



City of Bethel
Parks, Recreation, Aquatic, Health & Safety Center Committee Regular
Meeting - Monday, June 10, 2019 6:00 pm
City Hall Council Chambers, Bethel, AK

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. May 13, 2019 Meeting Minutes
- VI. SPECIAL ORDER OF BUSINESS
- VII. UNFINISHED BUSINESS
 - A. Land and Water Conservation Grant
 - B. Annual 4th of July Preparation
 - C. Pinky’s Park Clean up Green up Event
 - D. Sport’s Field Fencing
- VIII. NEW BUSINESS
- IX. PROPERTY MAINTENANCE REPORT
- X. YK FITNESS FACILITY DIRECTOR REPORT
- XI. COMMITTEE MEMBER COMMENTS
- XII. ADJOURNMENT

Posted June 4, 2019 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

May 13, 2019

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular Parks and Recreation Committee Meeting was held on May 13, 2019 in the City Hall council chambers in, Bethel, Alaska. Charlie Dan called the meeting to order at 6:04 pm.

II. ROLL CALL:

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

Also Present: Committee Recorder, Charlie Dan

Excused Absences: Judy Wasierski, Kathryn Baldwin, Corbin Ford, and Stacey Reardon.

MOVED BY:	Kathy Hanson	Motion to appoint temporary Chair to Michelle DeWitt until Brian Lefferts arrives.
SECONDED BY:	Beverly Hoffman	
VOTE ON MOTION	Motion carried by unanimous vote.	

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF AGENDA:

MOVED BY:	Peter Evon	Motion to approve agenda.
SECONDED BY:	Justin Wintersteen	
VOTE ON MOTION	Motion carried by unanimous vote.	

V. APPROVAL OF MINUTES:

MOVED BY:	Kathy Hanson	Motion to approve minutes for April 8, 2019.
SECONDED BY:	Mitchell Forbes	
VOTE ON MOTION	Motion carried by unanimous vote.	

VI. SPECIAL ORDER OF BUSINESS:

VII. UNFINISHED BUSINESS:

- A. Land and Water Conservation Grant: Discussed use for Grant possibilities
Brian Lefferts, arrived at 6:10 pm and took over as Chair.
- B. Annual 4th of July Preparation-Committee members discussed the upcoming 4th of July event.

VIII. NEW BUSINESS:

- A. Review Owl's Park layout plan
- B. Pinky's Park Clean up, Green up Event: planning event for June 15, 2019.
- C. City Access to the Health Fitness Center (Lefferts)
- D. Sport's Field Fencing (DeWitt)

MOVED BY:	Beverly Hoffman	Motion to request administration to fix the ruts in the Sport's Field caused by ATV before hydroseed application.
SECONDED BY:	Kathy Hanson	
VOTE ON MOTION	Motion carried by unanimous vote.	

MOVED BY:	Beverly Hoffman	Motion to suspend rules to speak with Leif Albertson.
SECONDED BY:	Kathy Hanson	
VOTE ON MOTION	Motion carried by unanimous vote.	

IX. PARKS AND RECREATION DEPARTMENT REPORT:

X. YKFC FACILITY DIRECTOR'S REPORT:

A. Stacey Reardon gave her report

XI. MEMBER COMMENTS:

Brian Lefferts: Sorry I was late to the meeting.

Michelle DeWitt: Misinformation on FB about the Fitness Center budget, it would be nice to communicate the correct information.

Kathy Hanson: no comment

Beverly Hoffman: Wednesday, Phase II for YK Fitness Center Grass Roots Group talk about funding: a short noon meeting.

Justin Wintersteen: no comment

Peter Evon: ONC is on-board for Clean up, Green up, keep it up.

Mitchell Forbes: Tomorrow is a regular City Council meeting and also on Thursday at 6:30pm.

Elections cycle has started up, packets will be available from City Clerk's office at the end of July.

XII. ADJOURNMENT:

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

With no further business, meeting adjourned at 7:26 PM.

APPROVED THIS _____ DAY OF _____, 2019.

Charlie Dan
Recorder of Minutes

Brian Lefferts
Committee Chair

Schedule, Events and Programs

April

- ❖ Kid's Don't Float sponsored boating safety sessions, April 9th.



- ❖ GCI hosted a free swim night at the Fitness Center on April 11th.



May

- ❖ May Mini Session of swim lessons and instructional programs begins April 29th and runs through May 26th
- ❖ Smart Fit Girls Graduation and Community Workout, May 8th at 5:30pm
- ❖ The Facility will be open 2pm-9pm on Memorial Day, May 27th. The Lifesavers Foundation is sponsoring half price pool admissions for all ages.



- ❖ Summer Sport Club Starts May 23rd and runs through August.
- ❖ 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.

June

- ❖ June Swim Lessons begin June 3rd. Registration Begins May 15th

Staffing

Operational Staff:

Now Hiring:

- Certified Lifeguards
 - visit ykfitness.org to view pre-requisites
- Operations Staff
 - Facility Attendant

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

- Youth Programming Staff for our Summer Sport Club
- 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.

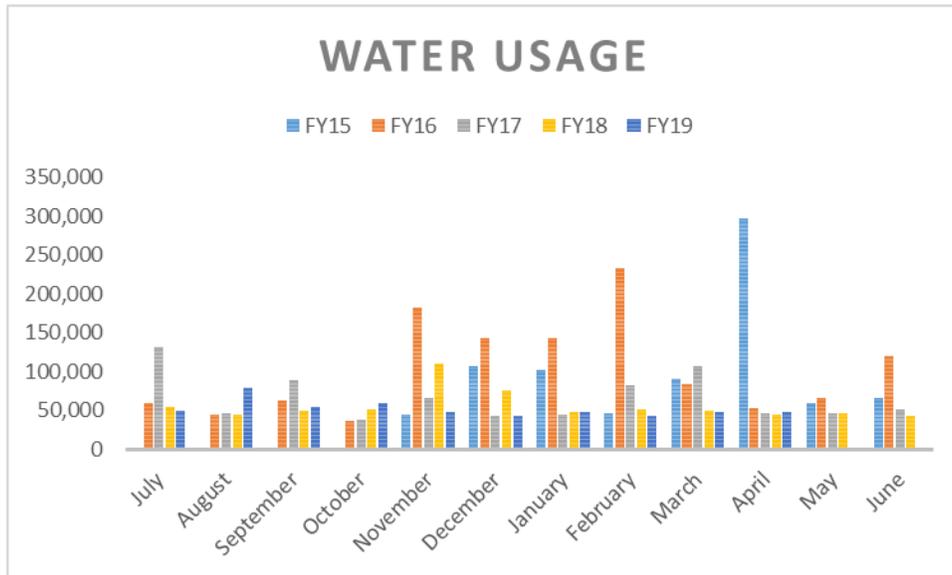
Anyone interested in working at the YK Fitness Center can call 543-0390 or visit ykfitness.org for information and links to our applications.

		4 week session June 3 rd – 28 th (8 classes)		Name	
Age*	CLASS	Days/Time**	REQUIREMENTS/PREREQUISITES	Member	Non-Member
4-5	Preschool 1	Tue & Thur 3:30-4:30p	Swimmers enrolling this class must be at least 4 years old on the first day of class. Swimmers not fully toilet trained must wear swim diaper with a tight fitting cover over the diaper.		
	Preschool 2	Tue & Thur 4:30-5:30p	Swimmers enrolling this class must be at least 4 years old on the first day of class. Swimmers enrolling in this class must have their feet in the water and fully submerge their head with minimal assistance. They should also be willing to float on their back with eyes in the water with support. Swimmers not fully toilet trained must wear swim diaper with a tight fitting cover over the diaper.	\$50	\$75
	Preschool 3	Tue & Thur 4:40-7:30p	Swimmers enrolling this class must be at least 4 years old on the first day of class. Swimmers enrolling in this class must have their feet in the water and fully submerge their head with minimal assistance. Swimmers should be able to float with minimal assistance on their front with their face in the water and their back with their face in the water and should be ready to attempt these skills without assistance. Swimmers not fully toilet trained must wear swim diaper with a tight fitting cover over the diaper. Swimmers enrolling in this class must be able to swim 25 yards.	\$60	\$75
12+	Adult Male Swimming	Tue & Thur 7:15-8:30p	Class will progress through swim skills based on participant skill and interest level.	\$60	\$75

*Participants must meet minimum age requirements by first day of class. See class descriptions for more details.

		Youth Classes have 2 separate June sessions of 2 weeks each (10 classes)		Name	
Age*	CLASS	Days/Time**	REQUIREMENTS/PREREQUISITES	Member	Non-Member
6+	Level 1	Mon-Thr 4:4-6:42p	Swimmers enrolling this class must be at least 6 years old on the first day of class. Swimmers enrolling in this class must have their feet in the water and fully submerge their head with minimal assistance. Swimmers should be able to float with minimal assistance on their front with their face in the water and on back with eyes in the water and be ready to attempt these skills without support.		
	Level 2	Mon-Thr 6:50-7:50p	Swimmers enrolling this class must be at least 6 years old on the first day of class. Swimmers enrolling in this class must have their feet in the water and fully submerge their head with minimal assistance. Swimmers should be able to float with minimal assistance on their front with their face in the water and on back with eyes in the water and be ready to attempt these skills without support.	\$50	\$75
	Level 3	Mon-Thr 6:50-7:50p	Swimmers enrolling this class must be at least 7 years old on the first day of class.		

Facility Maintenance



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

Facility Maintenance

Maintenance:

- Drained and Cleaned Spa
- Replaced Pool and Spa Acid Drums
- Cleaned teeth on boiler slabs

Previously reported maintenance still pending:

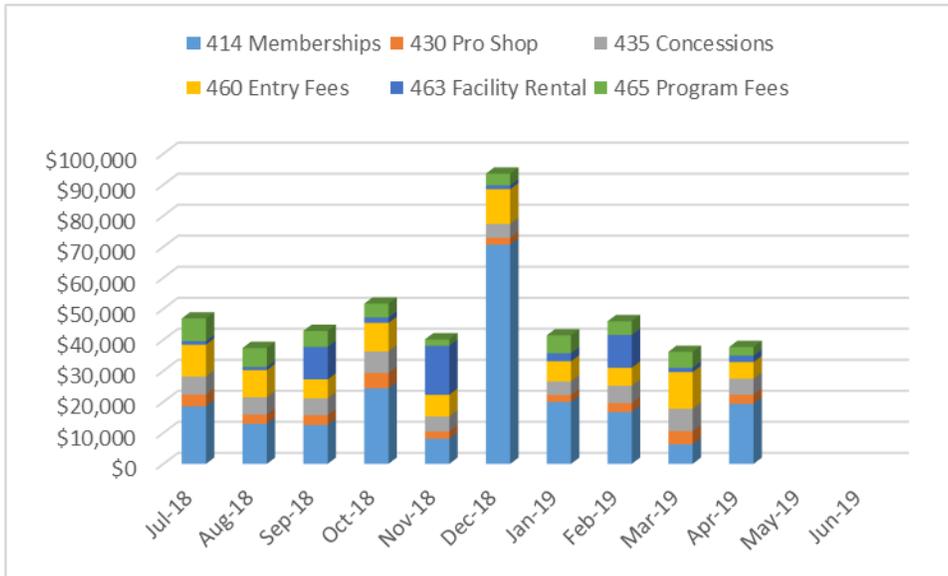
- Efforts were made to clean up a spill of Muriatic Acid in the facility connex. In the course of cleanup it was found that the spill was more extensive than initially thought and assistance was requested from the Fire Department. It was determined that additional protective equipment is needed to clean 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

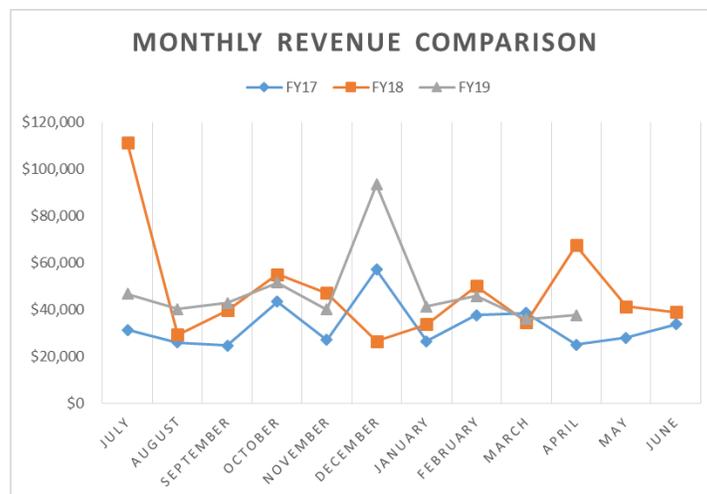
FY19 Revenue

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	\$6,331	\$19,382			\$209,461	\$383,160	54.67%
430	Pro Shop	\$3,850	\$2,960	\$3,166	\$5,011	\$2,384	\$2,224	\$2,265	\$2,918	\$4,215	\$2,949			\$31,940	\$42,000	76.05%
435	Concessions	\$5,759	\$5,585	\$5,444	\$6,878	\$4,812	\$4,470	\$4,387	\$5,547	\$7,196	\$5,109			\$55,186	\$55,000	100.34%
460	Entry Fees	\$10,272	\$8,751	\$6,111	\$9,252	\$7,011	\$11,195	\$6,495	\$5,822	\$11,868	\$5,399			\$82,175	\$81,500	100.83%
463	Facility Rental	\$1,130	\$1,040	\$10,476	\$1,743	\$15,772	\$1,252	\$2,558	\$10,547	\$1,392	\$2,040			\$47,949	\$12,750	376.07%
465	Program Fees	\$7,327	\$6,101	\$5,155	\$4,462	\$2,081	\$3,742	\$5,800	\$4,427	\$5,115	\$2,813			\$47,022	\$80,500	58.41%
Community Action Grant														\$0	\$767	0.00%
WomenInPhilanthropy Grant														\$3,016	\$4,681	64.42%
Facility Revenue Total		\$46,885	\$40,381	\$42,874	\$51,662	\$40,147	\$93,557	\$41,445	\$45,990	\$36,116	\$37,691	\$0	\$0	\$476,750	\$660,358	72.20%

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



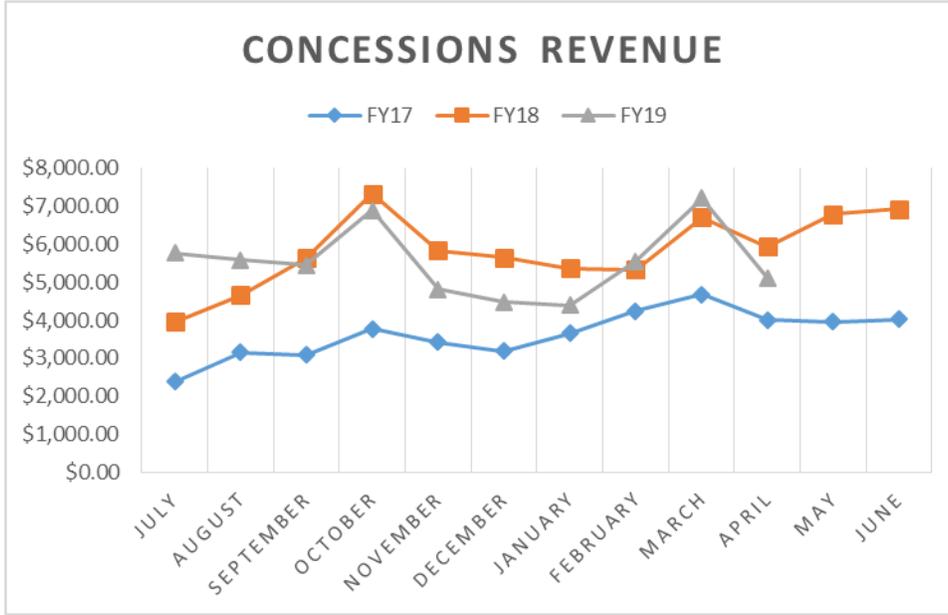
Revenue Comparisons



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	\$36,116	\$37,691			\$476,750

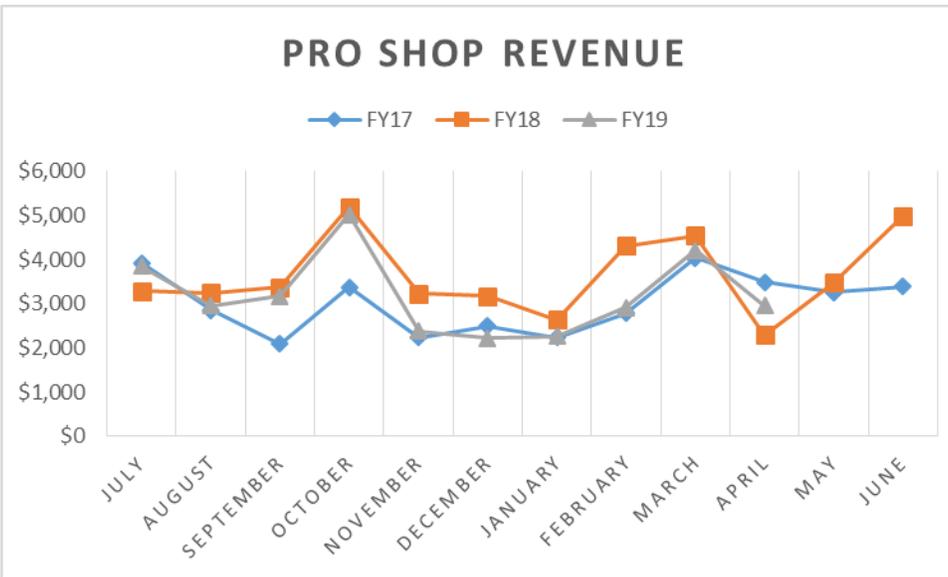
Revenue

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	\$7,195.91	\$5,108.61			\$55,186.43

Pro Shop Comprisons

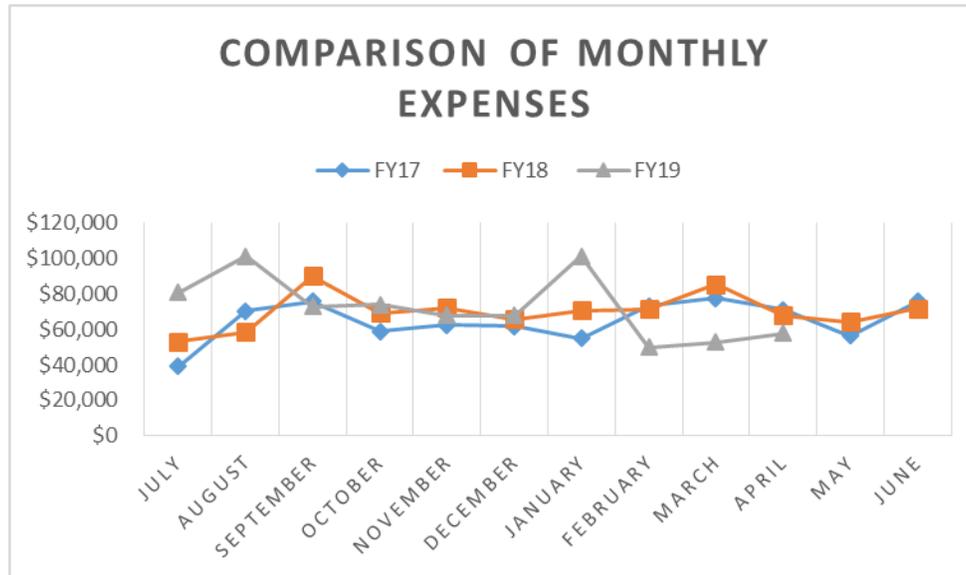


Pro Shop Sales Totals	July	August	September	October	November	December	January	February	March	April	May	June	Total
FY17	\$3,913	\$2,851	\$2,093	\$3,366	\$2,231	\$2,491	\$2,240	\$2,778	\$4,033	\$3,484	\$3,254	\$3,382	\$36,114
FY18	\$3,290	\$3,248	\$3,366	\$5,195	\$3,231	\$3,172	\$2,643	\$4,315	\$4,537	\$2,289	\$3,467	\$4,987	\$43,739
FY19	\$3,850	\$2,960	\$3,166	\$5,011	\$2,384	\$2,224	\$2,265	\$2,918	\$4,215	\$2,949			\$31,940

FY19 Expenses

Expenses	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	Budgeted	% used
Wages	\$36,428	\$55,950	\$35,994	\$36,176	\$34,862	\$35,698	\$55,053	\$34,157	\$34,792	\$36,265			\$395,375	\$581,604	67.98%
Benefits	\$8,923	\$13,288	\$8,404	\$8,463	\$8,373	\$8,635	\$13,408	\$7,949	\$7,829	\$8,371			\$93,643	\$120,200	77.91%
520 Housing	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090			\$30,900	\$37,080	83.33%
545 Travel/Training	\$0	\$82	\$0	\$0	\$821	\$0	\$239	\$0	\$1,440	\$76	\$0	\$0	\$2,659	\$5,731	46.39%
561 Supplies	\$12,789	\$3,747	\$3,431	\$8,657	\$4,992	\$4,967	\$5,709	\$2,986	\$4,330	\$6,146	\$0	\$0	\$57,754	\$99,176	58.23%
580 Boiler	\$0	\$0	\$0	\$0	\$0	\$0	\$5	\$0	\$0	\$0	\$0	\$0	\$5	\$5,250	0.10%
661 Vehicle Maintenance/Repair	\$0	\$0	\$0	\$0	\$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	\$1,178	\$467	\$0	\$0	\$11,636	\$18,000	64.64%
668 Software Licenses	\$899	\$427	\$447	\$547	\$418	\$966	\$434	\$477	\$413	\$392	\$0	\$0	\$5,420	\$6,869	78.90%
669 Other Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$9,706	\$0	\$0	\$2,067	\$0	\$0	\$11,773	\$25,160	46.79%
683 Minor Equipment	\$1,579	\$3,013	\$0	\$589	\$1,588	\$1,248	\$0	\$0	\$0	\$0	\$0	\$0	\$8,018	\$10,500	76.36%
684 Donations and Awards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	0.00%
724 Dues/Subscriptions	\$169	\$179	\$179	\$179	\$369	\$369	\$379	\$179	\$179	\$179	\$0	\$0	\$2,360	\$2,000	117.99%
727 Advertising	\$186	\$0	\$0	\$1,820	\$0	\$211	\$0	\$0	\$0	\$0	\$0	\$0	\$2,217	\$9,000	24.63%
733 Postage	\$3	\$0	\$0	\$0	\$0	\$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	\$933	\$791	\$0	\$0	\$9,581	\$14,500	66.08%
790 Allowance for Special Events	\$0	\$0	\$0	\$227	\$34	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$261	\$800	32.67%
799 Miscellaneous	\$0	\$7,643	\$0	\$817	\$0	\$0	\$0	\$0	\$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%
TOTAL	\$65,946	\$89,012	\$59,989	\$62,214	\$56,031	\$56,856	\$89,055	\$49,858	\$54,184	\$57,844	\$0	\$0	\$640,989	\$948,218	67.60%

Comparison of Monthly Expenses

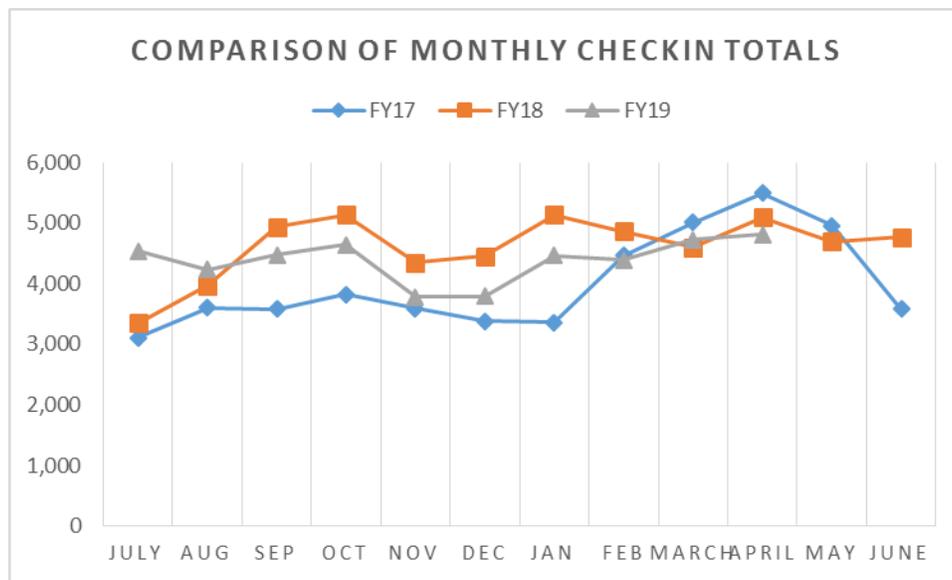


Monthly Expenses	July	August	September	October	November	December	January	February	March	April	May	June	Total
FY17	\$39,145	\$70,114	\$75,717	\$58,716	\$62,335	\$61,668	\$54,949	\$72,965	\$77,475	\$70,907	\$56,290	\$75,502	\$775,784
FY18	\$53,231	\$58,448	\$89,960	\$69,086	\$71,974	\$65,596	\$70,546	\$71,272	\$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	\$52,838	\$57,844			\$725,466

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.

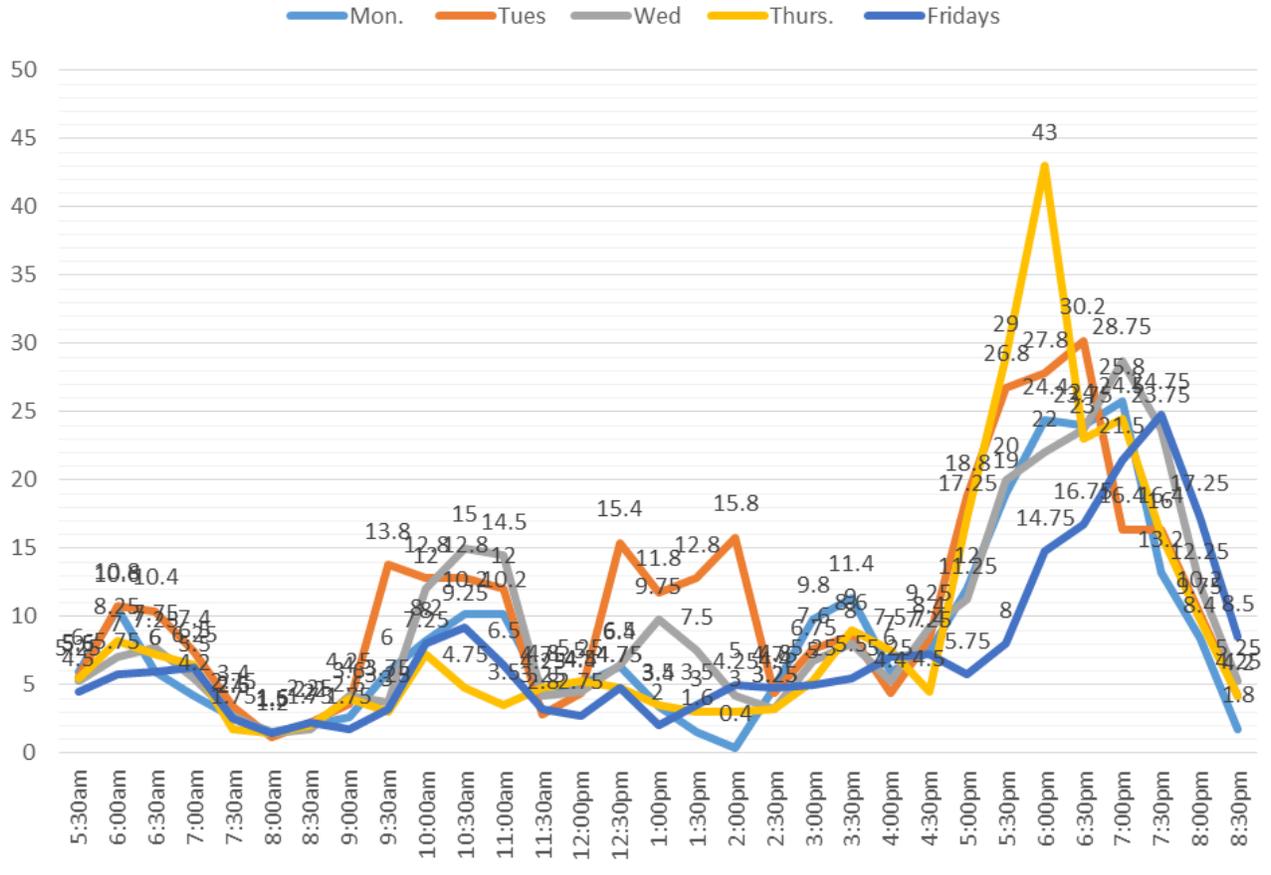
Facility Check-In	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
Member Checkins	2,771	2,563	1,712	1,962	1,901	1,620	2,195	2,003	1,942	1,798			20,467
Daily Admissions	1,482	1,533	1,734	1,448	1,238	1,557	1,648	1,672	2,128	2,116			16,556
Rentals	32	120	771	920	350	383	206	300	250	442			3,774
Fitness Programming	45	5	140	216	247	173	277	275	282	319			1,979
Aquatics Programming	34	88	97	90	44	43	103	132	82	123			836
Youth Programs	176	47	19	8	0	17	32	8	41	9			357
Monthly Totals	4,540	4,356	4,473	4,644	3,780	3,793	4,461	4,390	4,725	4,807	0	0	43,969



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	4,725	4,807			43,849

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.

April 2019 Mon.-Fri. Total Averages



April 2019 Sat./Sun. Total Averages

