



City of Bethel
Parks, Recreation, Aquatic, Health & Safety Center Committee
Regular Meeting - Monday, April 13, 2020 6:00 pm
City Hall Council Chambers, Bethel, AK

Brian Lefferts
Committee Chair
Term Expires 2020

Judy Wasierski
Vice-Chair
Term Expires 2021

Kathy Hanson
Committee Member
Term Expires 2021

Beverly Hoffman
Committee Member
Term Expires 2021

Peter Evon
Committee Member
Term Expires 2020

Garrett Hussion
Committee Member
Term Expires 2022

Kathryn Baldwin
Alt. Committee Member
Term Expires 2020

Michelle DeWitt
Council Representative
Term Expires 2020

Stacey Reardon
YK Fitness Center Director

Corbin Ford
Property Maint. Forman
Ex Officio Member

We are hosting our public meeting through Zoom.

To join this meeting, follow these instructions:

Go to the website, <https://zoom.us/join> or

Call: (888) 475-4499

Zoom Meeting ID: 566-285-696 Passcode: 13871

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PEOPLE TO BE HEARD** – Three minutes per person

The City will be accepting written testimony from the public for each of our public meetings. Deadline to submit written testimony will be 4:00pm the day of the meeting. Please send written testimony to pwadmin@cityofbethel.net. If you have any questions, call 907-543-3110. Anonymous submissions will not be accepted.

- IV. **APPROVAL OF AGENDA**
- V. **APPROVAL OF MINUTES**
 - A. February 28, 2020 Special Meeting
 - B. March 9, 2020 Regular Meeting
- VI. **UNFINISHED BUSINESS**
 - A. City of Bethel Park Rules Signage
 - B. Sport's Field Fence
 - C. Phase II Multipurpose Facility
 - D. 2020 Committee Goals
- VII. **NEW BUSINESS**
 - A. Acceptance of Peter Evon's Resignation
 - B. Used Tax
 - C. Recreational Services Contract Options
 - D. Pinky's Park Developments and Updates
- VIII. **PROPERTY MAINTENANCE REPORT**
- IX. **YK FITNESS FACILITY DIRECTOR REPORT**
- X. **COMMITTEE MEMBER COMMENTS**
- XI. **ADJOURNMENT**

If you have any questions, please contact Public Works Office
pwadmin@cityofbethel.net or 907-543-3110.

Posted April 7, 2020 at City Hall, AC Co., Swanson's, and the Post Office.

VII. ADJOURNMENT:

MOVED BY:	Marybeth Whalen	Motion to adjourn.
SECONDED BY:	Cecilia Franko	
VOTE ON MOTION	Motion carried by unanimous vote.	

With no further business, meeting adjourned at 7:43 PM.

APPROVED THIS _____ DAY OF _____, 2020.

Joni Beckham
Finance Committee Chair

Teddi Worrock
Recorder of Minutes

City of Bethel, Alaska

Parks, Recreation, Aquatic, Health & Safety Center Committee Minutes

March 9, 2020

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular Parks and Recreation Committee Meeting was held on March 9, 2020 in the Conference Room at City Hall in Bethel, Alaska. Brian Lefferts called the meeting to order at 6:00 pm.

II. ROLL CALL:

Comprising a quorum of the committee, the following were present for Roll Call: Brian Lefferts (call), Judy Wasierski, Kathy Hanson, Beverly Hoffman, Garrett Hussion, Kathryn Baldwin, and Michelle DeWitt. Also Present: Bill Howell (Acting City Manager), Stacey Reardon, Corbin Ford and Charlie Dan
Unexcused Absence: Peter Evon

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF AGENDA:

MOVED BY:	Beverly Hoffman	Motion to approve Agenda.
SECONDED BY:	Kathy Hanson	
VOTE ON MOTION	Motion carried by unanimous vote.	

V. APPROVAL OF MINUTES:

MOVED BY:	Kathy Hanson	Motion to approve meeting minutes for 02-10-2020.
SECONDED BY:	Beverly Hoffman	
VOTE ON MOTION	Motion carried by unanimous vote.	

VI. SPECIAL ORDER OF BUSINESS:

VII. UNFINISHED BUSINESS:

- A. City of Bethel Park Rules Signage-reviewed a couple quotes, will keep on agenda for more quotes
- B. Pinky's Park Boardwalk Leveling- will see if this can be done in conjunction with the Board Walk Lighting Project
- C. Sport's Field Fence-keep for updates,
- D. Phase II Multipurpose Facility-will keep on agenda for updates, the Grant Manager is in the process of applying for a feasibility study with Rasmuson Foundation and Bethel Community Services Foundation.
- E. 2020 Committee Goals-Michelle-please let me know what you would like me to introduce to Council while my term is still active, I have five more months left.
 - How to make up revenue streams (additional revenue) for the pool, possibly propose contracted services (i.e. rental equipment, skates, other recreational options), and reduce the rate for water and sewer services at the Pool.

VIII. NEW BUSINESS:

- A. Committee Policies-revision of the Bethel Municipal Code is in process, will
- B. Implementing a Parks and Recreation Department
- C. Organizational Chart Recommendations

IX. PROPERTY MAINTENANCE REPORT:

X. YKFC FACILITY DIRECTOR'S REPORT: March 15, Free Admissions sponsored by Lion's Club

XI. MEMBER COMMENTS:

Brian Lefferts: Thank you, Judy, for running the meeting.
Judy Wasierski: No comment
Kathy Hanson: No comment



ESTIMATE

<p>Prepared For Charlie Dan CITY OF BETHEL Phone: 907-543-3110 Fax: E-Mail pwadmin@cityofbethel.net</p>	<p>Date 3/3/20</p> <p>No. 116394</p> <p>Customer P.O. #</p>
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Quantity	Description	Amount
40	Park Signs - 72" x 36" x .125" Aluminum Composite Signs w/1" radius corners & 3/8" holes - Approximate weight - 750 lbs, 36 x 72 WHITE 3M IJ180 Adhesive Vinyl 54" on 1 side	\$ 10,501.93
40	Park Signs - 72" x 36" X .080 Aluminum Signs w/1" radius corners & 3/8" holes - Approximate weight - 900 lbs	\$ 18,424.08
40	Park Signs - 72" x 36" x .125" Aluminum Signs w/1" radius corners & 3/8" holes - Approximate weight - 1,300 lbs, 36 x 72 WHITE 3M IJ180 Adhesive Vinyl 54" on 1 side	\$ 23,021.18
50	Dumpster Signs - 12" x 18" x .125" Aluminum Composite Signs w/1/2" radius corners & holes - Approximate weight - 80 lbs, 12x18 WHITE 3M IJ180 Adhesive Vinyl 54" on 1 side	\$ 1,461.77
50	Dumpster Signs - 12" x 18" x .040" Aluminum Signs w/1/2" corner radius and holes - Approximate weight - 50 lbs	\$ 1,791.66
50	Dumpster Signs - 12" x 18" x .080" Aluminum Signs w/1/2" corner radius and holes - Approximate weight - 100 lbs	\$ 1,991.52

Sales Rep: DAH Taken by: Erin Account Type: COD	File Originals	
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Fence Supply Online
 2611 South Cooper St.
 Suite 141
 Arlington TX 76015
 Phone: 800-579-8045

ESTIMATE



City of Bethel Alaska
 Corbin Ford
 Bethel AK 99559

Estimate #:	2426
Date:	March 27, 2020
Estimate Total (USD):	\$23,102.36

Item	Description	Unit Cost (\$)	Quantity	Price (\$)
3 Rail Round Rail Wood	Wood round rail with post	9.59	1104	10,587.36
shipping	shipping - 19,872 lbs.	9,515.00	1	9,515.00
	3 Rail Round Weight is 19,872 lbs. 11 Bundles (50 each wrapped in metal straps on skids) 96 x 42 x 24 All pricing in U.S. Dollars Total from FCA Tacoma, WA 98445 to Bethel, Alaska Inland Freight from Tacoma and Ocean Barge to Bethel Alaska All In 9,515.00 This is a budgetary quote that will be subject to general rate increases in effect at the time of shipping. Subject to final weights and dimensions as time of shipment. Non-hazardous cargo only. Validity: 30 days	0.00	0	0.00
	Contingency Fee of 15% to meet any un-knowns at time of shipping.	3,000.00	1	3,000.00
NOTES: 134 - Line Posts 3 - Corner Posts 2 - End Posts 414 - 8' rails PRICING SUBJECT TO CHANGE - QUOTE VALID FOR 30 DAYS ONLY.				
Subtotal:				23,102.36
Estimate Total (USD):				\$23,102.36
** Customer is responsible for unloading the delivery truck unless other arrangements have been made.** *Be sure to check and count all pieces listed on BOL and report any discrepancies or damage WITHIN __20__ days of delivery. Factory policy is to report any problems with __30__ days All sales are final.				

Fence Supply Online
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City of Bethel Alaska
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Beverly Hoffman: No Comment
 Kathryn Baldwin: No Comment
 Garrett Hussion: No Comment
 Michelle DeWitt: I will write up a list of mentioned committee goals and present at the next meeting.

XII. ADJOURNMENT:

MOVED BY:	Beverly Hoffman	Motion to adjourn.
SECONDED BY:	Garrett Hussion	
VOTE ON MOTION	Motion carried by unanimous vote.	

With no further business, meeting adjourned at 7:59 PM.

APPROVED THIS _____ DAY OF _____, 2020.

 Brian Lefferts
 Committee Chair

 Charlie Dan
 Recorder of Minutes

Schedule, Events and Programs

Visit ykfitness.org for the most up to date schedules and information

❖ Regularly Sponsored Discounts for pool admissions:

- Free Teen Night: Every Wednesday from 4-8pm the Drew Foundation Sponsors Free pool admissions for teens age 13-17.
- Half Price Saturdays: Every Saturday the Lifesavers Foundation sponsors half price pool admissions for all ages.
- Free Saturdays: The last Saturday of every month Angstman Law Offices Sponsors free pool admissions from 12pm-8pm for youth under the age of 12.

February 2020

- ❖ February is Heart Healthy Month and includes several promotions:
 - 20% off Annual memberships all month
 - Celebrate National Wear Red Day on Feb 7th by wearing red to the facility and get a free water bottle
 - February 14th Move Together
- ❖ February 21st the Facility will close at 5:30pm for our annual winter staff party.
- ❖ February 26th: Scholarships applications are due to the Lifesavers Foundation for Sport Club participants interested in receiving scholarship funds to help with program fees.
- ❖ Registration opens for Spring Instructional Classes and Swim Lessons February 24th.

March 2020

- ❖ March is National Nutrition Month.
- ❖ March Group Fitness Starts March 1st.
- ❖ Sport Club is available during Spring Break March 5, 6 and 9-13th. The Lifesavers Foundation has scholarships available for sport club participants.
- ❖ Lifeguard Training will be offered during Spring Break, March 9-13 from 12-730pm.
- ❖ Spring Instructional and Swim Lessons start March 15th. Registration opens February 24th.

Staffing

Operational Staff: View all our open positions at Healthfitness.com

Now Hiring:

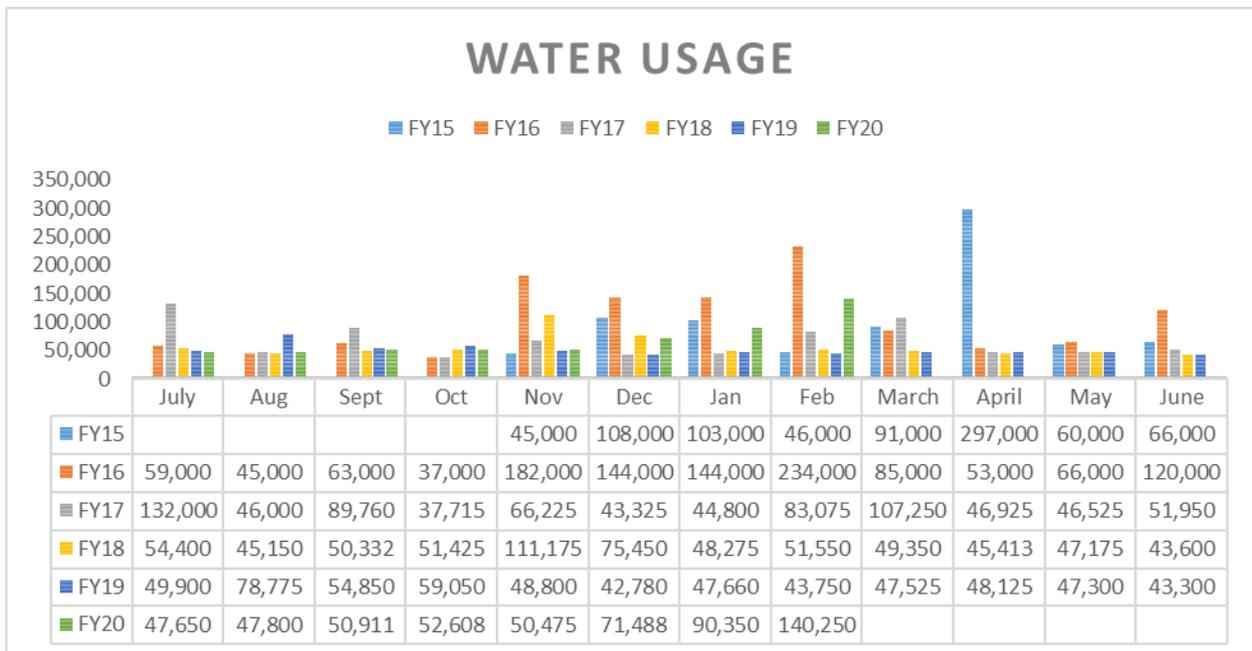
- Certified Lifeguards, Full Time and Part Time
 - visit ykfitness.org/certifications to view course pre-requisites
- Facility Attendants
- Front Desk
- Full Time Lifeguard and Swim Instructor



Programming Staff: We are looking for programming staff to fill the below roles:

- Swim Instructors
- Instructors for youth classes, particularly dance and tumbling
- Fitness Instructors and Certified Personal Trainers
- Instructors for any activity, craft or music patrons might be interested in learning.

Anyone interested in working at the YK Fitness Center can call 543-0390 or visit ykfitness.org for information and links to our applications.



*Note: Facility opened in November of 2014 (FY15)

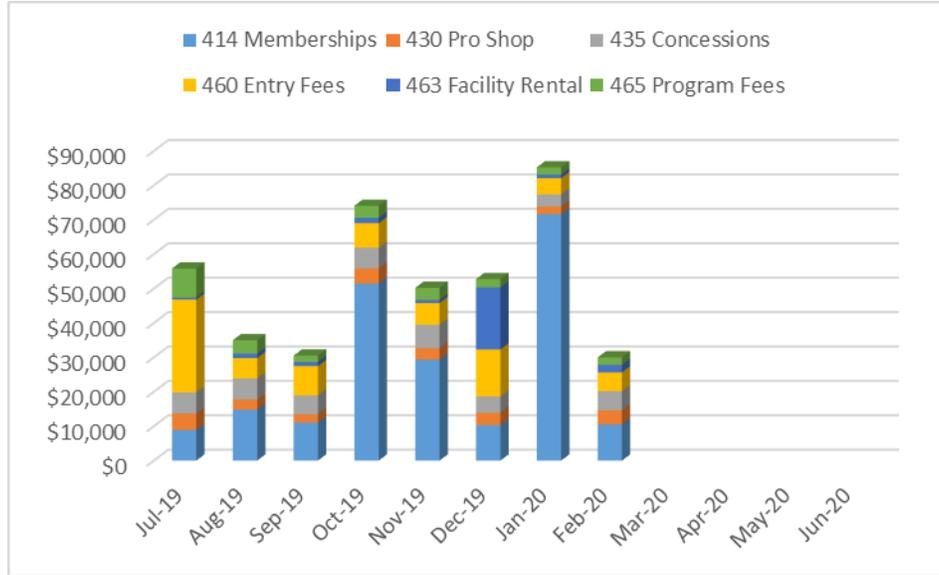
Starting during maintenance closure in Dec 2019/Jan 2020 hot water has been used to keep pipes from freezing resulting in higher than normal usage.

Revenue

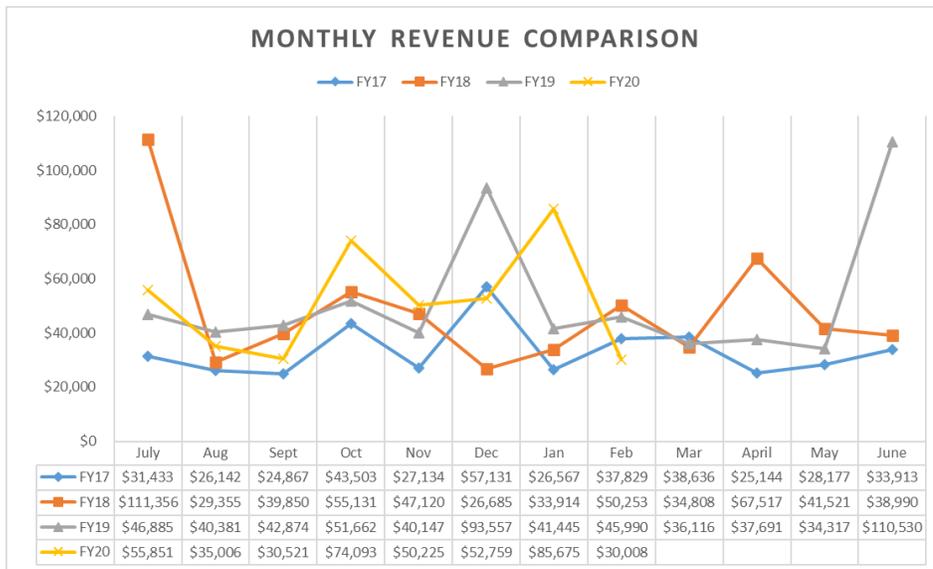
FY19 Revenue

Code	Facility Revenue	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total	FY20 Budgeted	%attained
414	Memberships	\$8,919	\$14,808	\$11,032	\$51,405	\$29,362	\$10,341	\$71,686	\$10,544					\$208,096	\$394,655	52.73%
430	Pro Shop	\$4,772	\$2,976	\$2,432	\$4,454	\$3,347	\$3,596	\$2,165	\$4,054					\$27,795	\$44,100	63.03%
435	Concessions	\$6,173	\$6,091	\$5,523	\$6,023	\$6,795	\$4,717	\$3,520	\$5,594					\$44,436	\$64,900	68.47%
460	Entry Fees	\$26,964	\$5,934	\$8,521	\$7,164	\$6,298	\$13,652	\$4,765	\$5,469					\$78,767	\$115,730	68.06%
463	Facility Rental	\$576	\$1,306	\$1,210	\$1,562	\$916	\$18,069	\$999	\$2,166					\$26,804	\$42,075	63.71%
465	Program Fees	\$8,447	\$3,891	\$1,803	\$3,485	\$3,508	\$2,384	\$2,134	\$2,181					\$27,833	\$83,318	33.41%
	WomenInPhilanthropy Grant							\$405						\$405		
	Facility Revenue Total	\$55,851	\$35,006	\$30,521	\$74,093	\$50,225	\$52,759	\$85,675	\$30,008	\$0	\$0	\$0	\$0	\$414,137	\$744,778	55.61%

The below chart represents the portion of the total revenue that each revenue category represents.

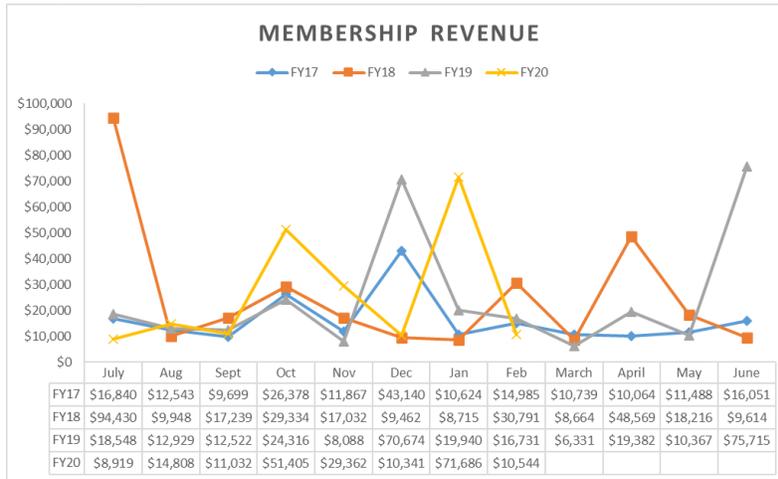


Revenue Comparisons: Monthly Totals

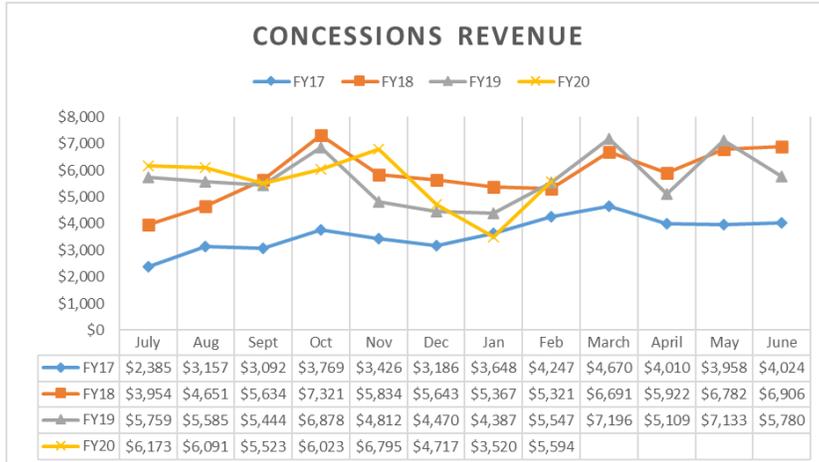
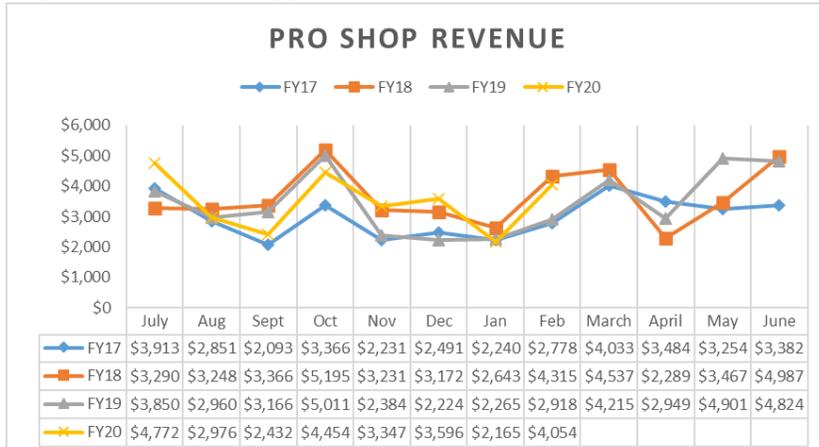


Although the facility was closed from Jan 1- 12, revenue on previously due membership balances was received in January, resulting overall revenues for January to appear to be above the expected trend.

Revenue Comparisons: Monthly Categories

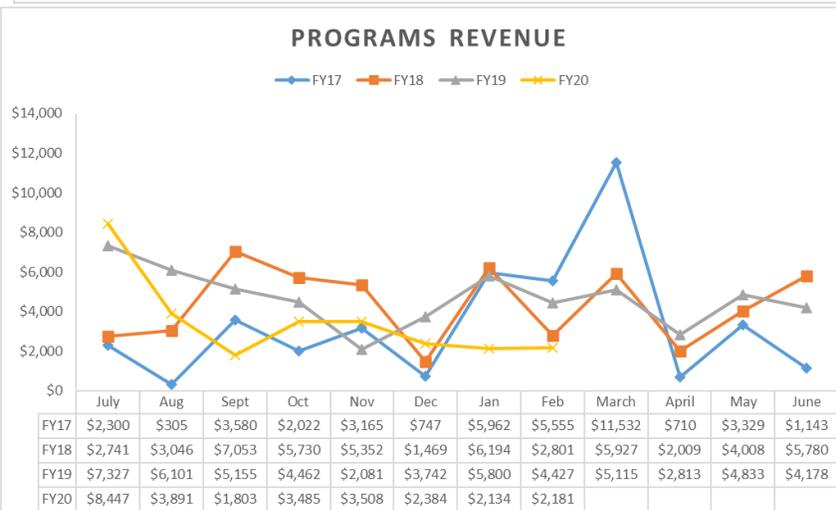
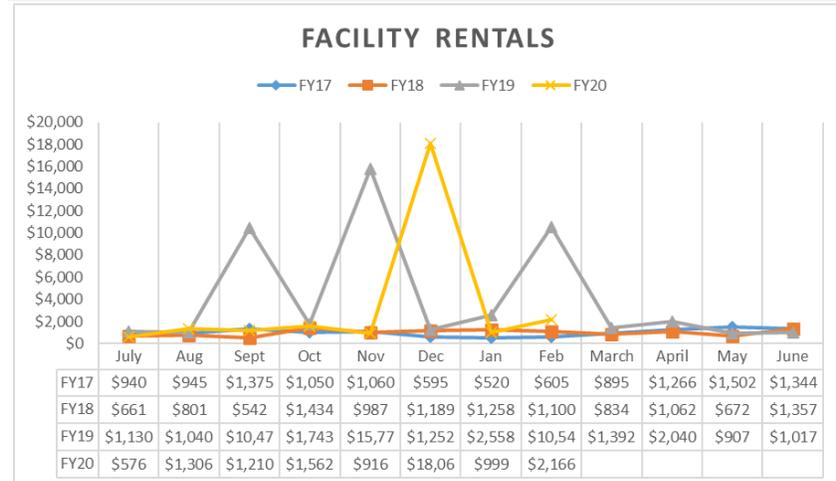
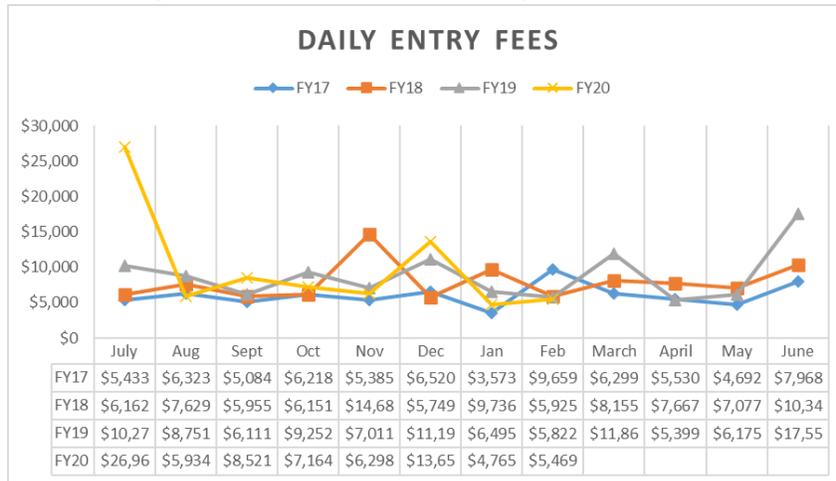


Variations in membership revenue are due primarily to inconsistencies in when payments are received from corporate membership partners.



Trends for Proshop, Concessions, and Programs revenue highlight the unexpected revenue losses from the January closure.

Variation in Rental Fees are a reflection of the FY19 change to school district fees being recorded as part of facility rental contracts instead of as part of the single contract fee for membership and rental services combined.

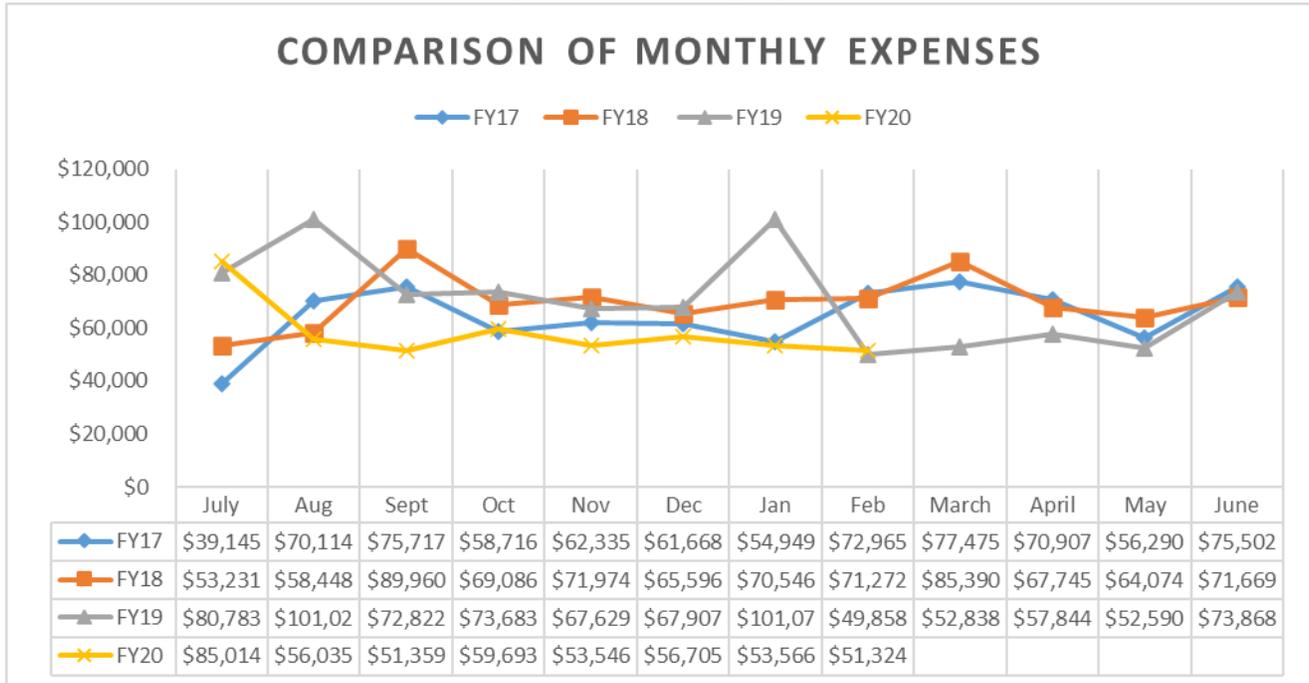


Variations in Program Revenue reflect the registration periods that run across 6-8 week sessions as well as the variability of instructor schedules.

FY19 Expenses

Expenses	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total	Budgeted	% used	remaining
Wages	\$54,419	\$35,425	\$33,001	\$33,777	\$32,436	\$28,616	\$37,499	\$32,527					\$287,700	\$665,682	43.22%	\$377,981
Benefits	\$12,492	\$8,074	\$7,356	\$7,583	\$6,921	\$6,209	\$8,699	\$7,223					\$64,557	\$146,058	44.20%	\$81,501
520 Housing	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090					\$24,720	\$37,080	66.67%	\$12,360
545 Travel/Training	\$0	\$0	\$152	\$0	\$0	\$0	\$0	\$51	\$0	\$0	\$0	\$0	\$203	\$3,000	6.76%	\$2,797
561 Supplies	\$11,321	\$4,024	\$6,258	\$4,451	\$5,256	\$6,999	\$2,284	\$3,817	\$0	\$0	\$0	\$0	\$44,411	\$100,605	44.14%	\$56,194
563 Wearing Apparel																
580 Boiler	\$0	\$55	\$0	\$62	\$782	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$899	\$6,000	14.99%	\$5,101
661 Vehicle Maintenance/Repair	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40	\$0	\$0	\$0	\$0	\$40	\$250	15.83%	\$210
663 Janitorial Supplies/Services	\$1,101	\$407	\$128	\$7,053	\$125	\$347	\$223	\$3,021	\$0	\$0	\$0	\$0	\$12,405	\$20,400	60.81%	\$7,995
668 Software Licenses	\$1,172	\$368	\$319	\$771	\$521	\$609	\$868	\$316	\$0	\$0	\$0	\$0	\$4,945	\$7,560	65.41%	\$2,615
669 Other Purchased Services	\$0	\$1,250	\$0	\$0	\$0	\$8,835	\$0	\$0	\$0	\$0	\$0	\$0	\$10,085	\$25,160	40.08%	\$15,075
683 Minor Equipment	\$0	\$2,332	\$0	\$470	\$2,328	\$346	\$0	\$0	\$0	\$0	\$0	\$0	\$5,477	\$21,000	26.08%	\$15,523
684 Donations and Awards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	0.00%	\$500
724 Dues/Subscriptions	\$179	\$179	\$179	\$179	\$179	\$369	\$179	\$186	\$0	\$0	\$0	\$0	\$1,628	\$2,000	81.41%	\$372
727 Advertising	\$98	\$9	\$193	\$11	\$0	\$420	\$173	\$200	\$0	\$0	\$0	\$0	\$1,104	\$8,000	13.80%	\$6,896
733 Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200	0.00%	\$200
736 Bank Charges	\$1,015	\$823	\$684	\$2,246	\$1,500	\$864	\$551	\$853	\$0	\$0	\$0	\$0	\$8,536	\$14,645	58.29%	\$6,109
790 Allowance for Special Events	\$80	\$0	\$0	\$0	\$407	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$487	\$800	60.91%	\$313
799 Miscellaneous	\$45	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45	\$10,125	0.44%	\$10,080
TOTAL	\$85,014	\$56,035	\$51,359	\$59,693	\$53,546	\$56,705	\$53,566	\$51,324	\$0	\$0	\$0	\$0	\$467,242	\$1,069,064	43.71%	\$601,822

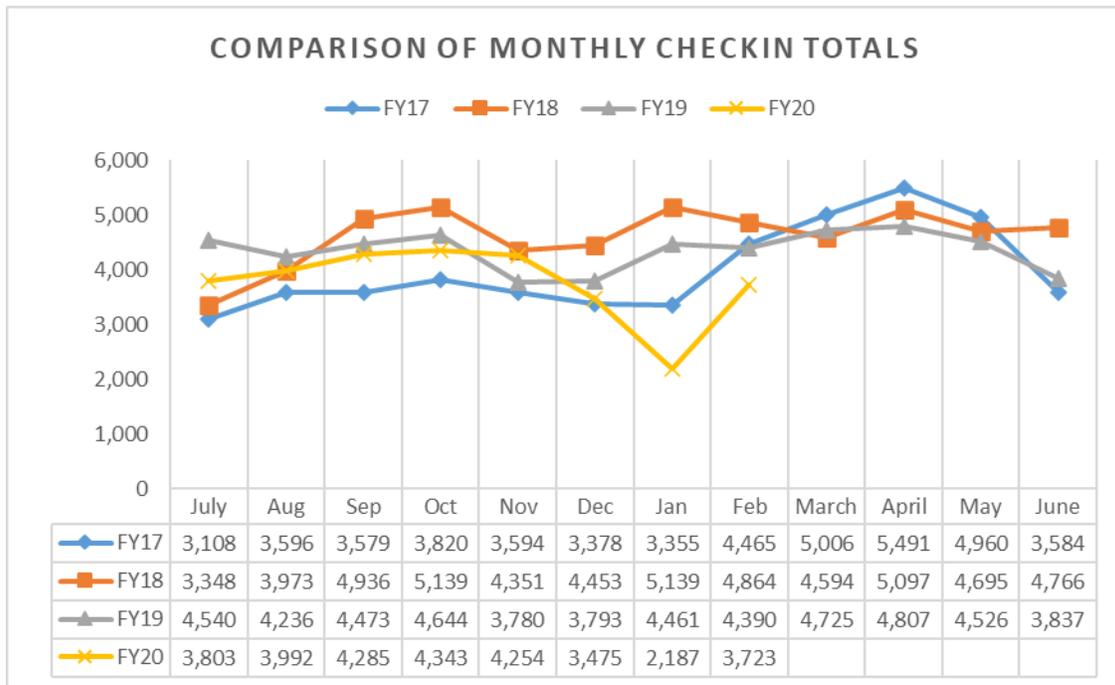
Comparison of Monthly Expenses



Facility Utilization

Facility Check-In: Facility Check-In numbers represent the total number of patrons who visited the facility and are based on a compilation of the number of members who checked-in, the number of daily passes sold and the number of participants in programs, activities, rentals and special events. These numbers represent facility visits, not individuals as most individuals visit the facility multiple times over the course of the month.

Facility Check-In	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
Member Checkins	1,623	1,432	1,687	1749	1,729	1,564	1,090	1,821					12,695
Daily Admissions	1,876	1,787	1,965	2021	1,974	1,678	891	1,576					13,768
Rentals	0	529	404	374	324	61	37	76					1,805
Fitness Programming	132	150	146	118	153	109	116	180					1,104
Aquatics Programming	32	47	83	54	65	52	53	70					456
Youth Programs	140	47		27	9	11	0	0					234
Monthly Totals	3,803	3,992	4,285	4,343	4,254	3,475	2,187	3,723	0	0	0	0	30,062

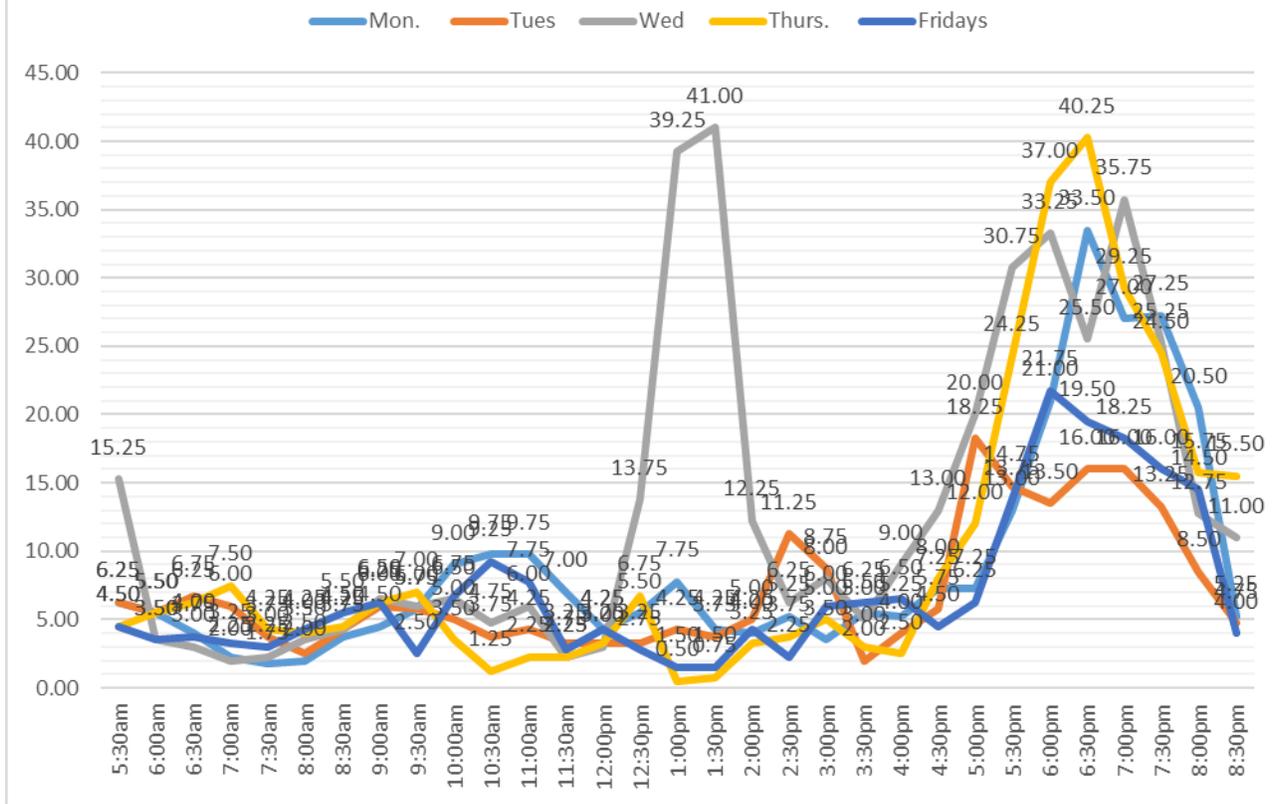


*December 2019 and January 2020 check-in numbers were impacted by the facility being closed from 12/27-1/12 (18 days) due to mechanical issues from extreme cold.

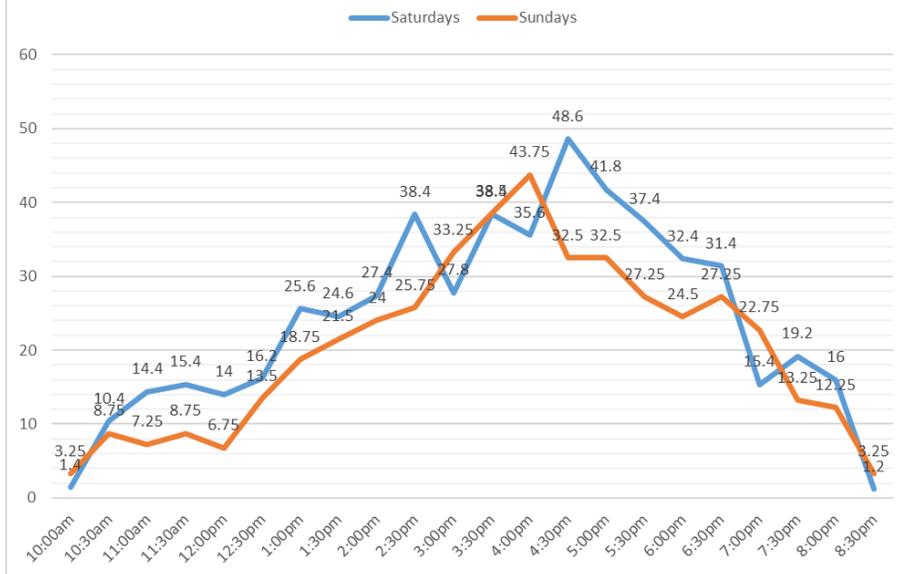
Area Usage: Count of the number of individuals in each area at the top and bottom of each hour. Showing trends and patterns of area usage, these numbers are not an accurate reporting of the overall number of patrons using the facility as patrons who remain in any area for more than 30 minutes are counted more than once. The below charts show average number of users for each area, by day of the week, per 30 minute period and are used from programming and operational hours planning.

In September 2019 we began collecting counts for patrons in the Concessions/Lobby area (Cantina) and on the deck/bleachers in the pool area.

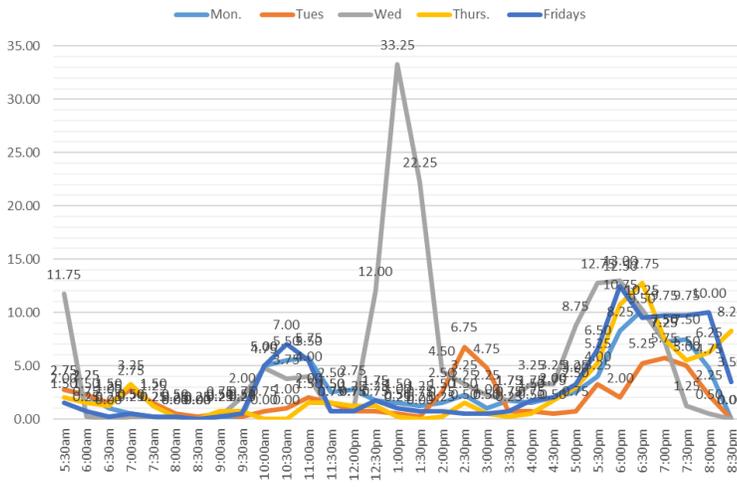
February 2020-Total-Mon.-Fri. Averages



February 2020-Total-Sat./Sun. Averages



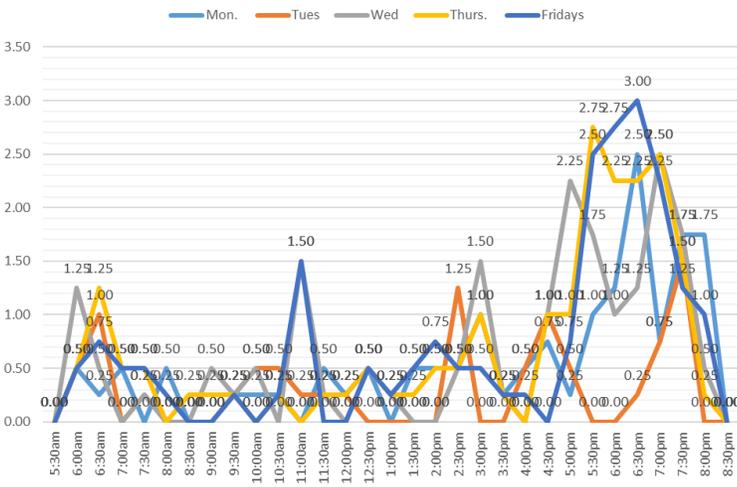
February 2020-Pool-Mon.-Fri. Averages



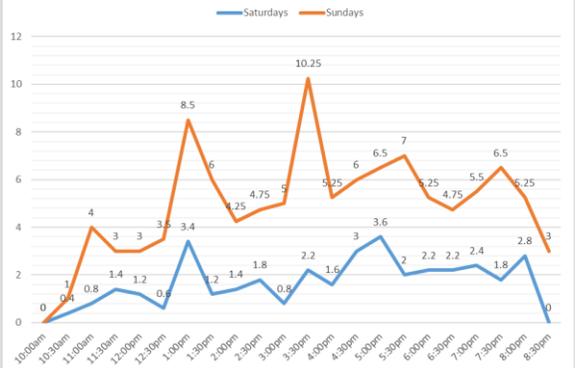
February 2020-Pool-Sat./Sun. Averages



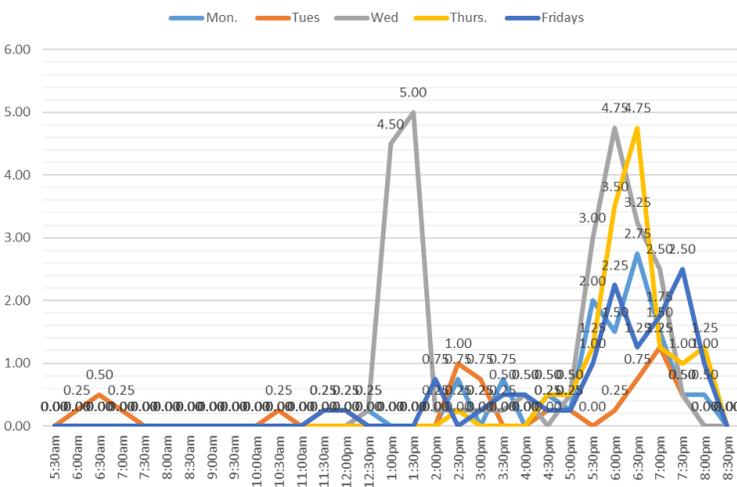
February 2020-Spa-Mon.-Fri. Averages



February 2020-Spa-Sat./Sun. Averages



February 2020-Deck-Mon.-Fri. Averages



February 2020-Deck-Sat./Sun. Averages

