

Parks and Recreation Advisory Board  
Rapid City Swim Center Conference Room  
September 2, 2004

The Advisory Board meeting was called to order at 4:30 PM on Thursday, September 2, 2004, with the following members present: Chairman Van Lindquist, Vice Chairman Tom Allen, Wes Storm, Sherri Zimmer and Hugh Welsh. Also present were Park & Rec Director Jerry Cole, Administrative Assistant Jeri Lynn, Phyllis O'Connor, Gena McNabb and Denise Hollenbeck.

Motion was made by Storm, seconded by Allen and carried to approve the minutes of August 5, 2004.

Lindquist asked for any additions or changes to the Agenda. Cole requested that a Golf Report be added to the agenda prior to the Director's Report. The agenda was accepted, as modified.

Star of the West Sports Complex

Gena McNabb and Denise Hollenbeck were present to discuss the playground equipment at the **Star of the West Softball Complex**. Director Cole explained that approximately three weeks ago, he met with representatives of the softball association and sent them a letter stating that the playground equipment installed at the Star of the West complex had to be removed because it does not meet requirements as outlined in the playground equipment report that was done in 2003. McNabb explained that once the playground sets are removed, as well as the steel sets that were installed approximately eleven years ago, all that will be left is two monkey bar structures. She reported that approximately 2,500 players and their families use this facility on a daily basis during the summer. It is important that we have playground equipment for the kids. If we don't, they will be causing mischief in the bathrooms and damaging the facility. McNabb indicated that to get a fairly good sized playground set will cost in the neighborhood of \$30,000 which is a lot of money for a non-profit organization. They are looking for funding to assist them in replacing the playground equipment. They are also looking for financial assistance to replace the sprinkler system which has never worked properly. The softball association spends approximately \$25,000 per year in repairs to operate the sprinkler system. She also reported that four of the fields are now on timers which is good from a maintenance standpoint, however, it causes problems with the city's watering restrictions. The Association also spends approximately \$15,000 per year on repairs in the restrooms at the complex. The fixtures are all porcelain and cannot handle the number of people that go through the facility on a daily basis.

Cole explained that he has discussed the grant program with the Softball Association and he feels all three of their issues would fall under the structure of the grant.

Regarding the grant program, McNabb stated that there are a lot of other organizations that also need to have playground equipment renovated or replaced and there is only

\$50,000 available for the entire year. Also, the Softball Association will have a hard time raising \$15,000 in cash to match the grant monies. Cole explained that he intends to have a meeting with anyone interested in applying for grant funding. This will provide an opportunity to answer questions on how to fill out the forms as well as talk about what types of programs would be eligible.

McNabb asked who is responsible to take care of the buildings at the softball complex. Cole explained that the lease for the Star of the West complex indicates that the Association agrees to take care of everything that is not infrastructure. All maintenance on the buildings is the responsibility of the league. The water mains and everything from the back flow preventer to the city's system is the city's responsibility.

Lindquist requested that the Association send a formal communication to the Parks & Recreation Office outlining the maintenance issues at the Star of the West complex. This will create a record so that things don't fall through the cracks. Lindquist also noted that in the past, the City has been able to work out a payment arrangement, depending on the cash flow situation. Perhaps we could enter into an agreement where the city would provide funding for these issues and the Softball Association would agree to pay the city back. This would allow the maintenance projects to go forward.

Lindquist suggested that criteria be established so that when something is replaced in a city facility, use proper replacement parts are used. This would go a long way to prevent future problems. Cole concurred and suggested that city staff review the equipment before it is installed.

### Memorial Dedications

Phyllis O'Connor appeared before the Advisory Board to request that a memorial plaque be placed at one of the tennis courts at Sioux Park in honor of Jeanie Hammerquist who recently passed away. She explained that there are two plaques currently in place at the tennis complex which were placed by the Black Hills Tennis Association in honor of individuals who have done a lot for tennis in the community. O'Connor explained that they would like to have a memorial ceremony for Hammerquist on October 7<sup>th</sup> during the Girls State Tennis Tournament which will be held in Rapid City for the first time since 1979. Lindquist asked how the first two plaques were put up if there is no policy for this type of memorial. Storm indicated that the plaques were put up by the Black Hills Tennis Association. Storm stated that the Board needs to establish a policy for all recreation facilities in the community, including the park system. Cole explained that staff has started the process to prepare a policy, but it will take some time to get everything approved and implemented. Motion was made by Storm and seconded by Zimmer that the City make an exception and allow the Black Hills Tennis Association to install a memorial plaque at the Sioux Park tennis court in honor of Jeanie Hammerquist, and implement a moratorium on all memorials in the park system or city recreational facilities until a policy has been implemented (including golf courses and baseball fields). Cole explained that this recommendation will be presented to the Legal & Finance Committee on Wednesday, September 15<sup>th</sup> and their recommendation will be

forwarded to the City Council on Monday, September 20, 2004. Upon vote being taken, the motion carried unanimously.

### CIP Sub-committee Structure

The next item discussed by the Board was the CIP Sub-committee structure. Cole indicated that he has discussed this issue with the Mayor, several Council members and other department directors. The Sub-committee is an off-shoot of the CIP committee which provides \$500,000 in funding for Parks & Recreation capital improvement projects. As the bylaws and operating procedures were being drafted, it became apparent that it would be possible for there to be conflict between the Sub-committee and the Advisory Board on how this funding should be spent. Options for the sub-committee include: 1) disband; 2) leave it as it is or 3) move under the Parks & Rec Advisory Board. Cole stated that he has discussed this issue with several people and he feels the sub-committee should continue through the end of the year. He would also like a recommendation from the Advisory Board on what they would like the sub-committee to do. Storm indicated that since there is now a Parks & Recreation Director and an Advisory Board who will be in charge of the projects and funding, he doesn't feel it is necessary to have the subcommittee. Welsh concurred noting that it was his understanding that a department director would be hired to replace the sub-committee. Zimmer noted that the current sub-committee has a member from each ward and she would like to see this type of representation continued, as well as representation from the School District. Lindquist stated that he feels there is a possibility for disagreement between the Advisory Board and the Sub-committee under the current structure. However, there are some elements from the sub-committee that we should make an effort to accommodate for the future. We have good representation on that committee from the Officials Group which would give the Advisory Board a private sector link. This relationship should be maintained as well as with the School Board. Lindquist noted that attendance from the School Board representative has been sporadic over the years. Lindquist also noted that when we are talking about future plans, city staff should be involved. Lindquist stated that he would feel comfortable with the sub-committee going away if we can find a way to keep the links in place that we have established with the private sector and the school district. Storm suggested that Mike Kenton be the School District representative because he has a district-wide position dealing with buildings and grounds. Lindquist noted that it could even be a situation where we contact them when there is an issue on the agenda they would be interested in. Regarding representation from each ward, any actions taken by the Advisory Board would be forwarded to the CIP Committee for consideration. The CIP Committee does have representation from each ward. The same is true for the Legal & Finance Committee, the Public Works Committee and the City Council. It was the consensus of the Advisory Board that the Parks & Rec Subcommittee would continue meeting through the end of the year. Motion was made by Zimmer and seconded by Storm to recommend that the functions of the CIP Parks & Recreation Subcommittee be included in the functions of the Parks and Recreation Advisory Board, and to provide for a smooth transition, that for FY2005 we ask for a ward volunteer from the Sub-committee to serve as an ex-officio member of

the Advisory Board while key linkages are created for ex-officio members. Upon vote being taken, the motion carried unanimously.

Zimmer indicated she would present this issue to the Sub-committee and ask for a volunteer to serve on the Advisory Board through the end of FY2005.

### Advisory Board Bylaws

The Advisory Board reviewed the proposed Bylaws. Motion was made by Welsh, seconded by Allen and carried to approve the Bylaws, as presented.

### Advisory Board Operating Procedures

The Board reviewed the proposed Operating Procedures. Lindquist noted that the Board's regular meeting date is the first Thursday of the month which should be added to Page One. Motion was made by Storm, seconded by Allen and carried to approve the Operating Procedures with the addition of the meeting date.

### Golf Report

Storm reported that he and Hugh Welsh met with representatives of the Men's and Women's Golf Associations to discuss general issues relative to the golf courses. There will be a discount at Meadowbrook beginning September 7, 2004 for 18 holes of golf and a cart for \$20. This rate will be available Monday thru Friday in September and all week beginning in October. They also discussed keeping the greens open for play all year rather than going to temporary greens. Staff is preparing a survey to submit to the players for their input on this issue.

Storm also reported that the Golf Pro's contract is being restructured. The changes will be better for the city, give us more control over employees and other issues at the course, and may provide opportunities to save money.

It was also reported that a comprehensive five year plan is being developed for the golf course. This will coincide with the comprehensive plan being developed for the parks and recreation facilities.

### Director's Report

Cole went through the revenues and expenditures for the parks and recreation divisions with the Advisory Board.

The Parks & Recreation Division has started the process to develop a comprehensive plan. Beginning in September staff will market and educate the community that the comprehensive plan is coming. We are currently working on the research and inventory portion of the process; what do we have; how many acres, how many sprinkler systems, drainage areas, etc.

Cole reported that Dan Smith owns property north of Dinosaur Park. He has indicated that he may be in a position to donate a portion of this property to the city if the city will purchase the remaining portion. Cole asked if the Advisory Board wants to recommend entering into negotiations with Smith to purchase the property. Until we begin negotiations, we won't know how much land there is available or what kind of money we are talking about. Motion was made by Storm, seconded by Zimmer and carried to recommend that staff enter into negotiations to purchase property north of Dinosaur Park from Dan Smith.

The proposed 2005 budget is being discussed by the Council. The department heads were directed to submit a budget with no more than a 2% increase from 2004. There is a list of unfunded items that have not been included in the budget at the present time. The department heads have been directed to present items that can be placed on a moratorium list or replaced by the Council with items from the unfunded list. Cole reported that he put vehicles and partial closure of Horace Mann Pool on the cut list. The Council will continue to discuss the budget at their meeting on September 7<sup>th</sup>.

Cole submitted a copy of the Citizen Interest Form which needs to be filled out by individuals interested in serving on any of the 2012 committees. Regarding 2012, Cole asked the Board who they felt should present Parks & Rec items. The Mayor felt that the Advisory Board should make any presentations rather than city staff. Cole also noted that the Board needs to have a discussion on what projects we want to bring forward to the 2012 committee and how they should be prioritized. He indicated that this item should be put on the agenda for discussion at the next Advisory Board meeting.

An application has been submitted to the Growth Management Department to place a cell tower in College Park and one in Meadowbrook Golf Course. Under the current proposal, the tower in College Park would bring in approximately \$10,000-\$15,000 in revenue to the general fund. The actual tower will look like a very tall flag pole and will in fact have a flag on it. The tower at the golf course would also generate approximately \$10,000 to \$15,000 per year and those revenues should go into the golf enterprise fund. Cole indicated that the proposal must go through the public hearing process and he anticipates that there will be petitions submitted against them. Zimmer indicated that these revenues could be used to fund the proposed scholarship program which might make this proposal more digestible to the public.

Cole reported that attendance at the city's outdoor pools was down by approximately 5,000 people in 2004. He submitted information on attendance at each of the pools compared with 2002 and 2003, and the number of days the pools were closed due to the weather.

The next meeting of the Advisory Board will be held on Thursday, October 7, 2004.

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