

CITY OF CORDOVA



**PARKS AND RECREATION COMMISSION
REGULAR MEETING
Tuesday, June 21st
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**
- E. **CONSENT CALENDAR**
 - 1. 4/26/16
- F. **REPORTS**
 - 1. Directors Report
- G. **UNFINISHED BUSINESS**
 - 1. Bidarki Bazaar – April Beedle
- H. **NEW BUSINESS**
 - 1. Dog Park – Kristen Gorman
 - 2. Eyak Memorial Project – Jen Smith / Native Village of Eyak
- I. **PENDING AGENDA**
 - 1. Odiak Enterprise Fund
- J. **COMMISSION COMMENTS**
- K. **ADJOURNMENT**

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



DATE: 6/20/16
TO: The City of Cordova Parks and Recreation Commission
FROM: Susan Herschleb / Director of Parks and Recreation
RE: June 2016 directors report

Dear Commission,

So very much has happened in the time between meetings! The two projects requiring the most focus for me have been the transition in pool management and coordinating summer programming. Other projects I've worked on since the last meeting include; the vault toilet at skater's cabin; the Fisherman's Memorial renovation; the grassy field gazebo renovation; Improving management practices for Shelter Cove Rec. Area; organizing/ purging programming supplies and preparing back room at the Bidarki for summer programming; training summer staff; dealing with our athletic field(s) policy and responding to social media critics.

POOL: I was very proactive in placing clear expectations for any applicant interested in the pool ops leader position. We were shopping for someone who was willing to work a non-traditional 40 hour work week. I wanted our leader to be present while implementing new programming, interacting with the lifeguards and the public face to face. I am extremely happy with Derek and really like his management style. (new schedule attached- this one shouldn't change all summer)

The lifeguard training was a success. Although, we were working with 5 people prior to the class (blended learning style); only 1 person showed up for the first day of classroom time. We will likely need to work with Jeff Hamberger again to do so unless we spend the money to bring someone to town to train, which is a costly endeavor. My main concern will be when he is available to teach again and if the timing is in conjunction with our needs.

Heather went through every file cabinet at the pool; purged unnecessary files and well organized files to archive and active files to use. We also made some immediate adjustments to the business systems. The cash register will help with better record keeping and the process of rentals etc... other areas will soon be modified as well. I have attached a new party rental form as an example of some of the minor changes Derek and I have made. This will be an ongoing process. (new party rental agreement attached)

SUMMER PROGRAMS: *We have a lot of great stuff going on this summer. Half days are wonderful – I wish I had known well enough to just do a solid summer of half days! The kids don't get burned out we can do one activity a day at each destination and we can visit that destination to do a different activity later in the session.... Another thought for planning weeks, would be to plan and advertise one day events. Canoe Alganik River; dinner & games at Skaters Cabin to follow. These events could be longer than a normal day at camp, no rush & enjoyable.*

- *Last week was ½ day camp adventures – beautiful weather great times, but fewer kids.*

- This week is 2 hour activities at Bidarki Rec. Center 10-12pm 4th-6th grade.
- Next week is FULL ON CAMP 4th-7th grade. We look forward to implementing our traditional program 😊

So far, we have not hired outside of the crew that we already have on hand. Everyone is engaged and busy. If our numbers go up it will be slightly more challenging; but so far we have enough rec. aids on hand to handle the programming and keep the building open.

Speaking of staffing; I learned a lot recently, unintentionally. I have found at the pool, with just two lifeguards working; performance has improved and they are not seeking work elsewhere. Both guards are at nearly 40 hours per week and thriving. Most of the time they are there, the supervisor is there as well. They are learning more because they are doing what they do more often and they have positive role modeling most of the time.

I feel the same is true at Bidarki. My front desk crew is learning more about planning and implementing programming, they are receiving more hours and have direct supervision. My goal for next summer will be to cross train as many employees as I possibly can between the Pool, Bidarki and Parks Maintenance. I would like to have fewer workers in the whole department.

This spring I trained one worker behind the front desk; in basketball programming and working in the Parks. It was a great thing! This employee enjoyed the variety of tasks and didn't need to seek employment elsewhere because he was receiving almost 40 hours a week between two divisions.

SKATERS CABIN VAULT TOILET UPDATE: We jumped off the merry-go-round! We made a decision to not ask for an increased award for the vault toilet grant again this cycle. When we re-examined the building we were originally funded for, we realized that the slab and vault was exactly the same size as the building with the prefab overhang. We are quite sure that we can design and build an overhang for the original building for much less. We will have the blessing of our City engineer prior to building our own overhang; we can finally bring this new facility to fruition. We ordered the building and it is scheduled to arrive in Cordova around August 15th. I will need to prepare a bid for contractors in my spare time over the next few months.

FISHERMANS MEMORIAL RENO: We have received our yellow cedar for under the plaques at the Fisherman's Memorial, it is gorgeous and ready to be planed. We took advantage of the beautiful weather last week & pressure washed the rest of the wood at the Memorial. It was then stained a dark brown to match the plaques. I have had some discussion with Diane Wiese about planters for the memorial, large but movable. I will present images of those I'm interested in soon.

GRASSY FIELD GAZEBO: We put some raised beds in at the gazebo and latticework will be placed on the parking lot side this year. Eventually we would like to ask for donated perennials rather than annuals for the raised beds. We also have plans to build rock beds around the gravel area. These beds will be built between the larger rocks. Rain gutters were ordered to place over the beds and control the run off.

SHELTER COVE SPACE MANAGEMENT: It is a work in progress at Shelter Cove. We have tried a number of different ways to better manage the area. I think at this point, I am honestly more concerned about having the space someone has rented open when they get here, than I am concerned about making money! (sad truth)

- Vacancy signs
- Wires and locks
- Promoting the econo parking by marking it more clearly
- Creating temporary parking for fishing season.
- Future: Gazebo from Nirvana
- Come full circle with an iron ranger and take no reservations – give to cops 😊!

ATHLETIC FIELD POLICY: *The municipal field has never been fenced and the field was littered with dog poop at the start of the little league season. I had a brief discussion with Dave Regianni prior to the season via e-mail. I agreed with him 100%. There is no doubt, that it is common practice to restrict pets from athletic fields. The idea was to get people to improve the situation at the municipal field by placing a sign stating there are no dogs allowed on the athletic field. The goal is to have folks be responsible for their pet and its waste. But it goes deeper than that. There is a leash law and there are a number of Cordovan's who still have not abided by this law. I would venture to believe that the municipal field is littered with pet waste by neighborhood roamers more so then by people who are walking with their dogs on the field.*

Without thinking twice I ordered signs for both athletic fields. We put up temporary signs right away and they were ripped down in a day. This was my first indication that this was not going to be a popular policy. It was always my intention to push this specifically during the ball season, which is about a month. I never thought about strictly enforcing this all year long; especially at the Whitshed road field.

My thought is to place an additional sign at the Whitshed field after the ball season. I am willing to allow dogs on the field from July 1st- April 15th for running & picking up after your pet is mandatory. These signs would be removed during the ball season.

I understand that there is some momentum behind developing a dog park since the signs went up. That's a discussion we can certainly have. I however, would challenge this considering all of the capital improvements that are needed within this department. I also can see that for 11 months out of the year dogs can run on the Whitshed road field. Although dogs will likely never take priority over an athletic event at the field; the amount of time it is available to dogs is pretty substantial. I think it would be fair to place this project on a priority list; after other more pressing projects. We are feeling the pinch when it comes to funding in Parks and Rec. and fencing isn't cheap. Not to mention, space is limited and if we fence in anything I would think the municipal field should come first.

ODIAK CAMPER PARK CAPITAL PROJECTS/ ENTERPRISE FUND: *I am currently pulling together some research to present for this directors report regarding Odiak Camper Park. I am sending my director's report forward to you minus these attachments due to the time crunch.*

This schedule should be the same throughout the summer.
The only scheduled changes are to add in a yoga course and possibly a competitive game night. We are looking into having a yoga instructor teach twice a week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	7-10 AM Lap Swim	7-10 AM Lap Swim	7-10 AM Lap Swim	7-10 AM Lap Swim	7-10 AM Lap Swim	
9-11:30 AM Lap Swim						9-11:30 AM Lap Swim
	12-1 PM Tot Swim	12-1 PM Yoga		12-1 PM Yoga	12-1 PM Tot Swim	12-3 PM Open Swim
	1-3 PM Open Swim	1-3 PM Open Swim	1-3 PM Open Swim	1-3 PM Open Swim	1-3 PM Open Swim	
	3-4 PM Organized Activity		3-4 PM Organized Activity		3-4 PM Organized Activity	
		5-6 PM Condition Training		5-6 PM Condition Training		4-5 PM Tot Swim
	6-8 PM Lap Swim	6-8 PM Lap Swim	6-8 PM Lap Swim	6-8 PM Lap Swim	6-8 PM Lap Swim	

CITY OF CORDOVA / PARKS AND RECREATION DEPT.

BOB KORN MEMORIAL SWIMMING POOL PARTY OPTIONS

The Bob Korn Memorial Swimming Pool is available to rent for parties and special activities.

Below you will find all of the information needed to help you plan your event.

RENTAL PACKAGES:

Little Surfer: One hour of swim time in the pool = \$75.00

Wipe Out: Two full hours of swim time in the pool = \$125.00

Lobby Option: For use of the lobby (up to 45 minutes after swim) + \$25.00

SPECIAL INTEREST RENTALS:

For special interest groups, a training program or rentals scheduled during the week; please visit with our pool manager. Terms and fees for a special interest group rentals will vary.

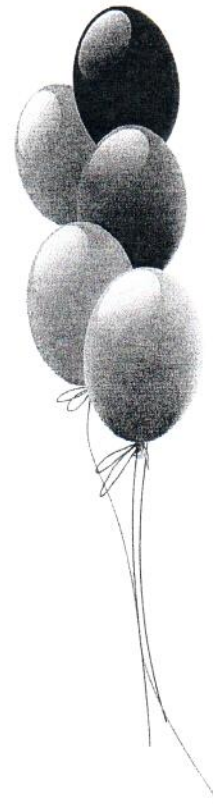
A Few more things you need to know....

- You must be 21 years of age to rent the pool.
- The renting adult must be present at all times during the rental.
- All rentals are pending due to lifeguard availability.
- If an emergency happens such as a power outage, sick lifeguard etc. and we have to cancel your rental time you have the option of rescheduling or requesting a full refund. We will do our best to notify you as soon as we are aware of any conflict.
- Rates: Based on a maximum of 50 swimmers.
- We ask for a minimum of 48 hour notice to schedule a party.
- A signed rental agreement packet is required. Rental agreement packets are available at the Bob Korn Pool and Bidarki Recreation Center.

Questions? Stop in or give us a call today! @ 424-7282

CITY OF CORDOVA ~ Bob Korn Memorial Pool

POOL PARTY RENTAL FORM



Date: _____

Name of group: _____

Address: _____

Phone: _____

Rental Date: _____

Time request: _____

Number in party: _____

Request use of lobby area: yes:_____ no:_____

Rental fees: (circle & total)

One hour: \$75.00

Two hours: \$125.00

+ lobby usage: \$25.00

TOTAL DUE: _____

I have read rental policy and agree to follow the Swimming Pool Rental Policy, including the rates, fees and regulations.

Signature of renter:

_____ date: _____

*****FOR STAFF USE ONLY*****

Staff initials: _____

Comments:

Rental fee paid: _____

CK: _____

Cash: _____

BOB KORN MEMORIAL SWIMMING POOL USAGE POLICY

Please read and sign the following rental policy prior to completing the facility rental form.

- Renter must be 21 years and older and the responsible party must be present for the rental period.
- Children who have not succeeded in passing the shallow end swim test, must be within arms reach of their parent / guardian or caregiver who can swim and who is 12 years or older.
- Children who are not potty trained must wear a swim diaper.
- Smoking is prohibited.
- Alcoholic beverages/illegal or illicit drugs are not permitted in the City of Cordova Parks and Recreation Department facilities at any time.
- Firearms or other deadly or defensive weapons are not permitted in City of Cordova Parks and Recreation Department facilities without the express written permission of the City of Cordova, Director of Parks and Recreation.
- Seating, other special equipment, or facilities arrangements shall be made at the time the rental agreement is issued.
- Fire and safety regulations shall be observed.
- The City of Cordova Parks and Recreation Department is not responsible for loss or damage to personal property by individuals or groups.
- Violation of these rules and regulations shall restrict subsequent facility use agreement and prohibit future use of our swimming pool facility.
- The City of Cordova reserves the right to cancel or decline a Facility Use Application, if such action is deemed necessary and in the best interest of the City. In the event of such revocation or cancellation, the City will refund any advance payment made and there shall be no claim or right to damages or expenses on the part of the applicant.
- Programming that may or may not include instruction will be considered. We ask for a detailed description of the type of activity. This description must be received with the Facility Usage Application 10 days in advance. The Recreation Operations Leader will work with organizers to ensure the safety of those attending. Depending on the proposed programming a user group may be required to provide certification of any instructors involved at the discretion of the City of Cordova Parks and Recreation Department Director and Recreation Operations Leader.
- The City of Cordova Parks and Recreation Department may require a hold harmless agreement and/or certificates of insurance, when appropriate.
- Rental agreements are not transferable.

I have read and understand the pool usage policy. I am the responsible party renting the pool and I agree to follow the terms of use.

PRINTED NAME

SIGNATURE

DATE

BIDARKI RECREATION CENTER

Summer Hours

MONDAY THROUGH FRIDAY

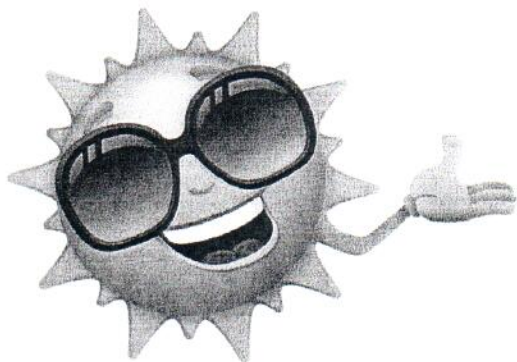
8am – 1pm / CLOSURE / 1pm – 4pm

SATURDAY

12pm – 8pm

SUNDAY

CLOSED



Daily Schedule



Weights with Voz / Mon. through Sat. 5am – 7am & 5pm – 6pm

Aerobics / Mon. Wed. & Fri. Separate Schedule Available

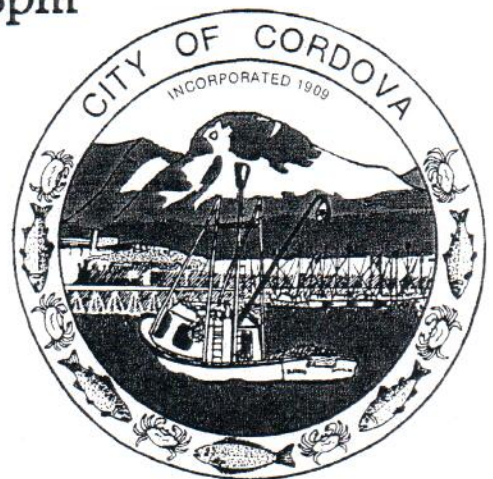
Tot Time / Tues. & Thur. 10am – 12pm / Sat. 1pm – 3pm

Everyday Explorers (private gym) / Wed. 10am–12am

Adult Volleyball / Mon. & Wed. 6pm – 8pm

Adult Basketball / Tues. & Thurs. 6.30pm – 8pm

For questions please call 424-7282.



Bidarki Recreation Center

Presents the 2016



Schedule

Dates:	Program:	Time:	Fee:
June 13th - 17th	1/2 Day Session #1	12pm - 5pm	\$75.00
June 20th - 24th	Adventures @ Bidarki	10am - 12pm	\$25.00
June 27th - July 1st	Full Camp Session #1	10am - 5pm	\$150.00
July 5th - 8th	Adventures @ the Pool	10am - 12pm	\$25.00
July 11th - 15th	1/2 Day Session #2	12pm - 5pm	\$75.00
July 18th - 22nd	Adventures @ Nirvana	12pm - 2pm	\$25.00
July 25th - 29th	Full Camp Session #2	10am - 5pm	\$150.00
Aug 1st - 5th	Adventures @ Skaters	1pm - 3pm	\$25.00
Aug 8th - 12th	Full Camp Session #3	10am - 5pm	\$150.00

Full Camp Sessions: Registration is open to youth in the 4th - 7th grade.

1/2 Day Sessions: Registration is open to youth in the 3rd to 5th grade.

Activities include hiking, canoeing, swimming and much more. Lunches will be provided daily.

The Adventure Series is a 2 hour supplementary Summer Program

Adventures @ Bidarki: Registration is open to youth in the 4th - 6th grade.

Adventures @ the Pool: Registration is open to youth in the 3rd - 5th grade.

Adventures @ Nirvana: Registration is open to youth in the 4th - 6th grade.

Adventures @ Skaters: Registration is open to youth in the 3rd - 5th grade.

***2 hour Adventure series programs are free to Bidarki Recreation Center Youth Pass holders. Lunches will be provided before all programs except the Pool .**

Registration forms are available @ Bidarki Rec Center and on the Bidarki Rec Center Face Book page. For questions please call (907) 424 7282.



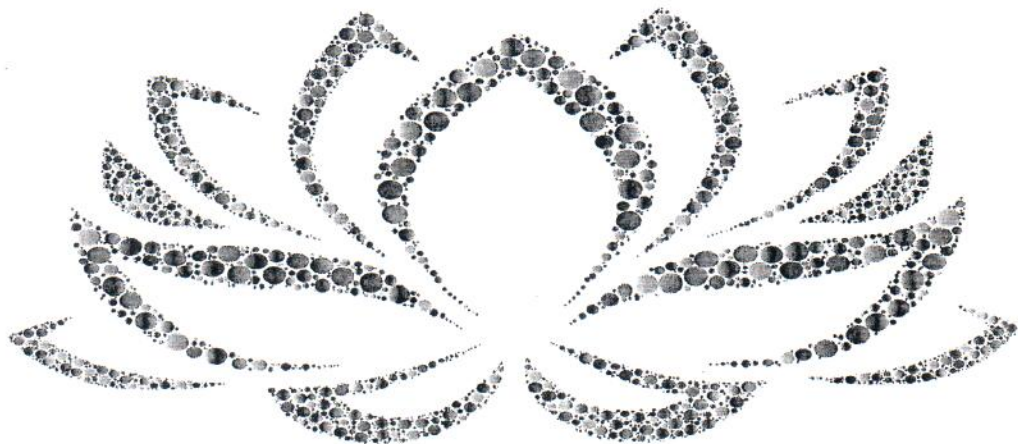
BIDARKI RECREATION CENTER

Summer Aerobics Schedule

June 13th, 15th, 17th	Evening Class	5:30pm - 6:30pm
June 20th, 22nd, 24th	Afternoon Class	12:00pm - 1:00pm
June 27th, 29th	Evening Class	5:30pm - 6:30pm
July 1st	Evening Class	5:30pm - 6:30pm
July 6th, 8th	Afternoon Class	12:00pm - 1:00pm
July 11th, 13th, 15th	Evening Class	5:30 pm - 6:30pm
July 18th, 20th, 22nd	Afternoon Class	12:00pm - 1:00pm
July 25th, 27th, 29th	Evening Class	5:30pm - 6:30pm
August 1st, 3rd, 5th	Afternoon Class	12:00pm - 1:00pm
August 8th, 10th, 12th	Evening Class	5:30pm - 6:30pm

Aerobics class is held on Monday, Wednesday and Fridays.

Schedule rotates Afternoon and Evening hours.



Dear City of Cordova,

This afternoon I took my dog to the baseball field off of Whitshed Road to run, something I have been doing several times a week since early last August. Although I was happy to see that the gate opposite Whitshed had finally been fixed after blowing down in a storm this winter, I was surprised to see the No Dog sign posted (see attached photo).

For the last year, this area has been used primarily by dog owners in town as I have not seen any kids using the field since I started going there last August. Further, I note that there is a Land and Water Conservation Fund sign posted next to the No Dog sign that states "This park was supported by the Land and Water Conservation Fund which helps states and communities provide outdoor recreation and open space for all" (see attached photo). Hence, it is my understanding based on this posting by the US Dept of Interior that the area should be open to all, which would include dogs and their owners. I would like some explanation from the City as to how this No Dog sign can be posted at a park that has only been used by dogs and their owners in the last year without soliciting any public comment from the community or notifying dog owners of the change in policy. Further, additional explanation should be provided as to how the City has used federal and state dollars to create a park that is meant to be used by all, but specifically excludes certain groups - dogs and their owners like myself that pay both state and federal tax that was apparently used to create this park in the first place.

I look forward to speaking with you further about this issue,

Kristen Gorman

Kristen Gorman
P.O. Box 1123
Cordova, Alaska 99574

Tel: 907-429-4444

CITY OF CORDOVA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2016

ODIAK CAMPER PARK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ODIAK PARK EXPENDITURES</u>					
506-400-50000 SALARIES AND WAGES	5,587.76	5,587.76	13,369.00	7,781.24	41.8
506-400-50010 OT	207.65	207.65	1,000.00	792.35	20.8
506-400-50100 FICA	401.47	401.47	1,099.00	697.53	36.5
506-400-50110 PERS	952.93	952.93	3,161.00	2,208.07	30.2
506-400-50120 HEALTH INS.	2,975.95	2,975.95	6,267.00	3,291.05	47.5
506-400-50130 COMPENSATION INS.	325.05	325.05	749.00	423.95	43.4
506-400-50140 ESC	47.81	47.81	97.00	49.19	49.3
506-400-50150 PERS RELIEF	.00	.00	746.00	746.00	.0
506-400-51020 OPERATING SUPPLIES	.00	.00	500.00	500.00	.0
506-400-51030 CUSTODIAL SUPPLIES	71.45	71.45	500.00	428.55	14.3
506-400-52010 WATER, SEWER & REFUSE	520.92	520.92	5,000.00	4,479.08	10.4
506-400-52030 ELECTRICITY	153.43	153.43	8,000.00	7,846.57	1.9
506-400-52040 HEATING OIL	.00	.00	5,000.00	5,000.00	.0
506-400-54020 REPAIR & MAINTENANCE	.00	.00	3,000.00	3,000.00	.0
506-400-54080 BOILER MAINTENANCE	.00	.00	700.00	700.00	.0
506-400-56000 INSURANCE	2,250.00	2,250.00	4,000.00	1,750.00	56.3
TOTAL ODIK PARK EXPENDITURES	13,494.42	13,494.42	53,188.00	39,693.58	25.4
<u>INTERFUND TRANSFERS OUT</u>					
506-901-59996 PERMANENT FUND REPLACEMENT	4,000.00	4,000.00	4,000.00	.00	100.0
TOTAL INTERFUND TRANSFERS OUT	4,000.00	4,000.00	4,000.00	.00	100.0
TOTAL FUND EXPENDITURES	17,494.42	17,494.42	57,188.00	39,693.58	30.6
NET REVENUE OVER EXPENDITURES	(11,779.62)	(11,779.62)	3,558.00	15,337.62	(331.1)

CITY OF CORDOVA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2016

ODIAK CAMPER PARK

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>REVENUE</u>					
506-301-40460	ODIAK CAMPER PARK SPACE FEES	5,714.80	5,714.80	60,000.00	54,285.20	9.5
	TOTAL REVENUE	5,714.80	5,714.80	60,000.00	54,285.20	9.5
	<u>OTHER REVENUE</u>					
506-398-40239	PENSION STATE RELIEF	.00	.00	746.00	746.00	.0
	TOTAL OTHER REVENUE	.00	.00	746.00	746.00	.0
	TOTAL FUND REVENUE	5,714.80	5,714.80	60,746.00	55,031.20	9.4

April 24, 2016

RECEIVED
APR 27 2016
City of Cordova

Council Members, Mayor, and City Manager,

I am writing this letter in reference to the location of the Christmas Bazaar this coming December. I would like to see the Bazaar take place at Mt. Eccles again, not the Cordova Center. I have written two letters already, and know several other folks/vendors that have written letters also. During and after this years Bazaar I talked to many other vendors that felt strongly about moving it back to Mt. Eccles.

Mount Eccles is spacious, and allows customers and visitors to move freely through the vendors, it has been awesome having it there the last few years. There is plenty of seating and room in the cafeteria, vendors are not divided and the flow of customers is much much better at Mt. Eccles.

I would like to recommend that this years Christmas Bazaar be held at Mt. Eccles.

Thank you,
April Beedle
Knot Crazy!

April Beedle

MS. HENSCHLER
FRI