



City and Borough of Wrangell  
Parks and Recreation Advisory Board  
AGENDA

Wednesday, September 14, 2022  
5:30 PM

Location: Assembly Chambers  
City Hall, 205 Brueger Street, 99929

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 June 1st, 2022.
5. **CORRESPONDENCE**
6. **PERSON'S TO BE HEARD**
7. **BOARD MEMBER REPORTS**
8. **DIRECTOR'S REPORT**
  - [A.](#) June, July and August 2022 Summer Director's Report.
  - [B.](#) Weight Room Improvements Report.
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**
  - [A.](#) Playground Improvement Discussion.
  - [B.](#) Swim Club as a Parks & Recreation Program Discussion.
  - [C.](#) In-Kind Memberships to WPSD Faculty Discussion and Approval.
11. **NEXT AGENDA ITEMS**
12. **ADJOURN**

WRANGELL PARKS & RECREATION ADVISORY BOARD  
REGULAR MEETING June 1<sup>st</sup>, 2022  
5:30 P.M. ASSEMBLY CHAMBERS  
MINUTES

**PUBLIC HEARING: Proposed Improvements to the Facility Weight Room.** The Department is seeking to procure new equipment for the weight room facility based on a series of common public requests and subsequent survey results. The survey was conducted throughout the month of March. Based on the input of regular users, plans are developing to purchase a rig/rack system that would allow users to perform a variety of strength and conditioning moves including squats. To accommodate new equipment, other machines may be eliminated from the circuit or relocated. It is the intent of the project to create a more versatile inventory of equipment, while increasing floor space for users. The staff at Parks & Recreation are committed to ensuring that users are properly educated on the use of all new machines throughout the transition.

**CALL TO ORDER:** 5:33 PM

**ROLL CALL:**

Present: Jeanie Arnold, Ceona Koch, Nancy Delpero, Joan Sargent

Absent: Cindy Martin

**AMENDMENT TO AGENDA:** None

**APPROVAL OF MINUTES**

- A. Parks & Recreation Advisory Board meeting minutes attached from May 4th, 2022. Ceona Koch made a motion to approve the minutes as presented, Nancy Delpero 2<sup>nd</sup>. All in favor.

**CORRESPONDENCE:** None

**PERSON'S TO BE HEARD:** None

**BOARD MEMBER REPORTS:** Board members were impressed with the student research on fecal coliforms within parks. Members hope to see this data added to the general public awareness of the negative affects of dog waste in parks. Joan reported that she removed more wood waste from the community garden site. She stated that there was more to be done and would like to see the department wrap up loose ends at the site.

**DIRECTOR'S REPORT:** Oral report provided at the meeting. The following topics were covered; downtown clean up, new hires, sports camps, swim lessons, music in the parks, family nights in parks, fun run, bearfest activities, community center windows, trail maintenance, and pool air and water temperature.

**UNFINISHED BUSINESS**

- A. None

**NEW BUSINESS**

- A. Fourth of July Event and Board Support

- a. General information was provided about the event. Recreation Coordinator Lucy Robinson will contact Board Members directly for assignments and volunteer support.
- B. Proposed Improvements to the Facility Weight Room
  - a. History was provided on the feedback provided by the public regarding weight room improvements and safety concerns. Director, Kate Thomas shared the details of the project and proposed floor plan. The Board inquired about general liability.
  - b. Joan Sargent made a motion to approve the Weight Room Improvements as presented, Ceona Koch 2<sup>nd</sup>. All in favor.

#### CLOSING

- A. Next agenda items.
  - a. Next meeting September 7<sup>th</sup>. Request to have the meeting a week in advance to accommodate the schedule of a board member.
- B. Adjourn meeting.

To: P&R Advisory Board  
 From: P&R Director, Kate Thomas  
 Subject: P&R Department Report  
 Date: September 14<sup>th</sup>, 2022

### **FINANCE & FACILITY ACCESS**

COMPARISON	MONTH	2022	
ATTENDANCE	May	563	
REVENUES	May	\$3,079.35	
POINT OF SALE	May	427 Items Sold	
ATTENDANCE	June	621	
REVENUES	June	\$9,996.62	
POINT OF SALE	June	494 Items Sold	
ATTENDANCE	July	615	
REVENUES	July	\$7,161.87	
POINT OF SALE	July	533 Items Sold	
ATTENDANCE	August	697	2496
REVENUES	August	\$6,354.12	\$26,591.96
POINT OF SALE	August	536 Items Sold	1990 Items Sold

**Totals for the  
Summer.**

### **PROJECTS**

1. **Non-Motorized Transportation System (Mt. Dewey Trail Extension).** Funding for this project comes from the Federal Highway Administration, FLAP program, in the amount of \$904,768. A match of 9.03% is required. The USACE (Corps) response to the impacts to wetland disturbance requires compensatory mitigation for the wetland impacts. Capital Facilities is working with an environmental consultant to perform the functional assessment to determine the number of credits to be purchased from a mitigation bank for the required compensatory mitigation. An amendment to PND's design contract has been issued and staff are working with them for full execution before beginning the final design and construction bidding services. PND's proposed schedule for completing the design is October 2022.
2. **Recreation Center & Pool HVAC and DDC Upgrades.** Funding for this project is from the Community Development Block Grant – COVID (CDBG-CV) in the amount of \$806,000. There is not a match requirement for this specific CDBG-CV grant. Due to the short timeframe for the total project, the State/CDBG has approved a non-competitive procurement for engineering design, the work under which has begun, and as well a sole source for the DDC system, which now requires Assembly approval as well. A request for approval was on the July 26th meeting agenda.
3. **Swimming Pool Exterior Siding Improvements.** The Borough earmarked \$175,000 of the Lost Revenue Relief Grant funding for this project. A minor destructive investigation of the building's exterior wall system was performed to determine if wood frame deterioration has occurred. There was no wood framing deterioration found. The primary need is to replace the siding, a portion of which has deteriorated in the ground level splash zone. The Wrangell School District has requested to join in the siding and painting project for cost efficiencies for painting the High School and Middle School, and Capital Facilities is working to develop a joint project. A fee proposal was received from North Winds to assist with the level of drawings, details and technical specifications needed for a

construction contract / bid document. The cost is high to utilize a consultant; therefore, staff will reassess how to reduce the level of consultant work and perform more of the work in house. This project will likely occur in Spring/Summer 2023.

4. **Reid Street Sidewalk Replacement.** Funding for this project comes from the Secure Rural Schools Fund, in the amount of \$55,000. The project was completed in August.
5. **Skeet Range Improvements.** The department learned earlier this year that it did not receive any funding from the NRA foundation grant proposal submitted in late 2021. However, the P&R Director, with the support of Capital Facilities and Economic Development, submitted a grant proposal to the Alaska Department of Fish and Game for a total of \$150,000 to complete the full scope of improvements identified for the outdoor range. The grant program requires a 25% match; however, some shooting range improvement projects may be eligible for a 10% match requirement. Notice of award will be issued in September of this year. **No CHANGE from June Report.**
6. **Kyle Angerman Park & Playground.** The State of Alaska Grant Administrator for the Land and Water Conservation Fund (LWCF) program notified Wrangell Parks & Recreation of their recommendation to cancel the application for funding for the Kyle Angerman Project in June, along with other projects that languished over the past two years of COVID operations. Parks & Recreation's letter requesting an extension on the performance period of the grant has gone unanswered by the National Park Service (NPS). Due to the circumstances, the NPS-LWCF representative recommended cancelling the grant and reapplying during a future grant round. A formal letter withdrawing the department's application was submitted in August.
7. **City Park Fireplace.** The City Park Fireplace replacement project requires the assistance of a contractor and engineer to review the overall scope of the project and provide input on design and specifications. This project is likely to take place in the spring of 2023.
8. **Volunteer Park Parking Lot.** The hillside along the parking lot was cleared this summer by the Public Works staff. Additional work still needs to be completed to close out the project including adding fill, grading, and rolling the surface material and installing large boulders to act as the parking barrier. This project will be completed by mid-October.
9. **Pool Lighting Project.** The pool lighting project is complete as of September 2<sup>nd</sup>.
10. **Shoemaker Bay Park & Recreation Area.** P&R maintenance personnel completed two major maintenance projects at the recreation site. Both the large barn (used for storage) and the shelter were primed and painted this summer. New park signage was installed at the RV dump station, tent camping area and within the park. Contractors inspected and made repairs to all electrical receptacles at the Shoemaker RV Park as well. Additional tasks that still need to be tackled are installing missing parking barriers, pressure washing the tennis court, applying new court paint to include a tennis court and two pickleball courts, pressure washing and staining the playground equipment, and installing a new message center at the RV park.
11. **Volunteer Park Name Recognition.** This project remains a priority for trails. As time allows, Kate Thomas will work with tribal leader, Virginia Oliver, to establish signage for all trailheads and

junctions along the Nature Trail that includes a Tlingit translation. Parks & Recreation has an interest in seeing a HS student take this on as a senior project.

12. **Weight Room Improvements.** See attached report.
13. **Pool Maintenance Closure.** Wrangell Parks and Recreation Swimming Pool will be closed for maintenance from November 28<sup>th</sup> through January 8<sup>th</sup>, returning to operation on January 9<sup>th</sup>, 2023. Project priorities include repair areas of the pool basin, remove, and replace damaged tile, inspect and repair shower units, valve inspection, filter maintenance, chlorine system maintenance, grout floors in locker rooms, clean carpets, refinish wood benches and more. Regular updates will be provided throughout the closure to inform the public of the progress made and updates to the schedule as necessary. Additional activities will be available in the gymnasium during this time.
14. **Private Swim Lessons.** Private lessons continue to be a popular request among community members. They are a great offering to continue building skills in between group lessons. Currently, there are limited staff available to serve this need. The department is maintaining a roster of interested parties to call on when staff are available to instruct.
15. **Lifeguard Prep Class & Blended Learning Course.** Kate Thomas facilitated a lifeguard prep class focused on endurance conditioning and the pre-requisites to get into the lifeguard class. There were four students who took the class. Lucy Robinson instructed a blended learning lifeguard class with 6 participants and 2 additional people who recertified. All participants of the class successfully completed the course and began working in August prior to the start of school. Ongoing training is being facilitated to ensure new recruits are supported in their new role.
16. **Swim Lessons & Camp.** Over 65 youth were served in this summer's Lessons and Camps. The program popularity resulted in waitlists for each period of activity. The department is working to strategize for next summer to be better positioned to meet the demand. Staff intend to focus on swim instructor recruitment and training in the new year to prepare for summer.
17. **Summer Sports Activities.** The department hosted a series of pop-up activities, outdoor recreation and sports camps throughout the summer including Cheer Camp, Forest and Beach Explorers, Strength and Conditioning Camp, Basketball Open Gym and Kickball. The shorter activities for small increments of time, tailored to ages 5-7, were less popular than the longer sports activities geared towards 8-10 and middle school aged students. Parks & Recreation is looking to strategize the best way forward. Workforce limitations are a driving factor in what, when and how the departments develop programming. Fall and winter will provide staff with time to assess priorities and areas of focus moving forward.
18. **Walk Southeast.** A cross community competition where participants log their miles throughout the summer to see which community can log the highest average mileage per participant within the competition came back for a second season. There were 59 participants registered in Wrangell. Over 285 participants from Juneau, Ketchikan, Wrangell, and Petersburg walked at least 150 miles over the duration of the competition. This year, the winner of the drawing took home two Alaska Airlines tickets.

19. **Youth Fee Assistance Program.** Six Fee Assistance awards were provided to participants this summer, totaling \$296.00. Awards were applied to punch cards and swim lessons.
20. **Junior Lifeguard Semester Program.** Parks & Recreation launched its first semester-long Junior Lifeguard Course this fall. Initially there were 4 participants enrolled in the course. Due to a scheduling conflict, one student had to drop to one class per week, and another dropped the class due to an injury. The course requires at least 3 participants to be able to easily conduct all the skills training. Staff are working recruitment strategies to enroll more students in the course before cancelling it. If the course is cancelled, staff will assess an alternate schedule and class structure and attempt another offering at a different time of day and period within the year. Staff have also discussed getting more involved in the classroom of upper elementary school students and focusing on elementary school aquatics to drive recruitment at the middle school level.
21. **Wrangell High School Swim Team.** Wrangell Swim Team started their regular season in August. Practices are ongoing through the beginning of November and scheduled for five days per week, except for travel weeks.
22. **Elementary School Aquatics Opportunities.** The department will host 2<sup>nd</sup> and 3<sup>rd</sup> grade students this fall for swim lessons. 4<sup>th</sup> and 5<sup>th</sup> grade students will be invited to participate in water safety skills seminars before the Thanksgiving holiday.
23. **Youth Basketball.** Recruitment for volunteers is underway. Skills camps and practices will begin on September 26<sup>th</sup>. The program will focus on the fundamentals this season with an intercommunity skills camp with Wrangell and Petersburg. Given that Wrangell Athletes have not seen a full basketball season since 2019, staff and stakeholders agree that the focus for this year should be on fundamentals rather than competitive play.
24. **Jiu Jitsu.** This program just hit its first anniversary. Enthusiasm for the class is growing, reinforcing the efforts of volunteers Matt Nore and Victoria Carney. Community member Bob Baker is also working alongside Matt and Victoria to facilitate weekly classes. The group will host a longer skills training in October by bringing in an outside instructor.



## Wrangell Parks & Recreation Weight Room Improvements Department Report September 2022

Over the years Parks & Recreation has received a slew of requests and recommendations regarding weight room improvements. As the requests became more frequent and the specifics became common, staff began to take the requests more seriously.

Earlier this spring the Department launched an official survey to glean a little more information from users and find the commonalities between them, to carve a path forward. Many participants asked for improvements such as more floor space, squat racks, increased free weights and a lateral pull down machine.

After the survey results came in staff began researching different fitness equipment manufacturers. Rogue Fitness, based out of the Midwest had favorable pricing along with options that allowed the Department to pick and play a variety of different accessories. Rogue provided expertise and helped staff identify the best plan that would allow the facility to maintain much of its fixed weight equipment, while gaining ample floor space and equipment suitable for dynamic movement.

Equipment was purchased in June of this year. The order included two rig/rack units which are the standing structures (photographed below) that allow users to properly execute squats and bench presses with increased safety and efficiency. Accessories were purchased to accompany the rig including a landmine, slinger with triceps strap and lateral pull down bar, seated row attachment, matador hanger and a pull up cross member.

Duke Mitchell from Capital Facilities worked alongside Lane Fitzjarrald of Parks & Recreation to install the equipment. Both Kate Thomas and Lucy Robinson provided direction on the floor plan and equipment layout with the intention of maintaining as much of what already existed within the facility, along with the new dynamic equipment.

The improvements to the weight room were revealed to the public on September 2<sup>nd</sup>. Staff were on site providing an orientation to patrons on the use of the new equipment. Continued efforts are in place to educate users and drive membership.





# Agenda Item A New Business

## Playground Improvement

**WPR Advisory Board  
AGENDA ITEM  
September 14th, 2022**

**INFORMATION:** The State of Alaska Grant Administrator for the Land and Water Conservation Fund (LWCF) program notified Wrangell Parks & Recreation of their recommendation to cancel the application for funding for the Kyle Angerman Project in June, along with other projects that languished over the past two years of COVID operations.

Parks & Recreation's letter requesting an extension on the performance period of the grant has gone unanswered by the National Park Service (NPS). Due to the circumstances, the NPS-LWCF representative recommended cancelling the grant and reapplying during a future grant round. A formal letter withdrawing the Department's application was submitted in August. There are two local donors that have been notified of the status of the project.

Two local agencies contributed a total of \$20,000 to the project. The Walker Foundation has requested that the \$15,000 in donations be reallocated to another Parks & Recreation project. Parks & Recreation is working to meet with the Wrangell Cooperative Association to discuss their \$5,000 donation earmarked for the project.

There are several other projects that are underway or developing that could benefit from additional funds such as the Mount Dewey Trail extension. Another opportunity that should be discussed is a grass roots fundraising campaign to drum up additional funds to replace one of the three playgrounds Parks & Recreation oversees; Kyle Angerman, City Park and Shoemaker.

### **ATTACHMENTS:**

LWCF Letter of Withdrawal.

**RECOMMENDED ACTION:** Discuss funding priorities for improvements. Establish a community workshop to be facilitated at a future meeting to seek public input on Playground Improvements. Develop fundraising effort to be deployed throughout the fall/winter to address playground improvements.



## CITY & BOROUGH OF WRANGELL

INCORPORATED MAY 30, 2008

### Parks & Recreation Department

PO Box 531, Wrangell, AK 99929

(907) 874-2381 – City Hall

(907) 874-2444 – P&R Office

August 8<sup>th</sup>, 2022

State of Alaska, Department of Natural Resources  
Division of Parks and Outdoor Recreation  
550 W. 7<sup>th</sup> Avenue, Ste 1380  
Anchorage, AK 99501

To Whom it May Concern,

### **WITHDRAWAL FROM GRANT FUNDING SUPPORT UNDER THE LAND AND WATER CONSERVATION PROGRAM, LWCF # 02-00436.**

We refer to your email dated, June 29<sup>th</sup>, 2022 about grant projects that have languished over the past 2 years and the subsequent recommendation to cancel our grant and reapply for future grant rounds. Please be informed that we wish to withdraw the *Kyle Angerman Playground Project* from the program as recommended.

Please contact Kate Thomas, Director of Parks & Recreation for the City & Borough of Wrangell if you have any questions or concerns.

Sincerely,

*Kate Thomas*

Kate Thomas  
Director of Parks & Recreation  
[kthomas@wrangell.com](mailto:kthomas@wrangell.com)

# Agenda Item B New Business

## Swim Club as a Parks & Recreation Program

**WPR Advisory Board  
AGENDA ITEM  
September 14th, 2022**

**INFORMATION:** Wrangell Swim Club has been functioning as a volunteer driven program since its inception. Typically, programs of this nature are classified as a Coach-owned (private), Parent-owned (501C3) or an Institution-owned (YMCA/P&R) program. Currently, Wrangell Swim Club does not fall under any of these categories seamlessly, but rather has operated under the umbrella of Parks & Recreation and USA Swimming. The club's volunteer coach has managed memberships and fee collection independently, along with workouts and competition travel. Parks & Recreation has billed the club for pool use at a rate of \$15/hr. (youth-user group hourly fee) and provides a lifeguard for practices.

As the program continues to grow there is an increased need to formalize the structure and establish a set of operating procedures to improve its sustainability moving forward. Parks & Recreation staff have been in ongoing discussions with the club coach about the benefits of each model. A privately owned club is currently not a viable option due to the complexity of managing all the elements of operation as one person and carrying the liability. As well, there is concern that the fees required to sustain the program would become too costly for participants under the private model. Establishing a parent-owned 501C3 requires a certain number of people to engage in a formal board to oversee the policies, finances, and operations of the program. Finally, the institution-owned program would transfer all aspects of the operation to Parks & Recreation.

Parks & Recreation has an interest in supporting the club for a multitude of reasons. The club acts a feeder program to high school sports and the lifeguard and swim instructor team. Equipment and knowledge are shared between the two groups as well. It is also important to remember that participation drives future funding for projects that will be necessary in the coming years.

### **ATTACHMENTS:**

None.

**RECOMMENDED ACTION:** Review operations and discuss the potential of formally adopting Wrangell Swim Club as a Parks & Recreation program.

# Agenda Item C New Business

## In Kind Membership to WPSD Faculty

WPR Advisory Board

AGENDA ITEM

September 14th, 2022

**INFORMATION:** Wrangell Parks & Recreation Department in-kinds facility use to Wrangell Public School District along with student memberships for those enrolled in a high school sport. This has been a long-standing contribution, established due to the nature of the school's role in funding the original construction of the facility in 1985. In addition to the standard offering of in-kind facility use and athlete memberships, the Department strives to offer other aquatics and recreation opportunities to students in the elementary, middle, and high school throughout the academic year. This includes middle school and high school PE time in the swimming pool, along with elementary school swim lessons and recreation swimming.

Some may remember that Parks & Recreation used to offer in-kind or lower-rate memberships to faculty of the school district as a part of its corporate pass program. When the Department eliminated its corporate pass program in late 2014, it included the school's faculty memberships. At this time, Parks & Recreation would like to revisit this offering. Over the past few years, we've learned so much about the importance of health and wellness. As a primary service provider in recreation and health activities, the department believes it is important to support those in roles that provide services to others, especially youth and seniors.

Parks & Recreation would like to return the offering of in-kind memberships to the school district faculty as a gesture of its care for the health and well-being of the district.

### ATTACHMENTS:

None.

**RECOMMENDED ACTION:** Review and discuss the financial implications of adopting an in-kind membership policy and the benefits of doing so. Approve in-kind memberships for WPSD Faculty.