



City and Borough of Wrangell
Parks and Recreation Advisory Board
AGENDA

Wednesday, December 09, 2020
5:30 PM

Location: Borough Assembly Chambers
City Hall

Parks and Recreation Meeting
5:30 PM

CALL TO ORDER

ROLL CALL

AMENDMENT TO AGENDA

APPROVAL OF MINUTES

- a. Approval of the November 11th, Parks and Recreation Meeting Minutes.

CORRESPONDENCE

PERSON'S TO BE HEARD

BOARD MEMBER REPORTS

DIRECTORS REPORT

FACILITY MAINTENANCE REPORT

UNFINISHED BUSINESS

- b. Revision of the Mission Statement and Core Values-discussion and approval

NEW BUSINESS

- c. Officers of the Board Appointments

ADJOURN

WRANGELL PARKS & RECREATION ADVISORY BOARD
REGULAR MEETING NOVEMBER 11th, 2020
5:30 P.M. ZOOM MEETING
MINUTES

CALL TO ORDER: 5:34PM

ROLL CALL:

Present: Haig Demerjian, Joan Sargent, Jeanie Arnold, Kate Thomas (Director)

Absent: Cindy Martin

AMENDMENT TO AGENDA: Strike item B under New Business, "Board Member Recruitment". Add item D under New Business, "Director Recognition for ARPA Professional of the Year Award".

APPROVAL OF MINUTES

- A. Parks & Recreation Advisory Board meeting minutes attached from August 5th, 2020. There were no amendments to the minutes. Joan Sargent made a motion to approve the minutes as presented, Jeanie Arnold 2nd the motion. All in favor.

CORRESPONDENCE: None

PERSON'S TO BE HEARD: None

BOARD MEMBER REPORTS:

- A. Haig welcomed Joan Sargent and Jeanie Arnold to the Board.
- B. Haig Demerjian requested clarification on funding for the Kyle Angerman Project.
- C. Joan Sargent reported from the Ministerial Association. Discussion was had with affiliates of the association regarding the 2019 efforts to establish youth activities during Christmas vacation. Parties inquired as to whether P&R would be engaging as the facilitator of that initiative in 2020. The need for enrichment opportunities and physical activity is just as great this year, if not more so, to address the social and emotional needs of the student body.

DIRECTOR'S REPORT: Reports were included in the packet from August and September. Kate spoke to the status of funding for Kyle Angerman's Playground following Demerjian's inquiry.

FACILITY MAINTENANCE REPORT: The September report was included in the packet.

UNFINISHED BUSINESS

- A. Revision of the P&R Mission Statement and Core Values -discussion and board assignments
 - a. A brief history of the establishment of the departments core values and mission statement was provided. Kate shared comments on the desired

changes including removing the term wilderness, as well as simplifying the mission to be more memorable for staff and patrons. Joan expressed that the core values could also be simplified and revised to be more intentional, as they are not wholly relevant to the department's operation or profound. Joan elected to be on the committee for revisions.

B. Staff Handbook-discussion and update on board assignments

- a. Discussion was had on the purpose and intent behind establishing a staff handbook. Kate explained its usefulness to the entry level positions who typically staff the Recreation Center and Swimming Pool. Joan inquired about the need to include OSHA policies in the handbook to ensure that all safety requirements were known by employees. Kate suggested that the handbook remain specific to the personal conduct of staff and general operations of the facility. An additional resource should be created to outline facility safety policies and procedures, following the approval of the staff handbook. Jeanie elected to be on the committee for the staff handbook review.

NEW BUSINESS

A. Commercial use of Parks & Trails-discussion

- a. History was provided on the intent behind establishing a commercial use policy. Kate explained that the draft policy was created in the fall/winter of 2019-2020. The policy was put on hold following the initial shut down of travel to and from Alaska due to the pandemic. P&R recognizes that the tourism industry is in a vulnerable state and does not intend implement user fees and policies around parks until the 2022 operating season. Because tour operators are obligated to set rates for tours a year in advance of the operating season, P&R would like to resume efforts towards finalizing a commercial use policy to go before the assembly for approval. The progression of steps up to the assembly's review is as follows: finalize draft policy, issue a public comment period, make any necessary revisions based on public feedback, present final draft to assembly for first and second readings. Joan requested that the policy require tour operators to show proof of their business license and insurance coverage, along with listing the borough as additional insured. Kate will continue with the draft policy to come before the board for review in January.

~~**B. Board Member recruitment-discussion**~~

B. Establishment of 501C3-discussion

- a. Establishing a 501C3 is a common avenue for P&R departments to increase and expand sources of funding. Assembly member, Patty Gilbert expressed support for Wrangell to establish tax-exempt status for P&R as a 501C3. The Irene Ingle Public Library endeavored a similar process many years ago under the leadership of Kay Jabusch. Joan Sargent inquired about the benefits of nonprofit status, while suggesting that Kay provide insight at the subsequent board meeting. Much work goes into creating a 501C3 along with ongoing requirements in managing such. The board wants to ensure its benefits before taking on the workload. Further research must be conducted by the Director to determine if this is a viable and worthy opportunity for P&R at this time. This item will be revisited at the next board meeting.

C. Winter Programming-discussion

- a. The board discussed their decision to halt all travel for youth programming through the fall. The consensus is to continue with the travel ban for any programs through the winter of 2020-2021. Both the director and board agreed that the level of programming offered in the new year would largely depend on the COVID-19 risk assessment including local active case counts. Jeanie strongly recommended that the P&R department follow decisions made by the state's sports association, further expressing concerns around P&R facilitating activities that are prohibited by the public-school district. This led to conversations around Wrestling, which was determined to be a more risk intensive activity than other sports. The board recommended implementing other supplementary programs to ensure physical activities for youth are maintained. Joan highlighted that wrestling is a sport of strength and agility and recommended that P&R seek programming that fills a similar niche such as karate. Kate and Lucy (recreation coordinator) will establish a series of lower risk activities that can be facilitated in the new year.
- D. Director Recognition for ARPA Professional of the Year Award
 - a. Joan made a motion to formally recognize Kate Thomas as the "Professional of the Year" with the Alaska Recreation and Parks Association, Jeanie 2nd the motion. All in favor.

CLOSING

- A. Next agenda items.
 - a. Board Nominations
 - b. Mission Statement and Core Values
 - c. Staff Handbook
 - d. Commercial Use Policy
- B. Adjourn meeting at 6:54 PM

OVERVIEW OF PURPOSE AND INTENT BEHIND MISSION AND VISION STATEMENTS, ALONG WITH CORE VALUES.

MISSION STATEMENTS

A mission statement describes an organization's overall purpose, including defining its key measures of success. A mission statement's target audience is primarily internal: the organization's employees, leadership, even its stockholders. When organizations create mission statements, they take into account the products and services they offer, as well as the company's image, values and priorities. The focus is on how the organization should be operating, and it serves as a very general blueprint for employees to follow. If the mission statement says customer satisfaction is paramount, for example, then that's what employees should see as their top priority.

VISION STATEMENTS

A vision statement outlines the organization's key values and lays out where the organization intends to go over time. It's designed to provide inspiration and focus to employees, as well as give customers a sense of what the organization believes in. A vision statement can include things that are not true now but that the organization is striving to make true. For example, a vision statement may say that a company has a goal of becoming the largest player in its industry, even if it is not so now.

CORE VALUES

Core values are traits or qualities that are not just worthwhile, they represent an individual's or an organization's highest priorities, deeply held beliefs, and core, fundamental driving forces. Your core values are fundamental to attracting and retaining the best, most contributing employees. Core values define what your organization believes and how you want your organization resonating with and appealing to employees and the external world. The core values should be so integrated with your employees and their belief systems and actions that clients, customers, and vendors see the values in action.

DRAFT 1-ORIGINAL FROM 2015

MISSION STATEMENT

ORIGINAL: Wrangell Parks and Recreation's Mission is to support active lifestyles through a variety of health, wellness and wilderness opportunities.

CORE VALUES

BUILD RELATIONSHIPS

Building relationships with patrons and strengthening our network with other organizations enhances our success.

INTEGRITY

We strive to be open, honest and logical in our decision making with the community's best interest in mind.

SUSTAINABILITY

We work diligently to maintain our programming, facilities, customer service and affordability.

EMBRACE CHANGE

Unlimited thinking creates unlimited opportunities

VALUE COMMUNITY

We love Wrangell!

CREATE FUN

We are enthusiastic and joyful. Our excitement for recreational programming improves the quality of life on the island.

EDUCATE

We strive to teach the community the importance of healthy living and to provide outlets for patrons to reach their goals.

DRAFT 2-REVISED FROM 2020

MISSION STATEMENT

ORIGINAL: Wrangell Parks and Recreation's mission is to support active lifestyles through a variety of health, wellness and wilderness opportunities.

SUGGESTED: Wrangell Parks and Recreation Department's mission is to support active and healthy lifestyles by providing a variety of quality programs, activities, facilities and parks.

CORE VALUES

BUILD RELATIONSHIPS

Building joyful relationships with a diversity of patrons and strengthening our network with other organizations enhances our success.

INTEGRITY or TRANSPARENCY

We become stronger by sharing information and experiences, reflecting on our successes and failures in our decision making.

INNOVATION or EMBRACE CHANGE

We enthusiastically consider and develop new ideas and programs. We face challenges and crisis with positive resolve, supporting each other and the community of Wrangell at large.

SUSTAINABILITY or STEWARDSHIP

We work diligently to maintain our programing, facilities, customer service and affordability.

VALUE COMMUNITY or DIVERSITY

We develop programs that embrace all in our community and offer opportunities for people of different physical, social and cultural backgrounds. (Embraces and enriches individual differences)

EDUCATE

We commit to seek knowledge on current trends and to teach the community the importance of healthy living.

Agenda Item A New Business

Wrangell Parks and Recreation

WPR Advisory Board
AGENDA ITEM
December 9th, 2020

ITEM:

Officer Appointments

Information:

As per WMC 3.52.010 (B), Established – Membership – Organization.

At the time prescribed for the beginning of the terms of the newly appointed members or as soon thereafter as practicable, the board shall elect a chairman, a vice chairman, and a secretary.

RECOMMENDED MOTIONS:

Move to approve nominations for Board Chair, Vice Chair and Secretary as discussed.