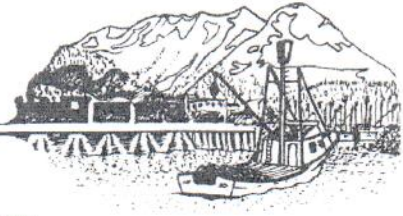


CITY OF CORDOVA



PARKS AND RECREATION COMMISSION

SPECIAL MEETING,

CONSIDERATION OF RESOLUTION 506-400-19-01

TUESDAY FEB 26th, 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 Schuetzy, 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 Schuetzy, Kirsti Jurica, Susie Herschleb,
- C. APPROVAL OF AGENDA
- D. VISITOR COMMUNICATIONS
Regarding Agenda Items
- E. CONSENT CALENDAR
 - 1. 2.19.2019
- F. REPORTS
Director's report; review of supporting information
- G. UNFINISHED BUSINESS
 - 1. Commission vote / Resolution 506-400-19-01 - DRAFT
- H. NEW BUSINESS
- I. PENDING AGENDA
- J. COMMISSION COMMENTS
- K. ADJOURNMENT

Minutes of Parks and Recreation Commission Meeting

February 19, 2019 DRAFT

A. Wendy Ranney called the meeting to order at 6:05pm.

B. **Roll Call**

In Attendance: Wendy Ranney, Dave Zastrow, Marvin Van Den Broek, Anne Schaefer, Karen Hallquist Ryan Schuetze, Kirsti Jurica and Suzie Herschleb

Absent: None

C. **Approval of Agenda:**

M/ K. Hallquist S/ A. Schaefer V/ Unanimous

D. **Visitor Communications:** None

E. **Consent Calendar:**

Minutes from 9/29/18

Minutes from 11/27/18

M/ A. Schaefer S/ R. Schuetze V/ Unanimous

F. **Reports**

1. CRWP update on Shelter Cove Recreational Access by Kate Morse

-CRWP has secured additional funding to enhance tideland access at Shelter Cove. The funding must include access by kayakers but is not limited to. Construction will coincide with culvert replacement and concrete pillow removal. Project will remain in DOT ROW.

-Initial design by engineers is 12 feet wide concrete stairs with railing on one side, incorporating the existing sidewalk/platform into the design. Engineer's rough estimate for construction costs are \$50,000 - \$63,000 whereas there is \$58,000 in the budget.

-Discussion on where to make compromises for budget shortfalls, narrower stairs or possibly eliminating the upper stairs. The top does not have to comply with ADA standards because the existing ramp will stay in place.

-D.Zastrow is concerned that the design is not exactly what the commission was envisioning. He suggests another launching platform towards the bottom, it may better meet the intent of kayak launching. Questions were also raised regarding construction methods and anchoring systems.

-Decision to re-visit topic at a later date when engineers can provide more information and alternatives.

2. Director's Report by S. Herschleb

- In the midst of the permitting process for the relocation of the Shelter Cove fish cleaning station to Fleming Point aka Carcass Point. ADOT is very supportive of the move.

-Holiday bazaar was a success. Working with ADEC for food vendors has been a process and a learning experience but it is getting easier. Addressed the need for all events in the City to comply with these regulations. Reached out to the chamber and other event planners to encourage them to attend the ADEC training that is coming to Cordova.

-Ice worm tournaments went well but couldn't do it without dedicated volunteers. It would be beneficial to bring in good referees to help reign in the physical contact. The school gym use bill was \$2,670 out of a small program operating budget of \$5,000. A cleaning fee was also assessed despite many other events using the gym during the same timeframe.

-Susie shared news from the insurance adjuster, insurance will cover the costs, minus the deductible, for the Bidarki roof replacement and associated damages. It was damaged during 'snow-apocalypse'.

-D. Zastrow asked for an update on the reorganization of city departments. Susie informed that a full-time parks and recreation maintenance worker will remain under Parks and Rec for now and may be staffed and under the supervision of public works in the future. Reorganization of city departments heads into four departments is an idea. Parks and Recreation may fall under a dept called Public Services. Susie may end up as a supervisor, rather than a director. There may be Deputy City Manager position created to do administrative work. Looking at 2020 for the reorganization.

G. Unfinished Business

Commission review of Council Communication Form regarding/ Resolution 506-400-19-01.DRAFT

-Resolution is consistent with the strategic plan for Odiak Camper Park.

-A. Shaefer points out that the resolution should include the repositioning of the bathrooms to be included in the wording of the top paragraph.

-M. Van Den Broek informed commission he got a rough estimate from a local contractor, Eagle Construction. Roughly \$100,000 to hook up to water and sewer to 22 spaces.

-M. Van Den Broek expressed concerns about depleting the reserve funds for this project. He also was concerned about spending 25k on drawings and not actually doing anything but planning. He is not sure the project is financially doable.

-Extensive discussion on whether to spend \$25,000 on engineer drawings. Without drawings it is hard for council and staff to plan and conceptualize the project and move forward. Also, most funding sources will require drawings.

-A. Shaefer asked to justify the \$25,000, give it some context. Susie explained drawings generally cost 10% of the project.

-Discussion of providing temporary spaces without water and sewer and limited to short term stays.

-Discussions on breaking up the project into phases for affordability. Possibly move bathrooms initially.

Commission vote/ Resolution 506-400-19-01• DRAFT

-No vote, send back to staff. Decision to hold a special meeting.

H. New Business- None

I. Pending Agenda

1. Master Plan review schedule and complete date.
2. Bike Share Program
3. Hollis Hendrich's Park Review
4. Dog Park 5.5 mile

J. Commission Comments

M. Van Den Broek – Expressed concerns about Lake Avenue pedestrian safety. Re-visit Bill Black's comments about a trail on Adams over to Coast Guard housing. Refer to trail commission.

A. Shaefer – What is the DTK date? April 13th.

D. Zastrow – Appreciates all the comments and concerns regarding costs for engineer drawings for Odiak Park.

K. Hallquist – Thanks to the pool maintenance staff for getting the pool back and running.

W. Ranney - Nothing

K. Jurica – Welcome back Anne.

R. Schuetze – Good news on Bidarki roof replacement.

K. Adjournment

Meeting adjourned at 7:30pm

DRAFT

Odiak Camper Park:

Classification: Camper Park

The Parks and Recreation Commissioners have categorized 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 Routes to School 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.

EXAMPLE: Odiak Camper Park revenue totals for 2018, if sites were plumbed with, water /sewer (as is). We took last years total number of rental days and calculated the new total.

Short term @ \$40.00 per day – (electricity included)

Long term @ \$30.00 per day –(electricity metered and billed separately) ** electricity costs not used in this scenario

T1: 79 days

T2: 45 days

Total: 124 days @ \$40.00 per day = **\$4,960** / 2018 total: @ \$25.00 per day = \$3,100.00

1: 127

2: 139

3: 150

4: 0

5: 128

6: 134

7: 132

8: 123

9: 134

10: 116

11: 127

12: 131

13: 135

14: 146

15: 27

16: 120

17: 140

18: 120

19: 119

20: 118

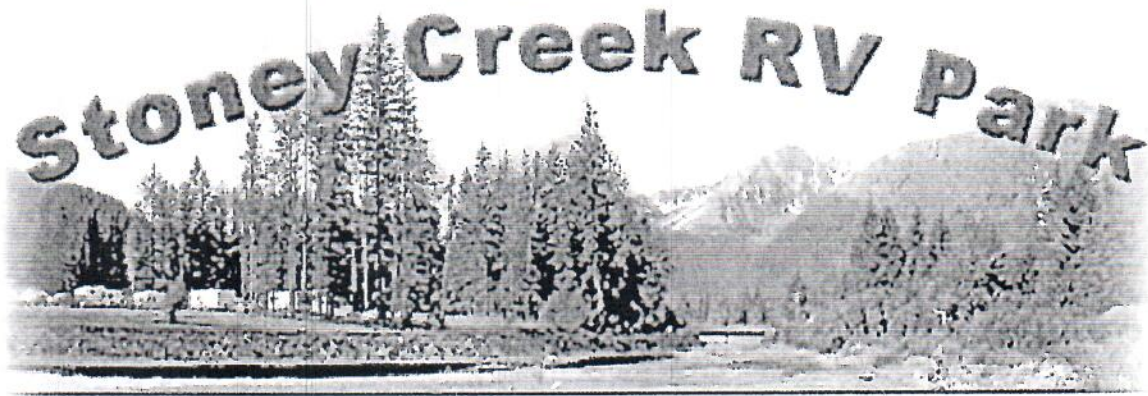
21: 79

Total: 2,325 days @ \$30.00 per day = **\$69,750.00** / 2018 total: @ \$25.00 per day = \$58,125.00

2018 monthly total= \$750.00

Projected total= \$900.00

2019 monthly total= \$780.00 (\$1 per day increase / \$26.00 per day)



A First-Class RV Park in Seward Alaska

2019 Rates

Basic RV Site Site with water, electricity

Upgraded RV Site (A) Pull Through or Back in site with water, sewer, electricity, satellite TV connection
OR
 (B) Creekside site with water, electricity, satellite TV connection (no site sewer)

Premier RV Site (A) Creekside site with water, sewer, electricity, satellite TV connection
OR
 (B) 50 amp site with water, sewer, electric, satellite TV connection (none creekside)

	Per night	Weekly	Monthly
Basic RV Site	\$ 45.00	N/A	N/A
Upgraded RV Site	Per night \$ 47.00	Weekly \$ 292.50	Monthly \$ 1,170.00 *
Premier RV Site	Per night \$ 49.50	Weekly \$ 300.00	Monthly \$ 1,200.00 **

* Note: Upgraded RV Sites, monthly rental if space is available

** Note: Premier (A) sites on creek not available for monthly rental

Checkout time is 12:00 noon - Checkin time is 12:30 p.m.

- All rates include free showers. Up to four people per site; \$5.00 per day for each additional adult or child over 2
- Rates do not include 3% Kenai Peninsula Borough Sales Tax, which will be added to your bill.
- If you wish to extend your stay, you may be required to change sites, as prior reservations for selected sites have priority.
- Tent camping is discouraged. However, tent camping in **SELECTED SITES ONLY** will be permitted if accompanied by a motorhome. Fee for tents camping with motorhome - \$17.00 per night, plus over site charges described above (if party including motorhome and tent exceeds 4 people)



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Campgrounds & Parks

We do **not** take reservations for individual campers. Sites are available on a first-come, first-serve basis only.

We do, however, take reservations for caravan groups of 10 units or more. Give us a call for further information. 907-224-4055

Winter Camping - In effect October 1 through April 14

Resurrection Campground Only

Unit Type	Rate (per night or per use)	Site
RV - Utility (electricity - 30/20 amp)	\$20	426 through 447
RV - Dry (no water or electricity)	\$5	400 through 403 425 & 448
Tent Camping	No tent camping allowed	
Shower House	CLOSED	
Dump Station	CLOSED	

Our community invites you to stay and play and experience the abundant winter recreational opportunities available in the area. Stay at the Waterfront Park in a small section of Resurrection Campground where the scenery is breathtaking. The cost to camp is \$5 a night for Dry camping in sites numbered 400 - 403, 425 & 448 or if you need electric hook-ups, camping is \$20 per night, in sites numbered 426 through 447. Self-contained RV units only, as our water is off and the dump station is closed for the cold season. Garbage service is also not available and must be hauled home or off-site.

Campers are required to self-register prior to camping. Use the pay station located at the north entrance of the winter camping area of Resurrection Campground.

We work to provide snow and ice removal. Be warned, however, that conditions change rapidly and often in Seward. Campers must use common sense and caution in the winter camping area. Watch for snow, ice, and uneven surfaces.

FAQs

[view all](#)

- Can I make a reservation for the campground?
- How do I save my space if I need to leave my site temporarily?
- Is it difficult to find a camping spot?
- Is there an RV sewer dump station nearby?
- How long can I stay in one spot/space?
- Are pets allowed in the campgrounds?
- Is there a check-out time?
- How much and how long for showers?

QUICK LINKS

[view all](#)

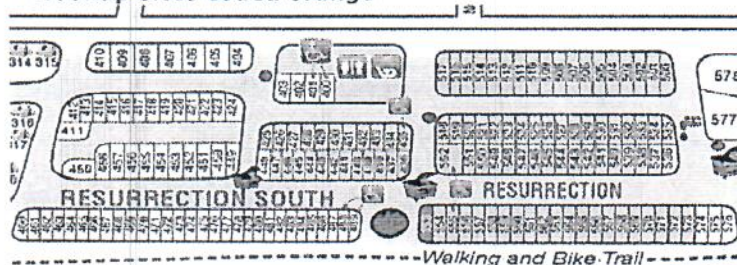
- How was your stay? Let us know by taking a short survey!
- Contact Information

Shoulder Season - In effect April 15 through May 31st

RV – Utility (water/electricity – 50/30/20 amp)	\$20
*RV – Dry (no water or electricity)	\$10
Tent (2 tents/site maximum)	\$10
**Shower (10 minutes)	\$2
*Discounts available for 7 and 14 night stays **Shower house is open weather contingent FREE WIFI – Speed and connectivity subject to proximity to routers and user traffic	

Campground	Location	Type	Hookups
Harborside	1118 4th Ave	RV Dry / Tent	No
Alice	Ballaine Blvd	RV Dry / Tent	No
Resurrection North	535 Ballaine Blvd	RV Dry / Tent	No
Resurrection	Ballaine Blvd	RV Utility / Tent	Yes
Resurrection South	Ballaine Blvd	RV Utility / RV Dry / Tent	Yes
Tent Area	Ballaine Blvd near Parks Playground	Tent	No
Iditarod	Railway Ave	RV Dry / Tent	No
Williams Park	Ballaine Blvd	Small RV's / Tent	No
Forest Acres	Hemlock Street	RV Dry / Tent	No
Spring Creek	Nash Road	RV Dry / Tent	No
Marathon	Ballaine Blvd	RV Dry / Tent	No

* Hookup sites coded orange



the bulletin board for caravan arrival and departure dates and sites that are reserved. In 2017, new picnic tables were purchased, to increase the number available to campers. These tables are on some sites and are in high demand.



Campground Volunteer Host Program

[Campground Host Application](#)

[Host Responsibilities](#)

Summer Camping - In effect June 1 through August 31	
Unit Type	Rate (per night or per use)
RV - Utility (water/electricity - 50/30/20 amp)	\$40
*RV - Dry (no water or electricity)	\$20
Tent (2 tents/site maximum)	\$10
Shower (10 minutes)	\$2
Dump Station	\$5
*Discounts available for 7 and 14 night stays	

Our goal is to provide "Mountains of Recreation" to all residents and visitors to Seward, AK. We are a small department with big dreams, great staff, diverse programs and quality recreation. We offer a wide variety of indoor and outdoor programs and / or activities for all ages, abilities and activity-levels.

City of Seward • P.O. Box 167, 410 Adams Street City Hall Building • Seward, Alaska 99664 • (907) 224-3331

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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-o-john or the existing Odiak Camper Park bathhouse are ADA accessible.

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 bathhouse in general, with more visitors using the shower in their own RV. Repositioning the bathhouse 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 ODIK CAMPER PARK RESERVES TO GENERATE ENGINEERED DRAWINGS DEPICTING A REDESIGNED LAYOUT OF ODIK CAMPER PARK, TO INCLUDE WATER AND SEWER LINES TO THE SITES, AN INCREASED NUMBER OF RECREATIONAL SITES OVERALL, AND A REPOSITIONING OF THE PLAYGROUND AND BATHHOUSE, 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 and bathhouse are located within the boundaries of the camper park, effectively eliminating community use of both amenities; and

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

Now therefore be it resolved, 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 and bathhouse, that would provide the Community year-round access.

Approved this day the _____ of February 2019

Commission Chair

Commission Vice Chair

Commissioner

Commissioner