



City of Bethel  
Parks, Recreation, Aquatic, Health & Safety Center Committee Regular  
Meeting - Monday, April 8, 2019 6:00 pm  
City Hall Council Chambers, Bethel, AK

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Brian Lefferts  
*Chair*  
Term Expires 2020

Judy Wasierski  
*Vice-Chair*  
Term Expires 2021

Michelle DeWitt  
*Committee Member* Term  
Expires 2020

Kathy Hanson *Committee*  
*Member* Term Expires  
2021

Beverly Hoffman  
*Committee Member* Term  
Expires 2021

Justin Wintersteen  
*Committee Member* Term  
Expires 2019

Kathryn Baldwin  
*Alt. Committee Member*  
Term Expires 2020

Peter Evon  
*Alt. Committee Member*  
Term Expires 2020

Mitchell Forbes *Council*  
*Representative* Term  
Expires 2019

Stacey Reardon  
YK Fitness Center Director

Corbin Ford  
*Property Maint. Forman* Ex  
Officio Member

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD – Three minutes per person
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES
  - A. August 13, 2018 Meeting Minutes
  - B. September 10, 2018 Meeting Minutes
  - C. February 11, 2019 Meeting Minutes
  - D. March 11, 2019 Meeting Minutes
- VI. SPECIAL ORDER OF BUSINESS
- VII. UNFINISHED BUSINESS
  - A. Land and Water Conservation Grant
  - B. Evaluate FY17/FY18 YK Fitness Center (YKFC) Expenses for Future Action
  - C. Evaluate Past YKFC Endowment Fund Transactions and Current Fund Balance
  - D. Annual 4<sup>th</sup> of July Preparation
- VIII. NEW BUSINESS
  - A. Maintenance for the Sport's Field (Codman Services)
  - B. Contracting for Recreational Services (DeWitt)
- IX. PROPERTY MAINTENANCE REPORT
- X. YK FITNESS FACILITY DIRECTOR REPORT
- XI. COMMITTEE MEMBER COMMENTS
- XII. ADJOURNMENT

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Posted April 2, 2019 at City Hall, AC Co., Swanson's, and the Post Office.

Charlie Dan, Public Works Assistant

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# City of Bethel

## Parks, Recreation and Aquatic, Health & Safety Center Committee

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August 13, 2018

Regular Meeting

Bethel, Alaska

### I. CALL TO ORDER

A regular meeting of the Parks, Recreation, Aquatic Health & Safety Center Committee was held on August 13, 2018 at 6:00 pm in the City Hall Council Chambers, in Bethel, Alaska.

Chair Michelle DeWitt called the meeting to order at 6:03 pm.

### II. ROLL CALL

Compromising a quorum of the Committee, the following members were present for roll call:

Michele DeWitt ✓	Kathy Hanson ✓	Brian Lefferts ✓
Judy Wasierski ✓	Beverly Hoffman ✓	Luis Lemus (Ex-Officio) ✓
Kathryn Baldwin	Justin Wintersteen ✓	Mitchell Forbes ✓
Stacey Reardon ✓	John Sargent (Recorder) ✓	

### III. PEOPLE TO BE HEARD

None

### IV. APPROVAL OF AGENDA

<b>MOVED:</b>	Kathy Hanson	Approve Agenda as presented.
<b>SECONDED:</b>	Beverly Hoffman	
<b>VOTE ON MAIN MOTION</b>	All in favor Motion passes; 7 in favor and 0 opposed.	

### V. UNFINISHED BUSINESS

#### A. July 4<sup>th</sup> Event Debrief

<b>MOVED:</b>	Kathy Hanson	Direct Administration to gather and preserve important documents related to the Parks & Rec Dept.
<b>SECONDED:</b>	Beverly Hoffman	
<b>VOTE ON MAIN MOTION</b>	Motion passes; 7 in favor and 0 opposed.	

#### B. Owl Park Update

#### C. Health Fitness Contract Operations Plan

#### D. Art Installation at the YKFC

#### E. Parks/Rec. Budget

#### F. City of Bethel 30-Year Plan

#### G. Public Safety & Transportation Committee – Markers for reporting locations in parks

#### H. Pinky's Park Improvement Project Update: Boardwalk & Sports Field

**VI. NEW BUSINESS**

- A. Need for Alternate Members
- B. YKFC Report – Stacey Reardon & Luis Lemus

**VII. COMMITTEE MEMBER COMMENTS**

**VIII. ADJOURNMENT**

<b>MOVED:</b>	Kathy Hanson	Adjourn meeting at 7:43.
<b>SECONDED:</b>	Brian Lefferts	
<b>VOTE ON MAIN MOTION</b>	Motion passes; 7 in favor and 0 opposed.	

\_\_\_\_\_  
Michelle DeWitt, Chair

ATTEST:

\_\_\_\_\_  
John Sargent, Recorder

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# City of Bethel

## Parks, Recreation and Aquatic, Health & Safety Center Committee

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September 10, 2018

Regular Meeting

Bethel, Alaska

### I. CALL TO ORDER

A regular meeting of the Parks, Recreation, Aquatic Health & Safety Center Committee was held on September 10, 2018 at 6:00 pm in the City Hall Council Chambers, in Bethel, Alaska.

Chair Michelle DeWitt called the meeting to order at 6:03 pm.

### II. ROLL CALL

Compromising a quorum of the Committee, the following members were present for roll call:

Michele DeWitt ✓	Kathy Hanson ✓	Brian Lefferts ✓
Stacey Reardon ✓	Beverly Hoffman ✓	Mitchell Forbes ✓
	Derek Bradley (Recorder) ✓	

### III. PEOPLE TO BE HEARD

None

### IV. APPROVAL OF AGENDA

<b>MOVED:</b>	B. Hoffman	Approve Agenda as presented.
<b>SECONDED:</b>	B. Lefferts	
<b>VOTE ON MAIN MOTION</b>	All in favor Motion passes; 5 in favor and 0 opposed.	

### V. APPROVAL OF MINUTES

<b>MOVED:</b>	B. Hoffman	Motion to approve meeting minutes from 8.13.18
<b>SECONDED:</b>	K. Hanson	
<b>VOTE ON MAIN MOTION</b>	Motion passes; 5 in favor and 0 opposed.	

### VI. SPECIAL ORDER OF BUSINESS

N/A

### VII. UNFINISHED BUSINESS

D.

<b>MOVED:</b>	B. Hoffman	Motion to request City Admin place trash cans inside skate park.
<b>SECONDED:</b>	K. Hanson	
<b>VOTE ON MAIN MOTION</b>	Motion passes; 5 in favor and 0 opposed.	

**VIII. PARKS AND RECREATION DEPARTMENT REPORT**

**IX. YK FITNESS FACILITY DIRECTOR REPORT**

**X. NEW BUSINESS**

**XI. COMMITTEE MEMBER COMMENTS**

(see attached)

**XII. ADJOURNMENT**

<b>MOVED:</b>	K. Hanson	Adjourn meeting 7:23pm.
<b>SECONDED:</b>	B. Lefferts	
<b>VOTE ON MAIN MOTION</b>	Motion passes; 5 in favor and 0 opposed.	

\_\_\_\_\_  
Michelle DeWitt, Chair

ATTEST:

\_\_\_\_\_  
Derek Bradley, Recorder

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# City of Bethel, Alaska

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

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February 11, 2019

Regular Meeting

Bethel, Alaska

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**I. CALL TO ORDER:**

A regular Parks and Recreation Committee Meeting was held on February 11, 2019 in the City Hall council chambers in, Bethel, Alaska. Brian Lefferts called the meeting to order at 6:03 pm.

**II. ROLL CALL:**

Comprising a quorum of the committee, the following were present for Roll Call: Brian Lefferts, Michelle DeWitt, Kathy Hanson, Beverly Hoffman, and Mitchell Forbes.

Also Present:

Committee Recorder, Charlie Dan; YKFC Director, Stacey Reardon; Property Maintenance Forman, Corbin Ford; City Grant Writer John Sargent.

Excused Absences: Judy Wasierski, Justin Wintersteen, and Peter Evon

Unexcused Absence: Kathryn Baldwin

**III. PEOPLE TO BE HEARD:**

A. Shawn Codman- Construction on the Sports Field needs services.

<b>MOVED BY:</b>	Beverly Hoffman	Motion to suspend rules to allow committee members to interact with People To Be Heard for this particular meeting.
<b>SECONDED BY:</b>	None Second	
<b>VOTE ON MOTION</b>	1 moved, 0 second: Motion not carried.	

**IV. APPROVAL OF AGENDA:**

<b>MOVED BY:</b>	Kathy Hanson	Motion to approve Agenda.
<b>SECONDED BY:</b>	Beverly Hoffman	
<b>VOTE ON MOTION</b>	Motion carried by no objections.	

**V. APPROVAL OF MINUTES:**

<b>MOVED BY:</b>	Michelle DeWitt	Motion to approve minutes for December 10, 2018 and January 14, 2019 meeting.
<b>SECONDED BY:</b>	Kathy Hanson	
<b>VOTE ON MOTION</b>	Motion carried by no objections.	

**VI. SPECIAL ORDER OF BUSINESS:**

**VII. UNFINISHED BUSINESS:**

- A. Select a Member to Report at the February 12 City Council Meeting: Mitchell Forbes volunteered to attend meeting
- B. Land and Water Conservation Grant: John Sargent discussed grant amongst committee members
- C. Annual 4<sup>th</sup> of July Preparation- Review of Funding and Options for Organizing the Event P4: Committee members discussed the upcoming 4<sup>th</sup> of July event.
- D. Review of Fiscal Year (FY)19 YK Fitness Center (YKFC) Operating Budget P5-6

<b>MOVED BY:</b>	Kathy Hanson	Motion to recommend to the City Council to have Administration review Audits in the Budget for Yukon Kuskokwim Fitness Center (YKFC). Specifically, discrepancies in Membership revenue, missing interest income for FY18 and FY19, excess indirect cost recovery, and the missing endowment fund balance.
<b>SECONDED BY:</b>	Beverly Hoffman	
<b>VOTE ON MOTION</b>	Motion carried by no objections.	

**VIII. PARKS AND RECREATION DEPARTMENT REPORT:**

A. Corbin Ford gave his report

**IX. YKFC FACILITY DIRECTOR'S REPORT:**

A. Stacey Reardon gave her report

**X. NEW BUSINESS:**

- A. Evaluate FY17/ FY18 YKFC Expenses for Future Action P7-40: Tabled
- B. Evaluate Past YKFC Endowment Fund Transactions and Current Fund Balance: Tabled
- C. Discussion of March Meeting Quorum to see if Special Meeting is required P52: No changes in regular meeting date is needed.

**XI. MEMBER COMMENTS:**

Brian Lefferts: no comment  
Michelle DeWitt: no comment  
Kathy Hanson: no comment  
Beverly Hoffman: no comment  
Mitchell Forbes: no comment

**XII. ADJOURNMENT:**

<b>MOVED BY:</b>	Kathy Hanson	Motion to adjourn.
<b>SECONDED BY:</b>	Michelle DeWitt	
<b>VOTE ON MOTION</b>	Motion carried by unanimous vote.	

With no further business, meeting adjourned at 8:07 PM.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

\_\_\_\_\_  
Charlie Dan  
Recorder of Minutes

\_\_\_\_\_  
Brian Lefferts  
Committee Chair

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# City of Bethel, Alaska

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

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March 11, 2019

Regular Meeting

Bethel, Alaska

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**I. CALL TO ORDER:**

Meeting was called to order at 6:19PM by Brian Lefferts.

**II. ROLL CALL:**

Present: Brian Lefferts, Corbin Ford

Also Present: Charlie Dan, Recorder

Excused Absence: Judy Wasierski, Michelle Dewitt, Kathy Hanson, Beverly Hoffman, Justin Wintersteen, Kathryn Baldwin, Mitchell Forbes, Stacey Reardon

Unexcused Absence: Peter Evon

No quorum was established due to lack of members, meeting was adjourned at 6:20PM.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

\_\_\_\_\_  
Charlie Dan  
Recorder of Minutes

\_\_\_\_\_  
Brian Lefferts  
Committee Chair

## JOB ESTIMATE

Codman Services  
 970 6th Ave  
 P. O. Box 114  
 Bethel, AK 99559  
 907-545-4975

[shaun.codman@codmanservices.com](mailto:shaun.codman@codmanservices.com)

DATE OF INVOICE	WORK START DATE	WORK END DATE
	05/01/2019	09/30/2019
QUOTE NUMBER	VALID UNTIL	PAYMENT DUE BY
1	04/15/2019	

**CLIENT**  
 ATTN: Bill Arnold  
 City of Bethel  
  
 Bethel, AK

MATERIAL	QTY	UNIT PRICE	TOTAL
Seed (50# bag)		125.00	0.00
Fertilizer (50# bag)		22.00	0.00
Gas (gallon)		6.25	0.00
Water provided by COB			0.00
			0.00
			0.00
Unsure how much material will be needed			0.00
			0.00
			0.00
<b>TOTAL MATERIALS</b>			<b>\$0.00</b>

**DESCRIPTION OF WORK**

Proposal for the following properties: Owl Park, Soccer Field, & Pinky's Park. Work starting: Second week of May, weather permitting. End of work: Last week in September.

LABOR	HOURS	RATE	TOTAL
Hand Seeding	20.00	150.00	3000.00
Aerating	20.00	150.00	3000.00
Mowing	80.00	150.00	12000.00
Fertilizing	20.00	150.00	3000.00
			0.00
<b>TOTAL LABOR</b>			<b>\$21,000.00</b>

**TERMS AND CONDITIONS**

Hydroseeding (if needed) will be billed per sq ft

MISCELLANEOUS CHARGES	HOURS / QTY	RATE	TOTAL
Hydroseeding per square foot		0.30	
			0.00
			0.00
			0.00
			0.00
<b>TOTAL MISCELLANEOUS</b>			<b>\$0.00</b>

For questions concerning this quote, please contact  
 Shaun Codman

	<b>SUBTOTAL</b>	21000.00
	<b>SUBTOTAL LESS DISCOUNT</b>	21000.00
	<b>TAX RATE</b>	0.00%
	<b>TOTAL TAX</b>	0.00
	<b>TOTAL</b>	<b>\$21,000.00</b>

# **CODMAN SERVICES CITY OF BETHEL ESTIMATE SCOPE**

03/05/2019

## **OVERVIEW**

### **1. Project Description**

Maintaining the City of Bethel's properties, in a landscaping manner. The properties include: Pinky's Park, Owl Park, and the Soccer Field. Projected work times are dependent upon weather and conditions of grounds. Will mow each property up to once per week, keeping grass at two inches.

### **2. Project Scope**

<b>Month</b>	<b>Services</b>
End of May & End of September	Aerating, Hand Seeding, & Fertilizing
June until end of September	Mowing

### **3. Affected Parties**

Yuut/KLA patrons and employees have historically cut across and damaged the City of Bethel's properties that surround their campus. This will need to be addressed to maintain the integrity of the soccer field and to eliminate potential damages and ongoing maintenance problems. Example: the "beat down" path they've created

City of Bethel: Will need to set up a schedule to water the grounds. Codman Services will assist in set up and bill at the hourly rate of \$150 for set up—if COB needs assistance. City of Bethel is responsible for providing water and watering the grounds. Will provide recommendations for watering at beginning of season and will update COB as needed.

### **4. Specific Exclusions from Scope**

Hydroseeding is not included in the hourly rate or scope of work. If any hydroseeding is needed it is billed per square foot. If hydroseeding is need COB will provide water.

**Property Maintenance:**

- PW Building
  - South Roll up ramp door fell off track and would roll up cocked forcing the door into a jammed position. Temporarily fixed and operational.
  - Middle roll up ramp door would not roll up evenly. Track was out of alignment and needed some additional cleaning. Door in “decent” operation.
  - All roll up ramp doors may need a preventive maintenance service scheduled by a door provider.
  - Replaced weight bearing structure glue lam beam under boiler room floor with Steel I-Beam in preparation for the new boilers to be installed by Inlet Mechanical. This took a combined team effort of two PW programs. Thank you Andy of Utility Maintenance for lending two employees for this lengthy, difficult and dangerous task.
  - Boiler #1 failed Primary Honeywell controller. Left boiler off and began full operation of building heat from Boiler #2.
  - Inlet Mechanical has begun the project of removing boiler #1 to replace with new boiler setup. Work is in progress.
  - Remodeled the planning office. Fresh paint, new electrical hardware, replaced ceiling tiles and installed new floor.
  - Hot water system has been removed from PW building as part of the boiler space remodel. PW building will not have hot water until the boiler project is complete.
  - Fire sprinkling system in PW
  
- City Hall
  - Several heating issues throughout the month. Suspect trapped air in the boiler lines. Adjusted boiler pressures, along with addition of running both circulating pumps seemed to resolve the issue.
  - Rear entrance stairs are rotting. Two different expanded metal stairs plates had to be repaired. Project to replace the stairs in entirety as a summer project.
  - Filtered water fountain near front entrance was reported as having poor water quality. Filtering system was replaced. Water taste pretty darn good, try some, tell us what you think.
  - Wheel chair ramp section at front entrance is showing signs of degradation and will need to be rebuilt or replaced. Project this work as a summer project. Materials will need to be ordered.
  
- Court House
  - **Dry Sprinkler System:**
    - Dry system is back in NORMAL operation minus ONE isolated sprinkler head located on the outside of the building to the left of the front main entrance. Project to have contractor complete repair from break Spring/Summer of 2019. Contractor is in communication with city building maintenance and scheduling a time for the work to be completed.
    - The dry system has a small leak in the dry system piping just above court room 4. Leak is temporarily fixed and holding. Static air pressure is remaining constant with additional help from the fire system air compressor. A plan is

## March Property Maintenance and Parks & Recreation Report

being developed to have the dry system evaluated for replacement and repair Spring/Summer 2019 by a contracted service.

- **Holding Cell Area Door:**
  - Door ordered from AHS, shipped and received. Prep work has begun to add the new wiring, relight vision, latching hardware and paint for install. Door removal and replacement will be coordinated with Alaska State Court System. The area where the door is a sensitive area as inmates are transferred through this area.
- **Water leak damage remediation survey:**
  - Industrial Hygienist from Advanced Look Solutions in Anchorage completed an Environmental survey off all areas within the court system that was affected by the water leak. Sample have been sent to lab in Lower 48 for testing and results are expected to be returned in April.
  - A plan for remediation/remodel work will begin once results are returned and priority areas have been identified.
- **Dirty sprinkler heads and escutcheon plates:**
  - All protruding sprinkler heads have been cleaned and inspected.
- Dog Pound
  - Replaced door latching hardware 3 times from vandalism.
  - Bethel Friends of Canines has transitioned and is using the building more often.
  - Area donated for BFK9 kennel relocation has been scraped clear of ice and debris.
  - Surveyed and staked off pad sight for sand pad prep.
  - BFK9 has been in close communication in the process of relocating their kennel to the property.
- Log Cabin
  - Boiler is consistently found tripped during building rounds. Building is temporary closed to resident use of the building due to a sewer line freeze and boiler reliability issues. Boiler remains operational with daily rounds to ensure adequate warmth of the building. Water service has been isolated and lines drained to prevent freeze up.
- YKFC - Pool
  - Requests for assistance with the boiler are frequent. The department assists when able.
  - Meeting completed with Pool management staff to determine cause of repeated issues with the boiler system. The issues have primarily been pressure related and high temp limit related. Action plan to evaluate the system in its entirety for correct daily operation is in place.

## March Property Maintenance and Parks & Recreation Report

- Police Department
  - Periodic low fuel level alarm activation for the emergency power generator. The issue has been isolated to a set of terminals outside the building that get wet and short causing a false alarm. The alarm will short and activate when the weather is rainy and windy.
  
- Billy's Water plant
  - Boiler #1 shut down and Boiler #2 fired. To even out boiler usage.
  - Boiler #1 also had a failed fuel pressure gauge. Gauge was replaced Boiler #1 is back in normal operation as needed.
  
- Sean's Water Plant
  - Boilers monitored daily as they are the main source of heat for the City sub water utility lines.
  
- Teen Center
  - Boilers are monitored daily as they are a "Boost" of temperatures supporting the heat loop that runs through the City Sub water utility lines.

### **Parks and Recreation:**

As spring is quickly approaches a list of projects for the summer are being developed within the department along with projected timelines.

- Projects so far, more to be considered.
  - Owl Park (projected dates May 27th thru June 7<sup>th</sup>)
    - Install of new playground equipment and play ground material
  - All play parks
    - General maintenance and grounds upkeep
  - Pinky's Park
    - Softball field refurbish/re-sod/re-seed
    - Dugout repairs, repaint
  - Soccer Sports Field
    - Hydro Seed
    - Maintenance contract options for field to be discussed
    - Install bleachers
    - Paint concrete blocks High Vis
    - Install soccer goal posts
    - Place Portable restroom facilities
    - Install bike rack
    - Place information bulletin stand
  - Airport Cemetery
    - Ordering additional fencing
    - Installing additional fencing
    - Hydro seeding expanded sections
  - Boardwalks
    - Trial Lighting pole project

## March Property Maintenance and Parks & Recreation Report

- General maintenance and upkeep
- Vegetation trim back

### Schedule, Events and Programs

- ❖ Winter session runs January 14<sup>th</sup> – March 3<sup>rd</sup>
- ❖ Winter Swim Lessons and Instructional Classes run January 14<sup>th</sup> – March 3<sup>rd</sup>.
- ❖ Youth Sport Club will run during Spring Break. Feb 28-March 8<sup>th</sup>.
- ❖ Spring Swim Lessons and Instructional Classes Run March 11<sup>th</sup> – April 28<sup>th</sup>,
  - Registration closes the week of March 18<sup>th</sup>.
- ❖ Smart Fit Girls runs March 18<sup>th</sup> – May 16<sup>th</sup>, registration closes March 25<sup>th</sup>
- ❖ Kid's Don't Float will be at the Fitness Center in April for boating safety sessions, dates & times TBA.
- ❖ GCI will be hosting a free swim night at the Fitness Center on April 11<sup>th</sup>, times TBA.
- ❖ Lifeguard Training will be offered April 19<sup>th</sup> – 27<sup>th</sup>
- ❖ The Facility will be open 2pm-9pm on Easter, April 21<sup>st</sup>.
- ❖ 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.

### Staffing

#### Operational Staff:

##### Now Hiring:

- Part Time Customer Service Supervisors
- Certified Lifeguards
  - visit [ykfitness.org](http://ykfitness.org) to view pre-requisites
- Operations Staff
  - Facility Attendant

**Now Hiring Certified LIFEGUARDS!**

FREE Training At the YKFitness Center

Fridays, April 19 & 26, 5:30-9p,  
Saturdays, April 20 & 27, 12-8:30p

<p><b>Pre-Course Test</b> (completed on first day of class):</p> <ul style="list-style-type: none"> <li>✓ Swim 300 yards of Freestyle and Breast Stroke without stopping</li> <li>✓ Tread Water 2 mins with legs only</li> <li>✓ Swim 20 yards, Retrieve 10lb brick, swim with both hands on brick 30 yards in 1:40.</li> </ul> <p style="font-size: small;">Visit <a href="http://ykfitness.org">ykfitness.org</a> to view a video of the pretest</p>	<p><b>To be eligible Candidates must:</b></p> <ul style="list-style-type: none"> <li>• Be at least 15 years old,</li> <li>• Pass pre-course testing,</li> <li>• Attend all classes,</li> <li>• Complete Red Cross Registration (\$40)</li> </ul>
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Email questions to [stacey.reardon@hfit.com](mailto:stacey.reardon@hfit.com) or call 543-0390  
Register online at [ykfitness.org](http://ykfitness.org), at the YKFC desk or call 543-0390

Get certified and get a job!

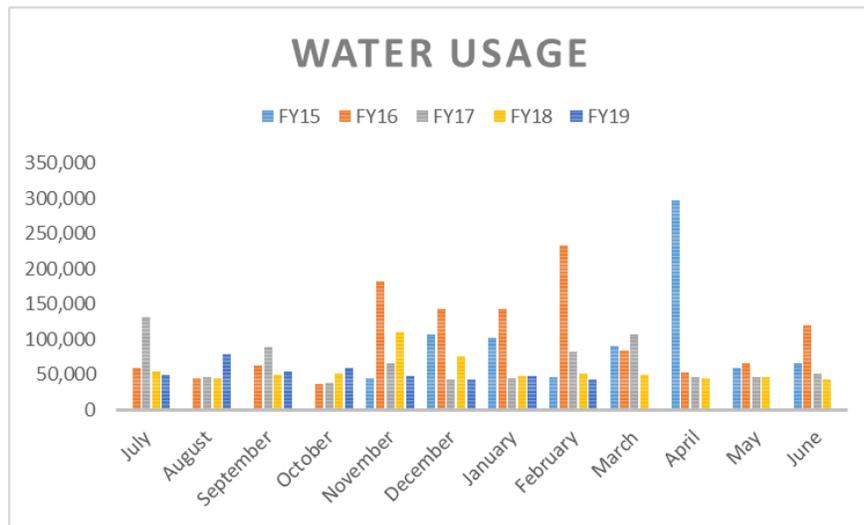


#### Programming Staff: We are looking for programming staff to fill the below roles:

- Full Time Aquatic Coordinator
- 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](http://ykfitness.org) for information and links to our applications.**

**Facility Maintenance**



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

**Facility Maintenance**

Maintenance:

- Replaced pressure relief valve on Boiler #1
- Replaced fuel nozzle and adjusted flame gun on boiler #2
- Boiler Inspection Completed
- Replaced broken lane reel springs in pool
- Replaced blown fuses on pump 13.
- Replaced air filters for AHU1
- Parking light conductor replaced.

Previously reported maintenance still pending:

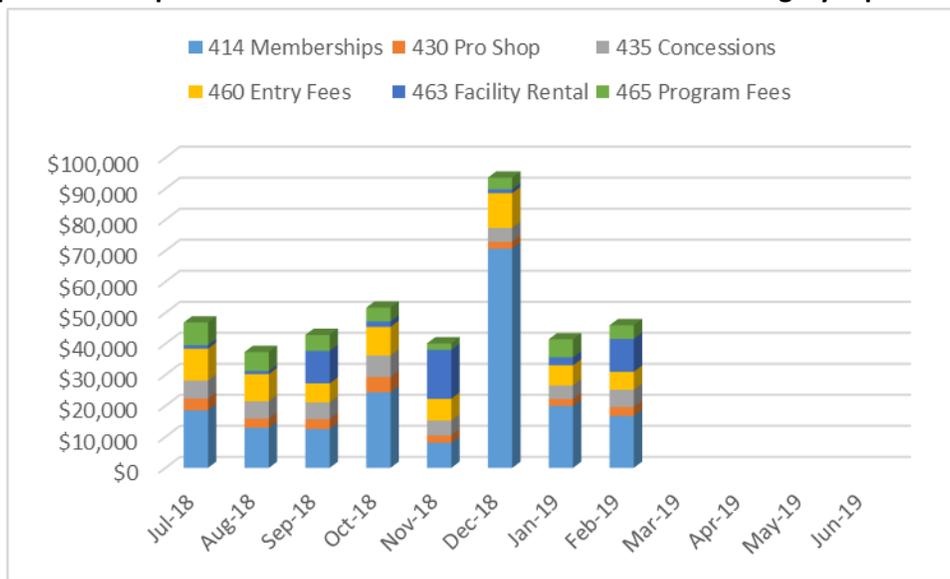
- Efforts were made to clean up a spill of Muriatic Acid in the facility connex. In the course of cleanup it was found that the spill was more extensive than initially thought and assistance was requested from the Fire Department. It was determined that additional protective equipment is needed to clean up the spill and the connex has been closed off pending procurement of the additional protective equipment.
- Main drain at bottom of pool – looking at replacement drain covers and processes for installation.
- Lamps for UV system are nearing the end of their use life and will need to be replaced. Due to the delicate and highly technical nature of the work it may be necessary to bring in a contractor. We are looking at options. Update August 2018: Two possible vendors for bulb replacement have been identified and quotes are being sought for parts and service.
- Overhead fans in pool area need maintenance. Working with City Facilities Department to develop a plan for safe access to trouble shoot the fans. Jan 2018: City of Bethel is looking into purchasing a lift that will allow access to the fans as well as other maintenance areas in the pool. Update 3/18/18 a scissor lift has been identified and purchasing is being reviewed. 5/15/18 scissor lift scheduled to arrive on first barge. 6/19/18 still waiting on lift. August 2018 Scissor lift has been received and we are scheduling with property maintenance to inspect the fans and determine next steps. September 2018 waiting for replacement fan. October 2018 Fan has been received, waiting on electrician to install.

Revenue

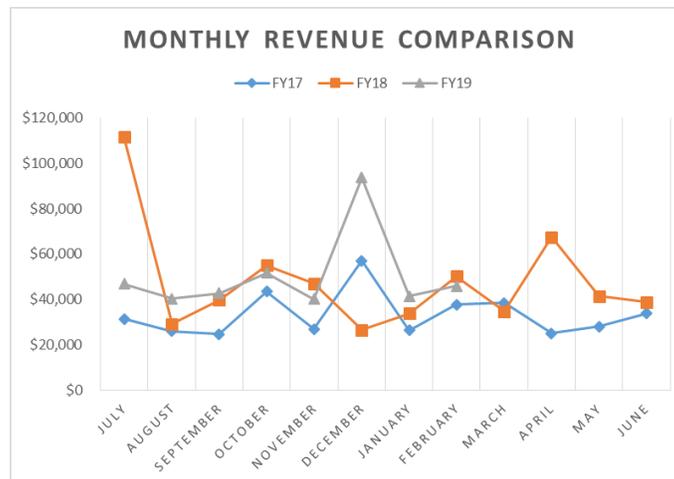
FY19 Revenue

Code	Facility Revenue	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total	FY19 Budge	%attained
414	Memberships	\$18,548	\$12,929	\$12,522	\$24,316	\$8,088	\$70,674	\$19,940	\$16,731					\$183,748	\$383,160	47.96%
430	Pro Shop	\$3,850	\$2,960	\$3,166	\$5,011	\$2,384	\$2,224	\$2,265	\$2,918					\$24,777	\$42,000	58.99%
435	Concessions	\$5,759	\$5,585	\$5,444	\$6,878	\$4,812	\$4,470	\$4,387	\$5,547					\$42,882	\$55,000	77.97%
460	Entry Fees	\$10,272	\$8,751	\$6,111	\$9,252	\$7,011	\$11,195	\$6,495	\$5,822					\$64,909	\$81,500	79.64%
463	Facility Rental	\$1,130	\$1,040	\$10,476	\$1,743	\$15,772	\$1,252	\$2,558	\$10,547					\$44,517	\$12,750	349.15%
465	Program Fees	\$7,327	\$6,101	\$5,155	\$4,462	\$2,081	\$3,742	\$5,800	\$4,427					\$39,094	\$80,500	48.56%
	Community Action Grant													\$0	\$767	0.00%
	WomenInPhilanthropy Grant		\$3,016											\$3,016	\$4,681	64.42%
	<b>Facility Revenue Total</b>	<b>\$46,885</b>	<b>\$40,381</b>	<b>\$42,874</b>	<b>\$51,662</b>	<b>\$40,147</b>	<b>\$93,557</b>	<b>\$41,445</b>	<b>\$45,990</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$402,942</b>	<b>\$660,358</b>	<b>61.02%</b>

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



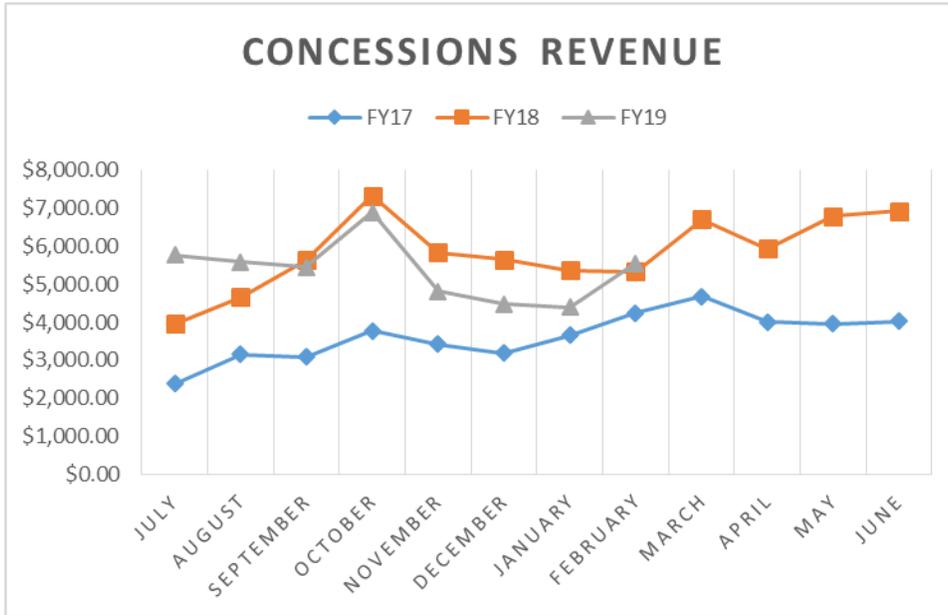
Revenue Comparisons



Monthly Revenue Totals	July	August	September	October	November	December	January	February	March	April	May	June	Total
FY17	\$31,433	\$26,142	\$24,867	\$43,503	\$27,134	\$57,131	\$26,567	\$37,829	\$38,636	\$25,144	\$28,177	\$33,913	\$400,478
FY18	\$111,356	\$29,355	\$39,850	\$55,131	\$47,120	\$26,685	\$33,914	\$50,253	\$34,808	\$67,517	\$41,521	\$38,990	\$576,500
FY19	\$46,885	\$40,381	\$42,874	\$51,662	\$40,147	\$93,557	\$41,445	\$45,990					\$402,942

Revenue

Concessions Comprisons



Concessions Sales Totals	July	August	September	October	November	December	January	February	March	April	May	June	Total
FY17	\$2,384.89	\$3,157.11	\$3,092.41	\$3,769.41	\$3,426.47	\$3,185.55	\$3,648.41	\$4,247.30	\$4,669.61	\$4,009.62	\$3,958.30	\$4,024.27	\$43,573.35
FY18	\$3,954.28	\$4,650.93	\$5,633.56	\$7,320.72	\$5,834.03	\$5,642.99	\$5,366.89	\$5,321.23	\$6,690.87	\$5,921.68	\$6,781.51	\$6,906.37	\$70,025.06
FY19	\$5,759.05	\$5,585.25	\$5,443.53	\$6,878.43	\$4,811.83	\$4,470.20	\$4,386.93	\$5,546.69					\$42,881.91

Pro Shop Comprisons



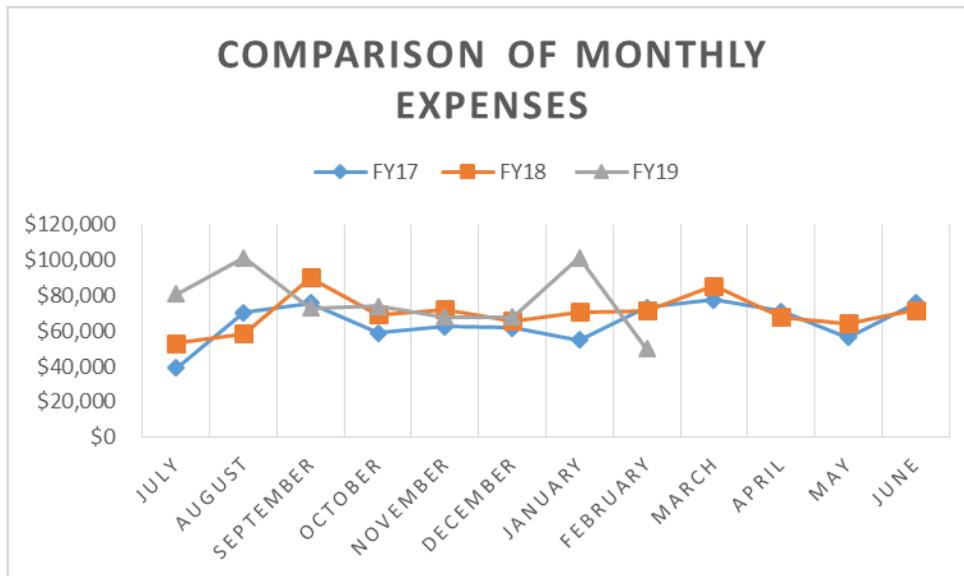
Pro Shop Sales Totals	July	August	September	October	November	December	January	February	March	April	May	June	Total
FY17	\$3,913.00	\$2,850.50	\$2,092.54	\$3,365.62	\$2,231.18	\$2,490.62	\$2,239.62	\$2,777.95	\$4,032.94	\$3,483.89	\$3,253.72	\$3,382.17	\$36,113.75
FY18	\$3,289.74	\$3,247.54	\$3,365.77	\$5,194.60	\$3,231.28	\$3,172.30	\$2,643.08	\$4,315.11	\$4,537.02	\$2,288.89	\$3,466.59	\$4,987.01	\$43,738.93
FY19	\$3,849.71	\$2,959.60	\$3,166.18	\$5,011.47	\$2,383.67	\$2,224.15	\$2,264.82	\$2,917.50					\$24,777.10

**FY19 Expenses**

	Expenses	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Total	Budgeted	% used
	Wages	\$36,428	\$55,950	\$35,994	\$36,176	\$34,862	\$35,698	\$55,053	\$34,157	\$324,318	\$581,604	55.76%
	Benefits	\$8,923	\$13,288	\$8,404	\$8,463	\$8,373	\$8,635	\$13,408	\$7,949	\$77,443	\$120,200	64.43%
520	Housing	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$24,720	\$37,080	66.67%
545	Travel/Training	\$0	\$82	\$0	\$0	\$821	\$0	\$239	\$0	\$1,142	\$5,731	19.93%
561	Supplies	\$12,789	\$3,747	\$3,431	\$8,657	\$4,992	\$4,967	\$5,709	\$2,986	\$47,278	\$99,176	47.67%
580	Boiler	\$0	\$0	\$0	\$0	\$0	\$0	\$5	\$0	\$5	\$5,250	0.10%
661	Vehicle Maintenance/Repair	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	0.00%
663	Janitorial Supplies/Services	\$316	\$151	\$7,560	\$274	\$701	\$898	\$81	\$10	\$9,991	\$18,000	55.51%
668	Software Licenses	\$899	\$427	\$447	\$547	\$418	\$966	\$434	\$477	\$4,614	\$6,869	67.18%
669	Other Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$9,706	\$0	\$9,706	\$25,160	38.58%
683	Minor Equipment	\$1,579	\$3,013	\$0	\$589	\$1,588	\$1,248	\$0	\$0	\$8,018	\$10,500	76.36%
684	Donations and Awards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	0.00%
724	Dues/Subscriptions	\$169	\$179	\$179	\$179	\$369	\$369	\$379	\$179	\$2,002	\$2,000	100.10%
727	Advertising	\$186	\$0	\$0	\$1,820	\$0	\$211	\$0	\$0	\$2,217	\$9,000	24.63%
733	Postage	\$3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3	\$400	0.63%
736	Bank Charges	\$1,134	\$947	\$884	\$1,374	\$783	\$774	\$951	\$1,011	\$7,858	\$14,500	54.19%
790	Allowance for Special Events	\$0	\$0	\$0	\$227	\$34	\$0	\$0	\$0	\$261	\$800	32.67%
799	Miscellaneous	\$0	\$7,643	\$0	\$817	\$0	\$0	\$0	\$0	\$8,460	\$5,500	153.82%
	Community Action Grant	\$160	\$184	\$0	\$0	\$0	\$0	\$0	\$0	\$344	\$767	44.85%
	Women In Philanthropy Grant	\$270	\$311	\$0	\$0	\$0	\$0	\$0	\$0	\$581	\$4,681	12.40%
	<b>TOTAL</b>	<b>\$65,946</b>	<b>\$89,012</b>	<b>\$59,989</b>	<b>\$62,214</b>	<b>\$56,031</b>	<b>\$56,856</b>	<b>\$89,055</b>	<b>\$49,858</b>	<b>\$528,961</b>	<b>\$948,218</b>	<b>55.78%</b>

**Comparison of Monthly Expenses**

Expenses for January 2019 are trending higher than previous years due to a combination of 3 pay periods falling within the month and fees paid to contractors for maintenance and parts for the pool chlorinator and for fitness cardio equipment (see maintenance).

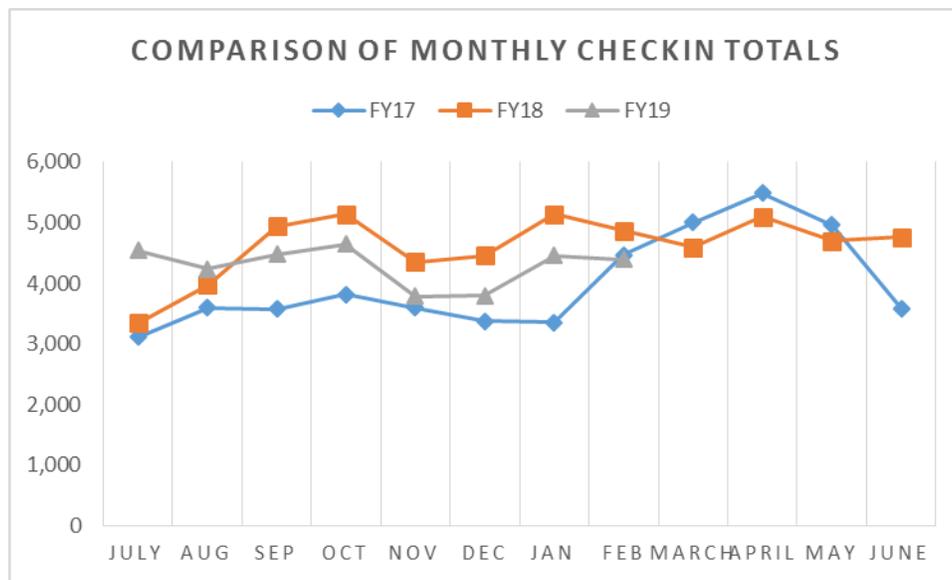


Monthly Expenses	July	August	September	October	November	December	January	February	March	April	May	June	Total
FY17	\$39,145	\$70,114	\$75,717	\$58,716	\$62,335	\$61,668	\$54,949	\$72,965	\$77,475	\$70,907	\$56,290	\$75,502	\$775,784
FY18	\$53,231	\$58,448	\$89,960	\$69,086	\$71,974	\$65,596	\$70,546	\$71,272	\$85,390	\$67,745	\$64,074	\$71,669	\$838,989
FY19	\$80,783	\$101,028	\$72,822	\$73,683	\$67,629	\$67,907	\$101,072	\$49,858					\$614,783

### 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-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
Member Checkins	2,771	2,563	1,712	1,962	1,901	1,620	2,195	2,003					16,727
Daily Admissions	1,482	1,533	1,734	1,448	1,238	1,557	1,648	1,672					12,312
Rentals	32	120	771	920	350	383	206	300					3,082
Fitness Programming	45	5	140	216	247	173	277	275					1,378
Aquatics Programming	34	88	97	90	44	43	103	132					631
Youth Programs	176	47	19	8	0	17	32	8					307
Monthly Totals	4,540	4,356	4,473	4,644	3,780	3,793	4,461	4,390	0	0	0	0	34,437



Facility Check-In	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
FY17	3,108	3,596	3,579	3,820	3,594	3,378	3,355	4,465	5,006	5,491	4,960	3,584	47,936
FY18	3,348	3,973	4,936	5,139	4,351	4,453	5,139	4,864	4,594	5,097	4,695	4,766	55,355
FY19	4,540	4,236	4,473	4,644	3,780	3,793	4,461	4,390					34,317

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.

