



City of Bethel
Parks, Recreation, Aquatic, Health & Safety Center Committee
Regular Meeting - Monday, May 11, 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: 367746

- 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. April 13, 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
 - E. Used Tax
 - F. Recreational Services Contract Options
 - G. Pinky's Park Developments and Updates
- VII. **NEW BUSINESS**
 - A. Park Names
 - B. Clean up Green up
 - C. 4th of July Event
- 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 May 5, 2020 at City Hall, AC Co., Swanson's, and the Post Office.

City of Bethel, Alaska

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

April 13, 2020

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular Parks and Recreation Committee Meeting was held on April 13, 2020 via Zoom. 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 (call), Judy Wasierski, Kathy Hanson, Beverly Hoffman, Kathryn Baldwin, and Michelle DeWitt.

Also Present: Stacey Reardon and Charlie Dan

Unexcused Absence: Garrett Hussion

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF AGENDA:

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

V. APPROVAL OF MINUTES:

MOVED BY:	Kathy Hanson	Motion to approve meeting minutes for 02-28-20 and 03-09-20.
SECONDED BY:	Judy Wasierski	
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, requesting smaller signs and lower amount, possibly look into what the airport signs use.

MOVED BY:	Kathy Hanson	Motion to recommend administration to spend no more than \$2,500 with one sign at each park.
SECONDED BY:	Beverly Hoffman	
VOTE ON MOTION	Motion carried by unanimous vote.	

B. Sport's Field Fence- Lumber Yard (listen to recording), possibly 3 Seawall Pipe and 1 side with treated lumber, was this included in the grant that gave the City the Field.

MOVED BY:	Michelle DeWitt	Motion to recommend to administration to pursue a seawall option as a fence-alternative until funding is secured for a split rail fence.
SECONDED BY:	Kathy Hanson	
VOTE ON MOTION	Motion carried by unanimous vote.	

C. Phase II Multipurpose Facility- Grant deadline by June 2020? Also, look into additional funding.

MOVED BY:	Beverly Hoffman	Motion to request that the grant finished by May 15, 2020 to Rasmuson and BCSF.
SECONDED BY:	Judy Wasierski	
VOTE ON MOTION	Motion carried by unanimous vote.	

D. 2020 Committee Goals-

MOVED BY:	Judy Wasierski	Motion to collaborate with the Public Works Committee to support the Plastic Bag Ban.
SECONDED BY:	Kathy Hanson	
VOTE ON MOTION	Motion carried by unanimous vote.	

VIII. NEW BUSINESS:

A. Acceptance of Peter Evon's Resignation-

MOVED BY:	Judy Wasierski	Motion to accept Peter Evon's Resignation.
SECONDED BY:	Kathy Hanson	
VOTE ON MOTION	Motion carried by unanimous vote.	

B. Used Tax- "Sunset Clause", should be in place to fund Phase II, would need to propose as ordinance

MOVED BY:	Beverly Hoffman	Motion to recommend to council to dedicate the 0.5% of Sales Tax go to the Fitness Center.
SECONDED BY:	Kathy Hanson	
VOTE ON MOTION	Motion carried by unanimous vote.	

C. Recreational Services Contract Options- Michelle DeWitt will submit

D. Pinky's Park Developments and Updates- table for next meeting

IX. PROPERTY MAINTENANCE REPORT:

X. YKFC FACILITY DIRECTOR'S REPORT:

XI. MEMBER COMMENTS:

Brian Lefferts: No Comment.

Judy Wasierski: No Comment.

Kathy Hanson: No Comment.

Beverly Hoffman: Hope you all are hanging in there, I am glad we are able to meet today.

Kathryn Baldwin: I hope you all are doing well and thank you for putting this together.

Michelle DeWitt: Thanks everyone, no comment.

XII. ADJOURNMENT:

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

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

APPROVED THIS _____ DAY OF _____, 2020.

Brian Lefferts
Committee Chair

Charlie Dan
Recorder of Minutes

Checkout Steps :

- 1
- Shipping Info.
- 2
- Ship Method
- 3
- Payment Info.
- 4
- Place Order

Choose a shipping method

Shipping method	Shipping speed	You pay
<input checked="" type="radio"/>  Regular Ground Shipping	6-10 business days	\$128.67
<input type="radio"/>  Two-Day Shipping	2-3 business days	\$292.48
<input type="radio"/>  One-Day Shipping	1-2 business days	\$549.97

Note: The shipping amount shown above may change as our system is not able to communicate with shipper's server at this time. The default shipping costs have been applied. Our customer service department will inform you of any changes in shipping cost, before processing your order.

Shipping review



Package 1

Shipping Method : **Regular Ground Shipping**

Estimated Shipping* : **Thursday, May 7, 2020** [Learn more](#) ▼

Estimated Delivery** : **Fri, May 15th - Thu, May 21st** [Learn more](#) ▼



Custom Reflective Aluminum Design ...

15 Signs



Fence Bracket Clip

15 Kits

- ▶ [Add a promotion code](#)
- ▶ [I want to add some instructions about this order](#)
- ▶ [Tax exemption information will be requested on the following page.](#)

Proceed to Payment

Order Summary

Items (2) :	\$1,057.50
Rebate:	(\$0.00)
Shipping :	\$128.67
Total before tax :	\$1186.17
Estimated Sales tax :	\$0.00

Order Total: \$1186.17

Shipping address

Charlie Dan
 City of Bethel
 1155 Ridgecrest Drive, Public Works
 Bethel, AK 99559-1388
 United States
 (907) 543 3110
[Change](#)

Reflective Aluminum Signature Designer Signs



Material Features

- Our most durable signs. Signs are made from 80 mil thick aluminum with a 3M High Intensity (HIP) reflective surface.
- Meets DOT requirements for parking lots – signs need to be reflective for any lot accessible to the public.
- Distinctive profile gives an upscale look to this line of SignatureSigns –when compared to generic rectangular signs.
- Signs are printed using 3M's "matched component system", which has become the traffic and parking industry standard for dependable long life and credible product warranties.
- Includes pre-drilled holes for easy installation.



PARK RULES

CITY OF BETHEL

FOR EMERGENCIES, CALL 911
PARK HOURS: 8 am TO 10 pm

BE RESPECTFUL OF THE PARK AND OTHERS
PARKS ARE FOR EVERYONE TO ENJOY
KEEP PARK CLEAN, THROW AWAY TRASH
NO PROFANITY OF ABUSIVE LANGUAGE
NO FIGHTING OR DISRUPTIVE BEHAVIORS
NO ALCOHOL OR DRUGS PERMITTED
KEEP SOUND TO A RESPECTFUL VOLUME
CHILDREN MUST BE ATTENDED BY AN ADULT

TO REPORT A PARK PROBLEM, CALL 543-3110

Aluminum Sign

Sign Size

W 56 H 46 in. ft.

Lock Dimensions

Object Size

W 56.3 H 46.5

Tools

No Object Selected

undo redo layer duplicate delete

undo

Save & Continue



100%

View Proof Share Save

Shape: Rounded Corners (1/4")

Printed Sides: Single Sided

Drilled Holes: 4 Corners

Standoffs: None

Accessories: None

Sign Type: Aluminum Sign

Sign Size

W 56 H 46 in. ft.

Quantity: 15

Price Each \$140.06

Buy more, save more!

20 for \$136.22 ea. Save 3%

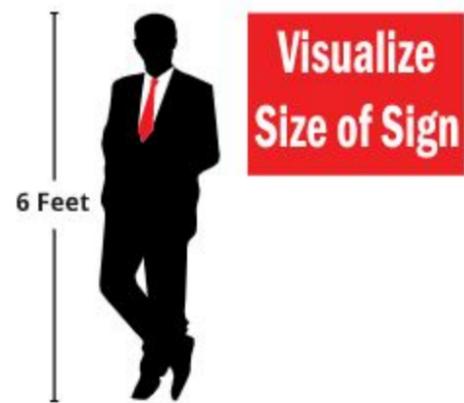
25 for \$134.15 ea. Save 4%

30 for \$132.09 ea. Save 6%

35 for \$130.03 ea. Save 7%

\$2,100.87

Save & Continue



See how different sizes look next to a 6' tall person!

Aluminum

Quantity 1-Sided

Thickness

Height feet inches

Width feet inches

View as or

Quantity (15) x \$131.01 each = \$1,845.15

TOTAL WITH UPGRADES = \$1,965.15

[Add to Cart »](#)

- Durability**
Standard Grade +\$0.00
- Cutting Options**
Rounded Corners (1/2" Radius, Less Rounded) +\$4.00
- Installation Kits**
None +\$0.00
- Holes**
4 per sign (One hole in each corner) +\$4.00

Upload Files
Upload any artwork, logos, images or files including word documents, spreadsheets and presentations.

View Quantity Discounts [See all](#)

Quantity	Each	Savings
20	\$113.88	Save 71%

Not ready to purchase yet?

[Save My Quote »](#)

Aluminum Signs, Short & Tall, Standard or Custom, We Ship Them All.

Standard & Large Custom Sizes Are Readily Available in Aluminum. From small standard sizes to SUPER-SIZED, Seamless Aluminum Panels, the versatility of this metal sign material makes it a worthwhile option to consider. SECURE mounting hardware can be included in your package.

Used for Lightweight Indoor and Heavy-Duty Outdoor Signage. Standard .040" thickness (about the thickness of a DVD), is ideal for Interior Signs. Exterior Signs require extra panel strength. To withstand windy weather conditions, choose .080" or .125" (1/8") thickness aluminum.

Brushed Metal Signs in Aluminum, Gold, Copper & Stainless Steel. Elegant metal sign finishes have a distinctive, corporate look. A Brushed Stainless Steel finish can transform ordinary aluminum into an exceptional interior sign display in your lobby or reception area.

Don't Over-Buy or Under-Buy!™ Without constraints, you can choose options that accurately reflect your unique, individual needs and preferences.

Add Solar Protection to Extend the Life of All Your Outdoor Business Signs. The longevity of your exterior signs is dependent upon the protection provided by the Clear, UV Protective Laminate chosen. You have the option to choose the level of protection that matches your specific needs.



Recreational Services Contract

Scope of Work:

- 1) One special event each month.
- 2) General Field Scheduling and Equipment Check-Out duties on a daily basis.
- 3) Administrative assistance/coordination with volunteer parents, coaches and community members for: Adult Softball, Little League, Basketball, Ultimate Frisbee and Soccer Open Gym, Archery, Broomball, City League Basketball, Volleyball and other activities.

Suggested Special Events

- 1) 5K and/or 10K
- 2) Fourth of July events
- 3) Ice Skating
- 4) Festival of outdoor groups and games for youth led by fun adults- 4-5 hours a day for 2-3 days when school gets out.
- 5) Family Olympics
- 6) Bike Ride and/or Bike Rodeo
- 7) Triathlon (outside biking/running; separate from YKFC inside-facility programs)
- 8) Summer Festival
- 9) Safety Classes- Boating and Snow Machine
- 10) Outdoor volleyball
- 11) Cross Country Skiing
- 12) TBD

General Activities

Field/Open Gym Management
Equipment Checkout
Volunteer Coordination/ Support

Budget Estimate

1 FT Program Coordinator (salary and fringe)	\$70,950
1 PT Volunteer Coordinator (hourly + fringe @avg. 15-20 hrs/week)	\$19,500
Log Cabin office and storage (incl. water/sewer, elec.)	\$25,000
Event and start up supplies, computer and cell phone	\$20,000
Total	\$135,450

City of Bethel Parks

Tundra Ridge Park

- Playground equipment
- Basketball Court

Owl Park

- Playground equipment
- Basketball Court

Old Senior Center Park

- Old playground equipment

Teen Center Park

- Playground Equipment

Pinky's Park

- Skate Park
- Softball field
- Small playground equipment

Multiple Purpose Sports Field

- Large field

Wally's Park (Across from KUC Campus)

- Small playground equipment

Slough/ Boat Ramp Park

- Basketball Court

Lions Club Park

- Benches
- Picnic Tables
- Charcoal grills

Dillon Park (In front of courthouse)

- Empty, No equipment

Schedule, Events and Programs

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

In compliance with Governor Dunleavy's CoVid-19 Health Mandate #3 the facility closed at 5:00pm on March 18th. Facility usage during the week leading up to the closure was lower than normal. We assume this was due to fears of the virus as well as due to individuals returning from travel isolating themselves and their families to protect the community.

During the closure staff have worked on cleaning and maintaining the facility, developing and implementing resources for community engagement and education, and on administrative duties. Visit our website at ykfitness.org for the full range of virtual activity options.



Yukon-Kuskokwim Fitness Center
 Safety, Wellness, Community

Tuesday April 14, 2020

Important Links
 State of Alaska COVID-19 Website: <https://www.alaska.gov/covid19/>
 City of Bethel Website: <http://www.ci.bethel.ak.us/>
 Federal CDC Website: <https://www.cdc.gov/covid19/>

Wellbeats Edition
 During this closure Wellbeats, a health and wellness service, is offering free access to their virtual fitness programming modules. Wellbeats has content ready to help you stay active including virtual workouts, wellness tips and more. [Go to: https://www.wellbeats.com/2136](https://www.wellbeats.com/2136) (Affili code: B27H0F55)
 Click link above, plug in code, and create an account for new or old users.

Physical Activity
 Click picture to view full resource. **Physical Activity** helps you use different types of physical activity to meet your needs.

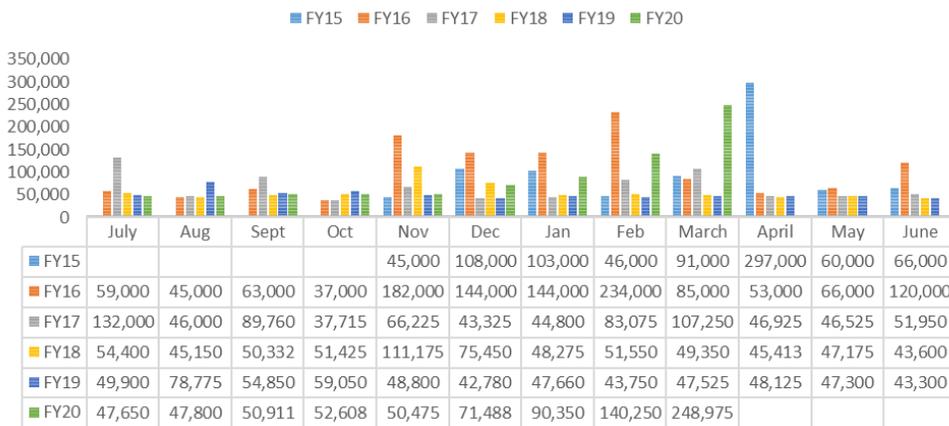
Nutrition
 Click picture to view full resource. **Nutrition** helps you understand what you eat and how it affects your health.

Wellness
 Click picture to view full resource. **Wellness** helps you understand what you do and how it affects your health.

Youth Activities
 Parental Pr: Age 3-8 (Click link above) **Youth Activities** **More for Ages 9-17** (Click link above) **Generators Pr: Age 18-21** (Click link above)

HealthFitness
 a Fitness Company

WATER USAGE



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

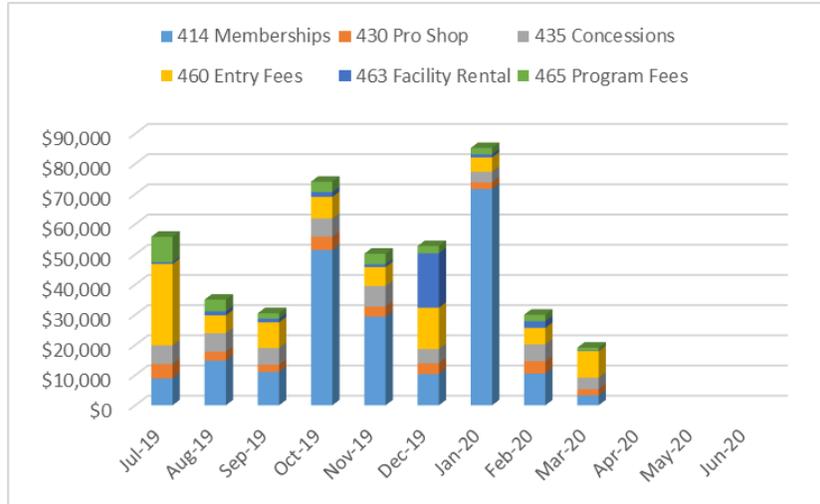
Starting during maintenance closure in Dec 2019/Jan 2020 hot water has been used to keep pipes from freezing resulting in higher than normal usage. Water was still being run as of March 31st.

Revenue

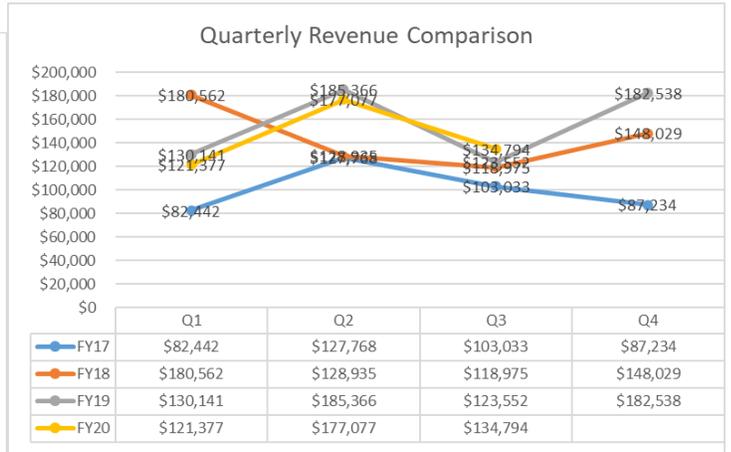
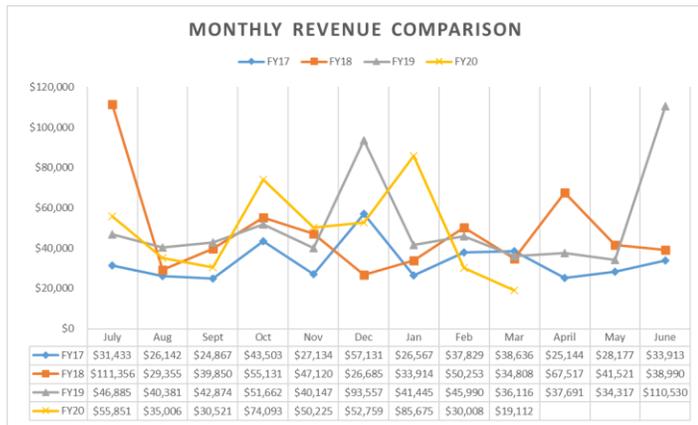
FY19 Revenue

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	\$3,293				\$211,390	\$394,655	53.56%
430	Pro Shop	\$4,772	\$2,976	\$2,432	\$4,454	\$3,347	\$3,596	\$2,165	\$4,054	\$2,066				\$29,861	\$44,100	67.71%
435	Concessions	\$6,173	\$6,091	\$5,523	\$6,023	\$6,795	\$4,717	\$3,520	\$5,594	\$3,797				\$48,233	\$64,900	74.32%
460	Entry Fees	\$26,964	\$5,934	\$8,521	\$7,164	\$6,298	\$13,652	\$4,765	\$5,469	\$8,774				\$87,541	\$115,730	75.64%
463	Facility Rental	\$576	\$1,306	\$1,210	\$1,562	\$916	\$18,069	\$999	\$2,166	\$146				\$26,950	\$42,075	64.05%
465	Program Fees	\$8,447	\$3,891	\$1,803	\$3,485	\$3,508	\$2,384	\$2,134	\$2,181	\$1,035				\$28,868	\$83,318	34.65%
WomenInPhilanthropy Grant								\$405						\$405		
Facility Revenue Total		\$55,851	\$35,006	\$30,521	\$74,093	\$50,225	\$52,759	\$85,675	\$30,008	\$19,112	\$0	\$0	\$0	\$433,249	\$744,778	58.17%

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

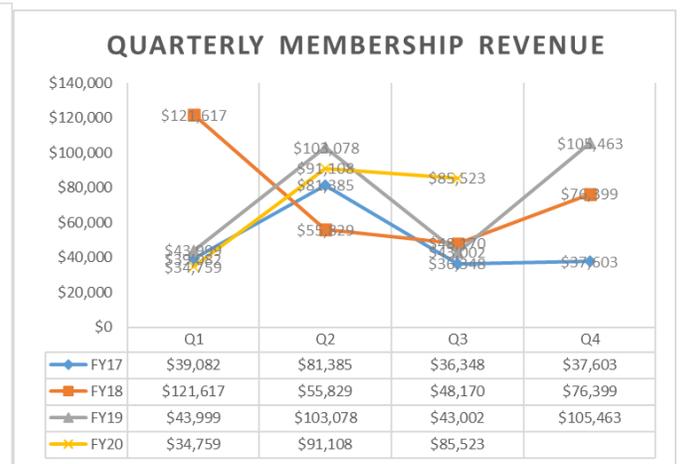
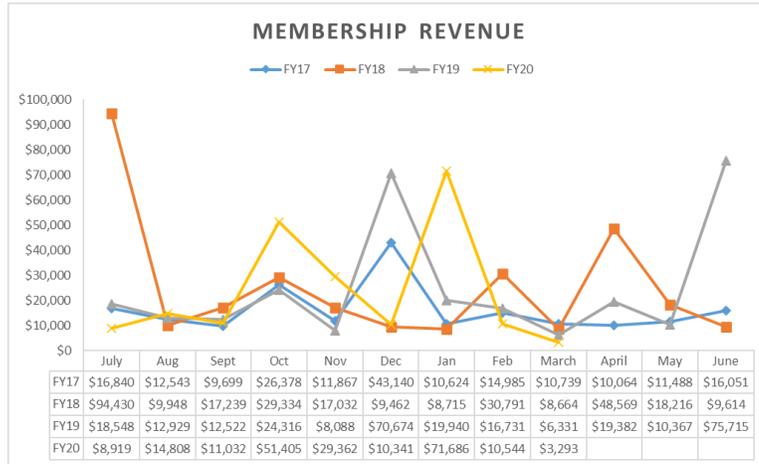


Revenue Comparisons: Monthly Totals



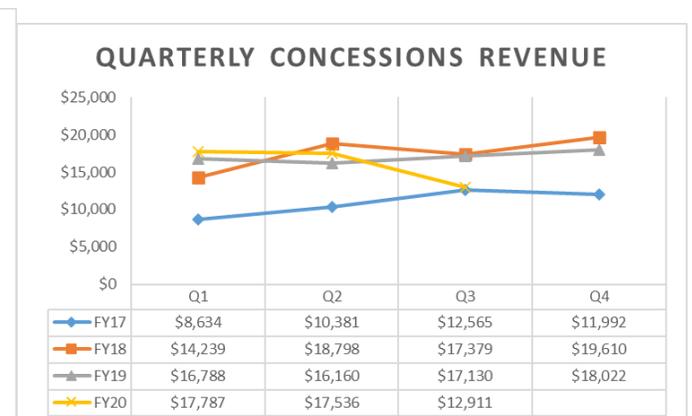
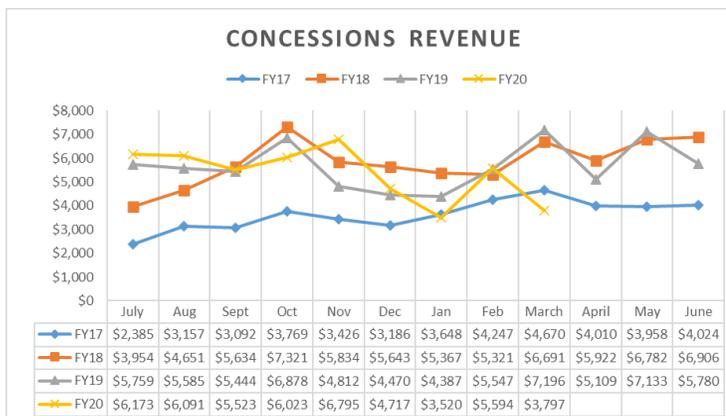
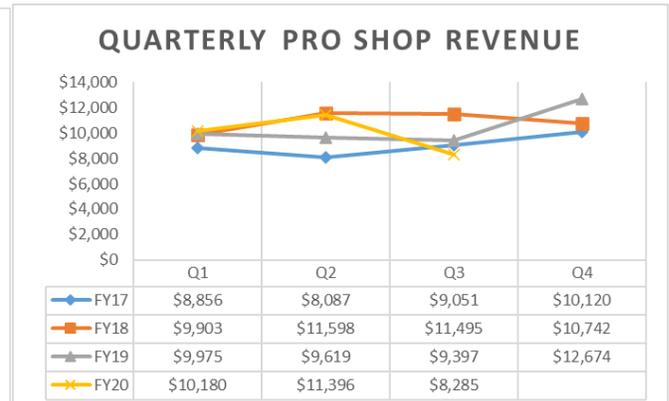
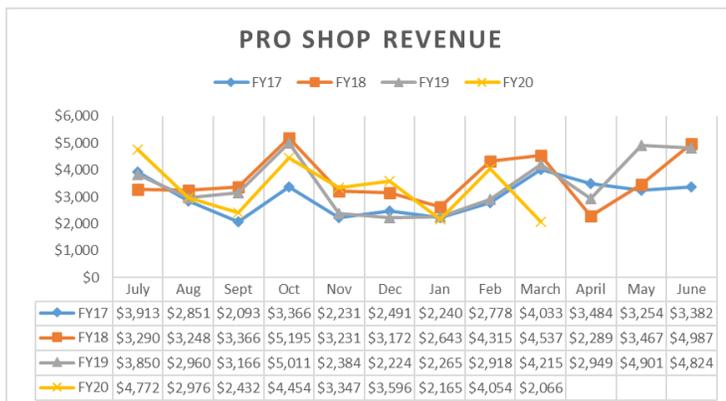
Although the facility was closed from Jan 1- 12, revenue on previously due membership balances was received in January, resulting overall revenues for January to appear to be above the expected trend.

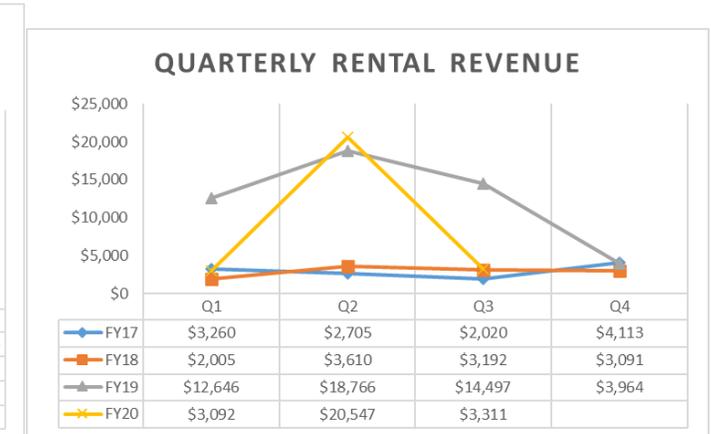
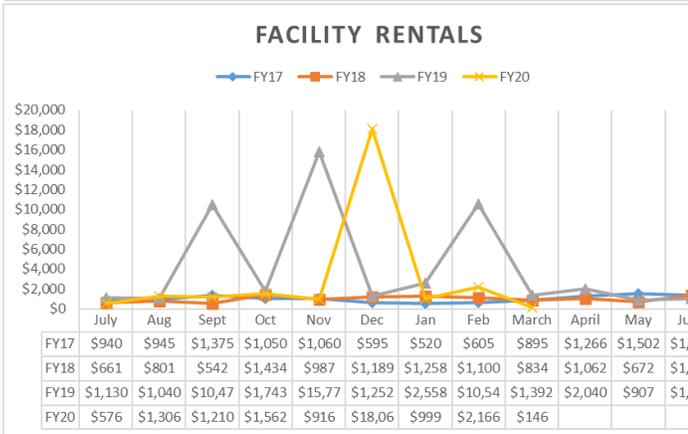
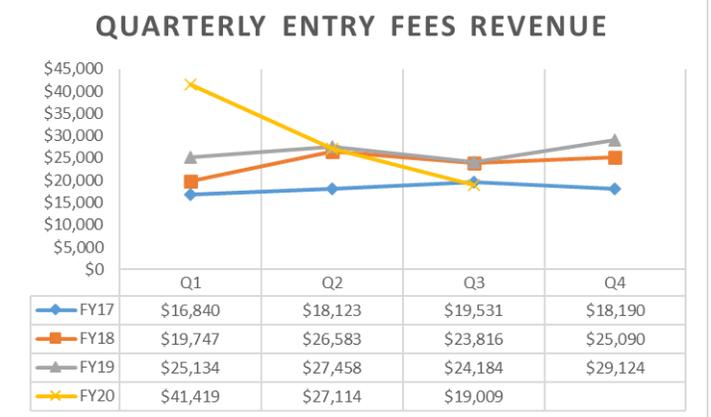
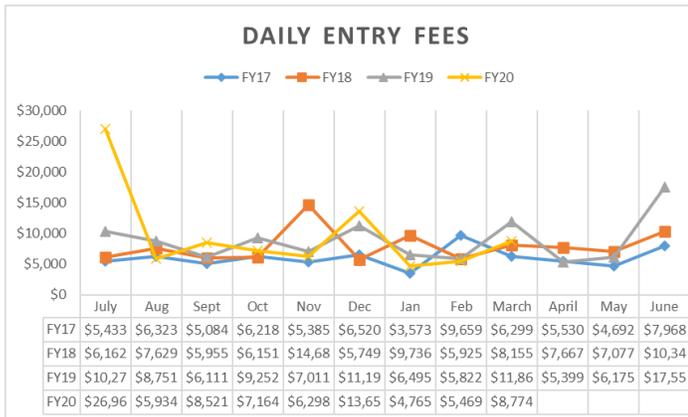
Revenue Comparisons: Monthly Categories



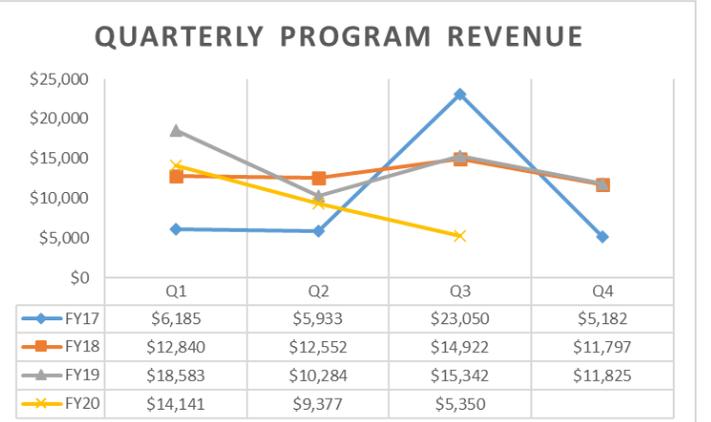
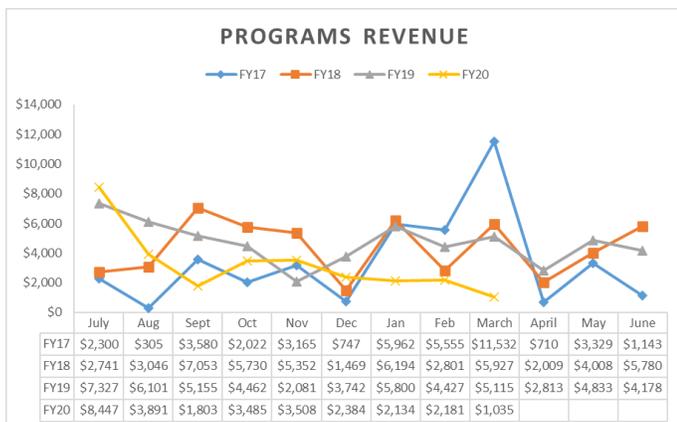
Variations in membership revenue are due primarily to inconsistencies in when payments are received from corporate membership partners.

Trends for Proshop, Concessions, and Programs revenue highlight the unexpected revenue losses from the January closure due to mechanical issues as well as the March closure due to COVID-19.





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.



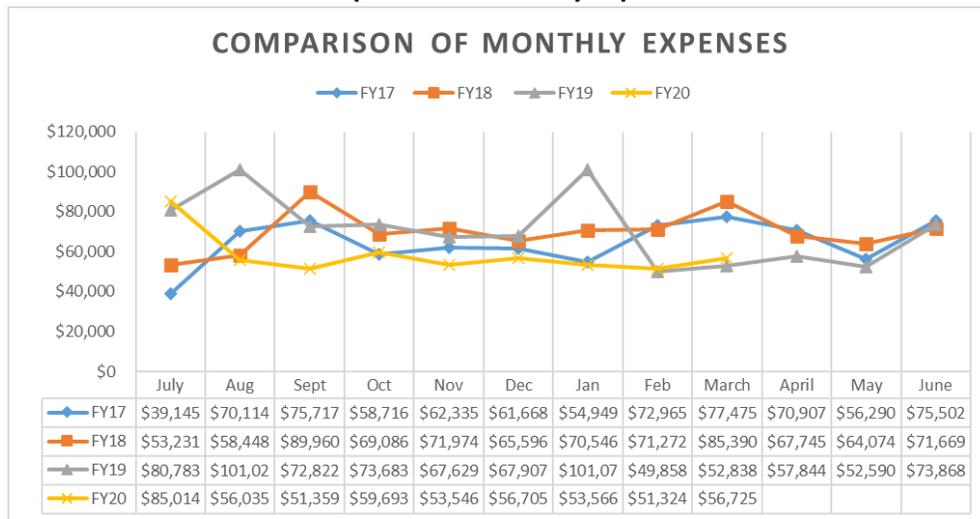
Variations in Program Revenue reflect the registration periods that run across 6-8 week sessions as well as the variability of instructor schedules. Additionally, for FY20 the closures in January and March strongly impacted billable services we were able to offer.

FY19 Expenses

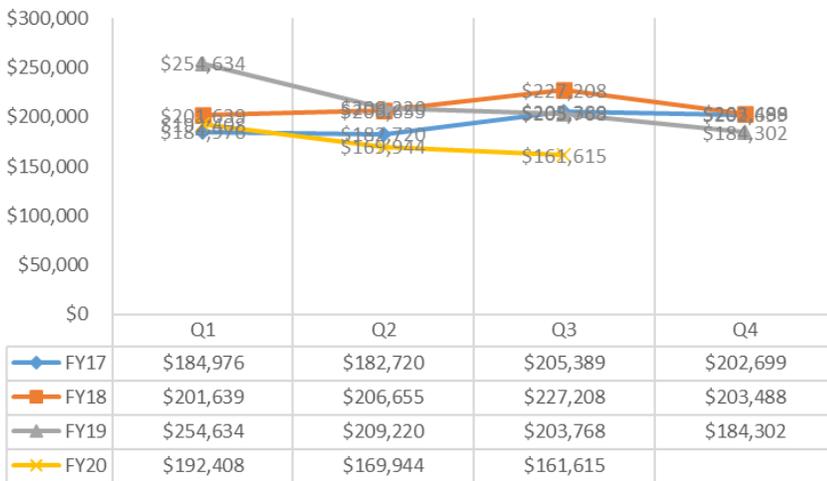
Expenses	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total	Budgeted	% used	remaining
Wages	\$54,419	\$35,425	\$33,001	\$33,777	\$32,436	\$28,616	\$37,499	\$32,527	\$36,843				\$324,543	\$665,682	48.75%	\$341,138
Benefits	\$12,492	\$8,074	\$7,356	\$7,583	\$6,921	\$6,209	\$8,699	\$7,223	\$8,426				\$72,982	\$146,058	49.97%	\$73,075
520 Housing	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090				\$27,810	\$37,080	75.00%	\$9,270
545 Travel/Training	\$0	\$0	\$152	\$0	\$0	\$0	\$0	\$51	\$392	\$0	\$0	\$0	\$595	\$3,000	19.85%	\$2,405
561 Supplies	\$11,321	\$4,024	\$6,258	\$4,451	\$5,256	\$6,999	\$2,284	\$3,817	\$4,979	\$0	\$0	\$0	\$49,390	\$100,605	49.09%	\$51,215
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 Vehide 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	\$1,857	\$0	\$0	\$0	\$14,262	\$20,400	69.91%	\$6,138
668 Software Licenses	\$1,172	\$368	\$319	\$771	\$521	\$609	\$868	\$316	\$200	\$0	\$0	\$0	\$5,146	\$7,560	68.07%	\$2,414
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	\$186	\$0	\$0	\$0	\$1,814	\$2,000	90.68%	\$186
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	\$436	\$0	\$0	\$0	\$8,972	\$14,645	61.26%	\$5,673
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	\$316	\$0	\$0	\$0	\$361	\$10,125	3.57%	\$9,764
TOTAL	\$85,014	\$56,035	\$51,359	\$59,693	\$53,546	\$56,705	\$53,566	\$51,324	\$56,725	\$0	\$0	\$0	\$523,967	\$1,069,064	49.01%	\$545,097

Expense totals do not include purchases for the building that have been made by City of Bethel Property Maintenance.

Comparison of Monthly Expenses



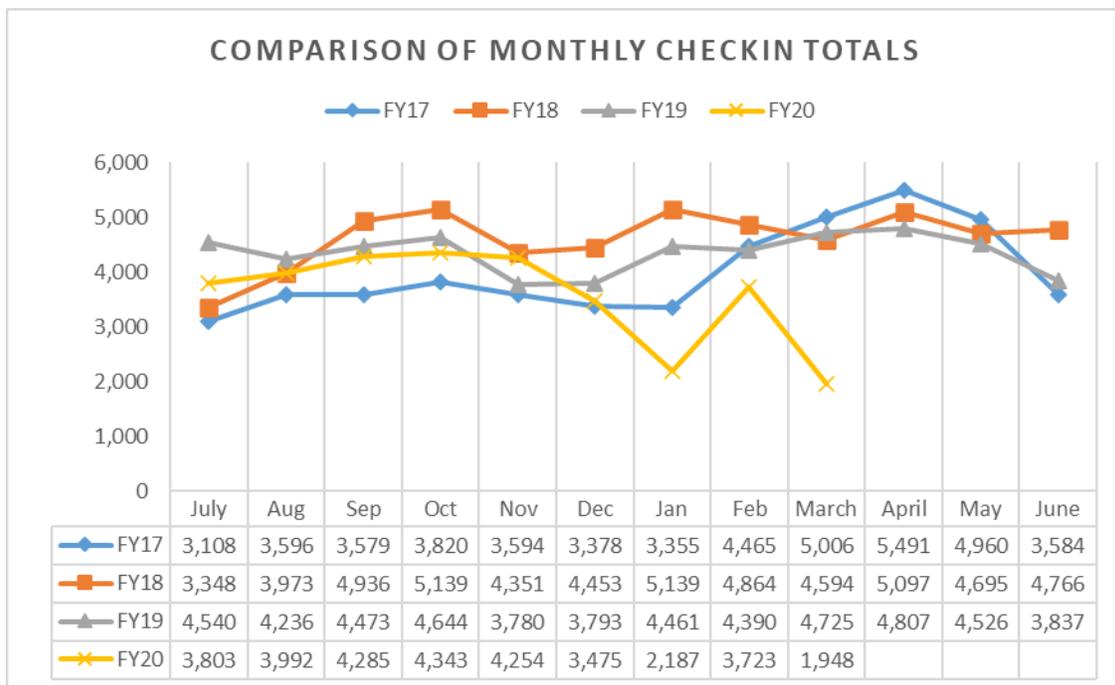
QUARTERLY EXPENSE COMPARISON



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	1,090	1,821	844				13,539
Daily Admissions	1,876	1,787	1,965	2021	1,974	1,678	891	1,576	851				14,619
Rentals	0	529	404	374	324	61	37	76	105				1,910
Fitness Programming	132	150	146	118	153	109	116	180	64				1,168
Aquatics Programming	32	47	83	54	65	52	53	70	14				470
Youth Programs	140	47		27	9	11	0	0	70				304
Monthly Totals	3,803	3,992	4,285	4,343	4,254	3,475	2,187	3,723	1,948	0	0	0	32,010

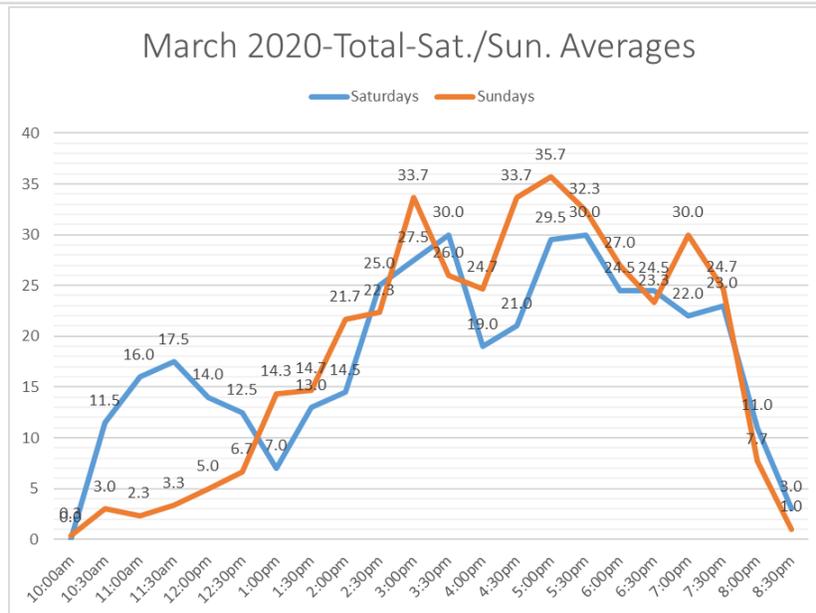
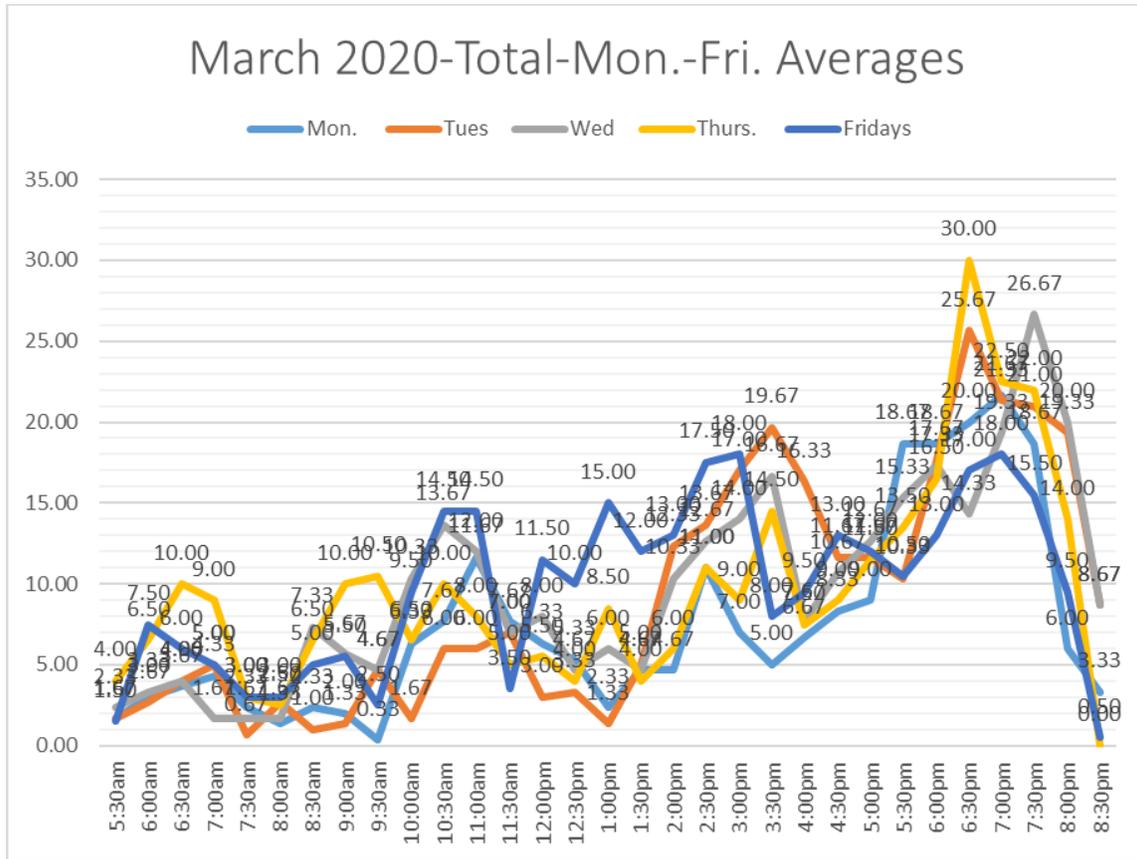


*December 2019 and January 2020 check-in numbers were impacted by the facility being closed from 12/27-1/12 (18 days) due to mechanical issues from extreme cold.

** Low check-in totals for March are the result of low usage due to CoVID-19 concerns while the facility was open as well as the facility closure which started at 5pm March 18th.

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.

March data reflects totals through March 18th.





William Arnold, Public Works Director
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warnold@cityofbethel.net

MEMORANDUM

DATE: 04.30.2020
TO: Vincenzo Corazza, City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Utility Maintenance: Utility Maintenance: 14 alarms on residential lift stations were responded to. Multiple issues with grinder pumps, heat trace, and float systems.

- Monthly meter reading and service connections were completed
- Clean up and organization of shops and vehicles.
- 14 residential lift station repairs
- Line flushing and leveling activities on low-flow and plugged sewer lines. Non-compliance reports were filled out per DEC requirements.
- Daily safety meeting
- Did sewer tie in at 913 Ridgecrest Drive.
- All three Utility Maintenance Trucks are having issues that require repairs. Several of these are major safety issues. Continue to work with V&E to repair them, but some issues are arising due to two of the vehicles are more than 10 years old
- Continue to monitor water leak on first road. Emergency repair parts ordered and ready.
- Been doing clean up outside around shop.
- Demo the box around the lift station at City Hall in hope to minimize with the sewer smell

Property Maintenance:

- PW Building
 - Fire sprinkling system NOT in operation but, new Simplex/Johnson Controls fire alarm and monitoring system installed and operational. Some minor problems with several devices going into trouble mode. This is being troubleshot. Potential problem found.
 - South Bay entrance closed. NO USE. Plans for corrective measures to replace in work.
 - Boilers are found in in lockout several times each week. Working with contractor to resolve issue. The install and set up is still under warranty for this project.
 - Small glycol leak found above waste oil heater on North side and repaired. Leaking flange and inline auto vent was the primary issue.
 - Building has sigs of significant shifting. Doors closure and latching problems in multiple locations. Repaired most if not all of door latching issues.

- 2 inch water line near north side roll up door froze and failed. Replaced the line and valves. Back in working order.
- Maintenance shop repairs and remodel. Department spaces have been in absolute disarray with the overwhelming issues that were presented to the department over the winter.
- City Hall
 - City Manager's office bathroom fan repaired for time being. New fan is on order to replace existing fan.
 - Kitchen sink in community use kitchen area had issues with the faucet. Faucet repaired initially but same problem returned. Faucet replaced.
 - Some seasonal transitioning work was needed in mechanical room boiler. Pressures were fluctuating greatly and temps were spiking which caused the boiler to lock out.
 - Requests for quotation to re-carpet the council chambers has been requested.
 - Server brackets built for networking spaces at IT Directors work order request.
 - Preparations for painting the parking lot lines are in works. Paint and Asphalt sealer ordered and paint is already received. Awaiting Asphalt sealer to arrive.
 - 2019 Summer projects left to complete Summer of 2020
 - Parking line permanent paint
 - Handicap area designation and paint
 - Loading/unloading designation and paint
 - Guard railing install
 - Relevel front and rear entrances
- Court House
 - **Dry Sprinkler System:**
 - Dry system is in NORMAL operation minus ONE isolated sprinkler head located on the outside of the building to the left of the front main entrance.
 - The dry system has a small leak in the 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. Pressures checked daily.
 - Boiler system has been failing to go into high fire setting, but system is remains hot enough to heat the building adequately. This will need to be troubleshot this summer.
 - Glycol line found leaking in old OCS leased space. Isolated the leak. Carpet tiles were ruined during the leak. Remediation is in works. WE have several Carpet tiles still on hand and will utilize them to replace the stained carpet tiles.
 - Several work orders for door closure and latching problems. Troubleshot repaired. All but one door.
 - Multiple areas of the building showing signs of significant shifting of piling foundation. PW Director working on bid process with DOWL engineering for contractor to level the building.
 - Flooding in the back entry from melting snow and ice. Daily pumping of the standing water.
- Port Office Building

- Standard daily rounding with nothing significant to note.
- Port Dock Warehouse Building
 - Standard daily rounding with nothing significant to note.
- Port Work Shed (Slough Side)
 - Standard daily rounding with nothing significant to note.
- Old “Bus Barn” Blue Warehouse Building
 - The foundation is failing
 - Man door is no longer accessible as the floor and door jam are severely affected by the foundation movement.
- Log Cabin
 - Building is in NON USE status.
 - Water disconnected.
 - Fuel tank now empty (Boiler used remaining fuel) and is not on refill schedule with Delta Western.
 - Boiler has been de-energized.
 - Non-essential circuits in building have been turned off.
 - Graffiti and vandalism are a continuing constant problem.
 - Foundation has settled enough that the entrance closest to the ONC multipurpose building is jammed itself and will not operate.
- YKFC - Pool
 - Pool is on daily observation by building maintenance staff. Sometimes several times a day.
 - Last month Architects Alaska and mechanical engineering firm visited to survey problems within the building that will need addressed. Still awaiting finalized report.
 - Long Building Technologies contractor site visit: (Report from contractor still pending)
 - Along with building maintenance staff thoroughly troubleshot and made repairs to automated systems that control the building.
 - Actuators,
 - Zone control valves
 - Pressure problems
 - System programming
 - Temperature set points
 - System fluid flow
 - Temperature outputs
 - Glycol heated zones
 - Boiler water heated zones
 - Expansion Tank pressure stabilization
 - System pressure stabilization
 - Both Boilers in good working condition. Minor adjustments being made now to have

similar cycles per day on each. COB maintenance checks on these boilers multiple times daily as part of our normal rounds.

- Leaking flange found on HX2 for pool heating system. Repairs are in works. Maintenance department is building a new flange and connecting pipe. Failure point was found to be integral to the flange and copper pipe wall.
- Pressure fluctuations on entire Boiler system has become an issue. Maint department spent 3 full days to trouble shoot and found ET tank 1 to have a leak down of static pressure outside of the pressure expansion bag but between the tank walls. Made repairs and recharged the system. Pressures holding much steadier now.
- Reports of roofing materials flapping freely in the wind. Area inspected. This is part of the warranty issues that need to be handled by administration level from original installer.
- During normal rounds of the building a door with full glass relight was found shattered from the inside. Damage did not exist on the outside of the door. Working with Pool director to determine the cause. Also, working on ordering either replacement relight or entire door if required.
- Removed panel placed over the makeup intake air vent to boiler room. Was placed there this winter to assist in the building maintaining adequate heat.
- External sprinkler head that froze and broke this winter is still in need of repair. Pipe fitters are ready to come out to bethel to replace, however COVID has delayed their arrival.

- Police Department.
 - Lift station line that connects PD to city sewer lines is frozen. Lift station is on twice daily evacuation service from Hauled services.
 - Connect an evacuation hose and routed from lift station to back side of building from underneath the shop entry ramp.
 - Zone vales and low voltage transformers troubleshot, repaired or replaced.
 - Building monitored daily.

- Fire Department
 - Door latching issues repaired for several of the doors (foundation shifting problems)
 - Request to install exterior entry door latching mechanism requested.
 - Flashing where boiler exhaust passes through ceiling to outside roof inside the hose tower reported.
 - Ordered Asphalt sealer for newly paved areas of the Fire department emergency vehicle roll out. Awaiting sealer to arrive.

- Bethel Heights Water plant
 - Standard daily rounding with nothing significant to note.
 - Leaking reheating Coil number one failed. Large leak. Caused significant drop in pressure. Coil removed and new coil ordered. Awaiting parts to arrive.
 - Turned boiler temperatures down as ambient outside temperatures warm.
 - Locking mechanism on exterior reported as not latching. Troubleshot and repaired.

- City Sub Water Plant

- Daily rounds to building for boiler checks and heat output
- Water driver entrance door failed latching mechanism. Repaired several times. Replaced entire mortise hardware with no further issues. Problem was worn internal hardware and abuse of the users operating the door. Several users were reported using tools and hammers to open the door when ice had built up on the outside of the door handle.
- Hot water to domestic hand washing sinks. Repaired
- Dog Pound building
 - Daily rounds in building.
 - Minor repairs and remodel to space as requested by the veterinarian that uses the space. Built a stand for the surgical operating table and cleaned up unused equipment in the space.
 - Micro Air air scrubbers were reported not functioning. Repaired. Problem resulted from a faulty electrical circuit. Rewired and re activated the filter cartridges.
- Teen Center
 - Boilers have failed multiple times this winter. Troubleshoot, repaired and returned to service.
 - Multiple freeze ups and sewer issues due to cold weather.
 - Heat trace troubleshoot by electrician. To replace this summer.
 - Lift station nonoperational. Hauled services providing daily evacuations
 - Several calls about clogged toilets or issues with small domestic water leaks in bathroom areas. Repaired.
- Senior Center
 - All three boilers in good working order. Weekly rounds of the building in place.
 - Upper second deck collapsed onto first floor deck. Wood beams completely rotted out by weather and water exposure.
 - Daily reports of children climbing around or on the building. “shewed” the children away.
- Airport Lift Station
 - Standard daily rounding
 - Electrical circuit to lighting in space failed. Ground fault found in one J Box. Replaced scorched wiring and installed new switch.
 - Small glycol leak coming from line discovered. Leak seems intermittent. May be associated with temperature changes. Monitoring.
- Transit building
 - Glycol circulating pump failure. Replaced again.
 - Rewired circulator pump #2 to be on a switch versus relay. We are manually alternating lead and lag weekly.
 - Significant pressure discrepancy discovered. RE pressurized the system with Glycol. Building returned to normal heating condition. Will monitor. No leaks found. Source of problem unknown.

- Old Shop utility Building
 - Standard daily rounding with nothing significant to note.
- Recycle Center building
 - Standard daily rounding with nothing significant to note.

Parks and Recreation:

- Parks and Rec in General
 - Projects to be considered for next spring/summer
 - All play parks
 - General maintenance and grounds upkeep
 - Rules and hours signage in works
 - Trashcan repair/replacement
 - Ground cover/chips upkeep has been halted for winter also out of chips.
 - Equipment repair and maintenance
 - Pinky's Park
 - Potential Softball field refurbish/re-sod/re-seed in discussion
 - Potential dugout repairs, repaint
 - Bleacher maintenance
 - Skate park/bike park expansion discussions (Unsure of administration direction on this)
 - Tundra Ridge Park
 - Found children removing all of the plastic barriers around the park area to make a fort like structure. Spoke with the kids. They were in the process of removing ALL the barriers but have several yet to remove. 90% of them have been pulled up.
 - Soccer Sports Field
 - Additional Hydro Seed and ground aerate
 - Bike Rack install
 - Build and place information bulletin stand at location
 - Nets install to goal posts.
 - Funding for permanent fencing. Quotations received for two options. Awaiting administration decisions. Shipping costs equal or greater to the materials cost.
 - Airport Cemetery (on Hold status)
 - additional fencing
 - Potential options for hydro seeding
 - Puncheon/Boardwalks
 - Boardwalk lighting project materials order

- General maintenance and upkeep
- Vegetation trim back
- Way finding signage options in discussion
- Leveling boardwalk
- Board repair or replacement as needed
- Trash can replacement as needed
- Benches and sitting areas repairs

Road Maintenance:

Streets and Roads has thawed out 135 culverts through the month of April during the spring thaw. Some of the culverts that were thawed out, had to be thawed again, after freezing up.

Streets and Roads did haul the \$100,000 of D-1 gravel from Knik yard to the city shop with three dump trucks, and the side dump truck. We used up most of the D-1 gravel, starting with the worst roads and most used roads in order to keep the roads usable for public traffic and including water and sewer trucks.

Streets and Roads, in April, dug four graves at the new cemetery by the airport with 420D backhoe. Aver drilled through the frozen ground and we dug the rest of it with backhoe.

Streets and Roads has been pumping out the lake by QFC1 being that it has been flooding out the driveways there and the dog yards. We started pumping water for three days ago and it looks like we will be done in a day or so.

Transit System:

The Bethel Transit System and the City's Finance Department has submitted the monthly Billing Summaries, to DOT, for the months of July through February. Currently the State has reimbursed the City \$109,869.95, from the Federal/State Transit System grant, and \$75,443.24 reimbursement for the new bus. As soon as the Finance Department closes March, I will be working on the March Budget Summaries. During the COVID-19 virus the State Transit staff (DOT) have been working from home and processing the Billing Summaries are slow.

Bethel Public Transit System has been down the month of April because of the COVID-19 virus. The past several weeks I've received phone calls wondering when the City's bus will be starting backup. At this time, I'm not sure. If and when it does start back up there will need to be a new bus schedule and strict guidelines, for bus drivers and passengers, will need to be followed until the COVID-19 is over. The inside of the bus will need to be disinfected, using a Clorox solution, in the morning, noon, and evening. All passengers will need to wear facemasks and if sick, stay home. The driver will wear a facemask and gloves.

Our part time driver has submitted her resignation and given her two-week notice. A replacement might be difficult to find at this time. The current bus schedule runs daily, Monday through Friday, from 6:30am to 10:30am and 11:30am to 6:15pm. Until a replacement for the part-time driver is found, the bus schedule will need to be adjusted, 6:30am to 10:30am and 2:30pm to 6:15pm.

Landfill / Recycle Center:

The Landfill has been hard at work as usual getting our hands dirty dealing with everyone's garbage. We have hopefully gotten through the mud stage of the year and now are trying to get and keep cells covered in order to make DEC happy. As soon as the sand starts coming our way, we can finish the new road and Streets and Roads can gravel it.

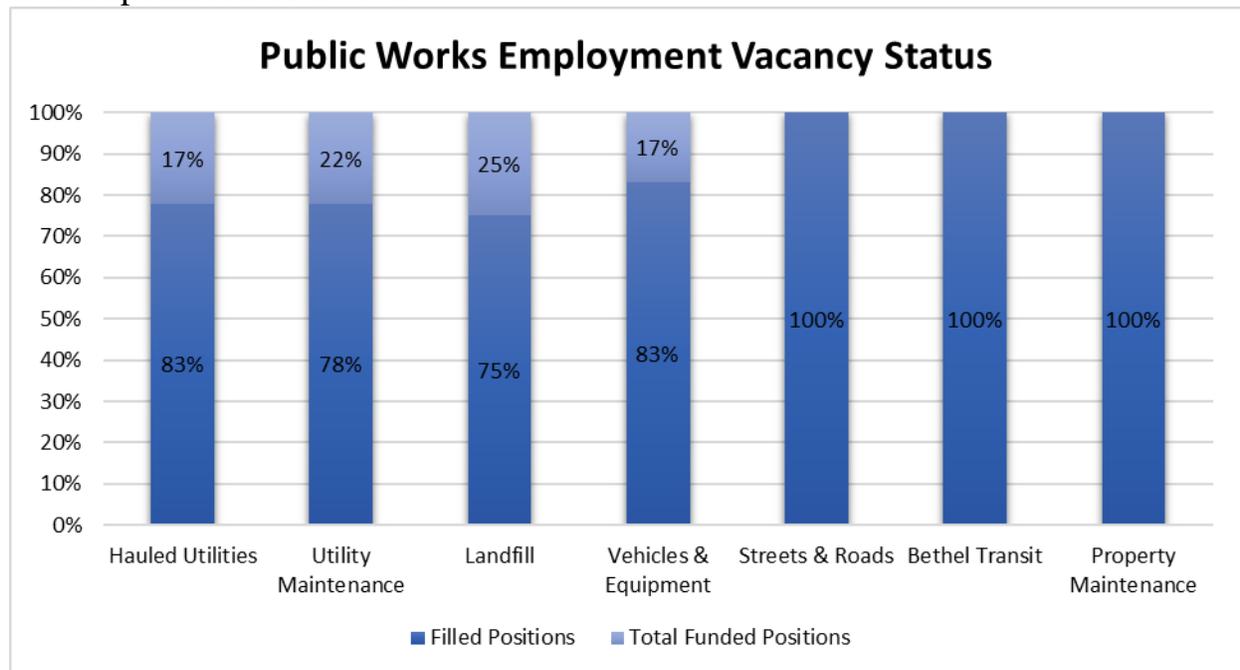
Water Plant Operations:

- Bethel Heights Water plant
 - Both Main boilers are online and operating for winter. Minor service needed.
Small boiler placed in "off" status for winter
Plant is in lock down no outside visitors
- City Sub Water Plant
 - Minor adjustments and repairs are being made to the A and B loop glycol line returns and supply. Pump boiler pressures up with additional glycol and brought boilers to online/operational status for winter.
Plant is in lock down no outside visitors

Institutional Corridor Update:

Staffing Issues/Concerns/Training:

Chart updated: 04/30/2020



Department	Hauled Utilities	Utility Maintenance	Landfill	Vehicles & Equipment	Streets & Roads	Bethel Transit	Property Maintenance
Filled Positions	14	7	3	5	5	3	5
Total Funded Positions	18	9	4	6	5	3	5