

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 FEBRUARY 28, 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.
- 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: 2/28/2023

ITEM TITLE: 6. DIRECTORS REPORT

SUBMITTED BY: Duncan Chisholm

INFORMATION

MOTION

RESOLUTION

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: Unfunded and/or Capital Improvements Projects List 2023/Operating Budget.

RECOMMENDATION:

Director Duncan Chisholm to give a verbal report to the Commission.

SUMMARY STATEMENT:

Director's Report to include:

- Facility Condition Assessments and cost estimates.
- Approved Capital Improvements Program FY 2023

Facility	Item	Estimated Cost
<u>Bidarki Rec Center</u>		
<i>Phase 1</i>	Epoxy injection, floor girders (500 liner ft)	\$31,927
	Fuel Tank location	\$18,498
	ADA Parking	<u>\$67,372</u>
	Total Phase 1	~\$118,100
<i>Phase 2</i>	Emergency Exit Door	\$21,707
	Elimination of Exit Door (Artic entry, Weight Room)	\$10,310
	Basketball Court Exterior Stairway (stair and handrail)	\$3,872
	ADA Exit landing	\$74,836
	Mezzanine (Cardio area) Exterior Stairway	\$29,015
	Interior Stairway Clearance	<u>\$29,653</u>
	Total Phase 2	~\$169,400
<i>Phase 3</i>	Add Ventilation (Heat Recovery Ventilators)	\$92,831
	Replace Gymnasium Lighting	\$33,746
	Replace Electrical Distribution System	<u>\$219,687</u>
	Total Phase 3	~\$346,300
<i>Phase 4</i>	Siding Replacement	\$747,964
	Total Phase 4	~\$748,000
<i>Phase 5</i>	Roof Curb Replacement	\$18,957
	Exterior Window Replacement	\$319,143
	Locker Room Refurbishment	\$235,613
	Office/Entry Refurbishment	\$489,881
	Hallway Refurbishment	\$51,863
	Gymnasium Wall Coverings Replacement	\$90,084
	Weight Room Refurbishment	\$106,796
	Telecom Upgrade	<u>\$64,425</u>
	Total Phase 5	~\$1,376,800
	Total Estimated Cost Phases 1 to 5	<u>~\$2,758,200</u>
<u>Odiak Pond & Gazebo</u>		
<i>Phase 1</i>	Guardrails on walkway	\$51,463
	Guardrails on Gazebo	\$441
	Paved walkway with ADA access	\$42,312
	Gazebo Power & Lighting Upgrade	<u>\$14,922</u>
	Boardwalk Re-level	* Awaiting estimate
	Total Phase 1	~\$109,100

Facility	Item	Estimated Cost
<u>Odiak Camper Park Restroom</u>		
<i>Phase 1</i>	Fuel Tank Relocation	\$1770
	ADA Access – Concrete apron	\$3,882
	Mechanical Replacement (residential-level cast iron boiler, indirect water heater, circulation pump, and piping and components)	\$152,682
	Vegetation and grading	<u>\$1,716</u>
	Total Phase 1	~160,000
<i>Phase 2</i>	Replace Electrical Panel	\$39,750
	Lighting Upgrade	<u>\$6,419</u>
	Total Phase 2	\$46,200
<i>Phase 3</i>	Exterior Doors Replacement	<u>\$19,998</u>
	Total Phase 3	\$20,000
	Total Estimated Cost Phases 1 to 3	<u>\$226,717</u>
<u>Parks Maintenance Shop</u>		
<i>Phase 1</i>	Fuel Tank Relocation	\$12,967
	Building Ventilation	\$13,961
	Roof Leak Repair	<u>\$5,926</u>
	Total Phase 1	~\$32,600
<i>Phase 2</i>	Install sanitary Lift Station	\$37,816
	Exterior Lighting Upgrade	\$11,969
	Mezzanine Floor Trip Hazard	<u>\$441</u>
	Total Phase 2	~\$50,200
<i>Phase 3</i>	Vapor Barrier	\$736
	Door Corrosion Repair	\$664
	Total Phase 3	~\$1,400
<i>Phase 4</i>	Interior Lighting Upgrade	\$11,049
	Add exterior electrical receptacles	\$5,198
	Arc Flash Risk Assessment	<u>\$4,963</u>
	Total Phase 4	\$21,210
	Total Estimated Cost Phases 1 to 4	<u>\$104,010</u>

Facility	Item	Estimated Cost
<u>Cordova Municipal Park (little Ballfield) Restroom/Concession</u>		
<i>Phase 1</i>	Kitchen Hood Installation	<u>\$4,085</u>
	Total Phase 1	~\$4,000
<i>Phase 2</i>	ADA Accessibility - Ramp	\$600
	ADA Accessibility – Hand Ramps	\$10,417
	Electrical Panel Replacement	<u>\$15,070</u>
	Total Phase 2	~26,100
<i>Phase 3</i>	Privacy lock on restroom	\$1,716
	Facility Lighting Replacement	\$14,936
	Arc Flash Risk Assessment	<u>\$2,084</u>
	Siding Replacement	Awaiting estimate
	Total Phase 3	~\$17,000
	Total Estimated Cost Phases 1 to 3	~\$47,100
<u>Hollis Heinrichs Park Restroom</u>		
<i>Phase 1</i>	ADA Accessibility – grab bar	<u>\$2,054</u>
		~\$2,000
<i>Phase 2</i>	Lighting upgrade	\$6,419
	Arc Flash Risk Assessment	<u>\$3,144</u>
	Total Phase 2	\$9,600
	Total Estimated Cost Phases 1 to 2	~\$11,600
<u>Flemning Spit Restroom</u>		
<i>Option 1</i>	Demolish & replace	\$150,473
<i>Option 2</i>	Replace new facing, doors, power washing, interior/exterior paint	\$24,767
	Total Estimated Cost	<u>~\$24,700 - \$150,000</u>
<u>Eyak Lake Skater's Cabin</u>		
<i>Phase 1</i>	Demolish and replace	\$344,000

PARKS AND RECREATION APPROVED CAPITAL PROJECT LIST FY2023

As Approved by City of Cordova Resolution #02-23-06

Item	Funding Approved
Parks and Recreation Master Plan	\$35,000
Fitness Equipment Replacement	\$15,000
Parks fencing repair/replacement	\$10,000
Playground renewals	\$15,000
Vehicle Replacement	\$45,000
Odiak Camper Park Improvements	\$25,000
Bob Korn Memorial Swimming Pool Repairs	<u>\$155,000</u>
Department Total	<u>\$300,000</u>



On Agenda: 2/28/23

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: 2/28/23

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.
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- 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: 2/28/23

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.