

CITY OF CORDOVA



PARKS AND RECREATION COMMISSION REGULAR MEETING

Tuesday August 25, 2015

6:00 pm

City Hall Meeting Room

AGENDA

Council Representative

Commission Chair

Wendy Ranney

Commission Members

Steve Barnes, Karen Hallquist, Kara Johnson, Marvin VanDenBroek, Dave Zastrow, Miriam Dunbar

Parks and Recreation Director

Susie Herschleb

Administrative Assistant

Shannon Phillips

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, Steve Barnes, Karen Hallquist, Marvin VanDenBroek, Kara Johnson, Dave Zastrow, Miriam Dunbar, Susie Herschleb, and Shannon Phillips.

C. APPROVAL OF AGENDA

D. VISITOR COMMUNICATIONS

E. CONSENT CALENDAR

1. 7/28/15 Minutes (p. 2-3)

F. REPORTS

1. Directors Report (p.4-7)
2. Equipment Rental Form (p. 8-10)

G. UNFINISHED BUSINESS

1. Nirvana Spit update
2. Fundraising Ideas

H. NEW BUSINESS

1. Youth Forum
2. Crater Lake Hydro Proposal – Effects on the trails and lake
3. Commission Seats Expiring in November

I. PENDING AGENDA

J. COMMISSION COMMENTS

K. ADJOURNMENT

Minutes of Parks and Recreation Commission Meeting

July 28, 2015

- A. **Wendy Ranney** called the meeting to order at 6:03 pm
- B. **ROLL CALL:**
In attendance: Wendy Ranney, Dave Zastrow, Kara Johnson, Marvin Van Den Broek, Miriam Dunbar, Susie Herschleb, Shannon Phillips, and Randy Robertson.
Absent: Karen Hallquist and Steve Barnes
- C. **Approval of Agenda:** M/ D. Zastrow to approve agenda, S/ M. Van Den Broek. V/Unanimous Approval.
- D. **Visitor Communication:** none
- E. **Consent Calendar:** Minutes of 5-26-15. M/ M. Van Den Broek to approve minutes. S/ D. Zastrow. V/Unanimous Approval.
- F. **Director's Report by S. Herschleb:**
 - 1. **Bidarki Summer Camp** will not be held this summer due to lack of trained staff. S. Herschleb said it felt strange to not have camp, but due to risk management, the decision had to be made. R. Robertson agreed that this was the wise choice.
 - 2. **Salt water system** is now operational at the pool. The U.V. system now needs some maintenance to get it running at optimal performance.
 - 3. **Pump Track Sign** just arrived and will be installed.
 - 4. **Bidarki Gym Floor--** no word back yet from the insurance company about coverage for repairs.
 - 5. **Salmon Runs** went pretty smoothly.
 - 6. **Parks Crew** has been getting a lot of work done, including thinning trees at Nirvana Park.
 - 7. **Shelter Cove Campsites** are very popular and management of them is going smoothly.
 - 8. **Skater's Cabin--** still a problem with people using the beach when it has been rented to others. The swim platform draws people to it, but that is the best place for it right now. There is signage explaining that the beach is for the cabin users, but it is largely ignored.
- G. **Unfinished Business:** none.
- H. **New Business**
 - 1. **Jet Skis on Eyak Lake at Nirvana Park** are now more prevalent. Someone put up buoys on the lake for a jet ski course. There is a danger that jet skis will run over a swimmer that they cannot see. Jet skis are being launched from the spit. This is also making it hard for Cordova Air to take off from the lake. No wake buoys could be added, and mooring and launching could be limited to the end of the spit. Permits from DNR are needed to make changes. There could be more liability for the city if there is a designated swim area. The many cars and trucks on the spit are causing a lot of erosion. Should the spit be limited to non-motorized transportation? There is now more parking at Nirvana Park since the trees have been thinned. S. Herschleb met with DOT and discussed where more trees could be cut down for additional parking. People should not park at the boat ramp at the end of the City Airport. Float planes are moored at Nirvana Park, and the owners will need access to them. W. Ranney and D. Zastrow agreed that closing the spit to motorized vehicles except plane owners would be a good idea. S. Herschleb noted that brush has been removed at the end of the spit, and picnic tables and fire rings will be added. Eventually there will be an ADA accessible trail from the parking lot to the foot bridge. If a hole is put in the concrete slab where the pavilion used to stand, a fire ring could be put there. The pavilion could be erected there in the future. M/K. Johnson to create limited motorized access to Nirvana Spit. S/ D. Zastrow. V/Passed 4-1.
 - 2. **Pool Fundraising for Saltwater system--** \$5000 needs to be raised. W. Ranney suggested asking pool user groups first. The Iceworm and C.H.S. swim teams could help run a fundraiser. D. Zastrow asked how swim pass prices are decided. S. Herschleb explained that she compares our pass prices to those in other towns. K. Johnson wondered if coin operated showers could generate funds. S. Herschleb said that they require a lot of maintenance. Currently there are about 500

pool passes. M. Van Den Broek wondered if annual pool pass prices should be raised slightly, and that parents of tots could pay something to swim, since the tot swim is 3 times a week. R. Robertson agreed, and said it would be discussed when the next fee schedule is decided. Some fundraising ideas are: a swimming, biking, and hiking event, some activity with rubber ducks, and a rain gutter regatta. A new Rec Ops Leader will be hired soon, and can be the organizer of the fundraiser.

3. **Bidarki Summer Camp**—since the previous Rec Ops Leader resigned at the last minute, there was no time to train a new person to run the camp. R. Robertson explained that the risks are too great without a trained leader. He hoped to have the camp again, but there is no guarantee that it will happen. He would like to have a private business run the camp. S. Herschleb added that if there is an experienced Rec Ops Leader, the risks lessen. The high turnover in the position lately has affected the situation. NVE may partner with Bidarki in the future, which could be beneficial to both entities.

I. **Pending Agenda:** none

J. **Commission Comments**

M. Van Den Broek wondered if the pool cover was being used regularly. S. Herschleb said it was. M. Dunbar appreciated learning about the summer camp training and philosophy. W. Ranney has asked kids at the pump track what they think about it. She also thinks that the Future Problem Solvers should study what to do with the old city buildings. S. Herschleb said that the skate park can have a "Skate Board"—a board made of kids who use the park.

- K. **Adjournment:** M to adjourn/ D. Zastrow, S/ M. Van Den Broek
Meeting adjourned at 7:42 pm.

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

Respectfully Submitted,
Miriam Dunbar, Secretary

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



Dear Parks and Recreation Commissioners,

The time is flying by, and the Dept. is preparing for a number of transitions in the near future. Some of these transitions are common for this time of year and others are not. Both of my full time employees are going to have babies this fall within one month of the other! We are considering temporary replacements and we are planning for our normal end of summer staff turnover. You will see an ad for a temporary Parks Maintenance worker; it's very possible this temp will fill in for Micah in December when his baby is due. Please send candidates our way if you know someone who would be interested in temporary parks maintenance in the fall/winter work, full time.

Heather Brannon has worked with us administratively throughout this summer and actually held Shannon's position as a full time benefitted employee in the past. We are happy to have her continue to work with us this winter while Shannon has her baby. Heather is attending the meeting tonight in preparation of Shannon's departure.

Below is a list of happenings this month:

- Created a new equipment rental form; and sent it to the insurance company who have given it their blessing.
- Spoke to Brad Thompson who now works for our insurance company; prior to working for the insurance company he works for The State to draft the indemnification stipulation I presented to our insurance company. It was surprising to hear his response. See attached e-mail thread.
- I interviewed and selected a candidate to hire for the Rec. Ops Leader position here at Bidarki. This candidate was told she would need to meet with Randy Robertson prior to officially being offered the position. Although this hasn't been coordinated yet, for a number of reasons, the candidate has chosen to move to Cordova; has officially booked travel reservations. I will work this week to have Mr. Robertson have a teleconference interview. I believe this will relieve a little stress and fear this candidate may be feeling.
- I've met with a representative of Alaska Industries who will be replacing the gym floor. We walked through our facility and we have discussed logistically how supplies need to be stored and what the project will entail. We will be closed for the better part of a month. The representative said he doesn't believe that they will be able to start the project until the middle of October. We will plan ahead for programming and materials will be stored in our heated shop until they arrive. The maple will need to acclimate for up to 7 days prior to being installed. This means the crew may have to wait a few days in the middle of the project just for acclimation due to space constraints.
- The pool roof has become a real problem. Unfortunately we are unable to avoid this as a real priority. This is difficult to do because we have just completed a biomass feasibility study for wood fire, which looked at a cord wood furnace and an electric boiler that would capture

energy that would normally run down stream when CEC is on hydro. The study was very interesting, but the report stated very clearly, that first and foremost, the pool needs to update the current HVAC system and look into a dehumidification system. Ultimately we would need to do these things prior to qualifying for the grant. While staff had begun the process of estimating the cost of fixing the HVAC and dehumidification options the roof began to leak during the last rain storm; worse than it had in the past. This really pushes us to look at the big picture.

- BUDGET: I have begun the process of itemizing, prioritizing and considering items to be funded for fiscal year 2016. I always review the master plan when I do so. This is what I see that is part of the master plan - outside of the obvious problems at the pool with the roof;

- Lighting at the pool
- Skaters cabin rotten logs removed
- Skaters cabin windows
- Gym lighting @ Bidarki

Things to consider not on the master plan:

- Welcome to Cordova signage / Hollis H.
- Spit repair / fill / signage
- calf machine at Bidarki
- Tractor attachments for digging holes / roof repair / thatching
- Bathroom facility @ the shop / running water for eyewash and hand cleaning

Susie Herschleb

From: Susie Herschleb
Sent: Monday, August 10, 2015 4:55 PM
To: Sam Greenwood
Cc: Cindy Appleton; Shannon Phillips
Subject: FW: FW: Lake Eyak Cordova AK

Sam,
I just thought I would forward this to you so you were 'up to speed' I am so glad to have received this. I was feeling overwhelmed by the lack of guidance. Lake Eyak is not declared a State Park...it is declared a State Waterway; so there is no oversight for recreation.

I spoke with Brad Thompson for an extended period of time today. Although he is with APEI now, prior to this, he worked with the State and took part in drafting the indemnification stipulation we see in red below. He simply does not recommend that our municipality (or any municipality) enter into a contract that protects the State. The permitting process is geared for a private entity. I will likely take the time to draft a letter and express my concerns about public activity on State owned waterway that is risky. He strongly suggests to send this letter and supporting documentation to the State Parks division. I can only hope that the State recognizes that something should be done here. Until then, I will focus on simply managing the site from the beach.

Just keeping everyone current here!
Thanks,

Susan E. Herschleb
Director of Parks and Recreation
City of Cordova
P.O. Box 1210
Cordova AK
99574
(907)424-7282

From: Brad Thompson [mailto:bthompson@akpei.com]
Sent: Monday, August 10, 2015 3:53 PM
To: Susie Herschleb
Cc: Doug Brown; Cindy Appleton
Subject: FW: FW: Lake Eyak Cordova AK

Susie,

Thanks for your time today to address my concerns that the city was contractually obligating itself to assumption of liability for any injury to the public while recreating on state owned waterways. That is a state risk that should be addressed by their division of risk management.

As I mentioned, APEI coverage to the city does not stop at your property line – but I suggest you raise your concerns from the present hazards you observe (slalom buoys course for jet skis adjacent to swimming areas) with other state officials.

Be glad to discuss this further in the future any time.

thanks

Brad Thompson
Executive Director
APEI
www.akpei.com
1-877-586-2734
Direct (907) 523-9440

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From: Susie Herschleb
Sent: Thursday, July 23, 2015 12:54 PM
To: Cindy Appleton
Cc: Doug Brown
Subject: FW: Lake Eyak Cordova AK

Cindy,

I have Copied Doug Brown on this e-mail thread & highlighted the information I would like to have reviewed.

Essentially I am interested in applying for a permit to create a designated swimming area and no wake buoys on a beach that is currently the most popular and only open public access beach on Lake Eyak. This beach has been used for swimming for many, many years. Over the past 3 years however, a very large number of jet skiers have begun to use the beach to recreate and launch. Because the beach was not designed to launch water craft and has no dedicated area to launch the public is launching randomly along the beach amongst swimmers and live fires.

I started the process for permitting for both the swimming area and 'no wake' buoys with DNR and they recommended to have our broker look over the most current indemnification stipulation the State requires. (highlighted in red below) If we are comfortable I'll move forward with the process. It is fairly involved so it is best to get a blessing prior to completing all the work.



The City of Cordova Parks and Recreation Department Equipment

RENTAL FORM

EQUIPMENT

TYPE: _____

EQUIPMENT RENTAL FORM: In consideration of the use of equipment including but not limited to canoes, kayaks, rafts, paddle boards, paddles & life vests of the City of Cordova the undersigned acknowledges and agrees as follows:

WARNING. There are significant elements of risk in any adventure sport or activity associated with the use or presence water craft, including but not limited to canoes, kayak, rafts, paddle boards, paddles & life vests and the use of related equipment. These risks are inherent in canoeing and kayaking and may be present even if the equipment is used properly and even in still water.

SCOPE OF RELEASE. This Release of Liability covers all activities indirectly or directly associated with the use of the City of Cordova's equipment including but not limited to canoes, kayaks, rafts, paddle boards, paddles & life vests.

RISK FACTORS. The undersigned understands and acknowledges that using the equipment in any body of water in Cordova and any body of water in the area surrounding Cordova involve risks such as, but not limited to, the following: (i) changing water flow, conditions or current; (ii) collision with other participants, any portion of the interior of the craft, other water craft, manmade or natural objects, including overhanging, submerged and/or semi submerged trees, branches, rocks and boulders; (iii) cold weather and heat related injuries and illnesses including hyperthermia, frostbite, heat exhaustion, sun stroke, and dehydration; (iv) inclement weather, variances and extremes of wind, weather and temperature, the presence of insects and animals; (v) sense of balance, physical coordination, ability to swim, and/or ability to follow directions; (vi) loss of control of the craft, collision, capsizing, and sinking of the craft which can result in wetness, injury, exposure to the elements, hypothermia and drowning; (vii) getting in and out of the craft; (viii) travel, including hiking, portaging and travel to and from the related and unrelated activities; (ix) the presence of wild animals, including marine life forms, (x) unavailability of emergency aid services and emergency medical care. The undersigned acknowledges that using the equipment in any body of water in Cordova and any area surrounding Cordova as well as other foreseeable or unforeseeable factors or circumstances, may result in a RISK OF PROPERTY DAMAGE, BODILY INJURY, AND POSSIBLY DEATH.

ASSUMPTION OF RISK. By executing this Release of Liability, the undersigned expressly assumes all risk that arise from the use of the City of the Cordova's equipment including but not limited to canoes, kayaks, rafts, paddle boards, paddles & life vests, the acts of others, the unavailability of emergency care, and any other foreseeable or unforeseeable factors or circumstances related to the use City of the Cordova's equipment. The undersigned assumes all risk of injury, wrongful death or property damage related to the use of the City of the Cordova's equipment.

ACKNOWLEDGMENT OF RULES, POLICIES AND PROCEDURES. The undersigned acknowledges that he or she understands that the City of Cordova requires that the undersigned use the City of Cordova's

equipment safely and properly. The undersigned is prohibited from using the equipment in any other way, other than the way, it is designed.

_____The undersigned agrees to wear a properly fitted and fastened U.S. Coastguard approved flotation device (lifejacket) while aboard a boat or in the water.

_____The undersigned agrees to require that all individuals who use the equipment to wear a properly fitted and fastened U.S. Coastguard approved flotation device (lifejacket) while aboard a boat or in the water.

_____The undersigned understands that canoeing and kayaking should only be undertaken after proper instruction and training and that the City of Cordova is not providing such training in connection with the rental of equipment.

_____The undersigned assumes full responsibility for deciding where, when and with whom to paddle.

_____The undersigned acknowledges and agrees that the rental equipment provided by the City of Cordova is for the sole and exclusive use of the undersigned and the group they represent and may not be used by any other person not related to the group they represent.

PHYSICAL CONDITIONS AND SKILLS. The undersigned represents that he or she has the requisite skills, physical abilities and mental abilities necessary for proper and safe use of the City of Cordova's equipment to participate in the safe and proper use of the equipment including but not limited to canoes, kayaks, rafts, paddle boards, paddles & life vests. The undersigned agrees that if he or she has any questions as to what skills, qualifications or training are necessary to properly use the equipment then they shall direct such questions to the appropriate staff member on site.

RELEASE. The undersigned hereby releases, discharges, waives, disclaims and relinquishes all claims, actions or causes of action against the City of Cordova its officers, employees and agents and agrees not to sue them on account of or in conjunction with any claims, causes of action, injuries, damage, cost of expenses arising out of the use of this equipment including those based on death, bodily injury or property damage whether or not caused the negligence of the City of Cordova provided, however, the foregoing release shall not apply to claims solely based on the gross negligence or willful misconduct of the City of Cordova.

WAIVER. The undersigned waives the protection afforded by any statute or law in any jurisdiction of the State of Alaska

INDEMNITY. The undersigned agrees to indemnify and defend the City of Cordova and its officers, employees and agents (each, an "Indemnitee") and hold them harmless from any or all claims, causes of action, damage judgments, costs or expenses, including attorney fees which in any way arise from the undersigned participation in the use of the City of Cordova's equipment which include but are not limited to damages to or destruction of any property of an Indemnitee, of any others, injury or death of the undersigned or anyone else or any liability arising from the act or negligent act of an Indemnitee, the undersigned or anyone else; provided, however, the foregoing indemnity shall not apply to claims related solely to the gross negligence or willful misconduct of the City of Cordova.

PROPERTY DAMAGE. The undersigned agrees to pay for any or all damages to any property of Indemnitee caused by the undersigned either negligently, willfully, or otherwise.

REPRESENTATIVES. The undersigned has executed this Release of Liability for himself or herself, and his or her heirs, assigns and legal representatives.

INSURANCE. The undersigned acknowledges that they either have appropriate insurance or, in its absence, agree to pay all cost of rescue and/or medical services as may be incurred on their behalf.

ACKNOWLEDGMENT. The undersigned has read and understands this Release of Liability and realizes it relates to surrendering valuable legal rights and assuming important legal responsibilities and does so freely and voluntarily. In consideration of the use of the property,

First Name / Organization: _____

Address: _____

Phone: _____

City: _____

State: _____

Zip: _____

Signature: _____ Date: _____