



City and Borough of Wrangell
Parks and Recreation Advisory Board
AGENDA

Wednesday, October 05, 2022
5:30 PM

Location: Assembly Chambers

Parks & Recreation Advisory Board
5:30 PM

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **AMENDMENT TO AGENDA**
4. **APPROVAL OF MINUTES**
 - A. Parks & Recreation Advisory Board meeting minutes attached from September 14th, 2022.
5. **CORRESPONDENCE**
6. **PERSON'S TO BE HEARD**
7. **BOARD MEMBER REPORTS**
8. **DIRECTOR'S REPORT**- An oral report will be provided at the meeting.
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**
 - A. Memorandum of Agreement Between Wrangell Parks & Recreation and Wrangell Public School District.
11. **NEXT AGENDA ITEMS**
12. **ADJOURN**

WRANGELL PARKS & RECREATION ADVISORY BOARD
REGULAR MEETING September 14th, 2022
5:30 P.M. ASSEMBLY CHAMBERS
MINUTES

CALL TO ORDER: 5:32PM

ROLL CALL:

Present: Cindy Martin, Jeanie Arnold, Nancy Delpero, Ceona Koch

Absent: Joan Sargent

AMENDMENT TO AGENDA: Move Item B under New Business to Item A.

APPROVAL OF MINUTES

- A. Parks & Recreation Advisory Board meeting minutes attached from June 1st, 2022.
Nancy Delpero made a motion to approve the minutes as presented. Ceona Koch 2nd.
All in favor.

CORRESPONDENCE: None

PERSON'S TO BE HEARD: None

BOARD MEMBER REPORTS:

DIRECTOR'S REPORT: See attached. Additional information was provided regarding WPSD On the Job Training with P&R Maintenance Staff. A preliminary notice of funding through ADF&G for Shooting Range Improvements. HVAC and DDC Controls Sole Source Procurement was approved at the July 26th meeting.

UNFINISHED BUSINESS

- A. None

NEW BUSINESS

- A. Swim Club as a Parks & Recreation Program Discussion
- i. Additional information about advantages and disadvantages of running an institution owned swim club was provided to the board in a handout (attached in the minutes). Board Members agreed that the club is worthwhile program and acknowledged the synergies between the two entities that already exist.
 - ii. Coach Roberts and Director Kate Thomas highlighted the work required to establish a club has already been completed. The program is fully functional with strong participation. If P&R were to formally adopt the club, operational policies and procedures would need to be modified to fit within parameters of P&R.
 - iii. Board Members suggested that P&R explore the financial implications of a few scenarios, such as running the club with a volunteer coach versus a part-time or full-time aquatics position. Board Members inquired about the timeline in which this would take place. Both the Coach and Director agreed the realistic timeframe would be the start of the 2023 season in September.

B. Playground Improvement Discussion

- i. Due to the recent withdrawal of funding for LWCF the Kyle Angerman Project is currently on hold. The department would like to explore costs for replacing playground equipment through a grass roots funding campaign in addition to the unrestricted funding that remains from the match for the LWCF Grant. Board Members agreed that the department should maintain as much funding for playground and park improvements as possible to honor the project commitments made under the original grant proposal.
- ii. Director, Kate Thomas will explore the costs for equipment replace. Engage in follow up conversations with WCA. And propose a plan going forward for fundraising and project priorities.

C. In- Kind WPSD Faculty Membership to the Recreation Facility & Swimming Pool Discussion and Approval

- i. Board Member Cindy Martin inquired about whether other agencies in town receive this benefit. Director, Kate Thomas explained the School Districts unique relationship with the Borough sharing the details on funding the construction of the building in the 80's, along with the current practice and history of in-kind facility use, athlete memberships, P&R facilitated school programming and the history of in-kind memberships for faculty. Kate shared that the past practice of faculty memberships has been something that comes up in discussions with the school every few years, highlighting the value it held to the faculty. The department would like to see the benefit returned as a gesture towards its overall care of the district and youth service providers.
- ii. Ceona Koch made a motion to approve in-kind memberships for Faculty of WPSD. Nancy Delpero 2nd. All in favor.

CLOSING

- A. Next agenda items.
- B. Adjourn meeting.

Wrangell Parks & Recreation
Swim Club as an Institution Owned Discussion
Advisory Board Meeting
September 14th, 2022

General Information: There are many places in the United States where the swim team is one of the programs offered by the owner or operator of a swimming facility. These entities typically include universities or colleges, YMCAs or YWCAs, Boys and Girls Clubs, park and recreation departments, and private schools or school districts. In most cases, revenue, in the form of team dues or program fees, is collected by the institution. Team coaches are employees of the entity that owns/operates the pool. Institution owned swim teams are often assisted by booster clubs or volunteer parent organizations who provide volunteer assistance and additional financial support for the team.

Advantages:

- In start-up situations, less financial risk incurred by swim team and its organizers.
- Due to affiliation with pool owner, usually (but not always) low-cost access to pool facility.
- Coaches are employees of school or YMCA and, as such, enjoy employee benefits such as health insurance and retirement plans.
- Booster club can be a 501(c)(3) for club fundraising purposes.

Disadvantages:

- Vision and philosophy of program often dictated by pool owner/operator, not by swim team leaders (in some cases this can be an advantage).
- Program fees and revenue usually flow to the pool owner/operator leaving the team with more limited financial resources.
- Swim team often is not the primary user or program in the facility and has limited control over scheduling pool time. (Often a problem when organizations of any type rent or lease pool space).
- Owner/operators may not permit separate funding groups (i.e. booster club). All monies must go through owner/operator.

Club Requirements:

1. Forms
 - a. Requirements checklist for the first-year club membership
 - b. Facility use confirmation
 - c. Local Swimming Club application
2. Additional Submissions
 - a. Mission statement
 - b. Club leadership and business mgmt. 101 course
 - c. First year budget
 - d. Safety action plan
3. Coach Certification & Education
4. Registration Fee

Agenda Item A New Business

Memorandum of Agreement

between
CITY & BOROUGH OF WRANGELL PARKS & RECREATION
&
WRANGELL PUBLIC SCHOOL DISTRICT

WPR Advisory Board
AGENDA ITEM
October 5th, 2022

INFORMATION: Wrangell Parks & Recreation and Wrangell Public School District share common goals that provide opportunities and activities for the physical and mental development of the citizens of Wrangell, specifically youth. Wrangell Parks & Recreation has provided in-kind access and membership to students and athletes, for facilities the department oversees. Likewise, Wrangell Public School District has provided utility services to supply heat to the air and water systems within the swimming pool facility while transferring fiscal responsibility to the City. This has been a long-standing arrangement, established due to the nature of the school's role in funding the original construction of the swimming pool facility in 1985.

The Memorandum of Agreement included in the meeting packet, outlines the exchange of services from the Parks & Recreation department to the School District. The purpose of establishing this agreement is to preserve the relationship and procedures that have been established overtime and ensure their function into the future. The agreement will serve as a record for Administrators and Managers going forward.

Please note that the agreement includes in-kind memberships for faculty of Wrangell Public School District. At some point this practice was discontinued, likely under the elimination of the Corporate Pass Program in 2014. Over the past few years, we've learned so much about the importance of health and wellness. As a primary service provider in recreation and health activities, the department believes it is important to support those in roles that provide services to others, especially youth and seniors. Therefore, this element of in-kind services is being reinstated through the approval of this agreement.

The agreement will go before the School Board on October 10th. If successfully passed, the agreement will move to the Borough Assembly on October 25th, 2022.

ATTACHMENTS:

Memorandum of Agreement between Wrangell Parks & Recreation and Wrangell Public Schools.

RECOMMENDED ACTION: Motion to approve the Memorandum of Agreement as presented.

MEMORANDUM OF AGREEMENT
between
CITY & BOROUGH OF WRANGELL PARKS & RECREATION
&
WRANGELL PUBLIC SCHOOL DISTRICT

INTRODUCTION | This agreement made this 25th day of October, 2022 is between the City & Borough of Wrangell, hereinafter referred to as “City” and the Wrangell Public School District, hereinafter referred to as “WPSD” regarding use of and responsibility for the Parks & Recreation facility swimming pool, community center, parks, trails, ball fields, and equipment for a period of October 1st, 2022, through September 30th, 2025, unless terminated by a mutual agreement of both parties.

PURPOSE | Effectively manage use and care of City facilities for the benefit of Wrangell. Provide facilities, activities, and equipment for use regarding school sponsored activities and athletic programs.

GENERAL FACILITY USE | The City owns and operates the swimming pool, weight room and cardio equipment, community center, parks, trails, and baseball fields. Certain facilities have regular hours of operation and scheduled programs that are set and facilitated by the City’s Parks & Recreation department. WPSD may schedule use of facilities and equipment outside the City’s operating hours and during periods where such activities do not conflict with Parks & Recreation programming. Whenever possible, WPSD’s use of facilities should be requested at least one week prior to the actual activity.

RESPONSIBILITY & MAINTENANCE | The City is responsible for operating supplies, preventative and corrective maintenance. As well the City is responsible for major and capital maintenance of all facilities listed herein. WPSD shall not be financially liable for operations, supplies and maintenance. During periods of time when the baseball fields are in use, WPSD is responsible for preparing and maintaining the ballfields.

IN-KIND ACCESS & PROGRAMS | Faculty of WPSD are eligible to receive an in-kind membership to the swimming pool, weight room and cardio equipment. As well, students of WPSD Athletic Programs are eligible for in-kind memberships starting four weeks prior to the first day of practice. WPSD must provide the activities schedule and enlisted students at the start of each sports season. Faculty members and student athletes must register for memberships through the Parks & Recreation office. Liability waivers (all ages) and weight room waivers (for those under 18 years of age) must be on file.

WPSD sports programs and physical education classes can use the weight and cardio equipment during regular hours of operation. The high school swim team may schedule use of the swimming pool for regular practices during the sports season.

WPSD faculty may obtain an American Red Cross lifeguard certification through the City’s Parks & Recreation department for the purposes of supporting WPSD programming.

MEMORANDUM OF AGREEMENT

STAFFING & SUPERVISION | WPSD activities taking place in City facilities will be subject to City supervision. School officials including faculty, coaches, and volunteers shall comply with instructions issued by City officials. WPSD activities must always be under the supervision of a WPSD official. In the absence of a City official, school aquatics activities must always be under the supervision of a WPSD official and Parks & Recreation certified lifeguard. Lifeguard certification courses and in-service training are the responsibility of Parks & Recreation. Parks & Recreation will schedule available lifeguard staff for school activities and sports practices.

UTILITIES | WPSD will incur the cost of heating fuel for the swimming pool facility and domestic water. The WPSD maintenance department will transfer the financial responsibility of fuel to Parks & Recreation on a quarterly basis. Payments to WPSD will not replace any funds provided to WPSD by the City.

INSURANCE | WPSD will include the swimming pool, weight room, and cardio equipment facility on their property insurance policy. WPSD will transfer 22% of the total property insurance financial responsibility to the City. Property insurance coverage will be billed annually. This is determined by the total square footage of the facility. The City will provide property insurance for all other facilities. The City and WPSD will carry separate liability insurance policies. The City agrees to list WPSD as an additional insured. WPSD agrees to list the City as an additional insured.

EQUIPMENT | Parks & Recreation has equipment and supplies used in the conduct of its programs that may, upon request and approval, be made available to facilitate and support recreational and educational programs conducted by WPSD. WPSD agrees to repair or replace any equipment that may be damaged while in their use or and/care.

HOLD HARMLESS & INDEMNIFICATION | Neither party shall be liable to the other party for any claims, liabilities, or damages of any kind, or for injury or damage to persons or property caused by or resulting from the use, maintenance, supervision, or other action or omission related to the pool by the other party, its employees, agents, contractors, representatives, or invitees. The party whose employees, agents, contractors, representatives, or invitees are damaged or who are alleged to have caused the damage shall indemnify and defend the other party from any claims, actions, or lawsuits in accordance with this section.

TERM | This agreement is effective for a term commencing October 1st, 2022 and ending on September 30th, 2025 unless terminated earlier by mutual agreement of both parties.

RENEWAL | The term of this agreement will be for three years and subsequently may be renewed upon review and approval by both parties.

MEMORANDUM OF AGREEMENT

THE PARTIES HERETO have executed this agreement as of the date of the last signature.

CITY AND BOROUGH OF WRANGELL REPRESENTATIVE

Date
Jeff Good, Borough Manager

WRANGELL PUBLIC SCHOOL DISTRICT REPRESENTATIVE

Date
Bill Burr, Superintendent