



City of Bethel
Parks, Recreation, Aquatic, Health & Safety Center Committee Regular
Meeting - Monday, February 10, 2020 6:00 pm
City Hall Conference Room, 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

- 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. November 12, 2019 Meeting Minutes
 - B. December 9, 2019 Meeting Minutes
 - C. January 13, 2020 Meeting Minutes
 - D. February 3, 2020 Meeting Minutes
- VI. SPECIAL ORDER OF BUSINESS
- VII. UNFINISHED BUSINESS
 - A. City of Bethel Park Rules Signage
 - B. Pinky's Park Boardwalk Leveling
 - C. Sport's Field Fence
- VIII. NEW BUSINESS
 - A. Phase II Multipurpose Facility (Hanson)
 - B. 2020 Committee Goals (DeWitt)
 - C. Elections for Chair and Vice Chair
- IX. PROPERTY MAINTENANCE REPORT
- X. YK FITNESS FACILITY DIRECTOR REPORT
- XI. COMMITTEE MEMBER COMMENTS
- XII. ADJOURNMENT

Posted February 4, 2020 at City Hall, AC Co., Swanson's, and the Post Office.

Charlie Dan, Public Works Assistant

City of Bethel, Alaska

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

November 12, 2019 Regular Meeting Bethel, Alaska

I. CALL TO ORDER:

A regular Parks and Recreation Committee Meeting was held on November 12, 2019 in the Yukon Kuskokwim Fitness Center Conference Room in Bethel, Alaska. Judy Wasierski 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: Judy Wasierski, Kathy Hanson, Beverly Hoffman, Peter Evon and Corbin Ford
 Also Present: Stacey Reardon, Charlie Dan
 Excused Absence: Brian Lefferts, Michelle DeWitt, Justin Wintersteen, and Kathryn Baldwin

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF AGENDA:

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

V. APPROVAL OF MINUTES:

MOVED BY:	Kathy Hanson	Motion to approve minutes for September 9, 2019 and October 14, 2019.
SECONDED BY:	Beverly Hoffman	
VOTE ON MOTION	Motion carried by unanimous vote.	

VI. SPECIAL ORDER OF BUSINESS:

VII. UNFINISHED BUSINESS:

- A. Land and Water Conservation Grant: Not available this year, remove from agenda
- B. Pinky's Park Clean up Green up Event: Will hold during Spring time, remove from agenda
- C. Pool and Fitness Center Program Goals and Metrics: Table for next meeting
Michelle DeWitt arrived at 6:04 and left at 6:18 for City Council Meeting
- D. Pool and Fitness Center Budget: Table for next meeting
Corbin Ford arrived at 6:26
- E. City of Bethel Park Rules: please add "signage" to this agenda item

VIII. NEW BUSINESS:

- A. Pinky's Park Boardwalk Leveling: discussed possibilities, no money in the budget
- B. Sport's Field Fence

IX. PARKS AND RECREATION DEPARTMENT REPORT:

- A. Corbin gave his report

X. YKFC FACILITY DIRECTOR'S REPORT:

- A. Stacey gave her report

XI. MEMBER COMMENTS:

Judy Wasierski: No comment
 Kathy Hanson: I will be missing the next meeting
 Beverly Hoffman: Please add Phase II of the Multipurpose building to the next agenda

Peter Evon: No Comment

XII. ADJOURNMENT:

With no further business, meeting adjourned at 7:27 PM.

APPROVED THIS _____ DAY OF _____, 2019.

Brian Lefferts
Committee Chair

Charlie Dan
Recorder of Minutes

City of Bethel, Alaska

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

December 9, 2019

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

Beverly Hoffman called the meeting to order at 6:10 PM.

II. ROLL CALL:

Present: Beverly Hoffman, Kathryn Baldwin, Stacey Reardon and Charlie Dan

No quorum was established due to lack of members, meeting adjourned at 6:10 PM.

APPROVED THIS _____ DAY OF _____, 2020.

Brian Lefferts
Committee Chair

Charlie Dan
Recorder of Minutes

City of Bethel, Alaska

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

January 13, 2020

Regular Meeting

Bethel, Alaska

- I. CALL TO ORDER:**
II. ROLL CALL:

Present: Brian Lefferts, Beverly Hoffman, Kathy Hanson, and Charlie Dan

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

APPROVED THIS _____ DAY OF _____, 2020.

Brian Lefferts
Committee Chair

Charlie Dan
Recorder of Minutes

City of Bethel, Alaska

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

February 3, 2020

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular Parks and Recreation Committee Special Meeting was held on February 3, 2020 in the Yukon Kuskokwim Fitness Center Conference Room in Bethel, Alaska. Judy Wasierski called the meeting to order at 6:02 pm.

II. ROLL CALL:

Comprising a quorum of the committee, the following were present for Roll Call: Brian Lefferts, Judy Wasierski, Kathy Hanson, Beverly Hoffman (called in), Kathryn Baldwin, and Michelle DeWitt.
 Also Present: Stacey Reardon, Charlie Dan
 Excused Absence: Garrett Hussion
 Unexcused Absence: Peter Evon

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF AGENDA:

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

V. SPECIAL ORDER OF BUSINESS:

- A. Pool and Fitness center Program Goals and Metrics:
 Decision to reach out to the following programs to increase membership/customers
 Diabetes Program (Lefferts), AVCP/ASHA Housing (Hoffman), City of Bethel (DeWitt)
- B. Pool and Fitness Center Budget
- C. Yukon Kuskokwim Fitness Center Issues

MOVED BY:	Kathy Hanson	Motion to submit an Action Memorandum to direct administration to follow up on the legality portion regarding recommendations that are included in the Architects Alaska report for resolutions.
SECONDED BY:	Judy Wasierski	
VOTE ON MOTION	Motion carried by unanimous vote.	

MOVED BY:	Kathy Hanson	Motion to recommend city council to direct administration to review proprietary contracts with Long Building Solutions, consider potential contract and service options and explore non-proprietary sensors as a redundant system.
SECONDED BY:	Michelle DeWitt	
VOTE ON MOTION	Motion carried by unanimous vote.	

- D. AM 19-72, Regarding Finances of Yukon Kuskokwim Fitness Center

VI. PARKS AND RECREATION DEPARTMENT REPORT:

VII. YKFC FACILITY DIRECTOR'S REPORT:

VIII. MEMBER COMMENTS:

- Brian Lefferts: No comment
- Judy Wasierski: Can you please e-mail the call in phone number for next meeting
- Kathy Hanson: Can you please e-mail the call in phone number for next meeting
- Beverly Hoffman: No comment
- Kathryn Baldwin: No comment

Michelle DeWitt: No comment

IX. ADJOURNMENT:

MOVED BY:	Kathy Hanson	Motion to adjourn.
SECONDED BY:	Judy Wasierski	
VOTE ON MOTION	Motion carried by unanimous vote.	

With no further business, meeting adjourned at 7:52 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.

December 2019

- ❖ December Group Fitness Classes start December 1st.
- ❖ December 13th: Registration opens for Winter Swim Lessons and Instructional Programs
- ❖ December 15th: 26th Annual Christmas Cookie Extravaganza to support the Lifesavers Foundation.



January 2020

- ❖ Due to the extended facility closure, start dates for classes and programs were pushed back.
- ❖ Group Fitness Classes started January 13th
- ❖ Instructional Classes and Swim lessons started January 18th

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 Custodian
- Full Time Lifeguard and Swim Instructor

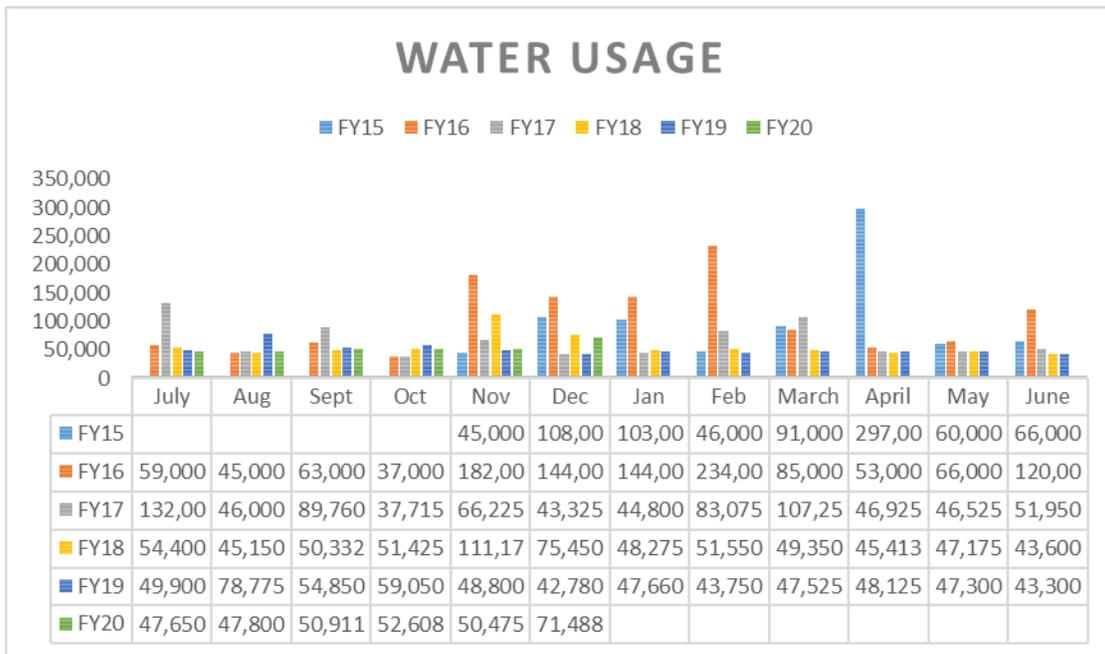
Programming Staff: We are looking for programming staff to fill the below roles:

- 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.

Maintenance

The Fitness Center experienced several maintenance issues due to the extended sub-zero weather at the end of December and into January. As a result, the facility was closed from Dec 27th – Jan 12th. See Property Maintenance Report for details on the facility issues. All Memberships were extended to account for the days the facility was closed.



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

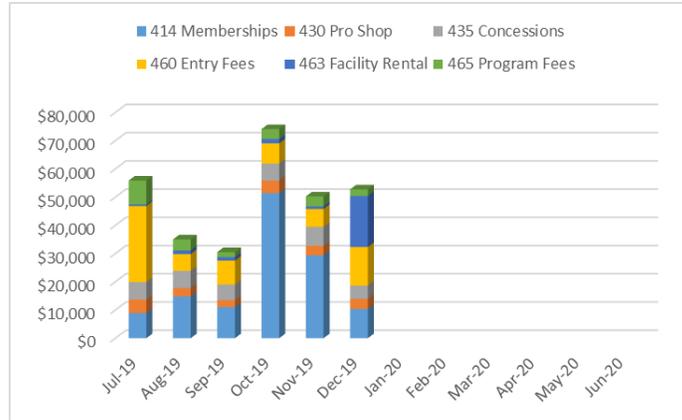
During maintenance closure in Dec 2019/Jan 2020 hot water was used to keep pipes from freezing.

Revenue

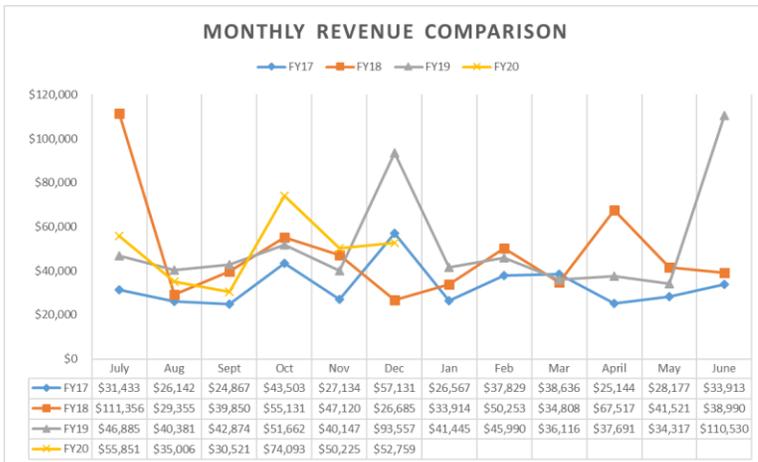
FY19 Revenue

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							\$125,867	\$394,655	31.89%
430	Pro Shop	\$4,772	\$2,976	\$2,432	\$4,454	\$3,347	\$3,596							\$21,576	\$44,100	48.93%
435	Concessions	\$6,173	\$6,091	\$5,523	\$6,023	\$6,795	\$4,717							\$35,322	\$64,900	54.43%
460	Entry Fees	\$26,964	\$5,934	\$8,521	\$7,164	\$6,298	\$13,652							\$68,533	\$115,730	59.22%
463	Facility Rental	\$576	\$1,306	\$1,210	\$1,562	\$916	\$18,069							\$23,639	\$42,075	56.18%
465	Program Fees	\$8,447	\$3,891	\$1,803	\$3,485	\$3,508	\$2,384							\$23,518	\$83,318	28.23%
	Facility Revenue Total	\$55,851	\$35,006	\$30,521	\$74,093	\$50,225	\$52,759	\$0	\$0	\$0	\$0	\$0	\$0	\$298,455	\$744,778	40.07%

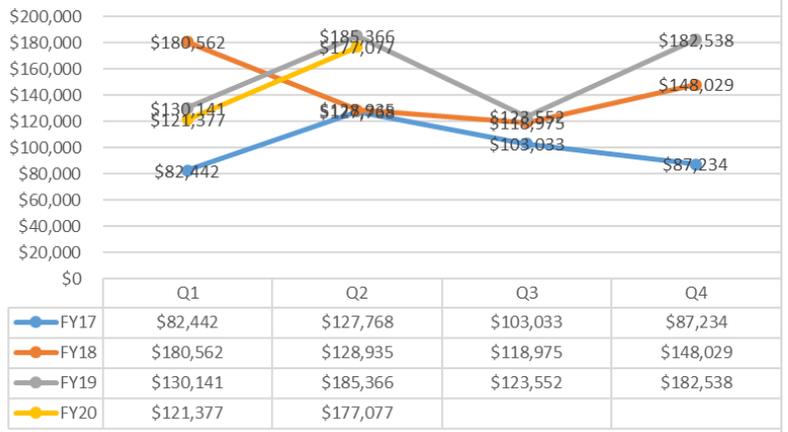
The below chart represents the portion of the total revenue that each revenue category represents.



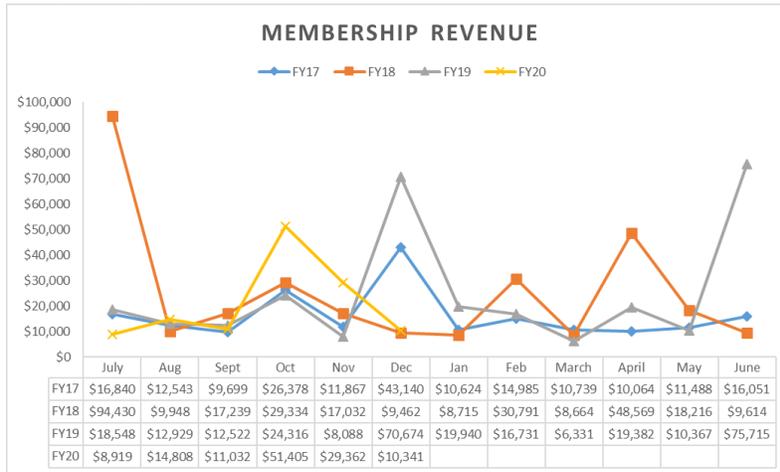
Revenue Comparisons: Monthly Totals



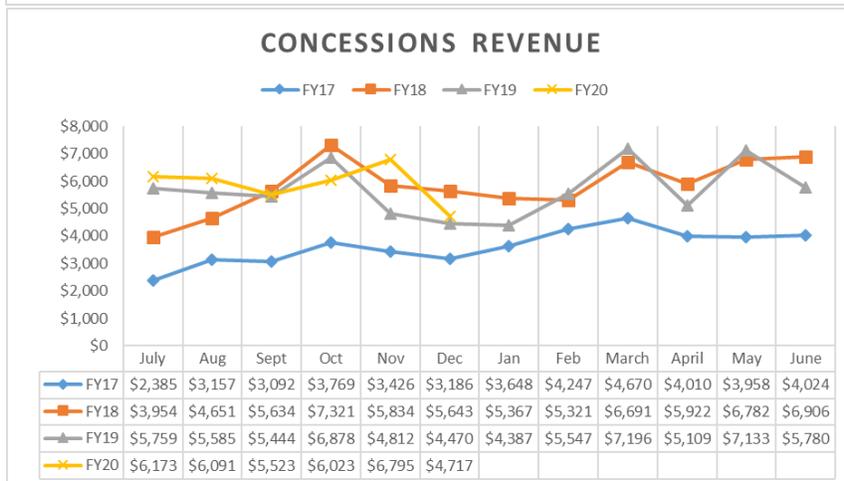
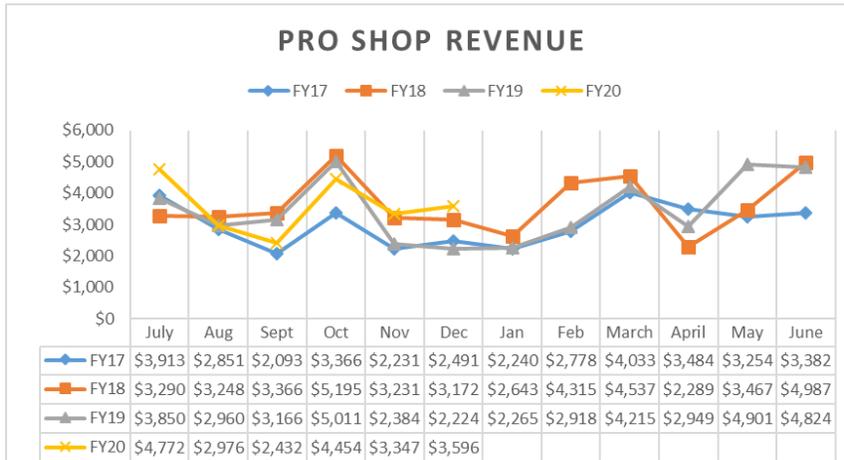
Quarterly Comparison total Revenue

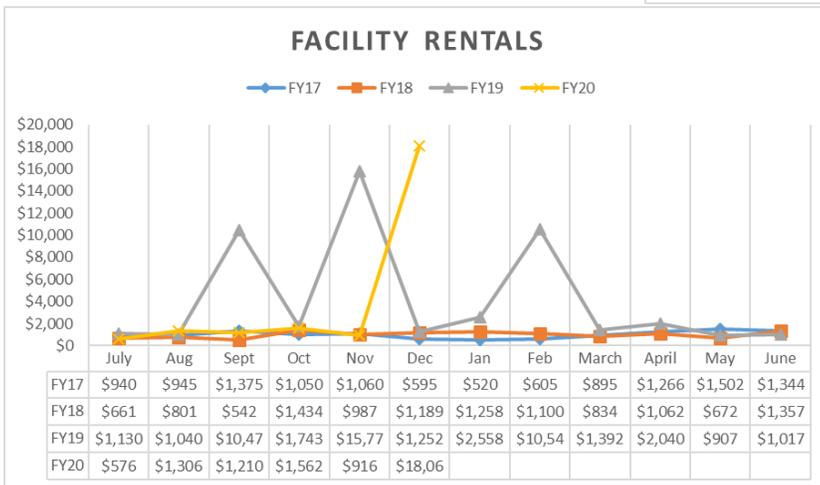
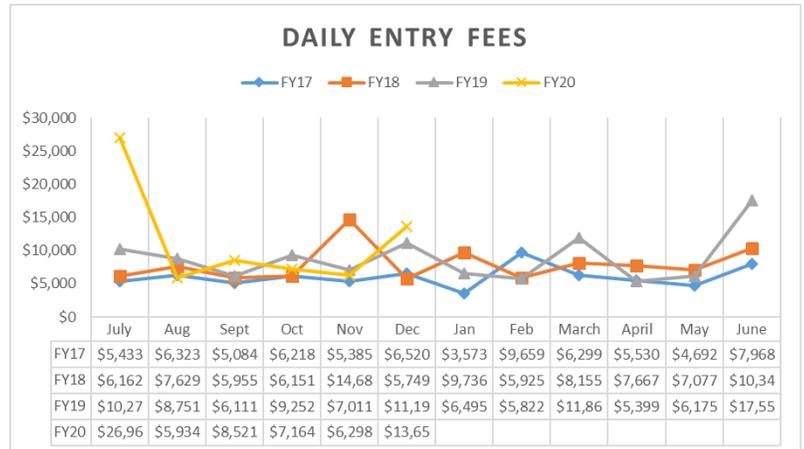


Revenue Comparisons: Monthly Categories

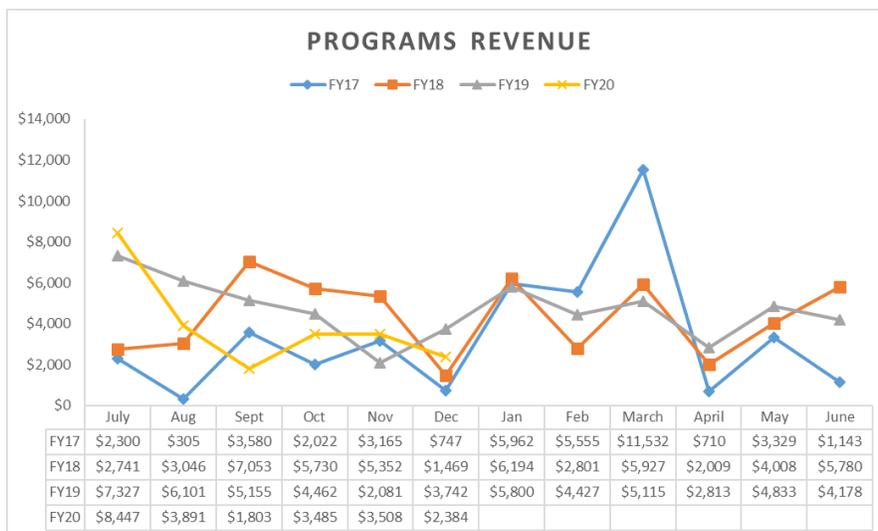


Variations in membership revenue are due primarily to inconsistencies in when payments are received from corporate membership partners.





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.

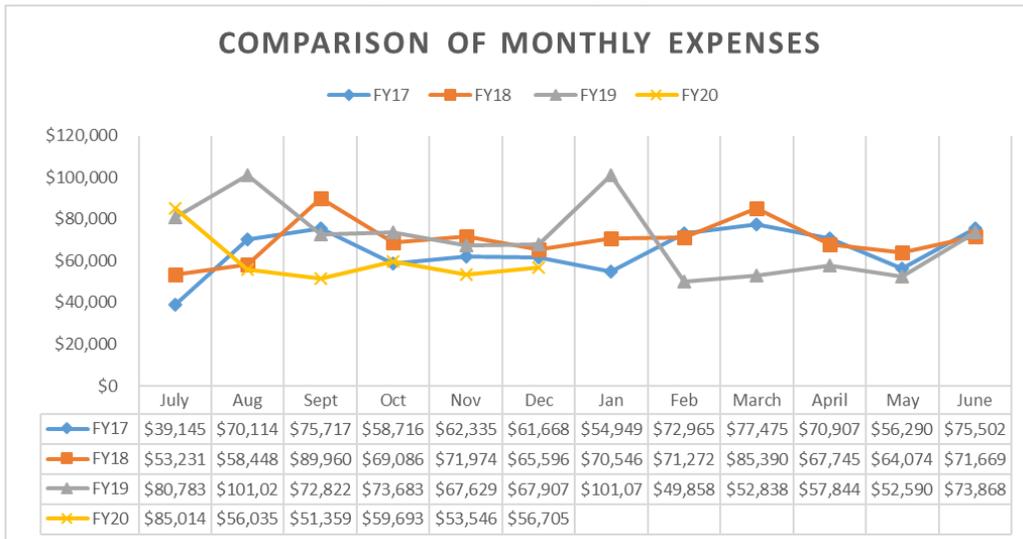


Variations in Program Revenue reflect the registration periods that run across 6-8 week sessions as well as the variability of instructor schedules.

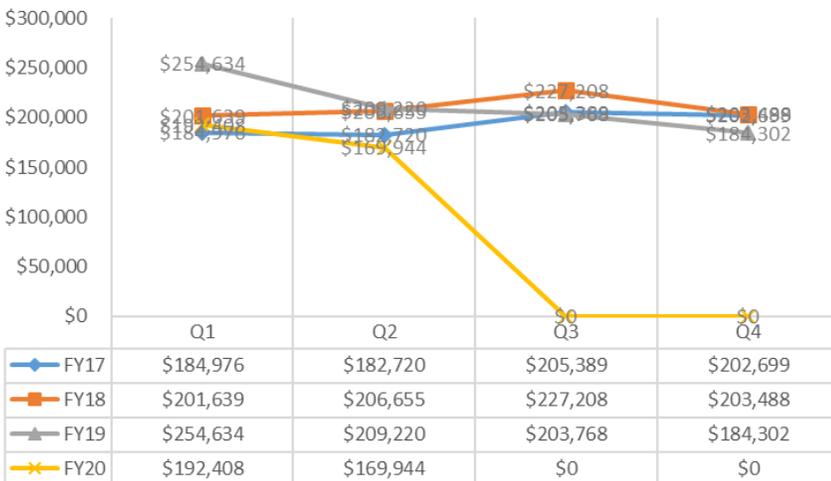
FY19 Expenses

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
Wages	\$54,419	\$35,425	\$33,001	\$33,777	\$32,436	\$28,616							\$217,674	\$665,682	32.70%
Benefits	\$12,492	\$8,074	\$7,356	\$7,583	\$6,921	\$6,209							\$48,635	\$146,058	33.30%
520 Housing	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090							\$18,540	\$37,080	50.00%
545 Travel/Training	\$0	\$0	\$152	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$152	\$3,000	5.07%
561 Supplies	\$11,321	\$4,024	\$6,258	\$4,451	\$5,256	\$6,999	\$0	\$0	\$0	\$0	\$0	\$0	\$38,310	\$100,605	38.08%
580 Boiler	\$0	\$55	\$0	\$62	\$782	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$899	\$6,000	14.99%
661 Vehide Maintenance/Repair	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250	0.00%
663 Janitorial Supplies/Services	\$1,101	\$407	\$128	\$7,053	\$125	\$347	\$0	\$0	\$0	\$0	\$0	\$0	\$9,161	\$20,400	44.91%
668 Software Licenses	\$1,172	\$368	\$319	\$771	\$521	\$609	\$0	\$0	\$0	\$0	\$0	\$0	\$3,761	\$7,560	49.75%
669 Other Purchased Services	\$0	\$1,250	\$0	\$0	\$0	\$8,835	\$0	\$0	\$0	\$0	\$0	\$0	\$10,085	\$25,160	40.08%
683 Minor Equipment	\$0	\$2,332	\$0	\$470	\$2,328	\$346	\$0	\$0	\$0	\$0	\$0	\$0	\$5,477	\$21,000	26.08%
684 Donations and Awards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	0.00%
724 Dues/Subscriptions	\$179	\$179	\$179	\$179	\$179	\$369	\$0	\$0	\$0	\$0	\$0	\$0	\$1,264	\$2,000	63.18%
727 Advertising	\$98	\$9	\$193	\$11	\$0	\$420	\$0	\$0	\$0	\$0	\$0	\$0	\$731	\$8,000	9.14%
733 Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200	0.00%
736 Bank Charges	\$1,015	\$823	\$684	\$2,246	\$1,500	\$864	\$0	\$0	\$0	\$0	\$0	\$0	\$7,132	\$14,645	48.70%
790 Allowance for Special Events	\$80	\$0	\$0	\$0	\$407	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$487	\$800	60.91%
799 Miscellaneous	\$45	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45	\$10,125	0.44%
TOTAL	\$85,014	\$56,035	\$51,359	\$59,693	\$53,546	\$56,705	\$0	\$0	\$0	\$0	\$0	\$0	\$362,353	\$1,069,064	33.89%

Comparison of Monthly Expenses



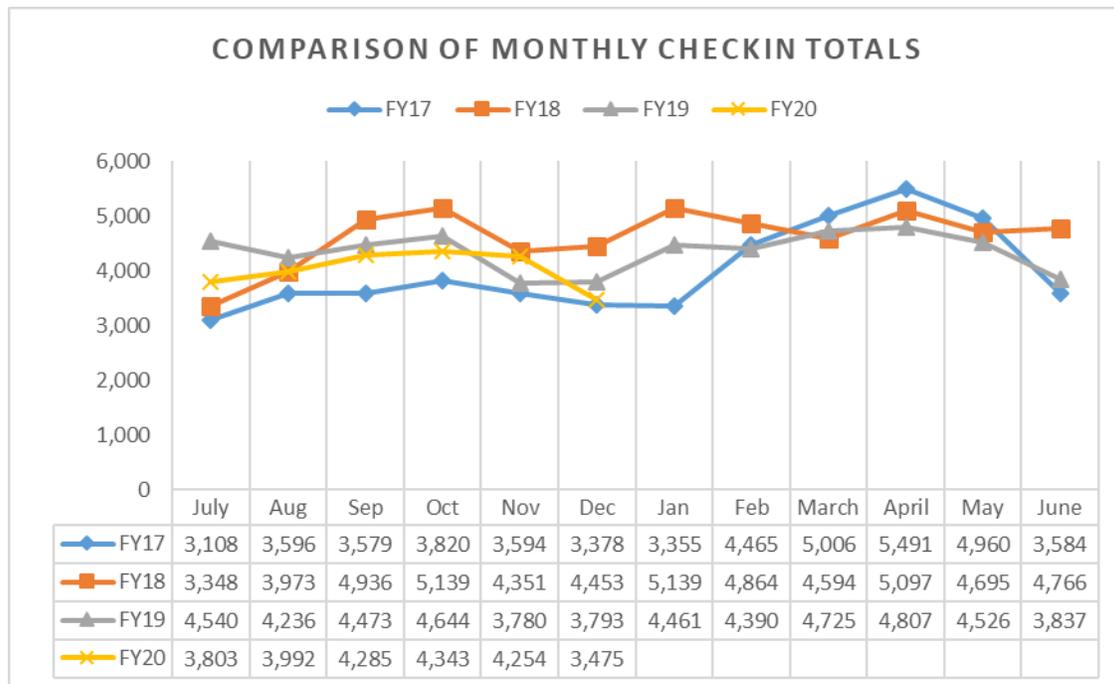
QUARTERLY EXPENSE COMPARISON



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							9,784
Daily Admissions	1,876	1,787	1,965	2021	1,974	1,678							11,301
Rentals	0	529	404	374	324	61							1,692
Fitness Programming	132	150	146	118	153	109							808
Aquatics Programming	32	47	83	54	65	52							333
Youth Programs	140	47		27	9	11							234
Monthly Totals	3,803	3,992	4,285	4,343	4,254	3,475	0	0	0	0	0	0	24,152



*December 2019 check-in numbers were impacted by the facility being closed from 12/27-12/31 (5 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.

