

**Chair**

Wendy Ranney

**Vice Chair**

Aaron Hansen

**Commissioners**

Jason Ellingson

Kirsti Jurica

Henk Kruithof

Marvin Van Den Broek

Dave Zastrow

**Parks & Recreation**

**Director**

Duncan Chisholm

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

**TUESDAY, APRIL 25, 2023.  
6PM  
CORDOVA CENTER**

**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](mailto: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, Kruitoff, 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, Kruitoff, 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, Kruitoff, 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:

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Wendy Ranney, Chair

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Duncan Chisholm, Director Parks & Recreation



# Parks & Recreation Commission Agenda Item #6a

**On Agenda:** 4/25/2023

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**ITEM TITLE:** Directors Report

**SUBMITTED BY:** Duncan Chisholm

**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.

Activity Area	Performance measure	First Quarter	Second Quarter	Third Quarter	Year End 23	Target 2023	Indicator	Comment
Bidarki Recreation Center and Bob Korn Memorial Swimming Pool	<b>We provide our community with access to leisure and recreational opportunities</b>							
	Number of visits to Bidarki Recreation Center	4,236 <sup>1</sup>				15,000	😊	Visits is tracking as expected
	Number of visits to Bob Korn Memorial Swimming Pool	3,238 <sup>2</sup>				5,000	😊	Visits are ahead of target.
	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	100%				100%	😊	Pool water testing is on target
	Percentage of users who are satisfied with recreation facilities.	N/A				>80% <sup>3</sup>	😊	To be measured via annual survey

<p>Parks and Open Spaces</p> <p><b>We provide leisure and recreational opportunities in our community</b></p>	<p>New Recreation Programming.</p> <p>Increase the number of recreation opportunities offered.</p>	<p>NEW</p> <p></p>	<p>Staff recruitment took place during Q1. Delivery of opportunities Q2 onwards</p>
<p>Percentage of residents who are satisfied with parks and open spaces</p>	<p>N/A</p>	<p>&gt;80%<sup>1</sup></p> <p></p>	<p>To be measured via annual survey</p>
<p>Provision of an adequate network of playgrounds which provide safe and stimulating play.</p> <p>Resident satisfaction with playgrounds.</p>	<p>NEW</p>	<p>&gt;80%</p> <p></p>	<p>Playground inspection undertaken. Deficiencies to be addressed. Satisfaction to be measured via annual survey.</p>

**Notes**

- <sup>1</sup> 4062 member visits & 174 Daily admissions.
- <sup>2</sup> 1,399 member visits & 1,839-day visits.
- <sup>3</sup> Respondents are satisfied or very satisfied.

 = on target     = in progress     = not on target



# Financial Summary - Department

	YTD 3/31	Year End	
<b>Net Operating Expenditure</b>	<b>Actual</b>	<b>Budget 2023</b>	<b>Comment</b>
Revenue	(105,144)	(132,400)	Revenue is currently 79% of target
Expenditure	253,737	1,398,845	
<b>Net Operating Expenditure</b>	<b>148,593</b>	<b>1,266,445</b>	

The cost recovery rate YTD for the Department is 41%

## Bidarki Recreation Center

	YTD 3/31	Year End	
<b>Net Operating Expenditure</b>	<b>Actual</b>	<b>Budget 2023</b>	<b>Comment</b>
Revenue	(48,123)	(80,150)	Revenue is currently 60% of target
Expenditure	30,033	237,326	
<b>Net Operating Expenditure</b>	<b>(18,090)</b>	<b>157,176</b>	

The cost recovery rate YTD for Bidarki Recreation Center is 160%.

**Bob Korn Memorial Swimming Pool**

	YTD 3/31	Year End		
<b>Net Operating Expenditure</b>	<b>Actual</b>	<b>Budget 2023</b>	<b>Comment</b>	
Revenue	(8,953)	(52,250)	Revenue does not include transfer of combo passes from Bidarki to Pool.	
Expenditure	104,248	477,982		
<b>Net Operating Expenditure</b>	<b>95,295</b>	<b>425,732</b>		

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

**Parks Maintenance**

	YTD 3/31	Year End		
<b>Net Operating Expenditure</b>	<b>Actual</b>	<b>Budget 2023</b>	<b>Comment</b>	
Expenditure	41,403	420,982	10% of budget spent.	
<b>Net Operating Expenditure</b>	<b>41,403</b>	<b>420,982</b>		

### Parks & Recreation Administration

	YTD 3/31	Year End	
Net Operating Expenditure	Actual	Budget 2023	Comment
Expenditure	74,053	262,555	28% of budget.
<b>Net Operating Expenditure</b>	<b>74,053</b>	<b>262,555</b>	

### Odiak Camper Park

	YTD 3/31	Year End	
Net Operating Expenditure	Actual	Budget 2023	Comment
Revenue	(1,705)	(51,000)	Deposits for 2023 Season.
Expenditure	2,483	65,060	
<b>Net Operating Expenditure</b>	<b>778</b>	<b>14,060</b>	

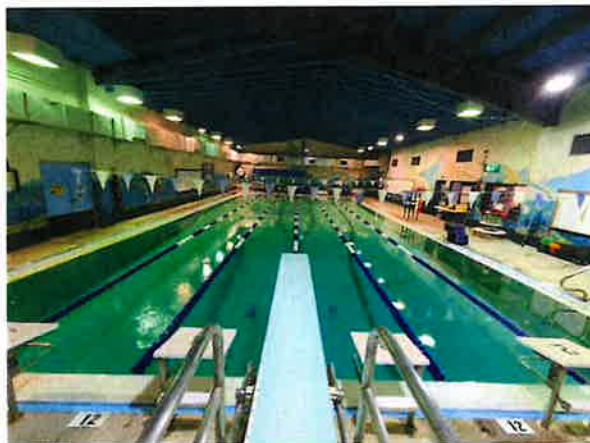
The cost recovery rate YTD for Odiak Camper Park is 68%.

## 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 Iceworm Swim Team for their generous contributions in assisting us in purchasing these new lanes. The lanes were put through their paces when the Iceworm 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

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

**SUBMITTED BY:** Duncan Chisholm

**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	<u>\$4,315</u>
	<b>\$7,775</b>

### 2) 5000 Series – galvanized legs

Equipment	\$3,460
Freight	<u>\$4,315</u>
	<b>\$7,775</b>





3) Forma Swing

Equipment  
Freight

\$12,775  
\$5,065  
**\$17,840**





4) Hedra Swing

Equipment  
Freight

\$8,860  
\$5,750  
\$14,610



5) Single Post Swing

Equipment  
Freight

\$3,850  
\$4,315  
\$8,165

