

**City of Cordova
Parks & Recreation Commission
September 27,2022, 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 6:00pm at the Cordova Center Community Rooms A & B.

2. ROLL CALL

Present: 6 Chair Wendy Ranney
 Vice Chair Dave Zastrow
 Commissioner Henk Kruitoff
 Commissioner Wendy Ranney
 Commissioner Marvin Van Den Broek
 Commissioner Aaron Hansen
 Commissioner Karen Hallquist

Absent: 1 Commissioner Kirsti Jurica

Also present: 1 Duncan Chisholm, Director Parks & Recreation

3. APPROVAL OF AGENDA

Kruithof/Van Den Broek moved to approve the agenda. Hearing no objections Chair Ranney declared the agenda approved as submitted.

4. CORRESPONDENCE

No correspondence was received.

5. CONSENT CALENDAR

The minutes of the Commission meeting 5/31/22 were tabled. Hallquist/Kruithof moved the minutes be approved as submitted. Hearing no objections Chair Ranney declared the meeting minutes of 5/31/22 approved as submitted

6. PUBLIC BUSINESS FROM THE FLOOR

None

7. NEW BUSINESS

7.1 Discussion item: Cordova Comprehensive Trails Plan

Zastrow updated the Commission on the development of the plan. Highlights included a public open house event hosted at the Cordova Center on 9/20/22. Approximately 60 people attended. In addition, a public survey is online seeking feedback. Overall, it was a successful engagement,

Next steps for the Trails Sub Committee includes working with the National Park Service Regional Trail and Conservation Assistance program (NPS-RTCA) to develop a draft plan for the next phase of engagement in the spring of 2023.

Public input into the survey and mapping process is available at:

Survey Link: <https://forms.gle/Xk7qGNdEijNasZE59>

Map Link:

<https://nps.maps.arcgis.com/apps/webappviewer/index.html?id=87ab27ae2eae445db9f38ccacee3bf63>

7.2 Discussion item: Development of Facility Use Agreement with Cordova School District

Director Chisholm led a discussion on the idea of developing a Facility Use Agreement with the Cordova School District.

Members discussed the idea and suggested that the agreement be two-way governing the use of City of Cordova operated facilities and CSD operated facilities. Generally, the P&R Commission is supportive of the idea and concept.

Members asked the Director to start the process by reaching out to CSD Superintendent Russin.

7.3 Discussion item: Parks & Recreation FY23 Budget Process

Director Chisholm led a discussion on the process for developing the 2023 fiscal year budget.

After discussion, the Commission felt that a workshop was not needed due to the limited timeframe for the Director to develop and submit the budget to the City Manager.

7.4 Discussion item: Recreation Programs Needs Assessment Results.

Director Chisholm presented the high-level results of the needs assessment which was undertaken by the Department in August 2022. The Commission noted the results.

8. REPORTS

8.1 Directors Report

Director Chisholm gave a verbal report. Highlights included development of the Mini Movers preschool program, plans to introduce a video-on-demand fitness class system, attendance of two staff members at American Red Cross Lifeguard Instructors Course in Juneau and progress on the Facility Condition Assessments by Coffman Engineers Inc.

9. UNFINISHED BUSINESS

9.1 Cordova Covered Spaces Project Letter of Support

Commissioners discussed the draft letter and suggested a few amendments to the Director.

10. COMMISSION BUSINESS FROM THE FLOOR

Zastrow appreciated Director Chisholm's work.

Van Den Broek welcome Commission Hansen to his first Commission meeting,

Hallquist had no comments.

Hansen had no comments.

Chair Ranney echoed Van Den Broek's welcome and suggested that the timeframe between meetings over the summer period needs more consideration. comments around existing infrastructure and assets.

8 ADJOURNMENT

Kruithof/Hallquist moved to adjourn the meeting.

The meeting was adjourned at 7:30 pm.