



City and Borough of Wrangell
Parks and Recreation Advisory Board
AGENDA

Wednesday, January 05, 2022
5:30 PM

Location: Assembly Chambers

Parks & Recreation Advisory Board
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 December 8th, 2021.
5. **CORRESPONDENCE**
6. **PERSON'S TO BE HEARD**
7. **BOARD MEMBER REPORTS**
8. **DIRECTOR'S REPORT**
[A.](#) P&R December Director's Report
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**
[A.](#) Review and Approval of the Community Garden Proposal
[B.](#) Review and Approval of the Community Garden Memorandum of Agreement
11. **ADJOURN**

WRANGELL PARKS & RECREATION ADVISORY BOARD
 REGULAR MEETING
 December 8th, 2021
 5:30 P.M. ZOOM MEETING
 MINUTES

CALL TO ORDER: 5:33PM

ROLL CALL:

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

Absent: Cindy Martin

AMENDMENT TO AGENDA: None

APPROVAL OF MINUTES

- A. Parks & Recreation Advisory Board meeting minutes attached from November 3rd, 2021. Liz Bunes made a motion to approve the November minutes. Nancy Delpero 2nd. Motion Passed.

CORRESPONDENCE: None.

PERSON'S TO BE HEARD: None. Sarah Aslam was present as a representative of the local newspaper.

BOARD MEMBER REPORTS: Positive remarks were made by Joan regarding Lucy Robinson's Keep Moving fitness class. Liz Bunes reported that a water-based rescue class will be facilitated in town, with a potential for P&R to be a partner with the agency and school district. Dog waste management was put on hold through the snowfall. Joan did perform some clean up at the end of November.

DIRECTOR'S REPORT: Oral delivery was provided on the following content.

FINANCIAL, PROGRAM & FACILITY ACCESS REPORT

COMPARISON	MONTH	2019	2021	%
ATTENDANCE	November	931	746	80%
REVENUES	November	\$6,908.21	\$15,121.26	218%
<i>Please note that SEARHC contributed \$10,000 to their employee fund in the month of November. Without that revenue accounted for the comparison of revenues from 2021 to 2019 is 74%.</i>				
POINT OF SALE	November	489 Items Sold	544 Items Sold	111%
PROGRAM #	November	91 Participants	90 Participants	99%

Oral Report will be provided on the following:

1. Pool Lighting Project
2. Storm Response and Damage Report
3. Youth Aquatics Programming
4. Lifeguard Course Report
5. Semester of Aquatics
6. 2022 First Quarter Programs
7. 2022 Annual Board and Department Activities

- 8. COVID Mitigation and Shared Information
- 9. Community Garden Update
- 10. Community Market Plans

UNFINISHED BUSINESS:

A. Retreat Planning

- a. Retreat will be held on January 29th from 9:00AM-12:00PM in the Assembly Chambers.
- b. Board members will contribute to breakfast. Liz Buness will bring a quiche and sticky buns. Jeanie Arnold will coordinate lunch to be provided by Sweet Tides.
- c. The Board requested the following things to be included in the retreat.
 - i. Condition Assessments
 - ii. Capital Improvements and Major Maintenance Priorities
 - iii. Building and Site Tour
 - iv. Mission and Core Values
 - v. Board and Department Annual Schedule
 - vi. Budget and Financial Presentation
 - vii. Discussion on
 - 1. Fundraising for programs and projects
 - 2. Community group partnerships
 - 3. Senior project proposals

NEW BUSINESS:

A. Dog Waste Campaign Action

- a. Discussion was held on plans for future efforts to continue educating the public on the benefits of dog waste management within the community. It was determined that the Board would begin planning for spring public service announcements, park clean up and public outreach in March. Spring cleans will occur in April, along with in person public outreach. The Board requested new and enhanced signs to post around the community on bulletins and park entrances. The Board agreed that we need to engage more partners to expand the voices sharing the message so that it is not solely P&R. This item will return to the agenda in March.

CLOSING

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

To: P&R Advisory Board
 From: P&R Director Kate Thomas
 Subject: P&R Department Report
 Date: December 29th, 2021

FINANCIAL, PROGRAM & FACILITY ACCESS REPORT

COMPARISON	MONTH	2019	2021	%
ATTENDANCE	December	949	646	68%
REVENUES	December	\$5,477.80	\$6,462.26	118%
POINT OF SALE	December	427 Items Sold	466 Items Sold	109%
PROGRAM #	December	12 Participants	167 Participants	N/A
<i>Note: No official programming was offered in December of 2019. 12 donations to Hop were collected, which is logged as a sponsorship program, showing participation.</i>				

1. Employee Work Anniversary- Lucy Robinson celebrated her four-year work anniversary in December. Lane Fitzjarrald celebrates his one-year work anniversary with the department at the turn of the new year. Both individuals are a great asset to the department, each bringing positive energy and an optimistic attitude.
2. Staff Recruitment-The department is currently on-boarding one new lifeguard and one new recreation assistant. The lifeguard, Alicia Stearns is a long-time resident of Wrangell and patron of the facility. During her off season she will be working to fill some of the regularly scheduled lifeguard shifts. The recreation assistant, Dana Ivy moved back to Wrangell last spring. She will be helping to backfill any office needs and staff recreation programs and rental reservations. The department is beginning to feel some relief when it comes to staffing, however there is still a shortage of lifeguards to fill all the operating needs. Staff plan to host another lifeguard course in February. Promotions will begin as soon as dates are set.
3. Maintenance Report- Maintenance personnel have been largely focused on snow removal throughout the month of December. P&R has gained use of the utility vehicles through the police department and public works. This has allowed for greater efficiency and provided the ability to assist other departments in managing their grounds during periods of heavy accumulation. Between park rounds, increased custodial duties in the gymnasium and routine pool operations, there has been little time to tackle other projects. However, a few things have been done to improve operations. For example, new coat hangers were installed in the gym hallway, along with runners for foot traffic to cut down on the amount of debris that enters the gym. The walls and ceiling in the racquetball court were cleaned for the first time in many years. The double doors on the pool deck have been repaired and painted. A safety hazard remaining on the concrete pad was removed from the collapsed shelter at City Park. New tot gym equipment was assembled. Additional planning for the 2022 maintenance schedule will take place with staff after the new year.
4. Open Swims and Gyms- P&R offered additional activities throughout the holidays. The open swims were a popular option, open to all ages. The open gym was attended by 8 participants in the first session, while no one participated in the second and third option, resulting in a cancellation for the fourth scheduled open gym. With the nice weather and winter recreation opportunities the department suspects that the time the activity was scheduled, was not preferred by the user. Likewise, middle school aged students are a new age group the department is trying to target. More structured

programming seems to gain greater engagement, as well as having ample staff available to help facilitate activities for youth. Staff will explore early evening activities in the future.

5. Lifeguard Management Course-Two staff members completed the American Red Cross Lifeguard Mgmt. course. This is an online course that the department requires of staff who intend on progressing to a Head guard position. Likewise, any recreation assistants who oversee the office during aquatics activities enroll in the course to expand their aquatics knowledge and training, in lieu of a lifeguard certification. These folks do not enter the water or act as a lifeguard in any capacity but rather provide emergency support to lifeguards if needed.
6. Private Swim Lessons- The department has offered over 12 sessions of private swim lessons. These are made possible by our instructor team and have proven to be a popular option for families, especially those enrolled in home school. P&R is working to establish an aquatics and recreation operations manual that will include information on private swim lessons.
7. Swim Lessons and Swim Camps- The fall and winter swim camps and lessons have been very popular. The programs captured returning swimmers along with new members to the pool. Instructors worked together to facilitate the activities and help develop their capacity for delivering curriculum within the camp model. Instructors were very successful and several participants from the camps have moved on to pass the deep end test. The number of successful deep end tests following a camp is a great indicator of participant progress.
8. Semester of Aquatics- The Semester of Aquatics class ended on December 17th. A debrief will be held after the first of the year to identify areas of success and improvement. The department intends to make this school approved course an annual occurrence. Two interviews have been conducted since the course finished. One of the interviewees intends to work in the new year, while the other will volunteer as they are available for lessons and other aquatics activities.
9. Tot Gym- This program has been supported by a combination of volunteers and paid staff. The program is offered on Monday and Wednesday each week. It will run through the end of March. Participation varies week to week depending on other community activities.
10. Youth Basketball- Youth basketball for grade K-1 ends on Thursday, December 30th. 16 youth participated in the November and December session. The extension from Fall programming was made possible by Todd and Kitten White. Additional volunteers have stepped forward to assist with the activity.
11. Wrestling- Wrestling is subject to begin at the end of January. The program will host small groups of kids within the same age range. The community is excited to see this program return. The department is working with volunteer Coach, Jef Rooney to identify the best schedule that allows for the maximum number of participants to enroll, while maintaining small groups as a COVID mitigation measure.
12. Candy Cane Hunt-P&R schedule the candy cane hunt after a popular showing last year. The temperatures were in the teens on the morning of the event. Unfortunately, no one participated in the candy cane hunt at the time it was scheduled.

13. Pickleball- This program continues to be very popular. It seems to have a growing interest and many regular players. The program schedule will change in the new year to an earlier start time of 5:15PM. This is due to increased facility demand with the start of AAU Girls Basketball Programming. The department intends to offer the program two nights per week. A second day of programming was scheduled on Tuesday during the lunch hour as a trial through December. With work schedules and other competing needs, it is not a popular timeframe.
14. Keep Moving-There have been many positive remarks about this program. It is currently on hold during the holidays but will return to the schedule in mid-January. It is scheduled on Tuesday and Thursday from 9:30AM-10:30AM. The class is led by Lucy Robinson. It is largely focused on mobility and strength training, using only body weight.
15. Gym Walkers- During the holidays and into the New Year the gym is open to walkers on Tuesday and Thursday from 9:30AM-10:30AM. This program allows folks to get indoors for some movement and socializing while the Keep Moving class is on hold.
16. Pool Lighting Project- Bunes Electric was awarded the project bid in early December. Materials have been purchased. Replacement of the electrical distribution panel will take place at the end of January. Materials to replace the overhead lighting ship from the manufacturer at the beginning of March. It is likely that the fixture replacement will be scheduled at the end of March, pending the arrival of materials. The project is subject to take less time than originally planned, meaning that there will be little interruption to the pool operations schedule. The department anticipates closing the pool area (only) of the facility for up to one week.
17. City Fireplace- **(NO UPDATES SINCE OCTOBER REPORT)** City Park Fireplace Repairs were elevated to the major maintenance project list in FY20. It was unclear whether the fireplace was a structural component of the pavilion, warranting further inspection from an engineer to determine whether the metal shroud and posts were tied into the roof. The planned repairs were put on hold until further inspection could take place. When an engineer's inspection was proposed to the assembly, they requested that staff seek input from local contractors before bringing an engineer in from off the island, largely due to the expense. If the fireplace was determined to be structural an engineer's design plan would be required to meet building code. As the base of the fireplace became exposed staff saw that the posts holding up the metal shroud did not run to the bottom, leading staff to believe that the building is self-supporting. The above information was shared with Johnson's Construction and MorePowers who were solicited to inspect the facility, determine the structural nature of the fireplace, and make a recommendation for repairs. Both provided a report on their findings. Reports indicated that the building is self-supporting which was determined by structural design and materials used. Amber Al-Haddad and Kate Thomas reviewed the report and agreed that the likely option for repairs will be to remove the firepit and chimney, rebuild the base and replace the chimney with a light gauge steel hood and chimney assembly. Because the anticipated costs were not included in FY22, a budget amendment is necessary. Prior to submitting the necessary documentation to the Assembly, a price quote must be obtained to determine the total amount needed to fund the project.
18. Mount Dewey Trail Extension- **(pulled from Capital Facilities Director Report sent to the Assembly on 12/14/21)** PND Engineers identified general route layout with future development plan considered. Survey and design teams were in Wrangell the week of July 5th to identify the trail route and parking location, survey the project areas and perform a wetland delineation. Results from that effort have

identified a trail route on the east slope of Mt Dewey through both forested lands and muskeg lands. A subsequent trail was identified to connect the existing Volunteer Loop trail to Ishiyama Drive. The first draft of the conceptual plan, along with a variety of cost estimates, was received in October. All cost options were well over the amount of funding in place and additional funding was sought from the FLAP program. The Borough was successful in obtaining another approximate \$450,000 for the project and are awaiting the federal Highway amendment documents. Meanwhile, coordination with the USACE is underway to determine whether we will pursue a Nationwide Permit or apply for an individual permit based on the preferred trail design selected and its proposed impacts to the wetlands.

19. Kyle Angermans Park and Playground-The State hired a grant administrator for the LWCF program. The representative reached out to Wrangell asking for a formal request to extend the grants performance period, which ends on December 31st, 2021. The necessary paperwork for extension to December 31st, 2023 has been submitted and the department is awaiting approval from the state and National Park Service. Once the extension has been granted, a budget amendment request will be submitted to address the funding shortfall. Additional funding is necessary to cover the safety surface material, as well as the increased costs for the project overall. Material costs have risen substantially throughout the pandemic, placing additional pressure on project budgets across the state. Wrangell is among many other communities seeking an extension due to the adverse effects the pandemic has had on the construction industry.
20. Volunteer Park Name Recognition- P&R Director, Kate Thomas discussed the project concept with WCA Council Member, Virginia Oliver. Further discussion will be had in the New Year to identify common names that have a Tlingit translation that will be reflected on trail signage.
21. Pool Siding and Brick Project- **(NO UPDATES SINCE OCTOBER REPORT)** Improvements to the pool siding and brick columns are long since overdue. This project has been slated for FY22 Capital Improvements. Conceptually the existing siding is to be removed and replaced with an in-kind material. The brick column façade will be removed and replaced with the same material used in the siding. The building maintenance team anticipates that some of the facility's frame will need to be replaced due to exposure and rot. Painting was considered as a temporary solution to improve the aesthetics of the building and preserve the remaining integrity of the siding; however, a complete replacement was prioritized as it is what needed in the long term.
22. Skeet Range Improvements-Capital Facilities Director, Amber Al-Haddad submitted a third phase proposal for improvements to the Skeet Range. P&R will update the board once it has received a notice from the National Rifle Foundation on whether the proposal will be funded. The foundation is still bouncing back from the effects of the pandemic, so it is yet to be seen how much funding is available for projects of this scope and nature.
23. Annual Program Schedule-P&R is currently drafting a program schedule for the calendar year of 2022. The department has been unable to plan to this level for the past two years due to the pandemic. Staff are eager to return to a more structured way of operating that is both predictable and manageable given the resources available. Board members can review the attached program schedule.

2022

Su	Mo	Tu	We	Th	Fr	Sa
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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JAN The Splash (Newsletter)

Martin Luther King Day (Closed)

Youth Wrestling

Board Meeting/Retreat

Pickleball

Keep Moving

Workout Challenge

Polar Plunge

Kate Winter Vacation

Tot Gym

File Rentention/Storage Clearing

FEB

Youth Wrestling

Pickleball

Keep Moving

Parent & Me

Swim Lessons/Camp

Board Meeting

Presidents Day

Lane Winter Vacation

Tot Gym

Helping Our Parks Planning

Surplus

MAR

Shamrock Shuffle

Paddlers Potluck

Youth Wrestling

Pickleball

Keep Moving

Board Meeting

Seward's Day (Closed)

Lifeguard Course

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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24	25	26	27	28	29	30
31						

JUL The Splash (Newsletter)

Fourth of July (Closed)

Fun Run/Game Booth

Family Camp Out

Summer Recreation

Tongass Toughman

Bearfest

Youth Sports Camp

Community Softball Game

No Board Meeting

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

AUG

Back to School BBQ

Semester of Aquatics

Movie in the Parks

Capture the Flag

Swim Lessons/Camp

Youth Sports Camp

Community Beach Volleyball Game

Lifeguard Review *Must before 8/16

Volunteer Recruitment for BBALL

No Board Meeting

Su	Mo	Tu	We	Th	Fr	Sa
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SEP

Youth Basketball

Pickleball

Semester of Aquatics

Parent & Me

Board Meeting

Labor Day (Closed)

Pet Waste campaign Planning (Board)

Helping Our Parks Planning

Tot Gym

Pool Lighting Project (Short Closure)

Su	Mo	Tu	We	Th	Fr	Sa
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APR The Splash (Newsletter)

Spring Adventure Series

Adult Swim Lessons

Junior Lifeguard Course

Swim Lessons/Camp

Little League

Board Meeting

Keep Moving

Pet Waste Mgmt Campaign

Community Collaborations Planning

Helping Our Parks Event

Su	Mo	Tu	We	Th	Fr	Sa
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29	30	31				

MAY

Community Paddle

Company Picnic

Swim Instructor Course

Lifeguard Course

Parent & Me

Little League

Pet Waste Mgmt Campaign

WHS Graduation

Memorial Day (Closed)

Community Collaborations Event

Su	Mo	Tu	We	Th	Fr	Sa
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JUN

Community Hike

Summer Recreation

Family Camp Out

Youth Sports Camp

Music in the Parks

Little League

Board Meeting

Summer Program Training

Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

OCT The Splash (Newsletter)

Alaska Day

Youth Basketball

Pickleball

Semester of Aquatics

Alaska Recreation & Parks Conference

Pumpkin Plunge

Municipal Elections

Tot Gym

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOV

Turkey Trot

Semester of Aquatics

Parent & Me

Swim Lessons/Camp

Veterans Day (Closed)

Thanksgiving (Closed)

Pickleball

Officer of the Board Nominations

Tot Gym

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DEC

Tree Lighting (Closed Early)

Semester of Aquatics

Holiday Series

Board Meeting

Christmas Day (Closed)

Pickleball

Candy Cane Hunt

Tot Gym

Agenda Item A New Business

Wrangell Parks and Recreation

**WPR Advisory Board
AGENDA ITEM
January 5th, 2022**

INFORMATION:

The Community Garden Committee sought approval from the City & Borough of Wrangell to utilize the Lion's Ball Field for gardening purposes in 2009. The site was approved for the proposed purpose. To date, the site has been used as an educational and gathering space for those interested in gardening.

In 2020 the garden saw increased interest, as the pandemic highlighted the need for sustainability and food security, nationwide. While interest was growing, there were many improvements identified as project priorities on site. There have been no major improvements to the land since the garden got its start in 2009. Through the efforts of volunteers, countless hours of site work were performed. In the same year, the Wrangell Cooperative Association generously donated 16 raised garden beds for the site to replace the ones that were aging and deemed unusable.

Since the garden was long overdue for improvements and upgrades, committee members knew additional funds were needed to cover the costs of materials and labor. Garden Committee members Kim Wickman and Valerie Massie drafted a grant proposal which was submitted to the RURAL CAP GROW program, utilizing the Wrangell Cooperative Association as a pass-through agency. The project was noticed of award in the amount of \$17,000 in November of 2021 for the improvements outlined in the attached proposal.

The Garden Committee's proposal includes: a request to establish a Memorandum of Agreement, continue use of the site and its utilities, update the electrical utilities to accommodate a new composter, position an industrial composter within the existing concessions building, add fill to encourage proper drainage and level the ground for the new garden beds and relocate the fence system to enclose a smaller area of the garden.

ATTACHMENTS:

Community Garden Land Improvement Proposal

RECOMMENDED ACTION:

Move to approve the proposed land improvements.

**Community Garden Committee
Land Use Proposal to the City & Borough of Wrangell
January 3, 2022**

To: The Parks & Recreation Advisory Board
The Honorable Mayor Prysunka & Assembly of the City & Borough of Wrangell

From: Community Garden Committee, Kim Wickman & Valerie Massie

Introduction

The Community Garden Committee was established in 2009. At the time the committee brought forward a land use proposal to the Assembly which was approved for the requested purpose of developing a community garden. The garden has been supported by many Wrangell residents who continue to show their enthusiasm for this long-term project.

Currently the Community Garden is in need of improvement to encourage continued growth and enhance the efficiency of the site. The Community Garden Committee intends to rebuild the community garden by creating a smaller area at the Lion's Ball Field that will contain the garden and compost site, provide the structure needed to maintain the garden, and act as an organization with which to apply for future funding opportunities. The rebuilt community garden will provide an enjoyable and safe place to grow food, offer an outdoor place to gather as friends, and promote learning successful gardening techniques from others.

Proposal

The Community Garden Committee would like to continue use of the Lion's Ball Field as our preferred land site for several reasons: 1) the City of Wrangell previously determined this land would be of good use for a community garden project; 2) the property is close to town; 3) there is adequate, existing parking; 4) there is an existing fence/gate; 5) there is an existing shed and enclosed building; 6) there are existing bathroom facilities nearby; 7) there is access to water in the near-by creek; 8) there is an existing power source.

Along with approving continued use, the Community Garden Committee is seeking approval of the outlined work plan and site improvements. The Community Garden Committee work plan includes reestablishing a multi-plot (raised beds) garden. This garden will be in the Lion Ball Field but will take up roughly half of the space of the previous garden. This smaller footprint will be easier to maintain. The work plan also includes adding rock, installing three-phase power near the concessions stand, and installing a fence that will encompass the new garden area and community compost site. We propose to use the land as an agricultural, educational and community engagement space.

In collaboration with the Wrangell Cooperative Association Indian General Assistance (WCA IGAP) Department, a grant proposal was submitted to the RurAL CAP GROW Program to procure funding for the proposed site improvements. A notice of award was received on November 8th with funding up to \$17,000. Purchases planned for this improvement project include: 1.) a commercial composter to expedite the composting process and divert food waste from Wrangell's waste stream; 2.) a new fence for animal control and layer of rock for drainage in the garden and composting area; and 3.) installation of three-phase power to connect to the old concessions stand. The concessions stand is currently connected to single-phase power but will need to be upgraded in order to accommodate the new commercial composter. Installation will include laying new wire under the section of gravel road between the concessions stand and nearest power line. These expenses will be supplemented by current Community Garden and WCA IGAP funds as needed. Volunteer hours will be utilized when possible.

Conclusion

In conclusion the Community Garden Committee is requesting approval of this proposal to include the following items:

1. Establish and approve a Memorandum of Understanding and/or a Land Use Agreement;
2. Permission to continue to use existing structures for garden tool sheds, composting sheds, or other structural requirements for garden use;
3. Permission to erect permanent signs identifying the garden, outlining rules, posting general information, or other signage required for garden use;
4. Permission to use existing utilities extending to the garden site;
5. Permission to update the electrical power required to run a commercial composter in the old concessions stand;
6. Permission to add rock needed to raise and level the surface of the new community garden area to encourage proper drainage; and
7. Permission to install a fenced in area around the smaller footprint of the community garden area.

We look forward to the Borough Assembly's reply to our request for continued use of the Lion's Ball Field property and the subsequent site improvements. Please email igapcoord.wca@gmail.com or call 425-345-1275 with any questions or comments.

Respectfully Requested,
Community Garden
Committee Wrangell, Alaska



Agenda Item B New Business

Wrangell Parks and Recreation

**WPR Advisory Board
AGENDA ITEM
January 5th, 2022**

INFORMATION:

The Community Garden Committee requested that the City & Borough of Wrangell and the Garden establish a Memorandum of Agreement (MOA) outlining the parameters of use for the Lion's Ball Field. The attached MOA outlines the responsibilities of the Property Owner, the Garden Committee, and the Wrangell Cooperative Association. The proposal states that The Wrangell Cooperative Association will act as a sister group to the Committee to assist with dismantling the garden should there be an absence of a Garden Committee for a period of twelve months or more. By approving this MOA the Property Owner has more clarity as to how issues will be managed in the future such as land improvements and site maintenance. The lifespan of the Agreement is for a period of five years, after which all parties will conduct a mutual review of the agreement and determine its renewal and the period of extension.

ATTACHMENTS:

Community Garden Memorandum of Agreement

RECOMMENDED ACTION:

Move to approve the proposed Memorandum of Agreement.

Memorandum of Agreement
between
The Wrangell Community Garden Committee
and
The Wrangell Cooperative Association
and
The City and Borough of Wrangell
For Use of Land as a Community Garden

This agreement is entered into between the City and Borough of Wrangell (herein referred to as the “Property Owner”), the Wrangell Community Garden Committee (herein referred to as the “Garden Committee”) and the Wrangell Cooperative Association Indian General Assistance Program (herein referred to as “WCA IGAP”) for the use of land located at the previous Lion’s Ball Field as a community garden. The purpose of this garden is to provide garden bed space to Wrangell community members who wish to grow fresh produce and provide a hands-on location for gardening and traditional foods education to the community.

Term: This agreement shall be for a period of five years, beginning immediately upon execution date of this agreement, after which all parties will conduct mutual review of this agreement and determine its renewal and the period of extension.

I. Responsibilities of the Property Owner: The Property Owner agrees to:

- a. Provide use of the parcel of land, located at the previous Lion’s Ball Field, for use as a community garden; and
- b. Maintain the portion of the site not used by the garden; and
- c. Provide water to the garden for irrigation; and
- d. Identify someone as a primary contact for the Property Owner to the Garden Committee in matters related to this agreement; and
- e. Notify Garden Committee liaison of any matters impacting the success of the garden or the safety of visitors to include: plant disease, fence damage, or onsite events that may cause harm to project managers or visitors.

II. Responsibilities of the Garden Committee: The Garden Committee agrees to:

- a. Oversee all arrangements for operations of a community garden by:
 - i. Building, placing, and filling garden beds for growing vegetable and fruit; and
 - ii. Fencing the garden site to control wildlife and domestic animal consumption and damage; and
 - iii. Managing the purchase, storage, maintenance, and use of any Garden Committee tools, supplies, or resources
- b. Obtain approval from the Property Owner prior to making any structural improvements or changes to the garden not originally approved; and
- c. Notify Property Owner liaison of any changes or structural repair requiring onsite work; and
- d. Notify Property Owner of any media or other visit schedules; and
- e. Identify a point person from the Garden Committee in all matters related to this agreement.
- f. Managing any subscription fees associated with garden bed rentals; and
- g. Facilitating bi-annual meetings to elect and President, Vice President, Secretary, and Treasurer positions and allocate responsibilities; and
- h. Maintain a “Dismantling Fund” of \$1,500

III. Responsibilities of WCA: If the Garden Committee dissolves (has zero members) for a duration of twelve (12) months, WCA IGAP agrees to:

- a. Spend WCA IGAP staff hours and the Garden Committee's \$1,500 "Dismantling Fund" to dismantle or sell Community Garden beds and level the Community Garden space. Any monies from sold garden beds will be added to the "Dismantling Fund" as needed or given to the WCA IGAP department for their community composting system.
- b. Sell community garden tools, supplies, and resources at 1/3 of market cost to the community and add said monies to the "Dismantling Fund" as needed or given to the WCA IGAP department for their community composting system.
- c. Identify a point person from WCA IGAP in all matters related to this agreement.
- d. Notify Property Owner and Garden Committee of Community Garden dismantling efforts and cancellation of general liability coverage.

IV. Additional Responsibilities and Terms of the Agreement:

- a. The Property Owner, the Garden Committee, and WCA IGAP agree to abide by all applicable provisions and regulations of the federal, state, and city laws and ordinances.
- b. **Amendment:** This agreement may be modified or amended with the written approval of the Property Owner and Garden Committee, provided the party proposing a modification or amendment submits the same in writing to the other party at least thirty (30) days in advance to allow for negotiations and Board approval as may be required.
- c. **Termination:** This agreement may be terminated with 90 days' notice if the conditions of the contract are not met and the party in error is given at least 30 days' notice to remediate any infractions. Upon termination of the agreement and/or dissolution of the Garden Committee for six (6) months, the Community Garden, the \$1,500 "Dismantling Fund," and any remaining Community Garden funds will be turned over to WCA IGAP. WCA IGAP will dismantle the Community Garden as outlined above, leaving the site in a clean and neat condition, i.e., free of trash and debris, with any garden structures removed or left in good repair and any tools, supplies, and/or resources sold or donated.
- d. **Applicable Law:** This agreement shall be governed by the laws of the State of Alaska.
- e. **Entire Agreement:** the agreement is the entire and only agreement between the parties and supersedes all prior understandings and practices between the parties.

Acknowledged, Accepted, and Approved:

Print: _____ Date: _____

Signature: _____

Property Owner Liaison

Print : _____ Date: _____

Signature: _____

Community Garden Liaison

Print: _____ Date: _____

Signature: _____

WCA IGAP Liaison