

CITY OF CORDOVA



**PARKS AND RECREATION COMMISSION
REGULAR MEETING,
Tuesday Feb 20th, 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. 1/23/2018
- F. **REPORTS**
 - 1. Directors Report
- G. **UNFINISHED BUSINESS**
 - 1. Review of Master Plan / DRAFT: Odiak Camper Park
 - 2. Review of Master Plan: Skater's Cabin -2nd review / create draft
- H. **NEW BUSINESS**
 - 1. Waterfront lot near PWSSC
 - 2. Crater Lake Hydro Project
- I. **PENDING AGENDA**
 - 1. Review of Master Plan: Orca Inlet Rec. Area / create draft
 - 2. Fisherman's Park and Breakwater Trail / Review of Master Plan
- J. **COMMISSION COMMENTS**
- K. **ADJOURNMENT**

Minutes of Parks and Recreation Commission Meeting
January 23, 2018 DRAFT

- A. **Wendy Ranney** called the meeting to order at 6:10 pm
- B. **ROLL CALL:**
 - In attendance:** Wendy Ranney, Marvin Van Den Broek, Miriam Dunbar, Karen Hallquist, Dave Zastrow, Anne Schaefer (by telephone), Susie Herschleb, and Heather Brannon.
 - Absent:** Stephen Phillips
- C. **Approval of Agenda:** M/K. Hallquist S/D.Zastrow. V/Unanimous Approval.
- D. **Visitor Communication:**
 - none
- E. **Consent Calendar:**
 - Minutes of 11-28-17. M/D. Zastrow to approve. S/ A. Schaefer. V/Unanimous Approval.
- F. **Director's Report by S. Herschleb:**

S. Herschleb asked if anyone had any questions about the written report. M. Van Den Broek asked where the extra \$17,000 collected from membership fees went. S. Herschleb explained that it went into the general fund of the city. The quarterly payments from the USCG also went into the general fund. They were placed in a miscellaneous revenue account and carefully tracked to justify expenditures related to providing 24-hour access by active duty USCG. M. Van Den Broek said he was sad to see less time devoted for children's activities than in the past. S. Herschleb understands his feelings, but without a programmer on staff, it is hard to have the children's sports programs. She has tried to get enthusiasts to come forward to be volunteer coaches. She is hoping CAYAK will start helping more. They can get sponsors since they are a non-profit corporation. Parents have not been complaining about the shortage of programming yet. The CHS Boys Basketball coach, Bert Adams, has said that he will organize youth basketball with the high school players as coaches after their season ends. Open gym still happens on Tuesdays and Thursdays, 3:30-6:00, and it is filled with elementary school-aged children. Other organizations are providing activities for children. The Puddle Jumpers do lots of outdoor activities for children. The swimming pool has more opportunities for children now. PWSSC has been providing summer camps, however they are not affordable for all families. Robotics, led by Jeremiah Beckett, is getting very popular for children 4th grade through high school. W. Ranney feels there is a good variety of children's activities- sports, science, robotics, and scouting. She noted that there is less volunteerism in general now. Perhaps writing a letter to CAYAK would spur them to restart children's programs this year. K. Hallquist thinks, as a parent, there is plenty for young children to do. D. Zastrow noted that USFS will be participating in the "Every Kid in a Park" program, which is geared toward elementary aged kids. There will be a special event on June 2nd. D. Zastrow is also involved in "Agents of Discovery" which teaches children to use GPS on trails. He is building a GPS program to use on Haystack Trail. S. Herschleb thinks other organizations will have to take the lead on children's programming as long as her department doesn't have a full time programmer, or funds for temporary employees. M. Dunbar noted that the increase of adults using Bidarki is a positive development, as it is a healthy way to handle stress, rather than substance abuse.
- G. **Unfinished Business:**
 - 1. Review of Master Plan/Draft: Shelter Cove-- The 2017 and 2013 plans were compared. M/A. Schaefer to approve the 2017 Master Plan/Draft of Shelter Cove. S/D. Zastrow. V/Unanimous Approval.
 - 2. Review of Master Plan: Odiak Camper Park-- Binders with Master Plan components were given to each member. The Odiak Camper Park Special Meeting Minutes were reviewed. S.

Herschleb noted that there is \$113,287 in the Odiak Camper Park Enterprise Fund. \$4000 is being paid from that to the city each year for the electrical pedestals that were installed at the park. New toilet has been put in. Coin operated showers are being purchased to replace the 2 oldest ones. S. Herschleb wrote a letter to the tenants outlining the improvements that have been made, and the process for continued upgrades. Commissioners used worksheets to prioritise goals for Odiak Camper Park. Each list was read, and after discussion the combined goals were put in this priority:

1. Health and Safety:

- Water and sewer hookups
- Improve and move bath house
- Good garbage management
- Safe access to bike and walking trails

2. Recreational:

Move playground and basketball to multi-use field
Expand number of camp spaces

3. Administrative:

Make sure rates reflect costs for capital projects

S. Herschleb explained that the 5 mile loop is a possible location for a city-owned RV park, but it will be a costly project. One option is to have a portable bath house that would be moved in for the summer season, and then removed for the winter. The Eyak Corporation campground at Hartney Bay will probably be advertised more now that improvements have been made on it. There is a possible Land Water Conservation Fund grant that could be used for water and sewer work at the city campgrounds.

3. Review of Master Plan: Skater's Cabin-- tabled until next meeting.

H. **New Business**

Waterfront property near PWSSC-- Mary Anne Bishop would like to see it as a small city park. It is not Parks & Rec property currently, and could be sold by the city. We will add it to the agenda for the next meeting and ask M. Bishop to attend.

I. **Pending Agenda:**

1. Orca Inlet Recreation Area Master Plan
2. Skater's Cabin Master Plan
3. Waterfront lot near PWSSC
4. Crater Lake Hydro Project

J. **Commission Comments**

D. Zastrow thinks we are working on really fun projects. He is happy that Anne Schaefer has joined the Commission. K. Hallquist thanks Park & Rec for letting her teach preschool swim lessons, as she really enjoys it. M. Dunbar likes the swipe system at Bidarki since it allows extended hours. A. Schaefer is excited to see the rebuilding of children's programs.

Next meeting is Tuesday, February 20, 2018 at 6 pm

Meeting adjourned at 8:30 pm.

Respectfully Submitted,
Miriam Dunbar, Secretary

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



DATE: 2/15/18

TO: Parks and Recreation Commission

FROM: Susan Herschleb / Director of Parks and Recreation

RE: Director's report / February 2018

Dear Commissioners;

We have many irons in the fire. I have begun to have regularly scheduled staff meetings to give all my employees the global view I see, as director; to include the strategic planning in the decisions we make day to day. The Maintenance staff is/has been under funded/staffed for over a decade. We truly are not funded enough to practice preventative maintenance in our parks and facilities along with, responding to daily unexpected needs, or priority projects set in motion by the Commission and/or Council. With this said; the staff must be very good at prioritizing on a daily; sometimes hourly basis. It is especially helpful to discuss the challenges present in each division and troubleshoot as a team. These concerns are exasperated by the thought of potentially cutting our employee budget again if the new taxes are repealed.

By now most of you have seen my e-mail to individuals on the CAYAC board. I'll keep you posted of any progress and perhaps a date/time for us to meet with them. In other news, and regarding youth programming; I had a stimulating conversation recently with Alyssa Kleissler. I understand that there is a push to put together a gymnastics program along with serious interest in providing Krav Maga training and an expanded Urban Ninja program. Those interested are looking at the Bidarki gymnasium as the venue. This is an exciting concept for Cordova's youth, as well as adults.

These three activities would require much of the same equipment; tumbling mats and a few additional features for gymnastics if the program takes off. Bidarki has just received a wrestling mat donated by Ron Horton (thank you Ron & Jason Davis for moving the beast into Bidarki!) I understand that there are many Judo mats in storage; we would love to use them! With this said; a relatively small investment could clearly stimulate a wide range of new recreational options for our Community.

I have attached a document explaining the open registration process for Odiak Camper Park. It may seem a little confusing this first year through the process, but I believe that this is an equitable way to deal with the limited space we have.

I am seeking some help taking money and checking ID's at the front door, for the first 2 hours of DTK. My staff and I spend many hours prior to the event decorating. As much as I truly enjoy the creative process, it is exhausting! Some years we finish just an hour prior to the event. It would be wonderful to complete the décor and take a break; eat, dress and recharge. If you know the right person for the job or you are willing to volunteer the time, please let me know. Working the front door is very fun; interacting with the ladies is truly entertaining!

Susie Herschleb

From: Susie Herschleb
Sent: Wednesday, February 14, 2018 4:46 PM
To: Cindy Bradford; Cindy Bradford; bretbradford@ak.net; Anica Estes; Bert Adams
Cc: Heather Brannon (parksadmin@cityofcordova.net); Miriam Dunbar; Wendy Ranney (thewindyranny@gmail.com); Anne Schaefer; Karen Hallquist; MazieMarv VanDenBroek; Stephen Phillips; Zastrow, Dave A -FS
Subject: future partner!

Hello Everyone,

Happy Valentine's Day! I would like to start with an apology; I am not sure who else is on the CAYAC board right now. Perhaps this can be forwarded to those that I've missed and/or those who I do not have an e-mail address.

The Parks and Recreation Commission voted to donate the silent auction portion of DTK to CAYAC this year. Most of you are probably aware that the P&R Dept. has not been funded a benefitted, full time, Recreation Leader for 3 years. In 2016 we were not funded this position, but Council padded our temporary employee funds substantially, in order to maintain our level of service to the Community. In 2017, and again this year, the position was not funded, AND temp employee funds were cut 50%. We are unable to continue to provide youth athletic programming, with consistency, to our Community in the way we have for many years.

For this reason, the Department feels it would be beneficial to begin to donate funds raised on an annual basis to CAYAC. **The Parks and Recreation Commission and Department believe in the benefits of providing athletic programming to our Community's youth.** The Department would be a dedicated partner in expediting this type of programming with CAYAC. We see ourselves assisting CAYAC administratively in the following ways:

- Scheduling / coordinating gymnasium time for athletics (here at Bidarki as well as at the school district.)
- Provide Bidarki's gymnasium at no charge to CAYAC; and make youth athletics a priority use in our facility.
- Seek out volunteers to assist in programming and coordinate/schedule those volunteers/promote volunteerism in general!!
- Create registration forms and collect/track activity fee's for CAYAC.
- Create flyers and promote athletic programming via social media.
- Provide athletic supplies, such as basketballs (or volleyballs, dodgeballs, footballs – hockey pucks? 🏒), jerseys and 1st aid supplies.
- Assist in assessing risk management (create an EAP) for any athletic event/activity.
- Coordinate fundraiser's for CAYAC (beyond a silent auction at DTK this year)
- Assist in soliciting cash donations for CAYAC.

With our current fiscal climate it is most important for us to be creative and work together for our youth. I look forward to hearing back from you and would love to schedule a meeting with both the Parks and Recreation Commission and CAYAC board members.

Sincerely,

Susan Herschleb
Director of Parks and Recreation
City of Cordova
P.O. Box 1210
Cordova AK
99574

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

P.O. Box 1210
Cordova AK, 99574
(907)424-7282



ODIAK CAMPER PARK / OPEN REGISTRATION PROCESS

The Parks and Recreation Dept. will accept applications from individuals interested in reserving a **long-term** RV space (over 60 days) at the municipal RV Park (Odiak Camper Park) for 4 weeks. There are 8 spaces available for the 2018 season.

Applications are available on line at:

www.cityofcordova.net

We will receive completed applications via US postal service:

**City of Cordova
Parks and Recreation Dept.
P.O. Box 1210
Cordova, AK
99574**

OR

Scan; fill out and email your completed application to:

parksadmin@cityofcordova.net

Open Registration will be:

Monday February 12th 2018 - Monday March 12th 2018

The Parks and Recreation Department will use a lottery drawing to fill the 8 available spaces. Those who are drawn will be contacted Tuesday, March 13th by close of business AKST (Alaska Standard Time). Prospective tenants will be given 5 days to confirm. A second drawing will be made (if needed) on Monday March 19th. Second drawing winners will be given 48 hours to confirm tenancy for the 2018 summer season. We strongly recommend reading through the Odiak Camper Park lease agreement available on line at www.cityofcordova.net prior to registering. Please call (907)424-7282 for more information.

DRAFT

Odiak Camper Park:

Classification: Camper Park

The Parks and Recreation Commissioners decided to categorize their review of Odiak Camper Park and prioritize each category.

Health and Safety priorities:

1. Water Sewer hook ups.
2. Improve / move bath house; if water sewer lines are being placed at Park.
3. Good garbage management / reduce, minimize attractive nuisance.
4. Safe access to bike and walking trails. The Commission supports the Safe Route To Schools proposal to place a bike/walking path along Whitshed road between the Copper River Highway Odiak Camper Park.

Recreational priorities:

1. Move playground area (which is need of replacement) to the multi-use field for the whole community to enjoy. This proposal is particularly attractive if the bike path is placed on Whitshed road via SRTS grant. This would also allow us to redesign the Park and create more R/V parking spaces.

Administrative priorities:

2. Make sure rates reflect costs for future capital projects.