

CITY OF CORDOVA



PARKS AND RECREATION COMMISSION

SPECIAL MEETING

Tuesday, July 26th

6:00 PM at the City Center

Community 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
- F. REPORTS
 - 1. Directors Report
- G. UNFINISHED BUSINESS
- H. NEW BUSINESS
 - 1. Holiday Bazaar
- I. PENDING AGENDA
- J. COMMISSION COMMENTS
- K. ADJOURNMENT

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



DATE: 7/13/16
TO: 2015 Christmas Bazaar Vendors
FROM: Susan Herschleb / Director of Parks and Recreation Dept.
RE: 2016 Christmas Bazaar

Dear Christmas Bazaar Vendors,

The Parks and Recreation Commission is interested in hearing from you! We have decided to call a special meeting in July to discuss the Christmas Bazaar. We are calling this meeting 'Christmas in July' ☺. We; myself and the Commission, are always interested in improving what we do. We think it is important to collect feedback specifically from the vendors to help us improve this event in 2016.

On December 29th 2015, The City of Cordova Parks and Recreation Commission held a regular meeting. In my director's report I discussed the challenges, triumphs and failures of using the Cordova Center as the new venue for the Christmas Bazaar. In all honesty, I never considered moving the event back to Mt. Eccles. It was always my understanding that Mt. Eccles would be a temporary venue until the Cordova Center opened. I was aware that the school board developed a priority of usage for the gymnasium and that they were bending the rules to allow us use of the facility for the Bazaar.

Below I have included a bulleted list of ideas that came from our discussion. Please understand that some of the items below conflict with each other, and our intent is simply to share information at this time.

- The Department would have liked better access to the whole building. One key card for the whole staff was tricky and problematic.
- Obtain some pop out signage to direct foot traffic.
- In general; fit the event better to the venue. Don't try and recreate the old Bazaar at the new facility.
- Move the Bazaar back to Mt. Eccles.
- Move the food court; have them serve from the Pioneer and outdoors in the front parking lot. Open food vendors an hour in advance to the vendors in the CDV Center. A majority of the traffic the first night is interested in the food court prior to shopping. This may help the traffic flow in the CDV Center the first night.
- Carolers and a band in the Parking lot; use of the large white salmon Jam tent....(all opening earlier then the vendors located inside the CDV Center.)
- Schedule different food vendors for the kitchen instead of all food vendors in the food court at once. This could be planned well in advance and promoted well.
- Purchase washable table clothes that can be cleaned a number of times throughout the event rather than replacing the cloth table coverings and having to launder so many of them.
- Use the project room for babysitting during the event. Good fundraiser opportunity for a group.
- Put pictures with Santa in the classroom not the stage.

- Better utilize the stage area for vendor space.
- Have fewer vendors in the facility.
- Keep the bazaar open longer; through Sunday.
- Have a holiday food fair separate from the Bazaar on a different weekend.
- Do 3 Saturday's in a row like moonlight madness; schedule a maximum number of vendors each time.
- Do away with pre-registration and have open registration, a maximum number of vendors (for the CDV Center) and have it be first come first serve.
- Stagger the flow on Friday night. Allow a small group in and wait 20 minutes and let another group in etc...

Also included in the Dec. 29th Commission packet was a letter from Judy Fulton and a letter from April Beedle. Judy was speaking from the perspective of an attendee, she was unhappy with the layout and the flow of traffic in the Cordova Center. She feels strongly that the Bazaar should return to Mt. Eccles. April Beedle was a vendor who had a highly visible location and was successful. However, she too desires to have the Bazaar be moved back to Mt. Eccles because she felt the layout was poor and the flow of traffic was not as good as it is at the grade school.

Please join the Commission in this discussion. If you would like to e-mail a letter documenting your thoughts addressed to the Parks and Recreation Commission we can include it in the packet for our July 26th special meeting (flyer included).

Sincerely,



Susan E. Herschleb / Director of Parks and Recreation

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

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. HENSCHKE
FBI

Susie Herschleb

From: Judy Fulton <anj2_fulton@ctcak.net>
Sent: Tuesday, December 08, 2015 2:43 PM
To: Susie Herschleb
Subject: Susie R.E. Bazaar

Susie:

I want to voice my opinion concerning this years Christmas Bazaar. This was my first time in the Cordova Center and I was very disappointed on the whole layout. Everything was all chopped up with little cubby hole spaces and very very crowded. It was almost claustrophobic because of the crowded conditions. There was no real flow to the foot traffic. There wasn't a designated space for the food booths, and the eating area was over crowded at the tables. I think the bazaar works much better when held at Mt. Eccles. There is a nice flow of the traffic area when all of the booths are in the gym and the food booths are in the cafeteria with the tables for people to sit and eat. I am hoping you will rethink the bazaar for next year and consider holding it at Mt. Eccles.

Thank You,
Judy Fulton

Susie Herschleb

From: Marleen Moffitt <mkmoffitt@gci.net>
Sent: Friday, July 15, 2016 1:28 PM
To: Susie Herschleb
Subject: Christmas Bazaar

Parks and Recreation Board,

We would like to encourage you to move the Christmas Bazaar back to the Mt. Eccles gym location. The Cordova Center, while a beautiful facility, is not appropriate for the Bazaar. The crowded conditions were not conducive for traffic flow for the shoppers last year, and we believe that it discouraged people from shopping. Many vendors were located in areas that were difficult to access especially on Friday night.

Historically, we know what Yang Wren Art has sold during the previous 3 years and this year, Friday night sales were considerably less than the last 3 years' first night sales. We believe if you poll other vendors with a history at the Christmas Bazaar, you will get similar reports.

We don't feel that the suggestions to spread it over many Saturdays, limit vendors, extending it into Sunday, or staggering the flow are a wise fix. The bazaar is a traditional event in Cordova and a big part of the draw and attraction is the community gathering together for the event. The Mt. Eccles venue allows for everyone to gather together at once and celebrate the holiday season. Mt. Eccles provides a large space for vendors and an area for food vendors that is at the same location. This is important. The suggestion of moving the food to a different location and/or outside is not a good solution especially if we experience typical stormy weather.

Most of the suggestions that were included in the bulleted list from the December 29, 2015 discussion seem to be fixes that really point out how impractical the Cordova Center is for an event such as the Christmas Bazaar. Rather than coming up with many fixes for a bad location, we believe returning to Mt. Eccles is one fairly easy fix.

Thank you for your consideration and the time you invest on this issue.

Sincerely,

Cadence Moffitt
Marleen Moffitt
Yang Wren Art

Dear Parks and Rec Commission,

These are my thoughts on last year's Christmas Bazaar. Overall I was disappointed in the effect that the new venue of the Civic Center seemed to have on the bazaar. Sales were down approximately 25 percent from average of the last 5 years or so that I have been a vendor. A possible cause for this could be the amount and diversity of this past year's vendors. There are other reasons directly related to the venue that I feel are also likely. The space/traffic pattern was much too crowded for shoppers and vendors alike. Shoppers were swept along, likely buying gifts wherever the human tide ended up depositing them, and not venturing back into the spaces that were most claustrophobic. Many shoppers were deterred from their original plan of returning on the second day, due to the unpleasantness of opening night.

Elderly/handicapped individuals were inconvenienced by the lack of suitable handicap entrance (located atop lower staircase), lack of seating/rest area, and lack of elevator access to the multiple-floor layout of vendors. Access to the elevator on the third floor was almost continuously blocked by crowds along most of the 3-6 foot wide walkway to reach it and the restrooms. This blockade was likely also felt by the vendors situated beyond it along the back (front) wall, as there was almost no traffic flow allowed through during busy times. All of these issues were exacerbated during opening night and peak visitor times, and were alleviated somewhat during slower periods.

I cannot speak for every vendor/room, but in the gallery where I was located, the tables were extremely close together. Luckily a table was removed from our room when one vendor didn't show up, but as originally designed, it was difficult to set-up and move around without disturbing the vendors next to you. Table size was also limited this year to only the 6 foot tables. I would have been much happier paying the extra fee for the larger tables usually available. Along with losing 2 feet of table space, I also lost 100 percent of the wall space behind my table. At the Bidarki gym I was able to utilize wall space, and at Mt. Eccles I was able to use the bleachers behind me to prop items on. While I was placed in the gallery room designated for painters/photographers, it was actually very impractical, as the museum kept up their for-sale artwork on the walls, thus somewhat in competition with vendors. While I did have an artwork hanging in their show, it was located elsewhere in the room, and I had someone else's painting dominating the space directly behind and above my table.

These are the main reasons I was unhappy with the Civic Center-as-venue. I have heard reasons from other vendors including the noise pollution of constant foot-traffic on the staircase affecting those vendors located beneath it, and shoppers being unable to find vendors located in side-rooms/areas. The biggest benefit to having the bazaar at the Civic Center to me was having plenty of time to set-up on days prior to the bazaar, instead of only in the few hours leading up to it as at Mt. Eccles. I see Mt. Eccles as the most successful bazaar location, and moving back to the Bidarki gym as the second best option. If interfering with school on Friday afternoon is an issue, maybe move the bazaar to Sat/Sun? Please consider all factors and feedback from the community when choosing this year's venue, with functionality as a top priority. I appreciate this great event you sponsor every year, and love being a part of it.

- Sincerely, Emily Rubio

BP 1330 USE OF SCHOOL FACILITIES

Note: A.S. 14.03.100 authorizes School Boards to grant the use of school facilities for lawful gatherings and assemblies and mandates that School Boards adopt written bylaws to ensure reasonable and impartial use of school facilities. If challenged, the district should be prepared to legally defend the reasonableness of its rules. The following sample policy may be revised to reflect local philosophy and needs. The district should be able to provide supporting rationale for its policy/regulations; that is, the policy/regulations must be deemed to be "reasonable."

Note: Under the No Child Left Behind Act of 2001, districts that make their premises and facilities available for use by youth and community groups must apply that policy equitably to all groups, including the Boy Scouts or other affiliated groups. Specifically, schools are prohibited from denying equal access to school facilities to the Boy Scouts or any other youth group "for reasons based on membership or leadership criteria or oath of allegiance to God and country." According to Alaska's uncodified law, a school district that violates this law risks losing state funding.

The School Board believes that the schools belong to the citizens of the community and that community use of the school facilities fosters understanding and support for school programs. The School Board shall make school facilities and grounds available to citizens and community groups for lawful gatherings and assemblies to the extent that such use serves the interests of the citizens and does not conflict with school or district purposes. The Superintendent or designee shall establish administrative regulations governing the reasonable and impartial use of school facilities and grounds by community members or groups.

(cf. 0100 - Philosophy)

(cf. 0430 - Community School Program)

(cf. 6145.5 - Organizations/Associations)

Legal References:

ALASKA STATUTES

04.16.080 Sales or consumption at school events

14.03.100 Use of school facilities

UNITED STATES CODE

Elementary and Secondary Education Act, 20 U.S.C. § 7905, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

Revised 3/2015

CSD Revised: 8/12/09

ADOPTED: 2/9/05

REVISED: 8/12/15

Cordova School District

AR 1330 USE OF SCHOOL FACILITIES

FACILITY USE RESTRICTIONS

1. Facility users must comply with all applicable state and federal laws, City and Borough ordinances, school district policies and rules, and rental agreement conditions.
2. Use or possession of alcoholic beverages and/or drugs is prohibited. (AS 04.16.080)
3. Facility use which represents a safety or security risk to the district is prohibited.
4. No partisan, sectarian or denominational doctrine may be advocated in school facilities during the hours the school is in session.
5. After use of partisan or religious activities, each group or individual shall police the use area to ensure that partisan or religious information, literature, papers, or documents of any kind are removed from the facility use area.
6. Facility users are not to operate any school equipment or use facility areas other than that stipulated in the facility use request.

(cf. 0410 - *Nondiscrimination in District Programs and Activities*)

FACILITY USE REQUESTS AND APPLICATION PROCEDURES

Requests for approval to use school facilities shall be approved whenever possible. However, the district reserves the right to reassign the requested space or any facility use for reasons of building security, maintenance requirements, fuel economics, and appropriateness of the activity for the area requested.

School district approval to use school facilities will be given impartially to individuals and groups. In weighing competing requests for the use of school facilities, preference shall be given in the following order:

1. In-school uses (clubs, class events, etc.).
2. Contracted uses.
3. School support groups and youth groups.
4. Public agencies and public affairs groups.
5. Community recreational and cultural events.
6. Community religious or special interest events.
7. Private, nonschool-connected classes and educational events.
8. Profit-making or commercial events, out-of-town groups, etc.

Groups or persons using school facilities under the provisions of this policy shall be liable for any property damages caused by the activity. The Board shall charge the amount necessary to repair the damages and may deny the group further use of school facilities.

Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. The Superintendent or designee(s) may require that groups using school facilities include the district as an additional insured on their insurance policies. The Superintendent or designee(s) may require a hold harmless agreement when warranted by the type of activity or the specific facility being used.

The Superintendent or designee(s) shall establish procedures to process requests to use school facilities or grounds in accordance with district policies and regulations, preserve order in school buildings and on school grounds, and protect school facilities.

Revised 9/97

ADOPTED: 2/9/05

Cordova School District

E 1330 USE OF SCHOOL FACILITIES

CORDOVA SCHOOL DISTRICT

Building Use Form

Name of Organization: _____
Person Responsible: _____ Email: _____
Contact Phone & Address: _____
Type of Activity: _____
Facility/Room Desired: _____
Date of Use: _____ Time Desired: _____
Approximate number of participants per age group (please list numbers):
Age 0-19 _____ Age 20+ _____

Signature of Person accepting _____

TOTAL responsibility _____

School Approval By: _____

Disapproved by _____ (State reason for disapproval)

Fees payable before activity/meeting begins. NO REFUNDS. School activities have priority use of buildings. Use of facilities subject to change.

***** Please fill out both sides of this form. *****

Office Use Only:

Fee Charge _____ Date Paid _____ Receipt# _____

Comments: _____

ADOPTED: 2/9/05

REVISED: 11/9/11

Building Use Agreement

1. You are renting facilities from the Cordova School District.
2. Renter is responsible for the supervision of those persons in the rental group, and shall advise the custodian on duty (when available) of others in the school facilities not with your rental group.
3. Use of alcoholic beverages/drugs/tobacco products are prohibited on school grounds.
4. Use only the facilities and equipment requested and agreed upon with school administration.
5. The school district is not responsible for furnishing supplies/equipment or storing renters' equipment/supplies.
6. A payment of 50% of the estimated fees for use of the facility is due in advance of the rental.
7. Renter is responsible for damages to school property.
8. Renter is responsible for obtaining and fee payment of DEC temporary food service permits as required by law.

Failure to abide by this user agreement may result in the rental group being requested by school official or custodian to leave the school facility. Payment for damages will be requested in addition to building use fee.

We agree to use the school facilities as outlined above.

By

(Signature)_____ Date _____

Group & Signature Name (Please print): _____

Please sign and return to the school office prior to building use. School activities have priority use of buildings. Use of facilities subject to change.

THE ABOVE SIGNED RENTER RELEASES THE CORDOVA SCHOOL DISTRICT FROM LIABILITY FOR ANY INJURIES INCURRED DURING THE USE OF THE FACILITY.

*****Please fill out both sides of this form.*****

ADOPTED: 2/9/05

REVISED: 11/9/11

Building Use and Fee Schedule

- Each building will handle the building use form including the determination of what fees will be charged. Fees will be paid to the District Business Office.
- Outside use of facilities during school hours or while school is in session is not encouraged.
- **Category I** – Primary and priority use of school facilities shall be for the conduct of the district's complete education program. School activities take priority. Organizations/functions established wholly or primarily for school age youth are the primary participants or beneficiaries. This includes (but no limited to) programs such as Boy Scouts and Girl Scouts.
- **Category II** – State, Local and Federal government groups, local nonprofit organizations, community groups. Individuals or organizations that sponsor activities or events for school-age youth of the Cordova School District may apply for an exemption from fees.
- **Category III** – Private, for profit commercial groups.

Applicable Fees: Due to the complex nature/multiple building uses, fees may be adjusted to better suit the actual use of the building

	Category I	Category II			Category III		
		Hourly	Half day	Full day	Hourly	Half day	Full day
Classroom	No charge		\$15	\$25		\$30	\$50
Library	No charge		\$20	\$30		\$40	\$60
Commons	No charge		\$20	\$30		\$40	\$60
Gym	No charge	\$30	\$100	\$150	\$50	\$150	\$200
Kitchen	No charge	\$50	\$100	\$150	\$75	\$150	\$200

**A \$50 per hour cleaning fee will be assessed if facility/kitchen is not appropriately cleaned after use.

Theatre groups/ children performance groups will be assessed 10% of their gate or the minimum fee as listed above (whatever is less).

- There will no use of sound systems/lighting without district staff availability/orientation.

• Note: Kitchen cleaning deposit is charged to all groups/school-sponsored activities/events and is refundable with approval of Building Administration.

- 50% of fees are payable before activity/meeting begins. No exceptions. Remaining fees will be assessed/collected following the activity. **Outstanding fees prohibit further use of district facilities.**

- User will be responsible for all damages that occur to facility during their scheduled use.

ADOPTED: 2/9/05

REVISED: 11/9/11

Cordova School District