



Wednesday, September 16, 2020  
5:30 PM

Location: Borough Assembly Chambers  
City Hall

Parks and Recreation Meeting  
5:30 PM

**CALL TO ORDER**

**ROLL CALL**

**AMENDMENT TO AGENDA**

**APPROVAL OF MINUTES**

- a. The approval of minutes from the August 5th Parks & Recreation Advisory Board Meeting.

**CORRESPONDENCE**

**PERSON'S TO BE HEARD**

**BOARD MEMBER REPORTS**

**DIRECTOR'S REPORT**

- b. Department Report
- c. Facility Maintenance Report

**UNFINISHED BUSINESS**

- d. Revisions to the Mission Statement and Core Values. Discussion item and Board assignments.
- e. Review of Employee Handbook and Policies Draft. Discussion item and Board assignments.

**NEW BUSINESS**

- f. Public proposal for ATV and Motor Bike use at the Running Track. Discussion item.

**ADJOURN**

WRANGELL PARKS & RECREATION ADVISORY BOARD  
REGULAR MEETING AUGUST 5TH, 2020  
5:30 P.M. ZOOM MEETING  
AGENDA

CALL TO ORDER: 5:30PM

ROLL CALL:

Present: Holly Padilla, Haig Demerjian, Annya Ritchie, Keeleigh Solverson

Absent: Cindy Martin

AMENDMENT TO AGENDA: None

APPROVAL OF MINUTES

- A. Parks & Recreation Advisory Board meeting minutes attached from July 6<sup>th</sup>, 2020.
  - a. Board member Keeleigh Solverson moved to approve the minutes as presented, Haig Demerjian 2<sup>nd</sup> the motion. All in favor.

CORRESPONDENCE: None

PERSON'S TO BE HEARD: None

BOARD MEMBER REPORTS:

- Board member Haig Demerjian reported the new parking limits in front of the Recreation Facility & Swimming Pool. He expressed concerns around losing additional parking spaces, specifically for elderly folks trying to access the school and/or facilities. Other community members have expressed similar concerns. Director, Kate Thomas will follow up with the City Manager and Public Works Director.
- Board member Annya Ritchie spoke to the AAU Basketball camp schedule for the end of August.

DIRECTOR'S REPORT: see attached.

FACILITY MAINTENANCE REPORT: see attached.

UNFINISHED BUSINESS

- A. 2020-2021 Annual Work Plan –discussion
- B. Revision of the P&R Mission Statement and Core Values -discussion and board assignments
  - a. Board members Holly Padilla and Annya Ritchie were assigned this project, with follow up at the next meeting.

NEW BUSINESS

- A. Fall Programming (athletics) and Travel-discussion
  - a. Discussion was had regarding seasonal program travel for the fall of 2020. The board determined that travel was not in the best interest of the

department, the community, and the youth we serve. The board expressed an interest in maintaining consistency for all programming, basketball, and wrestling. Travel plans will be reviewed after the new year.

- B. Tent Camping Fees-discussion
  - a. Brief discussion was had about instating a \$5 fee per night for tent camping at City park and Shoemaker park.
- C. Staff Handbook Committee-discussion and board assignments
  - a. Board members Haig Demerjian and Keeleigh Solverson were assigned this project, with follow up at the next meeting.

#### CLOSING

- A. Next agenda items.
  - a. Mission Statement and Core Values
  - b. Staff Handbook
- B. Adjourn meeting @ 6:33PM

To: Borough Manager Lisa Von Bargen & The Borough Assembly  
 From: P&R Director Kate Thomas  
 Subject: P&R Department Report  
 Date: September 1<sup>st</sup>, 2020

Parks & Recreation has officially been open for three consecutive months. Staff and patrons alike have become acclimated to the new policies related to COVID. The department identified a significant increase in facility attendance from June to July. Naturally, during periods of increased case count attendance took a dip. As far as revenues go, an increase was noted from June to July. July revenues include a \$2,000 contribution from SEARHC for their employee wellness fund. That explains the drop from July to August. Below is a comparison chart from 2019 to 2020. While attendance is starting to bounce back there is a lag in revenue boosts. The Summer Recreation program is one of the most lucrative and critical programs the department offers the community. Without its function this summer, revenues dropped substantially and services to the community were lost. P&R sees a future opportunity to expand the Summer Recreation program to include a full workday (8-5) of activities. Childcare is a vital service to working families and is extremely limited in town. P&R administrators are actively discussing new avenues to generate revenue and return programming to the community of Wrangell in a more intentional and fluid manner while maintaining a safe and healthful facility for staff and members of the public.

COMPARISON	MONTH	2019	2020	%
ATTENDANCE	June	729	325	45 %
	July	761	517	68 %
	August	950	530	56 %
REVENUES	June	\$13,016.02	\$1,152.25	9 %
	July	\$14,443.50	\$5,491.59	38 %
	August	\$7,312.32	\$3,392.51	46 %

P&R is undergoing a period of transition among staff. January and September tend to be transitional times that management prepares for in advance with recruitment tactics and certification courses. This year the department is seeing its normal trends complicated by COVID and other factors. On a positive note, the department is pleased to report that several staff applied for positions that would advance their career and were selected for employment. Any time personnel can transfer their shared experiences and professional development gained from P&R into new positions, it is considered a positive thing. Leaders within the department strive to encourage employees to reach for their fullest potential and support them in the process by acting as references or crafting letters of recommendation. In addition to a few staff advancing their careers, P&R is saying goodbye to several long-time high school employees who are moving onto the next chapter in the lives. The department is grateful for the remaining tenured staff who show continued commitment to the mission. Currently, there is a strong need for new recruits in the form of lifeguards, recreation assistants and swim instructors. Ongoing efforts are being made to grow the team’s capacity to meet scheduling demands ongoing.

Aquatics programming took way the month of August. Two small group swim camps were offered, along with a Lifeguard Course in full and a recertification component for two senior guards. Instructors Kate Thomas, Renee Roberts and Jimmy Baggens worked together to facilitate skills camps focused on the front crawl for two groups of ten swimmers. Children were only allowed to enroll in one of the two camps to enable as many swimmers as possible the opportunity to participate. Safety mitigation measures were in place and well managed throughout the program. Renee Roberts and Jimmy Baggens prove to be wonderful instructors and strong assets to the department's aquatics programming. Jimmy was recently certified as a lifeguard and intends to work in the coming months. Five other individuals were certified as lifeguards as well. Only four of the six are interested in working on the team. There are limitations of availability as some candidates are students who engage in athletics and strongly focus on academics, which the department clearly encourages. If need be the department is prepared to facilitate another certification course as interested parties are identified.

With the involvement of the Advisory Board and Recreation Coordinator, P&R is reviewing and revising its Annual Work Plan to reflect the necessary changes in programming due to COVID. Included in this effort is a review and revision of the mission statement and core values, along with a draft document containing the Employee Handbook and Policies. The framework for the Employee Handbook already exists with many stand-alone supporting policies. The desire is to compile all staff related policies into one comprehensive handbook. Two ad-hoc committees were formed to assist with these efforts.

The P&R Director received email confirmation from the NRA that the 2020 Grant Award will be available for the CBW project after the first of the new calendar year. Additionally, the unspent 2020 grant will not impact our ability to apply for a 2021 Grant. 2021 Grants are expected to be much smaller because the organization has not been able to fundraise due to COVID.

The Kyle Angerman project requires an additional \$50,000 in funds for the soft surface fall material to complete the funding package required to initiate the project. The LWCF has invited the City and Borough of Wrangell to apply for a budget amendment once matching funds are procured. P&R submitted the necessary revisions, requesting an amendment to the grant, addressing the changes to the project description, environmental screening, timeline, and budget. Administrators are actively seeking new funding streams to fill gap outside of CBW funds. Rasmuson is not awarding projects that are not related to COVID relief at this time.

**GENERAL DISCUSSION:**

- ❖ Schedule confirmation
- ❖ Update work order detail in DUDE solutions

**PREVENTATIVE MAINTENANCE ASSIGNMENTS:**

1. Fire Extinguisher Inspection
2. Emergency Exit Light Inspection
3. Emergency Light Inspection
4. Eye Wash Station Inspection
5. Fail Safe Valve Inspection
6. Swimsuit Dryer Inspection
7. Pool Filter Maintenance
8. Heat Exchanger Maintenance
9. HVAC Filter replacement

**CORRECTIVE MAINTENANCE ASSIGNMENTS:***Recreation Facility & Swimming Pool*

1. Remove broken tile in pool equipment closet
2. Spec, order and install aluminum sheets for pool deck
3. Prep and paint interior doors at the swimming pool
4. Inspect showers for leaks and repair
5. Pressure gauges system returned to sand filters
6. Replace light in racquetball court
7. Replace lights in the swimming pool
8. Install handle on inflatable device
9. Follow up with Carl Carlson Glass for lobby windows
10. Repair leg press cover
11. Solution to hot water issue in women's locker room sink
12. Address dirt and grime build up in hallway to locker rooms
13. Remove weather stripping, clean glue residue, and reapply
14. Create routine maintenance schedule for drains in locker rooms
15. Lubricate locker doors for ease of opening

*Community Center*

1. Grounds clean up around building
2. Clear entry way for fire egress
3. Prep facility for window installation
4. Clean workspace area in basement

*Parks*

1. Install dog waste station at Petroglyph
2. Test function of each electrical receptacle at RV Park
3. Build and install sliding door at shoemaker shelter
4. Continue repair base of metal posts at City Park Shelters
5. Inspect and repair staircase leading to Munt Dewey

**COMPLETED WORK ASSIGNMENTS FROM PREVIOUS REPORT:**

- Install message center at City Park
- Spray paint owner name on P&R dumpsters

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***Wrangell Parks and Recreation's Mission is to support active lifestyles through a variety of health, wellness and wilderness opportunities.***

## **Core Values**

### ***Build Relationships***

Building relationships with patrons and strengthening our network with other organizations enhances our success.

### ***Integrity***

We strive to be open, honest and logical in our decision making with the community's best interest in mind.

### ***Sustainability***

We work diligently to maintain our programming, facilities, customer service and affordability.

### ***Embrace Change***

Unlimited thinking creates unlimited opportunities

### ***Value Community***

We love Wrangell!

### ***Create Fun***

We are enthusiastic and joyful. Our excitement for recreational programming improves the quality of life on the island.

### ***Educate***

We strive to teach the community the importance of healthy living and to provide outlets for patrons to reach their goals.