AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF CONSENT CALENDAR
   a. Minutes from February 28, 2023, Regular Meeting

5. COMMUNICATIONS BY AND PETITIONS FROM VISITORS
   a. Guest Speakers
   b. Audience comments regarding Agenda items (3 minutes per speaker)

6. REPORTS
   a. Director’s Report

7. UNFINISHED BUSINESS

8. NEW BUSINESS
   a. Discussion item: Swing Replacement options at Noel Pallas Children’s Memorial Playground

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
February 28, 2023
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 Pro-Tempore 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, Henk Kruitoff and Aaron Hansen.

Karen Hallquist 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, Kruitoff, Hansen
Absent: Hallquist

4. APPROVAL OF CONSENT CALENDAR

M/Kruitoff S/Jurica to approve the consent calendar including the minutes of 11/29/2022.
Upon voice vote, motion passed 6-0
Yea: Ranney, Zastrow, Ven Den Broek, Jurica, Kruitoff, Hansen
Absent: Hallquist

5. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

Director Chisholm told the commission that nothing had been received.

6. DIRECTOR’S REPORT

Director Chisholm gave a verbal update to the Commission on the following topics:
- Facility Condition Assessments and cost estimates from Coffman Engineers Inc
- Approved Parks and Recreation Capital Improvements Program FY23
- Development of a Parks & Recreation Master Plan.
Commission members Zastrow and Ranney expressed interest in sitting on a Parks & Recreation Master Plan Steering Group to help Director Chisholm guide the development of the Master Plan.

- Director Chisholm reported that Commission Hallquist has resigned from the Commission. The City Clerk informed the Director that Mr Jason Ellington will be recommended to be appointed to the Commission at the March 7, 2023 City Council meeting.

7. UNFINISHED BUSINESS
None

8. NEW BUSINESS

8A Election of Chair
Chair Pro-Tempore Ranney opened nominations from the floor by stating: “Nominations are now in order for the office of chair of the Parks and Recreation Commission.

Ranney was nominated for the Chair. A voice vote was called.

Upon voice vote, the nomination passed 6-0.

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

Commissioner Ranney was elected Chair.

8B Election of Vice Chair
Chair Ranney opened nominations from the floor by stating: “Nominations are now in order for the office of vice-chair of the Parks and Recreation Commission.

Hansen was nominated as Vice-Chair. A voice-vote was called.

Upon voice vote, the nomination passed 6-0.

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

Commissioner Hansen was elected Vice-Chair.

8C PARKS AND RECREATION COMMISSION MEETINGS 2023
A discussion was had regarding meeting times and dates for the remainder of 2023.

M/Ranney, S/Zastrow to approve last Tuesday of the month at 6pm in the Cordova Center.

Upon voice vote, motion passed 6-0

Yea: Ranney, Zastrow, Ven Den Broek, Jurica, Krutikoff, Hansen
Absent: Hallquist
9. COMMISSION COMMENTS

Kruitoff, Hansen, Jurica. Ranney. No comments.

Zastrow congratulated Ranney and Hansen on their appointments.

Van Den Broek commented on the Facility Condition Assessments.

8 ADJOURNMENT

M/Kruitoff S/Ven Den Broek moved to adjourn the Regular meeting.
With no objections, the meeting was adjourned at 7:14pm.

Approved:

__________________________
Wendy Ranney, Chair

__________________________
Duncan Chisholm, Director Parks & Recreation
On Agenda: 4/25/2023

ITEM TITLE: Directors Report

SUBMITTED BY: Duncan Chisholm

__X__ INFORMATION
____ MOTION
____ RESOLUTION

FISCAL NOTES:
Expenditure Required: N/A
Unencumbered Balance: N/A
Funding Source: N/A

RECOMMENDATION:
For reporting/informative purposes only.

SUMMARY STATEMENT:
Director Duncan Chisholm to give a verbal report to the Commission. Director's Report to include:

- Q1 2023 Report
Parks and Recreation

Performance Summary: Quarter 1, 2023

Statement of service performance.

The Department of Parks and Recreation has a key role in providing spaces and services for our community to come together, connect, learn, recreate, and have fun.

The Bidarki Recreation Center and Bob Korn Memorial Swimming Pool are important public assets and are often at the heart of the community. These facilities also run recreation programs and events year-round.

Parks and open spaces help make our city an attractive place to live and provide places for recreation and gatherings. Participation in sport and recreation plays a key role in improving the physical and mental wellbeing of individuals and builds social capital by bringing the community together and creating a sense of pride and belonging.

We provide, develop, maintain, and protect a park and open space network that contributes to a healthy natural environment. We manage parks, open spaces, memorials, and trails.

Our plan
Renewing our assets
Maintenance of, and targeted investment in, our existing parks and community facilities to keep them fit for service.

Looking at new ways to deliver community services
Investigating new ways to meet the needs of our community through greater use of partnerships, and multi-purpose facilities.
### Key performance indicators.

<table>
<thead>
<tr>
<th>Activity Area</th>
<th>Performance measure</th>
<th>First Quarter</th>
<th>Second Quarter</th>
<th>Third Quarter</th>
<th>Year End 23</th>
<th>Target 2023</th>
<th>Indicator</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidarki Recreation Center and Bob Korn Memorial Swimming Pool</td>
<td><strong>We provide our community with access to leisure and recreational opportunities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of visits to Bidarki Recreation Center</td>
<td>4,236(^1)</td>
<td></td>
<td></td>
<td>15,000</td>
<td></td>
<td></td>
<td>Visits is tracking as expected</td>
</tr>
<tr>
<td></td>
<td>Number of visits to Bob Korn Memorial Swimming Pool</td>
<td>3,238(^2)</td>
<td></td>
<td></td>
<td>5,000</td>
<td></td>
<td></td>
<td>Visits are ahead of target.</td>
</tr>
<tr>
<td></td>
<td>Water testing results are always within the safe parameters according to the ANSI/APSP/ICC-11 2019 American National Standard for Water Quality in Public Pools and Spas</td>
<td>100%</td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
<td></td>
<td>Pool water testing is on target</td>
</tr>
<tr>
<td></td>
<td>Percentage of users who are satisfied with recreation facilities.</td>
<td>N/A</td>
<td></td>
<td></td>
<td>&gt;80(^3)</td>
<td></td>
<td></td>
<td>To be measured via annual survey</td>
</tr>
</tbody>
</table>
Parks and Open Spaces

We provide leisure and recreational opportunities in our community

Percentage of residents who are satisfied with parks and open spaces
N/A

Provision of an adequate network of playgrounds which provide safe and stimulating play. Resident satisfaction with playgrounds.
NEW

>80%¹

Staff recruitment took place during Q1. Delivery of opportunities Q2 onwards

To be measured via annual survey

>80%

Playground inspection undertaken. Deficiencies to be addressed. Satisfaction to be measured via annual survey.

Notes
¹ 4062 member visits & 174 Daily admissions.
² 1,399 member visits & 1,839 day visits.
³ Respondents are satisfied or very satisfied.

😊 = on target  😞 = in progress  🙁 = not on target
## Financial Summary - Department

<table>
<thead>
<tr>
<th></th>
<th>YTD 3/31</th>
<th>Year End</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Operating</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure</td>
<td>Actual</td>
<td>Budget 2023</td>
</tr>
<tr>
<td>Revenue</td>
<td>(105,144)</td>
<td>(132,400)</td>
</tr>
<tr>
<td>Expenditure</td>
<td>253,737</td>
<td>1,398,845</td>
</tr>
<tr>
<td><strong>Net Operating</strong></td>
<td>148,593</td>
<td>1,266,445</td>
</tr>
<tr>
<td>Expenditure</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The cost recovery rate YTD for the Department is 41%.

## Bidarki Recreation Center

<table>
<thead>
<tr>
<th></th>
<th>YTD 3/31</th>
<th>Year End</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Operating</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure</td>
<td>Actual</td>
<td>Budget 2023</td>
</tr>
<tr>
<td>Revenue</td>
<td>(48,123)</td>
<td>(80,150)</td>
</tr>
<tr>
<td>Expenditure</td>
<td>30,033</td>
<td>237,326</td>
</tr>
<tr>
<td><strong>Net Operating</strong></td>
<td>(18,090)</td>
<td>157,176</td>
</tr>
<tr>
<td>Expenditure</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The cost recovery rate YTD for Bidarki Recreation Center is 160%.
<table>
<thead>
<tr>
<th>Bob Korn Memorial Swimming Pool</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Operating Expenditure</strong></td>
<td><strong>Year End</strong></td>
<td><strong>Budget 2023</strong></td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td><strong>(8,953)</strong></td>
<td><strong>(52,230)</strong></td>
</tr>
<tr>
<td><strong>Expenditure</strong></td>
<td><strong>104,248</strong></td>
<td><strong>477,982</strong></td>
</tr>
<tr>
<td><strong>Net Operating Expenditure</strong></td>
<td><strong>95,295</strong></td>
<td><strong>425,752</strong></td>
</tr>
</tbody>
</table>

The cost recovery rate YTD for Bob Korn Memorial Swimming Pool is 8.5%.

<table>
<thead>
<tr>
<th>Parks Maintenance</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Operating Expenditure</strong></td>
<td><strong>Year End</strong></td>
<td><strong>Budget 2023</strong></td>
</tr>
<tr>
<td><strong>Expenditure</strong></td>
<td><strong>4,403</strong></td>
<td><strong>420,982</strong></td>
</tr>
<tr>
<td><strong>Net Operating Expenditure</strong></td>
<td><strong>4,403</strong></td>
<td><strong>420,982</strong></td>
</tr>
</tbody>
</table>

10% of budget spent.
Parks & Recreation Administration

<table>
<thead>
<tr>
<th>Net Operating Expenditure</th>
<th>YTD 3/31</th>
<th>Year End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>74,053</td>
<td>262,555</td>
</tr>
<tr>
<td>Budget 2023</td>
<td></td>
<td>28% of budget.</td>
</tr>
</tbody>
</table>

Odiak Camper Park

<table>
<thead>
<tr>
<th>Net Operating Expenditure</th>
<th>YTD 3/31</th>
<th>Year End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>(1,705)</td>
<td>(51,000)</td>
</tr>
<tr>
<td>Budget 2023</td>
<td></td>
<td>Deposits for 2023 Season.</td>
</tr>
<tr>
<td>Expenditure</td>
<td>2,483</td>
<td>65,060</td>
</tr>
<tr>
<td>Net Operating Expenditure</td>
<td>778</td>
<td>14,060</td>
</tr>
</tbody>
</table>

The cost recovery rate YTD for Odiak Camper Park is 68%.
Quarter 1 Highlights

- The department has been developing and implementing a new logo. This will be rolled out as required throughout the year.

- The department’s current recreation software – Gym Assistant is no longer considered fit-for-purpose for the operation of local government parks and recreation system. Gym Assistant is a single function gym member database and management system. The department is in the process of acquiring CivicRec which will allow:
  - Activity Registration & Management
  - Facility & Instructor Management
  - POS & Online Payment
  - Calendars & Online Availability
  - Leagues and Tournaments
  - Communication to program users

- New lane lines have been installed at Bob Korn Memorial Swimming Pool. The 5 x Antiwave Maximum Racing Lane, 75 FT, 6” Disc were ordered from WMS Aquatics. Many thanks to Cordova School District and the Icworm Swim Team for their generous contributions in assisting us in purchasing these new lanes. The lanes were put through their paces when the Icworm Swim Team hosted a swim meet at the pool on March 24/25.
PVC Pool Liner Replacement Project.

The City has budgeted $155,000 to replace the existing PVC pool liner at Bob Korn Memorial Swimming Pool. To understand the scope of the project, the City has commissioned a specialist aquatic engineering firm – Counsilman-Hunsaker (CH) to help us manage the project. A site visit to inspect the current pool liner is scheduled for April 13/14.

City Playground Inspection & Recommendations

In November 2022, an inspection of the City’s playgrounds and equipment was conducted by Karl Croft, a certified playground safety inspector (CPSI).

The inspection identified that we are deficient in meeting the appropriate standards ASTM F1487-21 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use in several areas.

The audit also suggests replacement of the swing set at Noel Pallas Children’s Memorial Playground. We are currently working on proposals and costs for replacement options, and this will be brought to the Parks and Recreation Commission for input at a future meeting.

In the 2023 Capital Improvement budget the City allocated $15,000 for playground equipment replacement. Initial pricing indicates that this figure is sufficient, dependent on the equipment selected.

Recreation Programming Update

Staff are currently developing the following program ideas:

- A drop-in semi-structured and supervised after school program at Bidarki Recreation Center targeting children in grades 3 to 5.
- A children’s soccer clinic and league and over the summer period. This may be extended to include a futsal league in fall.
- A basketball league for elementary children in Fall.
- Assisting with the coordination of the Bay-to-Bay Run/Walk/Cycle event on May 6, 2023.
Parks & Recreation Commission
Agenda Item # 8A

On Agenda: 4/25/2023

ITEM TITLE: Swing Replacement Options at Noel Pallas Children’s Memorial Park.

SUBMITTED BY: Duncan Chisholm

___ X ___ INFORMATION

___ MOTION

___ RESOLUTION

FISCAL NOTES:
Expenditure Required: $5,000 - $15,000
Unencumbered Balance: N/A
Funding Source: Capital Improvements Projects

RECOMMENDATION:
Discussion item. Report and File.

SUMMARY STATEMENT:
In November 2022, the Director commissioned ExerPlay to complete an inspection of City of Cordova playgrounds as well as the playground at Mt Eccles Elementary School. A copy of this report was included in the March 2023 Parks and Recreation Commission Packet.

The inspection identified several areas where the city is deficient in meeting ASTM F1487-21 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use.

The report also recommended that the existing swing set at Noel Pallas Children’s Memorial Playground be replaced.

The Director sought a proposal from ExerPlay to replace the swing set. The proposal from ExerPlay is attached. The options presented range from $7,775 to $17,840. Any installation not done by the city’s maintenance team will be additional.

The city allocated $15,000 in its fiscal year 2023 Capital Improvements budget.

The commission should discuss the options and provide input to the director on the preferred option.
Options - Estimated costs

1) 5000 Series – painted legs
   
   Equipment: $3,460
   Freight: $4,315
   **Total: $7,775**

2) 5000 Series – galvanized legs

   Equipment: $3,460
   Freight: $4,315
   **Total: $7,775**
3) Forma Swing

| Equipment | $12,775 |
| Freight   | $5,065  |
|           | $17,840 |
4) Hedra Swing

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>$8,860</td>
</tr>
<tr>
<td>Freight</td>
<td>$5,750</td>
</tr>
<tr>
<td></td>
<td>$14,610</td>
</tr>
</tbody>
</table>
5) Single Post Swing

<table>
<thead>
<tr>
<th>Equipment</th>
<th>$3,850</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freight</td>
<td>$4,315</td>
</tr>
<tr>
<td></td>
<td>$8,165</td>
</tr>
</tbody>
</table>