

Chair
TBD

Vice Chair
TBD

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

Parks & Recreation
Director
Duncan Chisholm

**CITY OF CORDOVA
PARKS & RECREATION
COMMISSION
REGULAR MEETING**

**TUESDAY 31 JANUARY 2023.
6:00PM
CORDOVA CENTER**

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF CONSENT CALENDAR**
 - a. Minutes from November 29, 2022, Regular Meeting
5. **COMMUNICATIONS BY AND PETITIONS FROM VISITORS**
 - a. Guest Speakers
 - b. Audience comments regarding Agenda items (3 minutes per speaker)
6. **DIRECTOR'S REPORT**
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
 - a. Chair Election
 - b. Vice-Chair Election
 - c. Parks & Recreation Commission Meeting dates and times to be determined for February-December 2023.
 - d. Resolution 2023-01 Approval of Capital Improvement Project list
9. **COMMISSION COMMENTS**
10. **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
November 29, 2022
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 Chair Ranney at 6:00pm at the Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call were Commissioners **Wendy Ranney, Dave Zastrow, Mavin Ven Den Broek, Kristi Jurica, Karen Hallquist and Aaron Hansen.**

Henk Kruitoff was absent.

Staff present was Parks & Recreation Director **Duncan Chisholm.**

3. APPROVAL OF AGENDA

M/Zastrow S/Jurica to approve the agenda.

Upon voice vote, motion passed 6-0

Yea: **Ranney, Zastrow, Ven Den Broek, Jurica, Hallquist, Hansen**

Absent: **Kruitoff**

4. CORRESPONDENCE

Chisholm told the commission that nothing had been received.

5. CONSENT CALENDAR

M/Jurica S/Hallquist to approve the consent calendar including the minutes of 10/25/2022.

Upon voice vote, motion passed 6-0

Yea: **Ranney, Zastrow, Ven Den Broek, Jurica, Hallquist, Hansen**

Absent: **Kruitoff**

6. PUBLIC BUSINESS FROM THE FLOOR

Natasha Casciano updated the commission on the Cordova Covered Spaces Project.

7. NEW BUSINESS

7.1 Resolution 2022-01

M/Zastrow S/Hallquist Move to approve Resolution 2022-01.

Ranney called for a voice vote.

Upon voice vote, the resolution passed 6-0

Yea: Ranney, Zastrow, Hallquist, Ven Den Broek, Jurica, Hansen

Absent: Kruitoff

7.2 Capital Project List Discussion

Chisholm spoke to the report.

M/Ranney S/Zastrow to move a special meeting be scheduled 12/29/22 to discuss the departments Capital Work Program for FY23.

Upon voice vote, motion passed 6-0

Yea: Ranney, Zastrow, Hallquist, Ven Den Broek, Jurica, Hansen

Absent: Kruitoff

8. REPORTS

8.1 Directors Report

Chisholm gave a verbal update on Department activities.

9. UNFINISHED BUSINESS

None

10. COMMISSION BUSINESS FROM THE FLOOR

Jurica appreciated the Directors work on the fee schedule and operating budget.

Hallquist said that the Bob Korn Memorial Swimming Pool 50th Anniversary is in 2024.

Zastrow and Ranney thanked the Director for his work.

Van Den Broek said he appreciated the update on the pool blanket.

8 ADJOURNMENT

M/Van Den Broek S/Jurica moved to adjourn the Regular meeting.
With no objections, the meeting was adjourned at 7:33pm.

Approved:

Wendy Ranney, Chair

Duncan Chisholm, Director Parks & Recreation

DRAFT



On Agenda: 1/31/2023

ITEM TITLE: 6. DIRECTORS REPORT

SUBMITTED BY: Duncan Chisholm

INFORMATION

MOTION

RESOLUTION

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Receive and note the information from Director Chisholm.

SUMMARY STATEMENT:

Parks & Recreation Department Director Duncan Chisholm to provide an update on:

- Facility Condition Assessments undertaken by Coffman Engineers Inc.
- Capital Improvements Program
- Staff recruitment



On Agenda: 1/31/2023

ITEM TITLE: 8A Chair Election

SUBMITTED BY:

Duncan Chisholm

INFORMATION

MOTION

RESOLUTION

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Commissioners to appoint a Commission Chair to serve a one-year term in this position. A reminder to the Commission that the current appointed Chair Pro-Tempore is Commissioner Wendy Ranney.

SUMMARY STATEMENT:

The Parks and Recreation Commission consists of seven members. Pursuant to Section, 3.52.030, a chair shall be selected annually from the members of the commission. Responsibilities of the Chair include presiding at all official meetings of the Commission, consulting with the staff liaison in drafting the meeting Agenda and attend City Council meetings as needed to represent the Parks & Recreation Commission. All Commissioners are eligible, regardless of longevity and experience.

Staff recommend the Chair Pro-Tempore open nominations from the floor by stating: "Nominations are now in order for the office of chair of the Parks and Recreation Commission." After the nomination process, a voice vote is recommended if there is only one nomination, or a roll call vote if there are multiple nominations.

BACKGROUND INFORMATION:

As soon as the floor is open for nominations, any member can bring forth a nomination. The member should know beforehand if the person he or she wishes to nominate is willing to serve.

When the nomination is from the floor:

- A member does not have to get recognition from the current chair to make a nomination.
- A person can nominate himself or herself.
- A nomination does not need a second.
- A member can't nominate more than one person for an office until everyone has had the opportunity to make nominations.
- The current chair can continue presiding, even if he or she is one of the nominees for the office.
- After each nomination, the current chair repeats the name to the commission.

A motion to close nominations is not necessary. Usually, the current chair closes nominations when no further nominations come forward.

If at any time during the nominating process a member realizes that he or she will be unable to serve if elected, the member should stand and request that his or her name be removed from nomination. Removing your name during the nomination process is better than waiting until after you are elected.

After the nominating process is finished, the members must vote on the proposed candidates. Members can take the vote for election by voice vote or roll call vote.

In the event there is a tie, the commission may choose a method to break the tie and vote until the tie is broken.



On Agenda: 1/31/2023

ITEM TITLE: 8B Vice Chair Election

SUBMITTED BY:

Duncan Chisholm

INFORMATION

MOTION

RESOLUTION

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Commissioners to appoint a Commission Vice-Chair to serve a one-year term in this position. A reminder to the Commission that the currently appointed Vice-Chair Pro-Tempore is Commissioner Dave Zastrow.

SUMMARY STATEMENT:

The Parks and Recreation Commission consists of seven members. Pursuant to Section, 3.52.030, a vice-chair shall be selected annually from the members of the commission. The vice-chair shall assume the duties of the chair in his/her absence.

Staff recommend the newly elected chair open nominations from the floor by stating: "Nominations are now in order for the office of vice chair of the Parks & Recreation Commission."

After the nomination process, a voice vote is recommended if there is only one nomination, or a roll call vote if there are multiple nominations.

BACKGROUND INFORMATION:

As soon as the floor is open for nominations, any member can bring forth a nomination. The member should know beforehand if the person he or she wishes to nominate is willing to serve.

When the nomination is from the floor:

- A member does not have to get recognition from the current chair to make a nomination.
- A person can nominate himself or herself.
- A nomination does not need a second.
- A member can't nominate more than one person for an office until everyone has had the opportunity to make nominations.
- The current chair can continue presiding, even if he or she is one of the nominees for the office.
- After each nomination, the current chair repeats the name to the commission.

A motion to close nominations is not necessary. Usually, the current chair closes nominations when no further nominations come forward.

If at any time during the nominating process a member realizes that he or she will be unable to serve if elected, the member should stand and request that his or her name be removed from nomination. Removing your name during the nomination process is better than waiting until after you are elected.

After the nominating process is finished, the members must vote on the proposed candidates. Members can take the vote for election by voice vote or roll call vote.

In the event there is a tie, the commission may choose a method to break the tie and vote until the tie is broken.



City of Cordova
A L A S K A

Parks & Recreation Commission Agenda Item

On Agenda: 1/31/2023

ITEM TITLE: 8c Commission Meeting Dates 2023

SUBMITTED BY: Duncan Chisholm

INFORMATION

MOTION

RESOLUTION

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Commissioners to discuss and vote on an agreed time to hold monthly Parks & Recreation Commission Meetings through 2023.

SUMMARY STATEMENT:

The Commission can determine when and how much it will meet each month to address Parks and Recreational business matters. The current Commission typically meets once a month-usually on the fourth Tuesday of each month at 6:00 PM.

The meetings are organized by use of a formal agenda and are conducted by using a set of Rules of Order that are designed to make meetings as efficient as possible.



On Agenda: 1/31/2023

ITEM TITLE: 8D RESOLUTION 2023-01 ADOPTION OF CAPITAL IMPROVEMENT PROJECT LIST

SUBMITTED BY: Duncan Chisholm

INFORMATION

MOTION

RESOLUTION

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: To be determined. City match funding may be required for any project that attracts Federal or State funding.

RECOMMENDATION:

That the Commission discuss the proposed Parks and Recreation Department Capital Improvements Projects List and provide recommendations to the City Council.

SUMMARY STATEMENT:

The Director has been working on the department's Capital Improvement Program list. The commission has discussed potential projects at its meeting on November 29, 2022. An additional special meeting to discuss the potential projects was scheduled for December 27, 2022, but unfortunately the commission did not have a quorum at the meeting, so no decisions were made.

The City Council is due to discuss Capital Improvement Projects for all city departments at its meeting on February 1, 2023. Adoption by the City Council allows the city to submit these projects to State or Federal legislators and/or agencies for consideration.

The department's projects are primarily based on items identified in the Facility Condition Assessment reports being completed by Coffman Engineers Ltd. It is assumed that this list may be added to or refined as cost estimates are received.

ATTACHMENTS:

1. Resolution 2023-01
2. Department of Parks & Recreation Capital Improvement Project list for State/Federal consideration

ATTACHMENT 1

**CITY OF CORDOVA, ALASKA
PARKS AND RECREATION COMMISSION
RESOLUTION 2023-01**

**A RESOLUTION OF THE PARKS AND RECREATION COMMISSION OF THE CITY OF CORDOVA,
ALASKA RECOMMENDING CITY COUNCIL ADOPTION OF THE PROPOSED PARKS AND
RECREATION DEPARTMENT CAPITAL IMPROVEMENT LIST.**

WHEREAS, pursuant to Cordova Municipal Code 3.52.010, the Cordova Parks and Recreation Commission is an advisory commission to the Cordova City Council established to advise on matters pertaining to Parks and Recreation including:

- A. Making recommendations to the city council regarding policies, planning and implementation of plans having to do with the establishment, development, and maintenance of city parks; and
- B. Making recommendations regarding the establishment and operation of recreational programs and the development and maintenance of recreational facilities; and
- C. Making recommendations regarding the parks and recreation budget.
- D. Receiving, considering, and evaluating public input, opinions and recommendations regarding parks and recreation programs in the city, and advise the city council and planning commission of any findings; and
- E. Preparing a comprehensive parks and recreation plan for approval by the council every five years.

WHEREAS, the Department Director submitted his proposed Capital Improvement Projects list; and

WHEREAS, the Parks and Recreation Commission has reviewed the proposed Capital Improvement Projects list and discussed and made its recommendations to the Director.

NOW THEREFORE BE IT RESOLVED that the Parks and Recreation Commission of the City of Cordova, Alaska, is in support of the Parks and Recreation Department Capital Improvement Project list and recommends it to the City Council for adoption.

PASSED AND APPROVED THIS 31ST DAY OF JANUARY 2023.

Commission Chair

Attest:

Commission Secretary

ATTACHMENT 2

City of Cordova Department of Parks & Recreation Capital Improvement Projects List for State/Federal consideration at 1/31/2023

Note: This list is not prioritized.

1. Pool Infrastructure
 1. Replacement of 60mm PVC Pool liner.
 2. Door and siding replacements and CMU joint repairs
 3. Pool cover replacement
 4. Pool Roof replacement
 5. Ventilation remodel/replacement
 6. Electrical distribution system replacement
 7. ADA compliance and parking area re-grade

2. Eyak Lake Skater's Cabin
 1. Demolish and replace.

3. Bidarki Recreation Center
 1. Structural Repair
 2. Code and ADA Compliance
 3. Facility improvements

4. Playground Renovations
 1. Replacement of swing set at Noel Pallas Children's Memorial Playground

5. Parks Restroom/Building/Structures
 1. Ballfield / Cordova Municipal Park Restroom/Concession Stand Code & ADA Compliance
 2. Flemning Spit Restroom Replacement
 3. Odiak Pond Boardwalk and Gazebo Code & ADA Compliance
 4. Odiak Camper Park Restrooms Code & ADA Compliance and facility improvements.
 5. Parks Maintenance Shop Code Compliance and facility improvements.