

Parks and Recreation Advisory Board
Rapid City Swim Center Conference Room
August 5, 2004

The Advisory Board meeting was called to order at 4:30 PM on Thursday, August 5, 2004, with the following members present: Wes Storm, Van Lindquist, Tom Allen and Council Liaison Tom Johnson. Also present were Park & Rec Director Jerry Cole and Administrative Assistant Jeri Lynn.

Director Cole explained that a binder was prepared for each Advisory Board member. It includes copies of the minutes, the ordinance creating the Parks and Recreation Advisory Board and a place for the bylaws and monthly reports once they are finalized and/or submitted. The binder also includes a booklet describing duties and experiences of Park and Rec Advisory Boards from the National Recreation and Parks Association, as well as a Code of Ethics for Board members to consider.

Cole asked and the Board agreed to **acknowledge the minutes** of the March 16 and May 10, 2004 Advisory Board meetings.

The next item on the agenda was **election of a Chairman and Vice Chairman**. Storm nominated Van Lindquist for the office of Chairman, said term to run through the end of 2004; second by Allen. Upon vote being taken, the motion carried with Lindquist voting no.

Storm nominated Tom Allen for the position of Vice Chairman, said term to run through the end of 2004. It was noted that Lindquist was the Chairman and as such could not second a motion. Allen agreed to serve as Vice Chairman.

The next item of business for the Advisory Board was to establish a **monthly meeting date**. It was the consensus of those present that the Park & Rec Advisory Board would meet on the First Thursday of each month, at 4:30 P.M. in the Swim Center Conference Room. Lindquist requested that staff contact board member Sherri Zimmer relative to the starting time for the meeting. If 5:00 will work better for her, the meetings will begin at 5:00. If not, they will start at 4:30. (Secretary's Note: Zimmer indicated 4:30 would be fine with her.)

Staff submitted proposed **Bylaws for the Advisory Board** to consider. Lindquist expressed concern about the duplication of duties between the Advisory Board the CIP Park & Rec Subcommittee. Cole noted that he had similar concerns and suggested that the committee structure be modified so that the CIP subcommittee was under the Park and Rec Advisory Board. He has done some research on how the Subcommittee was formed and there doesn't seem to be a problem with changing the format. The subcommittee was formed to oversee any park and recreation capital project. It expanded to reviewing programs and other issues. The advisory board was established to over see the entire spectrum of parks and recreation. Lindquist added that the duties of the subcommittee expanded because of requests from the city council, not the

subcommittee itself. If the committee structure is modified, recommendations on projects and priorities would begin with the Subcommittee, go through the Advisory Board, and then be presented to the CIP Committee for consideration. Cole noted that he would begin the process to change the committee structure and submit it to the Legal & Finance Committee and City Council for consideration.

Lindquist suggested the following changes to the Bylaws:

1. Add "or cause to be" when discussing duties of the Chairperson or Vice Chairperson.
2. Make sure the election of officers date is the same in the Bylaws and Operating Procedures.
3. When amending the bylaws, there should be a time sequence spelled out (proposal submitted at least two weeks prior to the Advisory Board meeting.)

Lindquist also suggested that a paragraph be added to the Advisory Board Operating Procedures that outlines the Advisory Board's interaction with the Subcommittee. Cole explained that he envisions the Subcommittee being similar to the Golf Subcommittee. They are a standing committee that reports to the Advisory Board and they will exist until they are no longer needed. He added that the Advisory Board has the authority to create other committees as they see fit.

Cole suggested that the board members review the proposed bylaws and operating procedures to see if they can identify any problems with changing the committee structure. This item can be discussed again at the next meeting.

Cole submitted the **June 2004 Director's Report** for the Board's review. The monthly report compares revenue and expense information for recreation, ice arena, swimming pools, and the city golf courses on a monthly and year-to-date basis for 2003 and 2004. Cole went through the numbers with the Board noting that he intends to give information that will show where the Department is, where we have been, and where we are going. As additional information is available, other categories will be added that will give information on the number of people using the City's park system and recreation programs and facilities. It is intended that this information be made available to the Advisory Board and City Council so they can make good decisions for Park and Recreation, based on current information. The June 2004 report is available in the Park and Recreation Office for review. Cole added that the monthly report will typically be submitted in a condensed format with a detailed report made two or three times per year.

Johnson encouraged staff and the Board to **market the swim center** and other facilities so that the use and revenue doesn't go flat as it did with the ice arena during its second year of operation. Cole explained that he will be presenting a resolution to the Legal & Finance Committee next week requesting authorization to do special promotions and marketing for the facilities as well as doing special pricing at certain facilities to

encourage use as well as the purchase of annual passes. He also has ideas for dual activities between the ice arena and swim center which he will submit in the near future. Cole added that most of the funding for promotion and marketing was removed from the 2004 budget. Johnson stated that he will be an advocate to get that action reversed. There was discussion about combination passes between the ice arena and swim center. Storm suggested that the golf courses be added to the discussion on combination passes.

Cole noted that there is no budget for the **Parks & Recreation administrative function** in 2004. The Council is aware of this and has agreed to transfer funding from the Council contingency fund if necessary later in the year. He is hoping to absorb some of these costs into the other division budgets. Also, the Parks Department has absorbed the additional task of mosquito control throughout the city. The Council has identified funding in the amount of \$27,076 in contingency (\$13,508) and grant (\$13,508) funds that will be added to their budget to cover these costs. That funding does not currently show up in the budgeted amount for the Parks Division.

Johnson asked how the **golf courses** are managed. Cole explained that the Golf Pro is under contract to the city. Under the current contract, the Pro gets a percentage of the range revenue, cart revenue, and an annual allotment of \$120,000. The Pro is also responsible for front desk and range staff and course marshals. Cole indicated that the current contract expires at the end of 2004. He is proposing to change the contract to make the employees at the course city employees and pay the Golf Pro approximately \$46,030 per year. The proposed changes will be a wash as far as revenue is concerned, but will give the city more control over how the courses are managed. The City will be able to deal with manpower issues at several locations that currently we cannot.

Cole also submitted a list of the outstanding loans which are being paid by the golf enterprise fund. The first is a \$220,000 loan which was provided in 2002 to assist with building the new club house at Meadowbrook. That loan requires an annual payment of \$29,891 through 2013. The second is a no-interest loan made in 2003 in the amount of \$65,000 to cover operating costs. This loan is being repaid with an annual payment of \$16,250 through 2007. The third loan is for the newly constructed cart barn. The loan requires a monthly payment in the amount of \$1,614.76 and is currently structured to be paid off in 2017. Cole also indicated that the enterprise fund is charged \$40,000 in 2004 and \$30,000 in 2005 and 2006 to pay the YMCA to operate LaCroix golf course. He doesn't feel this should be charged to the golf enterprise fund since the city receives no revenue from that facility. Storm indicated that the clubhouse loan is being repaid from the development fee. He added that the cart barn was not completed until the end of May which was after the deadline for keeping carts at other facilities. He anticipates that some golfers will be moving their carts to the city's cart barn next season which will generate additional revenue. Storm also noted that the cart barn loan was negotiated so that the city could take it over in 2007. If that happens, it could provide a lower interest rate on the remaining balance.

Johnson stated that he feels it is incumbent upon golf course management to make sure that revenues meet expenses. However, he doesn't feel it is fair to make the enterprise fund pay for prior year costs or for a facility where no revenue is generated. He will push to make a change so that these two expenses are not paid from the enterprise fund.

Johnson asked what entity will be responsible for addressing the issue of **acquiring park land and necessary infrastructure**. Cole noted that the Advisory Board would be the entity to address that issue. He added that his staff will be conducting a comprehensive plan for the city's park system which will include town meetings, public input and a strategic planning process for the park and recreation programs. He intends to begin this process in the fall of 2004. The Advisory Board will then be charged with making value judgments on the projects that come through that process.

Cole explained that the **Sports Facility Grant Program** was approved by the CIP Committee and the City Council. At the present time Rushmore Little League is filling out a grant application for an irrigation system which will serve as the test case for this program. That application will be presented to the Subcommittee and to the Advisory Board for consideration and then forwarded to the CIP Committee. The CIP Committee has set aside \$50,000 each year for the sports facilities in the community. Currently these facilities are leased out and they are not getting the maintenance they require and some of them are going downhill or need major projects done. Cole indicated that he has received good feedback from the community on this program.

Cole noted that the **2012 Process** has changed somewhat from previous years. The Council has established three categories for projects: 1) Economic Development (25%) 2) Municipal Infrastructure (50%), and 3) Civic Improvements (25%). Each category will have a committee appointed to review applications that are submitted. Cole urged the Advisory Board to think about the second phase of the Roosevelt Park project which was cut from the last round of 2012 projects (gymnasium, outdoor pool, second sheet of ice, meeting rooms, etc.). The question is who should present the project to the 2012 Committee. Johnson suggested that the Advisory Board approach the Mayor or Council to see who the appropriate body is to present this project. He would certainly like to see Roosevelt Park finished just as Canyon Lake Park and Sioux Parks would be completed. Johnson stated it is better to complete one entire project rather than leave it unfinished and start new projects.

As there was no further business, the meeting adjourned at 6:00 P.M.