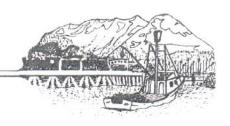
CITY_OF_CORDOVA



PARKS AND RECREATION COMMISSION

Regular Meeting Tuesday, October 25th 6:00 PM at the City Center Mayors Conference 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
 - 1. 9/27/16
- F. REPORTS
 - 1. Directors Report
- G. UNFINISHED BUSINESS
 - 1. Enrique Zamudio Memorial Plaque
- H. NEW BUSINESS
- I. PENDING AGENDA
- J. COMMISSION COMMENTS
- K. ADJOURNMENT

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

Director's Report / P&R Regular Commission Meeting / written 10-21-16

Dear Commission,

We have lots of irons in the fire! Currently I am working on all the little things related to the 2017 budget. There isn't a great deal to report. My new City Manager will likely provide some direction regarding the budget in the near future. I've sent in draft operating budgets for Bidarki, Parks Maintenance, the Pool and Odiak Camper Park this week along with my revenue projections. There is truly nothing extraordinary to discuss in regard to my drafts.



Here is my update on the property donation at Shelter Cove via Kristin Carpenter:

- Great Land Trust has sent a DRAFT of the easement to the City of Cordova. City is reading through it and is expected to respond to GLT with its comments or requested changes. It's pretty common to have some back-and-forth about allowable uses to negotiate a conservation easement. This process could take a few months.
- If easement is wrapped up by spring, remaining clean up that's needed could happen in spring or early summer.
- once clean up is complete (however that's defined), GLT will do a "Phase I" survey, looking for hazardous wastes. They don't want to accept a piece of property with, say, a place where fuel has been dumped on the ground.
- Austin mentioned several times how sensitive the Stern family is to the history at Shelter Cove, how they know that lots of people lived out there to get a toehold in town, and they want to acknowledge the area's history.

Bottom line, not much on-the-ground action will be taking place until at least next summer. Also, two Great Land Trust staff are hoping to visit Cordova in November or early December to meet with City folks (Council, Planning Dept., Parks & Rec.) and would be available for questions. They are actually happy to take questions any time, but will be here in person to do so before too long.

Hope that helps, will send notes as soon as I have them,

Kristin

Kristin S. Carpenter | Executive Director Copper River Watershed Project phone (907)424-3334 | fax (907)424-4318 web www.coppertiver.org office P.O. Box 1560, Cordova, AK 99574



I spoke at the Nirvana Park / Spit Community Conversation. We (Cathy Sherman and myself) started the meeting explaining that no decisions would be made and that the meeting was designed to share and collect information from various user groups and private citizens attending the meeting.

Cathy asked me to explain how we (the Dept. & the Commission) got to where we were in regard to our planned renovations. This was not an easy task to execute considering all of the twists and turns involved! I was to speak for about 10 minutes which seemed to fly by. I tried my best to summarize without inadvertently misrepresenting the various user groups in attendance and in general involved. I could have done better. Luckily I was able to interject and clarify here and there; as there was not rigid structure to the meeting.

I had in front of me a list of every meeting in which the Commission addressed the property in the recent past (back to 2013 reviewing the Master Plan). I tried to inform folks in chronological order. I discussed the letter we endorsed and sent to the State and I reported that the Lawyer felt this was a good approach to continue to pursue. This is a good way to address risk management without applying for a permit to place a cork line.

I think it was good for all of the user groups to have to face each other. It is easy to speak on social media and not be responsible to listen or respond diplomatically. There were not any major surprises coming from anyone I have reported on. Below are the notes and details collected at the meeting via Cathy Sherman:

Nirvana Park, The Spit and Eyak Lake Traditional and 21st Century Uses Collide

A Summary:

Brief History of Nirvana Park:

The park area, which in my mind, includes the spit, was the first graveyard and burial grounds for both the Native and non-Native communities in early Cordova. Over the years, Eyak Lake storms have eroded some of the ground, exposing bones from disturbed graves. Often graves were surrounded by picket fences and many, if not all had wooden markers which have deteriorated or been moved or lost over time.

A 1909 newspaper details the difficulty of reaching the graveyard since there was no road to the cemetery and urged citizens to be more concerned about the poor conditions. A trail, called the Evergreen Trail led over the hillside to the park cemetery.

In the 1930s Nirvana Park was developed by local business man Henry C. Feldman, a German immigrant who ran a hardware store on First Street. Distinguished by its trails, interesting fences and bridges, statues and nature's sculptures such as massive burls, this park became a pleasant place to visit for townspeople as well as tourists. The flowers bordering paths were flowers Feldman had collected. There were also two houses for swimmers' dressing rooms. When Feldman was unable to keep it up it gradually fell in disrepair. Nature reclaimed some of it and the statues and other unique features disappeared.

In oral histories, Sophie Borodkin recalled Henry Feldman visiting her father, Scar Stevens and asking permission to move some of the graves that were on the spit area so they wouldn't be washed away.

During the 1940s, Civilian Conservation Crews helped maintain Nirvana Park and built a revetment to keep the spit from washing away. Gravel was hauled from Power Creek and spread on the paths of the park.

In July of 1988, Henry Feldman's German niece and nephew travelled to Cordova to visit Nirvana Park and the grave of their uncle.

Longtime resident Ed King said he brought his wife Betty to Nirvana Park on their honeymoon!

The legal title to Nirvana Park was transferred to the City from the Bureau of Land Management in 1961.

On August 2, 1993, the Smithsonian Institution repatriated a soul that bad been removed in the 1930s and was returned for burial on the Spit. It is only briefly marked at this time.

The Rasmuson Community Grant

The Community of Cordova received a Tier 1 Rasmuson Foundation grant, awarded on July 31, 2016 and must be completed by July 31, 2017. The funds were requested by Mayor Koplin for: Nirvana Park, which is a historical park and prominent feature in Alaskan history and has in recent years experienced growing use, particularly lakeside. Conflict between users (jet skis, water boards, kayakers and swimmers) is increasingly occurring. Upgrades would include signage, designated swimming areas, a portable toilet and other improvements. Nirvana Park is used by all of Cordova for many recreational and cultural events.

The grant was awarded to the Cordova Historical Society as this is a 501 C3 non-profit.

The Eyak Burial Caucus

The Eyak Caucus was formed this summer and consists of Jen Smith, Ramona Curry, Bill and Carrie (?). The Caucus approached the Parks and Recreation Department this summer and asked them to block motorize access to the spit.

October 12, 2016 Meeting

This meeting entitled: A Community Conversation – Nirvana Park, The Spit and Eyak Lake was held in Community Room A. Close to 45 people attended the meeting and it was a diverse group of users and age range. Comments from the meeting are included in this email.

I was pleased at how well the meeting went, I felt everyone had an opportunity in a comfortable setting to openly express their opinions of how they would like to see the future of the park.

Next Meeting: Wednesday, November 2nd 4:30-6:00pm Community Room A

Before this meeting, Susie and I would like to meet with City Manager Alan Lanning as well as Darrel Olsen, Tribal Council President for Native Village of Eyak. I would like to have some more ideas to bring forward to the group that attends and get comments on the various ideas. Then at a meeting in January have a more substantial set of plans drawn up that address the issues and utilize the funding. For any hardscape improvements we would need to be ordering materials and planning for the early spring/summer construction season. With a dedication sometime in July.

Ground Penetrating Radar

This has been brought up by the caucus as a way to determine if additional graves remain in the areas being discussed or potentially altered. I know the Forest Service has used this technique extensively in their work and I have spoken with both the State of Alaska Archaeologist and the USFS Arcaheologist. It is expensive and in my humble opinion we already know these are burial grounds and I feel we should treat them as such. This is an issue I would like to discuss with both the Native Village of Eyak and the Caucus but no decisions have been made at this time.

Final Thoughts

I hope everyone will keep in mind this is a process and will involve a lot of community conversation. If people care, then they need to participate, attend the meetings and speak up. Attend Parks and Rec Commission meetings, attend City Council meetings and attend the Nirvana Park Conversations. After walking through the park after the meeting on such a beautiful fall afternoon, I was inspired to see us do this right. There are traces of all of our history over there. What an incredibly special place that has touched all of us and continues to do so.

PARKS:

The vault toilet is going in at Skater's Cabin. By the time we meet we will have poured the concrete around the Vault. We have placed a tent around and over the top of the structure and concrete forms in case it is colder than forecasted. This way we can heat the area to assist the concrete in curing.

Micah Renfeldt has done an outstanding job as project manager. If you recall, we were gambling a bit to bring this project to fruition. The building increased in cost dramatically from 2015 to 2016. Without formally requesting an increased award we are banking on doing much of the labor ourselves. Micah is doing a great job executing this project & saving a load of money in the process. We have had great support from the Public Works Dept. as well.

BAZAAR:

I have included (attached) the letter sent to our 2015 Bazaar vendors in advance of presenting OPEN registration to the Community on Monday October 17th. I have also included the 2016 registration form & Covenant. I redesigned the floor layout adding 4-5 more dry good merchandise tables and created 4 new store fronts; a 10x12' space. I also added some short sale tables. These are designed to serve

vendors with small inventory. Short sale vendors must be able to set up and tear down their table display easily. They can schedule space on Friday night 6-10; Saturday morning 10-1pm and Saturday afternoon 2-5pm; prices vary.

3RD QUARTER REPORT: Attached.

DATA COLLECTION AND REPORTING:

Unless there is debate over the idea of placing Odiak Camper Park and the Ski Hill in the appendix of an updated Master Plan; I see this action as something well in my scope of authority and support the decision. I have already separated Odiak Camper Park revenue from the other revenue received at the Administrative office within the quarterly report attached.

HAUNTED HOUSE:

We need you! We need assorted haunters (is that a word?)

2x Orderly(s)

2x Witch(s)

4x Zombie(s)

4x Patient(s)

2x Corpse(s) who come to life for a brief moment

2x Diner(s) / 1x will become a DJ & 1x will hold the door knob at the end

2x Doctor(s)

1x Nurse

2x back stage lighting and noise maker(s)

2x Host(s)

We have 4x staff that will fill spots listed above. All proceeds go to new bouncy house for Tot-Timers. The Bouncy house will also be used for birthday parties scheduled at Bidarki (age appropriate). Revenue beyond the cost of a new bouncy house will be spent on Tot Time toys selected by the parents © Join us!

2016 Holiday Bazaar Registration Form

Bazaar dates:

Friday Dec. 2nd 6-10pm and Saturday Dec. 3rd 10-5pm

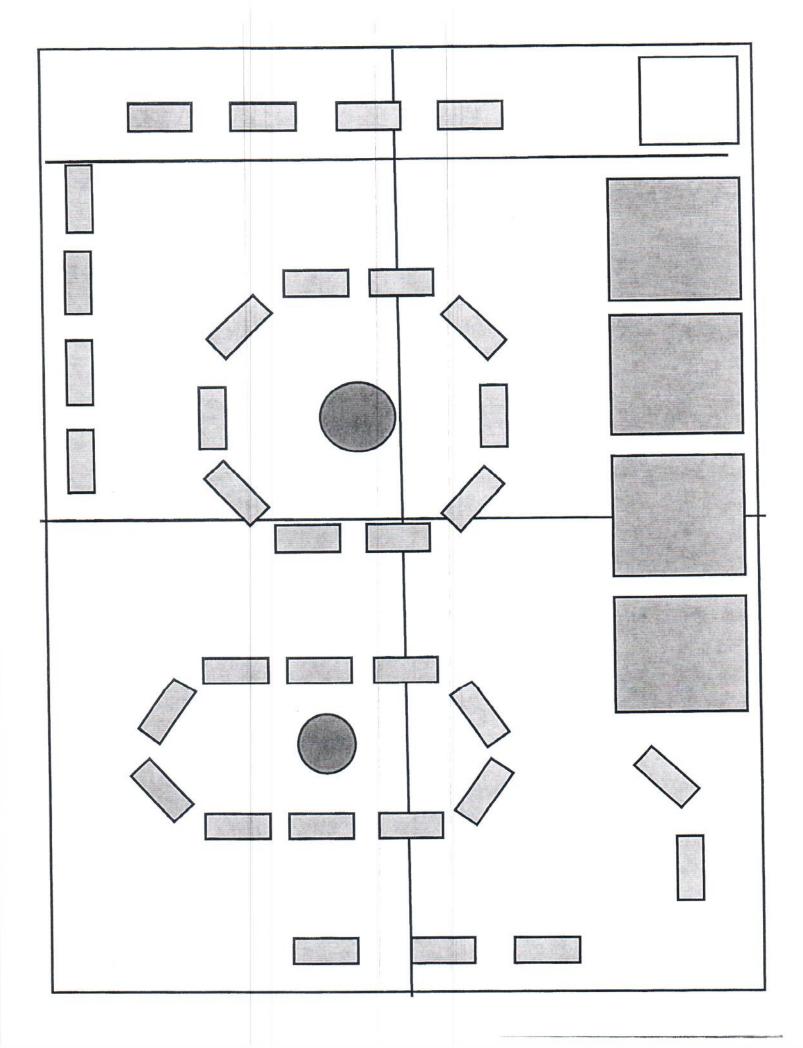
| NAME (PLEASE PRINT) LICENSE/RECEPT #_ | | PHONE: | |
|---------------------------------------|----------------------------------|--|-----------------|
| , | CONTACT INFO | | |
| E-MAIL | | | |
| MAILING ADDRESS: | | | |
| | | | |
| KNOW AT LEAST 48 HOURS IN ADVANCE | OF THE EVENT IF THE TYPE OF MERC | DESCRIPTIVE AS POSSIBLE. ***IMPORTANT IN CHANDISE / MENU HAS DRASTICALLY CHANGES THE SUCCESS OF THIS | D FROM WHAT YOU |
| | | | |
| | | | |
| *: | **OFFICE USE ONL | . Y * * * | |
| AT POINT OF SALE: | | FOR EVENT PLANNER: | |
| AMOUNT PAID: | | TYPE OF TABLE: | |
| CASH / CHECK #: | | TABLE # | |
| DATE: | | ELECTRICITY: | - |
| STAFF: | | AUTHORIZATION: | _ |

| \$60.00 / GENERAL MERCHANDISE SPACE / 8FT SPACE |
|---|
| YES I WOULD LIKE THE 6 FT. TABLE PROVIDED |
| YES I WOULD LIKE ELECTRICITY AT MY TABLE |
| \$60.00 / FOOD COURT TABLE / 8FT SPACE / ELECTRICITY |
| YES I WOULD LIKE THE 8FT. TABLE PROVIDED. |
| \$100.00 / STORE FRONT 10 X 12'+ FLOOR SPACE / 2 6FT TABLES PROVIDED |
| YES I WOULD LIKE THE 2X 6FT TABLES PROVIDED |
| I WOULD LIKE 1X 6FT TABLE PROVDED |
| YES I WOULD LIKE ELECTRICITY AT MY STORE FRONT |
| \$25.00 / FRIDAY NIGHT 6-10 SHORT SALE VENDOR / 8FT SPACE / ELECTRICITY |
| I UNDERSTAND THAT I WILL NEED TO REMOVE THE TABLE PROVIDED IF I DO NOT NEED IT AND REPLACE IT AGAIN AFTER I AM THROUGH. |
| \$15.00 / SATURDAY MORNING 10-1PM SHORT SALE / 8FT SPACE/ ELECTRICITY |
| I UNDERSTAND THAT I WILL NEED TO REMOVE THE TABLE PROVIDED IF I DO NOT NEED IT AND REPLACE IT AGAIN AFTER I AM THROUGH. |
| \$15.00 / SATURDAY AFTERNOON 2-5PM SHORT SALE / 8FT SPACE /ELECRICITY |
| I UNDERSTAND THAT I WILL NEED TO REMOVE THE TABLE PROVIDED IF I DO NOT NEED IT AND REPLACE IT AGAIN AFTER I AM THROUGH. |
| SPECIAL CONSIDERATIONS / PER VENDOR REQUEST: |
| |
| |
| |
| |

City of Cordova Parks and Recreation Dept. BAZAAR/ Vendor Covenant **GENERAL MERCHANDISE AND FOOD VENDORS:**

| sist us in placing you at the event ar | chandise description with as much detail as possible. This will better as- nd reduce conflicts related to competing products. We will require that lrastically change the merchandise that you originally described on your food court vendors. |
|--|--|
| quired to put in a request to be mo | another table without authorization from the event planner. You are reved 48 hours in advance of the event, unfortunately even with 48 hour that your request be granted. It is our duty to avoid conflicts related to |
| event. The hour before the event is the jitters! We want to lock all of the prepared. Shoppers begin to arrive 5pm it is extremely disruptive to the time. A vendor will not be allowed they are not unloaded and in the fa | and be unloaded <u>no later than 5pm on Friday night to set up for the</u> is essential to vendors; last minutes touches & organization takes away the entrances and allow this hour of peace to everyone working hard to be and wait at the doors as early as 5pm. If a vendor arrives for set up after the other vendors and staff to have an entrance open for unloading at this their space for the event and they will not be refunded their money if acility by 5pm. For short sale vendors scheduled Saturday morning and of apply. You will not however, be refunded if you do not show up for |
| FOOD VENDOR SPECIFIC: | |
| | iously be held to any/all Alaska State Code food service requirements. ent will not be held responsible for policing this code. It is the vendor's code. |
| vitally important that we clean up | se assist patrons who spill in close proximity to your serving station. It is spills as quickly as possible. Please do your best; we know you are busy immediate threat to our patrons - we don't want them to fall! Parks and present. |
| ing then a dirty one! We know the | aning up the food court area. A clean food court is certainly more appetizere will be times that you are simply too busy to contribute to a joint the food vendors help clean up this space when time allows. The Parks are present in the area. |
| | as possible for the opening night. Often we have problems related to the rked out with our staff in advance of opening the event to the public. |
| *****PLEASE LIST THE NUME | BER OF ELECTRICAL DEVICES YOU PLAN TO USE: |
| I have read; initialed, and und | lerstand the Covenant; |
| SIGNATURE | DATE |

SIGNATURE



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

P.O. Box 1210 Cordova AK, 99574

Dear 2015 Christmas Bazaar Vendor,

Wow what an experience it was last year! Although some of you were disappointed in various aspects of the event at the Cordova Center; our crew learned a lot and embraced the challenge of holding our first BIG event in our beautiful new facility. I know the Cordova Center crew learned a lot as well. Thanks for joining us in trying something new!

Much has happened since the 2015 Bazaar; lots of dramatic twists and turns! The Parks and Recreation Commission had its regular meeting late in December 2015. At this meeting we made a long list of things we would do differently and we celebrated the things that went well. Although we received two letters disapproving of the Cordova Center as the venue; this was not enough to believe that we needed to move the venue.

By the next regular meeting we had one vendor attend who asked the Commission to please move the event back to Mt. Eccles. At the following meeting this same vendor presented again to Commission; this time offering up a small petition. At this time, the Commission scheduled a special meeting to talk about the venue; the meeting was titled "Christmas in July". I believe a total of 6 vendors attended the special meeting.

The Department wants to thank those of you who attended our Parks and Recreation Commission meeting(s) to present your thoughts on last year's event. We appreciate your time and effort. Every vendor who attended the Commission meeting(s) regarding the Bazaar, wanted to move the event back to Mt. Eccles. However, we did not hear from the majority of the vendors as a whole. For those of you we didn't hear from; don't hesitate to call, write or e-mail us with questions and concerns, its likely we will visit this topic again in the future.

Although the Commission voted to keep the event at the Cordova Center and give staff and crew another chance at improving it; the final decision fell back to Mt. Eccles! When we went to book the event we found that both the gallery and the theater were already scheduled!! We felt strongly that we needed those spaces to be successful. What a rollercoaster ride!

Normally you would be receiving your pre-registration form. We have decided that we are no longer going to provide a period of pre-registration to returning vendors. We feel it is important to give new vendors and sporadic vendors plenty of planning time. We will begin open registration on October 17th.

We have decided that we will redesign the space in Mt. Eccles gymnasium:

 We will offer some larger spaces (called 'Store Fronts') to vendors who sell large objects or have lots of merchandise. These Store Fronts will cost \$100.00 to rent for the entire event. 2 six foot tables will be provided. ((Cheaper than 2 \$60.00 tables!))

- We plan to create a space for short sale / small inventory vendors. These spaces will actually be scheduled; Friday night 6-10 (\$25.00); Saturday morning 10-1pm (\$15.00) & Saturday afternoon 2-5pm (\$15.00). It will be important for these vendors to promote their product, and the time they will be in their booth. These vendors will need to be able to set up and tear down their booth quickly and move their product in and out easily. The short sale tables will be positioned strategically to make this easier.
- The rest of the tables offered will be 8 foot spaces with a 6 foot table provided (\$60.00 rental fee)

Another change this year will be in the way that we promote the event. We want to offer our facebook page to our vendors for advertising. Vendors will not be required to participate. However, we do reach a lot of people. If you are interested, you can create a flyer for your booth (a jpeg) and e-mail us a digital copy of the flyer to be posted on the Bidarki Facebook page. This will be particularly helpful for those who schedule for the short sale section. We will also create a catalogue of vendors with these flyers and place them around town. Our goal is to assist you in promoting your merchandise; in addition to promoting the Bazaar as a whole.

Your registration sheets will ask for more detail. This will better assist us in placing you at the event and reduce conflicts related to competing products. We will require that you contact us immediately if you drastically change the merchandise that you originally described on your registration form; particularly with food court vendors. We will allow food court vendors full visibility of what the others have on the menu.

Vendors will not be allowed to move to a different space the day of the event. You will be required to put in a request to be moved 48 hours in advance of the event, unfortunately even with 48 hour advance notice we cannot be sure that your request be granted.

Vendors must all arrive no later than 5pm on Friday night to set up for the event. If a vendor does not arrive by 5pm and begin set up they will not be allowed their space for the event and they will not be refunded their money. For short sale vendors; these stipulations do not apply. You will not however, be refunded if you do not show up for your scheduled time whatsoever.

Food vendors will obviously be held to any/all Alaska State Code food service requirements. The Parks and Recreation will not be held responsible for policing this code, this will be your personal responsibility to meet the code. As a food vendor, you will receive small list of expectations regarding a joint effort to help maintain cleanliness in the food court area. As always, the Parks and Rec. staff will do our best to assist in this effort... but as a group we can do better!

We understand that you enjoy the process of selecting your own table. Early on this will be an option. The closer we get to the event however, merchandise will drive vendor placement.

Thanks a lot for making the Christmas Bazaar Great! We look forward to seeing you again.

Cheers!

Susan E. Herschleb / Director of Parks and Recreation



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

Date: 10/11/16

To: Mayor and Council

From: Susan Herschleb / Director of Parks and Recreation

RE: P&R Dept. 3rd Quarter Report

Dear Mayor and Council,

The swimming pool numbers are looking really good. We have nearly 500 more visits to the pool compared to this quarter last year. This is interesting because our schedule is considerably reduced and revenue is slightly up as well. Please note that the administrative office (Bidarki) receives revenue for the pool through exclusive and combo pass sales. This revenue for the pool is reported under Bidarki but it is deposited into the pool's account. Total pool revenue for the quarter is the combined total from both reports (\$4,660.00)

Having our pool manager actively lifeguard has impacted our budget in a big way. Last year at this time we were 31k over the 25k budget for temporary employee funds (lifeguards). This year we end the 3rd quarter just 3k over budget in this account. The temporary employee account traditionally ran 10-20k over by the end of the fiscal year. Until last year, we were able to run over in this account and still end the year under budget overall. The cost of maintaining a pool continues to climb, I'm happy to project coming in under budget in 2016.

Another high note at the pool is the lifeguard, lifeguard instructor and water safety instructor training scheduled for next week. We are happy to announce that there are 6 people training to teach swim lessons. We are so excited to get back in the business of teaching kids to swim!

You may have noticed that we separated out Odiak Camper Park on our report. We have always reported it combined with general fund revenue; it just makes more sense to report them separately. Odiak Camper Park is 12.5k ahead this quarter. This is likely a result of collecting the correct amount for electricity and imposing a 10% compounding late fee for unpaid balances.

Bidarki Rec. Center / Parks & Rec. Administrative office numbers are outstanding. We are 8k ahead in revenue relating to recreation. The most impressive increase for this quarter however, is in usage totals at Bidarki. Like the pool, we too have a reduced operating schedule. Surprisingly, we have 1,654 more visits recorded in this quarter than we did in 2015! People are motivated in Cordova!

Be sure to watch the progress at Skater's Cabin; we have started the new vault toilet project! It's very exciting!

Susan Herschleb,

Director of Parks and Recreation, City of Cordova.



CITY OF CORDOVA - PARKS AND RECREATION DEPARTMENT - 2016 BIDARKI RECREATION CENTER 3RD QUARTER REPORT 3RD QUARTER REVENUE

| 15 21/43.56 | 15 | 0 | 0 | 350 | 1100 | 0 | 1840 | 2480 | 1538.75 | 11309.81 1538.75 | 3110 | Totals |
|-------------|------|---------|--------|-------|---------|-----------------|------|----------------|---------|------------------|----------|----------|
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| 5109.5 | | | | 350 | 605 | | | 145 | 1051 75 | 2506 75 | 151 | CEDT |
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| TO 10/20.06 | 15 | | | | 260 | | | 2260 | | 6586 06 | 1500 | 1111 |
| 20000 | 1 | | | | | | - | | | . 000 | יייסטייי | INDITION |
| Totals | Misc | Iceworm | Bazaar | F.Mem | Skaters | RV Park Skaters | | Program S.Camp | Pool | Pacc | Drop In | Month |

3RD QUARTER ATTENDANCE

| Totals | SEPT | AUGUST | JULY |
|--------|------|--------|------|
| 6651 | 1952 | 2421 | 2278 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Odiak Camper Park Revenue: July August \$17188.9 \$19465.2

September \$18638.02

3RD Quarter Total \$55292.12

Pool Revenue: July \$1388.75 Pool Attendance: July 970

August 1311

September 904 Total: 3122

September August

Total:

\$3539.75 \$854 \$1297.00