



# WRANGELL PARKS & RECREATION ADVISORY BOARD REGULAR MEETING

March 19th, 2024, 5:30 PM  
ASSEMBLY CHAMBERS  
AGENDA

CALL TO ORDER:

ROLL CALL:

Present:

Absent:

AMENDMENT TO AGENDA:

APPROVAL OF MINUTES

- A. Parks & Recreation Advisory Board meeting minutes February 7th, 2024

CORRESPONDENCE: None

PERSON'S TO BE HEARD:

Kassee Schlotzhauer: Discuss Shoemaker Playground revitalization and dedication

BOARD MEMBER REPORTS:

DIRECTOR'S REPORT: Director's report presented at meeting.

UNFINISHED BUSINESS

- A. Racquetball Court Re-Purpose Project:
  - a. Update provided by director
- B. RV Park: Micro Cabin concept
  - a. Update provided by director
- C. Adopt-A-Garden & Adopt-A-Park
  - a. Work party on Saturday, April 6<sup>th</sup>, 10:00am-1:30pm
    - i. Outline guidelines
    - ii. Identify needs: materials & supplies
    - iii. Spring, summer and fall schedule
  - b. Open beds
    - i. Weed and trim
    - ii. Add soil and fertilizer
    - iii. Replenish wood chips
  - c. Schedule fall wrap-up meeting
- D. Recreation & aquatics program/activity schedule
  - a. Recreation Coordinator will provide schedule of known activities through December 2024
    - i. Advisory board members are encouraged to participate and volunteer. Devyn will email flyers and activity details as the year progresses, so folks are reminded.



# WRANGELL PARKS & RECREATION

## ADVISORY BOARD REGULAR MEETING

March 19th, 2024, 5:30 PM

ASSEMBLY CHAMBERS

AGENDA

- E. Seasonal P&R Schedule
  - a. Last day for Sunday Pump: March 31<sup>st</sup>, 2024. Will consider opening on Sundays in September
  - b. Overall, Sunday Pump was a success
  - c. Flex with the season in order to maximize usage, reducing temporary wages
  - d. Public comment period to allow for feedback
- F. Facility Rules: Update
  - a. Rules created for each space: pool, lobby, locker rooms, and community center
  - b. Consistently promote rules, providing a “reason for the rules”
  - c. Post rules to each area to ensure patrons and staff can easily reference
- G. Community Center Dedication
  - a. Update

### NEW BUSINESS

- A. Welcome:
  - a. New Advisory Board Member: Lorne Cook
- B. Recreation Maintenance Specialist Report: Lane Fitzjarrald
  - a. Pool basin
  - b. Chlorination cell installation
- C. City Park Improvements
  - c. Main shelter fire pit and vent: quotes from local contractors, Johnson’s Building Supply and Svendsen’s. Estimated completion date: April 30<sup>th</sup>, 2024
  - d. Stairs to allow road to beach access, contractor Brett Woodbury. ETC May 2024
- D. Playground Revitalization
  - e. Playground Funding Proposal
  - f. Sponsorship Tiers
  - g. Helping Our Parks
  - h. Adopt-A-Park
- E. Community Center Use
  - i. Senior Center
  - j. Day Care space option

### CLOSING

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



# WRANGELL PARKS & RECREATION

## ADVISORY BOARD REGULAR MEETING

February 7th, 2024, 5:30 P.M. ASSEMBLY CHAMBERS  
MINUTES

CALL TO ORDER: 5:35 pm

ROLL CALL:

Present: Jeanie Arnold, Nancy Delpero, Matt Nore, Joan Sargent

Absent:

Staff present: Lucy Robinson

AMENDMENT TO AGENDA:

APPROVAL OF MINUTES

A. Approve minutes from January 10<sup>th</sup>, 2024

CORRESPONDENCE: None.

PERSON'S TO BE HEARD:

BOARD MEMBER REPORTS:

DIRECTOR'S REPORT: Report provided. Discussion regarding details.

UNFINISHED BUSINESS

A. Racquetball Court Re-Purpose Project:

- a. Survey Results: See report
- b. Email and verbal comments received
- c. Timeline: Repurpose project will begin in early March

B. RV Park: Micro Cabin concept

- a. Update regarding progress: WHS shop teacher is interested in collaborating with P&R.
- b. Outreach to large timber frame company was positive
- c. Mike Allen is interested in discussing future projects, pricing and collaboration.

C. Adopt-A-Garden & Adopt-A-Park

- a. Update
- b. General plan
- c. Schedule



# WRANGELL PARKS & RECREATION

## ADVISORY BOARD REGULAR MEETING

February 7th, 2024, 5:30 P.M. ASSEMBLY CHAMBERS  
MINUTES

### NEW BUSINESS

- A. Recreation Coordinator: Event schedule: Devyn Johnson spoke to the annual schedule, and advisory board engagement. She will reach out to the board with a schedule of events, and continue to keep the group posted in order to engage, connect and encourage volunteers.
  - a. Event volunteer needs
  - b. Preferred communication: email? phone call? text?
- B. City Park Pavilion: pavilion #3 (destroyed during 2021 windstorm)
  - a. Possible design
  - b. Contractor
  - c. Local timber
  - d. WHS collaboration
- C. Seasonal Schedule
  - a. Reduce temporary wages
  - b. Flex with the seasons in order to maximize usage and eliminate waste
  - c. Upcoming budget
- D. Facility Rules
  - a. Create rules for each space
  - b. Consistently promote rules, providing a “reason for the rules”
  - c. Post rules to each area to ensure patrons and staff can easily reference

### CLOSING

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

# CITY & BOROUGH OF WRANGELL

## PARKS & RECREATION DEPARTMENT REPORT

TUESDAY, MARCH 19<sup>TH</sup>, 2024



### MEMORANDUM

**TO:** P&R Advisory Board Members

**FROM:** LUCY ROBINSON, PARKS & RECREATION

**SUBJECT:** MONTHLY PARKS & RECREATION DEPARTMENT REPORT

**DATE:** TUESDAY, MARCH 19<sup>TH</sup>, 2024

### EMPLOYEE UPDATE

#### Lucy Robinson, Director:

- Community Center: Strategic planning to maximize use, develop budget, target maintenance needs, plan for dedication event (fall 2025)
- Playground Revitalization Project: Funding, design, and development
- Parks, Trails, Green Spaces: Seasonal planning, maintenance, and inventory system
- Employee Management & Recruitment: P&R Maintenance Team, Recreation Coordinator, Lifeguards, Facilities Maintenance
- Facilities Maintenance: Create maintenance schedule, with goals/objectives and timeline utilizing management software
- Policy Review: Emergency Action Plan, administrative systems, facility rules and volunteer program, safety considerations, community center usage policy review
- Junior Lifeguard Course Leader
- Lifeguard and janitorial
- Daily administration tasks
- Recreation and Aquatics collaborative planning with Recreation Coordinator

### **Lane Fitzjarrald & Earon Gross, Maintenance:**

- Pool water chemistry
- Pool and Community Center facility maintenance and daily janitorial
- Current Projects: Chlorination cell system replacement, community center upgrades, repairs and organization, locker room repair and paint, lobby window frame repair and paint, racquetball/wallyball repurpose project, cardio/weight room equipment assembly, rescue equipment repair, tile grout cleaning and replacement, cross training with facility maintenance
- Maintenance Plan: Review current maintenance plan, creating schedule, goals and objectives, inventory tracking utilizing management software

### **Devyn Johnson, Recreation Coordinator:**

- Recreation and Aquatics programming coordination
- Daily administrative tasks
- Marketing and promotional tasks
- Employee in-service training planning and implementation
- Event planning: ARPA Conference, BearFest Marathon, Community Clean-Up, Community Center Dedication, etc.
- Employee recruitment and schedule management
- Lifeguard and janitorial duties

### **Lifeguards & Recreation Assistants:**

- Liz Roundtree: Recreation Assistant & Lifeguard
- Anika Herman: Lifeguard
- Jamie Roberts: Lifeguard, Recreation Assistant, Swim Coach & Volunteer
- Kalee Herman: Lifeguard
- Daniel Harrison: Lifeguard
- Joe Gartrell: Lifeguard
- Tory Houser: Recreation Assistant, Lifeguard & Volunteer
- Lea Bucknell: Recreation Assistant
- Mad Hesler: Recreation Assistant & Lifeguard
- John Roundtree: Lifeguard
- Darren Shilts: Lifeguard

### **Volunteer Based Programs & Activities:**

- Arthritis Class: Kim Covalt & Diane O'Brien
- Water Aerobics: Michael Bania & Alice Rooney
- Wolfpack Wrestling: Jeff Davidson, Chuck & Keegan Hanson
- Youth Open Gym: Bailey Scheib & Jessica Stewart
- Pickleball: John Deruyter, Jamie Roberts & Chris Johnson
- Skate Night: Jaime Perry
- Youth Ballet: Tory Houser
- Open Gym Volleyball: Brian Herman

## RECREATION AND AQUATICS PROGRAMMING

### Current/Upcoming programs and activities:

- Junior Lifeguard Course
- Youth Ballet Class
- Swim Club/Swim Team
- Volleyball Open Gym
- Weight Room Orientation
- Group Ruck Activity
- Barbell Technique Class
- High School Sports Practices: Community Center
- Youth Pull-Up Class
- Youth Obstacle Course
- Strength & Conditioning
- Jiu Jitsu
- Pickleball
- Outdoor Fitness challenge: parks, trails, and green spaces
- Water Aerobics
- Arthritis Class
- Private Swim Lessons
- ARPA conference: Wrangell, September 2024
- Bike Repair Event: Wheelhouse Bikes (PSG)

### February Highlights:

- Three new Sole treadmills have arrived, with two set up in the pool lobby
- LMNT wholesale: total sales \$1335
- PD after hours usage MOA complete, with officers utilizing the weight room
- February volunteer hours: 262
- Racquetball/Wallyball court repurposed

## **FACILITIES**

### **Pool:**

- Chlorination system replacement project
- Locker Rooms: Repair rusted lockers and address grout issues
- Facility door maintenance: Repair, paint and replace parts
- Monitor roof: Leaks and condensation
- Lobby windows/frames: Repair and paint frames
- Pool covers and mounting rack: QA, repair and replacement plan
- Drain: Address main drain issues

### **Community Center:**

- Power outlets added to community center
- Surplus project: Storage shelving received. Work with Museum to remove items
- Exterior paint preparation will begin in early spring
- Storage and re-organization project in progress
- Donation Station: Donated items have been returned to PSG via the Westerly
- Heating system: Replacement plan
- Dedication event: Fall 2024

## **PARKS, TRAILS AND GREEN SPACES**

### **Community Engagement:**

- Adopt-a-garden work event scheduled for April 6<sup>th</sup>. All beds have parents.
- Poop Scoop event. Date/details to be determined. Volunteer & City Park.
- PSA's provided regarding good stewardship and municipal code.
- Community clean up. Collaboration with WCA/IGAP.
- Park revitalization project: community support, sponsorship and funding.

### **Projects:**



- City Park stairs from road to beach: BW Enterprises Spring 2024
- City Park Pavilion #4: Fire pit and vent/hood Johnson's Construction and Svendsen's Spring 2024
- Mt. Dewey extension trail in progress: completion date, June 2024
- City Park Pavilion #3: Project out to bid by mid-March 2024
- Continued alder removal with the support from SCA and US Forest Service
- Public restrooms: toilet replacement, painting and general maintenance
- Micro cabin and tent pavilion concept at Shoemaker RV site
- Petroglyph beach site: Platform replacement and maintenance, clear brush, consider public restroom replacement. Review and update agreement with the State. Consider funding needs, long term maintenance and future goals
- Mt. Dewey, current board walk repair, with non-slip replacement
- Trash bin replacement goals: Replace all public trash bins with bear safe option
- Playground safety assessment: Decommission areas that pose a significant safety risk

**Goals:**

- Park maintenance plan: Review, create specific objectives, goals and plan of action for the upcoming season
- Assess green space areas where local vegetation could be reinstated, reducing the amount of mowing, and allowing for a more natural outdoor environment. Consider long term cost savings such as labor, tools/equipment, maintenance and fuel

Sincerely,

Lucy Robinson  
*Wrangell Parks & Recreation Director/Facilities Maintenance*













# Playground Revitalization

REVITALIZED PLAYGROUNDS PROVIDE A SAFE AND ENJOYABLE SPACE FOR FAMILIES AND KIDS, PROMOTING PHYSICAL ACTIVITY AND OVERALL WELL-BEING.

UPGRADED PLAYGROUNDS IMPROVE THE AESTHETICS OF OUR COMMUNITY, MAKING IT MORE ATTRACTIVE FOR RESIDENTS AND VISITORS ALIKE.

MODERNIZED EQUIPMENT ENSURES INCLUSIVITY, CATERING TO CHILDREN OF ALL ABILITIES AND FOSTERING A SENSE OF BELONGING FOR EVERYONE.

REVITALIZED PLAYGROUNDS BECOME GATHERING SPOTS, ENCOURAGING SOCIAL INTERACTIONS AND STRENGTHENING COMMUNITY BONDS.

ATTRACTIVE PARKS CAN POSITIVELY IMPACT LOCAL BUSINESSES BY ATTRACTING VISITORS AND CONTRIBUTING TO THE OVERALL ECONOMIC HEALTH OF THE COMMUNITY.

INVESTING IN PLAYGROUND REVITALIZATION IS AN INVESTMENT IN THE HAPPINESS AND COHESION OF WRANGELL.

## Sponsorship Tiers



### PLATINUM \$4000:

Major recognition, prominent logo placement, and exclusive signage opportunities



### GOLD \$3000:

Featured logo on equipment, event mentions, and high visibility in promotional materials.



### SILVER \$2000:

Recognition on signage, website, and community events, providing a solid presence.



### BRONZE \$1000:

Basic logo placement, acknowledgment in promotional materials, and community gratitude.











