

WRANGELL PARKS & RECREATION ADVISORY BOARD
REGULAR MEETING DECEMBER 3rd, 2014
7:00 P.M. ASSEMBLY CHAMBERS
AGENDA

CALL TO ORDER

ROLL CALL

AMENDMENT TO AGENDA

APPROVAL OF MINUTES

- A. November 19th, 2014 Parks & Recreation Advisory Board meeting minutes attached.

CORRESPONDENCE

PERSON'S TO BE HEARD – During this section of the agenda, the Parks & Rec Advisory Board will invite and listen to topics not on the agenda. The Board will note the topics and will not take any official action on any topic presented but will refer items to the administration to be researched. Members of the public may also be given the option to speak on agenda items at the time the item is introduced for discussion and/or action.

BOARD MEMBER REPORTS

DIRECTOR'S REPORT

UNFINISHED BUSINESS

- A. Memorandum of Understanding for P&R facilities' user groups - Tabled
- B. Parks Policies and Procedures Manual review (second draft attached)
- C. Parks & Recreation's Capital Improvements Projects (CIP) list review.

NEW BUSINESS

- A. Assembly and Board Training session on December 11, 2014 (see attached agenda)
- B. Parks & Recreation Department's holiday specials (see attached flyer)
- C. Next Advisory Board meeting date.

CLOSING

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

WRANGELL PARKS & RECREATION ADVISORY BOARD MEETING
REGULAR MEETING NOVEMBER 19, 2014
7:00 P.M. ASSEMBLY CHAMBERS

CALL TO ORDER: Chairman Grover Mathis called the Parks & Recreation Advisory Board's meeting to order in Assembly Chambers 7:00 p.m.

ROLL CALL: Board Members in attendance were Michael Brown, Haig Demerjian and Cindy Martin. Bob Lippert was absent. Also in attendance were Director, Amber Al-Haddad, and Recording Secretary, Betsy McConachie.

AMMENDMENT TO AGENDA: None

APPROVAL OF MINUTES: The October 1, 2014 Parks & Recreation Advisor Board's meeting minutes were accepted as corrected. Moved by Demerjian, seconded by Brown.

CORRESPONDENCE: A copy of the Parks Policies and Procedures 2nd reiteration with the municipal codes reviewed and applied, as necessary. Discussion under unfinished business, item D.

PERSON'S TO BE HEARD: None

BOARD MEMBER REPORTS:

- Cindy Martin will organize a Parks & Rec table during Midnight Madness, December 5th, 2014, where she will sell gift certificates, discounted pool passes and punch cards. Other specials may include free lockers for multi-month pass holders and discounted program fees and early registration for upcoming Wrestling and Lifeguard programs. Grover Mathis offered to help with the table. Schedule set with Cindy 3-7pm and Grover 7-9pm.
- Regarding the Open Meetings Act, Demerjian asked for a clarification on what number of board members constitutes a quorum. Grover indicated that one more than half of the members constitutes a quorum, so in the case of this board, three members constitutes a quorum, and the Director does not count. Al-Haddad recommended to keep ad hoc committees at two board members in order to ensure a quorum is not present without noticing the meeting. This applies to email communications as well. Al-Haddad asked board members to note that on December 11, 2014, there will be a policy and procedures training session for all Borough board members. Board members indicated they received notice of this training by mail. All Parks & Rec Advisory Board members are encouraged to attend, if possible.
- Demerjian asked what constraints prohibited the grant application under the State Rec Trail Grant Program. Al-Haddad indicated that the constraint was time required to complete all requirements of the grant application. Al-Haddad confirmed that the FLAP grant is still on the table for the Mt Dewey Trail Extension project, awaiting next steps by the granting agency.

DIRECTOR'S REPORT: Written report provided is attached.

UNFINISHED BUSINESS:

- A. Public Hearing Review:
 - 1. Proposed modifications to user fee schedule. Al-Haddad spoke with the Swim Club organizers and reviewed the new fee structure. They seemed pleased that the discounted punch cards were proposed as a cost savings incentive.
 - 2. Proposed modifications to Shoemaker Bay Park's tennis court. Table this item until more options are made. Al-Haddad will consider repairs and suggested this item be placed on the department's future CIP list.
- B. Parks & Recreation Department-wide facilities' User Fee-Consideration of multi-year modification to the user fee schedule for the pool fees (draft multi-year plan attached).
 - **A motion was made by Demerjian 2nd Martin by to rescind the previous recommendation for the fee schedule modification that was voted on during the October 1, 2014 meeting. Motion passed.**
 - **A motion was made by Demerjian to approve the new fee schedule presented, with corrected figures, as deemed necessary by the Director. 2nd Martin. Motion passed.**
- C. Memorandum of Understanding for P&R facilities user groups. Tabled
- D. Parks Policies and Procedures Manual. A second draft was presented during the meeting. Board members are asked to review for corrections and/or modification and discussion during the December 3rd meeting.

NEW BUSINESS:

- A. Board Officer elections
 - **A motion was made by Martin to nominate Bob Lippert for Chairman and Haig Demerjian as Vice-Chairman. 2nd by Brown. Motion passed.**
- B. Review of Parks & Recreation's Capital Improvement Projects (CIP) list. The list is attached. Al-Haddad explained the proposed changes since last year's list was developed and asked the board members to review the list and bring forth any new CIP ideas at the December 3rd meeting.
- C. Next Advisory Board meeting date set for December 3, 2014

CLOSING

- A. Next agenda items.

The meeting was adjourned at 9:15 p.m.

Chairman
Grover Mathis

Recording Secretary
Betsy McConachie

Wrangell Parks and Recreation

Park Policies and Procedures

Wrangell Parks and Recreation
City & Borough of Wrangell
PO Box 531, Wrangell, Alaska 99929
907-874-2444

www.wrangell.com/parksandrecreation

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Policies and Procedures

These policies are not all inclusive. Should a situation arise not covered in these policies and procedures during a function held at Wrangell Recreational Facilities, the Borough staff has the authority to take any step deemed necessary and appropriate to resolve it.

1. General Policies

a. Hours

Wrangell recreational facilities are open seven (7) days a week, unless otherwise posted as authorized by the Parks and Recreation Department.

The Parks and Recreation Office is open Monday – Friday, 8:00 A.M. – 4:30 P.M. except for holidays observed by the Borough.

b. Liability

Wrangell, its employees, boards, and committees are not responsible for injuries to persons or damages of loss of property; rather, this is entirely the responsibility of participants. Signatories further agree to pay for any and all damages to the recreational facilities and damages to or loss of any of the property and equipment of the recreational facilities resulting either directly or indirectly from such occupancy and use of the recreational facilities, by or through the negligence or other acts of the Signatory or any persons participating in or attending their function.

c. Littering (WMC 9.16.010; 9.16.020)

It shall be prohibited for any person to throw or deposit litter on the grounds, streets, paths, pond, or stream in any recreation facility, except within public receptacles and in such a manner that the litter will be prevented from being carried or deposited by the elements upon any part of the recreation facility. Where public receptacles are not provided, all such litter shall be carried away from the park by the persons responsible for its presence and shall be properly disposed of elsewhere. It shall be prohibited to take into, carry through, or put into a recreation facility, any litter generated outside of the recreation facility.

d. Lost and Found

Wrangell Parks and Recreation Department is not responsible for lost or stolen items. Items found should be turned into the Parks and Recreation Office. Items not claimed after thirty (30) days will be donated to charity. All inquiries regarding lost items can refer to the Parks and Recreation Office.

e. Weapons (WMC 10.32.010; 10.32.020; 10.32.040)

It shall be prohibited for any person to discharge any weapon or similar device in a recreation facility, with the exception of the shooting range. It shall be prohibited for any person to take on a recreational facility any weapon, or to use, carry or employ any weapon or similar device in a recreational facility. On-duty law enforcement employees and those legally authorized to carry a permit shall be exempt from the limitations set forth in this section.

f. Fires

It shall be prohibited for any persons to build or maintain a fire in a Borough recreation facility except in designated areas which are clearly marked with grills placed by the Parks and Recreation employees or by permission, for other grills, by the Parks and Recreation Director.

g. Fireworks (WMC 9.12.010; 9.12.020; 9.12.030; 9.12.040)

No person shall cause to be ignited, discharged, or fired any fireworks or firecracker within the parks (Pursuant to Wrangell Municipal Code 9.12. Violation of any provision of this chapter shall be punishable as provided for in WMC 1.20.010.).

h. Animals (WMC 7.01; 7.04; 7.08)

Animals are defined as dogs, horses, or other livestock. No person shall have or bring an animal within the parks unless the animal is on a leash, under the direct control of the person responsible for the animal, or confined to a vehicle. The owner or other person in charge of the animal must immediately remove any waste on park property caused by the animal. An animal may be removed from the park, according to Wrangell Municipal Code if the animal is allowed to run at large within the public space or otherwise become a nuisance within the park.

i. Parking (WMC 11.30)

Use of the parking lot is allowed by renting the Fields/Shelters; however, exclusive use of the parking lot is not guaranteed. Parking around concession stands, in the grass, or in the right-of-way is prohibited; however, vehicles may drive to the concession stands or shelters, for loading and unloading, provided a hard surface driving path is provided. Vehicles should not be left standing, parked in fire lanes, or parked in a recreation facility during hours when the recreation facility is closed. In such instances, the vehicles may be towed from the recreation facility at the owner's expense.

j. Smoking

Wrangell Recreational Facilities are a smoke-free environment. Smoking is allowed in parking areas only.

k. Alcoholic Beverages

Alcoholic beverages are not permitted on Borough recreation facilities without prior approval from the Parks & Recreation Director. In the case that approval is granted for an event, it must be indicated on the rental agreement. Supplying alcohol to minors, which involves significant legal consequences, is strictly prohibited. It is the responsibility of the contracting adult to ensure minors are not served alcohol.

l. Minors and Supervision of Children

Organized groups composed of youth, persons under the age of 18, shall, at the discretion of the Parks and Recreation Director, be supervised by at least one adult, persons 18 years of age or older, for each twenty-five (25) youth at all times while using any Wrangell Parks and Recreation Facility. The adult who will be responsible for the activity must make the reservation for use of the facility.

j. Liability Insurance

Any event that is open to outside participation or attendance from people outside of the sponsoring organization may require providing the Borough with a copy of liability insurance. Liability insurance required is \$1 million aggregate for any number of claims arising out of a single accident or occurrence. Exceptions to the requirement of liability insurance may be made by the Parks and Recreation Director.

k. General Solicitation, Selling, and Advertising

No individual or group shall set up or maintain any exhibit, concert, lecture, sermon, or similar activity at any Wrangell Parks and Recreation Facility without approval of the Parks and Recreation Director.

Political speech activities do not require prior approval. However, such activities are subject to the following rules:

1. No political speech activity shall have a duration of longer than two (2) hours.
2. No political speech shall interfere with or affect any other activity taking place on any Wrangell Parks and Recreation Facility.
3. Any individual engaging in political speech activity shall ensure that ingress and egress, to and from the Wrangell Parks and Recreation Facility being utilized, remains unimpeded.

No individual or group shall solicit donations or vend, offer for sale or dispose of any goods, merchandise, or similar activities at any Wrangell Parks and Recreation Facility unless authorized to do so by the Parks and Recreation Director.

No individual or group shall distribute, circulate, give away or deposit any flyers, circulars, pamphlets, buttons, and advertisements or similar materials at any Wrangell Parks and

Recreation Facility unless authorized by the Parks and Recreation Director.

No individual or group shall install, place, or hold any banner or signage or similar device at any Wrangell Parks and Recreation Facility without approval and designated location by the Parks and Recreation Director.

2. Fields and Shelters

a. Reservation Application and Agreement

Any scheduled event or event requiring guaranteed access to Wrangell's recreation facilities must have a fields/shelters reservation application and agreement on file with the Parks and Recreation Department for the use of the specified facility. This agreement is a legal and binding document. It is the responsibility of the signatory to notify the Parks and Recreation Department, in person, of any changes made to these documents. Failure to do so could lead to the cancellation of an event or loss of access to the requested facility. Misrepresentation of the type of event being held will also lead to cancellation of an event, with the possibility of forfeiture of any fees paid.

All signatories must fill out the Reservation Application and Agreement Form. Reservations will be accepted by mail, email, fax, or in person, on a first-come, first-serve basis. Reservation applications should be submitted at least seven (7) days in advance of the date requested to allow for application review and processing. Reservations will be accepted no more than one year in advance of the reservation date. Priority will be given to all Borough Parks and Recreation Department- sponsored activities and Borough-wide special events by allowing these reservations to be made more than one-year in advance of the reservation date.

Applications will be approved for specific fields/shelters, depending on group size, type of activity, and availability. Applications will be reviewed, and use will be prioritized. Once dates are approved and booked, the Parks and Recreation Staff will assess fees; all charges must be paid in full to complete the reservation. The applicant must sign and date the Rental Application and Agreement Form. The applicant is the responsible party for the function and must be present the day of the function. Until a signed rental agreement is on file there is no agreement for use.

b. Rental to Responsible Parties

Only persons twenty one (21) and older may contract for the use of recreational facilities if alcohol will be present. Alcohol use must be approved by the Parks and Recreation Director. If alcohol will not be present, persons between the ages of eighteen (18) and twenty (20) may contract for the use of the facilities if they provide a signed assurance that no alcohol will be present. The Parks and Recreation Department reserves the right to cancel any function that is deemed detrimental to Wrangell.

c. Compliance (Park Staff)

During any function held on the recreational facilities, Parks and Recreation Department Staff may have full access to said facilities to ensure compliance with the terms of the contract, as well as with the policies and procedures. Staff has the authority to close any function found to be non-compliant.

d. Inappropriate Behavior

Wrangell Parks and Recreation Department operates a family-oriented facility. Use of the facilities implies an expectation of being respectful towards those who may be impacted by the activity or function. Inappropriate behavior by any person will not be tolerated. Inappropriate behavior includes but is not limited to verbal abuse of staff or other participants, vandalism of Borough property, illegal activities during a function, or putting at risk other users of the facilities. Staff has the authority to remove any person, or close any function, when inappropriate behavior is demonstrated.

e. Fee Schedule

See attached Fee Schedule

f. Fee Waiver

Fee waivers may be granted in cases where the rental fee would prohibit offering a unique and beneficial service that enhances the Parks and Recreation programs and is unavailable elsewhere in the community. Fee waivers are granted at the discretion of the Parks and Recreation Director. A written request for a waiver of the requirement for reservation, stating the justification, must be submitted to the Parks and Recreation Director one week prior to the event.

g. Refusal or Cancellation of Use

The Parks and Recreation Director has the right to refuse or cancel any application or contract through either written or verbal notice with an appropriate explanation to the signatory. If the Parks and Recreation Department, due to unforeseen circumstances, makes a cancellation because the facility is unusable or unsafe, a full refund shall be made to the signatory.

3. Fields

a. Tournaments

Request to schedule tournaments shall be provided to the Parks and Recreation Department no later than the first week of February for spring and summer sports and the first week of August for fall sports.

b. Inclement weather

Persons or organizations are responsible for decisions regarding closure of the field or park due to inclement weather or other unsafe conditions.

4. Restrooms

Restroom facilities are provided at Shoemaker Bay Park, City Park, downtown, and Volunteer Park. Restroom facilities are closed from mid-October through mid-April, depending on the weather.

5. Playgrounds

Playgrounds are provided for the enjoyment of our children in a number of recreational facilities. Playgrounds may be reserved to guarantee availability for special events by contacting the Parks and Recreation Department office (see 2a above – Reservation Application and Agreement).

The following basic playground rules are recommended for your safety and the safety of others:

- Play carefully.
- Do not use play equipment improperly.
- No bare feet. Proper footwear is required.
- Report any damage or vandalism to the Parks and Recreation Director as soon as possible.
- Playgrounds are closed from dusk to dawn.
- Playgrounds are closed when surface material is frozen.
- Adult supervision is required.

6. Programs

Wrangell offers residents a variety of programs and activities for all ages throughout the year. Program registration forms are available at the Parks and Recreation Office and online at www.wrangell.com/recreation. Registrations are ongoing throughout the year depending on each offering. Programs are filled on a first come first serve basis. Pre-registration is required for all programs, unless otherwise noted, and payment must accompany the registration form.

a. Program Cancellations, Transfers, and Refunds

Wrangell Parks and Recreation reserves the right to cancel any program or activity due to insufficient registrations. In all such cases a full refund will be issued.

Cancellation by a participant or a group from a program or activity that will be held as scheduled will be subject to the following guidelines. If the cancellation occurs on or before the cancellation deadline printed on the application, a full refund will be issued. All other cancellations will be handled on a case-by-case basis and may involve forfeiture of all monies. Once program instructors have been paid, refunds are not possible.

7. RV Park

a. General Information

The Park and Recreation Department would like to welcome you to Wrangell and offer some information about our RV park, tent campground, Wrangell, and the department itself.

There are 25 spaces available for RVs. We have nine spaces, located in the Shoemaker Harbor parking lot. There are sixteen spaces, just north and adjacent to the Shoemaker Harbor parking area. In addition to the RV sites we do have an area for tent camping. There are spaces for six tents located across from the RV stalls in Shoemaker Harbor parking area.

For those needing electricity, the sixteen stalls in the north parking area have electrical hook-ups. The fee for these spaces is \$25.00 per day. Those located in the harbor parking lot, without electricity, are \$15.00 per day. Fees are to be paid daily. Please deposit money in the pipe safe where your vehicle is parked. All sites are checked daily and your receipt must be displayed in the window of your vehicle.

Please note that there is no restroom or dump station directly in the RV camping area; however, there is potable water and a dump station located next to the non-electric camping stalls in the Shoemaker Harbor parking area. In addition to the dump station and water, restroom facilities are located in the Shoemaker Harbor parking lot.

For those staying in the RV parks, we offer the use of our Pool Facility, which includes the swimming pool, weight room, and showers, at no charge (see attached schedule). When using this facility, we ask that you bring in your parking stub and present it to the staff member on duty.

Note: From time to time, the swimming pool facility is closed for maintenance events. If you happen to be staying in the RV Park during that time, there will be no discount due of the closure of the facility and lack of its use.

Wrangell Municipal Code, Section 13.12.030 allows up to 10 days in the RV parks and five days in the tent campground at Shoemaker Bay. We do not allow overnight RV parking in the parks but do allow 48-hour tent camping at City Park, just south of Heritage Harbor.

With prior notification the 10-day length of stay might be extended. Our facilities are not intended for long-term parking. There are trailer courts for extended periods of time.

The Parks and Recreation Department has a total of 53 acres of park land. Our facilities include; an indoor swimming pool, racquetball court, weight room, gym and an indoor and outdoor shooting range (indoor range is only open in the winter months), two tennis courts, ball fields, park shelters, a number of parks two trails in town, and a kayak/canoe portage trail. In addition to our facilities, other recreational facilities throughout Wrangell include a number of hiking trails, and a 9-hole golf course.

In the past several years we have had a number of parks developed by the former Alaska Pulp

Corporation. These parks have all been constructed using reusable wood products and include the Outdoor Shooting Range, Volunteer Park, Muskeg Meadows Golf Course, as well as our RV Park.

In addition to our parks, the US Forest Service has a number of campgrounds and trails you might be able to take in during your stay. During the summer months the Forest Service provides naturalists on board the ferries who offer information about the various communities in Southeast Alaska.

If you any questions about Wrangell or other towns and sites in Southeast Alaska, please feel free to contact us. If we cannot answer the question, we will try to send you in the right direction.

Thanks for visiting Wrangell. We hope you have an enjoyable stay.

b. Spaces and Fees

Shoemaker Bay Recreation Area is located at 4.5 mile Zimovia Highway. The area features two RV park areas, camping spaces, a large harbor for pleasure and commercial craft, tennis court, picnic area, public restrooms, beach area for swimming, and a magnificent view of Zimovia Strait, and the entrance to Chichagof Strait between the islands of Etolin and Woronofski. Across the highway, is the trailhead for Rainbow Falls Trail, which joins the Institute trail for a 3.5 mile hike up to Shoemaker Bay observation site and shelter.

NORTH RV PARK- Entrance located just off to the right (water side) from Zimovia highway before you reach the harbor parking lot entrance. This park is wooded and overlooks the water. Most spaces have views. Restrooms are located in the harbor parking lot, about a 80 yard walk. There is also potable water and a dump station in the harbor parking lot. Fees for these spaces, numbers 1-16, are \$25.00 a day and include free entrance to use the swimming pool and recreation facility, including the weight room and showers. Please show your paid RV ticket stub for free admittance.

Space #	Size of Space	Space #	Size of Space
1	13' x 15' back in	9	17' x 42' back in
2	13' x 32' back in	10	17' x 42' back in
3	13' x 24' back in	11	14' x 48' back in
4	16' x 19' back in	12	15' x 48' back in
5	11' x 24' back in	13	13' x 70' back in
6	15' x 24' drive in	14	14' x 70' back in
7	15' x 25' drive in	15	17' x 30' back in
8	16' x 40' back in	16	13' x 46' back in

HARBOR RV PARK-Enter through the harbor parking lot. RV area is to your left along the trees and creek line. There are no electrical hook-ups, but potable water and a dump station are real close. Restrooms are just a short walk in the harbor parking lot. Fees for these spaces, numbers 17-25, are \$ 15.00 per day and include free entrance to use the swimming pool and recreation facility, including the weight room and showers. Please show your paid RV ticket stub for free admittance.

Space #	Size of Space	Space #	Size of Space
17	15' x 25'	22	14' x 25'
18	13' x 25'	23	14' x 25'
19	14' x 25'	24	13' x 25'
20	13' x 25'	25	13' x 25'
21	14' x 25'		

c. Rules

1. Park in stalls identified for RVs only.
2. Permits must be displayed visibly, inside window facing access road.
3. Animals must be leashed. Clean up after your animals.
4. No Loud Noise 10:00pm to 8:00am
No Generators 10:00pm to 7:00am
5. Fires and barbecue pits may not be left unattended, open fires are prohibited.
6. No camping in Public Day Use areas or Pavilions.
7. Campers are responsible for disposing of trash and litter and for maintaining an orderly campsite.

d. Registration Procedure

1. Please take a permit envelope from the box or from the information packet if you have received one. Fill out the information on the envelope and on the attached permit. Please include stall number.
2. After detaching the permit, place the fee in the envelope, seal it and deposit in the pipe safe. You may find it helpful to fold the envelope a little to make it fit in the pipe safe.
3. Attach the permit to the inside of your RV window facing the access road-where it will be clearly visible to the Park & Recreation staff.
4. When filling "Check Out Date" on your permit stub, please write as neatly and as large as possible.
5. Check out time is 4:00 pm.
6. 10 day stay limit-Wrangell Municipal Code, Section 13.12.030.
7. \$ 25.00 daily fee for area with electrical, \$ 15.00 daily fee for non-electrical area (Shoemaker Bay Harbor Parking Lot)
8. **ALL CAMPING FEES ARE NON REFUNDABLE AND MUST BE PAID IN ADVANCE.**

7. Appendices

- a. Parks Listings
- b. Field/Shelter Reservation Application
- c. Field/Shelter Reservation Agreement
- d. Cancellation/Refund Request

Wrangell Parks & Recreation Department
DRAFT Capital Improvements Projects

Nov-14

<u>Project Description</u>	<u>Amount</u>
Swimming Pool & Recreation Facility Improvements	\$ 2,000,000.00
Community Center Life and Safety Improvements	\$ 100,000.00
Volunteer Loop Trail Extension	\$ 95,000.00
Petroglyph Beach Access Trail	\$ 200,000.00
Pool Lockers Replacement	\$ 50,000.00
Shoemaker Bay Park and Recreation Area Improvements	\$ 900,000.00
Volunteer Park Improvements	\$ 100,000.00
Multi-Purpose Field Improvements	\$ 150,000.00

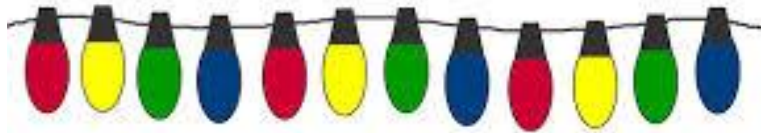
City and Borough of Wrangell
ASSEMBLY AND BOARD TRAINING AGENDA

December 11, 2014

Presentation by Barbara Ritchie, Hoffman & Blasco, LLC

- | | |
|------------------|---|
| 8:30 – 8:45 am | Welcome & Introductions
Purpose of Training; Agenda and Packet Review |
| 8:45 – 9:45 am | Alaska Open Meetings Act <ul style="list-style-type: none">• What is a “meeting” and what does the OMA require?• Public notice requirements, site visits, teleconferencing• Executive sessions• Wrangell Municipal Code: WMC 3.04.120 |
| 9:45 – 10:00 am | Break |
| 10:00 – 11:00 am | Alaska Public Records Act <ul style="list-style-type: none">• What are “public records”?• What records are not subject to public disclosure under the law?• What do I do if I get a public records request? |
| 11:00 – 11:45 pm | Basics of Parliamentary Procedure and Effective Meetings <ul style="list-style-type: none">• Robert’s Rules of Order• Wrangell Municipal Code: WMC Chapter 3.05• Common motions and procedures |
| 11:45 – 1:15 pm | Lunch break (on your own) |
| 1:15 – 2:00 pm | Ethics and Conflicts of Interest <ul style="list-style-type: none">• Wrangell Municipal Code: WMC 3.04.112 |
| 2:00 – 2:45 pm | Quasi-Judicial Proceedings, Ex Parte Contacts, and Decision-Making <ul style="list-style-type: none">• What is a “quasi-judicial” proceeding?• Due process and fairness• Ex parte contacts: what are they, why do they matter, and what do I do about them?• Key elements of quasi-judicial decision-making |
| 2:45 – 3:15 pm | Round Table, Q&A, and Wrap-up |

Parks & Recreation's Holiday Specials!



**Happy
Holidays!**

Visit us in the upstairs of the Elks Lodge during Midnight Madness to take advantage of our holiday specials!

***Facility passes and punch cards
make great holiday gifts and stocking stuffers!***

- ***10% off monthly and annual pool passes. Monthly payment option available for annual passes only.***
- ***Buy a monthly pass or an annual pass and get a FREE locker for the same pass period.***
- ***Wolfpack Wrestling early registration with discounted fee at \$30/child.***
- ***Lifeguard Training course early registration with discounted fee at \$125 (Course Dates: February 3-24, 2015).***
- ***Punch Cards: 10-Punch Discounted by 10% and 20-Punch Discounted by 15%.***
- ***Gift certificates available for any denomination or for pool pass or punch card gifts.***