council.

G. Unfinished Business

1. Fee Schedule Review

--Summer Camp is being removed

--Christmas Bazaar tables are \$60.00 Store fronts are \$100.00

--Skater's Cabin \$50.00 deposit for visitors; locals do not pay deposit.

--No deposit refund if cancelled within 10 days

--D. Zastrow would like to know what the numbers are for the rental.

--W. Ranney talked about looking into the possibility of the City taking over the Boy Scout Cabin since scouts will be changing in 2019.

--Across the board increases with enterprise funds, Odiak Camper Park will raise to \$26.00.

--Suzie suggested that the City look into a Silver Sneakers program and what is involved with getting facilities certified, and then qualify for Federal Funds.

2. Elections were held for the following positions:

--President—Wendy Ranney

--Vice President—Dave Zastrow

--Secretary—Kirsti Jurica

3. DTK Fundraiser, Date & Theme

--"Beyond The Breakwater" Under the Sea theme

--Looking at April 6th or 13th, or March 30th

--With a focus on recycled/repurposed outfits

--Funds will go towards finishing the expansion at Skater's Cabin

H. New Business

--Bike Share Program

--Potential conflict with Koloni recycle and Cordova Gear renting bikes.

--Conversations need to happen with Cordova Gear before initiating anything with this enterprise.

I. Pending Agenda

- Bike Share Program
- Landwater Conservatory Fund Grant RE: June Application
- Hollis Hendrich's Park Review(New Business)
- Dog Park 5 ½ mile

Commission Comments

- M. Van Den Broek**—Welcome to Kirsti!! When looking at Hollis Hendrich's Park, look specifically at the trail by the bioswell. Possibly recommend that to the Trail Committee for reworking.
- D. Zastrow**—Welcome to Kirsti, we are very pleased to have you on the Commission.
- R. Schuetze**—Nothing
- K. Jurica**—Nothing
- W. Ranney**—Thank you once again for the vote of confidence, Welcome to Kirsti I am excited to have you as a part of the Commission.

Next meeting is tentatively set for Tuesday, January 22, 2019, 6:00pm.

Meeting adjourned at 7:24pm

Respectfully Submitted,
Wendy A Ranney, Chair

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



DATE: 2/19/15
TO: Parks and Recreation Commissioners & Mayor Koplin
FROM: Susan Herschleb / Director of Parks and Recreation
RE: Director's report 2/19/19 regular meeting.

Dear Commission and Mayor Koplin,

The Commission hasn't met since the end of November. Two of our biggest annual events happen the last in the last week of the month. The end of November/ first weekend in December is the Holiday Bazaar then, Christmas/New Years & finally Iceworm landing on the last two weeks of January. I have a lot of ground to cover!

2018 HOLIDAY BAZAAR:

The Bazaar went very well this year. It's always such a time crunch to set up the Bazaar starting at noon and opening at 5pm. Spending time the evening before assembling and decorating all our trees at Mt. Eccles, among other time saving strategies, reduced stress for staff.

We sold a few more tables this year, making about \$460.00 more than we projected for table sales. It was tricky to modify the layout and make more space. Unfortunately, we turned vendors away. You will most likely see a new main floor layout next year. We need to troubleshoot an easy way to expand and contract the number of tables we can fit into the gymnasium.

I have a few years under my belt, working with the School District's policy on temporary food service and the State of Alaska. This year I spent more time chatting with the State than ever before. I learned, in general, event planners for festivals held across the State call ADEC weeks ahead of time reporting that their event will be happening; when and where. They take it one step further yet, providing names, and the menus of all the vendors. They also make everyone serving food always apply for a temporary food service permit. Not everyone is issued or needs a permit, but ADEC wants the opportunity to talk to each vendor, in fact they count on this, to educate the public.

ADEC does not want to discourage food courts; they want to protect the public and educate vendors in proper food handling practices. We know this, but not everyone is doing this in Cordova, for every event serving food. I have come to understand, as an event planner, we are truly being negligent, if we are avoiding this process. I have communicated to them that I would like them to schedule a free temporary food service training here in Cordova this year. They will be in contact with me to let me know when.

2019 ICEWORM:

I want to extend many thanks to all who volunteered for the 2019 Parks and Recreation Dept. Iceworm events. Jason Shapleigh and Aaron Hansen, in particular. This year I relied more on volunteers than ever before, I did not have paid employees on hand for either of our tournaments in volleyball and basketball. Jason planned all the volleyball pool play and tournament on his own time, and Aaron assisted me in planning the basketball pool play and tournament.

Gymnasium time was difficult to get, and we needed a lot of it, due to the ongoing roof leaks at Bidarki Rec. Center. Both our regularly scheduled adult recreation leagues began using Mt. Eccles and/or CHS right after Christmas. Unfortunately, our program budget was hit hard. Gymnasium usage in total for the weeks of and the weeks up to Iceworm cost the Parks and Rec. Dept. \$2,220, if you add in the cost of the Bazaar, its \$2670.00 this is over half of our total operating budget for programs.

BIDARKI ROOF:

(SEE ATTACHED) Good news! After weeks of negotiating with the insurance company, an adjuster was flown in from Anchorage, to look at the roof on Bidarki. It was a bit problematic to get someone on the roof in December, to view track marks left on the roof liner by a snowblower in 2012! Thankfully the maintenance crew was creative in troubleshooting a way to make it happen. After shoveling the bulk of the snow off the roof; they used heat tape and warm water to get down to the roof liner through the residual snow and ice. Thankfully, a narrow weather window held long enough, to get someone here before it started snowing again. The Estimate summary suggests approx. 127k to replace the liner of the roof. I am unclear at this time, if our insurance company will require us to repair the roof by putting another liner on it or if they will allow us to use the money to put a shed roof on our building. The adjuster mentioned that he felt it would be a better alternative, and would likely cost less us less money. I'll keep you posted.



AGENDA ITEM / DRAFT
City Council Meeting Date: 3/6/ 2019
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Herschleb / Director of Parks and Recreation
DATE: 2/14/19
ITEM: A Resolution; 506-400-19-01 of the City of Cordova Parks and Recreation Commission
NEXT STEP: Approve Resolution

ORDINANCE
 MOTION

RESOLUTION
 INFORMATION

I. REQUEST OR ISSUE:

The Parks and Recreation Commission recommends Council authorize spending 25k from the Odiak Camper Park Reserves, to generate engineered drawings of a renovation and expansion of the Park. Engineered drawings are required to apply for a grant that the City of Cordova is eligible to receive through the Land Water Conservation Fund (LWCF).

II. RECOMMENDED ACTION / NEXT STEP:

Suggested motion is to approve the resolution "I move to approve resolution 506-400-19-01."

III. FISCAL IMPACTS:

The expansion would create more RV spaces available to recreational traffic and long-term tenants seasonally. The RV spaces would be plumbed with water and sewer lines; the rates will be increased respectively.

The LWCF grant would require a 50% match from the City. We cannot determine the match amount without a design concept. Engineered drawings are required to apply for the grant; they are not included in the grant. The balance on the Odiak Camper Park Reserve account (as of 2016) was 116k; as indicated on page 141 of the 2018 budget book.

IV. BACKGROUND INFORMATION:

The LWCF, was the original funding source, used to build Odiak Camper Park, as well as, the Whitshed multi-use field and ballpark. The LWCF uses The State of Alaska Division of Parks and Recreation Comprehensive Plan (known as SCORP; Statewide Comprehensive Outdoor

Recreation Plan) to prioritize eligibility for funding. This plan is updated periodically. Currently, one of their highest priorities is to enhance and/or improve existing LWCF properties, with a focus on providing ADA accessible bathroom facilities on their properties. Presently, the ballfield and multi-use field use a 30-gallon port-a-john to (temporarily) meet grant requirements. Neither the port-a-john

The Parks and Rec Department and its Commission have identified several reasons why, a renovation would be beneficial. With a lack of seasonal long-term housing in Cordova, securing a space in Odiak Camper Park, is competitive. In 2017, we initiated a new registration process. The new process offers a 4-week open registration period starting in February, followed by a lottery drawing to award the available spaces in March. In 2018 there were 8 registered and 4 spaces available. In years prior to 2018 there were between 5-10 families on a waitlist annually, to get into the Park.

V. **LEGAL ISSUES:** None currently

VII. **SUMMARY AND ALTERNATIVES:**

SUMMARY:

The Park could be better designed, utilizing the space available more effectively; increasing the number of spaces available. Water and sewer lines to each site would eliminate the high volume of greywater being dumped at the Park presently. Plumbing each site would allow us to downsize the bath house in general, with more visitors using the shower in their own RV. Repositioning the bath house and playground into a portion of the multi-use field would provide a new playground, the whole community could access, while still serving the youth visiting the Camper Park. The new ADA accessible bathroom facility could serve both the Camper Park, playground and athletic fields. The Parks and Recreation Commission recognizes this as an opportunity to improve the property, to better serve our visitors, and create new recreational opportunities for the Community.

ALTERNATIVES:

Alternatives have not been cultivated at this time. The property must be used for recreation in perpetuity per the original granting agency; the Land Water Conservation Fund (LWCF). Any alternative would require taking this into consideration.

DRAFT

CITY OF CORDOVA, ALASKA

Parks and Recreation Commission Resolution 506-400-19-01

A RESOLUTION BY THE CITY OF CORDOVA PARKS AND RECREATION COMMISSION, IN SUPPORT OF USING ODIAK CAMPER PARK RESERVES TO GENERATE ENGINEERED DRAWINGS DEPICTING A REDESIGNED LAYOUT OF ODIAK CAMPER PARK, TO INCLUDE WATER AND SEWER LINES TO THE SITES, AN INCREASED NUMBER OF RECREATIONAL SITES OVERALL, AND A REPOSITIONING OF THE PLAYGROUND, THAT WOULD PROVIDE THE COMMUNITY YEAR-ROUND ACCESS.

WHEREAS, water and sewer lines are not currently plumbed to any of the recreational sites in Odiak Camper Park; and

WHEREAS, Long term tenants are routinely dumping greywater and greywater is an attractive nuisance, increasing the potential for dangerous interaction between humans and wildlife; and

WHEREAS, The City of Cordova sold parcel ASLS2001-5 decreasing the number of opportunities available for temporary RV parking and tent camping; and

WHEREAS, the playground is located within the boundaries of the camper park, effectively eliminating community use of the area; and

WHEREAS redesigning the layout of Odiak Camper Park will increase the number of RV spaces available to seasonal visitors; and

NOW THEREFORE BE IT RESOLVED that the Cordova Parks and Recreation Commission adopts this resolution in support of using Odiak Camper Park reserves to generate engineered drawings depicting a redesigned layout of Odiak Camper Park, to include water and sewer lines to the sites, an increased number of recreational sites overall, and a repositioning of the playground, that would provide the Community year-round access.

Approved this day the _____ of February, 2019

Commission Chair

Commission Vice Chair

Commissioner

Commissioner