

# **AGENDA**

## **TREADWELL ARENA ADVISORY BOARD MEETING**

Virtual meeting only 5:30 PM

[https://juneau.zoom.us/j/96420025846?](https://juneau.zoom.us/j/96420025846?pwd=MW50ZjNaU1RNWEtPbkxXM2gwSGRSQT09)

Meeting ID: 964 2002 5846

Password: 121404

May 27, 2020

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
  - A. Draft January 9, 2020 meeting minutes
- V. Public Participation on Non-Agenda Items**
- VI. Agenda Topics**
- VII. Staff Reports**
  - A. Board seats
  - B. Draft phased opening
  - C. Annual Report
  - D. Letter of support
  - E. Scheduling Policy update
  - F. FY20 Period 10 Revenue Report
  - G. FY20 Period 10 Expenditure Report
- VIII. Committee, Liaison, Board Member Report**
  - A. Juneau Skating Club**
  - B. Juneau Adult Hockey Association**
  - C. Juneau Douglas Ice Association**
  - D. Parks and Recreation Advisory Committee**
- IX. Next Meeting Date**
- X. Supplemental Materials**

## **XI. Adjournment**

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: [city.clerk@juneau.org](mailto:city.clerk@juneau.org)

**Meeting Minutes  
Treadwell Arena Advisory Board (TAAB)  
City & Borough of Juneau  
January, 9, 2020  
City Hall Room 237**

I. **Call to Order:** Call to Order at 5:35pm

II. **Roll Call:**

**Members Present:** Leah Farzin, Jason Soza, Ryan Kauzlarich, Josh Fortenbery, Alexander Smith, Kirk Duncan, Dave Bartlett

**Members Absent:** Bret Connell

**Staff Present:** Lauren Anderson – Treadwell Arena Manager, George Schaaf – Parks & Rec Director

**Public Present:** Blue Shibler – JDHS hockey booster club board member

III. **Approval of Agenda:** Mr. Soza moved to approve the agenda. All in favor.

IV. **Approval of Minutes:** Mr. Soza moved to approve November 12, 2019 draft meeting minutes – no changes.

V. **Public Participation on Non-Agenda Items:** JDHS hockey advocating for more ice time. Junior Varsity team desires more practice ice. Program may change if more ice time is not available. School wants to allow all students to play but would require tryouts if ice time is limited.

VI. **Agenda Topics:**

- A. Allison Eddins - Planner II - Community Development Department (CDD) South Douglas/West Juneau Area Plan
  - 20 year plan for Juneau area, process takes 18-24 months to complete
  - Would like a representative from the Treadwell Board to join the planning committee
  - Meeting on Wednesday January 15, 2020
  - Regular meetings to begin March 3, 2020
- B. Annual Report topic delegation. Potential report presentation to Human Resources Committee (HRC) meeting on Monday, May 18, 2020
  - Draft of each section due by next meeting
  - Reporting on FY17, FY18, & FY19

VII. **Staff Reports:**

- A. January is National Skating Month. Event to be held Friday, January 17 at 6:30-8:00pm
  - Sponsored by the Arena
- B. Draft scheduling policy has been created. Focused on section III. Prioritization of Use
  - Notes from board members due by next meeting
- C. Period 5 Financial Report
  - Reviewed

VIII. **Committee, Liaison, Board Member Report:**

- A. Juneau Skating Club
  - A. Figure skating competition Jan 17<sup>th</sup> in Tacoma, WA
- B. Juneau Adult Hockey Association
  - A. Season starts Sunday, Jan 12<sup>th</sup>. Championship game on April 12<sup>th</sup>.
- C. Juneau Douglas Ice Association

A. Most teams are currently traveling for games. Looking at being more of a club team that does big tournaments down south.

D. Parks and Recreation Advisory Committee

A. No updates

IX. Next meeting Date – **April 9, 2020 at 5:30pm**, preferably City Hall room 237

X. Adjournment: Mr. Soza moved to adjourn at 7:04pm. All in favor.

**Treadwell Arena**  
 COVID-19 Phased Reopening Plan *Draft*  
 Updated: May 22, 2020

	<b>Phase 1 (Closed)</b>	<b>Phase 2 Cement programming June 22-August 15?</b>	<b>Phase 3 Ice Programming July 29-</b>	<b>Phase 4 (Normal Operations)</b>
<b>Guest Capacity</b> Total Facility Capacity = 570	0	50% arena capacity 75 people	50% arena capacity 75 people	100% capacity
<b>Operations</b>	5am – 3pm (M-F)	Limited Hours Wednesday (rentals) & Friday (business sponsored roller skating)	Hours TBA (7 days a week?)	5:30am – midnight (7 days a week)
<b>Amenities</b>				
Outside Entry Way <b>Designating as Entrance only</b>	Closed	Open	Open	Open, no restrictions
Inside Entry Way	Closed	<ul style="list-style-type: none"> <li>• 1 Treadwell staff - Waiver sign, check-in</li> <li>• non-contact body temperature checks with infrared thermometer</li> <li>• Anyone displaying a temperature over 100.0°F should not be allowed entry to the arena and should be directed towards appropriate medical care</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Treadwell staff - Waiver sign, check-in</li> <li>• non-contact body temperature checks with infrared thermometer</li> <li>• Anyone displaying a temperature over 100.0°F should not be allowed entry to the arena and should be directed towards appropriate medical care</li> </ul>	Open, no restrictions
Lobby	Closed	<ul style="list-style-type: none"> <li>• Drop-in allowed roller skating only</li> <li>• Business sponsored skates – prepaid</li> <li>• Socially distanced single seating available for skate/shoe tying (benches removed)</li> <li>• Benches Removed and replace with individual plastic chairs marked 6 feet apart</li> <li>• 6 foot floor markings at front window and skate window and concessions</li> </ul>	<ul style="list-style-type: none"> <li>• Drop-in allowed</li> <li>• Stand-alone Etrak scanner check-in</li> <li>• Credit card scanner needed to reduce customer/staff contact</li> <li>• Socially distanced single seating available for skate tying (benches removed)</li> <li>• Benches Removed and replace with individual plastic chairs marked 6 feet apart</li> <li>• 6 foot floor markings at front window and skate window and concessions</li> </ul>	Open
<b>Designated Exit Only</b> Door near locker room 4	Closed	Open	Open	Closed
Front Office	Closed	<ul style="list-style-type: none"> <li>• 1-2 Staff only</li> <li>• Shield guard required</li> <li>• Advanced payments only online or phone</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2 Staff only</li> <li>• Shield guard required</li> </ul>	Open
Skate Rental Window & Helmets & Gloves (encourage people to bring own)	Closed	<ul style="list-style-type: none"> <li>• 1-2 Staff only</li> <li>• Shield guard required</li> <li>• Disinfect inside and outside of all helmets</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2 Staff only</li> <li>• Shield guard required</li> <li>• Disinfect inside and outside of all skates/helmets</li> <li>• Eliminate borrowing lost and found winter gloves</li> </ul>	Open
Skate Sharpening for public	Closed	<ul style="list-style-type: none"> <li>• Disinfect inside and outside of all skates</li> <li>• Encourage staff to wear gloves</li> <li>• Gassed required</li> </ul>	<ul style="list-style-type: none"> <li>• Disinfect inside and outside of all skates</li> <li>• Encourage staff to wear gloves</li> <li>• Glasses required</li> </ul>	Open
Spectators – see 2 Bleachers		1 spectator allowed in facility per skater/participant ages 8 & under	1 spectator allowed in facility per skater/participant ages 8 & under	
Concession Room	Closed	Open?? <ul style="list-style-type: none"> <li>• Shield guard required</li> </ul>	Open?? <ul style="list-style-type: none"> <li>• Shield guard required</li> </ul>	Open

1 Bleachers (closest to Lobby) used for additional seating for skating tying & used as additional hockey benches)	Closed	Open <ul style="list-style-type: none"> <li>• lowest bench marked 6 feet social distancing</li> <li>• skate/shoe tying location</li> <li>• additional hockey bench</li> <li>• May need to offer upper bleachers for spectators</li> </ul>	Open <ul style="list-style-type: none"> <li>• lowest bench marked 6 feet social distancing</li> <li>• skate tying location</li> <li>• additional hockey bench</li> <li>• May need to offer upper bleachers for spectators</li> </ul>	Open
2 Bleachers (middle set) <b>Spectators only</b>	Closed	<ul style="list-style-type: none"> <li>• 1 spectator allowed in facility per skater/participant ages 10 &amp; under</li> <li>• Seating marked 6 feet social distancing</li> </ul>	<ul style="list-style-type: none"> <li>• 1 spectator allowed in facility per skater/participant ages 10 &amp; under</li> <li>• Seating marked 6 feet social distancing</li> </ul>	Open
3 Bleachers (closest to Zam garage) used as additional hockey benches)	Closed	Open <ul style="list-style-type: none"> <li>• lowest bench marked 6 feet social distancing</li> <li>• skate/shoe tying location</li> <li>• additional hockey bench</li> <li>• May need to offer upper bleachers for spectators</li> </ul>	Open <ul style="list-style-type: none"> <li>• lowest bench marked 6 feet social distancing</li> <li>• skate tying location</li> <li>• additional hockey bench</li> <li>• May need to offer upper bleachers for spectators</li> </ul>	Open
Arena - boards surrounding 85 X 200 (cement/ice)	Closed	<ul style="list-style-type: none"> <li>• Free business sponsored roller skating</li> <li>• 30 skaters max</li> <li>• No more than 75 people in facility skaters/participants</li> </ul>	<ul style="list-style-type: none"> <li>• See programming</li> <li>• 30-50 skaters max</li> </ul>	Open
Guest & Home Benches might need to extend and/or overflow seating on lower benches in bleachers near lobby and zam garage	Closed	<ul style="list-style-type: none"> <li>• Open - marked 6 feet social distancing</li> <li>• Disinfect after each session</li> </ul>	<ul style="list-style-type: none"> <li>• Open - marked 6 feet social distancing</li> <li>• Disinfect after each session</li> </ul>	Open
Score box	Closed	Closed	<ul style="list-style-type: none"> <li>• 1 person in box per session</li> <li>• JSC/freestyle – playing music</li> <li>• Hockey scorekeeper</li> </ul>	Open
Zam Garage	Closed	Closed to public	Closed to public	Closed to public
<b>Locker Rooms</b>	Closed	Closed	Closed <ul style="list-style-type: none"> <li>• Must “home dress”</li> </ul>	Open, no restrictions
<b>Restrooms</b>	Closed	Open	Open	Open
<b>Family Bathroom</b>	Closed	Open if necessary – need to request key	Open if necessary – need to request key	
<b>Family Bathroom – borrowed hockey gear</b>	Closed	Gear not available	Gear not available	
<b>Facility Rentals</b>	No	Yes	Yes	Yes
<b>Programs</b>				
Open Skating	No	<ul style="list-style-type: none"> <li>• Business sponsored roller skating Friday’s</li> <li>• 30-50 skaters max</li> <li>• Will need to monitor numbers as they enter facility</li> <li>• Staff enforcing social distancing</li> </ul>	<ul style="list-style-type: none"> <li>• 30-50 skaters max</li> <li>• Will need to monitor numbers as they enter facility</li> <li>• Staff on ice to enforce social distancing</li> </ul>	Yes
Pond Hockey	No	No	<ul style="list-style-type: none"> <li>• 20 skaters max</li> </ul>	Yes, no restrictions

			<ul style="list-style-type: none"> <li>• Will need to monitor numbers as they enter facility</li> </ul>	
Stick N' Puck		No	<ul style="list-style-type: none"> <li>• 20 skaters max</li> <li>• Will need to monitor numbers as they enter facility</li> </ul>	
Freestyle		No	<ul style="list-style-type: none"> <li>• 20 skaters max</li> <li>• Will need to monitor numbers as they enter facility</li> </ul>	
Juneau Skating Club (JSC)	Closed	Yes	<ul style="list-style-type: none"> <li>• Following US Figure Skating guidelines</li> <li>• Stagger skaters on and off ice</li> <li>• Allowed in facility 15 minutes before and after ice time</li> <li>• LTS – discourage beginner classes?</li> <li>• Synchro?</li> </ul>	
Juneau Douglas Ice Association (JDIA)	Closed	Yes	Following USA Hockey guidelines	
Juneau Adult Hockey Association (JAHA)	Closed	Yes	Following USA Hockey guidelines	
Private rentals	Closed	Yes	<ul style="list-style-type: none"> <li>• 30-50 skaters max</li> <li>• Will need to monitor numbers as they enter facility</li> </ul>	
<b>Staff</b>				
Schedule	<ul style="list-style-type: none"> <li>• Skeleton crew (2 full-time employees)</li> <li>• PTL Staff on annual seasonal leave</li> <li>Liberal leave policy in effect</li> </ul>	<ul style="list-style-type: none"> <li>• Skeleton crew (up to 2 full-time employees)</li> <li>• Part-time staff as needed; not to exceed 15 hours per week</li> <li>• non-contact body temperature checks with infrared thermometer</li> <li>Liberal leave policy in effect</li> </ul>	<ul style="list-style-type: none"> <li>• Full staffing (usually 2-3 staff) depending on session</li> <li>• May need to increase for cleaning and check-ins</li> <li>• Part-time staff as needed; not to exceed 15 hours per week</li> <li>• non-contact body temperature checks with infrared thermometer</li> <li>Liberal leave policy in effect</li> </ul>	Full staffing
PPE & Cleaning	<ul style="list-style-type: none"> <li>• Not needed while closed to the public.</li> <li>• Face covering recommended if conversing with other staff (ie building maintenance, contractor, etc)</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to wear cloth face coverings at all times</li> <li>• Wash hand every 60 minutes</li> <li>• Encourage glove wearing when handling money and skates</li> <li>• Follow state and CDC guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to wear cloth face coverings at all times</li> <li>• Wash hand every 60 minutes</li> <li>• Encourage glove wearing when handling money and skates</li> <li>• Follow state and CDC guidelines</li> </ul>	Follow state and CDC guidelines
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• Normal periodic maintenance</li> <li>• Closure projects</li> </ul>	<ul style="list-style-type: none"> <li>• Normal periodic maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Normal periodic maintenance</li> </ul>	Normal periodic maintenance
	•			

## Risk Metrics

	<b>Epidemiology</b>	<b>Health Care Capacity</b>	<b>Public Health Capacity</b>
<b>Move from Phase 1 to Phase 2</b>	<p>Ability and capacity to screen and test widely.</p> <p>Cases trending downwards for an extended period (approximately 28 days).</p> <p>COVID/PUI hospitalization rate trending down for an extended period (approximately 28 days).</p>	<p>Ability/capacity (beds, ICU beds, ventilators, staff) to meet anticipated case surge</p> <p>Sufficient PPE for all healthcare workers and first responders.</p>	<p>All positive cases interviewed</p> <p>All contacts monitored</p> <p>Symptomatic contacts get tested within 24 hours.</p>
<b>Move from Phase 2 to Phase 3</b>	<p>Ability and capacity to screen and test widely.</p> <p>Cases trending downwards for an extended period (approximately 42 days).</p> <p>COVID/PUI hospitalization rate trending down for an extended period (approximately 42 days).</p>	<p>Ability/capacity (beds, ICU beds, ventilators, staff) to meet anticipated case surge</p> <p>Sufficient PPE for all healthcare workers and first responders.</p>	<p>All positive cases interviewed</p> <p>All contacts monitored</p> <p>Symptomatic contacts get tested within 24 hours.</p>
<b>Move from Phase 3 to Phase 4</b>	<p>Widespread community transmission is no longer present in the CBJ.</p>		<p>Individual cases are identified, traced and isolated.</p>



# GL Commitment Analysis Report

GL298 Date 05/22/20

Company 1 City and Borough of Juneau USD  
 GL Commitment Analysis Report - Commitment Analysis  
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Time 19:52

Acct Unit	209460801	RSA P&R Treadwell Arena	Budget 100	2020 Production Budget		
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance
005100 0000	0.00	0.00	0.00	0.00	4,500.00-	4,500.00-
Vacancy factor	261,512.36	0.00	0.00	261,512.36	309,720.00	48,207.64
Salaries	8,467.25	0.00	0.00	8,467.25	3,500.00	4,967.25-
005111 0000	26,028.35	0.00	0.00	26,028.35	0.00	26,028.35-
Overtime	127,233.48	0.00	0.00	127,233.48	158,420.00	31,186.52
Accrued leave	10,200.00	0.00	0.00	10,200.00	10,200.00	0.00
Benefits	205.94	0.00	0.00	205.94	500.00	294.06
Workers compensation	4,762.67	0.00	0.00	4,762.67	4,300.00	462.67-
005201 0000	5,270.11	0.00	0.00	5,270.11	5,900.00	629.89
Mileage	555.36	0.00	0.00	555.36	100.00	455.36-
005202 0000	1,748.06	1,500.00	0.00	3,248.06	3,700.00	451.94
Travel and training	50,550.50	0.00	0.00	50,550.50	58,300.00	7,749.50
Telephone	55,738.19	4,909.46	0.00	60,647.65	71,100.00	10,452.35
005310 0000	2,082.68	0.00	0.00	2,082.68	2,800.00	717.32
Printing	1,484.15	0.00	0.00	1,484.15	1,700.00	215.85
Periodicals	6,110.16	0.00	0.00	6,110.16	6,100.00	10.16-
Advertising	97,200.00	0.00	0.00	97,200.00	97,200.00	0.00
Electricity	11,063.39	0.00	0.00	11,063.39	6,100.00	4,963.39-
Fuel oil & propane	19,600.00	0.00	0.00	19,600.00	19,600.00	0.00
005334 0000						
Refuse disposal						
005335 0000						
Water service						
005336 0000						
Wastewater service						
005343 0000						
Building maint division charges						
005361 0000						
Fleet equipment maintenance						
005362 0000						
Fleet replacement reserve						

# GL Commitment Analysis Report

GL298 Date 05/22/20

Company 1 City and Borough of Juneau USD  
 GL Commitment Analysis Report - Commitment Analysis  
 1 - 10

Page

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Time 19:52

Acct Unit	209460801	RSA P&R Treadwell Arena	Budget 100	2020 Production Budget			
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance	
005370 0000	6,600.00	0.00	0.00	6,600.00	6,600.00	0.00	
Spec & Prop							
005375 0000	2,700.00	0.00	0.00	2,700.00	2,700.00	0.00	
General Liab, Auto & EE Pract Ins							
005380 0000	522.51	0.00	0.00	522.51	500.00	22.51-	
Dues and subscriptions							
005390 0000	4,660.73	0.00	0.00	4,660.73	1,800.00	2,860.73-	
Contractual services							
005399 0000	2,906.90	0.00	0.00	2,906.90	7,000.00	4,093.10	
Bank card fees							
005480 0000	832.73	0.00	0.00	832.73	1,500.00	667.27	
Office supplies							
005481 0000	0.00	0.00	0.00	0.00	1,000.00	1,000.00	
Postage and parcel post							
005485 0000	697.85	0.00	0.00	697.85	2,500.00	1,802.15	
Inventory							
005490 0000	24,855.05	1,804.85	0.00	26,659.90	25,000.00	1,659.90-	
Materials and commodities							
005491 0000	38.62	0.00	0.00	38.62	400.00	361.38	
Safety programs and equipment							
005498 0000	200.00	0.00	0.00	200.00	200.00	0.00	
Minor software							
007005 0000	325.00-	0.00	0.00	325.00-	0.00	325.00	
Reimbursable Expense - External							
Acct Unit Total	733,502.04	8,214.31	0.00	741,716.35	803,940.00	62,223.65	
	733,502.04	8,214.31	0.00	741,716.35	803,940.00	62,223.65	
Company Total	733,502.04	8,214.31	0.00	741,716.35	803,940.00	62,223.65	
Report Total							