



City and Borough of Wrangell
Parks and Recreation Advisory Board
AGENDA

Wednesday, February 09, 2022
7:00 PM

Location: Assembly Chambers & Zoom

Parks & Recreation Advisory Board
7:00 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 5th, 2022.
5. **CORRESPONDENCE**
6. **PERSON'S TO BE HEARD**
7. **BOARD MEMBER REPORTS**
8. **DIRECTOR'S REPORT**
A. Oral report will be provided at the meeting.
9. **UNFINISHED BUSINESS**
[A.](#) Review and discussion of one-year and three-year goals
10. **NEW BUSINESS**
[A.](#) Approval of the Community Garden Memorandum of Agreement
[B.](#) Establish an Ad-Hoc Funding and Sponsorship Committee
11. **NEXT AGENDA ITEMS**
12. **ADJOURN**

WRANGELL PARKS & RECREATION ADVISORY BOARD
REGULAR MEETING JANUARY 5TH, 2022
5:30 P.M. ASSEMBLY CHAMBERS
AGENDA

CALL TO ORDER: Chair, Jeanie Arnold called the meeting to order at 5:33PM.

ROLL CALL:

Present: Jeanie Arnold, Liz Bunes, Nancy Delpero, Cindy Martin, Joan Sargent, Kate Thomas.

AMENDMENT TO AGENDA: Nancy Delpero made a motion to remove “Unfinished Business: Item B”. Joan Sargent 2nd. Motion Passed.

APPROVAL OF MINUTES

A. Parks & Recreation Advisory Board meeting minutes attached from December 8th, 2021. Joan Sargent made a motion to approve the December minutes. Nancy Delpero 2nd. Motion Passed.

CORRESPONDENCE: None.

PERSON’S TO BE HEARD:

- A. Sarah Aslam attended the meeting as a representative of the Wrangell Sentinel.
- B. Joan Sargent spoke as a representative of the Saint Francis Animal Shelter. Joan reported that she met with City Administrators, Carol Rushmore and Jeff Good to discuss prospective locations for an animal shelter. Earlier this year P&R approved the concept of a mobile 100 sq. ft. pet shelter at the Lion’s Ball Field pending support from WCA. WCA expressed concerns about the choice location and proximity to the spiritual resting grounds of tribal members. Joan stated that she intends to revisit the discussion with WCA with a modified plan.

BOARD MEMBER REPORTS: Joan Sargent gave kudos to Lucy Robinson for her exercise class. Volunteers aim to keep the gym open for walking until the next scheduled class.

DIRECTOR’S REPORT: See attached. Additional information provided. Kate will be out of the office from January 6th through the 18th. Lucy Robinson is also out of the office. Jamie Roberts will step in as acting director. No youth or new programming will be launched until Kate’s return. Keep moving, pickleball and wrestling will run from latter January through March. City Park is open for public access. The shelter that collapsed during the storm has been cleaned up. Another shelter is closed due to necessary, masonry work.

UNFINISHED BUSINESS

- A. None

NEW BUSINESS

- A. Review and Approval of the Community Garden Proposal

- a. Kate provided a history of the Lion's Ballfield, including the 2009 MOA, and the dwindling # of garden member's overtime. Recent surveys indicate renewed interest in gardening for personal use and in serving on the committee.
- b. Garden committee member, Valerie Massie, provided a PowerPoint presentation. Highlights include:
 - i. GROW Rural Cap funds: \$17,000. Use by 9/15/22
 - ii. Alaska Grown Micro Grant funds: \$10,000. Use by 12/14/22
 - iii. Reduce footprint. Quantity of garden beds: 15.
 - iv. Goal of composting is to provide soil for community and sell surplus.
 - v. A community composting system would stay intact.
 - vi. Old, cold compost will be disassembled with SUFS assistance.
- c. Cindy Martin made a motion to approve the proposed land improvements as presented. Nancy Delpero 2nd. Poll Vote. All in favor. Motion Passed.

~~B. Review and Approval of the Community Garden MOA~~ (removed from the agenda)

CLOSING

- A. Next agenda items. Saint Francis Animal Shelter. Fee Structure.
- B. Adjourn meeting at 6:57PM.

Agenda Item A Unfinished Business

Wrangell Parks and Recreation

**WPR Advisory Board
AGENDA ITEM
February 9th, 2022**

INFORMATION:

All Borough departments are undergoing a one-year and three-year goal development project. Parks & Recreation established an annual workplan in 2020 which is helping to set the stage for goals setting over the next three years. The department's goals have been broken down into categories; swimming pool programming, recreation programming, parks programming, facility maintenance, administration & finance, and advisory board. Each goal should be specific, measurable, attainable, realistic and time based. The one-year goals may reflect sustaining, developing and/or new priorities outlined by the director and department staff. The three-year goals are longer range and often build upon the one-year goals, prompting the department to reach towards calculated expansion and excellence. Administration is seeking input from the Advisory Board. This agenda item enables board members to ask questions and suggest goals that may not be reflected in the existing document. The document will evolve into an annual workplan with actionable steps leading to the achievement of each goal.

ATTACHMENTS:

Wrangell Parks & Recreation Annual Goals & Workplan

RECOMMENDED ACTION:

Review department goals, provide comment and input on priorities set by the Director.

**WRANGELL PARKS & RECREATION
ANNUAL GOALS & WORKPLAN
Calendar Year 2022**

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.

SWIMMING POOL PROGRAMMING

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

One-Year Goals

1. Facilitate lifeguard and swim instructor certification courses on a bi-annual basis.
2. Offer seasonal swim lessons for youth.
3. Offer swim lessons to at least one grade level in the elementary school.
4. Sustain the Lifeguard Certification class as an elective through the high school.
5. Collaborate with WPSD to merge aquatics programming into physical education programs.
6. Combine aquatics operations policies into one comprehensive manual.

Three-Year Goals

1. Enhance our existing aquatics schedule by facilitating new activities within current events.
2. Develop and offer a Junior Lifeguard program to middle school aged students.
3. Coordinate training sessions with outside agencies, specifically the Wrangell Fire Department.
4. Develop and offer adult swim lessons during the month of April (National Learn to Swim Month).
5. Sustain and expand elementary school swim lessons.
6. Improve lifeguard training program and increase scenarios/activities to enhance learning.
7. Develop a contingency plan to maintain the swim club and high school swim team in the absence of a coach.

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.

One-Year Goals

1. Develop and offer summer recreation camps for youth ages 6-11.
2. Plan and implement family activities through the winter months.
3. Expand the pickleball program to include a league and tournament.
4. Expand enrichment programs for children ages 3-5 years old.
5. Maintain strength and mobility training for seniors.
6. Support community events, such as the fourth of July, by offering activities and equipment.

Three-Year Goals

1. Increase the number of educational classes offered to the public through community contractors.
2. Build an internship program to increase staff capacity for summer programming.

3. Develop and offer outdoor education opportunities for upper elementary and middle school students.
4. Promote program and equipment sponsorship program.

PARKS PROGRAMMING

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

One-Year Goals

1. Promote stewardship within parks by utilizing the voices of elementary school students.
2. Facilitate one outdoor work event within a municipal park in the spring.
3. Collaborate with departments, organizations, and businesses to improve the downtown corridor.
4. Increase public education regarding pets in parks and improve waste stream.
5. Promote Helping Our Parks sponsorship program.
6. Establish and approve a land use agreement for the Outdoor Shooting Range with the Wrangel Rod & Gun Club.

Three-Year Goals

1. Develop and deploy the adopt-a-garden program to help maintain downtown bump outs.
2. Develop funding packages through grant opportunities to support capital improvements.
3. Develop and implement a commercial use police and management plan.
4. Increase inter-agency collaboration to expedite park and trail projects, specifically with the Forest Service and Wrangell Cooperative Association.

FACILITY MANAGEMENT & MAINTENANCE

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

One-Year Goals

1. Maintain standards to pass DEC pool sanitation inspection annually.
2. Track work order assignment and database entries.
3. Maintain facility inspections and reports.
4. Update operations & equipment manuals.
5. Perform bi-annual inventory of supplies.
6. Continue improving the aesthetics of facilities.
7. Maintain spreadsheet of annual preventative maintenance and projects.

Three-Year Goals

1. Develop and implement maintenance and operations procedures and policies.
2. Improve safety training program to include professional development opportunities for staff.
3. Develop a long-range capital improvement plan.

ADMINISTRATION & FINANCE

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

One-Year Goals

1. Deploy onboarding plan with each new hire, specifically for temporary part time employees.
2. Increase wage rates to industry standards for temporary staff.
3. Conduct annual review of standing policies.
4. Maintain quarterly newsletter and program schedule.
5. Develop a data base of required safety training for all personnel.
6. Review and update recreation coordinator job description to include the requirement to obtain the lifeguard instructor certified pool operator credential.

Three-Year Goals

1. Develop and deploy media schedule to promote programs more efficiently.
2. Promote reservations to increase revenue and maintain personnel to oversee rentals.
3. Develop a cost recovery spreadsheet to properly price programs for the intended return.
4. Develop tracking spreadsheet for sponsorships and associated expenditures.
5. Increase revenue through sponsorships, grants and donations.

ADVISORY BOARD GOALS

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.

One-Year Goals

1. Complete Annual Parliamentary Training.
2. Develop and implement a monthly meeting content schedule.
3. Develop and implement a policy review schedule.
4. Develop and execute sponsorship outreach and development plan.
5. Select location for Helping Our Parks and plan work assignments.
6. Execute Helping Our Parks plan.
7. Support planning and attend annual BBQ celebration.
8. Sign up for 1-2 service-oriented opportunities annually; tournaments, swim lessons, health fair, party in the parks, summer recreation activity, paddlers potluck and/or talk on the rock.

Agenda Item A New Business

Wrangell Parks and Recreation

WPR Advisory Board AGENDA ITEM February 9th, 2022

INFORMATION:

The Community Garden Committee requested a review and update of the existing Memorandum of Agreement (MOA) established in 2009. Aside from the 2012 approval from Planning and Zoning to install a community smokehouse on site, there have been no updates to the MOA. The attached document outlines the updates to the responsibilities of the Property Owner and Garden Committee. Additionally, the proposal states that The Wrangell Cooperative Association will act as a sister group to the Garden Committee to assist with dismantling the garden which would be funded by a reserve of monies set aside by the Garden Committee. This contingency has been put in place by the Garden Committee in the event the group dissolves for any reason. By approving this MOA, the Property Owner has more clarity as to how issues will be managed in the future such as land improvements, site maintenance and a permanent closure to garden activity. The agreement is effective upon execution of both parties and is applicable until further notice.

ATTACHMENTS:

1. Community Garden Memorandum of Agreement Original Document with Track Changes (shows revisions to original document)
2. Community Garden Memorandum of Agreement Final Document (shows final version, accepting the proposed revisions)

RECOMMENDED ACTION:

Move to approve the proposed Memorandum of Agreement as presented.

MEMORANDUM OF AGREEMENT
Between
THE CITY AND BOROUGH OF WRANGELL
And
COMMUNITY GARDEN GROUP

This agreement entered into this 22nd day of February 2022, by and between the City and Borough of Wrangell (hereafter Wrangell) and the Community Garden Group (hereafter CGG).

WHEREAS, Wrangell owns the land currently occupied by the Lion's Ball Field located at the City Park;

WHEREAS, it is the desire of the CGG to maintain and improve the community garden for the purpose of providing an enjoyable and safe place for the residents of Wrangell to garden; and

WHEREAS the CGG's request to continue use of the Lion's Ball Field has been approved by the Wrangell Park & Recreation Department with no objection made by the Planning & Zoning Commission;

WHEREAS the CGG's application for a conditional use permit with a site plan review was approved on the 8th day of October 2009.

Wrangell and the CGG do hereby agree as follows:

The CGG's request to continue use of the Lion's Ball Field located at City Park for the purpose of maintaining and improving a community garden is approved by Wrangell.

The CGG's use of the property is limited to the operation, through community effort, of a community multi-plot, raised bed garden, compost system and subsequent use of the garden, including any and all related activities.

The CGG shall additionally have permission to use the existing permanent structures located at the site as a garden tool shed, composting shed, or other similar use.

The CGG is hereby authorized to erect a permanent sign identifying the garden, garden rules promulgated by the CGG, and/or general information, provided that said signage comply with any applicable state or federal laws.

The CGG will be solely responsible for maintenance at the community garden site, including maintenance of the permanent structures which shall be used for storage, composting, and other related gardening activities. Wrangell shall be responsible for any maintenance in the surrounding area, including the access parking lot and sidewalk.

The CGG shall designate the Wrangell Cooperative Association IGAP (hereafter WCA) responsible for dismantling the community garden space with reserves set aside by the CGG in

the event the CGG dissolves.

The CGG, WCA and Wrangell will designate a representative to oversee all matters related to this agreement.

The CGG shall indemnify, save harmless, defend, and protect Wrangell, its departments, agents, employees, and contractors from any and all claims, actions, or liabilities, for any loss, damage, injuries, or other casualty of whatever kind, sustained by any person or property proximately arising from the activities assumed by the CGG under the terms and conditions of this Memorandum. This indemnification does not indemnify Wrangell, its departments, agents, employees, or contractors for actions, omissions, or negligence on the part of Wrangell.

This agreement contains the entire agreement by the parties, and there are no written or oral promises or understandings between the parties that modify its terms. It may be amended only by written agreement of the parties, signed by their respective authorized representatives.

This agreement is effective upon execution of both parties, and is applicable until further notice. It may be extended annually by letter, signed by authorized representatives of each party.

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WHEREAS the CGG's application for a conditional use permit with a site plan review was approved on the 8th day of October 2009.

Formatted: Superscript

Wrangell and the CGG do hereby agree as follows:

The CGG's request to continue use of the Lion's Ball Field located at City Park for the purpose of installing-maintaining and maintaining-improving a community garden is approved by Wrangell, subject to the CGG submitting a successful application for a conditional use permit and site plan review to the Planning & Zoning Commission.

The CGG's use of the property is limited to the installationoperation, through community effort, of a community multi-plot, raised bed garden, compost system and subsequent use of the completed garden, including any and all related activities.

The CGG shall additionally have permission to use the existing permanent structures located at the site as a garden tool shed, composting shed, or other similar use.

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~~for maintenance of~~ the access parking lot and sidewalk.

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This agreement contains the entire agreement by the parties, and there are no written or oral promises or understandings between the parties that modify its terms. It may be amended only by written agreement of the parties, signed by their respective authorized representatives.

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Agenda Item B Unfinished Business

Wrangell Parks and Recreation

WPR Advisory Board AGENDA ITEM February 9th, 2022

INFORMATION:

During the Annual Board Retreat in January the Advisory Board identified a need to increase funding through a combination of local contributions, sponsorships, and grants to enhance programming and expand project funding packages. The Advisory Board has an opportunity to develop an ad-hoc funding and sponsorship committee that can meet outside of regular meetings to research new opportunities and gather information for the full board to review. Committees are for the purpose of focusing on a specific initiative with greater efficiency. Committees cannot take any action without the full review of the board. Any new develops or information gathered by the committee should be reported to the Advisory Board at its regularly scheduled meeting.

ATTACHMENTS:

None.

RECOMMENDED ACTION:

1. Identify members for the Funding and Sponsorship committee not to exceed two board members and the director.
2. Approve the development of an Ad-Hoc Funding and Sponsorship committee with assigned committee members.