

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, MAY 30, 2023.

6PM

CORDOVA CENTER

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF CONSENT CALENDAR**
 - a. Minutes from April 25, 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**
 - a. Discussion item: Parks & Recreation Master Plan RFP
 - b. Discussion item: Swing Replacement Options at Noel Pallas Children's Memorial Park.
- 8. NEW BUSINESS**
- 9. COMMISSION COMMENTS**
 - a. Swimmers Beach – Marvin Van Den Broek
- 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
April 25, 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 **Ranney** at 6:02pm 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, and Aaron Hansen.**

Apologies were received from **Henk Kruitoff.**

Kirsti Jurica and **Jason Ellingson** were absent.

The staff present was Parks & Recreation Director **Duncan Chisholm.**

3. APPROVAL OF AGENDA

Hansen requested that the order of the agenda be amended to allow **Hansen** to speak about Bidarki Recreation Center member's hours. Hearing no objections, Chair **Ranney**, allowed the order of business to be changed.

M/Ven Den Broek S/Zastrow to approve the agenda.

Upon voice vote, motion passed 4-0

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

Absent: **Kruitoff, Jurica, Ellingson**

4. APPROVAL OF CONSENT CALENDAR

M/Zastrow S/Hansen to approve the consent calendar including the minutes of 02/28/2023.

Upon voice vote, motion passed 4-0

Yea: Ranney, Zastrow, Ven Den Broek, Hansen

Absent: Kruitoff, Jurica, Ellingson

5. COMMISSION COMMENTS

Hansen led a discussion on amending the Bidarki Recreation Center member's hours on weekends to close at 9pm. A discussion amongst the commissioners was held. Director Chisholm will consider making amendments to the opening hours.

Hansen departed the meeting at 6:33pm.

As there was no longer a quorum, Chair **Ranney** adjourned the meeting at 6:34pm.

Approved:

Wendy Ranney, Chair

Duncan Chisholm, Director Parks & Recreation



Parks & Recreation Commission Agenda Item #6a

On Agenda: 5/30/2023

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 on department matters.



Parks & Recreation Commission Agenda Item #7a

On Agenda: 5/30/2023

ITEM TITLE: Discussion Item: Parks & Recreation Master Plan RFP

SUBMITTED BY: Duncan Chisholm

INFORMATION

MOTION

RESOLUTION

FISCAL NOTES:

Expenditure Required: FY23 \$35,000

Unencumbered Balance: N/A

Funding Source: Capital Improvement Projects

RECOMMENDATION:

Discuss and provide input into draft scope.

SUMMARY STATEMENT:

The City of Cordova Municipal Code (3.52.050) requires the Parks and Recreation Commission to prepare a comprehensive parks and recreation plan for approval by the council every five years.

The purpose of this project is to provide a 15+ year, comprehensive analysis of the recreational resources and needs for the Cordova community. This information will help to clarify the community's vision for recreation facilities and services and guide future decision-making. The Plan has been created as a blueprint for providing quality recreation services, parks, trails, facilities, and programs throughout the City of Cordova.

The Plan should create a roadmap for ensuring just and fair quantity, proximity and connections to quality parks and green space, recreation facilities and programs throughout the community now and into the future. The City is seeking a system-wide approach to develop goals, policies and guidelines and prioritize strategies based on current and future funding scenarios.

The Commission should discuss the proposed scope and provide feedback and input to the Director.

Proposed Scope of Services

The Plan will set the framework for decision-makers in the planning, maintenance, development, and/or rehabilitation of Cordova's parks, open space and recreation facilities for a 15-year horizon.

Equally important will be that the Plan provide a systematic and prioritized approach to implementation of parks and recreation projects, including the following (not listed in priority):

- Community Needs
- Public Survey
- Parks and Facility inventory

The Plan should create a roadmap for ensuring just and fair quantity, proximity and connections to quality parks and open space and recreation facilities throughout the community now and into the future. The City is seeking a system-wide approach to develop goals, policies and guidelines and prioritize strategies based on current and future funding scenarios.

The selected consultant will have proven innovative approaches, experience and knowledge in park, facility and recreation planning, project management and community engagement and have the ability to produce a concise and easily understandable plan.

The City expects that the development of the Plan will be conducted by a multidisciplinary team of experienced professionals with demonstrated expertise in park and recreation planning.

The final scope of services will be the result of negotiations between the City and the successful respondent.

This Scope of Services is organized into the following tasks:

Task 1 – Project Management

Task 2 - Inventory, Conditions Report & Benchmarking

Task 3 – Resource & Data Collection

Task 4 – Community Engagement

Task 5 - Action Plan, Prioritization and Recommendations

Task 6 – Development of Final Plans and Supporting Materials

Task 1: Project Management

The Consultant:

- Shall be responsible for providing all contract management and quality control of its own and its subconsultants' work product.
- Conduct a project kick-off meeting with City Staff to confirm project requirements and clarify roles, responsibilities, and expectations.
- Develop a plan and project schedule.
- Provide regular progress emails and phone call check-ins.
- Attend, lead, and facilitate community meetings, as necessary.
- Attend meetings with the Parks & Recreation Commission as needed.

- May be asked to attend up to two (2) meetings with the City Council to discuss the Master Plan and receive direction.
- Develop and manage the tools necessary to collect community input and data.

The City shall:

- Provide a City Project Manager who will be the City's Parks & Recreation Director.
- Provide Electronic access to documents that pertain to or influence the development of the Plan.
- Provide access to all applicable City records as determined by the City Project Manager.
- Provide assistance with meetings related to logistical arrangements and requirements. The City shall be responsible for the arrangements and noticing of all public meetings associated with public input. The Consultant shall review all prepared information for public meetings with the City Project Manager at least seven days prior to the scheduled meeting.
- Provide staff support to assist in the facilitation of all public meetings.

Task 2: Inventory, Conditions Report & Benchmarking

- Develop a comprehensive inventory of the City's existing parks and recreation facilities that will include the following:
 - Park types and purpose
 - Park location
 - Acreage
 - Inventory of facilities and amenities
 - General assessment of physical conditions and functionality
 - Maps illustrating the location and each type of park.
- The role of the Consultant in this task is primarily to provide a conditions report. The analysis should consider the capacity of each amenity (playgrounds, ballfields, trails, open space, amenities etc.) as well as their functionality, accessibility, general condition, comfort, and convenience. The consultant will also produce maps and graphic representations of the parks and the park system for use both in the plan and outreach materials for the City.
- The consultant shall review and, to the extent possible, incorporate findings from the City's 2022 Facilities Condition Assessment created by Coffman Engineers Inc., which analyzes park buildings and structures and indoor recreation facilities.
- Evaluate opportunities in currently undeveloped or proposed park and open space areas.
- Evaluate opportunities to leverage or connect with adjacent park and open space agencies.
- Perform a comparative analysis of the parks system with communities of a similar size and density.

Task 3: Resource & Data Collection

- Review of plans and documents that are relevant to the development of the Final Master Plan. This review includes, but is not limited to the following:
 - City of Cordova Comprehensive Plan 2019
 - City of Cordova Parks & Recreation Master Plan 2000 and subsequent drafts
 - City of Cordova Capital Improvement Plan – Parks and Recreation
 - City of Cordova Facility Condition Assessments 2022
 - City of Cordova Playground Inspection 2022
 - City of Cordova Budget – Parks and Recreation FY23
- Provide a community-wide statistically valid community needs assessment survey on recreation and park programs and facilities. The survey should identify community interests, needs, issues, and satisfaction related to parks, indoor and outdoor facilities, and amenities.
- The survey should accurately represent a sampling of the community population, with a return rate sufficient to provide statistically valid results. This survey shall be used as a baseline to determine needs, desires, and willingness to pay for said facilities and programs.
- Review and interpret demographic trends and characteristics of the community, using information from the Comprehensive Plan and other federal, state and local sources.

Task 4: Community Engagement

- The consultant shall identify, describe, and implement a comprehensive strategy and methodology for community involvement in the Plan development process.
- Provide well-organized and directed activities, techniques and formats that will ensure an equitable, inclusive, open, and proactive public participation process is achieved. These methods should solicit quality input from as many people as possible, including under-resourced populations and users and non-users of the services and facilities.
- Community outreach should ensure that a positive, open, inclusive, and proactive public participation process is achieved that includes a diverse demographic within the City.
- Act as professional facilitators to gather specific information about services, use, preferences and any agency strengths, weaknesses, opportunities, and threats.
- Provide written records and summaries of the results of all public processes and communications strategies that can be shared with the public.
- Help to build consensus and agreement on the plan and if consensus is not possible, provide information for informed and equitable decision making for the Parks and Recreation Commission, Planning Commission and City Council.

Task 5 – Action Plan, Prioritization and Recommendations

- Collect and analyze information on park use, needs, improvements, operations, maintenance, land use trends and make recommendations.
- Identify areas of service shortfalls, projected impact of future trends and develop new levels of service as appropriate.
- Articulate themes identified through the data-gathering process into goals and strategies.
- Develop recommendations for operations, staffing, maintenance, renovations, programming, and funding needs in order of recommended priority.
- Project the anticipated costs for park maintenance and administration of existing facilities for the future. Include recommended alternatives to current maintenance models.
- Identify opportunities for available funding alternatives to support recommendations.
- Develop an action plan which includes strategies, constraints, priorities, staffing and maintenance needs, probable costs, and an analysis of budget support/funding mechanisms for the short term (3 years), mid-term (5-7 years) and long term (10+ years) for the park system, open space, indoor/outdoor facilities, and amenities.
- Examine opportunities for partnerships with City, community organizations, Cordova school district, sports groups, etc.
- Create a ranking system to help identify the community's top priorities for renovation/development of existing parks and indoor/outdoor recreation facilities based on community input and funding.

Task 6 – Development of Final Plans and Supporting Materials

- The Plan must include a recommended action plan that outlines community identified goals, recommendations, plans, objectives, and policy statements that articulate a clear vision or “road map,” and model for the future.
- The Plan must include a summary of existing conditions, inventories, and level of service analysis.

The Plan must include charts, graphs, maps, and other data as needed to support the plan and its presentation to the appropriate audiences.

- The Plan must include a financial plan.
- Prepare a Draft Master Plan for review by the City.
- The consultant must develop a color version of the draft Master Plan document consisting of an electronic copy in Word and PDF formats.



Parks & Recreation Commission Agenda Item # 7B

On Agenda: 5/30/2023

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

SUBMITTED BY: Duncan Chisholm

INFORMATION

MOTION

RESOLUTION

FISCAL NOTES:

Expenditure Required: \$7,775 - \$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 Karl Croft, Alaska Territory Manager for ExerPlay Inc - a certified playground safety inspector (CPSI) to complete an audit of City of Cordova playgrounds and the playground at Mt Eccles Elementary School. A copy of this report was included in the March 2023 Parks and Recreation Commission Packet.

The audit identified several areas where the City is deficient in meeting the required standard - *ASTM F1487-21 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use*.

As well as the areas of non-compliance, the report also recommended that the existing swing set at Noel Pallas Children's Memorial Playground be replaced due to it being end-of-life.

The Director sought a proposal from ExerPlay to replace the swing set. The options presented range from \$7,775 to \$17,840. Removal of the existing structure and installation of the new swing set is 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>
	\$7,775

2) 5000 Series – galvanized legs

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



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

