



City of Bethel
Parks, Recreation, Aquatic, Health & Safety Center Committee Regular
Meeting - Monday, October 14, 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. September 9, 2019 Meeting Minutes
- VI. SPECIAL ORDER OF BUSINESS
- VII. UNFINISHED BUSINESS
 - A. Land and Water Conservation Grant
 - B. Pinky's Park Clean up Green up Event
 - C. Pool and Fitness Center Program Goals and Metrics
 - D. Pool and Fitness Center Budget
 - E. City of Bethel Park Rules
- VIII. NEW BUSINESS
 - A. Pinky's Park Boardwalk Leveling
 - B. Sport's Field Fence
- IX. PROPERTY MAINTENANCE REPORT
- X. YK FITNESS FACILITY DIRECTOR REPORT
- XI. COMMITTEE MEMBER COMMENTS
- XII. ADJOURNMENT

Posted October 8, 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

September 9, 2019

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular Parks and Recreation Committee Meeting was held on September 9, 2019 in the City Hall council chambers in Bethel, Alaska. Judy Wasierski called the meeting to order at 6:05 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, Justin Wintersteen, Kathryn Baldwin, Mitchell Forbes and Corbin Ford

Excused: Michelle DeWitt and Stacey Reardon

Unexcused: Peter Evon

Brian Lefferts took over meeting as Chair.

III. PEOPLE TO BE HEARD:

A. Alyssa Gustafson- I am running for City Council, it is nice to meet you all.

IV. APPROVAL OF AGENDA:

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

V. APPROVAL OF MINUTES:

MOVED BY:	Kathy Hanson	Motion to approve minutes for August 12, 2019.
SECONDED BY:	Judy Wasierski	
VOTE ON MOTION	Motion carried by unanimous vote.	

VI. SPECIAL ORDER OF BUSINESS:

VII. UNFINISHED BUSINESS:

- A. Land and Water Conservation Grant: Grant opportunity opens in November
- B. Pinky's Park Clean up Green up Event: have unofficially started clean up around the Fitness Center and Pinky's Park.
- C. Sport's Field Fencing: remove from agenda, estimates are in progress.

VIII. NEW BUSINESS:

- A. Pool and Fitness Center Program Goals and Metrics: Table for next meeting
- B. Pool and Fitness Center Budget: Table for next meeting
- C. City of Bethel Park Rules:

IX. PARKS AND RECREATION DEPARTMENT REPORT:

A. Corbin gave his report

X. YKFC FACILITY DIRECTOR'S REPORT:

XI. MEMBER COMMENTS:

Brian Lefferts: I encourage you all to vote for City Council.

Judy Wasierski: I will not be able to attend the next meeting but will call in.

Kathy Hanson: Please bring back the clock to the Chambers.

Beverly Hoffman: Thank you Corbin and Charlie for your hard work, I will not be able to attend the next meeting.

Justin Wintersteen: Thank you Mitchell Forbes for your service to this City.
Kathryn Baldwin: No comment
Mitchell Forbes: I encourage you all to participate in voting for City Council members.

XII. 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 7:35 PM.

APPROVED THIS _____ DAY OF _____, 2019.

Brian Lefferts
Committee Chair

Charlie Dan
Recorder of Minutes



City
of
Bethel

PW Admin <pwadmin@cityofbethel.net>

Fwd: LWCF round

1 message

John Sargent <jsargent@cityofbethel.net>
To: PW Admin <pwadmin@cityofbethel.net>

Fri, Sep 13, 2019 at 9:39 AM

Charlie, here is a message about LWCF grant opportunity that I forwarded to the Chair of Parks and Rec committee. You (Chair) might want to include mention of this to committee members at the next meeting or by email.

----- Forwarded message -----

From: **Ayers, Jean M (DNR)** <jean.ayers@alaska.gov>
Date: Thu, Sep 12, 2019 at 7:58 AM
Subject: LWCF round
To: john s <jsargent@cityofbethel.net>

Hi John,

I got your message the other day asking about an LWCF grant round. Well, unfortunately, I just learned that we really don't have enough receipt authority to open an LWCF grant round this fall after all. So, we'll have to wait until next year and see if the State budget situation or priorities change enough to allow us to do so.

Sorry....

Jean Ayers, Grants Administrator

State of Alaska: Dept of Natural Resources

Division of Parks & Outdoor Recreation

907-269-8694

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John Sargent
Grant Manager
City of Bethel
PO Box 1388
Bethel, AK 99559
907-543-1386
jsargent@cityofbethel.net

Fence Supply Online
 PO Box 224625
 Dallas TX 75222
 Phone: 800-579-8045

ESTIMATE



City of Bethel Alaska
 Corbin Ford
 Bethel AK 99559

Estimate #:	2425
Date:	September 11, 2019
Estimate Total (USD):	\$20,674.00

Item	Description	Unit Cost (\$)	Quantity	Price (\$)
Cedar Post Split Rail	3 Rail split rail post	8.99	1100	9,889.00
shipping	shipping - 6600 lbs. - 3 Rail Split Cedar Weight is 6,600 lbs. 9 bundles (50 each wrapped in metal straps on skids) 132 x 42 x 24 All pricing in U.S. Dollars Total from FCA Tacoma, WA 98445 to Bethel, Alaska Inland Freight from Tacoma and Ocean Barge to Bethel Alaska All In 10,785.00. This is a budgetary quote that will be subject to general rate increases in effect at the time of shipping. Subject to final weights and dimensions as time of shipment. Non-hazardous cargo only. Validity: 30 days	10,785.00	1	10,785.00
		0.00	0	0.00
NOTES: 106 - Line Posts 3 - Corner Posts 2 - End Posts 330 - 10' Rails PRICES SUBJECT TO CHANGE. PRICING VALID FOR 30 DAYS.				
Subtotal:				20,674.00
Estimate Total (USD):				\$20,674.00
** Customer is responsible for unloading the delivery truck unless other arrangements have been made.** *Be sure to check and count all pieces listed on BOL and report any discrepancies or damage WITHIN <u>20</u> days of delivery. Factory policy is to report any problems with <u>30</u> days All sales are final.				

Fence Supply Online
 PO Box 224625
 Dallas TX 75222
 Phone: 800-579-8045

ESTIMATE



City of Bethel Alaska
 Corbin Ford
 Bethel AK 99559

Estimate #:	2426
Date:	September 11, 2019
Estimate Total (USD):	\$19,064.60

Item	Description	Unit Cost (\$)	Quantity	Price (\$)
3 Rail Round Rail Wood	Wood round rail with post	8.65	1104	9,549.60
shipping	shipping - 19,872 lbs.	9,515.00	1	9,515.00
	3 Rail Round Weight is 19,872 lbs. 11 Bundles (50 each wrapped in metal straps on skids) 96 x 42 x 24 All pricing in U.S. Dollars Total from FCA Tacoma, WA 98445 to Bethel, Alaska Inland Freight from Tacoma and Ocean Barge to Bethel Alaska All In 9,515.00 This is a budgetary quote that will be subject to general rate increases in effect at the time of shipping. Subject to final weights and dimensions as time of shipment. Non-hazardous cargo only. Validity: 30 days	0.00	0	0.00
NOTES: 134 - Line Posts 3 - Corner Posts 2 - End Posts 414 - 8' rails PRICING SUBJECT TO CHANGE - QUOTE VALID FOR 30 DAYS ONLY.				
Subtotal:				19,064.60
Estimate Total (USD):				\$19,064.60
** Customer is responsible for unloading the delivery truck unless other arrangements have been made.** *Be sure to check and count all pieces listed on BOL and report any discrepancies or damage WITHIN __20__ days of delivery. Factory policy is to report any problems with __30__ days All sales are final.				

Schedule, Events and Programs

❖ **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.

August 2019

- ❖ August Group Fitness Ran August 1 – August 31
- ❖ Sports Club continued through August 14th
- ❖ YKHC Sponsored Free facility admissions Saturday, Aug 17th to celebrate 50th anniversary. Totals included 79 adults and 135 youth.
- ❖ Fall 1 Session of Swim Lessons and Instructional Classes began August 19th.



September 2019

- ❖ September Group Fitness Runs Sept 1 – September 30
- ❖ The Fitness Center is Open from 2-9pm on Labor Day
 - YKDLifesavers Foundation is sponsoring half price admission all day.
- ❖ Lifeguard Training runs September 3rd – September 7th
- ❖ FREE Parent & Toddler Move It class September 14th 1030-1130am.
- ❖ BRHS Swim Team is holding a Community Swim Meet September 14th from 1-3pm.
- ❖ Smart Fit Girls Starts September 16th
 - ❖ Diabetes Prevention is holding their annual Zombie Run September 21st
- ❖ Early Bird PFD Sales Begin September 30th and run through October 4th. Purchase 3 Annual Memberships and get 1 FREE.



October 2019

- ❖ PFD Sale Starts October 5th and runs through October 31st. 20% off Annual Memberships, 10% off Monthly Memberships.
- ❖ October Group Fitness Classes run October 1st – October 31st
- ❖ Fall 1 Swim Lessons and Instructional Classes End October 14th
- ❖ Fall 2 Swim Lessons and Instructional Classes Start October 23rd.
- ❖ Halloween Youth Membership Special October 31st Details TBD

YK Fitness Center PFD SALE! PFD Rates Available October 5th - October 31st
 10% off Monthly Membership (single month)
 20% off Annual Membership

Adult:	Monthly:	Pool & Fitness \$66 \$60	Both \$90 \$81
	Annual:	Pool & Fitness \$660 \$528	Both \$905 \$724
Youth	Monthly:	Pool & Fitness \$42 \$30	Both \$45 \$50
	Annual:	Pool & Fitness \$340 \$264	Both \$530 \$424
Seniors (60+)	Monthly:	Pool & Fitness \$28 \$25	Both \$40 \$45
	Annual:	Pool & Fitness \$275 \$220	Both \$480 \$384
Military (with ID)	Monthly:	Pool & Fitness \$44 \$40	Both \$55 \$50
	Annual:	Pool & Fitness \$440 \$356	Both \$640 \$512

Members get 35% off classes!

Purchase 3 or more memberships and save an additional 10% on each membership!

Call 543-0390 or visit ykfitness.org and get the best rates of the year!

November 2019

- ❖ Annual Halloweenaversary Event November 2nd
- ❖ 5th Anniversary Event Date TBD
- ❖ We will be closed on Thursday, 11/28 for Thanksgiving. And will be open 2-9pm on Friday, 11/29.

Staffing

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

Now Hiring:

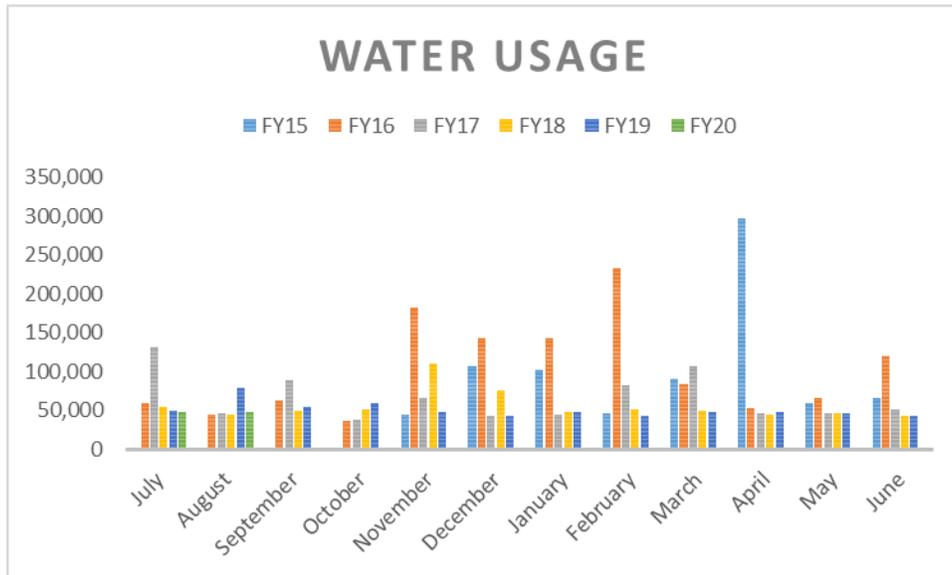
- Maintenance Technician
- Certified Lifeguards
 - visit ykfitness.org/certifications to view course pre-requisites
- Operations Staff
 - Facility Attendants

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.

Facility Maintenance



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

Facility Maintenance

Maintenance:

- Routine Maintenance Completed as Scheduled.
- Replaced malfunctioning convection fan on both oven and microwave.

Previously reported maintenance still pending:

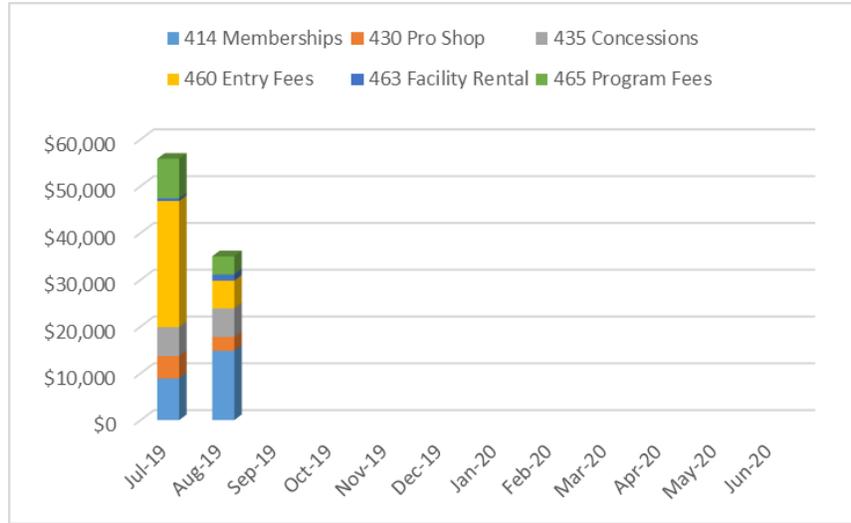
- Overhead fan in the pool was replaced and in good working order. Second fan has failed and is on order for replacement in August. As of August, Second fan has been received, awaiting installation.
- Efforts were made to clean up a spill of Muriatic Acid in the facility connex. In the course of cleanup 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.

Revenue

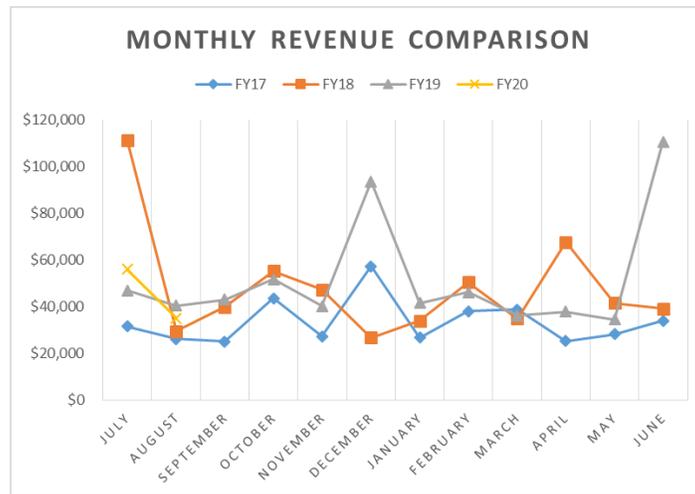
FY19 Revenue

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											\$23,727	\$394,655	6.01%
430	Pro Shop	\$4,772	\$2,976											\$7,747	\$44,100	17.57%
435	Concessions	\$6,173	\$6,091											\$12,264	\$64,900	18.90%
460	Entry Fees	\$26,964	\$5,934											\$32,898	\$115,730	28.43%
463	Facility Rental	\$576	\$1,306											\$1,882	\$42,075	4.47%
465	Program Fees	\$8,447	\$3,891											\$12,339	\$83,318	14.81%
Facility Revenue Total		\$55,851	\$35,006	\$0	\$90,857	\$744,778	12.20%									

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

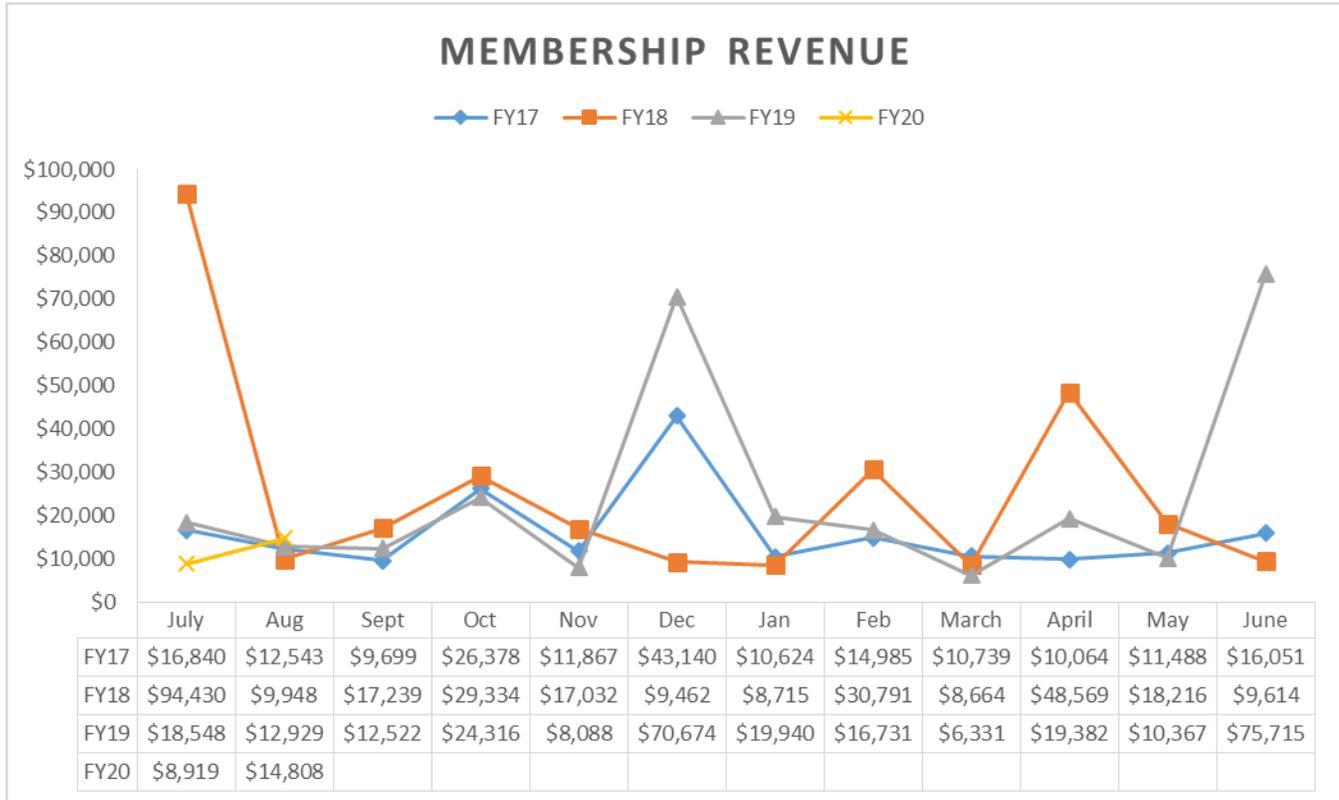


Revenue Comparisons: Monthly Totals

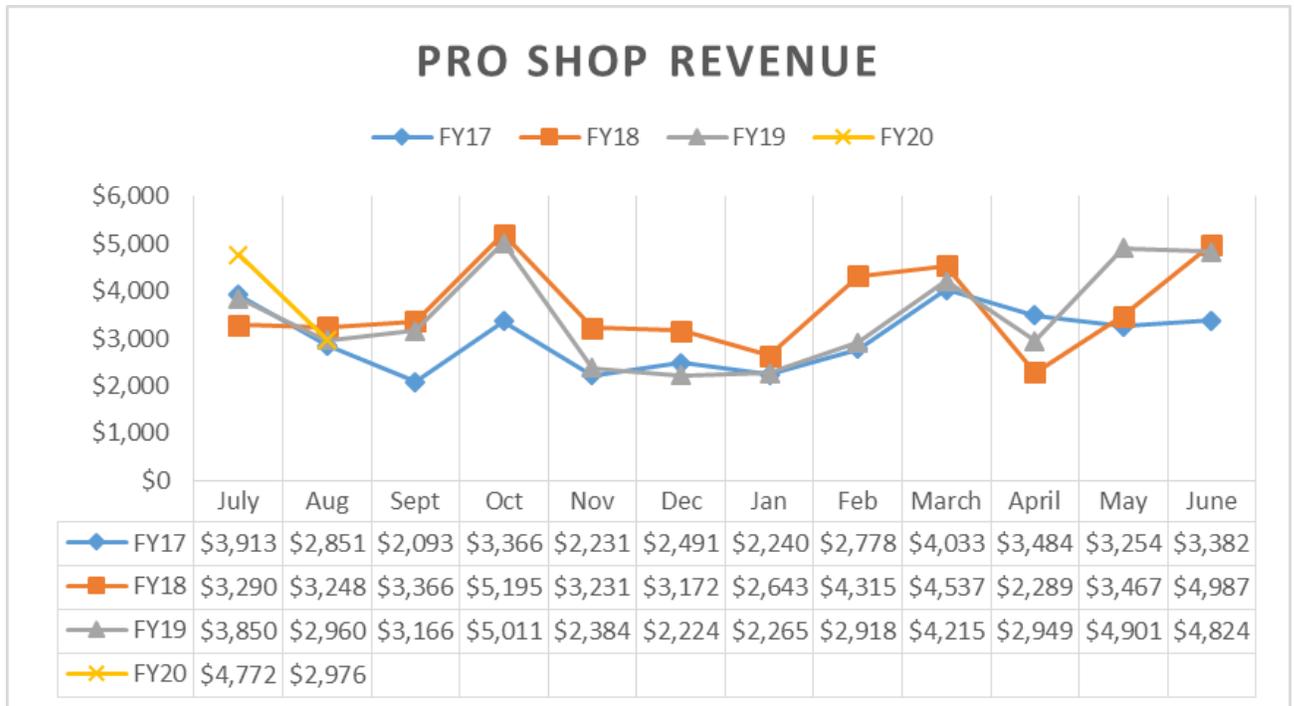


Monthly Revenue Totals	July	August	September	October	November	December	January	February	March	April	May	June	Total
FY17	\$31,433	\$26,142	\$24,867	\$43,503	\$27,134	\$57,131	\$26,567	\$37,829	\$38,636	\$25,144	\$28,177	\$33,913	\$400,478
FY18	\$111,356	\$29,355	\$39,850	\$55,131	\$47,120	\$26,685	\$33,914	\$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	\$34,317	\$110,530	\$621,596
FY20	\$55,851	\$35,006											\$90,857

Revenue Comparisons: Monthly Categories

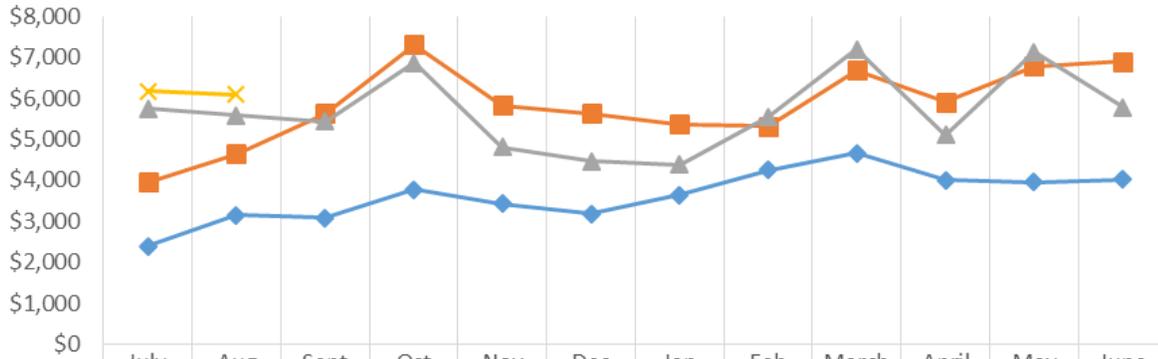


Variations in membership revenue are due primarily to inconsistencies in when checks are received from corporate membership partners.



CONCESSIONS REVENUE

FY17 FY18 FY19 FY20



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY17	\$2,385	\$3,157	\$3,092	\$3,769	\$3,426	\$3,186	\$3,648	\$4,247	\$4,670	\$4,010	\$3,958	\$4,024
FY18	\$3,954	\$4,651	\$5,634	\$7,321	\$5,834	\$5,643	\$5,367	\$5,321	\$6,691	\$5,922	\$6,782	\$6,906
FY19	\$5,759	\$5,585	\$5,444	\$6,878	\$4,812	\$4,470	\$4,387	\$5,547	\$7,196	\$5,109	\$7,133	\$5,780
FY20	\$6,173	\$6,091										

DAILY ENTRY FEES

FY17 FY18 FY19 FY20

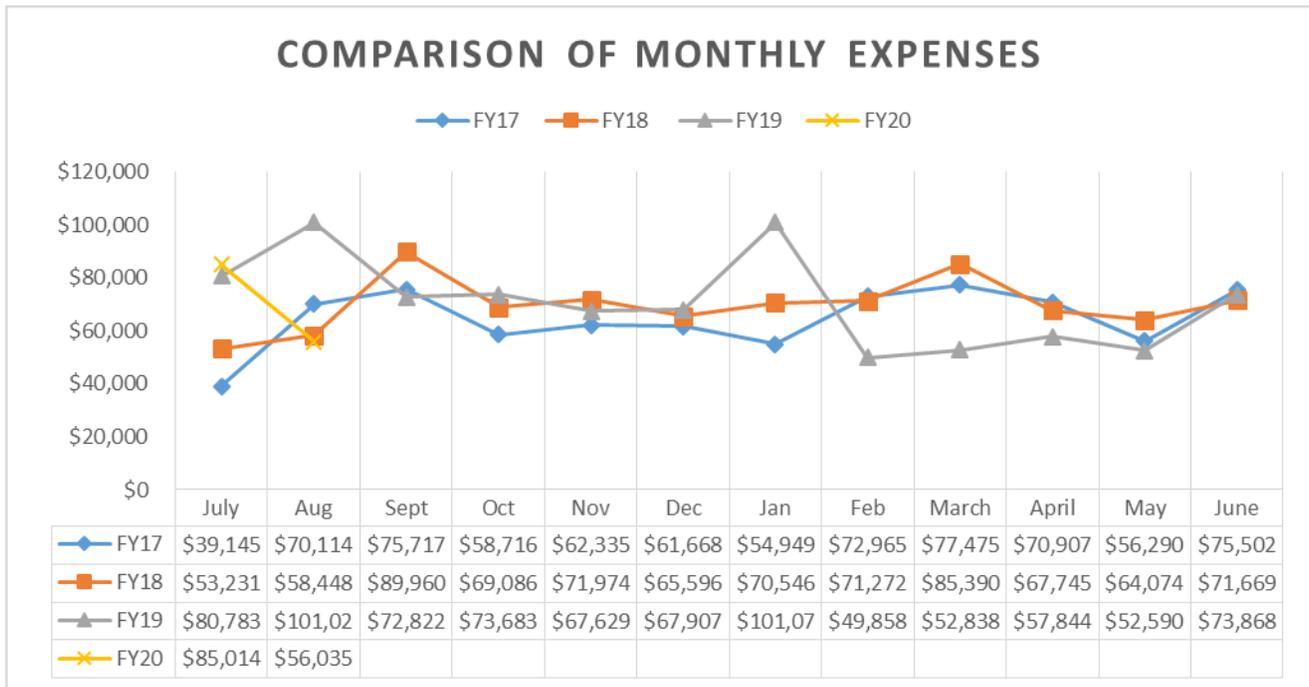


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY17	\$5,433	\$6,323	\$5,084	\$6,218	\$5,385	\$6,520	\$3,573	\$9,659	\$6,299	\$5,530	\$4,692	\$7,968
FY18	\$6,162	\$7,629	\$5,955	\$6,151	\$14,683	\$5,749	\$9,736	\$5,925	\$8,155	\$7,667	\$7,077	\$10,346
FY19	\$10,272	\$8,751	\$6,111	\$9,252	\$7,011	\$11,195	\$6,495	\$5,822	\$11,868	\$5,399	\$6,175	\$17,550
FY20	\$26,964	\$5,934										

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											\$89,845	\$665,682	13.50%	\$575,837
Benefits	\$12,492	\$8,074											\$20,566	\$146,058	14.08%	\$125,492
520 Housing	\$3,090	\$3,090											\$6,180	\$37,080	16.67%	\$30,900
545 Travel/Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	0.00%	\$3,000
561 Supplies	\$11,321	\$4,024	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,346	\$100,605	15.25%	\$85,259
580 Boiler	\$0	\$55	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55	\$6,000	0.91%	\$5,945
661 Vehicle Maintenance/Repair	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250	0.00%	\$250
663 Janitorial Supplies/Services	\$1,101	\$407	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,507	\$20,400	7.39%	\$18,893
668 Software Licenses	\$1,172	\$368	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,540	\$7,560	20.37%	\$6,020
669 Other Purchased Services	\$0	\$1,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,250	\$25,160	4.97%	\$23,910
683 Minor Equipment	\$0	\$2,332	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,332	\$21,000	11.11%	\$18,668
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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$358	\$2,000	17.89%	\$1,642
727 Advertising	\$98	\$9	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$108	\$8,000	1.35%	\$7,892
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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,838	\$14,645	12.55%	\$12,807
790 Allowance for Special Events	\$80	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80	\$800	10.00%	\$720
799 Miscellaneous	\$45	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45	\$10,125	0.44%	\$10,080
TOTAL	\$85,014	\$56,035	\$0	\$141,049	\$1,069,064	13.19%	\$928,015									

Comparison of Monthly Expenses



Facility Utilization

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

Facility Check-In	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
Member Checkins	1,623	1,432											3,055
Daily Admissions	1,876	1,787											3,663
Rentals	0	529											529
Fitness Programming	132	150											282
Aquatics Programming	32	47											79
Youth Programs	140	47											187
Monthly Totals	3,803	3,992	0	0	0	0	0	0	0	0	0	0	7,795

