

Parks and Recreation Advisory Board
Halley Park Board Room
December 8, 2016

The meeting of the Parks and Recreation Advisory Board was called to order at 5:30 pm on Thursday, December 8, 2016 with the following members present: Chairman Nick Stroot, Karen Olson, Chuck Tinant, Shon Hanczyc, Greg Oleson, Domico Rodriguez and Rick Askvig. The following members were absent: None. Also present were Alderman Jason Salamun, Parks and Recreation Director Jeff Biegler, Parks Division Manager Lon Van Deusen, Urban Forester Andy Bernard, Parks Maintenance Chief Scott Anderson, Aquatics Specialist Barb Iwan-Limbo, Landscape Designer Alex DeSmidt, Recreation Specialist Kristy Lintz, Administrative Secretary Amy Graves and Administrative Coordinator Jeri Taton.

Public Comment

Karen Olson congratulated the Police Department on the new police car that included beautiful Native American art work. It is a very beautiful vehicle. The art is superb and Olson stated that the idea of sharing Native American art in this form is a very good idea.

Minutes

Motion was made by Olson seconded by Tinant and carried to approve the Advisory Board Minutes of November 10, 2016 as presented.

Agenda

Motion was made Askvig seconded by Olson and carried to approve the agenda as presented.

Liaison Reports

Bernard reported that it is pretty quiet for the Urban Forestry Division this month.

Alderman Jason Salamun stated that he appreciates the volunteers serving on the Parks and Recreation Advisory Board. He added that the Board has done a great job and should be commended. He added that he is pleased to be part of this board and sees the dedication and efforts put forth. The Parks and Rec Board members are very active and care about the issues facing the city.

Special Event Permit Process

Biegler explained that city staff members from the Parks & Rec Office, the Police Department, the City Attorney's office and the Civic Center have been working to consolidate the special event permits for all activities in the city. Going forward, all special events will be handled by the Parks & Recreation Department and applications will be routed to other departments that will be affected.

Recreation Specialist Kristy Lintz explained that in the past a special event application was basically information gathered for our department so that staff would know what is going on in the park system. Some events would request resources from the Parks Dept. to assist with their event. Beginning in 2017 there will be a fee associated with a special event permit. From a permit standpoint this process will include community wide events like Hills Alive all the way down to 5K walks and runs. In 2016, the Parks and

Recreation Department issued 110 permits for special events and the Police Department assisted with 123 events.

Biegler added that this will be a departure from the way permits have been handled in the past. Now there will be lead time required for the application to be submitted prior to the event so that all the city-wide approvals can be obtained for various components of the event. Staff will be flexible with the 90 day lead time requirement for the first year since this is a new procedure for everyone. Biegler stated that the new procedure will ultimately be better for customers and the City departments involved with the events.

Lintz added that the process will also formalize the requirement that all event organizers will be required to provide proof of event insurance with the City listed as an additional insured. Waivers from this requirement will no longer be available.

Olson asked about the Special Event Committee that will be formed to review the applications. Lintz explained that the Committee will consist of representatives from various city departments who will be dealing with the event. We may also look at including representatives from Main Street Square and other large stake holders. Stroot expressed concern about non-city entities having voting capability on the approval committee. Lt. Mark Eisenbraun from the Police Dept. explained that Committee members would be city staff. Other individuals who manage special events may be asked to participate.

Salamun asked about the communication plan for this process. Lintz explained that our initial intent is to send a letter to current users and organizations that have events annually. The letter will give all the details about the new process. We also plan to do a PR campaign to let the public know that there is a permit required for events scheduled in the park system and other public areas in the City.

Police Chief Karl Jegeris stated that many city staff members have been working on this for some time. From the Police Department perspective, he believes this is a good idea. Many times police staff has acted as event planners and this is outside of the department's mission. Having a standard process in place will provide for events in the community which have been increasing each year. This shows that Rapid City is a vibrant community which continues to grow.

Motion was made by Askvig seconded by Tinant and carried to recommend that the Special Event process and application be approved.

Urban Wildlife Committee

Motion was made by Olson seconded by Hanczyc and carried to re-appoint Jim Good to the Urban Wildlife Committee for a three year term to expire on December 31, 2019.

Deer Management Plan

Motion was made by Olson seconded by Hanczyc and carried to add the report on the deer management plan to the Advisory Board agenda.

Biegler explained that City staff conducted the annual deer trend survey last October and the results of the survey were sent to the SD Game, Fish & Parks Department.

Based on that information, GF&P recommends that 100 deer be harvested in the 2016-2017 season. Van Deusen added that the Sportsmen Against Hunger organization has agreed to provide \$1,000 toward the cost of processing the deer. The meat will be donated to the local food pantry. The Sportsmen's Club will also provide \$1,000 to assist with the cost of processing the deer. Motion was made by Olson seconded by Rodriguez and carried to recommend that the City harvest 100 deer in 2016-2017, based on the recommendation of the SD Game, Fish & Parks Department.

Beautification Committee

The next item on the agenda was appointments to the City's Beautification Committee. DeSmidt commended Steve Doshier for his service on the Beautification Commission. He added that without Steve the City might not have a Beautification Committee. Steve has been very instrumental in all beautification efforts throughout the City. Motion was made by Tinant seconded by Olson and carried to re-appoint Steve Doshier to the Beautification Committee for a three year term to expire in December, 2019.

It was noted that additional members are needed for the Beautification Committee, the Urban Wildlife Committee and the Urban Forestry Board. Staff will prepare a notice seeking persons interested in these organizations.

Central States Fair Land Use Agreement

Biegler explained that the City has met with representatives from the Fair Board relative to the proposed land use agreement for properties around the fairgrounds. A previous land use agreement covered several smaller pieces of property which are used for parking during the annual fair, but the agreement expired. The Agreement being considered at this time includes those parcels as well as the larger area known as the Polo Grounds. The document has been submitted to the Fair Board for review and we are waiting for their comments. This item will be on the Advisory Board agenda in January.

Founders Park North

DeSmidt explained staff would like more time to review items in the Founders Park North project plan and indicated that this item will be moved to the agenda for the meeting in January.

Pledge of Allegiance

Askvig stated that since the Advisory Board meetings are open to the public he feels we should recite the Pledge of Allegiance before all meetings. Motion was made by Oleson seconded by Tinant and carried to say the Pledge of Allegiance prior to all meetings of the Parks and Recreation Advisory Board.

Director's Report

Biegler noted that golf passes for Meadowbrook and Executive golf courses are currently on sale. Passes can be purchased for 10% off the 2017 price through December 31st. Also, the BH Figure Skating Club and Roosevelt Ice Arena are presenting the Winter Ice Show on Friday and Saturday, December 9th and 10th. The Racers will host a swim meet at the Swim Center this same weekend, so parking will be at a premium.

Van Deusen reported that Parks staff has completed the Christmas decorations for 2016 and hopes everyone will enjoy them. Lights were installed in the downtown area as well as Wilson and Halley parks. Tree and stump removal continues as the weather permits. Van Deusen stated that most of the remaining stumps are from Winter Storm Atlas. The ice rink in Wilson Park has been flooded and outdoor skating should be available soon.

Biegler added that the Department will be involved with the following projects that were approved as part of the City's Vision Program:

1. Shade Structures at Sioux Park Tennis Courts
2. ASA Softball Complex Restroom/Concession Building
3. Rushmore Little League Security Lighting

Biegler also reported that the LNI Welcome Banner has been installed and the City Council approved a three year contract for fireworks displays beginning in 2017.

Biegler informed the Board the long-time Parks Division Manager Lon Van Deusen will be retiring at the end of the year after 41 years of service to the city. A retirement party is planned for Wednesday, December 21st from 2:00-3:30 at the Parks and Recreation Office and the Board members are invited to attend.

As there was no further business, the meeting adjourned at 6:30 PM.