

Commissioners:
Wendy Ranney
Karen Hallquist
Marvin Van Den Broek
Henk Kruithof
Dave Zastrow
Aaron Hansen
Kirsti Jurica



**PARKS & RECREATION COMMISSION
REGULAR MEETING**

**Parks & Recreation
Director**
Duncan Chisholm

TUESDAY SEPTEMBER 27, 2022. - 6:00PM, CORDOVA CENTER

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. CORRESPONDENCE**
- 5. CONSENT CALENDAR**
Approval of Parks & Recreation Commission Meeting Minutes from May 31, 2022.
- 6. PUBLIC BUSINESS FROM THE FLOOR**
- 7. NEW BUSINESS**
 1. Update on the Cordova Comprehensive Trails Plan and Public Engagement – D. Zastrow
 2. Discussion Item: Development of Facility Use Agreement with Cordova School District
 3. Discussion item: FY23 Budget Process
 4. Discussion Item: Recreation Program Needs Assessment Results
- 8. REPORTS**
 1. Directors Report
- 9. UNFINISHED BUSINESS**
 1. Cordova Covered Spaces Project Letter of Support
- 10. COMMISSION BUSINESS FROM THE FLOOR**
- 11. ADJOURNMENT**

You may submit written public comments via email to parksandrec@cityofcordova.net, mail comments to Dept. of Parks & Recreation, City of Cordova, PO Box 1210, Cordova, AK 99574, or delivered to Bidarki Recreation Center directly. Written public comments must be received by 4:00 p.m. on the day of meeting

**City of Cordova
Parks & Recreation Commission
May 31, 2022, 6pm
Cordova Center Community Rooms A & B**

MINUTES

1. CALL TO ORDER

The City of Cordova Parks and Recreation Commission meeting was called to order by Commissioner Ranney at 6:04pm at the Cordova Center Community Rooms A & B.

2. ROLL CALL

Present: 6 Chair Wendy Ranney
 Vice Chair Dave Zastrow – by phone
 Commissioner Kirsti Jurica
 Commissioner Henk Kruitoff
 Commissioner Wendy Ranney
 Commissioner Marvin Van Den Broek

Apologies: 1 Commissioner Karen Hallquist

Absent: 1 Commissioner Aaron Hansen

Also present: 1 Duncan Chisholm, Director Parks & Recreation
 Dotty Widmann – for item 7a
 Natasha Casciano – for item 7a.

3. APPROVAL OF AGENDA

Kruitoff/Jurica moved to approve the agenda. Hearing no objections interim Chair Ranney declared the agenda approved as submitted.

4. CORRESPONDENCE

No correspondence was received.

5. CONSENT CALENDAR

The minutes of the Commission meeting 4/26/22 were tabled. Jurica/Kruitoff moved the minutes by approved as submitted.

VOTE ON THE MOTION:

Yays: 5- Ranney, Zastrow, Jurica, Van Dan Broek, Kruitoff

MOTION CARRIES

6. PUBLIC BUSINESS FROM THE FLOOR

None

7. NEW BUSINESS

a. Discussion item: Cordova Outdoor Covered Spaces Project

Dotty Widmann and Natasha Casciano joined the Commission to discuss the concept of outdoor covered spaces. Widmann and Casciano outlined the project and its potential locations. Spaces are to be designed to be multipurpose with the idea being to create spaces to meet, have classes etc.

The USDA Forest Service Cordova Ranger District have provided sample plans for the proposed shelters.

Widmann and Casciano are looking for organizations to partner with to be able to raise funding for the shelters.

Various locations were discussed along with the idea make the project a trail to follow.

Commission members thanked Widmann and Cascanio for their ideas.

Commission instructed Director Chisholm to draft a letter of support for the project to be considered at the next meeting,

b. Discussion item: City of Cordova Code Review: Title 18 Zoning Chapter 18.17 Parks & Open Space

Director Chisholm led a discussion on the limitations of this Code from an administrative point of view.

Members discussed the code as circulated and would like the Directors thoughts on potential changes.

c. Discussion item: Parks & Open Spaces Use Permit

Director Chisholm led a discussion on the potential need for a parks and open spaces booking system and use permit. Currently the department has no formal system for individuals and groups to reserve space at the City's parks. Often the department is unaware of use. This could lead to potential conflicts and use clashes.

The department wishes to develop a process to improve use of parks and have more clarity around who is using parks, when they are being used and for what purpose.

8. REPORTS

A. Directors Report

Director Chisholm spoke to his report as submitted.

9. UNFINISHED BUSINESS

None.

10. COMMISSION BUSINESS FROM THE FLOOR

Kruitoff would like to see fixing existing infrastructure before moving on developing new projects such as the Covered Spaces Project. He supports the idea of increased rules and regulations around park and open space use, but they need to be locally appropriate.

Van Den Broek said it was important to fix and/or remedy the deterioration of Skater's Cabin.

Hallquist had no comments.

Jurica was supportive of the Covered Spaces Project. She also raised concern of potential damage at the Disc Golf Course and would like to see the introduction of harden trails into that space/

Chair Ranney echoed Kruitoff's comments around existing infrastructure and assets.

11. ADJOURNMENT

Kruitoff/Jurica moved to adjourn the meeting.
The meeting was adjourned at 7:48 pm.



City of Cordova
A L A S K A

Parks & Recreation Commission

Agenda Item 7.1

On Agenda: 9/27/22

ITEM TITLE:

Discussion Item: Update on Cordova Comprehensive Trails Plan

SUBMITTED BY: Dave Zastrow

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Discuss the progress and next steps of the Cordova Comprehensive Trails Plan.

SUMMARY STATEMENT:

The City of Cordova Trails Sub-Committee is currently working with staff from The National Park Service – Rivers, Trails, and Conservation Assistance program (NPS-RTCA) to develop a Comprehensive Trails Plan for the City. Commissioner Zastrow will update the Commission on progress and next steps.

Agenda Item 7.2

On Agenda: 9/27/22

ITEM TITLE:

Discussion Item: Development of Facility Use Agreement with Cordova School District

SUBMITTED BY: Duncan Chisholm

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Discuss the development of Facility Use Agreement with the Cordova School District regarding use of Bob Korn Memorial Swimming Pool.

SUMMARY STATEMENT:

The Cordova School District (CSD) is largest user of the Bob Korn Memorial Swimming Pool but currently no formal agreement exists to manage CSD usage.

Since the 1970s, Cordova School District and the City of Cordova have pooled their resources to meet the continuous youth and community demand for developmental and recreation opportunities. Historically, CSD and CoC have jointly used the city owned facilities for the benefit of students and community. To the Directors knowledge no formal agreement has ever been developed. CSD currently do not contribute to the ongoing operational costs of the swimming pool.

The overarching goal of the Agreement would be to maximize use of the City's facilities for mutual and offsetting benefit, with the understanding the approximate cost of use of the facilities would be offset.

The City's Department of Parks & Recreation would like to initiate discussions with CSD with the view of negotiating CSD use of the facility from the 2023/24 school year. Topics for discussion include:

- Cordova Jr/Sr High School Swim Team practices
- Mt Eccles Elementary School Water Safety/Swimming program
- Equipment and Storage
- User fees and/or Agreement contributions
- Supervision
- Custodial



Parks & Recreation Commission

Agenda Item 7.3

On Agenda: 9/27/22

ITEM TITLE:

Discussion Item: Parks & Recreation FY23 Budget Process

SUBMITTED BY: Duncan Chisholm, Director

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Discuss and make recommendations

SUMMARY STATEMENT:

In an attempt to be as transparent and thorough as possible prior to presenting a budget to the City of Cordova City Manager and City Council, Parks and Recreation Director Duncan Chisholm will direct a conversation about the City of Cordova budgeting process and how the Commission can support the department.

Topics will include:

- How the budget is developed and the role of the Director and other department staff
- Timeline for budgets
- Role of the Commission



Agenda Item 7.4

On Agenda: 9/27/22

ITEM TITLE:

Discussion Item: Recreation Program Needs Assessment Results

SUBMITTED BY: Duncan Chisholm, Director

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Discuss and make recommendations

SUMMARY STATEMENT:

In August 2022, the Director initiated a Recreation Program Needs Assessment survey to better understand the needs and desires of Cordovans from recreation programming. A total of 85 completed surveys were returned.

Attached is a summary of the results. Highlights include:

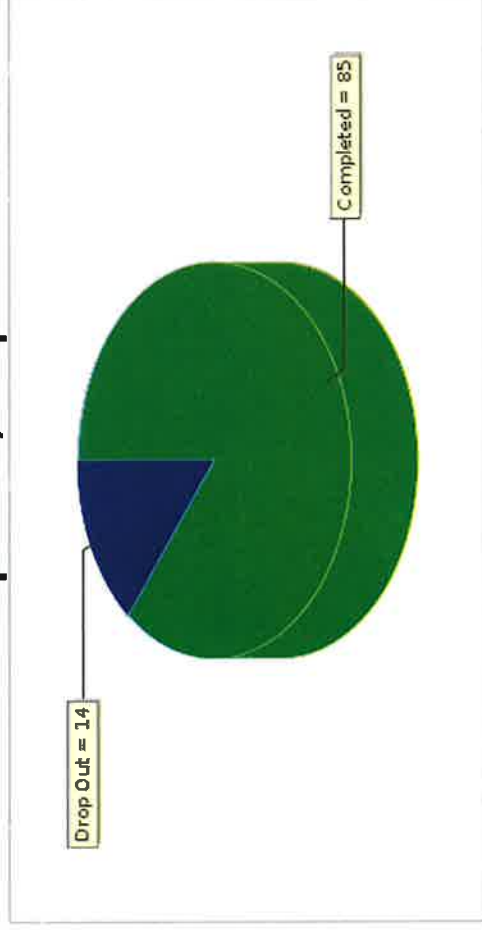
- The top 3 identified needs for programs were:
 - Adult fitness/wellness programs
 - Child/Youth indoor sports leagues/programs (ages 6-12)
 - After school programs for children/youth
- The top 3 most IMPORTANT programs were:
 - After school programs for children/youth
 - Swimming lessons
 - Adult fitness/wellness programs
- The top 3 preferred times for programs were:
 - Weekday evenings (4pm – 8pm)
 - 2nd equal – Weekday morning (7am – 11am) & Weekend mornings (7am – 11am)
- Ninety-five (95%) of respondents indicated that they were willing or maybe willing to pay separately to participate in these types of recreation programs.
- Of those willing or maybe willing to pay separately the majority of respondents indicated that they would be willing to pay:
 - Between \$6 to \$10 per 1 hour adult program
 - Between \$6 to \$10 per 1 hour child program

Recreation Program Needs Assessment - August 2022

dchisholm@cityofcordova.net

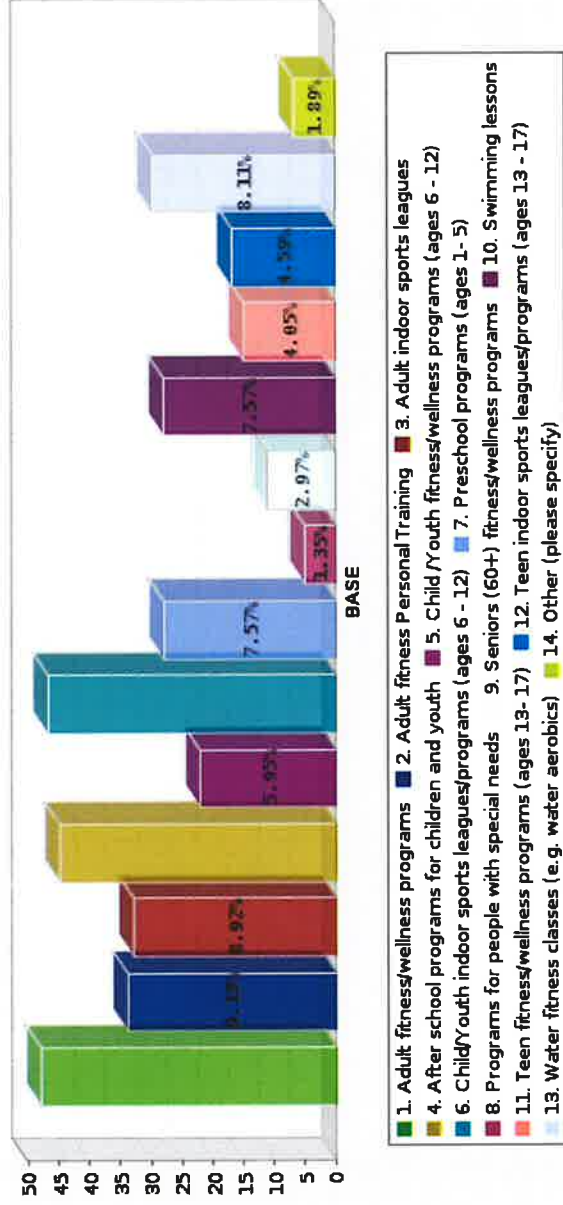
Survey Overview

Completion / Dropout



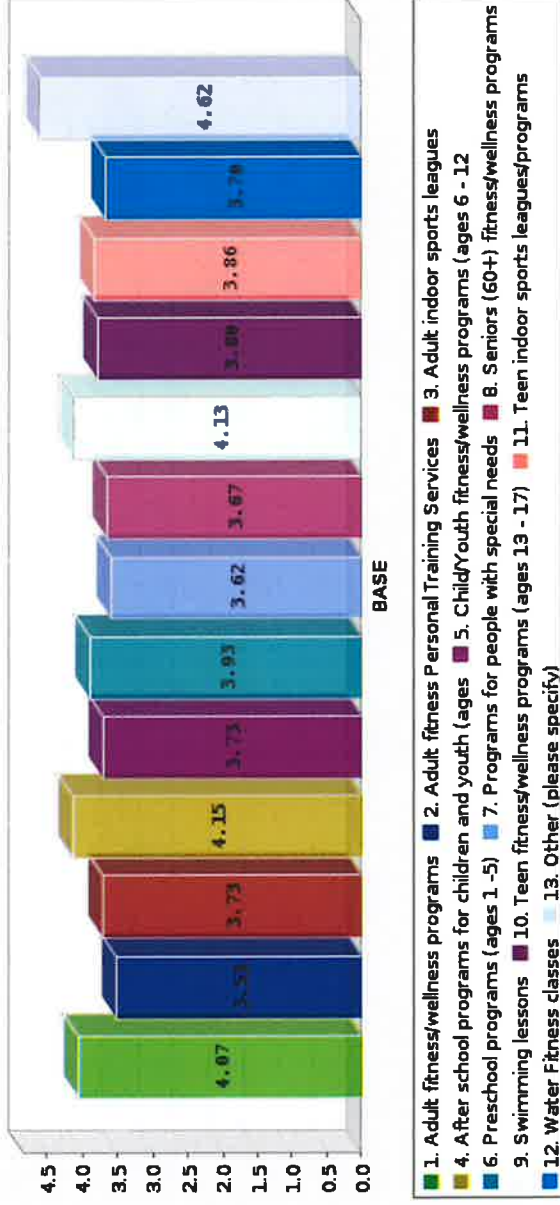
Viewed	Started	Completed	Completion Rate	Drop Outs (After Starting)	Average Time to Complete Survey
200	99	85	85.86%	14	3 minutes

Q2. Please select each of the following programs (listed alphabetically) that you or any member of your household has a NEED for. Please select all that apply.



Answer	Count	Percent
1. Adult fitness/wellness programs	48	12.97%
2. Adult fitness Personal Training	34	9.19%
3. Adult indoor sports leagues	33	8.92%
4. After school programs for children and youth	45	12.16%
5. Child /Youth fitness/wellness programs (ages 6 - 12)	22	5.95%
6. Child/Youth indoor sports leagues/programs (ages 6 - 12)	47	12.70%
7. Preschool programs (ages 1- 5)	28	7.57%
8. Programs for people with special needs	5	1.35%
9. Seniors (60+) fitness/wellness programs	11	2.97%
10. Swimming lessons	28	7.57%
11. Teen fitness/wellness programs (ages 13- 17)	15	4.05%
12. Teen indoor sports leagues/programs (ages 13 - 17)	17	4.59%
13. Water fitness classes (e.g. water aerobics)	30	8.11%
14. Other (please specify)	7	1.89%
Total	370	100%
Mean : 6.105		Confidence Interval @ 95% : [5.704 - 6.507]
		Standard Deviation : 3.944
		Standard Error : 0.205

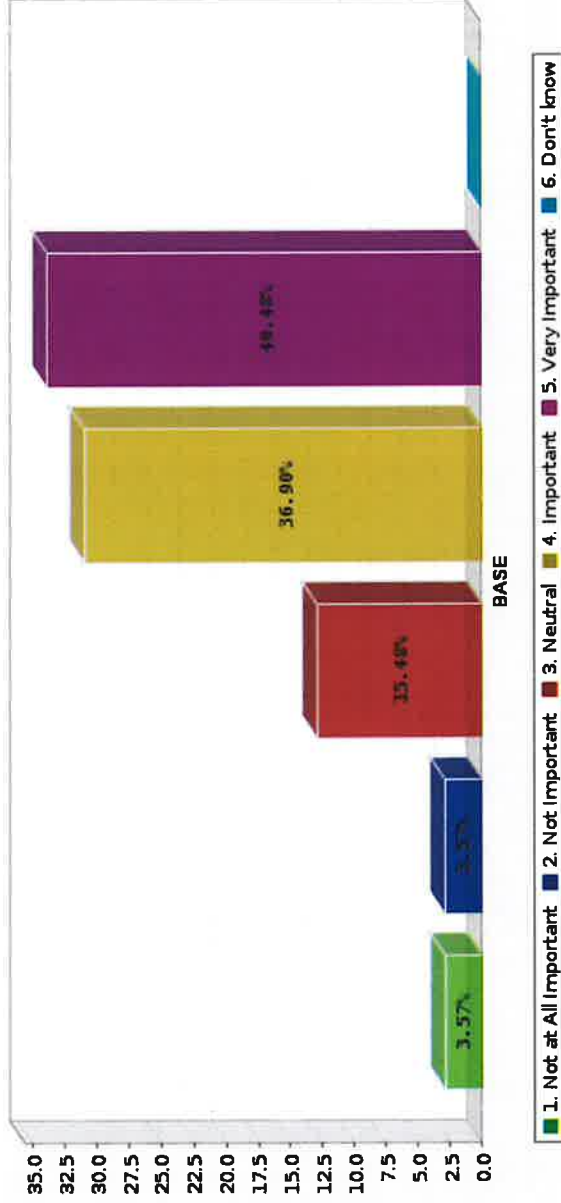
Q3. Please rate how IMPORTANT each of the following programs are to you and your household.



Q3. Overall Matrix Scorecard : Please rate how IMPORTANT each of the following programs are to you and your household.

Question	Count	Score
1. Adult fitness/wellness programs	84	4.071
2. Adult fitness Personal Training Services	83	3.530
3. Adult indoor sports leagues	82	3.732
4. After school programs for children and youth (ages 6 to 12)	84	4.155
5. Child/Youth fitness/wellness programs (ages 6 - 12)	83	3.735
6. Preschool programs (ages 1 -5)	83	3.928
7. Programs for people with special needs	82	3.622
8. Seniors (60+) fitness/wellness programs	84	3.667
9. Swimming lessons	83	4.133
10. Teen fitness/wellness programs (ages 13 - 17)	82	3.805
11. Teen indoor sports leagues/programs	83	3.855
12. Water Fitness classes	83	3.699
13. Other (please specify)	42	4.619
Average	3.888	

Q3. Adult fitness/wellness programs



Answer	Count	Percent
1. Not at All Important	3	3.57%
2. Not Important	3	3.57%
3. Neutral	13	15.48%
4. Important	31	36.90%
5. Very Important	34	40.48%
6. Don't know	0	0.00%
Total	84	100%
Mean : 4.071		Confidence Interval @ 95% : [3.854 - 4.289]
Standard Deviation : 1.015		Standard Error : 0.111

Q3. Adult fitness Personal Training Services



Answer	Count	Percent
1. Not at All Important	5	6.02%
2. Not Important	11	13.25%
3. Neutral	21	25.30%
4. Important	27	32.53%
5. Very Important	19	22.89%
6. Don't know	0	0.00%
Total	83	100%
Mean : 3.530		Confidence Interval @ 95% : [3.280 - 3.780]
Standard Deviation : 1.162		Standard Error : 0.128

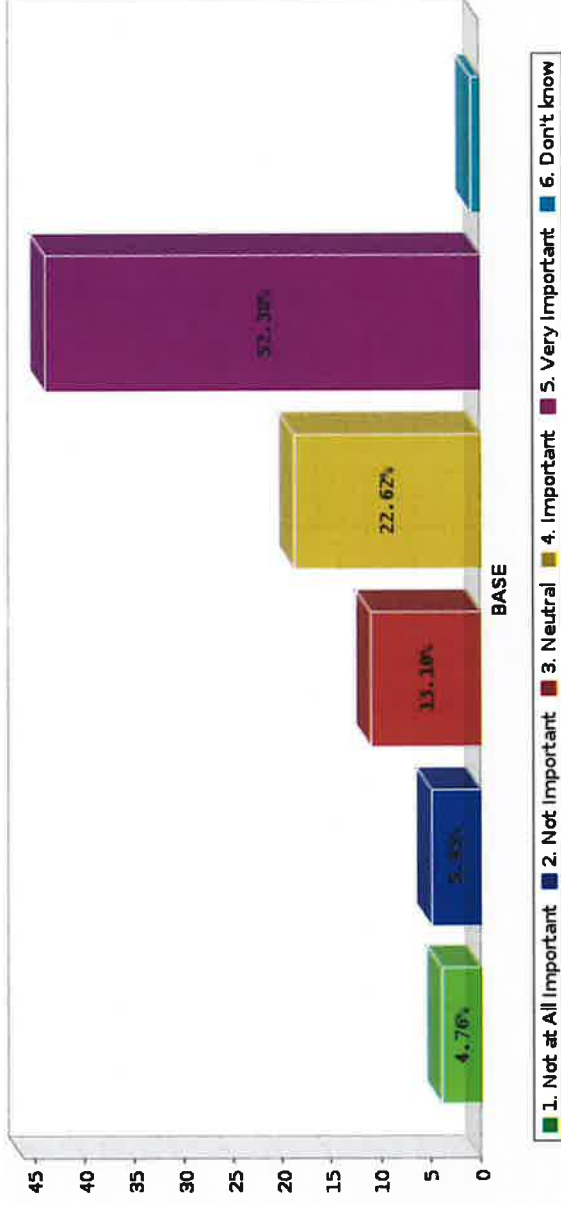
Q3. Adult indoor sports leagues



Answer	Count	Percent
1. Not at All important	4	4.88%
2. Not important	5	6.10%
3. Neutral	24	29.27%
4. Important	26	31.71%
5. Very Important	22	26.83%
6. Don't know	1	1.22%
Total	82	100%

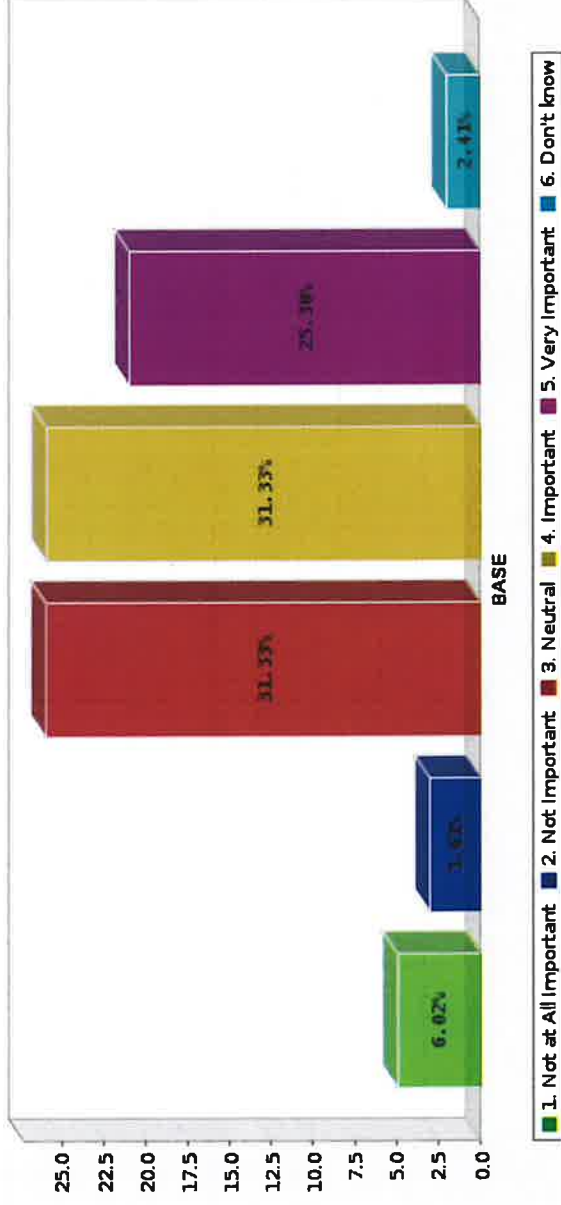
Mean : 3.732 | Confidence Interval @ 95% : [3.491 - 3.972] | Standard Deviation : 1.112 | Standard Error : 0.123

Q3. After school programs for children and youth (ages 6 to 12)



Answer	Count	Percent
1. Not at All Important	4	4.76%
2. Not Important	5	5.95%
3. Neutral	11	13.10%
4. Important	19	22.62%
5. Very Important	44	52.38%
6. Don't know	1	1.19%
Total	84	100%
Mean : 4.155		Confidence Interval @ 95% : [3.905 - 4.404]
Standard Deviation : 1.167		Standard Error : 0.127

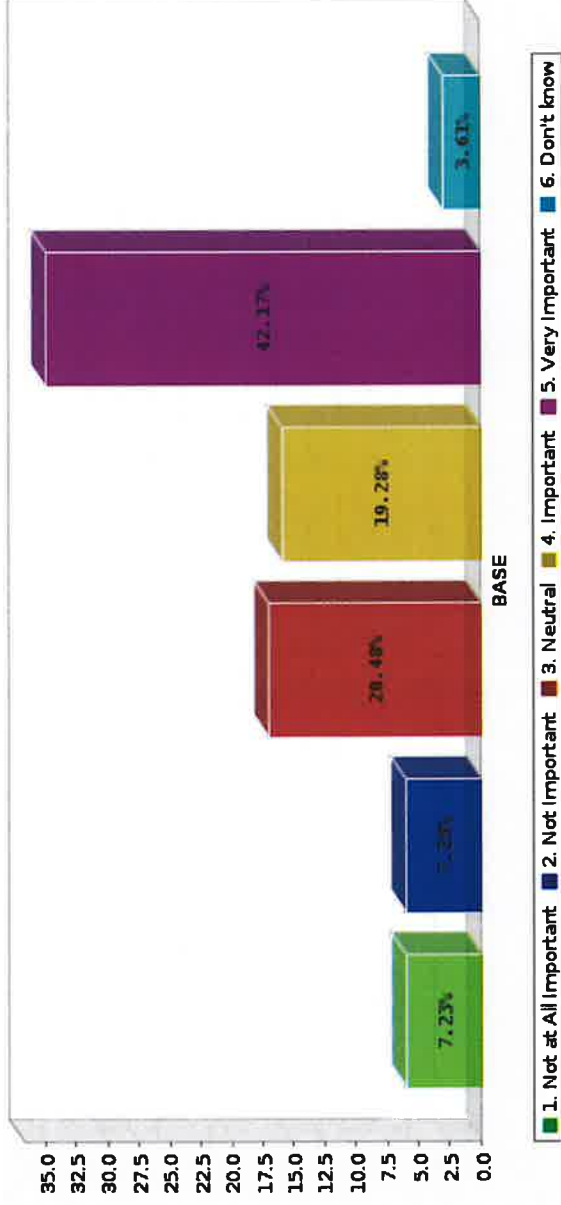
Q3. Child/Youth fitness/wellness programs (ages 6 - 12)



Answer	Count	Percent
1. Not at All Important	5	6.02%
2. Not Important	3	3.61%
3. Neutral	26	31.33%
4. Important	26	31.33%
5. Very Important	21	25.30%
6. Don't know	2	2.41%
Total	83	100%

Mean : 3.735 **Confidence Interval @ 95% : [3.490 - 3.980]** **Standard Deviation : 1.138** **Standard Error : 0.125**

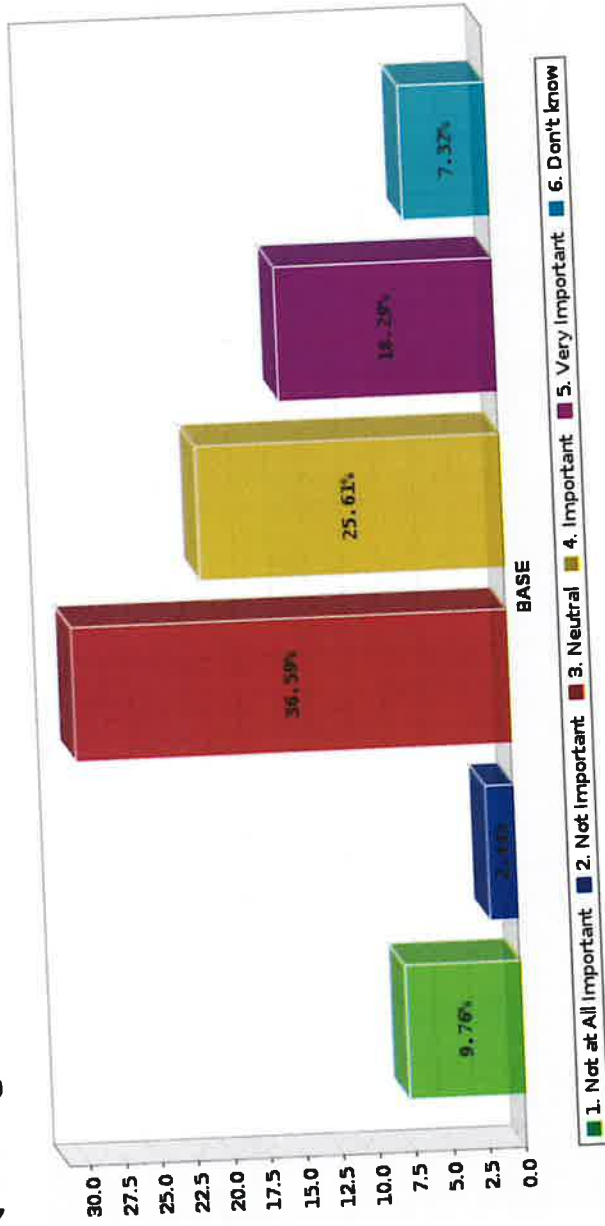
Q3. Preschool programs (ages 1 -5)



Answer	Count	Percent
1. Not at All Important	6	7.23%
2. Not Important	6	7.23%
3. Neutral	17	20.48%
4. Important	16	19.28%
5. Very Important	35	42.17%
6. Don't know	3	3.61%
Total	83	100%

Mean : 3.928	Confidence Interval @ 95% : [3.645 - 4.210]	Standard Deviation : 1.314	Standard Error : 0.144
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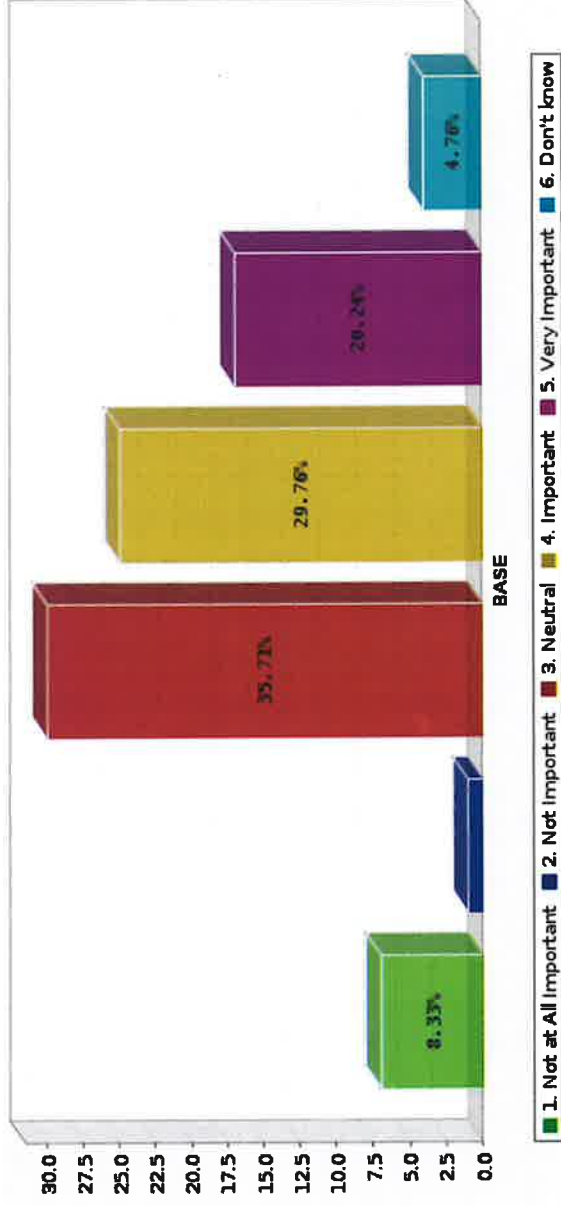
Q3. Programs for people with special needs



Answer	Count	Percent
1. Not at All Important	8	9.76%
2. Not Important	2	2.44%
3. Neutral	30	36.59%
4. Important	21	25.61%
5. Very Important	15	18.29%
6. Don't know	6	7.32%
Total	82	100%

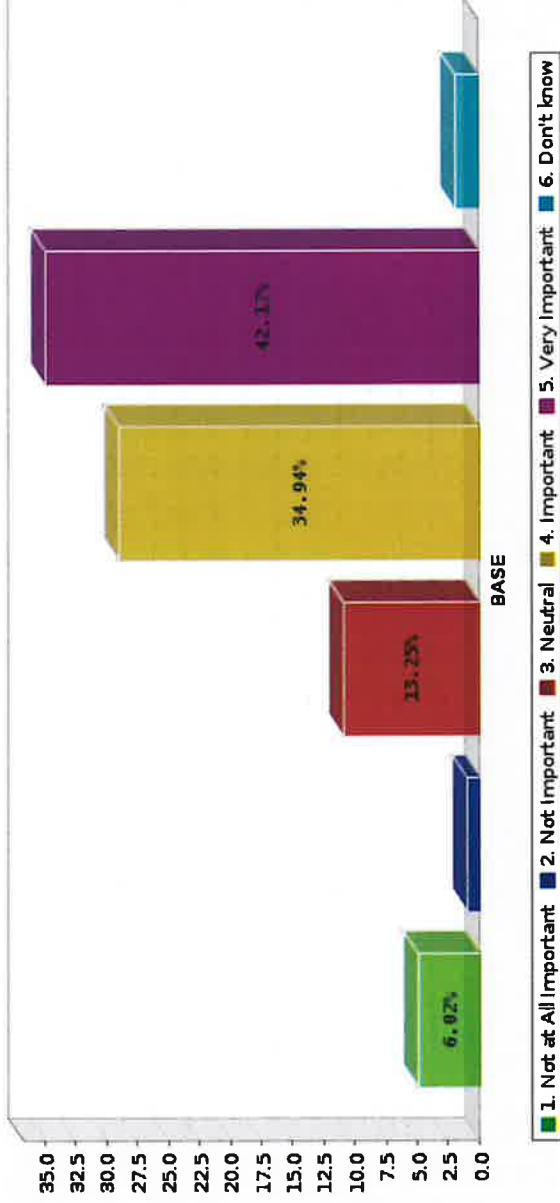
Mean : 3.622 Confidence Interval @ 95% : [3.340 - 3.904]
 Standard Deviation : 1.302
 Standard Error : 0.144

Q3. Seniors (60+) fitness/wellness programs



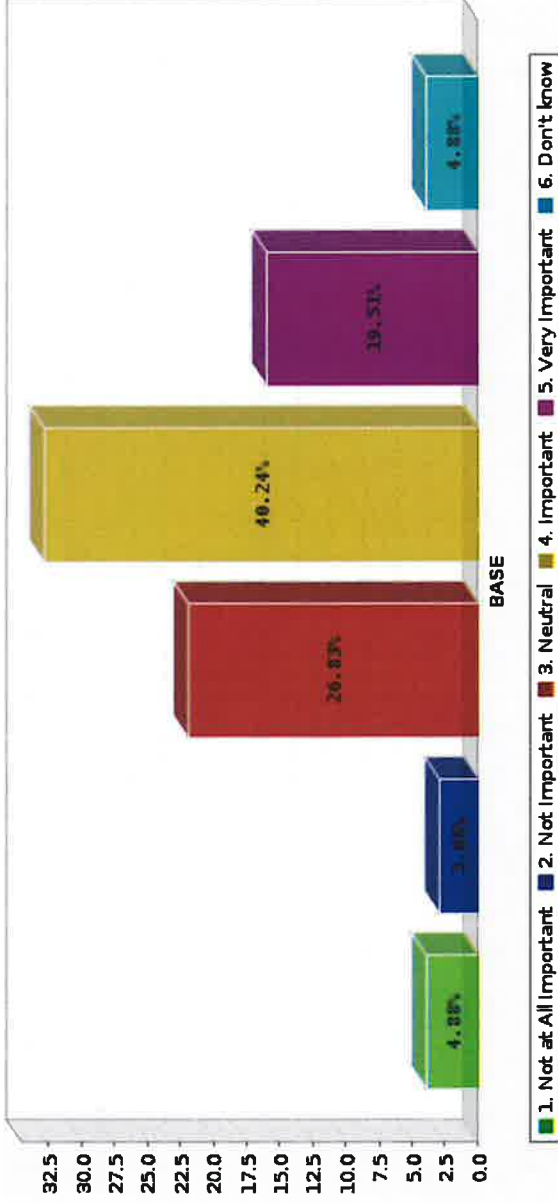
Answer	Count	Percent
1. Not at All Important	7	8.33%
2. Not Important	1	1.19%
3. Neutral	30	35.71%
4. Important	25	29.76%
5. Very Important	17	20.24%
6. Don't know	4	4.76%
Total	84	100%
Mean : 3.667		Confidence Interval @ 95% : [3.409 - 3.925]
Standard Deviation : 1.206		Standard Error : 0.132

Q3. Swimming lessons



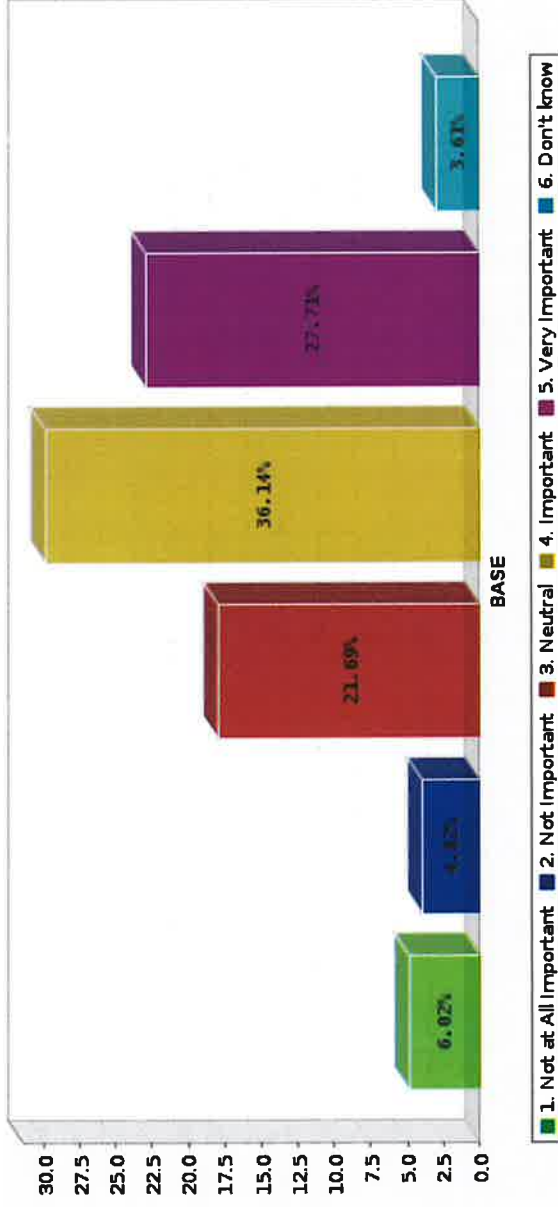
Answer	Count	Percent
1. Not at All Important	5	6.02%
2. Not Important	1	1.20%
3. Neutral	11	13.25%
4. Important	29	34.94%
5. Very Important	35	42.17%
6. Don't know	2	2.41%
Total	83	100%
Mean : 4.133		
Confidence Interval @ 95% : [3.893 - 4.372]		
Standard Deviation : 1.113		
Standard Error : 0.122		

Q3. Teen fitness/wellness programs (ages 13 - 17)



Answer	Count	Percent
1. Not at All Important	4	4.88%
2. Not Important	3	3.66%
3. Neutral	22	26.83%
4. Important	33	40.24%
5. Very Important	16	19.51%
6. Don't know	4	4.88%
Total	82	100%
Mean : 3.805		Confidence Interval @ 95% : [3.566 - 4.044]
Standard Deviation : 1.105		Standard Error : 0.122

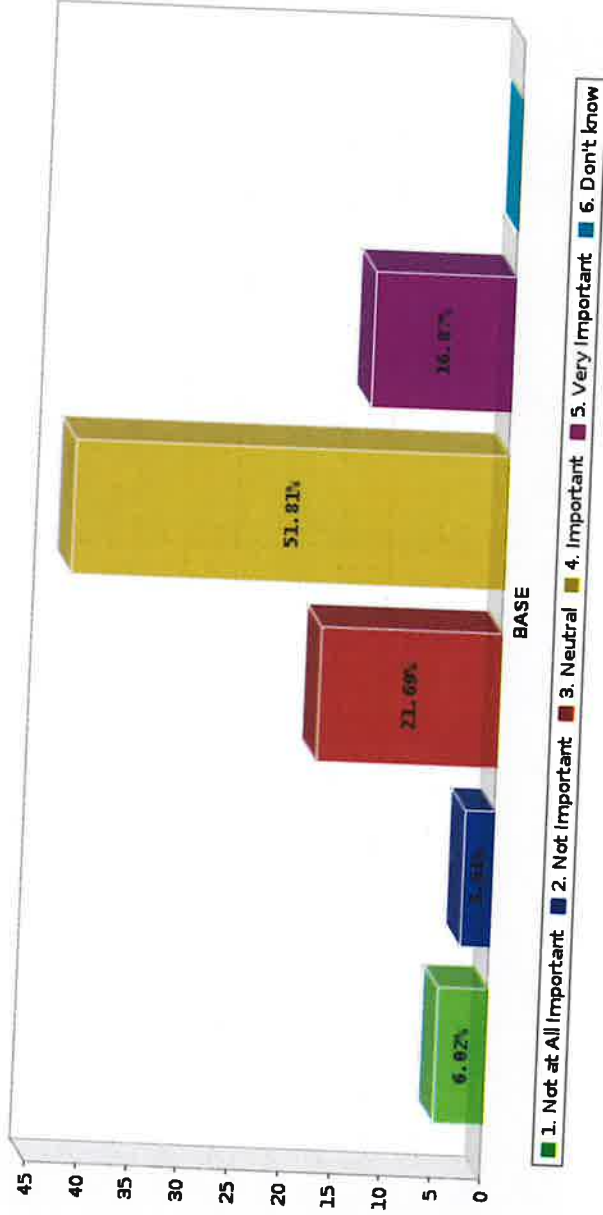
Q3. Teen indoor sports leagues/programs



Answer	Count	Percent
1. Not at All Important	5	6.02%
2. Not Important	4	4.82%
3. Neutral	18	21.69%
4. Important	30	36.14%
5. Very Important	23	27.71%
6. Don't know	3	3.61%
Total	83	100%

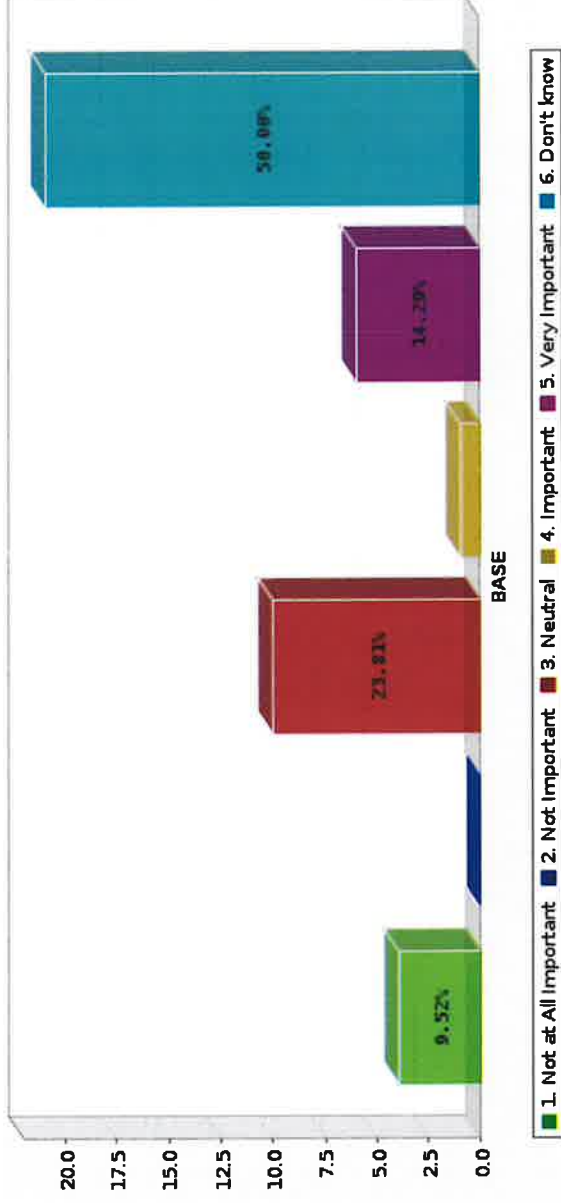
Mean : 3.855	Confidence Interval @ 95% : [3.604 - 4.107]	Standard Deviation : 1.170	Standard Error : 0.128
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Q3. Water Fitness classes



Answer	Count	Percent
1. Not at All Important	5	6.02%
2. Not Important	3	3.61%
3. Neutral	18	21.69%
4. Important	43	51.81%
5. Very Important	14	16.87%
6. Don't know	0	0.00%
Total	83	100%
Mean : 3.699		Confidence Interval @ 95% : [3.484 - 3.913]
Standard Deviation : 0.997		Standard Error : 0.109

Q3. Other (please specify)



Answer	Count	Percent
1. Not at All Important	4	9.52%
2. Not Important	0	0.00%
3. Neutral	10	23.81%
4. Important	1	2.38%
5. Very Important	6	14.29%
6. Don't know	21	50.00%
Total	42	100%
Mean : 4.619		
Confidence Interval @ 95% : [4.102 - 5.136]		
Standard Deviation : 1.710		
Standard Error : 0.264		

Q4. Thinking about the programs you ranked IMPORTANT & VERY IMPORTANT, what are the best times for you or those in your household to attend those types of recreation programs? Select all that apply.



Answer

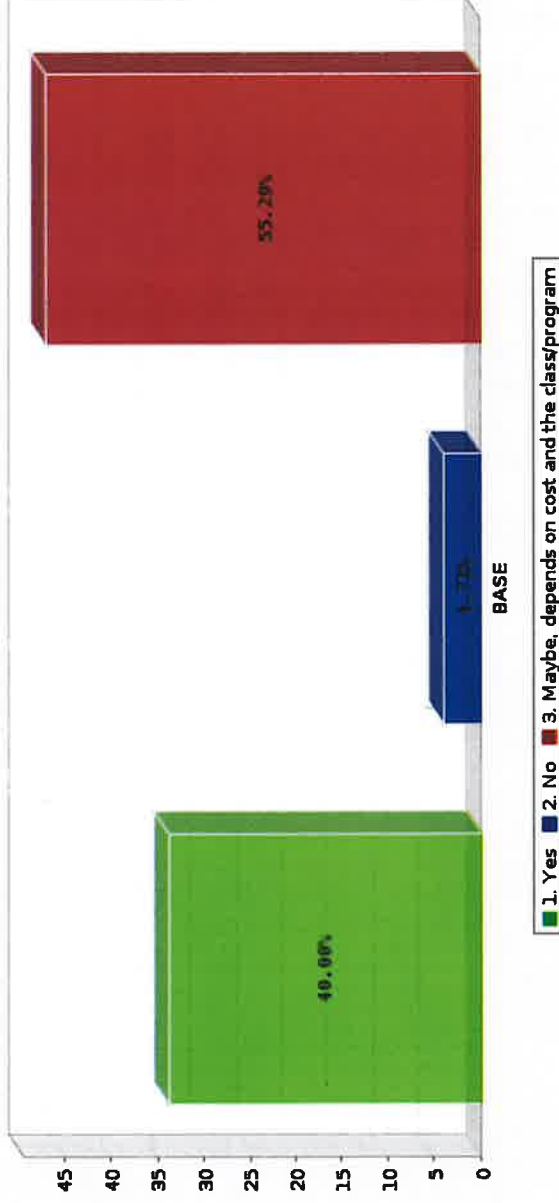
1. Weekday Mornings (7am - 11am)
2. Weekday Afternoons (12 noon - 4pm)
3. Weekday Evenings (4pm - 8pm)
4. Weekend Mornings (7am - 11am)
5. Weekend Afternoons (12 noon - 4pm)
6. Weekend Evenings (4pm - 8pm)
7. Other (please specify)

Total

Count	Percent
33	16.58%
20	10.05%
60	30.15%
33	16.58%
29	14.57%
22	11.06%
2	1.01%
199	100%

Mean : **3.397** Confidence Interval @ 95% : **[3.176 - 3.618]** Standard Deviation : **1.589** Standard Error : **0.113**

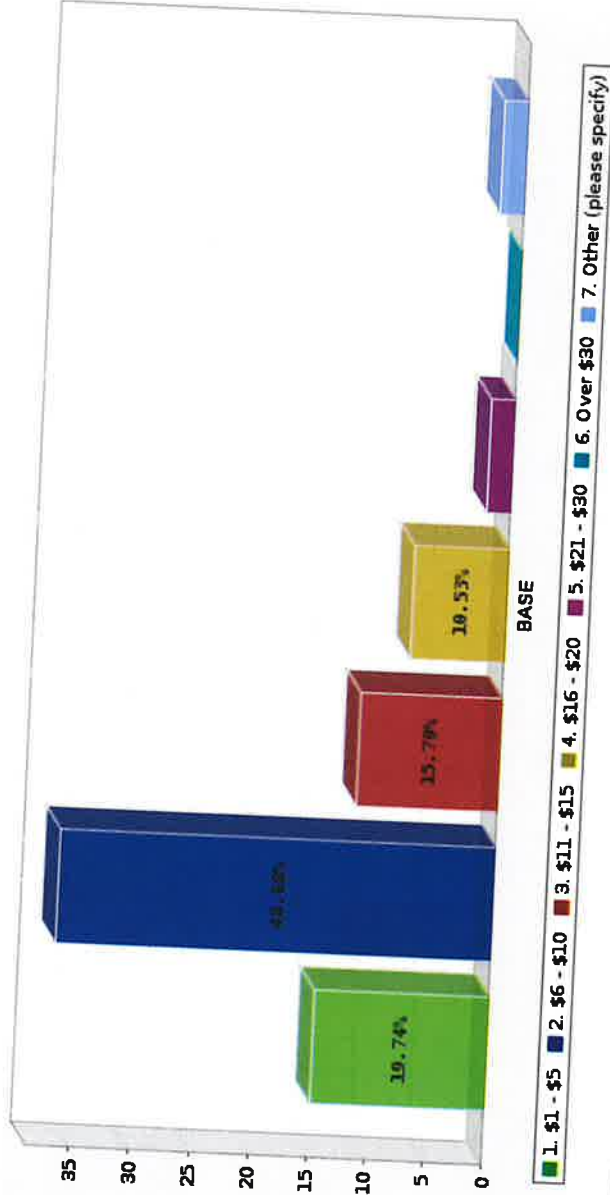
Q5. Would you be willing to pay separately to participate in these types of recreation programs?



Answer	Count	Percent
1. Yes	34	40.00%
2. No	4	4.71%
3. Maybe, depends on cost and the class/program	47	55.29%
Total	85	100%

Mean : 2.153 **Confidence Interval @ 95% : [1.947 - 2.359]** **Standard Deviation : 0.970** **Standard Error : 0.105**

Q6. If so, how much would you pay per 1-hour ADULT program? Select the highest price bracket you are comfortable with.



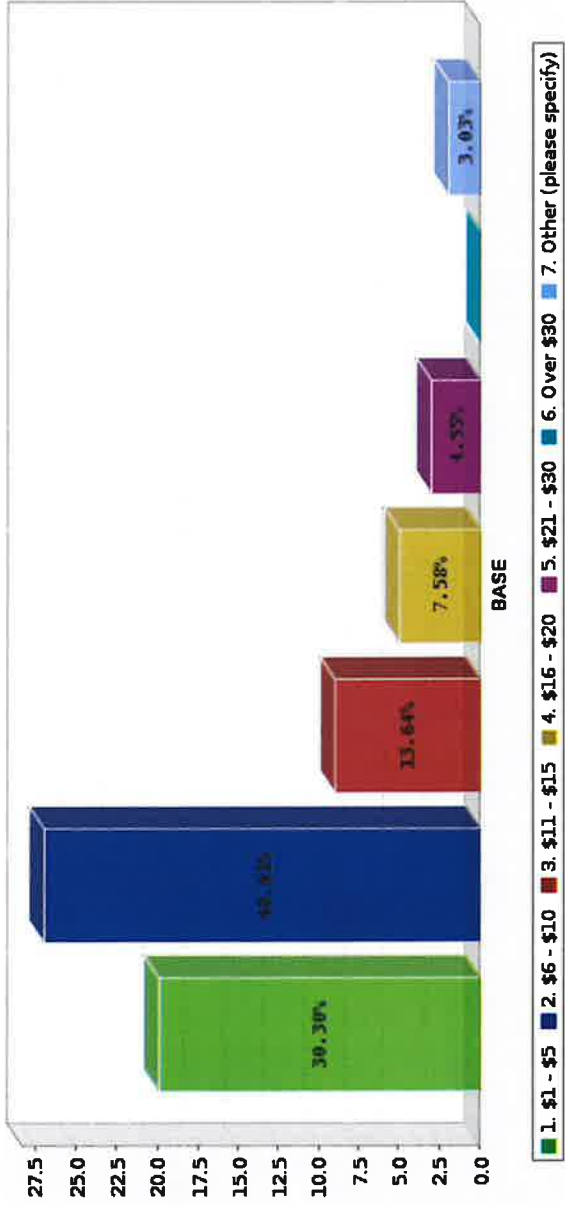
Answer

1. \$1 - \$5
2. \$6 - \$10
3. \$11 - \$15
4. \$16 - \$20
5. \$21 - \$30
6. Over \$30
7. Other (please specify)

Total

Mean : 2.382	Confidence Interval @ 95% : [2.102 - 2.661]	Standard Deviation : 1.243	Standard Error : 0.143
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Q7. If so, how much would you pay per 1-hour CHILD/YOUTH program? Select the highest price bracket you are comfortable with.



Answer	Count	Percent
1. \$1 - \$5	20	30.30%
2. \$6 - \$10	27	40.91%
3. \$11 - \$15	9	13.64%
4. \$16 - \$20	5	7.58%
5. \$21 - \$30	3	4.55%
6. Over \$30	0	0.00%
7. Other (please specify)	2	3.03%
Total	66	100%

Mean : **2.273** | Confidence Interval @ 95% : **[1.943 - 2.602]** | Standard Deviation : **1.365** | Standard Error : **0.168**



Parks & Recreation Commission

Agenda Item 8.1

On Agenda: 9/27/22

ITEM TITLE:

Director's Report

SUBMITTED BY: Duncan Chisholm

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Director to share with the Commission an update on department operations.

SUMMARY STATEMENT:

Director Duncan Chisholm will give a verbal report on Parks and Recreation department.



City of Cordova
A L A S K A

Parks & Recreation Commission

Agenda Item 9.1

On Agenda: 9/27/22

ITEM TITLE:

Unfinished Business: Draft Letter of Support for Cordova Covered Spaces Project

SUBMITTED BY: Duncan Chisholm

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Discuss, amend, or adopt the draft letter of support from the Parks and Recreation Commission for the Cordova Covered Spaces Project.

SUMMARY STATEMENT:

At its meeting on May 31, 2022, the Parks and Recreation Commission received a presentation on the proposed Cordova Covered Spaces Project from Dotty Widmann and Natasha Casciano. The Commission instructed the Director to draft a letter of support for the project.

Letter of Support for Cordova Covered Spaces Project

To Whom to May Concern:

The City of Cordova Parks & Recreation Commission is pleased to support the overall goals and objectives of the Cordova Covered Spaces Project to create covered shelters in and around Cordova.

As trustees for the care and planning of recreational resources within our city, we fully appreciate the importance of the work in developing a network of covered spaces in our city.

The efforts to identify potential sites for covered spaces for use by local residents and visitors sits well with the City of Cordova's Comprehensive Plan, will hopefully a network of covered spaces can be developed to create links between them to further expand their use.

Please be assured that the Parks and Recreation Commissions fully supports this new initiative and stands ready to assist wherever possible in its development. Given the limited resources available to us, we are grateful for volunteer work to help us develop wonderful recreational opportunities here in Cordova.

Sincerely,
Wendy Ranney, Chair

On behalf of the City of Cordova Parks and Recreation Commission