



Parks, Recreation, & Forestry Advisory Board – AGENDA

Thursday, May 21, 2020 | City Hall – Council Chambers | 7:30 am

Topic: PRFAB Meeting - 4.21.2020

Time: May 21, 2020 07:30 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82966557058>

Meeting ID: 829 6655 7058

Find your local number: <https://us02web.zoom.us/u/kIBXdBu51>

APPROVAL OF AGENDA

APPROVAL OF MINUTES

ITEMS FROM VISITORS (Policy Note: Visitors are limited to 5 minutes of presentation followed by questions)

- John Hauge from Northern Hills Master Gardeners - Community Garden Plan

OLD BUSINESS

Director Items

Board Items

- Q&A on Monthly Staff Update

Rec & Aquatic Center

Park & Forestry

NEW BUSINESS

Board Items

- Forest Service GTR – Coburn

Director Items

- Sports Complex Funding Model
 - Capital Funding
 - Operational Costs

Rec & Aquatic Center

- Re-opening Strategy

Next Meeting – June 18, 2020 7:30 am Council Chambers



Parks, Recreation, & Forestry Advisory Board – AGENDA
Thursday, May 21, 2020 | City Hall – Council Chambers | 7:30 am

- Summer Rec
- Rec Center Childcare

Park & Forestry

- Adopt-A-Park Program Discussion

FYI ITEMS

- Festival in the Park-Postponed

PUBLIC COMMENT

ADJOURNMENT

Next Meeting – June 18, 2020 7:30 am Council Chambers



May Park, Rec and Forestry Advisory Board Update

Director Update:

Exit 8 Rec Path Expansion:

The agreement with SDGFP for the RTP portion has been approved and signed by the Mayor. I sent it back to SDGFP and am awaiting their signatures. I received the Transportation Alternative Grant agreement this week. I will review and I plan to have this on the June 1st City Council meeting for approval. Tonya Vig, Kyle Mathis, and I met for a coordination meeting to move this project forward. Tonya is taking the lead on phase 1 including obtaining easements and MOU's and I will be taking the lead on applying for another \$400,000 TA Grant for phase 2. We plan to have all the appropriate documentation for phase 1 sent to the state by July 7th for them to review plans and try to meet their timeline for bidding the project in 2021.

Rec Path Bridges

Bike Spearfish was able to find old newspaper articles showing the green walk bridge at Salem Park was installed before FEMA existing. This was sent to FEMA to try and leverage them to allow us to keep the walk bridge. Even if FEMA permits us to keep the bridge, City Council will need to decide if they want to keep it in place or not. FEMA has not responded at the time of this letter.

Pickleball Court Project

I have a preconstruction meeting on Friday, May 15th at 2:00 PM with Renner Sports to discuss the final phase of the project. We are mostly finished up with the grading with only a few items left to complete before Renner coming. If Renner can be here on June 1st, they should be able to have the project complete by July 1st. At that point, the concrete takes 30 days to cure and then they will come back and "tension" the concrete. Once that has happened, we will have a couple weeks of finish work and the courts should be open and playable by middle August.

Sports Complex

The final design contract was taken to PW Committee this week and forwarded with a recommendation to approve. It will go to City Council for final consideration on May 18th and if approved will kick off the final design process. Based on the timeline of the proposal, final plans should be done by April of 2021.

Master Planning

Daniel Van Holland, Jayna Watson, Nancy Hall, Lysann Zeller, and I have been meeting weekly on creating a Park and Rec masterplan. I am working on a benchmark analysis that shows how we as a



May Park, Rec and Forestry Advisory Board Update

department compare to the national averages and our local municipalities in regards to acres, staffing, and budget. Park and Rec staff are also working on a SWOT analysis (strengths, weaknesses, opportunities, and threats) for each property within our inventory. The group is also been focusing on creating a public survey that will collect data on current usage, current needs, and future needs. Once the survey is drafted, we will bring it forth to the master planning committee and the PRF Board for recommendations and changes. The board can expect to be much more involved as we move forward with this process.

Budgets

The City's budgeting season has kicked off and I have been busy putting together several different operating budgets for the department. Unfortunately, all the work that was done by the budgeting committee earlier this year maybe for not as sales tax revenues are expected to drop significantly reducing our ability to plan projects in the short term. We are currently working on operating budgets and will move to capital improvement planning in the next few weeks.

COVID-19 Update

The City is returning to somewhat of a normal routine. A re-opening plan is being discussed at the staff level and will be out within the next few days. Rex and I met with staff from the Matthews Opera House to discuss Festival in the Park. Their board voted to cancel the event for July. We gave them three options for a later date. They are looking at holding it in September and locating it either downtown, or at the Black Hills Energy Sports Complex or holding it the first week of October in the City Campground. These options are because the city park is reserved for weddings and other events the entirety of the fall. Large events are not being allowed until at least July 1st and smaller events are working with staff to implement CDC guidelines and social distancing practices to hold their events.

Parks, Rec and Forestry Update

Parks

1. Mowing/String trimming/Garbage
 - a. As weather allows, we continue to mow and string trim all of our parks and rec path with additional help from Water/Sewer, Streets, and Government Buildings.



May Park, Rec and Forestry Advisory Board Update

- b. We have been able to keep up so far, but this has not left us much time to work on anything else.
- c. Sports fields were aerated last week.
- d. Garbage has been picked up in the South District on Mondays/Wednesdays/Fridays and as needed with help from Streets.
- e. Garbage has been picked up in the North District on Mondays/Thursdays and as needed with help from Streets.
- f. Full-time staff will be working staggered schedules starting Memorial Day weekend to ensure that we have staff working the weekends. We will have two full-time staff on Saturdays and Sundays.
- g. Playground disinfecting has been completed, as weather allows, with much of that help coming from Rec Center staff.
- h. All Park Techs have received their Commercial Applicator's Licenses and will be able to supplement the Spray contract that we have for weed control.

Spec Rec

- 1. Mowing is being currently being done by City staff.
- 2. Associations have begun practices and have restrooms available which they are responsible for cleaning and disinfecting.

Campground

- 1. Opened May 1 with limited amenities.
 - a. Restrooms and showers are closed until further notice. Our normal cleaning crew from Northern Hills Training Center is closed through the end of May and will reevaluate June 1.
 - b. Two porta-potties have been placed by the north shower house, one of which is handicap accessible, as well as an outdoor handwashing station.
 - c. Two more porta-potties will be placed near the office for Memorial Day weekend.
 - d. So far we have received no complaints from customers about the lack of amenities and many have expressed satisfaction merely that we are open.



May Park, Rec and Forestry Advisory Board Update

2. New Reservation Kiosks

- a. New reservation kiosks are being constructed to allow for a new check-in procedure that limits face-to-face interactions.
- b. Reservation packets are hung up after reservations are made online and campers pick them up from the kiosks when they arrive.
- c. Has added efficiency to our operations and will likely continue this practice into the foreseeable future.

3. Memorial Day weekend

- a. The campground is full.
- b. Extra staff will be brought in from the Rec Center to help in the office. They have been training for the last few weeks down there.
- c. The Parks Superintendent will be available to come down and help if needed.

Cemetery

1. Mowing being completed by City staff from Parks, Streets, Water/Sewer, and Government Buildings.
2. Memorial Day event planned for Monday, May 25th.
 - a. This will be a scaled-down version of what it normally would be.
 - b. They will play Taps, do a 21 gun salute, and place wreaths near the kiosk.
 - c. Social Distancing practices were put in place by the organizers and attendees will be encouraged to stay in their vehicles.
 - d. The restroom will remain closed.

Other items

1. Volunteer programming
 - a. Working with Legal and HR to develop a plan for citizens wishing to volunteer in the parks.
 - b. Many people have contacted our office wishing to volunteer.



May Park, Rec and Forestry Advisory Board Update

- c. Details will be provided as they become available.
 - d. Hoping to roll out the program in early June.
2. Rotary Park
- a. Meeting next week with Rotary club members to discuss the placement of the new music feature in the park.
 - b. We will also discuss a memorial garden to be placed in the park, honoring former Rotarians.
 - i. The garden will have pollinator-friendly and native plants.
 - ii. Garden will be paid for by the Rotary Club.

Rec and Aquatics Update

Child Care

We have 43 students registered with a daily average the last month of 15-20. We are providing care for children ages 7 months – 12 years. We will be stopping the Free option on May 29th. City Council has directed us to start working on becoming a state-certified daycare to provide care through the summer. The new daycare service will be charged at \$125 per week, or \$35 per day. This service at this time is only open to families currently enrolled in our Daycare and other City staff. Our daycare will be for children 2 and older.

Memberships

Our members will not make their first payment until July 15th. Their March payment will cover them until then. Those that have a paid in full membership will get the same amount of days added to the end of their membership.

Re-Opening Plan

Below is a plan for re-opening the rec center, while continuing to provide child care. We are asking City Council on Monday to consider limited hours for the summer due to limited resources. This topic will also be brought up at the May 21st PRF Advisory Board meeting.



May Park, Rec and Forestry Advisory Board Update

Phase 1: (Monument Health)

- Meet with Monument Health and review our facility for guidance and recommendations to operate as safely as possible moving forward.
- o This meeting is scheduled for Wednesday May 13th at 8:30 am.
- Make any recommended changes or improvements to the facility.
- Ensure all safety protocols recommended are in place.

Phase 2: (Soft opening to members only)

- Open the Lookout Room and Training Room to Members only ages 12 and up.
- Start May 18th weekdays only.
- Modify hours to 5:30am-10:00am, 4:00pm- 7:00pm.
- Limit use to 1.5 hours per member.
- Limit 5 individuals at a time in the weight room and 10 individuals at a time on the walking track per recommendations from Monument Health.
- Encourage social distancing by creating workout pods for members to use.
- Have members enter the building via the water park gate and go to the door near the women's locker room.
- Members would check in at the temporary station in the hallway between the locker rooms.
- Members would choose the pod they prefer from the list of those still available at that time.
- Place cleaning supplies at each pod.
- All staff will wear a mask when dealing directly with a customer.

Phase 3: (Open to all with modified hours and services)

- Start June 1st
- Modify hour to Monday-Friday 5:30am-7:30pm Saturday 8:00am-1pm Sunday Closed.
- Space all fitness equipment in a way that maintains social distancing.



May Park, Rec and Forestry Advisory Board Update

- Do not offer any fitness classes or hourly care services.
- Limit the number of participants in the gymnasium to twenty people with 10 on each court.
- Add signage to walking track area regarding social distancing and the proper distance between each person.
- All staff will wear a mask when dealing directly with a customer.
 - Children ages younger than 12 may attend under the supervision of a parent or guardian.
 - Start charging for childcare services.

Phase 4 (Add some fitness classes)

- Start August 1st.
- Keep all the items in phase 3 in place (if needed).
- Add a limited number of fitness classes.

Phase 5 (New normal)

- Start September 1st
 - Return to normal operating hours Monday-Friday 5:30 A.M.-9:00 P.M. Saturday 8:00 A.M.-6:00 P.M. Sunday 12:00 P.M.-6:00 P.M.
- Keep all social distancing measures, and safety protocols needed in place.
- Offer more fitness classes if there is demand.
- Offer hourly care if there is a demand.

Possible Phases to reopening the Spearfish Rec & Aquatics Center

This document is designed as a guide to reopening and can be modified at any time.

Phase 1: (Monument Health)

- Meet with Monument Health and review our facility for guidance and recommendations to operate as safely as possible moving forward.
 - o This meeting is scheduled for Wednesday May 13th at 8:30 am.
- Make any recommended changes or improvements to the facility.
- Ensure all safety protocols recommended are in place.

Phase 2: (Soft opening to members only)

- Open the Lookout Room and Training Room to Members only ages 12 and up.
- Start May 18th weekdays only.
- Modify hours to 5:30am-10:00am, 4:00pm- 7:00pm.
- Limit use to 1.5 hours per member.
- Limit 5 individuals at a time in the weight room and 10 individuals at a time on the walking track per recommendations from Monument Health.
- Encourage social distancing by creating workout pods for members to use.
- Have members enter the building via the water park gate and go to the door near the women's locker room.
- Members would check in at the temporary station in the hallway between the locker rooms.
- Members would choose the pod they prefer from the list of those still available at that time.
- Place cleaning supplies at each pod.
- All staff will wear a mask when dealing directly with a customer.

Phase 3: (Open to all with modified hours and services)

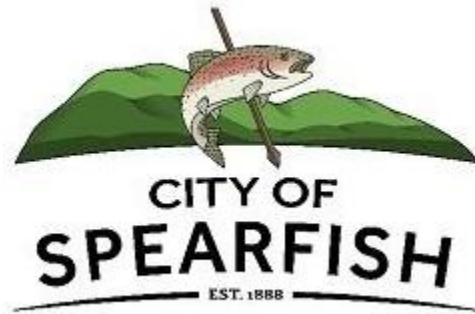
- Start June 1st
- Modify hour to Monday-Friday 5:30am-7:30pm Saturday 8:00am-1pm Sunday Closed.
- Space all fitness equipment in a way that maintains social distancing.
- Do not offer any fitness classes or hourly care services.
- Limit the number of participants in the gymnasium to twenty people with 10 on each court.
- Add signage to walking track area regarding social distancing and the proper distance between each person.
- All staff will wear a mask when dealing directly with a customer.
- Children ages younger than 12 may attend under the supervision of a parent or guardian.
- Start charging for childcare services.

Phase 4 (Add some fitness classes)

- Start August 1st.
- Keep all the items in phase 3 in place (if needed).
- Add a limited number of fitness classes.

Phase 5 (New normal)

- Start September 1st.
- Return to normal operating hours Monday-Friday 5:30 A.M.-9:00 P.M. Saturday 8:00. A.M.-6:00 P.M. Sunday 12:00 P.M.-6:00 P.M.
- Keep all social distancing measures, and safety protocols needed in place.
- Offer more fitness classes if there is demand.
- Offer hourly care if there is a demand.



Adopt-A-Park Program

Parks and Recreation Department 420 Canyon Street, Spearfish, SD 57783 605.717-1142

About Adopt-A-Park

The City of Spearfish Department of Parks and Recreation is developing the Adopt-A-Park Program to give citizens an opportunity to volunteer in our city parks. Volunteer time spent doing upkeep, cleaning, maintenance and beautification helps to provide a safer, more beautiful park experience for the entire community. The City of Spearfish's Adopt-A-Park program creates a powerful partnership between the citizens of Spearfish and the Parks and Recreation Department. This partnership allows valuable communication and feedback which results in cleaner, safer and more user friendly parks in the community.

Program Guidelines:

- ♣ Parks are adopted on a first-come, first serve basis.
- ♣ More than one group or individual may adopt the same park depending on its size and the types of projects and maintenance that are needed at that location. While the Parks Division will do its best to match groups to the park/area they are most interested in, final placement decisions are determined by the Department of Parks and Recreation.
- ♣ All volunteers under age 18 must be supervised by a responsible adult.
- ♣ The City's Parks and Recreation Department will create a sign identifying the volunteers/group which will be placed in their adopted park as recognition of their time, effort and dedication to keeping Spearfish's parks clean and safe. Signs will be placed after volunteers have completed their year-long adoption.

How the Program Works

Interested groups or individuals should fill out an Adopt-a-Park Application and submit it to the Spearfish Parks Division. They will then meet with a representative of the Parks and Recreation Department to discuss the area to be adopted and the expectations from the City and the volunteers.

We'd like to Adopt-a-Park – What's Next?

1. Group supervisor will fill out an Adopt-a-Park application.
2. Your application will be reviewed by staff at the Parks and Recreation Department and staff will contact you when your application is approved. Be aware that you cannot perform any activities in the parks without an approved application.
3. Following approval, the City will sign the application and the group supervisor will be asked to submit liability forms for each volunteer interested in participating. Volunteers under 18 years of age must have their liability form signed by a parent or legal guardian.
4. When the application and all liability waivers have been submitted to the City, a copy of the signed application will be mailed to you, at which time your group has officially adopted the park listed!
5. Gather your volunteers for your workday(s). It is the responsibility of the group supervisor to schedule cleanup dates. It is also the responsibility of the group supervisor to ensure that each month at least one volunteer enters the park and completes a walkthrough.
6. Please schedule all volunteer activities at least seven days in advance to allow the Parks Department time to schedule dropping off supplies at the worksite, or for a volunteer to pick up supplies at the Park and Recreation Office, located in the Canyon Admin building.
7. You work in the parks! All volunteers should sign the Volunteer Sign-In Sheet and record the number of hours worked and tasks performed (forms provided). It is the responsibility of the group supervisor to submit these forms to the Parks, Recreation and Forestry Superintendent.

Responsibilities

City of Spearfish agrees to be Responsible for:

- ♣ Approving the size and scope of any projects to be undertaken by the volunteer group.
- ♣ Providing trash bags for use during park clean up days.
- ♣ Disposing of garbage and brush collected by volunteers during park clean up.
- ♣ Posting recognition on the City's website.

Volunteers agree to be Responsible for:

- ♣ Providing supervision of individuals to maintain designated area.
- ♣ Reporting signs of vandalism or broken equipment to the Parks Division.
- ♣ Contacting the Parks Division at least one week in advance to schedule a clean-up date.
- ♣ Identifying in writing the projects the group desires to complete as well as equipment and supplies needed.
- ♣ Receiving approval from the Parks Division before undertaking a project involving the beautification or maintenance of any park.
- ♣ Returning any equipment or unused supplies provided by the Parks Division.

Possible Tasks Associated with the Adopt-a-Park Program:

- ♣ Pick up trash & debris
- ♣ Clean and rake under large trees
- ♣ Sweep parking lots, sidewalks & picnic shelters
- ♣ Cut and remove weeds
- ♣ Painting/staining shelters, restrooms, signs, picnic tables, or playground equipment
- ♣ Replenish wood chips under play equipment
- ♣ Replace basketball hoop nets
- ♣ General park maintenance
- ♣ Mulching
- ♣ Clean out firepits and BBQ grills
- ♣ Other projects as agreed upon

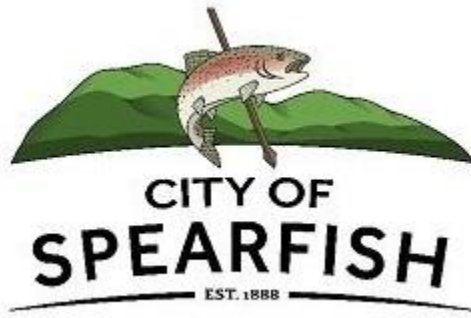
Parks Available for Adoption:

- ♣ City Park
- ♣ Sandstone Park
- ♣ Heritage Park
- ♣ Mountain Shadows Park
- ♣ Brady Park

- ♣ Lion's Park
- ♣ Rotary Park
- ♣ Salem Park
- ♣ Lookout Park
- ♣ Jorgensen Park and Arboretum
- ♣ Evans Park
- ♣ Reserve Park
- ♣ Spartan Park and Off-Leash Dog Park
- ♣ RSVP Memorial Gardens
- ♣ Lookout Mountain Park
- ♣ Sections of the Rec Path

Guidelines:

- ♣ Bring work gloves, closed-toed shoes or boots and wear light colored clothing and long pants.
- ♣ Bring sunscreen and apply it regularly to prevent sunburn. Hats and sunglasses are also recommended.
- ♣ Beware of bees, poison ivy, poison oak and other irritants. Avoid bites by wearing insect repellent.
- ♣ Do not over-exert yourself; take breaks and drink plenty of liquids. Be sure to bring water with you as not all parks have water available.
- ♣ Work during daylight hours and within the park's posted hours unless permission is given by the City to work off hours.
- ♣ Do not use or bring your own power tools or motor driven equipment unless you have been preauthorized and trained to do so by the City's Parks and Recreation Department.
- ♣ Postpone or stop clean-up immediately if rain, lightning, or strong winds are present.
- ♣ Leave dead animals on site and report them to the Parks Department.
- ♣ Do not pick up materials you suspect might be hazardous, such as needles or drug paraphernalia. Report suspect materials to the Spearfish Police Department immediately through their dispatch line (605) 642-1300.
- ♣ Do not bring pets, or leave pets in the car, while you volunteer in the park.



Parks and Recreation Department 420 Canyon Street, Spearfish, SD 57783 605.717-1142

Adopt-A-Park Program Application

Name of Organization: _____

Address: _____

Contact Person: _____

Phone: _____ Email: _____

Purpose of Organization:

Park you wish to adopt: _____

Approximate number of people participating in the program: _____

Representative of Organization: _____ Date: _____

Parks and Recreation Representative: _____ Date: _____