

# PARKS AND RECREATION COMMISSION REGULAR MEETING

Tuesday, April 26th 6:00 PM at the City Center Mayors Conference Room

# **AGENDA**

Commission Chair Wendy Ranney

#### **Commission Members**

Stephen Phillips, Karen Hallquist, Marvin VanDenBroek, Kara Johnson, Dave Zastrow, Miriam Dunbar

Parks and Recreation Director

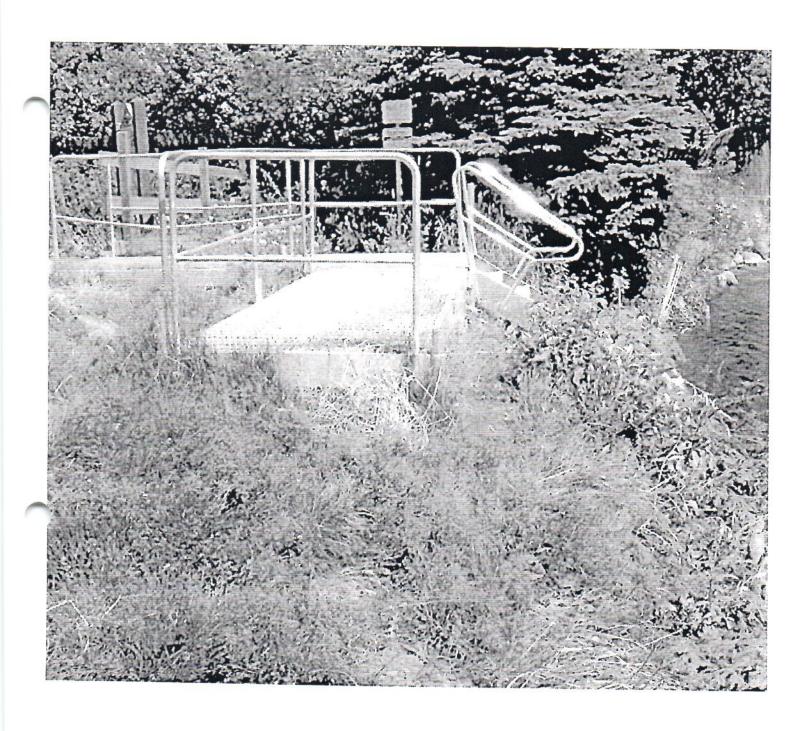
Susie Herschleb Administrative Assistant

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, Kara Johnson, Dave Zastrow, Miriam Dunbar, Susie Herschleb, and Heather Brannon.
- C. APPROVAL OF AGENDA
- D. VISITOR COMMUNICATIONS Regarding Agenda Items
- E. CONSENT CALENDAR
  - 1. 1/19/2016
- F. REPORTS
  - 1. Directors Report
    - . Copper River Watershed Project- RAC Proposal
- G. UNFINISHED BUSINESS
- H. NEW BUSINESS
  - 1. Veterans Memmorial
  - 2. Spring Break Health Camp (next Year)
  - 3. Flemming Spit Disc Golf Course
  - 4. Summer Camp
  - 5. "Skate Board Guidelines"
  - 6. Fishermans Memorial Expansion/Committee
  - 7. Gardening, Community Garden Space, July 15th
  - 8. Rock Garden Club Visit, August 6th 7th & 8th
  - 9. Waterfront Recreation Space
- I. PENDING AGENDA
  - 1. Pool Programming/Schedule
- J. AUDIENCE COMMENTS
- K. COMMISSION COMMENTS
- L. ADJOURNMENT







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

DATE: 2/23/16

TO: Parks and Recreation Commission / City of Cordova FROM: Susie Herschleb / Director of Parks and Recreation

Dear Parks and Recreation Commission,

We have been busy planning for the summer; ordering goods and discussing project timelines and priorities. Below you will find our priority list; the list is in order of priority at this point – it is always a working document due to weather windows, resources and manpower.

# PRIORITY LIST FOR PARKS AS OF 3/10/16: (see attachments)

FISHERMAN'S MEMORIAL:

- 1. Stain for tread Dark Brown / Beaver Brown / paint the fence wall the same dark brown color
- 2. New yellow cedar wider plank to fit two plaques staggered on the same linear space (best case scenario for expansion as far as cost)
  - \*ask CDFU for a donation after pricing
  - \* talk to Cathy Sherman about rock fascia opportunity
  - \* contact Joan Jackson about sculpture and main plaque treatment

## SPIT /NIRVANA:

- 1. Meet with Public W. to discuss possibilities on building rock pad and placing rocks to eliminate the possibility of launching a jet ski or boat (Susie in attendance)
- 2. Order signage for beach front
- 3. Place benches out on point
- 4. Place benches though out the park & add additional fire ring
- 5. Keep talking to the scouts about building a foot bridge.

#### HOLLIS HENDRICHS PARK:

- 1. New Welcome to Cordova signage.
- 2. Build volleyball sand pad from timbers harvested from Nirvana
  - \* talk to the Eyak Corporation for a donation of sand or Sjostedt / Eagle Construction
  - \* research out door volleyball net possibilities check out net from front desk area.
- 3. Landscape around the gazebo with latticework around the section facing the hospital plant Sitka rose around the sunny side of the gazebo facing the grassy field. Place large rocks all the way across field to keep motorized traffic off the field.
  - \* order more whisky barrels (5 for the gazebo alone.



#### FISH CLEANING STATION:

- 1. Re-finish the entire station repaint
- 2. New signage / new hooks
- 3. Rough up the cleaning surface of the cutting board
- 4. Rebuild fish cleaning stand to make it double sided.
- 5. Suspend new nozzles from middle for double sided fish cleaning.

#### SHELTER COVE SITES:

- 1. Site #1 build staircase and support beam
- 2. Build new common picnic space for temporary econo RV traffic.
  - \*blade and level area.
  - \* order 20 yds. of D1 & spread it
  - \* order extra picnic table
  - \* order extra fire ring
  - \* Place double sided grill
  - \*place mini culvert piece to develop foot trail access to the site.

### SHELTER COVE BATHROOMS:

- 1. Replace existing hardware, with higher quality stuff.
- 2. Get an estimate on what it would cost to remove lower portion of the outhouse stone work and replace it with corrugated steel siding, because the stone work is starting to crumble.

#### CULVERT PROJECT @ COVE:

1. Find out timeline and get drawings of the area so we can anticipate what the site will be like for recreation.

# MUNICIPAL BALL FIELD/ TOT LOT / PUMPTRACK:

- 1. Talk to Dave Regianni about replacing the siding and roofing material on snack shack.
- 2. Thin trees facing the inlet for better views and light. Consider trail potential and discuss feasibility of pulling some of the larger items out of the space.
- 3. Find out the cost to lay some sod and consider developing quiet green space (Must move private citizens belongs from the park area)

#### **NETTY HANSON:**

- 1. New signage
- 2. Replace old boards with new pressure treated boards
- 3. Dig out guard rail / place soil in it and plant with flowers.

VETS POCKET PARK / BREAK WATER:

1. Talk to Tony to see if we can get a look at or the measurements / specs of the new memorial. Ask which side of the buoy they plan on placing it on.

# OLD SQUAW FOOD TRUCK: (SEE ATTACHED)

Planning and Zoning, Public Works and Parks and Recreation met to discuss the sites selected by Alicia Jensen for the Old Squaw food truck. The Old Squaw food truck currently can park anywhere in the city ROW for two hours at a time. The Land Use Permit you see is a DRAFT. If you look through the attachment you will see the site she has selected within this permit. Each of the sites if accepted, will be used for a term longer than 2 hours.

We were invited to be involved with developing the content of this permit because a few of the sites are properties that fall under our wing for maintenance and upkeep. Location #1,3 & 7 are all areas that Parks and Rec. will need to watch over and tend to. In the original proposal, another location requested was in front of the Fisherman's Memorial. I feel strongly that this Park is meant for quiet reflection and for family and friends to gather. I did not feel a food truck would be appropriate and my colleagues agreed. It does not appear that the owners are disputing this decision.

I do have specific concerns about the head of the Breakwater trail (location #3). We concluded in our 10 year Master Plan that if we were to further develop this area we would need to designate parking for the Park and assure that pedestrian traffic had a safe approach to the Park. We felt pedestrian traffic should stay clear of the fisherman who are working. We discussed we should better define foot paths in order to promote safe routes to the park. My colleagues felt this was a great spot but also felt safety was vital. We agreed to specify these concerns under the <u>CONDITIONS OF USE:</u> #3, #4 #7. If you read the entire land use permit, you will find that we can terminate the permit with 10 day notice. I have recently asked Sam Greenwood if it were possible for the City to terminate just one (1) of the permitted locations without terminating the entire Land Use Permit(?) By the time we meet I should have this answer.

# FISHERMANS MEMORIAL DONATION /CDFU: (SEE ATTACHED):

Micah Renfeldt and I feel pretty good about our plans for the Fisherman's Memorial Park and even better that CDFU will likely be donating money to assist us in this renovation!

The Commission has identified a need to expand the Fisherman's Memorial Park; we currently have just 23 spaces left for plaques. Micah Renfeldt and I also identified the need to replace the lumber that the plaques are currently attached to. After spending a good bit of time discussing the options of creating more space for plaques in the existing Park; we agreed upon manufacturing a 16" wide plaque display out of yellow cedar from Hoonah Alaska. The yellow cedar would replace the 12" wide, pressure treated lumber. This surface would allow us to stagger plaques in two rows along the perimeter of the park. This would nearly double the

4/26/16 Parks and Recreation Commission meeting Directors Report (update)

### Quick update:

- Bike Rodeo volunteers needed! talk to Kara Johnson about this;) the Rodeo is this weekend, April 30<sup>th</sup>.
- The first review of the Pool Ops Leader Position is today. This position hasn't closed; it is simply the 1<sup>st</sup> review of the position. We have 2 good applicants and yet we are still open to all options -keep sending interested people our way! We will need to get serious very soon about filling the position however, it is a huge undertaking for Heather, Micah and me, when combined with all else we do. There is a CPO raining in Anchorage the 17 & 18 of May It would be amazing to get a new employee CPO certified so soon!
- The energy audit for the pool came in We are excited to get to work on anything small that we
  can fund in this budget cycle. Micah and I have scheduled some time together early next week
  during our pool closer (May 3-16<sup>th</sup>) to go through it with a fine toothed comb and begin the
  process of planning projects.
- The list of projects for the pool closure that you received in the last packet will also be reviewed early next week.
- Heather and I have begun to clean and organize the administrative office at the pool. We have slowly been filling boxes of files and bringing them to our office and sorting through them. We have maintained data collection and reporting as well as, revenue deposits. So far we haven't run into too many problems maintaining service.
- Mary Anne Bishop is interested in putting some picnic tables, benches and trash receptacles on the fill lot where the salty steer was last summer (next to the Science Center) She has been in contact with the City Planner and myself; because the lot is currently not zoned at all, I felt it would make sense for us to defer to Planning and Zoning prior to spending the time to advise as a Parks and Recreation Commission on the property. Furthermore, we are not funded to purchase tables or benches this year. I recommended that she speak with Randy Robertson / City Manager, because I believe it is within his scope to issue a land use permit on a city owned property (although I am unsure if this can happen prior to the property being zoned). I think most of us know that this property is a favorite venue for those watching the fleet leave and/or return. I also know this property could be sold; this is likely a hot topic! I'll keep you posted.
- I have scheduled an appointment with Randy Robertson for 9am on Tuesday when he returns. We will discuss summer camp. There is no doubt that we will have some sort of summer programming this year. We will need authorization however, for a full scale camp. I will be doing my very best to get to "YES"... ③. I will keep you posted.
- We made 5k during DTK this year. We will be purchasing a Parent Tot swing for the Tot Lot; a bottle filler /drinking fountain for Bidarki and the rest will offset the expense of pool programming equipment purchased earlier this fiscal year.
- I have provided a brief on the Department's first quarter report in regard to usage and revenue.

# City of Cordova 602 Railroad Avenue P.O. Box 1210 Cordova, Alaska 99574

# LAND USE PERMIT

PERMISSION IS HEREBY GRANTED to **Old Squaw LLC**, of P.O. Box 769, Cordova, Alaska 99574, hereinafter referred to as the "Permittee", to enter upon certain lands, as specified below, held by the **City of Cordova**, having its principal place of business at the address listed above, and hereinafter referred to as "the City," for the purpose of occupying land.

- 1. <u>Definition:</u> The term "Permittee" shall refer to the business whose name appears above, and shall include any and all persons accompanying Permittee on the subject lands during the term of the permit.
- 2. <u>Subject Lands:</u> The lands and times subject to the permit are generally describe below see Attachment A for maps of locations.
  - The Second Street ROW south of Cordova telephone Company building and north of the flashing school zone lights. Monday through Friday 11 am to 3 pm
  - 2. Snow dump parking lot behind Old Library Museum. Monday through Friday 11 am to 3 pm.
  - 3. South Fill Breakwater Trail area near green buoy and parking lots to the east.
  - 4. South Fill recycle center. Truck will park at northeast corner of lot.
  - 5. Old Harbor parking area
  - 6. Breakwater Fill Lot
  - 7. West corner of Hospital Parking Lot Saturday and Sundays 11 am to 3 pm and 5 pm to 8 pm.

# 3. Conditions of Permit:

- 1. Permittee will provide a minimum of two trash containers at or near food truck in all permitted areas.
- 2. No trash will be left in permitted areas.
- 3. Safety of public will be a priority. Traffic congestion caused by food truck customers will be avoided in all areas.
- 4. Areas where customers are waiting will be delineated by cones or some type of access strip for safety.

- 5. The South Fill area and the Musuem Library parking lot have scheduled construction projects for the summer of 2016. The City may limit use, relocate use within parking areas or disallow use in these areas during project construction.
- 6. All City projects will take precedent over this permit.
- 7. Premittee is not guaranteed parking space at any of these locations. All areas are for public use and parking; parking spaces will not be reserved for food truck.
- 8. Permitted areas are as shown. If premittee desires to change hours or days at permitted locations concurrence must be obtained from the City.

No right or authority to enter upon and use lands other than those owned by the City and described herein shall be conferred by the permit. Permittee will respect valid existing rights reserved in the City title and accepts the responsibility to familiarize themselves with such reservations.

- 4. <u>Acknowledgement:</u> Permittee acknowledges that he has no legal or equitable interest in the surface or subsurface estate of the subject lands or any portion thereof and that the issuance of the permit does not create such an interest.
- 5. <u>Term:</u> The effective term of the permit shall commence on May 1, 2016 and shall expire on September 30, 2016, unless sooner terminated as specified herein.
- 6. Rent: The permit fee shall be \$1000.00 for term of the permit. Permittee shall bear all expenses associated with their planned activities under the permit.
- 7. Non-Exclusive: The permit does not grant Permittee exclusive use of subject lands.
- 8. Non-transferability and Non-assignability: The permit may not be transferred or assigned for any reason without the prior written consent of the City.
- 9. <u>Authorized Uses:</u> The permit authorizes Permittee to carry out his/her activities as on the subject lands described above. Authorized uses under the permit shall consist of and is limited to operating a mobile food truck. Food truck shall supply trash containers. No outside seating will be provided by Premittee. Premittee understands that these areas are public and other uses will be occurring on the properties.
- 10. Prohibited Uses: No uses or activities other than those specifically authorized in paragraph 9 above are allowed under the authority of the permit. Permittee shall not use, tamper with or disturb any existing improvements on subject lands unless specifically authorized herein. Permittee shall not construct any buildings, structures or permanent improvements of any kind, other than those specifically authorized herein, without prior written permission of the City.

- 11. <u>Laws and Regulations</u>: Permittee, in exercising the privileges authorized herein, shall comply with all applicable local, state and federal laws and regulations, including but not limited to state and federal environment and labor requirements.
- 12. Environment Protection & Safety: Permittee shall conduct his/her activities on the subject lands to have the minimum practical adverse impact on the natural and socio-economic environments.

Permittee shall maintain subject lands and authorized facilities, if any, to reasonable standards or repair, orderliness, sanitation and safety.

Permittee shall not store hazardous materials on the subject lands unless specifically authorized herein and permitted by the appropriate pubic agency (ies).

Permittee shall not cut, damage, or remove live vegetation.

Permittee shall not tamper with or interfere with any artifacts, which might be discovered during the course of his/her activities, which discovery shall be reported immediately to the City.

Permittee shall dispose of all refuse resulting from its use of the subject lands, including waste materials, garbage, and food of all kinds, by carrying out all materials that are not consumed on subject lands.

- 13. <u>Survey Monuments:</u> Permittee shall take all reasonable and necessary precautions to prevent disturbance and destruction of survey monuments and shall be responsible for the replacement and bear all replacement costs for monuments disturbed as a result of any operations undertaken by Permittee. Permittee shall notify the City and other appropriate public officials and private parties as soon as possible after Permittee becomes aware of the disturbance of any monument.
- 14. Restoration and Vacation: Prior to expiration or termination of the permit, Permittee shall vacate subject lands of all improvements. In the event that the Permittee fails to vacate and restore the subject lands, the City shall have the option of restoring said property at Permittee's expense. Any attempt by the Permittee to retrieve the property or to use the same after the permit has expired or terminated shall result in charges of trespass against the Permittee.
- 15. <u>Damages:</u> Permittee shall exercise due diligence in protecting the subject lands and resources from any damages. Permittee shall be held liable for and pay the City triple any damages resulting from activities conducted by Permittee but not authorized under the permit.
- 16. <u>Risks and Hazards:</u> Permittee assumes any and all risks which might be presented by natural hazards, other phenomena or finished, partially finished and/or unmaintained facilities which may occur on the subject lands. Such hazards may

include, but are not limited to traffic, overhead electric lines and earthquakes. Permittee is further responsible for notifying the City of any new hazards, and shall secure permission from the City prior to their removal or mitigation.

- 17. <u>Indemnification Hold Harmless:</u> Permittee shall defend, indemnify and hold the City, its assigns, agents, employees, representatives and successors in interest harmless from and against any and all actions, claims, losses, expenses, including reasonable attorney's fees, for injury to or death on any person or persons and the loss of or damage to the property of person or persons arising in connection with, and as a direct result of Permittee's activities, including, but not limited to the City's negligence, if any, in failing to recognize or remedy a hazardous condition existing on subject lands.
- 18. <u>Inspections:</u> The City, by and through its officers, agents, employees and/or representatives, reserves the right to inspect the activities of Permittee at any time while on the subject lands with or without advance notice. The presence or absence of such City inspector shall not release Permittee of any liability as specified herein. At the City's discretion, any or all City costs associated with such inspection shall be collected from Permittee.

The City makes no warranties or representations as to the condition or state of the subject lands, or as to their fitness or suitability for Permittee's intended uses, or any uses. Permittee acknowledges that it has inspected and examined the subject lands to its satisfaction, and agrees to accept the subject lands in their present conditions.

19. <u>Termination:</u> This permit may be terminated upon the breach of any of the terms and conditions herein. Such termination shall become effective immediately after sending written or providing oral notice of breach unless the breached condition is rectified within said five (5) days.

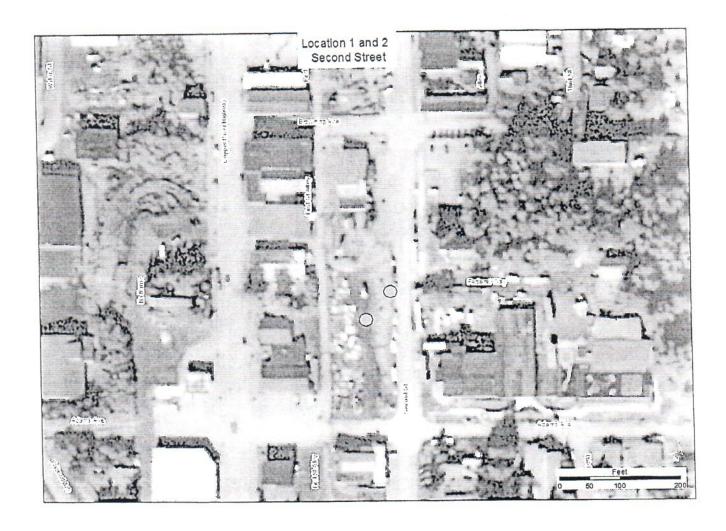
In addition, the City or Permittee may terminate permit upon ten (10) day advance written notice to vacate subject lands.

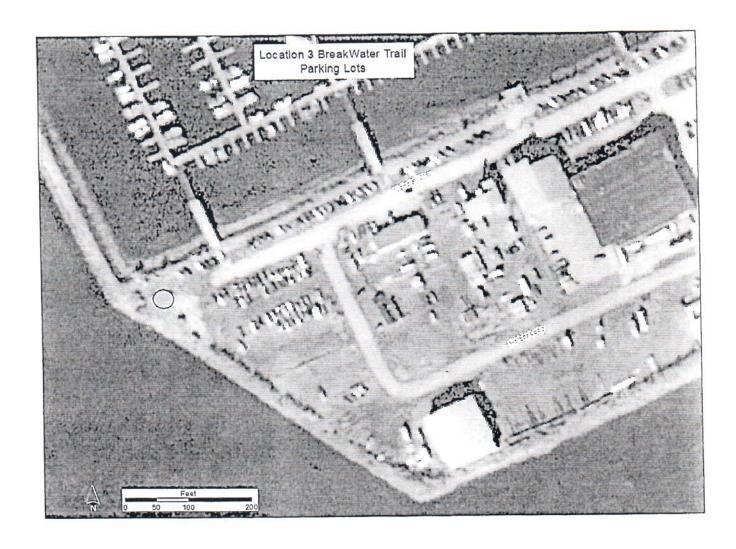
IN WITNESS WHEREOF, the parties have caused this Land Use Permit to be executed on the dates set opposite their respective signatures below.

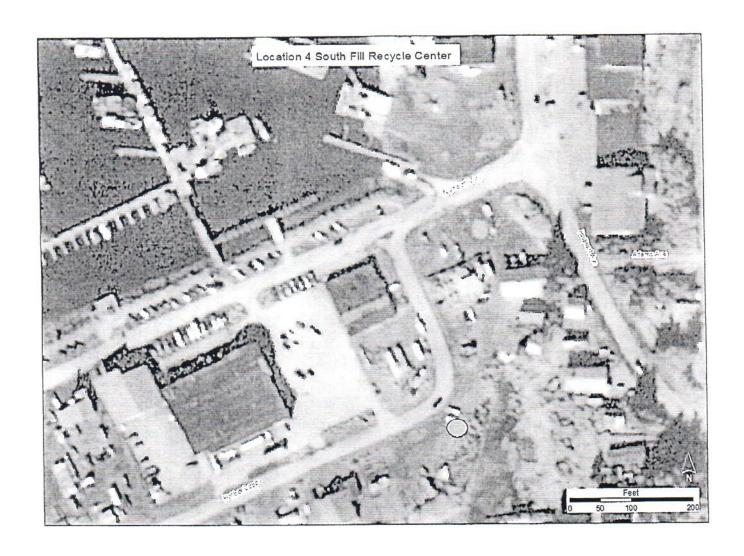
	CITY OF CORDOVA						
Dated:	Ву:						
	Its: Randy Robertson, City Manager						
PERMITTEE:	Old Squaw LLC.						

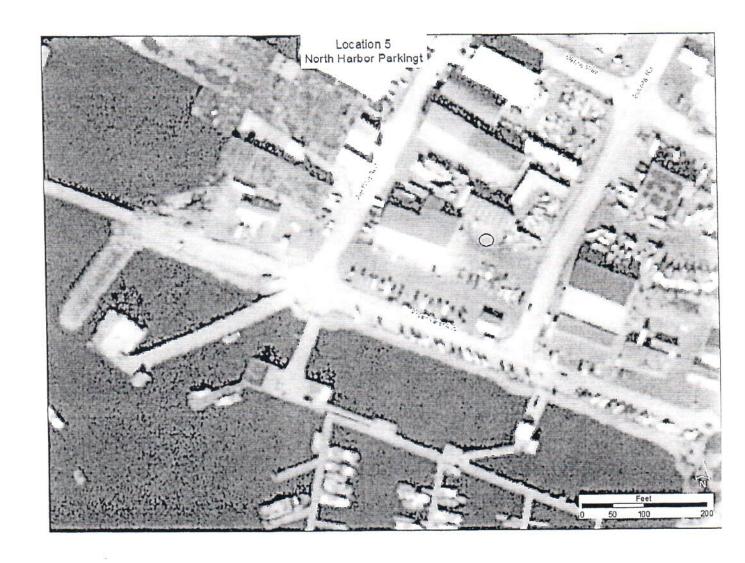
Dated:	By:
	Alicia Jensen
	Its: Alicia Jensen, owner
	Ву:

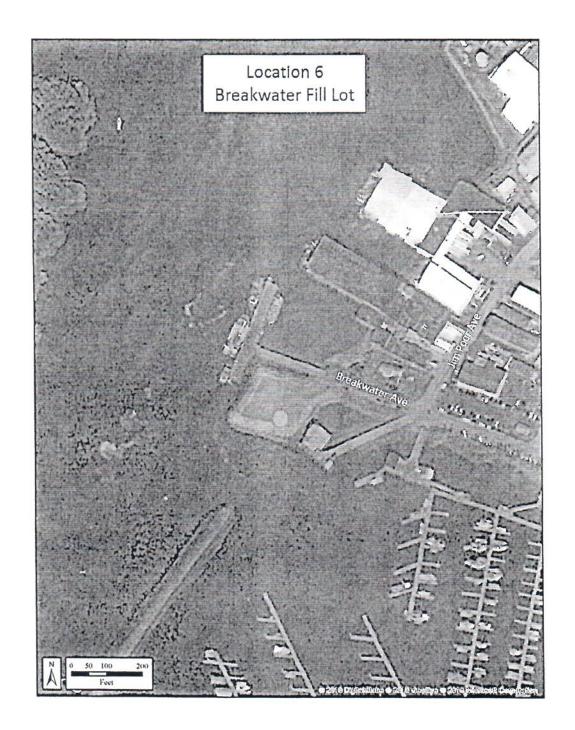
Its: Jason Long, owner Attachment A

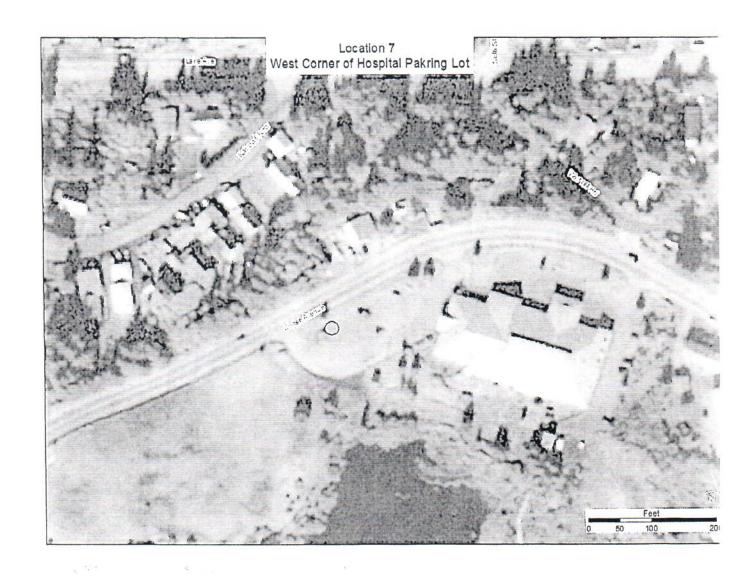












# CDFU Fishermen Memorial Fund



# SOP: Fishermen's Memorial Funds

#### ISSUE:

The Parks & Recs Commission of the City of Cordova manages the Fishermen's Memorial Park with day-to-day operations managed out of Bidarki. Bidarki and Parks and Recs staff facilitate all sales, requests and installation of memorial plaques and maintenance of the park.

CDFU has been collecting donations from the fleet membership under a line item Fishermen Memorial. In the past funds have been used to supplement the cost of memorial plaques upon request from fishing families. CDFU has not received such a request in at least the last 5 years so donations have accrued to a balance approximately \$3250. CDFU also is unable to promote the availability of funds within the community and desires to see them utilized for maximum benefit, while meeting goals of the original intent.

For that reason the CDFU Board seeks input and feedback from Parks & Recs Commission and/or Bidarki as to whether the below ideas can be implemented.

#### CDFU Fishermen's Memorial Donation Operating Guidelines:

- CDFU will continue to facilitate an opportunity for fleet members to contribute to the Fishermen's Memorial Fund.
  - Donations will be collected in the Annual Membership Renewal Process in hardcopy and online formats
- · The donations from CDFU should be used by the Parks & Recs Commission to:
  - Supplement the cost of memorial plaques for fishing families in need and those fishermen without survivors to facilitate memorials.
    - Criteria for awarding financial supplements for memorial plaques shall be determined by the Parks & Recs Commission.
  - Park maintenance and upkeep as needed.

#### Regarding the initial donation transfer to Parks & Rec Commission:

- Recommendation is that CDFU make an initial transfer of \$3250 from the Fishermen Memorial account to Parks & Rec Commission.
- The donations from CDFU should be used by the Parks & Recs Commission to:
  - Establish an assistance fund to supplement the cost of memorial plaques for fishing families in need and/or those fishermen without survivors to facilitate memorials.
    - Criteria for awarding financial supplements for memorial plaques shall be determined by the Parks & Recs Commission.
  - Park maintenance and upkeep as needed.
- Use of the initial transfer of funds shall be allocated to:
  - 50% Establish a base fund for financial assistance for memorial plaques
  - 50% Park maintenance needs.

# ICY STRAITS LUMBER BOX 370 HOONAH, AK 99829

907-945-3243 O 907-945-3333 F 907-723-1722 C 907-723-0174 C www.alaskawoodproducts.com wes\_milling@yahoo.com 3/14/2016

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The Eyak Corporation 360 West Benson Blvd., Suite 210 Anchorage, AK 99503 Phone: (907) 334-6971

Phone: (907) 334-6971 Fax: (907) 334-6973



April 6, 2016

Parks and Recreation Commission P.O. Box 1210 Cordova, AK 99574 VIA ELECTRONIC MAIL

Dear Parks and Recreation Commission,

The Eyak Corporation would like to work in cooperation with the City of Cordova to create a Veteran memorial monument.

We would procure a granite memorial approximately 3-4 feet tall. The monument will be etched with a simple respectful statement of thanks for those who have served our country. Next to the monument will be a polished granite slab bench that would complement the monument and be a place for reflection and rest. The location would be on the Northwest Edge of the breakwater between the buoy and breakwater walk. Through electronic mail sent earlier today, Jerry O'Brien Jr. provided a drawing of the proposed location, along with additional information.

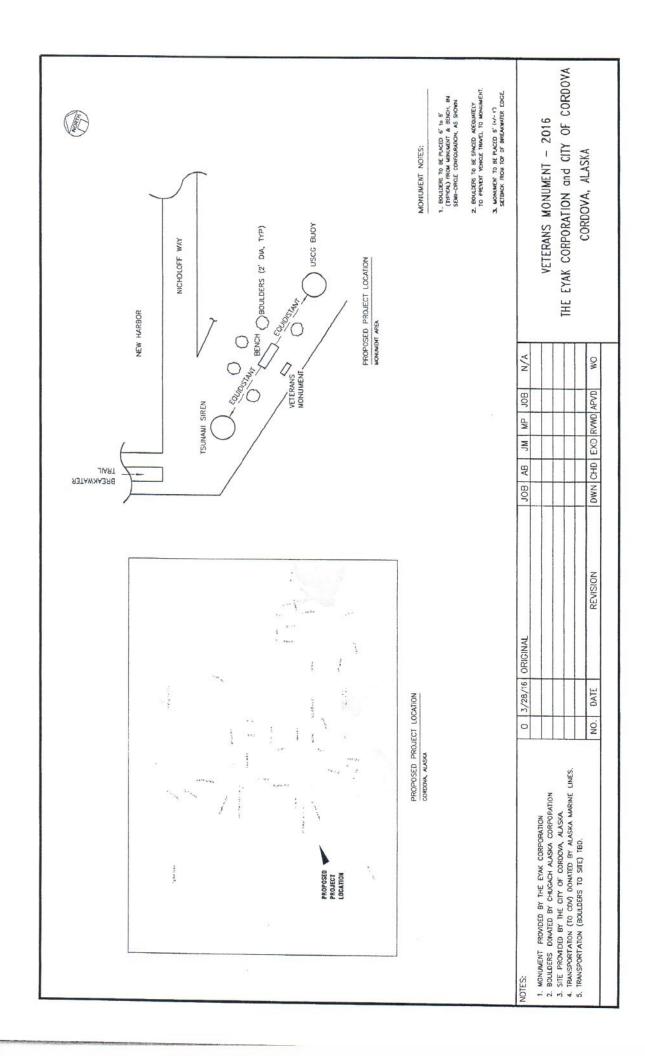
The monument would be a nice addition to that area and flows well with the picnic area and the breakwater walkway. A member of our staff and a board member walked the area with the city of Cordova's City Manager and Harbormaster. Both are supportive of this project.

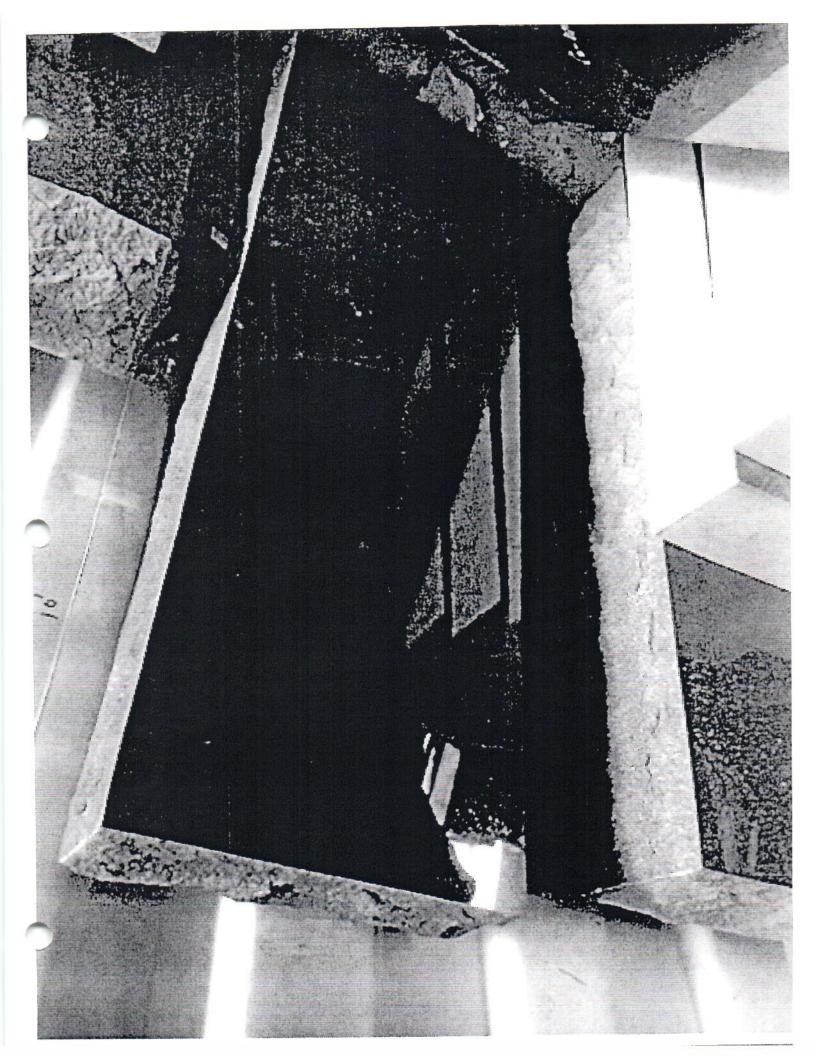
The Eyak Corporation is well aware of Parks and Recreation's constrained budget and will cover costs of transportation and installation. Perhaps we can work together on an attractive inexpensive and easy to maintain landscape. Our time frame is to complete this project this summer. If you have any further questions, please feel free to contact Angela Butler at our Cordova office.

Sincerely,

The Eyak Corporation

Martin M. Parsons Board Chairman



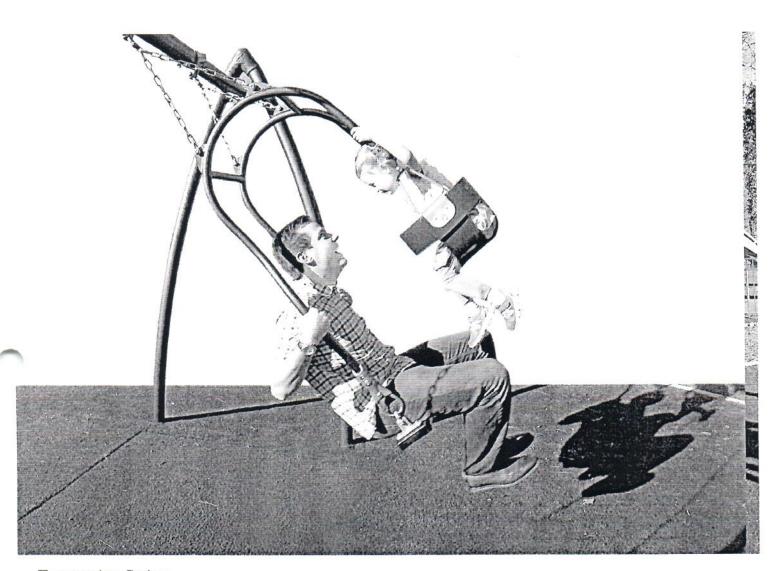




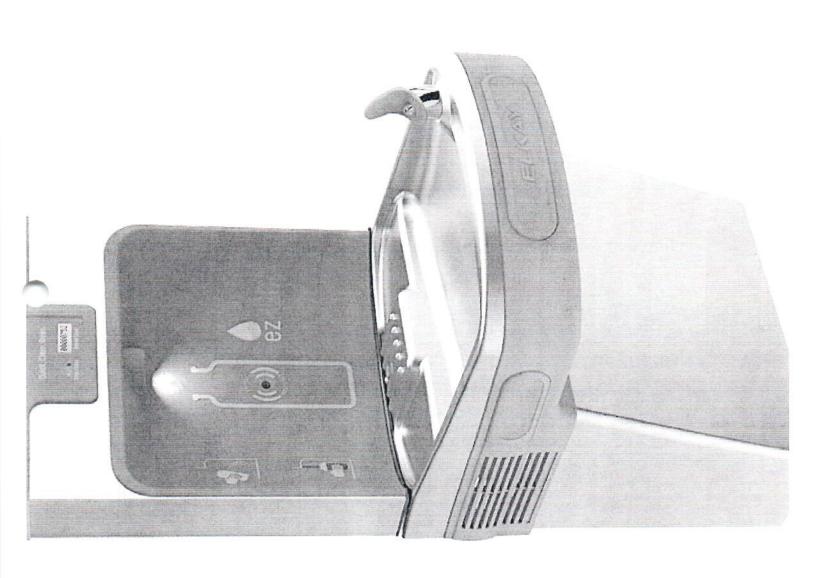
# Expression Swing $^{\text{\tiny TM}}$

\$1,199.00

Model Number: 5128



Expression Swing



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

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



TO:

The Mayor and City Council

Randy Robertson / City Manager

FROM:

Susan Herschleb / Director of Parks and Recreation

RE:

2016 1st Quarter Report

DATE:

4/8/16

Dear Mayor Koplin, Randy Robertson & City Council;

#### **BOB KORN POOL**

The pool's 1<sup>st</sup> guarter revenue is about 1k behind 2015.

Entrance fees: January:

- \$625.00

February:

- \$358.00

March:

- \$183.00

# Usage totals:

Usage total summary; we are down 1,297 visits to the pool.

January:

- 289 visits

February:

- 330 visits

March:

- 678 visits

(special note; we are not offering Friday Tot Swim in 2016; this generated 224 additional visits in the first quarter of 2015; we are still down by over 1,000 visits for all other swims)

# **BIDARKI REC CENTER**

Bidarki's 1<sup>st</sup> quarter revenue is about 3k ahead in 2016.

· Entrance fee summary:

January:

-\$900.91

February:

+\$2,535.20

March:

+\$3,204.93

#### Usage totals:

Usage total summary; we are up 1,937 visits in 2016.

January:

+300 visits

February:

+60 visits

March:

+1,577 visits

(special note; we have maintained youth basketball leagues in 2016; this has increased our usage totals)