

Chair

Aaron Hansen

Vice Chair

Dave Zastrow

Commissioners

Jason Ellingson

Kirsti Jurica

Henk Kruithof

Marvin Van Den Broek

Sami Magallanes

Parks & Recreation

Director

Duncan Chisholm

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

**TUESDAY, SEPTEMBER 26, 2023. 6pm
CORDOVA CENTER**

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF CONSENT CALENDAR**
 - a. Minutes from August 29, 2023, Regular Meeting.
- 5. CORRESPONDENCE**
- 6. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**
 - a. Guest Speakers
 - b. Audience comments regarding Agenda items (3 minutes per speaker)
- 7. REPORTS**
 - a. Director's Report
- 8. UNFINISHED BUSINESS**
 - a. Discussion Item: FY24 Fees Review
- 9. NEW BUSINESS**
 - a. Discussion Item: Capital Projects for FY24
 - b. Discussion Item: Upcoming Commission Vacancies in November 2023 – Zastrow & Jurica.
- 10. COMMISSION COMMENTS**
- 11. 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 deliver them 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
August 29, 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 Acting Chair **Hansen** at 6:03pm at the Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call were Commissioners **Dave Zastrow, Mavin Ven Den Broek, Henk Kruitoff, Kirsti Jurica, Aaron Hansen.**

Commissioner **Jason Ellingson** was absent,

The staff present was Parks & Recreation Director **Duncan Chisholm and Pam Whitesell**

3. APPROVAL OF AGENDA

M/Kruitoff S/Jurica to approve the agenda.

Upon voice vote, motion passed 5-0

Yea: **Zastrow, Ven Den Broek, Kruitoff, Jurica, Hansen**

Absent: **Ellingson**

4. APPOINTMENT OF CHAIR / VICECHAIR

Acting Chair **Hansen** opened nominations from the floor by stating: "Nominations are now in order for the office of chair of the Parks and Recreation Commission.

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

Upon voice vote, the nomination passed 5-0.

Yea: Zastrow, Kruitoff, Ven Den Broek, Jurica, Hansen

Absent: Ellingson

Commissioner Hansen was elected Chair.

Chair **Hansen** opened nominations from the floor by stating: "Nominations are now in order for the office of vice-chair of the Parks and Recreation Commission.

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

Upon voice vote, the nomination passed 5-0.

Yea: Zastrow, Kruitoff, Ven Den Broek, Jurica, Hansen

Absent: Ellingson

Commissioner **Zastrow** was elected Vice-Chair.

5. APPROVAL OF CONSENT CALENDAR

M/ Kruitoff S/Zastrow to approve the consent calendar including the minutes of 5/30/2023.

Upon voice vote, motion passed 5-0

Yea: Zastrow, Ven Den Broek, Kruitoff, Jurica, Hansen

Absent: Ellingson

6. CORRESPONDENCE

Email from Kara Rodrigues was included in packet. Director **Chisholm** updated the Commission that a change will be made to the September pool schedule to include an additional Rec Swim option on Tuesday evenings.

7. COMMUNICATIONS FROM VISITORS

Samantha Hagerthy-Schneider, Pool Operations Leader answered questions from the Commission on the September pool timetable.

8. REPORTS

A) Directors Report

Director **Chisholm** gave a verbal report which included updates on:

- Highlights from the Departments Quarter 2 Report
- Department budget as at 7/31/23
- Proposals for the Parks & Recreation Master Plan are due September 1
- Proposals for Bob Korn Pool Swimming Pool Replacement Liner project are due October 2.

B) Trails Committee Report

Commissioner **Zastrow** provided a verbal update on the Trails Committee and progress on the Cordova Comprehensive Trails Plan.

9. UNFINISHED BUSINESS

None

10. NEW BUSINESS

A) Breakwater Park Trail Concept Plan.

Director **Chisholm** tabled a draft concept plan for the development of the Breakwater Park and Trail area for discussion purposes. Informal commission feedback was positive with general comments being related to the proposed size of the covered shelter.

Director **Chisholm** will now work on a public engagement phase to gather initial feedback from the community.

B) Dog Waste in Parks

Director **Chisholm** raised the issue of increased dog waste in parks and the exposure of parks staff when performing maintenance tasks. The commission agreed that additional signage and a public education campaign should be initiated.

C) FY24 Budget Process & Fees Review

Director **Chisholm** outlined the process for FY24 budget. This topic will be continued in the September meeting.

11. COMMISSION COMMENTS

Van den Broek commented about providing soccer goals at Hollis Heinrich’s Park over the summer. Director Chisholm will investigate options.

Hansen commented on Adult drop-in basketball and volleyball and wanted to see more enforcement of the 18+ rule. Director Chisholm commented that the issue would likely resolve itself once high school was back in session.

No other comments were received.

12. ADJOURNMENT

Chair **Hansen** adjourned the meeting at 8.05pm.

Approved:

Aaron Hansen, Chair

Duncan Chisholm, Director Parks & Recreation



Parks & Recreation Commission Agenda Item #7a

On Agenda: 9/26/2023

ITEM TITLE: Director's Report

SUBMITTED BY: Duncan Chisholm

INFORMATION

MOTION

RESOLUTION

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Note update, discuss and file.

SUMMARY STATEMENT:

Director Chisholm will provide a verbal update on the following projects:

- Parks and Recreation Master Plan.
- Odiak Camper Park Design – Phase 1.
- Parks Maintenance Shop Sanitary Sewer installation
- Ballfield/Concession Stand Siding Replacement.
- Bob Korn Memorial Swimming Pool Liner Replacement
- Bob Korn Memorial Swimming Pool HVAC Retro Commissioning Study
- Fencing Replacement at Nettie Hansen Park



Parks & Recreation Commission Agenda Item #8A

On Agenda: 9/26/2023

ITEM TITLE: FY24 Fees Review

SUBMITTED BY: Duncan Chisholm

INFORMATION

MOTION

RESOLUTION

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Discuss and provide input to Director regarding proposed FY24 fees.

SUMMARY STATEMENT:

As is well known, the Department faces financial challenges and therefore needs to review our fees and charges each year to reduce our reliance on tax income.

The Director will lead a discussion on a review of fees and charges. Ideas for consideration in 2024 include:

- Making children/youth (6 – 17 years) free.
- Adding a 20-trip pass.
- Consolidating membership options to remove options which have lower sales.
- Adjusting fees to Concessions/Seniors to be a maximum of 25% discount off the Adult fee
- Replacing the Family membership with a Household membership of three (3) adults
- A general increase across the fee schedule as per the Anchorage CPI (~2%)
- Making fees exclusive of Sales Tax



Parks & Recreation Commission Agenda Item #9

On Agenda: 9/26/2023

ITEM TITLE: NEW BUSINESS

Discussion Items:

- Capital Projects FY24
- Upcoming Commission Vacancies – November 2023

SUBMITTED BY: Duncan Chisholm

INFORMATION

MOTION

RESOLUTION

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Report and File

SUMMARY STATEMENT:

Director Chisholm will lead a discussion on Commission priorities for Capital projects in 2024. A list of proposed projects will be submitted to the Commission in the October or November meetings to recommend to Council.

Two Commission vacancies are currently open with Zastrow's and Jurica's terms expiring in November 2023. Applications are due to the City Clerk by November 29, 2023. Terms are through to November 2026.