

CITY OF CORDOVA



**PARKS AND RECREATION COMMISSION
REGULAR MEETING, Monday October 20, 2014
6:00 PM at The Library Meeting Room**

AGENDA

Council Representative

Commission Chair

Commission Members

Steve Barnes, Karen Hallquist, Kara Johnson, Marvin VanDenBroek, David Zastrow, Wendy Ranney, 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:** Kristen Carpenter, Steve Barnes, Karen Hallquist, Kara Johnson, Marvin VanDenBroek, David Zastrow, Wendy Ranney, Miriam Dunbar, Susie Herschleb, and Shannon Phillips

C. APPROVAL OF AGENDA

D. VISITOR COMMUNICATION

E. CONSENT CALENDAR

1. 4-28-14 minutes (p. 1-3)

F. REPORTS

1. Directors report (p.4-12)
2. UNFINISHED BUSINESS

G. NEW BUSINESS

1. Vote on Commission Chair
2. Basketball boundary lines in the Mt. Eccles, Simpler gymnasium

H. PENDING AGENDA

I. COMMISSION COMMENTS

J. ADJOURNMENT

Minutes

April 28th, 2014

6:00 pm City Hall

DRAFT

Parks and Recreation Commission Meeting

- A. Steve Barnes calls meeting to order, April 28th, 2014 at 6:05 pm
- B. **Roll Call:** In Attendance: Kristen Carpenter (via teleconference), Steve Barnes, Karen Hallquist, Marvin VanDenBroek, Kara Johnson, Parks & Rec. Director Susie Herschleb, and Admin Assistant Shannon Phillips
- C. **Approve Agenda:**
Motion to vote on the Noel Pallas resolution.
Motion to approve/ Carpenter, S/Hallquist, Motion Approved
Johnson reads the Resolution
All in favor say Aye, all respond Aye, PASSED, unanimous
With no oppositions the resolution will be presented at the May 7th city council meeting.
Herschleb clarifies that we voted on recommending that the city council accepts this resolution.
It is not a Parks and Rec. Resolution.
Motion to approve Agenda/Barnes, Agenda Approved
- D. **Communication by Visitors:**
Kate Morse with the Copper River Watershed Project-
Morse attends the meeting to update the commission on the work that CRWP has been doing around Odiak Watershed. Odiak Pond is adjacent to Hollis Hendrichs Park which is currently managed by Parks and Recreation. **Morse** provides background information and presents a map of sub watersheds. They have established a native plant garden, built a bio swale, and are working to support salmon habitat in this system. Morse says that they are continuing to do a lot of education with local students.
A Hydrology Assessment hard copy is passed around and explained. Morse talks about a few sites where changes can make a difference. CRWP built a bio swale behind the hospital. **Morse** explains what a bio swale is and shows pictures of it. Over the planning phase they worked on developing a MOU to help with the long term maintenance that is between the City, the Medical Center, and the CRWP. **Morse** said that this summer they are working with Susie to remove an old railroad culvert and other debris from the corner of the pond, then they will use a technique called brush layering to reestablish an open stream channel. **Morse** states that they are working with the city on a snow handling and management plan. **Morse** thanks the commission for their time and all they do.
- E. **Consent Calendar:** **Motion to approve / Carpenter. S / Johnson.**
1. 11/19/13 Minutes, Approved

F. **Reports:** 1) Directors Report.

S.Herschleb says that we will be covering a large period of time due to some unforeseen projects. There will be some changes coming up with scheduling we will be having a "siesta" mid-day closure again this summer so we can stay open later. **Herschleb** said that Jessica Smyke has been hired for the summer camp coordinator and we will go back out to hire for the full time benefitted position in the fall. **Herschleb** will again be driving the bus for Summer Camp and will be doing week on week off sessions with half day walking camps on the off weeks. **Herschleb** states that we are still very interested in finding funding for vans, it would require 3 vans. There are definite pros and cons to using the bus and that it is an issue we will have to revisit in September when it is closer to the budget cycle. **Herschleb** said there has been a turn of events, the salt water system is lost in route and that she will keep everyone as informed as possible. **Herschleb** said that we have two vacant seats on our Commission board. There is nothing in code that we can find that states our commission has to have seven seats. **Mayor Kasch** states that he can help with this conversation. **Kasch** said that council is looking at standardizing boards of commission. There is nothing normal about any of them, we would like to get it all in writing and make them all the same. **Kasch** asks for input.

Barnes said, he would like to keep it at 7. **VanDenBroek** states it should stay at 7. **Johnson** states that she likes the idea of 7 as well. **Carpenter** suggests a nominating committee like the utility coops. **Carpenter** has no strong opinion on 5 or 7 seats. **Hallquist** has no preference. **Kasch** states that they will pass those thoughts on at the May 7th meeting.

First Quarter Report. **Herschleb** states that we are looking into a card swipe system. 2014 Attendance and revenue suffered a little bit due to the gym floor flood. **Herschleb** explains the card swipe system. **Barnes** asks how many cameras come with the system. **Herschleb** says that there is another grant that Paul Trumblee wrote through the fire department and we are supposed to get three cameras inside Bidarki and four cameras outside. The card swipe system is further discussed.

G. **Correspondence:**

H. **Unfinished Business:** **Carpenter** signs off. **Johnson** asks about the DTK fundraiser. **Herschleb** states that we made the money we needed and more. Some A.R.C. skate park plans are discussed, and material samples and design blueprints are passed around.

I. **New Business:**

1) **Officially name the park known as the "Tot Lot" in memory of Noel Pallas**

J. **Life Guard training options-Marvin VanDenBroek** - **VanDenBroek** states that lack of lifeguards is something that needs to be fixed. He discusses training options such as a student work program & student lifeguard training through the school. **Herschleb** states that it would be good to talk to the school district about junior lifeguarding, but another full time benefitted position would also be beneficial. **Herschleb** said that a full time benefitted lifeguard could promote an

after school swimming program and junior lifeguarding program or perhaps a partnership between the pool and the school.

K. Pending Agenda:

1. Pool rules – **Herschleb** said that we have purchased a T.V., and cables and Meghan has constructed an outline of the rules she wants, we are now at the point of getting our Actors/Actresses.

L. Commission Comments: **Hallquist** expresses her appreciation for tot time, tot swim, and the facilities.

M. Meeting Adjourned:

M/Barnes S/Hallquist Meeting adjourned at 7:46pm

Directors report 10/10/14

It has been a challenging summer and early fall for this department. Transitioning Caleb Hoover out of the Maintenance II position gracefully was probably our biggest hurdle. Caleb was an outstanding worker, knowledgeable, thoughtful and bright. We are blessed to have stumbled upon Micah Renfeldt who seems to be a diligent, dependable and capable employee.

Training Crystal Shapleigh for the second time as the Rec, Ops Leader has proven to be more time consuming than either of us thought. It's surprising how much this department has changed in the 3 years she was gone. Shannon Phillips, my administrative assistant has been single handedly working out the kinks in our new card swipe system and redefining her job description daily! As mentioned in the last note I sent via e-mail, every FT position other than Meghan Schinella (Pool manager) and my own has been here for less than a year!!

We are still thriving! Achievements this year include:

- Converting to a salt water pool
- Replacing the heat exchanger @ pool
- Installing a swim suit dryer @ pool
- Installing a new ADA lift with spine board attachment @ pool
- Installing new carpet in entryway and offices @ pool
- Renovating two rooms in bidarki
- Installing 5 new pieces of weight/cardio equipment @ bidarki
- Renovating the upstairs gym @ bidarki (painting etc..)
- Installing locking gates throughout bidarki for afterhours facility usage agreements
- Creating a new policy and rewriting our facility usage agreement.
- Replacing broken split rails @ the multiuse field
- Removing a box culvert @ Odiak Pond with the CRWP
- Replacing the rail at the pavilion in Odiak Pond
- Implementing a revised EAP for summer camp
- Held two lifeguard trainings
- Purchased and installed a new card swipe system @ bidarki that will track data and usage (soon to be introduced)
- Promoted, organized and executed the 2014 DTK fundraiser.
- Raised 6k to bring ARC to town to work with local youth/adults to design a custom skate park/pump track
- Promoted, organized and executed a successful and entertaining Iceworm Dodgeball (7 teams), Volleyball (8 teams) and basketball (6 teams) tournament for the community
- Promoted, organized and executed an outstanding summer day camp program for youth 2-7th grade (6 1 week sessions)
- Promoted, organized and executed ½ day educational summer programming for 4-10 yrs. They learned how to make smoked salmon, fireweed jelly and medicinal salve.
- Managed the 2014 season @ Odiak Camper Park / an enterprise fund that made approx. 10k after expenses.

- Implemented the 2014 beautification project / 17 local businesses participated / Pool, Bidarki, City Hall & the Library Museum also participated.
- Partnered with the CRWP / summer campers and staff volunteered to plant the bio swale

CURRENT PROJECTS:

City league bball:

CITY LEAGUE BASKETBALL PLAYERS AND SPECTATORS!

CITY LEAGUE B-BALL

6 TEAM CONSOLATION TOURNAMENT SCHEDULE

(TBA games will be updated as soon as possible)

SATURDAY 10/11 ~ MT ECCLES GYM

GAME #1 7PM: TBA

GAME #2 8PM: CHS TEAM #2 VS USCG

SUNDAY 10/12 ~ MT ECCLES GYM

GAME #3 7PM: CHS TEAM #1 VS TBA

GAME #4 8PM: TBA VS CHRISTIAN'S TEAM

TUESDAY 10/14 ~ MT ECCLES GYM

GAME #5 7PM: TBA VS TBA ~ CONSOLATION BRACKET

GAME #6 8PM: TBA VS TBA ~ CONSOLATION BRACKET

THURSDAY 10/18 ~ MT ECCLES GYM

GAME #7 7PM: TBA VS TBA ~ 3RD PLACE

GAME #8 8PM: TBA VS TBA ~ CHAMPIONSHIP

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- Zak Zeigler likes this.
- 2 of 32
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• **Christian Brockert** Who gives a shit about what they call the teams anyway, stop whining about it dam.

10 hours ago · Like



Bidarki Recreation Center I'm glad to see everyone is talking about this league; good, bad or indifferent. Yesss, we threw this league together and we are learning as we go! Every year we will work to improve it...like perhaps we will require each team to give us a name....OR....you will be required to pay and get a sponsor and some jerseys! lol - we look forward to this weekend @ Mt Eccles and we sincerely thank all of our volunteers and participants!

Commented on by Susie Herschleb · 5 hours ago · Edited · Like · 3

• View more comments



215 people reached

ARC visits Cordova!

Posted by Susie Herschleb · 23 hours ago

ARC visits Cordova! (7 photos)

The City of Cordova Parks and Recreation Dept. would like to thank those involved in the 2014 DTK fundraiser!!! those funds were used to bring Nathan Bemo (owner of American Ramp Company and skateboarder) to town to inspire and assist local youth and adults in designing a custom skatepark - pumptrack here in Cordova! He will now go to the drawing board and design a few different parks (that will cost different amounts) he will also create a video that will simulate what it will be like to ride in our park! ...we will keep you posted Thanks Nathan for a relaxed and informative meeting!

— at Mt Eccles Elementary.







LikeLike · Share · Tag Photos

- Jason Shapleigh, Wendy Armstrong Ranney, Steve Anica Currier Estes and 4 otherslike this.



- **Bidarki Recreation Center** Thanks Anicia for capturing these images

Commented on by Susie Herschleb · 23 hours ago · Edited · Like



-

149 people reached

5&6th grade bball:

Posted by Susie Herschleb October 3

The 5&6th grade b-ball league is up and running ~ a big thanks to Matt Andersen ~ here are a few pictures from last night! The teams are split, practices scheduled @ Bidarki, Games scheduled @ Mt. Eccles....all info. will be available later today @ Bidarki. I will post all info. here as well





LikeLike · · Share

- Isabelle Motter, Steve Anica Currier Estes, Becci Long and 3 others like this.



- **Jeanne Merritt Sampson** Nice to see Matt giving it back! I bet the kids love him!

October 4 at 7:12am · Like



331 people reached

A recap of the ARPA (Alaska Parks and Recreation Association) conference in Fairbanks:

To All;

The conference was extremely interesting for me and I believe my employees saw value in their individual trainings as well. The keynote speaker was Ruby Newell-Legner. Her story was a reminder of why we do what we do ~ and it's not for the money! She is now a Certified Speaking Professional. Prior to this she spent over 20 years working in aquatics facilities and recreation management. Her stories were so moving that it brought tears to our eyes. The message I took from Ruby was to constantly remind yourself that what you (we) do is an extremely positive thing; stick to the positives; make goals; never give up & live your dream. Ruby's quote; "Go for the good feeling you get when you have done your best! When you are on task and on purpose, you create synergy in your actions and deliver for your clients".

All three of us went to an extremely helpful training on Risk Management; we were provided with a system of determining the level of risk in anything we do; whether it be a recreation activity or a weekly maintenance task. The two factors considered are frequency & probability. He presented a numeric chart that he will be distributing to anyone who should request it (we already have). This chart was incredibly easy to use. I will take a long look at all things we do and calculate the risk and reduce the risk by improving the method in which we do it. I would like to provide Cindy with this, I often discuss risk management with her and I believe we could perhaps reduce the number of times we need to interact with our broker. I believe this training was especially helpful to Ms. Schinella. While there is room for interpretation, there is a process that can be used that promotes creative problem solving.

My favorite educational session was called 'Facilitating Programs/Events When Funding is Scarce'. The speaker was from the Parks and Recreation Department in South Sacramento California. He told a story about event planning. For years he provided a minimum of 5 special events annually and he was funded about 25k to do so (in addition to wages). About 5 years ago they were funded \$00.000.00 and were still required to provide all of the special events. He discussed the transition they made from implementing a special event to facilitating a special event. He discussed identifying trends, hunting for enthusiasts and identifying businesses or organizations who may be interested in mutually beneficial collaborations. This is indeed the way of the future for Parks and Recreation Departments. He described the transition; you no longer work primarily for the enthusiast; you work with the enthusiast capitalizing on their desire. You work primarily for the sponsors, finding every possible way they can benefit from this event; advertising their brand/logo/service.

I was so interested in the 'Facilitating Programs/Events When Funding is Scarce' training that I attended the same speakers session on using social media. This was an excellent decision because he further described how to use our social media site to advertise and partner with sponsors. He spoke about linking to their home page and placing their logo on our page. In this

session we had a little workshop to brainstorm 'real time' ideas for our community. My brainstorm resulted in approaching the canneries for funding and in return making weekly posts that would include a healthy fresh/frozen/canned seafood recipes (their logo/brand included) and advertise their product on our facebook page. This of course would be just a portion of a wellness initiative for the whole community using local vendors and resources - I could take this further; Copper River Fleece clothing is excellent attire for hiking, canoeing, camping etc... photos of locals recreating in copper River fleece on local trails etc.... we all win! The ideas are endless.

The 'socials' were just as valuable, mingling for hours with other professionals in our field who are living in our State; experiencing similar unique circumstances. These connections will stick with us for years to come. We are all very thankful for this opportunity.

Meghan attended the social media, risk management; keynote speaker (Ruby) and her individual training recap on pool regs is below:

The Alaska Department of Environmental Conservation, who is in charge of swimming pool and spa sanitation regulation, says, they considering updating their regulations last updated in 1993, within the next five years, based on the newly released "Model Aquatic Health Code" from the CDC. Lorinda Lhotka from the ADEC, recommends swimming pool facilities, strive for the national standard, due to the standard in Alaska being outdated, and unable to be revised in a timely manner, because of State budget constraints. She said, there are legal cases around the country being determined based on the national standard, even when state standards are not up to par. With the argument being that there is a national standard in place that facilities should be striving for.

Youth basketball in Cordova / CAYAK / Enthusiasts;

Much of my time recently has been involved with forging a future path with all of the entities that have an interest in creating a global approach to youth basketball programming in Cordova.

Those involved are individual enthusiasts, some board members of CAYAK, the Parks and Recreation Dept., a member of the Parks and Recreation Commission, a retired physical education teacher, the superintendent of schools and our City manager.

I remain optimistic, even though at times the conversation can become less than proactive. I believe the overall goal for most, is to have CAYAK, the Parks and Rec. Dept. and the School District create a plan together that will encourage each entity to cooperate and do our best to enhance what the other is doing specifically in regard to youth basketball.

I was asked by a local enthusiast not affiliated with any board or commission to request that the Parks and Rec. Commission write a letter of recommendation to the City Council to request that basketball court lines be placed on the Mt. Eccles gymnasium floor. At that meeting I

indicated that I could ask the commission to recommend this on behalf of this enthusiast. Since then however, myself and our Rec. Ops Leader met with our superintendent, our City manager and our grade school principal to talk about facility usage agreements and scheduling youth activities at the grade school. This meeting was long overdue and I appreciate the overall open approach to discussing our needs, their needs and creative problem solving. I used this opportunity to discuss placing the court lines (that run perpendicular to the big court).

I believe that CAYAK had the same issue Bidarki did in the past when approaching the school dist. with the idea of placing basketball boundary lines at Mt. Eccles (temporary lines or permanent). We did not receive a yes or a no, we simply did not get an answer. Obviously optimally, permanent lines would be wonderful. I believe the school dist. spent some time looking into a more permanent option. At this time however, monies are limited, and it would be costly. I did however, find that they are absolutely willing to place temporary lines with court tape on the floor at the beginning of the season and remove it at the end. This was something that Bidarki programmers had hoped for 2 years ago.

I will continue to discuss with individuals on the board of CAYAK and individual enthusiasts a unified approach to enhancing their basketball program with ours and vice versa. I believe this can happen; I'll keep you posted.

City of Cordova - Parks and Recreation Dept.

Bidarki Rec. Center 3rd Quarter 2014

3rd Quarter Revenue 2014

Month	Drop in	Passes	Programs	S.Cabin	Odiak	Other	Total
July	\$ 1,510.00	\$ 3,703.00	\$ 2,827.00	\$ 185.00	\$ 14,457.76	\$ -	\$ 22,682.76
August	\$ 1,256.00	\$ 2,536.00	\$ 2,395.50	\$ 405.00	\$ 14,666.71	\$ 35.00	\$ 21,294.21
Sept.	\$ 470.00	\$ 3,274.00	\$ 2,355.00	\$ 280.00	\$ 10,122.00	\$ 166.00	\$ 16,667.00
Total	\$ 3,236.00	\$ 9,513.00	\$ 7,577.50	\$ 870.00	\$ 39,246.47	\$ 201.00	\$ 60,643.97

3rd Quarter Attendance 2014

	sign ins	Programs	other							
July	1953									195
August	2080									208
Sept.	1636	237								187
Total	5669	237	0	0	0	0	0	0	0	590

City of Cordova - Parks and Recreation Dept.
Bidarki Rec. Center 3rd Quarter 2013

3rd Quarter Revenue 2013

Month	Drop in	Passes	Programs	S.Cabin	Odiak	Other	Total
July	\$ 625.00	\$ 2,505.00	\$ 4,595.00	\$ 185.00	\$ 8,076.80	\$ 450.00	\$ 16,436.80
August	\$ 405.00	\$ 2,475.00	\$ 675.00	\$ 260.00	\$ 10,463.20	\$ 350.00	\$ 14,628.20
Sept	\$ 599.00	\$ 1,385.00	\$ 565.00	\$ 345.00	\$ 4,747.80	\$ 60.00	\$ 7,701.80
Total	\$ 1,629.00	\$ 6,365.00	\$ 5,835.00	\$ 790.00	\$ 23,287.80	\$ 860.00	\$ 38,766.80

3rd Quarter Attendance

Month	Fit class	Tot Time	WR	Gym	Adt. B Ball	Adt V Ball	program	Other	Total
July	149	126	973	502	48	30	375	113	2311
Aug	124	72	1021	325	43	50	280	101	2016
Sep	131	128	923	375	88	64	50	84	1844
Total	404	326	2917	1202	179	144	705	298	6171