



City and Borough of Wrangell
Parks and Recreation Advisory Board
AGENDA

Wednesday, February 15, 2023
5:30 PM

Location: Assembly Chambers

Parks & 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 January 11, 2023
5. **CORRESPONDENCE**
6. **PERSON'S TO BE HEARD**
7. **BOARD MEMBER REPORTS**
8. **DIRECTOR'S REPORT**
[A.](#) Swimming Pool Maintenance Report January 2023
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**
[A.](#) Review and approval of the 2023-2026 Strategic Vision, Goals & Objectives
11. **NEXT AGENDA ITEMS**
12. **ADJOURN**

WRANGELL PARKS & RECREATION ADVISORY BOARD
REGULAR MEETING JANUARY 11TH, 2023
5:30 P.M. ASSEMBLY CHAMBERS
MINUTES

CALL TO ORDER: 5:35 PM

ROLL CALL:

Present: Jeanie Arnold, Nancy Delpero, Marc Lutz, Joan Sargent, (director) Kate Thomas, (mayor) Patty Gilbert

Absent: Cindy Martin

AMENDMENT TO AGENDA: Remove item A under New Business.

APPROVAL OF MINUTES

- A. Parks & Recreation Advisory Board meeting minutes attached from December 7th, 2022. Nancy Delpero made a motion to approve the minutes as presented. Marc Lutz 2nd. All in favor.

CORRESPONDENCE: None.

PERSON'S TO BE HEARD: None.

BOARD MEMBER REPORTS: Jeanie Arnold offered gratitude to Kate Thomas and wished her well on her next ventures as Economic Development Director. Joan Sargent discussed the potential of brining the arthritis class back for land-based activity while the pool is closed.

DIRECTOR'S REPORT: See attached.

UNFINISHED BUSINESS

- A. Review and approval of the P&R Fee Schedule Revisions
 - a. Marc Lutz made a motion to approve the fee revisions as presented. Nancy Delpero 2nd. All in favor.

NEW BUSINESS

- ~~A. Review and approval of the Aquatics Facility Operating Policies and Procedures Manual (removed from the agenda)~~

CLOSING

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

**Wrangell Parks and Recreation
Pool Maintenance Project Report
Provided by Director, Kate Thomas**

January 25th, 2023

Wrangell Parks and Recreation's Swimming Pool will be closed for maintenance until further notice. We suspect that pool operations will be returned in March. We apologize for the ongoing delay; however, we are committed to ensuring the pool repair is performed to the best standards possible. Further explanation on the project is outlined below.

Late in the summer of 2022, Parks & Recreation maintenance personnel noticed an upward trend in water loss. Through some investigation we determined that there was a small crack in the concrete foundation, causing approximately 3,000 gallons of water loss a day. It is critical to resolve issues of this nature to prevent further deterioration and harm to the facility. The department had a similar issue in late 2014 which was resolved in early 2015 through a plug and patch repair approach at the surface of the concrete.

To ensure we do not face the same problem seven years down the road we are seeking a more comprehensive repair that is common in aging aquatics facilities nationwide. PND engineers reviewed the existing condition, the 2015 pool repairs method and materials, the original construction plans, and they developed a modified repair design. The proposed plan includes removing tile, mortar and a portion of concrete in the affected area to install a water stop. Water stops are embedded in concrete, across and/or along the joint, to prevent the passage of liquid through the joint. Concrete will be poured over the water stop, rebuilding the subfloor for tile installation.

The Borough, on two separate occasions, issued RFP solicitations for the repair work and received no response to either solicitation. To further this repair project, staff have recommended a different approach based on feedback from a couple of the local contractors, who have suggested the work be performed on a Time and Expense (T&M) basis. While working through the way we will select a contractor for construction of the repairs, staff are ordering the materials since they will require approximately several weeks to acquire.

Making good use of down time, maintenance personnel, Lane Fitzjarrald (P&R) and Duke Mitchell (Capital Facilities) are addressing all the maintenance duties that require the pool to be drained in addition to other priorities. Staff have completed the following maintenance tasks; heat exchanger annual maintenance; cleaning sand filters, replacing media and laterals and plumbing repairs; float switch replacement; pump maintenance; valve replacement; cleaning the sump and surge tanks; and regrouting the entire pool basin (thousands of sq ft). Staff are moving towards pool deck tile repairs, grouting and other miscellaneous items that will improve the aesthetics of the pool natatorium.

Thanks to the Capital Facilities Director, Amber Al-Haddad for scoping the construction for the concrete repair and procuring labor and materials. We appreciate the Public Works staff Jeff Rooney, Lorne Cook, Jeffry Davidson, Tom Gillen for assisting with valve replacement. Along with Brian Christian and Andrew Scambler who assisted with pump maintenance and permit confined entry.

Huge thanks to Lane Fitzjarrald for digging in and doing the deep and labor-intensive work it takes to ensure a quality job, while maintaining good standards and safety practices. And to Duke Mitchell, who is stepping in to help at every opportunity he can. And lastly, to the community for their patience while we work to return the pool to operations.



Agenda Item A New Business

Strategic Plan & Goals

**WPR Advisory Board
AGENDA ITEM
February 15th, 2023**

INFORMATION: The Strategic Plan, Vision and Goals were drawn from the departments annual work plan of 2022. The document has been enhanced to include a vision statement for each division of the department, along with objectives to drive the goals in each area of operation. Likewise, the plan has been expanded to cover three years of operations. This allows for a more realistic timeframe in which to accomplish certain benchmarks set by the administration, staff and board members. The plan should be reviewed on an annual basis and updated accordingly. The Director and Recreation Coordinator are to reference the objectives and goals in routine reports to the board, assembly and public.

ATTACHMENTS:

2023-2026 Strategic Plan, Vision and Goals.

RECOMMENDED ACTION: Motion to approve the Strategic Plan, Vision and Goals.

**WRANGELL PARKS & RECREATION
DEPARTMENT OBJECTIVES, GOALS & WORKPLAN
January 2023- December 2026**

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.

Overview & Introduction

This plan is intended to act as a guideline for operations for one to three years and should be reviewed at the end of each calendar year, prior to developing the Parks & Recreation budget for the following fiscal year. The Parks & Recreation Director shall inform the Assembly, Administration, Advisory Board, department employees and the public of progress made towards the goals and objectives, outlined in written reports.

Goals and objectives may be modified after careful consideration and evaluation of the department's priorities, capacity, and community trends. Changes to the goals and objectives shall be reviewed and approved by the Advisory Board and published publicly.

The goals and objectives act as the strategic trajectory of the department, whereas the action items create the framework for the annual workplan. Additional responsibilities of the department are outlined in job descriptions, program policies, maintenance schedules and other formal documents.

PARKS & RECREATION STAFF POSITIONS

Permanent Positions (to be updated)

- **Parks & Recreation Director, Kate Thomas**
- **Recreation Coordinator, Lucy Robinson**
- **Facility Maintenance, Lane Fitzjarrrald**

Temporary Part Time Positions

- *Head Lifeguards*
- *Lifeguards*
- *Recreation Assistant I*
- *Recreation Assistant II*
- *Parks Maintenance I*
- *Parks Maintenance II*

DEPARTMENT FACILITIES, PARKS, PLAYGROUNDS & TRAILS

Recreation facility & swimming pool

- Main office
- Racquetball & wallyball court
- Weight room & cardio equipment
- Locker rooms

Community Center

- Gymnasium
- Multipurpose room
- Kitchen (permitted)

Cemeteries

- Sunset Gardens (upper)
- Memorial (lower)

City Park

- Park & shelters
- Bathrooms
- Playground
- Community garden

Volunteer Park

- Bathrooms
- Multipurpose fields
- Volleyball court
- Nature trail
- Running track
- Covered basketball court

Shoemaker Recreation Site

- Park & shelter
- Tennis & basketball
- Playground
- Tent camping
- RV park
- Barn

Downtown & Surrounding

- Waterfront greenspace
- Bathrooms
- Kyle Angerman Playground
- Petroglyph Beach
- Mount Dewey trail & extension

SWIMMING POOL PROGRAMMING

Mission: To provide a clean, safe swimming pool and aquatic environment with recreational swimming programs, public swimming, and scheduled events.

Vision: Everyone in Wrangell learns how to swim and enjoys being in the water.

Objective #1: Be the preferred employer for youth in town.

Goal #1: Facilitate lifeguard and swim instructor certification courses on a bi-annual basis.

Goal #2: Offer Junior Lifeguard Program to middle school students as a semester based elective class.

Goal #3: Host Middle School and High School physical education students at the Swimming Pool.

Objective #2: Provide opportunities for residents to learn to how to swim.

Goal #1: Offer summer swim lessons and camps for youth of varying levels.

Goal #2: Offer swim lessons to the 2nd and 3rd grade class in the spring and fall.

Goal #3: Offer adult swim lessons during the month of April (National Learn to Swim Month).

Objective #3: Recruit and retain top quality lifeguards.

Goal #1: Host quarterly in-services for all staff to increase engagement and training opportunities.

Goal #2: Facilitate training opportunities for staff with the Wrangell Fire Department.

Goal #3: Support youth water sports such as the Wrangell Swim Club and High School Swim team.

RECREATION PROGRAMMING

Mission: To create community through a wide range of active and passive recreational programs for residents and visitors of all ages, interests, and abilities.

Vision: All families and friend groups prioritize recreation as their primary form of social engagement.

Objective #1: Encourage family and community recreation.

Goal #1: Host family activities in the gymnasium through the help of community volunteers.

Goal #2: Support community events, such as the fourth of July, by offering activities and equipment.

Goal #3: Offer summer concert series byway of community sponsorships and donations.

Objective #2: Promote physical fitness and education for all ages.

Goal #1: Create and publish video recording of weight room orientation and etiquette for new users.

Goal #2: Provide strength and mobility education and opportunities for adults and senior.

Goal #3: Offer youth strength and conditioning program for middle and high school students.

Objective #3: Build a foundation of skills among youth in Wrangell's core sports; running, wrestling, basketball, and volleyball.

Goals #1: Build and strengthen volunteer groups to assist with facilitating youth sports.

Goals #2: Empower high school athletes to assist with sports activities.

Goals #3: Host sports skills camps for youth focused on fundamentals.

PARKS & TRAILS

Mission: To encourage outdoor recreation in safe places, facilities and programs which promote physical, mental, and social activities.

Vision: All residents visit parks and trails on a regular basis and are stewards of the land.

Objective #1: Build skilled volunteer groups to help maintain parks and trails.

Goal #1: Work with USFS to host skilled volunteer work groups.

Goal #2: Promote stewardship in parks by hosting school group outdoor cleanup activities.

Goal #3: Facilitate community wide outdoor work events in the spring and summer.

Objective #2: Improve facilities for all ages and user groups.

Goal #1: Improve the outdoor shooting range and build partnerships to assist with ongoing maintenance.

Goal #2: Fundraise and solicit grants for playground improvements.

Goal #3: Safely re-open City Park with completed improvements to the main shelter.

Objective #3: Become a model for the community in maintaining pristine outdoor facilities.

Goal #1: Complete improvements to the Shoemaker Bay Recreation site.

Goal #2: Develop and implement the adopt-a-garden program to help maintain downtown bump outs.

Goal #3: Increase public education regarding pets in parks and improve waste stream.

ADMINISTRATION

Mission: To promote the development and sustainability of staff, programs, activities, facilities and parks through advocacy and financial support.

Vision: Parks & Recreation is a role model in creating a positive and productive workplace culture within the Borough and Community.

Objective #1: Efficiently allocate staff and financial resources.

Goal #1: Conduct annual review of program and facility fee schedules.

Goal #2: Increase sponsorships, donations, and grant funding and internally track expenditures.

Goal #3: Promote use of facilities and schedule activities in a fair and equitable way.

Goal #4: Develop a cost recovery spreadsheet to properly price programs for the intended cost benefit.

Goal #5: Recruit and hire temporary staff on a schedule. Onboard and train staff in small groups.

Objective #2: Enhance partnerships with supporting agencies and user groups.

Goal #1: Meet with School Teacher and Parent Committee quarterly.

Goal #2: Invite partners to engage in Annual Planning Workshops.

Goal #3: Routinely seek feedback from stakeholders and user groups.

Goal #4: Develop written agreements with user groups.

Objective #3: Communicate mission and goals with stakeholders and community members.

Goal #1: Publish quarterly newsletter and program schedule.

Goal #2: Inform all department staff of the mission, core values and goals of the department.

Goal #3: Review policies on a schedule and relay information to staff and users as necessary.

Objective #4: Improve workplace conditions for all employees.

Goal #1: Review job descriptions and revise and approve as necessary.

Goal #2: Reclassify Custodian Light Maintenance Position at a higher grade.

Goal #3: Revise and approve increase to temporary part time employee wages.

PARKS & RECREATION ADVISORY BOARD

Mission and duties: The Parks and Recreation board shall study the recreational needs of the people of the borough and shall make such recommendations relating to parks, playgrounds and other recreational facilities in relation to public recreational programs and activities to the director of the parks, recreation and youth services, the mayor and the assembly, as it deems desirable. Chapter 3.52 of the Wrangell Municipal Code.

Vision: Board members are motivated to achieve the task-oriented action of the department and are fully engaged in monthly meetings.

Objective #1: Board members are educated in the functions of open meetings.

Goal #1: Newly appointed board members are provided with an outline of parliamentary procedures.

Goal #2: The Director and all board members attend annual parliamentary training.

Objective #2: Board members are informed of the goals and actions of the department.

Goal #1: Board members participate in an annual retreat to review the goals and annual plans of the department.

Goal #2: New board members are given a packet of information to include the strategic plan, meeting calendar, agendas & minutes from the past three meetings, and an annual calendar of activities and events.

Objective #3: Board members support activities and events hosted by the department.

Goal #1: Board members volunteer their time to assist with 2-3 events annually.

Goal #2: Board members assist with annual fundraising and sponsorship efforts.

FACILITY MANAGEMENT & MAINTENANCE

Mission: To preserve and maintain facilities through preventative maintenance and proper future planning.

Vision: Parks & Recreation facilities are aesthetically pleasing-comfortable places for the community to enjoy.

Objective #1: Maintain accurate records of policies and procedures.

Goal #1: Update data base of equipment and system manuals.

Goal #2: Retain safety data sheets for all materials used past and present.

Goal #3: File and retain technical data sheets for all products.

Goal #3: Develop, review and implement maintenance operations procedures.

Objective #2: Ensure staff have adequate training for all aspects of their position.

Goal #1: Conduct annual medical examinations and fit tests for staff using respiratory protection.

Goal #2: Assign training courses to staff on a quarterly basis to improve workplace safety.

Goal #3: Meet with staff and review policies and procedures prior to executing special projects.

Objective #3: Complete and track progress on preventative and corrective maintenance tasks.

Goal #1: Review and update master spreadsheet of annual preventative and corrective maintenance and projects.

Goal #2: Utilize Dude Solutions to document and track preventative and corrective maintenance.

Goal #3: Complete required reports for retention; water chemistry, water meter, motor and pump meters.

Goal #4: Maintain standards to pass DEC pool sanitation inspection annually.

Goal #5: Complete quarterly inventory and order necessary supplies.

CAPITAL AND MAJOR MAINTENANCE PROJECTS

Capital & Major Maintenance Projects

Projects in this category are funded and scheduled for construction in FY23 & FY24

1. Pool siding & brick replacement
2. HVAC design, digital controls & mechanical upgrades
3. Non-motorized trail extension (Mount Dewey)
4. City Park fireplace replacement (main shelter)
5. City Park shelter construction (shelter #3 demolished by storm)

Capital & Major Maintenance Projects

Projects in this category have been identified and are not funded or schedule at this time.

1. Swimming Pool EPDM flat roof replacement
2. Recoat Metal Roof and Reline Internal Gutter of the Swimming Pool
3. Swimming Pool Locker Replacement
4. Swimming Pool Water Distribution Pipe Lining
5. Swimming Pool Basin Lining
6. Community Center Life and Safety Upgrades
7. Community Center Renovations
8. Sidewalk and Church Street Parking Lot Repairs
9. Non-Motorized Trail Extension, Phase II
10. Kyle Angerman Playground Improvements
11. Petroglyph Beach Bathroom and Platform Improvements
12. Shoemaker Bay Park Improvements
13. City Park Playground Improvements
14. Volunteer Park Ball Field Improvements