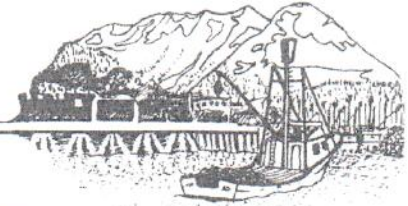


# CITY OF CORDOVA



## PARKS AND RECREATION COMMISSION REGULAR MEETING

Tuesday Aug. 27th, 2019

6:00 PM / Mayor's Conference Room / Cordova Center

## AGENDA

### Commission Chair

Wendy Ranney

### Commission Members

Karen Hallquist, Marvin VanDenBroek, Anne Schaefer, Dave Zastrow, Ryan Schuetzky, Kirsti Jurica

### Parks and Recreation Director

Susie Herschleb

### Administrative Assistant

Crystal Shapleigh

*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, Karen Hallquist, Marvin VanDenBroek, Anne Schaefer, Dave Zastrow, Ryan Schuetzky, Kirsti Jurica, Susie Herschleb, Crystal Shapleigh
- C. APPROVAL OF AGENDA
- D. VISITOR COMMUNICATIONS  
Regarding Agenda Items
- E. CONSENT CALENDAR
  - 1. Notes from July 30<sup>th</sup> Work Session
- F. REPORTS
  - 1. Director's report
  - 2. 2<sup>nd</sup> quarter report
- G. UNFINISHED BUSINESS
  - 1. 1<sup>st</sup> draft of Master Plan Review of Nirvana Park Cemetery / Eyak Burial Ground.
- H. NEW BUSINESS
  - 1. Commission discussion on Cordova Comprehensive Plan DRAFT / comments due Sept. 13th
- I. PENDING AGENDA
- J. COMMISSION COMMENTS
- K. ADJOURNMENT

**Nirvana Park Cemetery and Eyak Lake Burial Ground:**  
**Classification: Community Park / Natural Resource Area**

**1. Identify the Gravesites.**

- a. Determine how the gravesites will be marked. A few thoughts from the Commission;
  - If each individual site is marked, it is recommended to use a material that can withstand prevailing weather conditions and potential flooding. A material that requires very little maintenance.
  - Perhaps consider not marking the gravesites, and rather, create an interpretive sign with a map, indicating where the gravesites are on the beach. Place this map at the end of the bridge, leading into the Eyak Lake Burial Ground (Spit) from Nirvana Park Cemetery.
  - Identify **areas** where there are burial sites, as opposed to individually. This concept could be applied using just a map and/or by using mid-size barrier rocks to isolate areas where there are burials.

**2. Flushing Toilet.**

- a. The new outhouse facility was designed to be easily renovated. The slab can be lifted and is ready in to receive waterlines. We are currently meeting grant requirements with the ADA accessible port-a-john; however, having no water supply, makes cleaning it a challenge for the Parks crew, as hauling water is time consuming and unnecessarily laborious.

**3. Signage**

**a. Land Use**

Educate the public on acceptable land use on the property. The Commission suggests a simplistic approach. Example:

**Eyak Lake Burial Ground (Spit)**

Activity	Yes	No
Swimming	X	
Motorized Vehicle Access		X
Day Picnic		X
Open Campfire		X
Walking Path / Bench	X	
Wedding		X
Photo Session		X
Educational Field Trip / Event		X
Birthday Party		X
Daycare Field Trip		X
Egg Hunt		X

**Nirvana Park Cemetery**

Activity	Yes	No
Swimming	X	
Motorized Vehicle Access		X
Day Picnic	X	
Open Campfire in Circle	X	
Walking Path / Bench	X	
Wedding*	X	
Photo Session*	X	
Educational Field Trip / Event**		X
Birthday Party		X
Daycare Field Trip**		X
Egg Hunt		X

\*Wedding - Ceremony Only, Not Reception; Low Impact Photo Sessions

\*\*With permission from the Parks and Recreation Department

Directors notes post work session

Above are the allowed uses for each area; as determined by the Core Committee. The Core Committee is comprised of individuals representing the Historical Society, the Harbor, The Native Village of Eyak, Chugach Corporation, the Native Caucus and the Parks and Recreation Dept.

*(members include; Pam Smith, Jen Smith, Darrel Olsen, Cathy Sherman, Bill Cobb, Susie Herschleb, Wendy Ranney, Brooke Johnson, Tony Schinella)*

**b. Interpretive**

The property has a rich history. The experience of visiting the Cemetery and Burial Ground could be enhanced by placing interpretive signage around the property. Particularly, near the Talking Circle. the Ideally this will encourage the public to use the new Circle a traditional way.

**4. Trail Development on Spit / Eyak Lake Burial Ground.**

**a. Trail design**

- If a trail is developed on the Spit / Eyak Lake Burial Ground. Future trail maintenance needs should be considered during the design phase. The Department may request planning for a maintenance period periodically, in which a motorized vehicle can be utilized to perform in the burial ground. If this is the case, the trail width would need to accommodate either an all-terrain vehicle or the City's small kobota tractor.
- The Department would rather opt out of a heavily developed walking trail.



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



**DATE:** 8.23.19  
**TO:** Mayor Koplin & Commissioners  
**FROM:** Susan Herschleb / Director of Parks and Recreation  
**RE:** Directors report / regular meeting - 8.27.19

**Bob Korn Pool:**

We are planning a closure for some maintenance tasks related to the heating system and potentially, for the installation of the new saltwater generator. At this time, we believe we may be able to plumb the new saltwater generator without any interruption of service. We will however, coordinate preforming both tasks during one closure. It is our intention to keep the closure as brief as possible. We will work around the needs of the CHS swim team.

There is an RFP out to rebuild the back wall of the pool. The interior walls surrounding the pool deck and both end walls of the building are constructed of cinder block. The outlying walls; offices entryway, boiler room, filter tank, and chem storage areas are wood framed. The back facing, wood framed wall, is rotten and needs to be replaced.

This wall was discovered in the process of making repairs related to the failure of the UV system in last May. It is the result of a leak in the flashing on the roof above. A repair was made to the flashing in 2015 and was reasonably successful, the rot is not from a recent leak. It is unknown how long this leak went unnoticed prior to 2015, but by the looks of the wall, it must have been for some time. Unfortunately, this will not be covered by the insurance claim.

Jeff Hamberger is offering and American Red Cross (ARC) lifeguard training at the pool. Although we have switched to J. Ellis and Associates (J. Ellis) as our certifying body for lifeguards, we are facilitating the ARC training. Mr. Hamberger will maintain his ARC lifeguard trainer certification if he holds a class prior to Sept. 5<sup>th</sup>. We can work both ARC and J. Ellis lifeguards' side by side at the pool, by writing an Emergency Action Plan (EAP) that lays out exactly how the guards will interact in an emergency.

Ethan Beckett is willing to become certified under both ARC and J. Ellis. We have tried unsuccessfully to get our J. Ellis trainer here from Valdez. Her first training was cancelled due to our pool closure; failure of the UV system. The second time we planned to get her here, was just prior to the Ferry strike. We look forward to having Malia Pedley, become certified as a J Ellis trainer this coming March in Anchorage!

**Bidarki Recreation Center:**

The Contractor selected to repair the roof on Bidarki is finalizing his travel plans and timeline. I suspect to see it by early next week. Thankfully, we have had little concern over our leaking roof, with the warm and dry weather conditions.

We have experience extremely hot temperatures in both of our facilities! It was so hot this summer in the weight room, we struggled to get our evening visitors to close the windows after they leave. This prompted us to troubleshoot improving security after hours. You may have noticed; we have placed interior bars on the street level windows through out the weight room. This way the windows can stay open and keep the weight room cool!

Anyone who works out knows how much harder it is to do so when it too warm! The maintenance crew decided to replumb Bidarki's heating system. Now we can bypass the loop that heats the facility and only heat water! We are so, very thankful! Office temperatures dropped a good 10 degrees and the tots are no longer breaking a sweat in the bouncy house! Most importantly, we are saving money!

#### **Parks:**

**Fish cleaning station:** I would like to take this opportunity to help Public Works spread the word about our current water shortage. Last year in August we turned the water off to the fish cleaning station and closed it because of the bear problem. We are happy that it is available this year, but we need help policing the water supply! It is frequently left on and this is troublesome with the water shortage. Give us hand and turn off the water if you see someone has left it on! We will be watching closely as well, thanks in advance!

We are aware the length of the chute at the fish cleaning station is too short. This too, we are watching closely. It is important to understand that we are waiting for DOT to authorize our permit application, to move the fish cleaning station to carcass point. Moving it will allow us to expand it in the future and there is plenty of parking. It will take additional labor and funding to build a longer chute at carcass point. It would be best to reserve these resources for the new location.

**Skater's Cabin:** No public park or beach should need the amount of administrative oversight resembling, that of Skater's Cabin, this summer. The Parks and Recreation Dept. will not support the same scenario next summer. It is most certainly a losing proposition, for everyone involved. Soon we will firm up our timeline on the beach expansion for this year. We can develop just a portion of the whole expansion area, until we secure more funding to complete the project. We plan to create two separate and detached seating areas this year. When they are completed, they will be open to the public 11am-7pm daily and the existing beach will be closed to the public during rental periods.

**Fisherman's Memorial:** The Parks Maintenance crew is busy replacing the deteriorated wood under the plaques at the Fisherman's Memorial. This is a project that has been in the works for many years. In 2016, with funding from CDFU, the Parks and Rec. Dept. ordered some beautiful yellow cedar from Hoonah AK and had it shipped to Cordova for the memorial. It has been drying in our maintenance shop for 3 years and ready to be placed at the memorial. Throughout the curing process the maintenance team designed and began fabricating metal brackets for the yellow cedar planks. We were nearly at capacity, prior to this renovation/expansion effort. We desired to display a greater number of plaques within the existing footprint of the park. Micah Renfeldt and his maintenance team have come up with a creative solution.



**Odiak Camper Park:** We are ready to pour a yard of concrete at Odiak Camper Park, for a new basketball hoop. If you know someone who is willing to do this little job – send them our way! Years ago, the school dist. donated the new hoop to the Parks and Recreation Dept., this year, it's found a new home! The hoop will be a major improvement and it is a relatively small expense for the enterprise fund.

The administrative team drew up an outdoor storage rental option for tenants of Odiak Camper Park during the Ferry strike. We put a letter in the tenants last billing. In the letter we described this option as a last resort. The agreement attached is available for you to view, along with the letter. Our rates, in comparison to others offering outdoor storage, are well above the average.

### **Welcome aboard!**

Crystal Shapleigh is the new Administrative Assistant for the City of Cordova Parks and Recreation Dept. Crystal first arrived in Cordova as a USCG spouse. She and her husband Jason Shapleigh enjoyed their deployment here to the fullest. During their deployment, Crystal worked as the Recreation Operations Leader for the Parks and Recreation Dept, running summer camp and our after-school programming. We are very excited that Crystal has returned to Cordova, and even more excited that she has chosen to work again at the Parks and Recreation Department!

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



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

DATE: 07.30.19  
TO: Tenants of Odiak Camper Park  
FROM: Susan Herschleb / Director of Parks and Recreation / City of Cordova  
RE: Storage

Greetings,

The Parks and Recreation Dept is sympathetic to the challenges you may be facing with the AMHS Ferry workers strike and potential void of service after Sept. 12<sup>th</sup>. A long-term R/V storage option at Odiak Camper Park, is being considered for tenants who have reserved and paid in advance for next season.

We are also contemplating an option for short term storage. We see some potential in limited ferry service, post-strike. If this is the case, we understand that you may choose to retrieve your R/V when service is again available.

It will be important logistically, to plan for either scenario. We will need to condense the items we store within the park, as grading must be performed in the spring. Furthermore, extensive snow removal for mid-winter retrieval will not be an option. Staging appropriately will be vital.

We encourage finding storage elsewhere in town prior to considering storing at the Park itself. However, we anticipate there may be an indoor and outdoor storage shortage, in general, in Cordova. Our aim is to accommodate you as needed. Please don't hesitate to contact us via e-mail [bidarki@cityofcordova.net](mailto:bidarki@cityofcordova.net) or phone (907)424-7282, for further questions.

Sincerely,

Susan Herschleb



Director of Parks and Recreation

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

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



## Odiak Camper Park Storage Agreement

I agree to abide by the regulations of the City of Cordova. I will be responsible for and do all that is necessary or required to secure my personal property including, but not limited to, winterization of vehicle and keeping the area adjacent to your vehicle neat and orderly. I further agree that the City of Cordova and its agents will not be held responsible for any damage or loss of any kind that may occur to your vehicle stored in the area, and to further hold the City of Cordova and its agents free and harmless from any liability, suits, damages or costs arising from storage. I accept sole responsibility for the installation, maintenance, and removal of the listed vehicle, including the provision of equipment necessary to those tasks.

FAILURE TO ABIDE BY THE TERMS OF THIS APPLICATION WILL RESULT IN IMPOUNDMENT OF ANY AND ALL STORED ITEMS.

### STORAGE FEES

\$5 per day or \$150 per month up to 12 months  
\$16 per day or \$475 per month 13 months or more

Make / Model of RV \_\_\_\_\_ Length \_\_\_\_\_

Drivers license # \_\_\_\_\_ State of issue \_\_\_\_\_ / copy Y N

Owner \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

PERMIT # Issued \_\_\_\_\_



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**From the Administrative Office of the  
City of Cordova**

**Parks and Recreation Department**

DATE: 7.10.2019  
TO: City Council and Mayor Koplin  
FROM: Susan Herschleb / Director of Parks and Recreation  
RE: 2<sup>nd</sup> quarter report 2019



Dear Mayor and Council,

The Parks and Recreation Department has had its fair share of challenges this quarter. We are in recovery mode, pass sales are climbing and the facilities are busy.

Our quarterly reports reflect revenue loss related to the Bidarki gymnasium closure (Jan. through May, 19 weeks) and the Pool closure (3.5 weeks in June). Pass sales are behind about 6k (combined) and usage is about 2000 visits behind at Bidarki and nearly 1000 visits behind at the pool compared to last year.

The Parks and Rec. Dept. has offered the 'participating cannery' pass for several years now. It is offered to all the canneries in Cordova; canneries have the option to pay 1k (a onetime payment good for the whole season); their employees benefit by having a reduced drop in rate (\$3.00) to use the facility. A regular summer adult day pass is \$10.00.

Ocean Beauty stepped it up this year! They decided that extended barcode use was a good investment and a better fit for their employees. Daily drop in passes are only sold during the hours that the administrative office is open. Now Ocean Beauty employees have a barcode and enjoy using the facility from 5am – 10pm, 7 days a week. In the first month we sold 25 month passes to Ocean Beauty. The sales are splendid, keeping our facility clean with the increased usage is demanding!

**POOL UPDATE:**

We finalized our purchase of a new saltwater generator today. The manufacturer and the Parks maintenance team worked together to design it in a way that would work well in the space we have available. We do not anticipate an extended closure to plumb in the new generator. We are bypassing the old one now, and nearly all the plumbing for the new one can be done without taking the pool offline. There is a 10k deductible related to the failure of our UV system. Thankfully, our hourly wages were documented and will be used as part of the deductible.

While investigating damage to the back wall, related to the insurance claim; we found a considerable amount of rot. Unfortunately, most of the rot found is not related to this claim. The rot appears to be from a leak in the flashing. This leak was fixed 2-3 years ago, however, we have no way of knowing how long the flashing leak went undiscovered. We did not anticipate this problem. We are in the process of getting an estimate for the work that needs to be done.

**BIDARKI ROOF UPDATE:**

We are still negotiating costs and terms of a roof replacement on the rec. center. A contractor performed 30+ core samples on the roof. We now have a true sense of damage. The core samples reveal

that 70-80% of the hard insulation that is under the roof liner is wet and will need to be removed. The cost of removing all this material was not reflected in the original adjustor's report. We are hopeful we come to an agreement soon.

#### SKATERS CABIN BEACH:

The beach at Skaters Cabin has been open to the public from 11am-7pm for nearly three years now. We opened the beach at Skaters Cabin in hopes of reducing high impact recreational activities at the Spit. Land usage has changed since GPR (ground penetrating radar) studies located 43 gravesites on the Spit (not counting others in Nirvana Park). It is a native burial ground. This summer has been beautiful, and with the good weather comes increased traffic in all our recreational areas.

The summer the administrative office is receiving a great number of complaints about the beach being open to the public. It is a large block of time, during private rental periods. We need to remind our visitors that the beach expansion at this site is specifically in response to this dilemma. If we expand the beach, then the area in front of the cabin will go back to being dedicated to private rental periods.

The expansion plan includes the development of three seating areas with fire rings and benches (about 270 linear ft. of shoreline) behind the cabin. The expansion area will be open to the public from 11am-7pm. The Parks and Rec. Dept. would like to remind those using the beach for free, that they must not schedule bonfires or parties on the Skaters Cabin beachfront. We do otherwise, encourage low impact recreational activities at the site.



## REVENUE

Month	Drop In	Pass	Pool Pass	Skaters	F.Mem	DTK	Fac. Use				Other	Totals
APRIL	\$70.00	\$2,485.00	\$290.00	\$435.00		\$6,756.00	\$100.00				\$15.00	\$10,151.00
MAY	\$218.00	\$8,989.80	\$2,769.80	\$545.00			\$225.00				\$100.00	\$12,847.60
JUNE	\$194.00	\$1,255.00	\$280.00	\$585.00	\$350.00		\$350.00					\$3,014.00
Totals	\$482.00	\$12,729.80	\$3,339.80	\$1,565.00	\$350.00	\$6,756.00	\$675.00	\$0.00	\$0.00	\$0.00	\$115.00	\$26,012.60

## ATTENDANCE

[illegible]

CITY OF CORDOVA - PARKS AND RECREATION DEPARTMENT - 2019  
BOB KORN MEMORIAL POOL 2ND QUARTER

## REVENUE

[illegible]

## ATTENDANCE

[illegible]

CITY OF CORDOVA - PARKS AND RECREATION DEPARTMENT - 2019  
ODIAK CAMPER PARK & SHELTER COVE REVENUE

## REVENUE

[illegible]



SH.

30<sup>th</sup>

Work Session – July 28, 2019, 6 pm.

**Master Plan Review of Nirvana Park**

**In attendance:** A. Schaefer, K. Hallquist, K. Jurica, S. Herschleb, M. VanDenBroek.

**Priorities:**

1. Interpretative signs for the Eyak Burial Grounds
  - a. Explanation of burial grounds and a map
  - b. Allowed uses of the park
2. Water and sewer lines to the park
3. Beach Expansion at Skater's Cabin to alleviate recreational pressure from the spit
4. Active partnership with Native Village of Eyak and Nirvana Park Committee

**Hot topics:**

1. Letter to Committee to take responsibility for grave markers
2. Removal of airplane floats
3. Ask the Committee for motorized exceptions for maintenance as needed
4. Annual community clean-up and brush cutting

## Eyak Lake Burial Ground (Spit)

Activity	Yes	No
Swimming	X	
Motorized Vehicle Access		X
Day Picnic		X
Open Campfire		X
Walking Path / Bench	X	
Wedding		X
Photo Session		X
Educational Field Trip / Event		X
Birthday Party		X
Daycare Field Trip		X
Egg Hunt		X

## Nirvana Park Cemetery

Activity	Yes	No
Swimming	X	
Motorized Vehicle Access		X
Day Picnic	X	
Open Campfire in Circle	X	
Walking Path / Bench	X	
Wedding*	X	
Photo Session*	X	
Educational Field Trip / Event**		X
Birthday Party		X
Daycare Field Trip**		X
Egg Hunt		X

\*Wedding - Ceremony Only, Not Reception; Low impact Photo Sessions

\*\*With permission from the Parks and Recreation Department

\* Recommended signage



**AGENDA ITEM**  
**Parks and Recreation Commission meeting date: 8/27/2019**  
**COMMISSION COMMUNICATION FORM**

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**FROM:** Susan Herschleb / Director of Parks and Recreation  
**DATE:** 8/23/19  
**ITEM:** Cordova Comprehensive Plan / Public Review Draft  
**NEXT STEP:** Provide Public Comment by Sept. 13th

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☐ ORDINANCE                      ☐ RESOLUTION  
☐ MOTION                              ☒ INFORMATION

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- I. **REQUEST OR ISSUE:**  
The Cordova City Planner Leif Stavig along with Shelly Wade; Agnew::Beck Project Manager are requesting public comment on the Cordova Comprehensive Plan. Last comments on the draft plan are due Sept. 13<sup>th</sup>, 2019.
- II. **RECOMMENDED ACTION / NEXT STEP:**  
The Parks and Recreation Commissioners should review the draft plan and offer feedback to the City Planner prior to Sept 13<sup>th</sup> 2019.
- III. **FISCAL IMPACTS:**  
It would be advantageous to have the Commission's 10-year Master Plan be consistent with some of the resident values and recommendations reflected in City's Comprehensive Plan. The Comprehensive Plan is meant to provide direction to our community leaders, funders and partners.
- Goals and objectives identified by Parks and Recreation Commissioners and documented in the Commission's 10-year Master Plan, can be injected into the Comprehensive Plan in the correct context. This may help prioritize future funding for projects that benefit the community.
- IV. **BACKGROUND INFORMATION:**  
The Cordova Comprehensive Plan Update – PUBLIC REVIEW DRAFT is available to view online at [www.CordovaCompPlan.com](http://www.CordovaCompPlan.com) please take a moment or two to look it over prior to the Commission meeting
- V. **LEGAL ISSUES:** None currently



**VII. SUMMARY AND ALTERNATIVES:****SUMMARY:**

Parks and Rec Commissioners should identify opportunities to include Master Plan content in the Comprehensive Plan. Please see page 41 and review. This is an obvious area that we could contribute content. Other areas to consider are housing, economic development, quality of life and Fiscal Health, Public Facilities and Services Issues and Policies.

**ALTERNATIVES:**

The Parks and Recreation Commission's Master Plan will not be integrated in the Comprehensive Plan.