



City and Borough of Wrangell  
Parks and Recreation Advisory Board  
AGENDA

Wednesday, April 05, 2023  
5:30 PM

Location: Assembly Chambers

Parks and Recreation Advisory Board Meeting  
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 March 1<sup>st</sup>, 2023.
5. **CORRESPONDENCE**
6. **PERSON'S TO BE HEARD**
7. **BOARD MEMBER REPORTS**
8. **DIRECTOR'S REPORT**
  - [A.](#) April Report
9. **UNFINISHED BUSINESS**
  - A. Approval of the FY24 Budget
  - B. Discussion and planning for spring outdoor work events: Helping Our Parks, Community Collaborations, Dog Waste Outreach.
10. **NEW BUSINESS**
  - A. Adopt a Garden Bed (discussion)
11. **NEXT AGENDA ITEMS**
12. **ADJOURN**

WRANGELL PARKS & RECREATION ADVISORY BOARD  
REGULAR MEETING MARCH 8th, 2023  
5:30 P.M. ASSEMBLY CHAMBERS  
MINUTES

CALL TO ORDER: 5:32 pm

ROLL CALL:

Present: Jeanie Arnold, Nancy Delpero, Marc Lutz, Cindy Martin, Joan Sargent

Absent: None

Staff present: Kate Thomas, Lucy Robinson

AMENDMENT TO AGENDA: Joan Sargent motioned to amend the agenda to include “spring outdoor work events” under new business. Jeanie Arnold 2<sup>nd</sup>. All in favor.

APPROVAL OF MINUTES

- A. Parks & Recreation Advisory Board meeting minutes attached from February 15<sup>TH</sup>, 2023. Nancy Delpero made a motion to approve the minutes as presented. Marc Lutz 2<sup>nd</sup>. All in favor.

CORRESPONDENCE: None.

PERSON’S TO BE HEARD: None.

BOARD MEMBER REPORTS: Joan reported increased dog waste with the latest snow, and subsequent dry spell. She suggested it would take a week for her to tackle it on her own. Reports of negative interactions between dog owners have also been reported at volunteer park, largely due to unleashed dogs.

DIRECTOR’S REPORT: Board members were provided a facility routine and master maintenance spreadsheet showcasing the needs of each facility by location and category of work. Board members suggested that this was a great tool for informing the public on our priorities and soliciting volunteers to help with the park locations.

Further information was provided on the priorities of the outgoing director, Kate Thomas. Lucy Robinson officially takes over on March 15<sup>th</sup>. Kate will continue working on transitioning all operations to Lucy in the coming days. Final priorities include completing the facility spreadsheet, budget, and memorandum of agreement with Wrangell Swimming, which recently formalized as an LLC and 501C3.

Hiring for a replacement Recreation & Aquatics Coordinator in underway. Likewise for Parks Maintenance.

Board Members may also be called upon to assist with the Health Fair. Lucy will be in touch regarding that event.

UNFINISHED BUSINESS

- A. None

**NEW BUSINESS**

- A. (added by amendment) Discussion and planning for spring outdoor work events.

**Helping Our Parks, Community Collaborations, Dog Waste Outreach**

- a. Board Members reported enthusiasm for the Helping Our Parks event and would like to see it continue as a routine spring event. Community Collaborations is subject to be a Borough wide initiative again this year. Board members are in favor of growing the concept of “Adopt a Garden”. As far as pet waste, the Board would like to continue promoting good stewardship in parks and suggested that the department be present for spring markets to solicit volunteers to help with the task-oriented action. Referencing the facility maintenance master spreadsheet, members recommended having a list of tasks that could be facilitated and tackled by volunteers.
- b. New Director, Lucy Robinson is to review the department schedule of events/activities and propose dates for a spring outdoor work event, likely in April. The Community Collaborations event is subject to be scheduled in May, when the flowers arrive.

**CLOSING**

- A. Next agenda items.
- a. Aquatics Facility Operating Policies & Procedures
  - b. Review and discussion of FY24 Budget
- B. Adjourn meeting.

Parks and Recreation Directors Report  
April 5<sup>th</sup>, 2023  
Regular Meeting

**Future P&R Capital Projects:**

**Non-Motorized Transportation System (Mt. Dewey Trail Extension)**

Funding for this project comes from the Federal Highway Administration, FLAP program, in the amount of \$904,768. The balance of the project funding will be provided through a combination of cash match and in-kind project administration and management labor.

95% design review comments were returned to the engineers in early March. A modification to the US Army Corps permit is being sought due to DOT requiring the parking lot to be pushed away from within the edge of the ROW. Once the permitting concerns are fully addressed, we will be ready to issue construction bidding documents.

**Swimming Pool Exterior Siding Improvements**

Funding for this project has been allocated in the amount of \$175,000 from the Local Government Lost Revenue Relief Grant.

The Borough is proceeding with replacement of the pool building exterior siding for the entire building, as opposed to an initial partial replacement scope of work for the project. The architect has been given direction to proceed accordingly toward the 100% design. Once complete, the project will be released for construction bidding.

A budget amendment will be before the Assembly on April 11th, requesting additional funding anticipated for the full project.

**Pool Leak Repair**

Repair materials have been received and delivered to the pool. White Enterprises has committed to performing the construction work; however, they found they needed to review their contractors license and must complete renewal before they can begin the work.

**Pool HAVC and DDC Upgrades**

Funding for this project is from the Community Development Block Grant – COVID (CDBG-CV) in the amount of \$806,000. There is no match requirement for this grant.

The temperature control upgrades portion of this project just reached design completion and is under review. Parts have been ordered and a schedule is being developed.

The mechanical components portion of this project is nearing field implementation. Materials are being received in Wrangell, and the work is scheduled to begin April 17.

**City Park Fireplace Replacement**

The project is under design. After completing an as built of the structure with a review by structural and architectural disciplines, it is recommended that the project be approached with split construction tasks. Task 1 would be to demolish the fire pit and chimney, complete with shoring of the structure, as the engineers indicate they need a full understanding of the construction of the tie-in of the steel framing members and the chimney collar. Task 2 would be to reconstruct the fire pit and chimney similar to the existing, except replacing the stone-clad chimney with a Corten-type steel construction.

The engineer anticipates having a specification for the demolish to us soon for competitive bidding for Task 1.

### **Skeet Range Improvements, Phase II**

A successful application was made to the ADF&G Hunter Access Grant Program for grant funding for the next phase of the Skeet Range facility improvements. We were anticipating receipt of a formal award by March 2023; however, Fish & Game has not received the award letter from Fish and Wildlife Service for the project yet. As required by the anticipated grant agreement, a 10% match contribution is planned to be requested for this project in the FY24 capital budget.

**Surplus & Community Center Clean-Up:** We are focused on tackling the community center clean-up project, which includes sorting, organizing, and categorizing surplus items. This project is long overdue, with items from the old museum remaining. Our end goal: to ensure proper inventory, organized storage and more space for future activities. It is likely that this project will be completed by winter 2024, with an ongoing surplus system.

**Recreation & Aquatics:** Current programming includes Pickleball, Yoga, Gym Walkers, Jiu Jitsu, Children's Dance Class, Community Center Gym Time, and land-based Arthritis Class.

The Winter Workout Challenge is done! We hosted a door prize drawing for participants, with two big winners, Donovan Bean and Diane O'Brien. Sunday's Power Hour was part of the WWC, with loads of engagement. I would like to consider hosting another Sunday Power Hour along side next year's WWC. We will continue to provide a fun WORKOUT OF THE WEEK so that folks can tackle a new challenge, each week.

P&R will help to coordinate a Wrestling Camp in Mid-July, collaborating with coach Jack Carney. Jack has connected with wrestling coach, Mike Bundy. The four-day camp will be offered at the community center gym, while also utilizing the multi-purpose room and kitchen. The K-12 age range will offer up a fantastic opportunity for Wrangell's youth. More information will be made available as we continue with the planning process. The camp will be funded by the Health & Equity Grant.

During the late spring and summer months, we look forward to coordinating Youth Sports Camps, Walk Southeast, a GORUCK Hiking Club, Swim Camps & Lessons, a Wilderness Skills Course, a Mushroom Foraging Group, Sandpit Volleyball, Outdoor Pickleball, Music in the Parks and various community activities.

The P&R team set up a booth at the Annual Health Fair, hosted on April 1<sup>st</sup>. Devyn and Lucy spent time engaging with community members and hosting a plank contest. Plank contest participants were entered into a drawing for a 1-month P&R pass and a Hydro-Flask water bottle, donated by 56North.

The 4<sup>th</sup> Annual Walk Southeast Challenge begins on May 1<sup>st</sup>, with registration available on April 18<sup>th</sup>. This challenge is hosted by Juneau Parks & Recreation. Participants will track how far they walk, run or hike, May 1st through September 1st on the MILEAGE TRACKER provided. Alaska Airlines donates to this challenge, providing two round trip tickets for a door prize drawing, available to all registered participants.

Wrangell Real Estate will host an egg hunt on April 7<sup>th</sup> & 8<sup>th</sup>. The eggs are filled with prizes. Kathleen Harding will hide the eggs. P&R will promote the event, while encouraging families to take good care of the park & trail. Local engagement should be high.

SEARHC has revoked their employee benefit, effective on Monday, April 3<sup>rd</sup>. I have reached out to Sarah Brett, who is currently managing the grant funding. My goal is remain solution focused in order to collaborate with SEARHC, and their employees, on ways to encourage more people to engage in fitness through Wrangell P&R.

**Staffing & Training:** Director, Kate Thomas is working in her new position with the Borough as the Economic Development Director. Lucy Robinson is tackling the P&R Director's position. Devyn Johnson is currently digging into the on-boarding and training process for the Recreation & Aquatics position. Ashley Allen has committed to ensuring a successful transition by assisting with recreation coordinator tasks, along with office and administrative work.

Petersburg Parks & Recreation is hosting a Lifeguard Instructor Training Course at the end of April. Lucy Robinson and Devyn Johnson will travel to Petersburg to obtain the certification. Due to the pool maintenance repair project, we will likely travel a few days prior to the start of the LGI course to practice in-water rescue skills to complete Devyn's Lifeguard certification.

**Parks:** We have hired Erik Scheib for the Parks Maintenance lead position. Erik is currently living in Washington State. He has extensive experience in landscaping, light maintenance, and job site leadership. He is contracted as a baseball coach through May 1<sup>st</sup> but plans to be in Wrangell shortly after, with his wife and three children.

Mad Hesler has joined the P&R team for office assistant support, and parks clean-up. She will be a fantastic resource throughout the summer months. We will continue to recruit for a secondary parks maintenance position.

Lane is heading into the parks to assess the bathrooms. He'll coordinate with the Public Works Department in an effort to open the bathrooms for the season, throughout the first week of April. Mad Hesler will join him in the field, this week, to help tidy up the parks and tackle the dog waste.

HOP 2023 at Volunteer Park & Nature Trail. Determine date, time, and create task list. Wrangell Little League might be keen to help rally volunteers.

**Community Clean-Up:** CBW directors will meet to plan collaborative clean-up event, which will involve all City Departments. The Parks & Recreation crew will play a crucial role in the clean-up, and hope to rally as much volunteer help as possible. We are shooting for early May.

**Adopt a Garden Bed:** P&R creates guidelines, flyers & marketing, outlining the adoption process. Adoptive parents provide care and maintenance throughout the spring, summer and early fall. This is a concept that needs more creative thought process. Ideas are welcome.