

# CITY OF CORDOVA



## PARKS AND RECREATION COMMISSION

### REGULAR MEETING,

Thursday, June 29th 2017

6:00 PM at Skaters Cabin

### 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
- E. CONSENT CALENDAR
  - 1. 2/28/17
  - 2. 5/30/17
- F. REPORTS
  - 1. Directors Report
- G. UNFINISHED BUSINESS
- H. NEW BUSINESS
  - 1. Odiak Camper Park Master Plan Review
  - 2. Skaters Cabin Beach Expansion / Master Plan Review / Discussion
  - 3. Summer Camp Volunteer Program / Discussion
- I. PENDING AGENDA
  - Enrique Zamudio Plaque
- J. COMMISSION COMMENTS
- K. ADJOURNMENT

Minutes of Parks and Recreation Commission Meeting  
February 28, 2017 DRAFT

- A. **Wendy Ranney** called the meeting to order at 6:14 pm
- B. **ROLL CALL:**  
**In attendance:** Wendy Ranney, Stephen Phillips, Miriam Dunbar, Dave Zastrow (by telephone), Kara Johnson, Susie Herschleb, and Heather Brannon.  
**Absent:** Karen Hallquist, Marvin Van Den Broek
- C. **Approval of Agenda:** **M** /K. Johnson to amend the agenda to add item for joining a committee with the NVE Caucus and the Cordova Historical Society. **S**/ M. Dunbar. **M**/ K. Johnson to approve agenda as amended, **S**/D. Zastrow. **V**/Unanimous Approval.
- D. **Visitor Communication:**  
none
- E. **Consent Calendar:**  
Minutes of 11-28-16 (amended). **M**/S. Phillips to approve. **S**/ K. Johnson. **V**/Unanimous Approval.  
Minutes of 1-24-17. **M**/S. Phillips to approve. **S**/ K. Johnson. **V**/Unanimous Approval.
- F. **Director's Report by S. Herschleb:**
1. **Bidarki After-hours Access--** USCG will be able to have 24 hour access. Regular members will have access from 5 am through 10 pm. Members need to activate their cards by signing the liability waiver. Swipe system is being used now before 8 am to enter. New rules instruct members to talk to the front desk if their bar codes are not working. There is now a Youth Waiver for parents to sign for underage members. Administrative time is 8 am to 6 pm. There is a lock box for after-hour payments for Bidarki memberships, Skater's Cabin rentals, and Campsites. Next year hope to have online registration. First need to develop a website.
  2. **Nirvana Park/Spit--** Cathy Sherman would like the Commission to write a letter stating our position on managing the area, and future development. We will brainstorm about this later in the meeting.
  3. **Vault Toilet at Skater's Cabin--** It is ready to use. The roof will be installed when the weather is warmer so that the special adhesive will be effective.
  4. **6<sup>th</sup>-8<sup>th</sup> Grade basketball program** will be February 28 through April 1.
  5. **DTK 2017** will be on April 22 (Earth Day). Lots of supplies have been collected for the decorations. Per Nolan will be the D.J. And Todd Blaisdell will do photography for people who are interested. 5 or 6 nice silent auction items have been donated. Will need to get more. Staff of the Reluctant Fisherman will be the servers rather than volunteers.
- G. **Unfinished Business:**  
**Spit/Nirvana Park Conversation--** Committee needs to be formed to spend the \$25,000 grant to the Cordova Historical Society. It will include people from that organization, Native Village of Eyak Tribal Council, and 2 Parks & Rec representatives. W. Ranney is interested, other members favor her to join S. Herschleb to serve on this committee. Ideas brainstormed for position letter:  
Swimming allowed? Many community members want this.  
Difference in parks and cemeteries-- zoning?  
Bathroom facility on Lake Avenue side with grants available.  
Skater's Cabin beach will take some of the pressure off the Spit for swimming.  
Education/signage about cultural importance of the site.  
Safety issue with jet skis and swimmers  
Restricting motorized vehicles on water and land.  
Fire pits and benches for picnics.
- H. **New Business**

**Open beach at Skater's Cabin--** 11 am to 7 pm it will be open to the public. The rest of the time it is closed to the public. Perhaps police can do drive-by observations in the evening. Swim platform can be returned to the site. Jet skis could launch at the east side of the cabin away from the swim area.

**I. Pending Agenda:**

1. Master Plan
2. Plaque for Enrique Zamudio at the Swimming Pool
3. DTK Volunteer Opportunities

**J. Commission Comments**

S. Phillips thinks the open beach at Skater's Cabin is a good idea. He doesn't feel he knows enough to write a position letter about the Spit/Nirvana Park. S. Herschleb thinks the idea is to make all the groups state their goals so that a consensus can be reached.

Next meeting is scheduled for Tuesday, March 28 at 6 pm.

**K. Adjournment:** M to adjourn/S. Phillips, S/ K. Johnson.

Meeting adjourned at 7:55 pm.

Respectfully Submitted,  
Miriam Dunbar, Secretary

Minutes of Parks and Recreation Commission Meeting  
May 30, 2017 DRAFT

- A. **Wendy Ranney** called the meeting to order at 6:11 pm
- B. **ROLL CALL:**  
**In attendance:** Wendy Ranney, Miriam Dunbar, Dave Zastrow, Kara Johnson, Marvin Van Den Broek, Susie Herschleb. Heather Brannon, Cathy Sherman and Tony Schinella.  
**Absent:** Karen Hallquist, Stephen Phillips.
- C. **Approval of Agenda:** M/K. Johnson to approve. S/D. Zastrow. V/Unanimous Approval.
- D. **Visitor Communication:**  
none
- E. **Consent Calendar:**  
Minutes of 3-7-17. M/ D. Zastrow to approve. S/ K. Johnson. V/Unanimous Approval.
- F. **Director's Report by S. Herschleb:**  
1. **X-Swing--** This is a parent/toddler swing that was donated by the company that makes it, but has been slow in coming due to transportation issues. It is in Oregon and is expected here soon.  
2. **Odiak Campground--** M. Van Den Broek confirmed that there is not baled garbage underneath. The city put lots of fill in. There are old cars and motors underneath the fill.  
3. **Bidarki After-hours Access--** This has been a learning process to figure out the best policies to make it run smoothly. Less money coming in with drop-in fees, but many passes were sold earlier. The front desk is open fewer hours to save money in staffing.  
4. **Skater's Cabin--** Vault toilet is in service and the roof was installed. Overhang and privacy panel will be added soon. \$5,000 was raised at DTK and will be used to repair the back wall. Beach expansion is on hold right now. We have a possible donation of clean fill valued at \$6-7,000. Probably won't need to get a permit from the Army Corps of Engineers because it will be put above the high-water line.  
5. **Summer Programming--** Due to staff cuts, it will be greatly reduced from past years. May be able to have one week of programs for older children in August. It would need a staff of 3, who would need to be trained beforehand.  
6. **Beautification Account--** It was reduced to \$600, so the prizes for businesses cannot happen. Mrs. Hottinger's class planted 8 barrels of plants donated by Clay Koplin and Neva Nolan. The class will be able to provide more plants and labor in future years.
- G. **Unfinished Business:**  
**Nirvana Park/Spit Update--** The "Nirvana Park Cemetery and Burial Restoration and Preservation" report was given to the Commission. C. Sherman explained that this was the list of recommendations from the core committee. It will be presented to the City Council on June 7. More GPR mapping will happen in June and July. Applied Archaeology will come back with better equipment this time. W. Ranney added that Native Students from around the state will be joining the project to help with archaeological digs in 4 different sites in the region. S. Herschleb said the committee meetings have been a bumpy ride. Managing Nirvana Park will be difficult if some activities that the public usually enjoys are being prohibited. M. Van Den Broek asked whether the prohibition of motorized vehicles was still in the document. C. Sherman noted that it was in the fifth bullet point. W. Ranney added that motorized access has to be restricted until the policies are decided, but this might not be permanent. K. Johnson wondered where the cemetery near the high school was located. M. Van Den Broek explained that it is between his and Thea Thomas' houses. There is one gravestone and one wooden frame left. C. Sherman will add the cemetery to the map. S. Herschleb said she has started to research protocol about uncovering cultural remains. C. Sherman doesn't know if that is a good thing to do right now.

W. Ranney noted that erosion control projects cannot start until after the GPR studies are completed. Special permits will be needed. T. Schinella explained that float planes need a state permit to put a landing dock on the lake, it is not part of the City of Cordova Harbor Department's jurisdiction. The Core Committee should contact the pilots who already have docks at the Spit to see if they have state permits. M. Van Den Broek wondered who will police the jet skis at the Spit. Chief Hicks has been involved in discussions with the Committee. The statutes must be posted before he can enforce them. The Port-a-Potty will be put near the parking area on Lake Street. The fire pit will be on the concrete pad near there. D. Zastrow thanked all the committee members for all their work on this project.

**H. New Business**

**Adopt a Park--** This is a new program where individuals or groups can volunteer to help maintain one of the city parks. They will work with the Department to keep the parks looking great. Picking up trash seems to be always needed. This program may help motivate the people who want to keep swimming in Nirvana Park to help keep it clean.

**I. Pending Agenda:**

1. Master Plan
2. Plaque for Enrique Zamudio at the Swimming Pool-- Wendy still has not spoken with the family, but will do that.
3. Summer meeting schedule

**J. Commission Comments**

M. Van Den Broek noted that the 7 am morning swims at the pool are now very popular. On Sunday, the lifeguard sometimes has not been there on time. K. Johnson thinks people really like the new water yoga. She also loves the Adopt a Park idea. She thinks it would be great for the commission to have a field trip to Skater's Cabin. W. Ranney thinks we should also have a trip to Fleming Spit. Next meeting will be at Skater's Cabin only. S. Herschleb suggested that we talk about Skater's Cabin in the Master Plan at that meeting. M. Van Den Broek thanked the people who have been meeting about Nirvana Park. D. Zastrow agreed. W. Ranney is very pleased with her new book *Meditations for Women Who Do Too Much*. She says it is a pleasure to work with the Commission.

Next meeting is scheduled for Tuesday, June 27 at 6 pm.

**Adjournment:** M to adjourn/M. Van Den Broek, S/ D. Zastrow.

Meeting adjourned at 7:05 pm.

Respectfully Submitted,  
Miriam Dunbar, Secretary

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



DATE: 6/22/17

TO: Parks and Rec. Commission

FROM: Susan Herschleb / Director of Parks and Recreation

RE: June 2017 Director's report

Dear Commissioners,

BIDARKI:

We are busy, as usual; but we are not busy with our usual tasks. Troubleshooting the issues with extended hour access has been a perplexing situation. We will continue to forge this road because we know the alternative is an early evening facility closure. Unfortunately, we have yet to solve a few problems; unauthorized entrance into the facility & decreasing the risk of upstairs gymnasium access after the administrative office closes. Most unauthorized use results from folks being let in by a friend who has a pass or a patron working out in the weight room who opens the door to someone who knocks on the window. We will begin watching a randomly selected half hour of video footage weekly and continue to address each situation we find.

This week we will resurface the gymnasium floor. We will apply 3 layers of finish and move to resurfacing every other year, rather than on an annual basis. While the floor cures we have planned a 2-day facility closure, to deep clean the weight room and locker rooms. The floor will be buffed and disinfected; the carpets will be steam cleaned; the saunas will be deep cleaned; the free weights, machines and walls will be disinfected. We are thankful that two women (who run a local, seasonal, cleaning business) have volunteered to help with this process!

We have decided to hire some janitorial help (about 8 hours weekly) at the Rec. Center. This will be in addition to daily cleaning already happening and performed by the existing staff. The extended hour use requires a bit more cleaning than the existing staff can realistically perform. Bidarki staff will also spend a bit of time training this individual at the front desk. It would be a rare occasion that we would need alternate front desk coverage, but we see an advantage to having someone trained in a pinch. We will consider having this individual perform some deep cleaning (perhaps x2 per month) at the pool as well, so long as the budget allows.

PARKS:

Land use signage is up at Nirvana Park Cemetery / Eyak Lake Burial Grounds. The signage is bold and clear; please remember that our goal is to effectively educate the public about changes in the land use for the time being. The thought is for this signage to be temporary; while the PARC committee works to design permanent signage that is educational and aesthetically pleasing.

Turf maintenance is coming along. It was a tough winter for our green spaces; we appreciate your patience while we do our best to improve the damaged areas.

New signage is being constructed by staff; we are very excited to be replacing the 'Welcome to Cordova' sign at Hollis Henrichs Park. The Hollis Henrichs Park sign will be different than the others. Staff has chosen to use copper for the lettering of this sign; they have used the same font used on the Cordova Center. Skater's Cabin & Nirvana Park Cemetery will be visually similar to the the new Fish Cleaning Station sign (picture attached).

We have realized the boiler at the snack shack (municipal ballfield) is on its last leg. It will need to be replaced before next season. It would be good to do some fundraising for this item. The snack shack is such an important component of the overall little league experience! I think many would support this; it's such a wonderful youth program.

POOL:

The lifeguard training was a success. We have 6 new lifeguards! One of which will pick up hours before the end of this week 😊



## AGENDA ITEM # H1

PARKS AND REC. COMMISSION MEETING DATE: JUNE 27<sup>TH</sup>, 2017

### PARKS AND REC. COMMISSION COMMUNICATION FORM

FROM: Susan Herschleb, Parks and Recreation Director  
DATE: 22/May/2017  
ITEM: Odiak Camper Park Master Plan Review

☐ RESOLUTION  
☐ ACTION  
☒ INFORMATION

i. **REQUEST OR ISSUE:**

Odiak Camper Park:

- Review of Property / update Master Plan

ii. **RECOMMENDED ACTION/ NEXT STEP:**

1. Schedule special meeting & invite tenants to participate.
2. Present & consider feedback from maintenance staff.
3. Create a Capital improvement project priority list.
4. Develop estimates for projects.
5. Complete a rate analysis and timeline for funding.

iii. **FISCAL IMPACTS:**

- Rates for this enterprise fund should be adjusted starting in 2018; to reach capital improvement goals/objectives.

iv. **BACKGROUND INFORMATION:**

The department has received feedback from tenants, maintenance staff and the public regarding the need to enhance/improve this property. Aside from funding projects for the existing Park, the need for additional R/V parking spaces (both long term, seasonal R/V parking and short-term R/V parking) seems to be the consensus within the community and current tenants.

Capital improvement projects suggested/discussed with the department; in no specific order:

- New playground equipment.
- An additional unisex bathroom.
- Water / sewer hook ups for each site.
- Paved parking and roadway.
- Develop more R/V parking on the multi-use field.

- Develop more R/V parking at 5-mile loop property.

Master plan excerpt:

Odiak Camper Park:

Classification: Camper Park

- **Support the development of an R/V park in the private sector:** *While the Commission encourages the private sector to offer seasonal RV parking in Cordova, they do not wish to sell the property known as Odiak Camper Park. At the Jan. 14<sup>th</sup> 2013 regular meeting of Parks and Recreation Commission requested that the Parks and Recreation Dept. staff to draft a letter to the Planning and Zoning Commission to relay these thoughts.*
- **Expand long term seasonal RV parking in Cordova:** *The Parks and Recreation Department has been aware of the need for additional long term seasonal RV parking since 2009. Annually we maintain a waitlist for long term parking at Odiak Camper Park. We currently only offer two short term RV spaces with utilities to visitors and could easily fill these spaces with long term tenants. At the March 12, 2013 special meeting of the Parks and Recreation Commission; Master Plan Review, the Commission recommended writing a resolution to Council to develop 6 full service RV spaces at the Shelter Cove RV Park. Currently this park offers no utilities and just a 3 day maximum rental of each space for transient traffic. We also place long term traffic on the wait list for Odiak Camper Park at Shelter cove. If the Planning and Zoning Commission agrees that the City should expand long term RV parking in Cordova, then we will secure the funding for architectural drawings of the proposed renovations and move ahead with this project.*
- **Continue to adjust the rates in the interim to keep revenue and expenditures in balance:** *2013 marks the first year of the City charging tenants per kWh at Odiak Camper Park. In 2012 we were over budget in our projected electricity usage. Council decided to charge .40 per kWh in 2013. We will report our findings in October 2013 to Council.*
- **Replace playground equipment:** *The playground equipment at Odiak Camper Park needs to be either removed or replaced. The seasonal long term tenants bring with them a large toddler and youth population. It would be best to place two play structures on the property. One that would accommodate 3-6 year olds and one that would accommodate 6-12 year olds. The placement of the equipment should be thoughtfully considered. Although the current location is reasonable, if this property were to no longer be used as an RV park the current location may not be the best placement.*
- **Build a shed for the dumpster to reside:** *Aside from being more aesthetically pleasing, this would help to keep loose garbage from blowing around the property or reaching the water. This could also reduce the risk of attracting bears to the property, which has been a problem in the past.*

v. **LEGAL ISSUES:**

None at this time.

vi. **CONFLICTS OR ENVIRONMENTAL ISSUES:**

- Maintenance staff reports gray water dumping in the Park.
- Garbage control issues attract bears.
- Only one toilet in the men's bathroom can cause conflict during fishing closures.
- Noise complaints have been a problem, particularly between short term vacationers and long term tenants.

## 2017 rate analysis Odiak Camper Park

MONTH	AVERAGE # OF DAYS PER MONTH (based on past years)	PER MO. RATE @ \$25	PER MO. RATE @ \$26	PER MO. RATE @ \$27	PER MO. RATE @ \$28	PER MO. RATE @ \$29	PER MO. RATE @ \$30	PER MO. RATE @ \$31	PER MO. RATE @ \$32
MAY	21	525	546	567	588	609	630	651	672
JUNE	30	750	780	810	840	870	900	930	960
JULY	31	775	806	837	868	899	930	961	992
AUGUST	31	775	806	837	868	899	930	961	992
SEASON TOTAL	113	2825	2938	3051	3164	3277	3390	3503	3616

100% FULL - 60% FULL	# OF SPACES FILLED	PROJECTED SEASON TOTAL @ \$25	PROJECTED SEASON TOTAL @ \$26	PROJECTED SEASON TOTAL @ \$27	PROJECTED SEASON TOTAL @ \$28	PROJECTED SEASON TOTAL @ \$29	PROJECTED SEASON TOTAL @ \$30	PROJECTED SEASON TOTAL @ \$31	PROJECTED SEASON TOTAL @ \$32
100% FULL	23	64975	67574	70173	72772	75371	77970	80569	83168
80% FULL	18	50850	52884	54918	56952	58986	61020	63054	65088
70% FULL	16	45200	47008	48816	50624	52432	54240	56048	57856
60% FULL	13	36725	38194	39663	41132	42601	44070	45539	47008



## AGENDA ITEM # H2

### PARKS AND REC. COMMISSION MEETING DATE: JUNE 27<sup>TH</sup>, 2017 PARKS AND REC. COMMISSION COMMUNICATION FORM

FROM: Susan Herschleb, Parks and Recreation Director  
DATE: 22/May/2017  
ITEM: Skater's Cabin Beach Expansion / Master Plan Review / Fundraiser

\_\_\_\_ RESOLUTION  
\_\_\_\_ ACTION  
  X   INFORMATION

i. **REQUEST OR ISSUE:**

Skater's Cabin Beach Expansion

- Master Plan Review
  - Determine the best place for a new boat launch and make an official recommendation to Council. Is it Skater's Cabin Beach Expansion site?
- Fundraising for beach expansion:
  - We need approximately 6k for clean fines to create the new space.

ii. **RECOMMENDED ACTION/ NEXT STEP:**

1. Brainstorm beach expansion fundraising options.
2. Schedule review of Master Plan for upcoming Commission meeting.
3. Recommend a new site for launching boats/motorized traffic into Lake Eyak.
4. Create a Capital improvement project priority list.
5. Develop estimate for #1 ranked capital improvement project.

iii. **FISCAL IMPACTS:**

- Potential Capital project for FY 2019.
- Potential granting sources / donations / partnerships

iv. **BACKGROUND INFORMATION:**

You are all updated on the most current happenings regarding Nirvana Park and the Spit. You are all also aware of the reasoning behind developing more public recreational access to Lake Eyak via the undeveloped beach front at Skater's Cabin recreational site.

New happenings:

The P&R Department was directed to coordinate a meeting between the City Manager; Mike Hicks; Kristin Carpenter (CRWP) and 2 representatives of the jet ski user group. There is some momentum behind moving the existing boat launch for many reasons. The jet skiers have moved their buoy course to the end of the City airstrip / current boat launch site. The launch

itself is a restricted area and technically there should be no recreational traffic encouraged there at all. Enforcement is not critical now; however, with the recreational traffic pushed out of the Spit completely, the chances are high that recreational traffic at the boat launch will increase & it should be moved. We choose to approach this situation in a proactive, supportive way; creating a partnership with the jet ski enthusiasts (along with any other motorized traffic user group). We seek their thoughts, as far as the placement of a new boat launch site & play area.

#### Correspondence with Kristin Carpenter on new boat launch:

Hi Susie,

I didn't stay for the rest of the City Council meeting the other night, but one of the topics was a list of infrastructure projects to submit to the Governor's office, I think. And while this is a very small project compared to, say, the harbor deferred maintenance, it's nice to have some small projects on a list for funding because they are achievable. And in this case, would address a long-standing issue of safe boating use on Eyak Lake.

Another possible source is that ADOT is supposed to be putting out a call for Surface Transportation Projects any time now. As I understand it, these can be any kind of transportation projects, not just highways/roads. Something like this could be shown to have a lot of community support, it seems, and again, address a long-standing community need to help avoid user conflicts (I know I don't have to explain that to you, just saying that's part of the case to be made for funding).

I've been hearing that there may be more Secure Rural Schools Title II funding appropriated, this would be a great funding source. But I'm guessing it will be at least a year before appropriations are made and we have a committee meeting to review proposals.

And it might not hurt to check with NVE to ask if they have money for such a project. . . If you have ties, or know someone who does, the person I'd start with is Bert Adams at NVE. Dave Zastrow works with him a lot, isn't he on the Parks & Rec. Commission now? I bet Dave could ask Bert about funding for moving the boat ramp.

Really, though, that might be good timing to allow for some community planning to pick the right location and get a design drawing that could be submitted with a grant application.

Here's a possible series of steps for working on this:

- decide on a location. Maybe you've already decided to put it at Skater's Cabin? I'm not sure where this stands. Maybe it makes sense to come up with criteria for a location (parking, good approach for backing a boat trailer, not too near spewing habitat or swimmers) and then do a little scouting for possible locations (seems a little like starting over but couldn't hurt to take a fresh look at options and see if there's some spot that's not been considered yet).
- with a location in hand, a planning team can start working on a design. Maybe Rich Rogers and Eagle or Wilson would be willing to put heads together to come up with a design concept, which could ultimately be taken to an engineering firm for design drawings and a stamped design. Maybe it's a new ramp altogether, or maybe it's a matter of moving the concrete ramp we have, not sure.
- With a design, we can get a cost estimate.
- apply for grants.

It doesn't have to be exactly in this order, but that's a rough outline to get started with.

Let me know if you want to talk about it at a Parks & Rec. meeting or some other time, would really love to see this happen,

Kristin

On Jun 9, 2017, at 9:22 AM, Susie Herschleb <[bidarki@cityofcordova.net](mailto:bidarki@cityofcordova.net)> wrote:

Kristin,

I would be interested in any information you may have put together regarding cost or design when you were discussing this in the past. Perhaps you didn't get that far, but if so that would be great! Also, if you think there could be any funding opportunities please let me know 😊

Thanks again, Susie Herschleb

## Master plan excerpt / Skater's Cabin:

### Skaters Cabin:

#### Classification: Recreation Area

- **Renovate Cabin:** *Research new options for attractive all weather siding and replace current log foundation with something that will not decompose. Consider aesthetically pleasing textures and color tones that enhance the natural beauty that surrounds the cabin. This will minimize future maintenance costs while preserving the rustic feel of this cabin. The windows should be replaced; currently the windows are made of Plexiglas which diminishes the picturesque view of the lake. Replacing the roofing material over existing deck with Lexan would increase light in the cabin and on the deck.*
- **Renovate current outhouse:** *Skaters Cabin sits on the north bank of Eyak Lake across from the Crater Lake trailhead on Power Creek Road. This is a recreationally dynamic site with overnight camping, boating, swimming and hiking adventures available. Annually, the cabin is used by both visitors and the community to camp, host birthday parties, educational programming, recreational programming, athletic events, memorial services and wedding receptions. From January-December of last year the cabin was rented 220 days. The outhouse is conveniently located and with a larger holding tank could be made available to recreational users of the Crater Lake trail, Power Creek road, Eyak Lake and Skaters Cabin on a daily basis. Replace the roofing material over existing deck with Lexan would increase light in the cabin and on the deck.*

#### v. **LEGAL ISSUES:**

- Designating a site for a new boat launch would eliminate the problem of launching motorized traffic in and playing in a restricted zone. We should support a future plan to move all recreational traffic out of this area.
- Army Corp. permit would need to be obtained if we build a new boat ramp.

#### vi. **CONFLICTS OR ENVIRONMENTAL ISSUES:**

- Technically we should not be inviting recreational traffic of any kind in the restricted area; where the boat launch is currently located.
- Although, salmon spawning is happening all over the lake, the current boat ramp location is next to a stream bed. It would be best to encourage recreational traffic & play away from fresh water streams.



### AGENDA ITEM # H3

#### PARKS AND REC. COMMISSION MEETING DATE: JUNE 27<sup>TH</sup>, 2017 PARKS AND REC. COMMISSION COMMUNICATION FORM

FROM: Susan Herschleb, Parks and Recreation Director  
DATE: 22/May/2017  
ITEM: Summer Camp / volunteer program

☐ RESOLUTION  
☐ ACTION  
☒ INFORMATION

i. **REQUEST OR ISSUE:**

Many Community members have expressed their concern over the loss of the Bidarki Summer Camp Program. Staff is challenged to develop a summer camp volunteer program that maintains proper risk management practices while rotating volunteers in and out of the program throughout the summer.

ii. **RECOMMENDED ACTION/ NEXT STEP:**

1. Examine the current staff handbook; determine whether the overall philosophy; behavior management practices; emergency procedures and councilor guidelines can realistically be maintained with the resources available.
2. Brainstorm efficient ways to properly train a rotating volunteer staff throughout the summer.
3. Research partnerships & internships.

iii. **FISCAL IMPACTS:**

The goal is to keep fiscal impacts to a minimum.

iv. **BACKGROUND INFORMATION:**

In 2015 the department was not funded for a full time benefitted Recreation Operations Leader, late in the process of adopting budget for FY 2016. The position that had maintained continuity of service to our Community for over 30 years, in youth programming, community events and departmental fundraising was taken from the budget uneventfully. The remaining staff have struggled to bridge the gap, working a lot of overtime and volunteering this time to maintain the programs and events that the community has always enjoyed.

With ever changing expectations, a shrinking budget and strategic planning the remaining employees have been asked to do more; and more we have done.

Having been directing summer camp for more than 15 years I feel I have some authority. The unspoken truth is; the idea of rotating volunteers in and out of the summer camp program seems exhausting and risky. Although I am open to the discussion and 100% willing to do most anything to keep this program; I will not lower my expectations regarding risk management.

v. **LEGAL ISSUES:**

- No issues at this time.
- Regarding transportation: a CDL is required if the school bus is used.
- Regarding swimming @ camp: a trained lifeguard should be present.
- Regarding staffing: research inexpensive options for background checks.

vi. **CONFLICTS OR ENVIRONMENTAL ISSUES:**

No conflicts or environmental issues at this time.