



Parks, Recreation, & Forestry Advisory Board – MINUTES
Thursday, Aug 20, 2020 | City Hall – Council Chambers | 7:30 am

Topic: PRFAB Meeting - Aug 20th

Time: Aug 20, 2020, 07:30 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86739984791>

Meeting ID: 867 3998 4791

ATTENDANCE – Anundson, Coburn, Donat, Griffith, Hall, Neilson, Clark, Eisenbraun, City Admin Harmon, Public Safety Director Rotert, City Attorney McDonald, Rec and Aquatics Facility Superintendent Rauterkus, Park, Rec and Forestry Superintendent McDonald, Parks and Recreation Director Ehnes, Recreation Administrative Assistant Chyba

Meeting Called to order - 7:35 am

APPROVAL OF AGENDA- Motion by Hall, Second by Anundson; Motion Carries

APPROVAL OF MINUTES- Motion by Anundson, Second by Hall; Motion Carries

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

- Northern Hills Rotary Club – A discussion of future improvements at Rotary Park
 - Dana Eberhard – Signed up with the Adopt-a-Park program
 - Two workdays
 - Day 1 – Memorial peace pole installed & pollinator garden
 - Day 2 – Weeding
 - Certifications – typically can get the certifications if you use more natural weed killers

OLD BUSINESS

Board Items

- Q & A on August Board Update
 - Rec Path – Right of Way permits were approved by Lawrence County
 - Phase 2 reroute –the path will now go on the west side of McGuigan road starting at HWY 14, went to Council on Monday, August 17th
- Bike Skills Park
 - Working on cutting in trails
 - 2/3's of the way done

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- Pickleball courts
 - Should be playable within the next two weeks
 - Mid-September Ehnes will hold a grand opening with GF&P and pickleball club

Director Items

- Sports Complex Rendering and Sponsorship Plan
 - The site plan has been approved through the Council
 - Will get a 3D rendering to use for fundraising
 - Business sponsors – will get the associations to help with fundraising and sponsorships
 - Visit Spearfish will help with marketing
 - Soccer fields will be high school regulation size
 - Playable in 2023 if everything goes well

Rec & Aquatic Center

- Daycare Update
 - Rec Center provided daycare will end September 4th
 - Contract with Kid's Point was approved at council Monday, Aug 17th

Park & Forestry

NEW BUSINESS

Rec & Aquatic Center

- New Operation Phases
 - See attached plan.
 - Youth football has started and will follow high school recommendations in regards to canceling the season
 - After school
 - No snack or concessions
 - Staff will be checking temps of children attending
 - A limited number of kids allowed in certain areas
 - Fitness Classes
 - Silver Sneakers wants to come back as soon as possible. Staff is recommending October 5th
 - Start bringing back other classes in October as well
 - Budget – Fitness instructor positions would change to contracted instructors – we would get a percentage and they would be promoting their classes
 - Clark is in favor
 - Only two instructors have been talked to about the change

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- Hall thinks it will refresh those classes and change the energy
- Donat said it's up to Rauterkus and Ehnes for determining phases of operations
 - Ehnes commented that it is a fluid plan and subject to change as the council decides and how COVID-19 continues to evolve
- Hall would like us to reconsider large gatherings like skate night

Board Items

Director Items

- Approve the MOU with the Pickleball Association
 - Clark – How is the club set up?
 - 130-140 paying members
 - Structured play – Saturday, Thursday and Wednesday
 - Membership is \$10
 - Guests are granted a temporary membership
 - Sign located at courts to encourage visiting the website to see the evolving schedule
 - Neilson moves to approve the proposed MOU – Hall Seconds
 - Roll Call Vote – Affirmative Votes: Anundson, Coburn, Donat, Griffith, Hall, Neilson
 - Motion Carries
- Approve the Master Planning Survey
 - Neilson thought it was long, but it is well put together
 - Goed live Aug 31st – Oct 1st
 - Survey monkey – social media, website, marketing outlets
 - Survey monkey will track IP addresses
 - Hall moves to approve master planning survey with minor changes, Griffith seconds
 - Roll Call Vote – Affirmative Votes: Anundson, Coburn, Donat, Griffith, Hall, Neilson
- Discuss New Cemetery Ordinances
 - The goal was to strengthen them and update them
 - Take them to council by the end of September – and adopt all at once
 - Created a cemetery deed
- 2021 Budget Presentation
 - Presented at council
 - First reading at the first council meeting in September
 - Second reading at the second council meeting in September

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- See attached proposed budget

Park & Forestry

FYI ITEMS

- Adopt – A – Park
 - Going well
 - Working on Signs and Certificates of recognition
- Rec Center will be open Labor Day

PUBLIC COMMENT

ADJOURNMENT

8:40 am Motion by Neilson, Second by Clark – Motion Carries

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SRAC Operations procedures to reinstate programs and fitness classes

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

Youth Football league

- Registration is currently open. We are not taking any payment until we see numbers from our community and the other communities in the league. If we get to have a season, we will collect fees at equipment check out.
- We have incorporated COVID precautions recommended by the National Council of Youth Sports.
- Parent Meeting on August 17th, 6:00 pm at the Rec Center.
- Follow the Spearfish School Districts' recommendations on cancelation protocols for our teams.

5 on 5 adult basketball league

- Start Thursday, October 8th
- 6-week league.
- 3 extra timeouts per game to clean/sanitize the ball.
- A freshly cleaned sanitized ball will be used for each game.
- Players will be asked to use hand sanitizer before each game and during time outs.
- A player showing any symptoms of sickness well be asked to leave.

After School time September 8th

- The gym will be broken into two sides with 20 kids allowed on each half.
- Different activities will be available in each section.
- Kids will be allowed to move from one location to another if space allows.
- A snack will not be provided.
- Concessions will not be provided.
- Gym and all other touch surfaces will be cleaned/sanitized at 2:30 before the kids arrive, and at 5:30 once most kids have left.
- Check Temperatures of each child before allowed into the gym area.
- If a child is showing any symptoms of sickness their parents will be contacted and they will be isolated until they are picked up.
 - All areas that the child came in contact with will immediately be sanitized.
- Hand sanitizer will be provided at all times and must be used before entering the gym space.
- Balls and other equipment will be checked out and clean/sanitized before the next person can use it.
- If demand and staffing allow 10 kids will be allowed in the Lookout room for use of the 4 square or pickleball areas.
- Try and keep kids in the same groups/cohorts as much as is feasible.

Fitness Classes (tentative start of October 5th)

- Offer morning Strength and conditioning MWF 5:35-6:35 am class in the south gym limited to 20 people.
- Offer Strength and Define Mondays and Wednesdays. in the south gym limited to 20 people.
- Offer Cardio blast Tuesday and Thursday in the south gym limited to 20 people.
- Offer one Silver sneakers classes each day. Have these classes in the gym and limit the number to 24.
 - With this being the most at-risk population, we will space chairs and equipment out at 10 feet.
- Offer one early morning cycling class a week and one mid-morning cycling class a week.
 - Move the cycles into the multipurpose room. Limit the number of bikes to 8.
- All participants will be required to preregister for all classes. They can do this online on our website, or they can call in and we will register them.
- The week's classes will open for registration the Friday before.
- All classes offered at this time will be in the morning. We will add additional classes and evening classes as needed due to demand.

Pumpkin carving event Oct 23rd

- Plan on having outside.

Fall Festival Carnival Oct 30th

- Do it as an outside carnival at the campground.
- Each organization will get a hookup site with power.
- Use the summer rec trailer to move tables.
- Movie and bonfire to follow possibly in the ice rink.

Skate Night

- Offer when appropriate.
- Limit the November skate night to 125 people.
- Require all staff working the event to wear gloves and a mask.

Additional fitness classes and recreation programs will be added or removed as demand and safety dictate.

Parks and Recreation

2021 Proposed Budget

Parks and Spec Rec

- **2021 Proposed- \$735,798**
- **2020 Budgeted-\$708,188**
- **Increase of \$27,610**
- Significant Changes
 - Seasonal wage increase by \$.25/hr
 - Cost increase due to salary step, cost of living, and Insurance

Parks and Spec Rec Capital

- Rushmore Bridge Re-install Design-\$20,000
- Tree Management-\$10,000
- Rec Path RTP Construction-\$360,000
 - RTP Grant Reimbursement-(\$100,000)
- Rec Path Phase 1 Construction-\$700,000
 - TA Grant Reimbursement-(\$400,000)
- Rec Path Phase 2 Design-\$38,000
- Sports Complex Construction-\$5,861,769
- Legion Field Safety Netting-\$20,000
- Art Walk (Partnership with Mathews Opera House)-\$15,000

Cemetery

- **2021 Proposed- \$105,106**
- **2020 Budgeted- \$105,674**
- **Decrease of \$568.00**
- Significant Changes
 - Seasonal wage increase by \$.25/hr
 - Salary step increase and cost of living

Cemetery Capital

- 36" Mower Replacement-\$5,000

Campground

- **2021 Proposed Revenue-\$517,920**
- **2020 Budgeted Revenue-\$413,420**
 - Increase of \$104,500
 - As of August 17th 2020-\$384,495
- **2021 Proposed Expenses- \$418,501**
- **2020 Budgeted Expenses-\$325,988**
 - Increase of \$92,513
- Significant Changes
 - Campground Manager combined with Fitness Coordinator.
 - \$50,000 professional service for water line design.
 - \$36,113 increase in Admin Fees-Personnel (Transfer to general fund to offset salaries)

Campground Capital

- Water Line Design-\$50,000

Rec and Aquatics Center

- **2021 Proposed Revenue-\$648,748**
- **2020 Budgeted Revenue-\$841,130**
 - **Decrease of \$192,382**
- **2021 Proposed- \$1,110,429**
- **2020 Budgeted- \$1,151,855**
 - **Decrease of \$41,426**
- **Significant Changes**
 - Fitness Coordinator combined with Campground Manager
 - Recreation and Youth Program Coordinator duties combined with aquatics duties
 - Eliminated 5 regular fitness instructors and 6 limited hour fitness instructors
 - Eliminated Full time Special Event Coordinator Position
 - Converted seasonal maintenance into a regular P/T position
 - Increased lifeguard wages by \$.50/hr

Rec Center Capital

- Replacement of Pool Deck Chairs-\$10,000
- Fitness Equipment Replacement-\$30,000
- Pool Heater/Pump Replacement-\$10,000
- Door from Conference Room to Hourly Care-\$8,000
- Rock Wall Construction-\$50,000

Park and Rec Overall

- **2021 Proposed Expenses-\$2,369,834**
- **2020 Budgeted Expenses-\$2,291,705**
- **Increase of \$78,129 (Campground increased \$92,513)**

Safety

- Our fund modifier for our WC insurance dropped 12% for 2021. 1.14 in 2020 to a 1.02 in 2021.
- Savings of roughly \$20,000 in WC insurance.
- Paying 2% more than the average.