



PARKS AND RECREATION COMMISSION

Regular Meeting,

1/26/2021

6:00 PM / Council Chambers / Cordova Center

AGENDA

Commission Chair

Wendy Ranney

Commission Members

Karen Hallquist, Marvin Van Den Broek, Henk Kruithof, Dave Zastrow, Ryan Schuetze, Kirsti Jurica

Parks and Recreation Director

Susie Herschleb

Cordova Parks and Recreation is essential for providing and fostering parks, programs, and facilities for all in pursuit of a healthy sustainable community.

- 1) **CALL TO ORDER**
- 2) **ROLL CALL:** Wendy Ranney, Karen Hallquist, Marvin Van Den Broek, Henk Kruithof, Dave Zastrow, Ryan Schuetze, Kirsti Jurica, Susie Herschleb,
- 3) **APPROVAL OF AGENDA**
- 4) **VISITOR COMMUNICATIONS**
 Regarding Agenda Items (3-minute limit)
- 5) **CONSENT CALENDAR**
- 6) **REPORTS**
 - 1) **Directors Report**
 - a) **2020 4th Quarter Report**
- 7) **UNFINISHED BUSINESS**
 - 1) **Dog park – discussion**
- 8) **NEW BUSINESS**
- 9) **PENDING AGENDA**
 - 1) **Schedule special meeting Dog Park**
- 10) **COMMISSION COMMENTS**
- 11) **ADJOURNMENT**

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



DATE: 1/22/2021
TO: City of Cordova Parks and Recreation Commission and Mayor Koplin
FROM: Susie Herschleb / Director of Parks and Recreation
RE: Directors Report

Dear Commissioners and Mayor Koplin,

It has been a great honor to work with all of you. Thank you very much for your support and service. I care deeply about the service this department provides to the community and will make myself available to troubleshoot challenges after my exit. Cordova is my home and will always be important to me.

With finances as tight as they are, I anticipated a hard look at the Parks and Rec. Department for budgeting in 2021. In my earlier years I entered the annual budget work sessions always in fight mode, resisting all reductions. I have grown to realize there is much energy wasted in resistance. I find it is best to pre-empt cuts proposed by others and use my energy to develop realistic solutions. I accept and plan for the Parks and Rec. Dept. to make budgetary and service adjustments prior to others. I do not believe in doing so, I communicate the service we offer is not vital; rather saving this service by exhausting all possibilities.

With my exit scheduled prior to the 2022 budget work sessions, I want to communicate my intent for 2021. In 2021 we have funded the following:

- Director of Parks and Recreation
- 1 Full time benefitted parks maintenance (supervisor to employee in the field) this position is funded $\frac{1}{4}$ each from the Bidarki, Pool, Parks Maintenance and Odiak Camper Park budgets.
- 1 Full time benefitted parks maintenance (labor/maintenance) this position is funded $\frac{1}{3}$ each from Bidarki, Pool and Parks Maintenance budgets

****Not funded** for 2021 is the full-time benefitted Parks and Recreation Operations Facilitator (administrative liaison between community recreation enthusiasts and department, and oversight/monitoring of administrative practices) this position is funded $\frac{1}{2}$ each, from the Bidarki and Pool budgets.

Temporary employee budgets were increased for both public facing facilities for 2021:

- Bidarki 2020 temp employee budget: \$14,000 / Bidarki 2021 temp employee budget: \$34,000
- Pool 2020 temp employee budget: \$10,000 / Pool 2021 temp employee budget: \$45,000.

I supported funding this way in 2021 because I see an opportunity for a new director to develop a new job description for the 4th full-time benefitted position, currently named Parks and Recreation Operations Facilitator (unfunded as mentioned above). I think it is beneficial for a director to surround

her/himself with employees that either accentuate the director's positive attributes, support in areas of weakness or optimally do both.

Secondly, the City will save approx. \$40,000.00 in 2021 (even with the increased temp employee budgets). However, strategically, I think it will be extremely important to **not** put off hiring the 4th full-time benefitted position for the department in 2022. Temporary employees tend to be just that, temporary. There is a cost to having turnover. If funding is tight in 2022, this can be remedied by funding the full-time position and again cutting back on temporary employee funding.

In 2021, with increases in the temporary employee budgets, there should be no decrease in services currently being offered. This will give time for a new director to focus on building the department. I will be leaving some very capable employees; several will make good candidates for a full-time position.

I want to take some time here, to point out some important projects. I think the highest priority project to be considered and to advocate for, is to replace the play surface at the Tot Lot.

1. **TOT LOT PLAY SURFACE:** We completed installing the Tot Lot play structures and soon after the bridge washed out at 36 mile. We had planned to place locally manufactured pea gravel in the Park. The pea gravel would have come from the quarry at the 52 mile glacier. We worked with local contractors to select the best material available at the time. For several years it worked well, however, it has most certainly begun to compact. It is important it be replaced as soon as possible.

The good news is, we are applying for a grant that may cover the cost of replacing it. The total ask is just north of \$18,000 for 6" of shredded rubber mulch = 20 tons. This estimate includes shipping. I urge you to request updates on the status of this grant. If we are unsuccessful in receiving this grant, I would hope to see the Commission troubleshoot alternative funding.

2. IF COVID FUNDING IS AVAILABLE IN 2021:

- GYMNASIUM CURTAIN: Complete the installation of the gymnasium curtain in the middle of the gymnasium. We ran into some engineering challenges, related to where we need to hang the curtain (center line on the basketball court). We ordered and received an electric lift gymnasium curtain. The false ceiling is problematic, and we need to have an engineer troubleshoot the situation. The curtain will allow us to provide activities to multiple user groups and increase the occupancy load on either side of the curtain safely.
 - pictures included show the 3rd floor curtain that separates the new cardio section from the gymnasium. Both the 3rd floor and gymnasium curtain were designed and manufactured specific to Bidarki. The 3rd floor curtain is a walk draw curtain; the gymnasium curtain is an electric lift curtain.
- LEAN-TO FOR SHOWER TRAILER: This would be a continuation of the shower trailer project. We have already engineered drawings for a lean-to and would benefit greatly to protect it from prevailing weather conditions in the summer and snow load in the winter.

- **DEVELOP AN OUTDOOR RECREATION PLAN ASAP:** Although we are not sure at this time, what the criteria will be for COVID spending in 2021. We do understand that our community would benefit from increasing opportunities for outdoor recreation (recreating outside is preferred per CDC guidance). If the development or enhancement of our outdoor recreation facilities/properties meets the 2021 criteria for funding, we will need to be ready at the quick with plans. If those plans have been vetted by the Commission, they stand a better chance of being executed. I can tell you from experience, Cares funded projects move quickly and must follow the City's code for procurement, which traditionally moves slow.

I think the canneries would be a great advocate and CAYAC (Cordova Amateur Youth Athletics Corporation) would be a great partner in the development of both an outdoor volleyball and/or basketball court.

We have spent significant time with a local contractor in troubleshooting the design of an outdoor volleyball court on the grassy field. My maintenance staff will have the plans thus far and can grant the Commission access, at your request. *Another idea we have discussed would be an outdoor calisthenic park.

3. **SKATER'S CABIN:** The bottom of Skater's Cabin cannot be ignored for much longer. We (the Department and the Commission) have agreed upon an approach to this repair and our decision is reflected in the language of the Commission's 10-year Master Plan review of the property. It is to replace the lower logs with wood framing and tin siding. This would require the least amount of preventative maintenance moving forward. We have selected and purchased some materials for the job (using DTK funds). I believe the project is a good candidate for grant funding (perhaps the Rasmuson Foundation/ potentially partnering with Cordova Historical Society).
4. **RENOVATION/EXPANSION OF ODIK CAMPER PARK:** Although we purchased the 6 shower/toilet combo, and this will keep the Park open through Covid, it would be best to plumb every site. It is my understanding the LWCF (Land Water Conservation Fund) will continue prioritize funding projects related to renovating existing LWCF properties in general, rather than funding new projects requiring land acquisition. The LWCF uses Alaska's SCORP (Statewide Comprehensive Outdoor Recreation Plan) link to current plan expiring at the end of 2021:

<http://dnr.alaska.gov/parks/scorp#:~:text=The%20SCORP%20measures%20both%20the,through%20the%20next%20five%20years>.

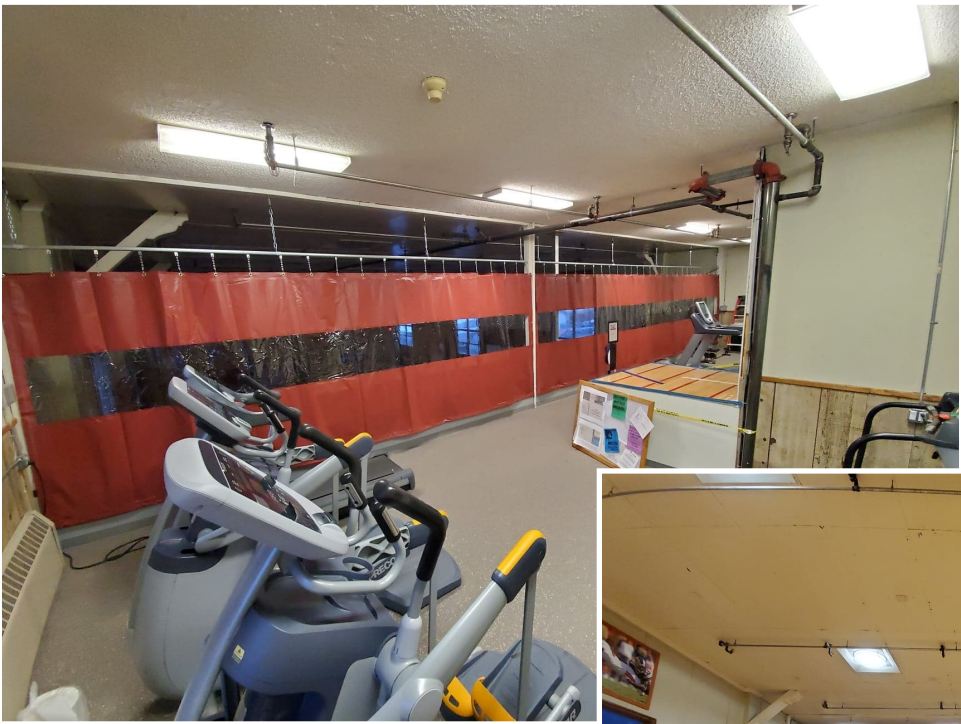
This project would be a perfect fit with the current SCORP because it involves renovating an existing structure (in our case a bathhouse) to be ADA accessible. I reached out to the State's grant administrator last week and asked if the priorities would stay the same for one

more year? I posed this question because they were unable to open funding in 2020 (fingers crossed). I will keep you updated.

The new bathhouse would also serve both the multi-use field and the ballfield with an ADA accessible bathroom facility. Both fields were also funded by the LWCF, and both would become complaint with our grantors if this bathhouse were built. This project will require a 50% match and reserves from the Odiak Camper Park enterprise fund, can be used for the match. I believe the reserve balance is around \$140,000.00.

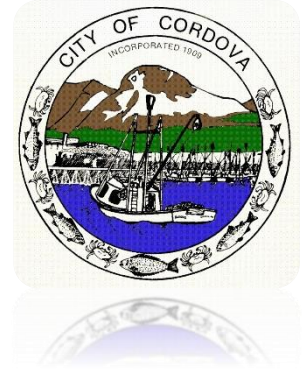
There are several other projects discussed in the working draft of the Commission's 10-year Master Plan. I will do my best to compile the most recent reviews of each property/facility discussed in the Master Plan before I leave.

Finally, we are troubleshooting a new pool schedule. We are not able to serve enough families weekly with the current schedule. This is going to be a difficult decision to make, but I think we may need to place one lane for swimming laps in the middle of the pool and allow families to schedule either side of the pool every day starting around 1pm. Currently, most families are only able to get in once a week and families are being turned away regularly. Most families want to get in between 3:30 and 6pm departing no later than 7:30pm. We are aiming to roll out the new schedule no later than the second week in February.



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

DATE: 1/12/2020
TO: City Council and Mayor Koplin
FROM: Susie Herschleb / Director of Parks and Recreation
RE: 4th quarter report / 2020



Dear Council and Mayor Koplin,

We anticipated a lag in the 4th quarter of 2020 for two reasons. We granted 6-month extensions to all passholders in 2020. The highest percentage of our passes are sold in November during the annual 20% discount month. Most of the discounted passes will expire in June and July of 2021. We may see a boost in pass sales in June and July as a result. In the 4th quarter of 2019, we brought in \$55,800.00 in pass sales for the Pool and Bidarki combined.

The Parks and Rec Dept. offered 20% discounted passes the last 2 weeks of December, promoting Recreation facility passes as a great gift! This promotion boosted sales only slightly. We had several requests to use Cordova Cash to purchase passes. It was tough to turn them away.

The second reason we anticipated a lag in the 4th Quarter, is because Bidarki closed for 42 business days (October 12th – November 23rd) for renovations (Cares funded).

Interestingly, we have been selling several passes to new (to our facility) locals! We are seeing usage increase steadily every day and hope to **stay open**! For the most part, we see close adherence to our safety strategies. I commend staff for diplomatically reminding those who need it; all respond in good spirits and are very happy to be using the facility.

We have been getting requests to lengthen the pool schedule by an hour on Tuesday and Thursday nights during Family swim, we will be addressing this very soon. We are eager to hear from our lifeguard certifying body (Jeff Ellis and Associates). We understand they are planning a lifeguard **trainer** class in Anchorage soon. Keeping lifeguards certified has been difficult nation wide during Covid, and even more challenging in a rural area.

Parks maintenance is busy wrapping up our Covid projects. Pictured is the Parks and Rec. Department's new On-site Hypochlorous Generator. We can produce enough hypochlorous acid to fog all City facilities and fill hand sanitizing stations as well. Located in the back of Bidarki Rec Center, it is relatively small and seems to be running very well! We purchased it from the company who manufactures our UV system and saltwater generator at the Pool. We have a great working relationship with them, they provide technical support quickly, any time we need it.



City of Cordova
PARKS AND RECREATION DEPARTMENT
4TH QUARTER REPORT

REVENUE DISTRIBUTION	OCTOBER	NOVEMBER	DECEMBER	TOTALS
BIDARKI ENTRANCE FEES	966.73	325	3537.88	4829.61
POOL ENTRANCE FEES	1517.85	1125	1175	3817.85
SKATER'S CABIN RENTAL	125	25	75	225
FISHERMANS MEMORIAL				0
POOL MISC				0
BIDARKI MISC				0
CAMPER PARK DEPOSIT	780			780
CAMPER PARK FEES	839.67			839.67
HOLIDAY BAZAAR		280	310	590
PROGRAMS			5	5
MONTH / QUARTER TOTAL	4229.25	1755	5102.88	11087.13

VISIT TOTALS	2020	2019	DIFFERENCE
BIDARKI REC CENTER	660	6409	-5749
BOB KORN POOL	797	2096	-1299

**Bidarki Rec Center was closed for 7 weeks; 42 days total, in the 4th quarter to replace the floors (Cares funding).



460'

260'

200'

230'

350'

75'

280'