



City and Borough of Wrangell  
Parks and Recreation Advisory Board  
AGENDA

Monday, April 12, 2021  
5:30 PM

Location: Video Conference  
**ZOOM**

Parks and Recreation Meeting  
5:30 PM

Join Zoom Meeting

<https://zoom.us/j/97920240985?pwd=UEVycklPd2VPL2FxQXE1UVd4NWFBZz09>

Meeting ID: 979 2024 0985

Passcode: 352751

One tap mobile

+16699006833,,97920240985#,,,,\*352751# US (San Jose)

+12532158782,,97920240985#,,,,\*352751# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 979 2024 0985

Passcode: 352751

Find your local number: <https://zoom.us/u/actSWYhrNH>

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 3rd, 2021.

5. **CORRESPONDENCE**

6. **PERSON'S TO BE HEARD**

7. **BOARD MEMBER REPORTS**

8. **DIRECTOR'S REPORT**

a. April 2021 Directors Report

b. Summer Recreation Activities Schedule (2019)

9. **UNFINISHED BUSINESS**

[a.](#) Pet Waste Campaign (continued discussion)

[b.](#) Fee Assistance Program (continued discussion)

10. **NEW BUSINESS**

[a.](#) Community Collaborations (planning)

[b.](#) Membership Drive (discussion and approval)

11. **ADJOURN**

WRANGELL PARKS & RECREATION ADVISORY BOARD  
REGULAR MEETING  
March 3rd, 2021  
5:30 P.M. ZOOM MEETING  
MINUTES

CALL TO ORDER: Meeting was called to at 5:30PM

ROLL CALL:

Present: Haig Demerjian, Joan Sargent, Liz Bunes, Jeanie Arnold, and Cindy Martin

Note: Jeanie Arnold joined at 5:56PM

AMENDMENT TO AGENDA: None

APPROVAL OF MINUTES

- A. Parks & Recreation Advisory Board meeting minutes attached from February 3rd, 2021.
  - a. Joan Sargent made a motion to approve the February Minutes. Cindy Martin seconded. Motion passed.

CORRESPONDENCE: None

PERSON'S TO BE HEARD: None

BOARD MEMBER REPORTS:

- Liz Bunes reported on recreation opportunities in southcentral Alaska, around Hatcher's Pass; xc skiing, tow ropes to access downhill skiing and snowboarding, and ice skating. She noted that Wrangell once had an ice-skating rink that was erected in the wintertime.
- Joan Sargent asked for guidance on how to proceed with conversations about site use for the Saint Francis Cat Shelter. Kate offered to have an offline conversation with Joan about appropriate next steps.

DIRECTOR'S REPORT:

- Written report is attached to the meeting packet. Further oral delivery was provided on the Community Collaborations event, Facility Closure, and the Mount Dewey Trail Extension project.
- Kate responded to inquiry about membership extensions, confirming that patron passes are extended of the length of time the facility is shut down due to COVID.

UNFINISHED BUSINESS

- A. Approval of the Employee Handbook
  - a. Kate provided explanation of the changes made based on board input and comments. Also highlighting that the next steps are for the Borough Manger to review the handbook, along with the Attorney before elevating it to the Borough Assembly.

- b. Cindy Martin made a motion to approve the Employee Handbook as presented. Liz Bunes seconded. All in favor.
- B. Pet Waste Campaign Planning
  - a. Friday, April 2<sup>nd</sup> Staff and Advisory Board Members will clean up Volunteer Park.
  - b. Saturday, April 3<sup>rd</sup> from 8:00AM-10:00AM Cindy Martin and Liz Bunes @ Volunteer Park. (dog treats, informational flyers and waste bags provided to walkers-prize drawing)
  - c. Saturday, April 3<sup>rd</sup> from 10:00AM-12:00PM Liz Bunes and Jeanie Arnold @ Community Market. (dog treats, informational flyers and waste bags, prize drawing)
  - d. Coloring/Drawing Contest for youth will supplement media efforts.
  - e. P&R is working to establish citation authority.
  - f. P&R is going to great length to inform dog-walkers, prior to possible area closures or restrictions.
  - g. The board is supportive of temporary restrictions to access areas if improvements are not made.

#### NEW BUSINESS

- A. Budget Presentation
  - a. Kate Thomas provided presentation on historical data and details on the FY22 budget. Budget presentation will be provided in the meeting minutes.
- B. Fee Assistance Program
  - a. Discussion was held on the current fee assistance program.
  - b. At a minimum, the director suggested that the essay portion of the application be removed.
  - c. Board agreed to conduct industry research independently and bring information and recommendations for discussion at the April meeting.
  - d. Components of the program application to be evaluated include discounted rates, income verification, other qualifications such as the school lunch program, and a fee waiver.

#### CLOSING

- A. Next agenda items.
  - a. Fee Assistance Program
  - b. Community Collaborations
- B. Adjourn meeting @ 7:25PM.
- C. Next meeting is scheduled for April 7<sup>th</sup>, 2021.

To: Borough Manager, Lisa Von Bargaen  
CC: Borough Assembly, P&R Advisory Board  
From: P&R Director Kate Thomas  
Subject: P&R Department Report  
Date: April 8th, 2021

FINANCIAL & FACILITY ACCESS REPORT

COMPARISON	MONTH	2019	2021	%
ATTENDANCE	March	1276	455	36 %
REVENUES	March	\$9,918.67	\$2,390.32	24%

Please note that the facility was closed for a week in March due to COVID19.

FACILITY MAINTENANCE REPORT

Maintenance staff continue to find ways to enhance the aesthetics and function of the facility. Most recently, Lane improved the racquetball court with a painted border around the base. Between the improved lighting and base paint, the racquetball court looks like new. Many compliments from the public have been shared with Lane. Likewise, Lane replaced the score keepers table in the gymnasium. The aging top needed to be replaced due to damage around the perimeter and surface. Lane also recommended that the Director reach out to SEARHC to inquire about the plants in the old hospital building. SEARHC was kind enough to bequeath those to the facility, which are now staged in the lobby. While these improvements made be small in scope, they are noticeable and add to the liveliness of the facility.

The USFS, WCA, P&R and Garden Committee have been working together for some time to resurrect use of the garden facility adjacent to the lower cemetery. WCA built new garden beds, USFS has provided labor to deconstruct the old beds and move soil to the new ones. Public works stepped in a few weeks ago to relocate materials with their heavy equipment. P&R is currently taking inventory of chain link fence parts that need to be acquired to repair and improve the perimeter fencing. Lane will be working to make those improvements in the coming weeks. This project is a fantastic example of community collaboration. WCA has been instrumental in organizing this effort. It is important to note that two Seniors supported the project through their final school project. Alex Rooney built and installed a three-tier chicken manure compost facility and Julia Mieth built waist high garden beds for users that may need better accessibility to garden.

Lane has also taken inventory of improvements needed at the Covered Basketball Court and Kyle Angerman park. As the weather transitions into spring Lane will begin addressing those needs one park location at time. Focusing on the full scope of needs at one park location at a time, the improvements made will be noticeable to the community and limit any loose ends that could be overlooked in future efforts.

Lane will begin virtual training session to obtain the Certified Pool Operator license in May. The virtual offering is an opportunity established due to COVID19, which allows staff to obtain the credential for a much lower cost than past years where travel was required.

RECREATION REPORT

Lucy Robinson is currently working on an inter-community collaboration with Juneau, Petersburg, and Wrangell, called “Walk Southeast”. More information on the program can be found at

<https://juneau.org/parks-recreation/walk-southeast>. Lucy is excited to work with other communities in this capacity. Juneau facilitated the program last year which was very successful. Wrangell has an opportunity to build on that success while engaging with regional partners in a purposeful way. As the program details are finalized the department will begin launching it to the public. The Advisory Board will be updated along the way.

A lifeguard course is scheduled for April 16-18. Kate Thomas and Lucy Robinson will be sharing instructor responsibilities. There are plans to recertify one of our in-house staff in the process. Currently, there are no participants enrolled in the course. If participation does not increase, the department will reschedule the course for a later time this spring or early Summer. There are several staff that will need to be recertified before August. Likewise, Kate and Lucy both need to recertify their Lifeguard Instructor credentials. This need requires both parties to travel for in person skills assessments. There is a course scheduled at the end of May in Petersburg and end of June in Fairbanks. It is critical that P&R maintains the ability to certify lifeguards locally, as costs for outside instructors to travel to Wrangell as needed is an unreasonable expense.

Lucy is working on graphics and media to continue enhancing the pool lobby. As well, she is working on updating the facility rules signage specific to the pool, weight room and racquetball court. These improvements are well liked by our patrons and fall in line with feedback provided by the board in past meetings. Lucy has also drafted media for Parks. The entrance bulletin and kiosk at Volunteer Park will soon have graphics encouraging better stewardship as it relates to pet waste management, with fun photos from our Pet Photo Contest held in 2020.

Following a successful youth and middle school basketball program, Lucy has been approached by Volunteers who hope to facilitate a series of 3 on 3 basketball events this Summer. In preparation for the outdoor based program Lucy proposed a community clean up at the Covered Basketball with a dedication ceremony prior to the start of the 3 on 3 series. The clean up will take place in the first two weeks of June, with the dedication ceremony on June 15<sup>th</sup>. Improvements include installing missing basketball backboard, replacing backboard rims, installing bird spikes on upper rafters, replacing nets, pressure washing the court, spray painting new lines on the court to include a pickleball court, four square and hopscotch.

Plans continue to evolve for Summer Recreation. The department is planning to host several small pods of youth, with two staff assigned to each group. The number of participants that the program can host will largely depend on the staff recruitment successes. Currently, there are several potential staff for the program. Department leaders are eager to identify a mature young adult or adult to lead the program. Ideally 6 staff would be available to oversee activities and supervise participants. Discussions have been held around the value of launching a community survey to determine what the public interest is and to generate awareness to the return of this program. A sample activities schedule from 2019 has been included in the board packet, to create a better picture of the program.

#### COVID MITIGATION PLAN

Parks and Recreation has updated its facility mitigation plan to allow for fully vaccinated persons to enter the facility following travel without delay. Further updates are just around the corner. Changes include increasing the weight room capacity to 3 persons, lowering the age restriction to access the facility from 13 years of age to 9, although the department is considering returning to the previous age limit of 7. Age restrictions have significantly impacted the participation of open swims since youth are required to come with parent or guardian if they are 12 and under. All updates will be published on the website.

## EMPLOYEE HANDBOOK

The Employee Handbook has been sent to the Borough Manager for review. No further updates are available on this project. P&R hopes to be able to implement the new policy within the next two months. Any progress will be reported to the Advisory Board.

## PET WASTE CAMPAIGN

Joan Sargent and Kate Thomas spent a combined three hours at the park picking up dog waste on Friday, April 2<sup>nd</sup>, 2021. Nearly 30 pounds of dog waste was collected and that does not account for all areas of the park. The entrance and fence perimeter were the focus areas. Little League reported that they too spent considerable time picking up waste on the ball fields. Unfortunately, the park aspect of the outreach was cancelled due to considerable snowfall. Jeanie Arnold, Liz Bunes and Kate Thomas participated in the community market promoting good stewardship in parks related to Pet Waste. Nearly 25 people signed the “Scoop the Poop” pledge. Kate plans to upload the information related to campaign on the department’s website including the pledge form to encourage more people to get on board with the movement. In addition to the efforts discussed with the board, Kate will be visiting the KSTK studio on Monday (4/12) morning at 9:00AM to support the radios pledge drive and promote the Pet Waste Campaign. The Board is encouraged to listen in. Likewise, the Board should determine whether they want to reschedule the park outreach event in the coming weeks as the weather improves.

## COMMUNITY COLLABORATIONS

Planning has begun for the community wide downtown clean up. Borough departments are collaborating to determine the best timeframe and priority tasks. Currently, the event has the potential to be facilitated the first or second week in May. P&R will be primarily focusing on the bump outs along front street. Materials are being procured and outreach will be conducted to obtain interest from Volunteers. Advisory Board members are strongly encouraged to participate in the event and support the recruitment of volunteers. The effort will be encouraged throughout the week, with one to two focus days towards the end of the week where all parties will come together for a full day of work. One weekend day is being considered to encourage greater public participation. Lunch will be provided to staff and volunteers who participate. Input from the Board is welcome.

## STAFF RECRUITMENT & CAPACITY

The department is currently experiencing a shift in staff capacity. In the spring of 2020, P&R bid farewell to six student employees who graduated from school and embarked on a new series of adventures. The departure of those staff is still being felt. Recruitment efforts have been stifled by the pandemic. Likewise, low wages and increased competition for entry level applicants around town are other factors impacting the departments capacity to recruit new staff. P&R is optimistic that it will regain its capacity and build on the excellent and committed staff that remain on the team. It is worth noting that the departments capacity to return programs such as Summer Recreation will largely depend on staff capacity. Parks Maintenance is another area of need. Unfortunately, the department does not have any return staff for the Parks season this year.

## A YEAR IN REVIEW

P&R anticipates that 2021 will be largely focused on rebuilding what it lost in momentum in 2020. 2019 was an epic year in terms of staff capacity, public participation and buy in, revenues

and creativity. Staff planned for 2020 to be even better. In January of 2020, Lucy and Kate developed the first Annual Work Plan that the department has established in its existence, and certainly reached for the stars and had high expectations. Kate is very proud of what the department accomplished in years past, and while 2020 was not the most favorable year staff are pleased of their adaptability and successes non-the-less.

Here is a list of programs and efforts P&R deployed in 2020/2021:

- Virtual talent show
- P&R sponsored music playlist
- (2) swim camps for youth ages 7 and up
- (2) parent and me swim lessons
- Pickleball
- Youth basketball
- Forest explorers
- Beach explorers
- Candy cane hunt in the park
- Pet waste management campaign and park clean up
- Community hot dog feed
- Lifeguard course
- Lifeguard in service training
- Hosted high school swim team
- Hosted swim club
- Pup in park photo contest
- Pet photo Christmas calendar
- Recruited three new advisory board members
- (2 sessions) high school aquatics classes
- (2 sessions) middle school aquatics classes
- Water aerobics
- Aqua stretching
- Winter recreation (as a trial for summer rec)
- Community garden collaboration
- Development of the community collaboration to clean up the downtown corridor
- Supported and worked the Nolan Center garden beds clean up
- NRA grant submittal
- Statewide comprehensive outdoor recreation plan facilitation for the southeast region
- Private rentals in the pool and gymnasium
- Hot water tank replacement project
- Interior community center window repairs
- Facility deep clean and organization effort
- Painting interior sections of both facilities
- Open swims
- Lap swims
- Tot swims
- And more...

# JUNE

Item b.

# 2019

## SUMMER Recreation Program! 10AM-3PM MON - Fri

SUNday	MONday	TueSday	WedNeSday	THURsday	FRiday	Saturday
						1
2	3 FIRST DAY! Gym/Arts/Crafts Mt. DeWey HIKE	4 Gym/Arts/Crafts SWIMMING	5 Gym/Art/Crafts VOLUNTEER PARK	6 Reading @ Library SWIMMING	7 Outdoor Sport ROLLER RINK	8
9	10 Gym/Arts/Crafts VOLUNTEER PARK	11 Forest Explorers @ VOLUNTEER PARK SWIMMING	12 Gym/Art/Crafts VOLUNTEER PARK	13 Reading @ Library SWIMMING	14 Outdoor Sport Mt. DeWey HIKE	15
16	17 Gym/Arts/Crafts VOLUNTEER PARK	18 Forest Explorers @ Mt. DeWey SWIMMING	19 Gym /Art/Crafts VOLUNTEER PARK	20 Reading @ Library SWIMMING	21 Outdoor Sport KSTK Tie Dye TeeS!	22
23	24 Gym/Arts/Crafts VOLUNTEER PARK	25 Forest Explorers@ Mt. DeWey SWIMMING	26 Gym/Arts/Crafts VOLUNTEER PARK	27 Reading @ Library SWIMMING	28 SHoemaker + RB FALLS Beach OUTing	29
30						

# JULY

Item b.

# 2019

## SUMMER Recreation Program! 10AM-3PM MON - Fri

SUNday	MONday	TUEsday	WEDneSday	THURsday	FRIday	SATURday
	1 No SUMMER rec Or SWIM LESSONS	2 No SUMMER rec Or SWIM LESSONS	3 No SUMMER Rec Or SWIM LESSONS	4 Happy 4 <sup>th</sup> OF JULY ALL FACILITIES CLOSED FUN RUN!!	5 No SUMMER rec Or SWIM LESSONS	6
7	8 Gym/Arts/Crafts VOLUNTEER PARK	9 Forest Explorers @ VOLUNTEER PARK SWIMMING	10 Gym/Arts/Crafts VOLUNTEER PARK	11 Reading @ Library SWIMMING	12 Gym/Arts/Crafts Outdoor Activity	13
14	15 Gym/Arts/Crafts VOLUNTEER PARK	16 Forest Explorers @ Mt. DeWey SWIMMING	17 Gym/Arts/Crafts VOLUNTEER PARK	18 Reading @ Library SWIMMING	19 Outdoor Sport Mt. DeWey HIKE	20
21	22 Gym/Arts/Crafts VOLUNTEER PARK	23 Forest Explorers @ Birding/Scrap Fishing SWIMMING	24 Gym/Arts/Crafts VOLUNTEER PARK	25 Reading @ Library SWIMMING	26 Gym/Arts/Crafts SWIMMING	27
28	29 Gym/Arts/Crafts VOLUNTEER PARK	30 Forest Explorers @ VOLUNTEER PARK SWIMMING	31 Gym/Arts/Crafts VOLUNTEER PARK			

# AUGUST

Item b.

# 2019

## SUMMER RECREATION PROGRAM! 10AM-3PM , MON-FRI

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 GYM/ARTS/CRAFTS MT. DEWEY SWIMMING	2 GYM/ARTS/CRAFTS VOLUNTEER PARK SWIMMING	3
4	5 GYM/ARTS/CRAFTS VOLUNTEER PARK	6 GYM/ARTS/CRAFTS MT DEWEY SWIMMING	7 GYM/ARTS/CRAFTS VOLUNTEER PARK	8 RAINBOW FALLS ALL DAY OUTING!	9 GYM/ARTS/CRAFTS ICE CREAM SOCIAL	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# SCOOP THE POOP PLEDGE

Besides being unpleasant to the nose and eyes, pet waste is an environmental pollutant that can seriously harm water ways and greenspaces. A quick rain shower is all it takes to transfer dog droppings from the ground and into undesirable locations. Pet waste carries bacteria, viruses and parasites that threaten the health of humans and wildlife. By scooping the poop you are removing harmful nutrients and bacteria from people and places, keeping our citizens healthy and our yards and shoes clean.

## TAKE THE PLEDGE TO "SCOOP THE POOP" AND DO YOUR PART TO RECLAIM OUR GREENSPACE!

- I pledge to always clean up after my pet, even in my own yard.
- I pledge to educate others about the importance of cleaning up after their pets.
- I pledge to always carry extra doggy bags when I'm with my pet.



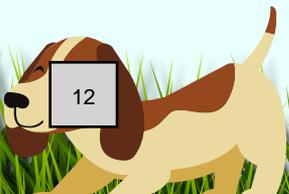
Name: \_\_\_\_\_

Pet's Name: \_\_\_\_\_

Breed: \_\_\_\_\_

Age: \_\_\_\_\_

Favorite Spot: \_\_\_\_\_

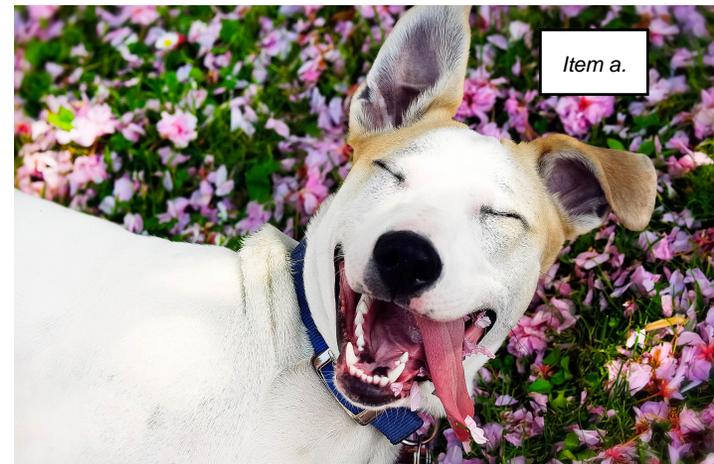


# SCOOP THE POOP PLEDGE

I PLEDGE TO SCOOP THE POOP,  
AT LEAST ONCE A WEEK  
RAIN OR SHINE.

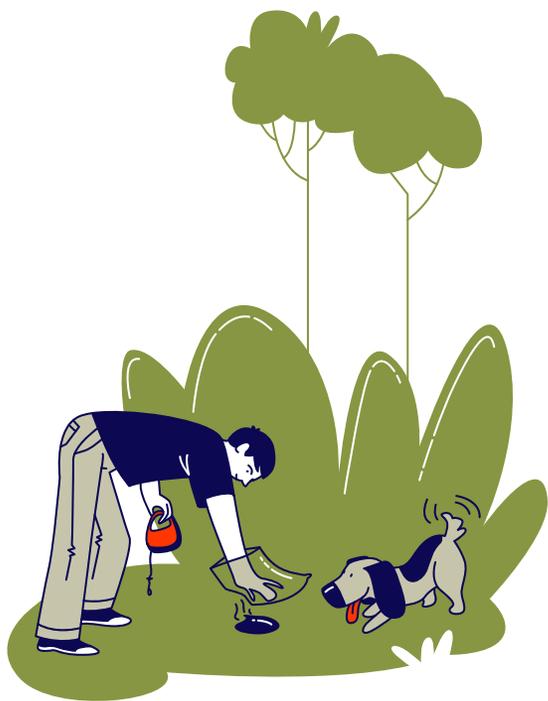
I PLEDGE TO SCOOP THE  
POOP ON WALKS EVERY TIME.

I PLEDGE TO BAG IT  
AND PUT IT IN THE TRASH.



## THE HIGH COST OF POOP

- P&R SPENDS THOUSANDS OF DOLLARS PER YEAR MANAGING PET WASTE
- RE-STOCKING BAG DISPENSERS, REMOVING WASTE
- FIELDING USER COMPLAINTS
- PROMOTING RESPONSIBLE PET WASTE DISPOSAL
- LABOR COSTS



WRANGELL PARKS & RECREATION'S

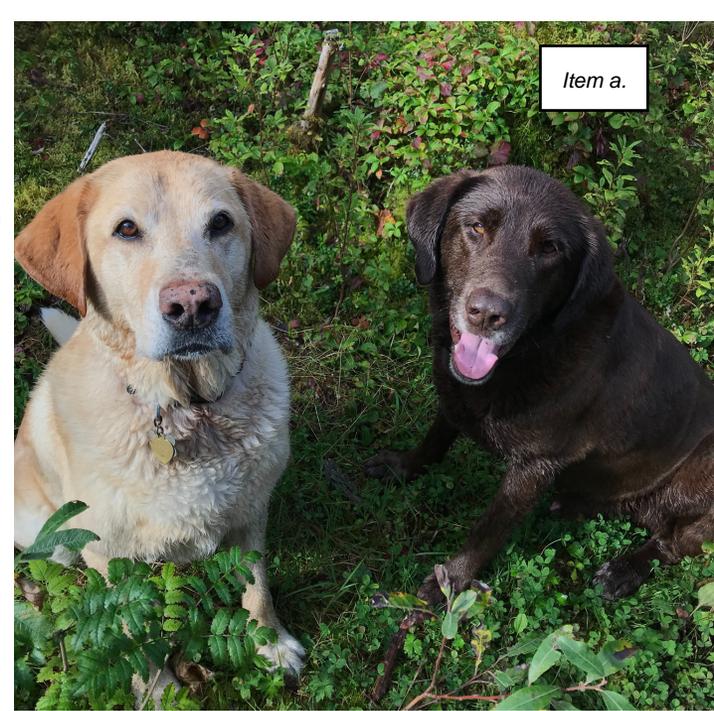
## SCOOP THE POOP INITIATIVE





## POOP SCOOPING PRO-TIPS

- CLIP A PET WASTE BAG DISPENSER TO YOUR DOG'S LEASH
- FILL YOUR POCKETS WITH BAGS, ECO FRIENDLY OPTIONS AVAILABLE
- GET A POOPER SCOOPER
- USE PET WASTE BAGS LOCATED AT PARKS, TRAIL AND GREEN SPACES
- ENCOURAGE FRIENDS & NEIGHBORS TO DO THE SAME



## DOG POOP IS A POLLUTANT

- IT AFFECTS PLANT GROWTH, WILDLIFE AND HUMAN HEALTH
- DOG WASTE CONTAINS A HOST OF PARASITES THAT PETS CAN CATCH AND SPREAD



PLEASE PICK UP AFTER YOUR PET. BY DOING SO, YOU HELP TO ENSURE OUR PARKS, TRAILS AND GREEN SPACES ARE HEALTHY AND CAN BE ENJOYED BY ALL.



## WRANGELL'S ANIMAL LAWS

7.04.020: ANIMALS AT LARGE PROHIBITED

7.08.010: LICENSING

- EVERY PERSON WHO OWNS OR KEEPS A PET SHALL REPORT TO THE POLICE DEPARTMENT.
- A SMALL REGISTRATION FEE APPLIES FOR EACH PET.
- PETS MUST BE REGISTERED ANNUALLY. (\$5-\$15 Per Dog )

7.08.035: OBJECTIONABLE ANIMALS

- PREVENT ANIMAL FROM DISTURBING OTHERS BY PROLONGED BARKING, HOWLING OR OTHER NOISES
- PREVENT ANIMAL FROM DEFECATING UPON, DIGGING UPON OR INJURING PUBLIC PROPERTY
- PREVENT ANIMAL FROM SNAPPING, RUNNING AFTER OR JUMPING AT VEHICLES OR PERSONS (\$15, \$50, \$100 Fines)



### What is Fee Assistance Program?

The Wrangell Parks and Recreation Department believes that everyone should have the opportunity to participate in the scheduled activities, programs and classes our Department offers. For this purpose we are pleased to offer a Fee Assistance Program with an application for financial support for those who may not be able to afford the fees associated with such activities/programs and facilities.

Parents, guardians or the participants themselves are able to fill out the application. The information reflected in the financial section must be based on the income of the parent(s)/guardian(s) of the participant applying. If the patron applying for assistance is over the age of 18, and living independently, they must complete the financial section according to their individual income.

Applications will be accepted throughout the year with financial assistance funds available based on the calendar year. Applicants are limited to financial assistance for one activity, or punch card, per annual quarter. If you do not participate in the activity for which you receive assistance, you will not be eligible to apply for the following year. The department encourages applicants to submit their applications well in advance as there are limited funds. Additionally, this allows for the director to carefully review the application.

This application is compiled of a participant information section, financial section and written essay. **All sections of the application** must be completed before the application is reviewed. Eligibility will be determined and verified within **5 business days**. If accepted, your discount will be based primarily on your household income. Those applying for assistance to participate in an activity will be expected to pay the discounted fee at the time of registration. Completing this application does not constitute registration for an activity or punch card. Please complete the appropriate registration form separately and send to the Parks & Rec Department, along with your proof of income; W2, pay stub, bank statement, or statement from employer.

The information contained on this application will be reviewed by the Director of Parks and Recreation and shall remain confidential. Please allow a minimum of 5 business days for your application to be processed.

If you have questions or concerns, please feel free to contact the Director of Parks and Recreation, Kate Thomas @ 907-874-2444.



Applicant Information

Date: \_\_\_\_\_

Participant's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Participant's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Participant's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Guardian's Name: (if participants are under the age of 18) \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

Total Cost of Activity/Punch Card: \_\_\_\_\_

Household Size: \_\_\_\_\_

Please Check Box Below:

Activity

Recreation Punch Card

Aquatics Punch Card

**Household Members:** up to two domestic partnership adults and their children who live in a single dwelling unit who share financial resources, along with room and board.

**Income is defined as:** cash receipts from all sources before taxes, including; wages and salaries, self-employment revenues less operating expenses, payments from public assistance, government or private pensions, income from dividends and all other forms of income.

Household Member		Salary and Wages	Alimony and Child support	Food Stamps, Unemployment or other income	Retirement, Pensions, Social Security	Dividends and Investments	Total <u>Annual</u> Income
Self							
Spouse							
Other							
16	her						
<u>Total Household Annual Income</u>					\$		





Lined writing area consisting of 15 horizontal lines.

Written By: \_\_\_\_\_

**Waiver for Participant:**

The completion of a Fee Assistance Application does not constitute automatic receipt of assistance, regardless of household income. Eligibility for assistance will be determined within 5 business days of submittal. The Staff at the Parks and Recreation Department reserves the right to deny assistance approval for any reason. Failure to accurately represent household income could result in denial of assistance for current application and potentially future applications. Applicants will be notified by phone or by mail.

I certify that I have reviewed the information on the Fee Assistance Application and the information is correct to the best of my knowledge.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

To: Borough Manager, Lisa Von Bargaen  
 CC: Borough Assembly, P&R Advisory Board  
 From: P&R Director Kate Thomas  
 Subject: Proposed Community Collaboration: Downtown and Visitor Corridor Beautification  
 Date: February 18th, 2021

Since 2017 Wrangell P&R has hosted a community outdoor work event, entitled Helping Our Parks. The purpose of the event is to strengthen relationships with our park visitors, enhance park stewardship and improve our municipal greenspace-all while offsetting the negative impacts of reduced funding to our cherished park land. Our municipal greenspace boosts our economy, enriches our quality of life, and caters to the visitor population of the island. To that end it is a priority of Wrangell P&R to preserve the integrity of our existing lands and make improvements at one location, one year at a time. Unfortunately, P&R was unable to host a volunteer event in 2020, due to the pandemic. The department is eager to reestablish Helping Our Parks and expand its reach in the spring of 2021.

While Wrangell may not see the full sailing of ships throughout southeast this summer, the community will still benefit from independent travelers coming from out of state and our regional friends and families that visit the island. At a time when our visitor population has been stunted, we need to come together and ensure that our most cherished attractions, waterfronts, and greenspaces are looking refreshed, inviting, and beautiful. This will encourage visitors to return and give rise to our sense of community pride.

In addition to the strain on our health and economy, cooperative and collaborative efforts within agencies have been hindered with the need for social distancing and virtual operations. With better treatments, expanded vaccine distribution and economic recovery efforts, 2021 is a year of rebuilding for all places and people. With the resources, equipment and skilled labor within the City & Borough of Wrangell, there is a unique opportunity to bring all departments together for one common goal: Beautification of our Downtown and Visitor Corridor. The success and impacts of this effort could stretch even further by inviting our partners to contribute to the mission.

Below is a bullet pointed list that will help set the stage for what this effort may entail:

- ☑ The event would be scheduled for a week in early May, following the Community Clean Up.
- ☑ All Borough Departments work together on the task-oriented action and priority projects.
- ☑ Invitations to participate go out to downtown businesses, WCA, WPSD, Churches, SEARHC and other community groups.
- ☑ The range of grounds spans from Petroglyph Beach viewing platform through the downtown corridor to include Outer Drive onward to Heritage Harbor via Case Ave.
- ☑ Event promotions begin a month in advance through outlets such as radio tiles, newspaper advertisements, mailers, email blasts and other forms of communication.
- ☑ The Borough is responsible to procuring and staging materials, supplies and equipment.
- ☑ COVID-19 conscious modest lunches provided to employees on staff focused days & a BBQ lunch provided on community focused days.
- ☑ Priority tasks may include, straighten street signs, clean storm drains, sweep streets, wash benches and trash cans, replace the bulb out geotextile material, mulch bulb outs and replace vegetation that needs to be replenished and impedes on the line of site, cigarette and trash pick-up, dog waste pick up, remove moss and debris built up on sidewalks, clean bases of lamp posts, scrape and clean harbor parking lot, make repairs to petroglyph beach, install signage leading people to Mount Dewey trail head, and any other critical items prioritized by departments, Borough Manager and Assembly.

To: Advisory Board  
 From: P&R Director Kate Thomas  
 Subject: Membership Drive  
 Date: April 8<sup>th</sup>, 2021

**INTRODUCTION:** Recommendations proposed by the Director are listed below. Supporting information is provided below with data highlighting the total number of membership sales with the associated revenues. Likewise, the Facility Rental fees from Craig are listed below for comparison. The Advisory Board is encouraged to review other departments within the region, their offerings and associated costs. The current rate sheet for the department has been included in the meeting packet.

**RECOMMENDATIONS FOR DISCUSSION:**

1. Children under the age of one FREE admission
2. Lower children's (under 5) rate from \$2 to \$1
3. Adjust rates for ages 5 to 13 \$2
4. Adjust rates for ages 14 to 17 \$3
5. Establish a Dollar Dip Night, first Monday of every month
6. Establish a membership benefit, to bring a friend for FREE on the final Friday of every month
7. Establish a policy where the first visit for every person is FREE
8. Consider establishing a family rate of \$550-600 for up to 4 persons within the same household
  - a. Discussion should be held on the differences in rates for single parent families versus dual.
9. Consider refining the facility rental rates. Increasing the hourly and establishing a fixed rate for add ons such as the inflatable device and inner tube water polo gear.
  - a. P&R would like to purchase an inflatable screen and projector to host Dive In movies.

<b>Membership and POS Sales Data</b>					
Year	2016	2017	2018	2019	2020
Punch Card	72	277	245	204	100
Memberships	84	210	186	116	87
Auto Pay Passes		23	40	36	7
Sales	\$ 8,702.07	\$ 37,710.97	\$ 38,214.91	\$ 30,199.90	\$ 14,894.43
POS	512	3252	4363	5798	2909
Sales	\$ 2,026.50	\$ 15,783.80	\$ 20,610.00	\$ 26,568.00	\$ 14,815.00
Total Sales	\$ 10,728.57	\$ 53,494.77	\$ 58,824.91	\$ 56,767.90	\$ 29,709.43

**Note: MyRec was onboarded in August of 2016.**

**CRAIG (POW) POOL RENTAL RATES**

Big Pool only with or without slide: \$75.00/hr.

Kiddy Pool Only: \$60.00/ hr.

Both Pools: \$120.00/ hr.

Big Toy Rental: \$185.00/hr