



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

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**ATTENDANCE:** Caldwell, Hall, Ehnes, Rauterkus, Donat, McDonald, City Admin Harmon, Coburn, Peters, Hanson, Neilson, Griffith

**CALL THE MEETING TO ORDER:** Donat called the meeting to order at 7:33 AM

**APPROVAL OF AGENDA** – Motion by Caldwell, Second by Hall; Motion Carries

**APPROVAL OF MINUTES** – Motion by Neilson, Second by Hall; Motion Carries

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

- Randy Diebert for KJW Foundation – Project update on park musical features and playground plaque showcase
  - Awarded a grant for sensory equipment; would like to place it at Rotary Park this season if possible
  - KJW Foundation is working with staff to place a plaque at Jorgensen Park for Kenadi’s Playground. Small ceremony for family and friends on June 27 to place the plaque

***Board items***

- Introduction of new board members and staff
  - Brock Anundson – BHSU Assistant Athletic Director – Facilities
    - See attached bio
    - Assigned to the Master Planning/Budget Sub-committee
  - Justin Griffith – Spearfish Pickleball President and Spearfish Youth Soccer Board Member
    - See attached bio
    - Assigned to the Rec Center Sub-committee
- Election of officers
  - Chair
    - Coburn moves to nominate Donat; Second by Caldwell; Motion Carries
  - Vice-Chair
    - Motion by Neilson to nominate Hall; Second by Peters – No action was taken
    - Motion by Hall to nominate Griffith, Second by Coburn; motion carries

**Next Meeting – March 19, 2020 7:30 AM Council Chambers**



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**OLD BUSINESS**

***Director Items***

***Board Items***

- Q & A on staff update
  - Staff update since the last meeting – Attached
  - City Admin Harmon is said HDR will be providing the City two potential layouts for the sports fields at Exit 17

***Rec & Aquatic Center***

- Vote to institute waterpark member-only hours from 11:00 AM-12:00 PM
  - First 200 members per day
  - Would leave 500 members for open swim
  - Motion by Caldwell, Second by Griffith; Motion carries
- Vote to change waterpark open swim hours from 12:00 PM-6:30 PM
  - Motion by Coburn, Second by Hall; Motion carries
- Waterpark swim lesson hours discussion
  - 8:30 AM, 9:15 AM, and 10:00 AM
  - 6:45 PM
- \$5 @ 5pm discussion
  - 1:30 PM, 3:00 PM & 4:30 PM pool breaks
  - \$5 at 4:30 PM
  - Board is in support

***Park & Forestry***

- Memorial tree program discussion
  - Replaces the memorial bench program
  - Park staff will have predetermined locations, species and size requirements
  - Planting Seasons Spring and Fall
  - McDonald will figure out a cost structure
    - Flat rate, the customer would pay the tree vendor or gift to the City
  - McDonald would like to avoid plaques would replace it with placing a board in a central location – memorial tree option on tree inventory on the website

**NEW BUSINESS**

***Rec & Aquatic Center***

***Director Items***

- Campground and Rec Center 2019 final revenue/expense report

**Next Meeting – March 19, 2020 7:30 AM Council Chambers**



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- The goal would be to supplement the rec center less than \$300,000 next year
- 62% of expenses recovered – this is about double other facilities in the region
- Discussion and vote on the opportunity to place a climbing wall at the Rec Center
  - Option 1 – Purchase wall from HMO and use as a rope wall
  - Option 2 – Purchase wall from HMO and use as a bouldering wall
  - Option 3 – Have a custom wall built by a wall company at a future date
  - Option 4 – Do nothing and forgo the wall in the rec center
- Board unanimously supports option 2

***Board Items***

- PRF Board monthly meeting dates/ times
  - Third Thursday, 7:30 AM

***Park & Forestry***

**Any Further Public Comments:**

Meeting Adjourned – Motion by Hanson Second by Coburn; Motion carries. 8:58 AM

**Next Meeting – March 19, 2020 7:30 AM Council Chambers**

Brock Anundson joined Black Hills State University in July 2015, as the Assistant Director of Athletics – Internal Operations & Events. Prior to Black Hills State University, Anundson had been with the United States Olympic Committee (USOC) at the Olympic Training Center in Colorado Springs, Colorado.

Brock served as the Programs Coordinator, Operations with the USOC since October of 2014. He also spent time as an Operations Intern and Operations Specialist with the USOC from January 2011 – September 2012. Prior to his time with the USOC, Anundson was with the University of Denver in NCAA Division I Athletics as their Athletics/Customer Service Manager where he was support to DU Athletics and Recreation.

Brock has professional athletics experience through four seasons (2007-2011) with the Denver Broncos in Stadium Operations. He managed events, business functions and all Stadium Management Company Operations at Mile High Stadium.

Originally from Baudette, Minnesota, Brock played NCAA Hockey for the University of Minnesota, Crookston through the 2001-2005 seasons. Each season, his team achieved their way to conference championship games, winning two MCHA (Midwest Collegiate Hockey Association) Championships in 2003 and 2004. Anundson led his team in scoring his Sophomore through Senior years, including 3-Time MCHA All-Conference Selections, 2005 MCHA Player of the Year, and 2005 University of Minnesota, Crookston Male Athlete of the Year. He currently ranks 1st All-Time in career scoring for the University of Minnesota, Crookston. Anundson signed with the Colorado Eagles of the ECHL for the 2005-2006 season, before beginning his professional career in Athletics Administration.

Brock earned his Bachelors of Science in Sport and Recreation Management with a Minor in Coaching from the University of Minnesota, Crookston in 2005, and followed with his Masters of Business Administration; with emphasis in Sports and Entertainment Management and Marketing from the University of Colorado in 2011.

## **Justin Griffith Bio**

Justin Griffith, wife (Logan), and two daughters (Haley-6 and Brooke-4) relocated to Spearfish in the summer of 2017 with a goal of raising their family in a smaller community that offered strong academics, culture, and recreation.

Since moving to Spearfish, Justin has been extremely blessed to stay home with his two young daughters. He has been actively involved in community service. Justin has led the Spearfish Pickleball Club since its inception in July 2018. He serves as Vice President of the Spearfish Soccer Association, as a Member at Large for the Spearfish Foundation for Public Education, a District Ambassador for the United States Pickleball Association, a volunteer coach for BHSU Women's Soccer, and is a youth soccer coach.

Prior to relocating to Spearfish, Justin and his family spent a decade in Minneapolis. The majority of Justin's professional career included technical and engineering leadership roles in the med-tech industry for Medtronic. He began his career as part of a Leadership Development Program with Caterpillar in engineering and manufacturing leadership roles. Justin was fortunate to have had the opportunity to work domestically and internationally in a variety of functional areas including global program management, operations, manufacturing engineering, quality engineering, supply chain, and product development. While in Minnesota, Justin also spent several years leading a team in the Minnesota Amateur Soccer League.

Originally from Vermillion, SD, Justin played collegiate soccer at Buena Vista University in Storm Lake, IA. Justin earned a Bachelor of Science degree in Industrial Engineering from Iowa State University. He also holds a Master's in Business Administration from the Jack Welch Management Institute.



# February Park, Rec and Forestry Advisory Board Update

## **Director Update:**

### **Exit 8 Rec Path Expansion:**

On Friday, January 31<sup>st</sup>, I received a phone call from Logan Gran, TA Grant Coordinator for the South Dakota Department of Transportation. She informed me that the Transportation Commission had awarded us \$400,000 for the Exit 8 Rec Path Expansion Project! Although this is exciting news, being awarded this grant means that the project will be pushed off at least one full year, maybe two. Since we received the grant, this project now becomes a DOT project and must be worked through the state offices rather than City staff. We will still be heavily involved in the design, but will now have to meet other requirements from their engineering staff as well as environmental requirements and federal highway requirements. I would have liked to see this project move forward this year and have phase 1 completed by the end of 2020, but overall \$400,000 is a lot of taxpayer dollars that will now be used on other projects to benefit the City as a whole.

We still have the Recreation Trails Program Grant from the South Dakota Game, Fish and Parks. They are finalizing the particulars on their end and we should have an agreement soon. This grant was awarded for \$100,000 and has much less stringent requirements. City staff are planning on finishing up plans for this section of path which will essentially run through the SFP athletic complex and up towards the sawmill. In addition, we will be constructing the 5' sidewalk along Hillview Drive. This project, if on schedule, will be bid later in the spring with construction starting early summer and finishing later summer or early fall.

City staff will now begin working on the process of phase 2 design as well as getting the TA Grant application moving forward, applying for another \$400,000.

### **Pickle Ball Court Project**

Bids were opened on January 22<sup>nd</sup>, 2020 both project 1 (excavation and site prep) and project 2 (concrete and fencing). Four bids were received for project 1, with 2 being rejected due to incomplete bid packages. The low bid for project 1 from GTI Companies was accepted at the February 3<sup>rd</sup> City Council meeting for the amount of \$54,397.52. Bids ranged from \$54,397.52 up to \$66,772.00. Three bids were received with one bid being rejected due to an incomplete bid package. The low bid for project 2 from L.E.R. dba Renner Sports was accepted at the same council meeting for the amount of \$148,312.32. Bids ranged from \$148,312.32 up to \$222,606.00. In addition, an RFP was sent out to remove and relocate the electrical panel south of the courts. The RFP was awarded to Hauck Electric for the amount of \$7,764.30. We will have an additional \$20,000-\$25,000 in additional costs for hoops, nets, standards, windscreen and engineer testing services. The total project is expected to be around \$240,000.00. Park staff will begin demolition of the current courts



# February Park, Rec and Forestry Advisory Board Update

at the end of February. Substantial completion of the project is expected to be middle August to the beginning of September.

## **Sports Complex**

City Administration is currently negotiating the development agreement with Dream Designs out of Rapid City for the development of the workforce housing project. The agreement should be finalized and brought to City Council in the very near future. The sports complex committee that is comprised of Dave Donat, Mike Harmon, Darick Eisenbraun, Rex McDonald and myself have been working through preliminary site design, budget, and complex needs. Amongst other particulars, the committee is recommending that eight soccer fields and a five-plex softball field be constructed with trail connectivity through the complex as well as a bathroom facility. The total complex size is roughly fifty acres. Once the development agreement is in place, more information will be available.

## **Parks, Rec and Forestry Update**

### **Forestry**

With the EAB plan now under adoption from the City Council, Parks staff have begun removing poor-rated ash trees in the Parks system, in accordance with the preemptive EAB plan. Currently, we have removed 20 ash trees in the campground, 5 at Brady Park, 1 at Jorgensen, 1 at City Park, 3 at Lookout Park, and 5 along the Rec Path. Our planting plan for 2020 replaces all trees that were removed with a more diverse inventory of trees including hackberry, linden, honeylocust, oak, catalpa, hybrid elm, and a variety of ornamental and fruit trees.

### **Tree Inventory**

Spearfish Parks and Recreation was awarded a \$5,000 grant from the State Department of Ag to begin work on a city-wide tree inventory. The money from the grant will be used to pay the wages of two Summer Interns from BHSU with a background in dendrology and tree biology. We have reached out to two professors at BHSU, both of whom think they would be able to find us good candidates to fill these intern positions. We will also be recruiting for these internships as well as other seasonal positions at the upcoming BHSU Career Fair on February 26.

### **Sustainability**

Lucas Humbracht contacted the Parks Superintendent to discuss Eagle Scout projects in the parks and fundraising opportunities. Various Eagle Scout projects were discussed and will be talked about



# February Park, Rec and Forestry Advisory Board Update

in more detail when the time comes. Spearfish Parks and Recreation will partner with the local Boy Scout troop to offer aluminum recycling during the open season at the Campground (May 1 – Oct. 1) and at various Special Events at our parks during the summer. The Boy Scouts will collect, sort, and haul aluminum recycling to earn money for various trips they have planned in 2020.

## **Lookout Mountain**

Lookout Mountain map will be updated to include new Emergency Locations, mileage of individual trails, various Points of Interest (the “H”, the Summit, and the original location of the Thoen Stone.) There will also be trails to the “H” and to the summit highlighted on the map. These are existing trails that will be signed with carsonite posts and open to “foot traffic only.” Informational signs will be placed at the “H”, the summit, and the Thoen Stone location at a later date. A training exercise will be held this spring with local first responders to familiarize them with the new emergency locations.

## **Memorial Tree program**

The second draft of the Memorial Tree program will be presented on February 20<sup>th</sup> and we will be looking for comments and input from the Advisory Board. Changes made from the first draft include pricing structure and predetermined planting sites.

## **Rec and Aquatics Update**

### **Soccer Tournament**

The soccer tournament went really well. The association is appreciative that they could use both gyms. They might ask to discuss being open outside our regular hours next year to help them accommodate a larger tournament.

### **Fitness**

New Spin bikes are here. The bikes and consoles will allow the instructors more options in the spin classes. We also have heart rate monitors to go with the bikes.

### **Staffing**

We are fully staffed with full time and part-time staff for the first time in nine months. We just filled our last part-time fitness instructor position.





# February Park, Rec and Forestry Advisory Board Update

## Programs

Registration for summer activities including summer rec, and swim lessons will be available March 15<sup>th</sup>.

The next lifeguard class starts Friday, March 6<sup>th</sup> please help spread the word.

## Membership

See the attached membership report as of February 1<sup>st</sup>, 2020. We are up 60 memberships since December 31<sup>st</sup>, 2019.

## Active Membership Summary

### Active Renew

Activity	Session	Membership Count
1. Active Renew	Active Renew	7
		7

### Adult

Activity	Session	Membership Count
1. Adult	12mo: Regular Rate (PIF)	19
2. Adult	12mo: Resident (PIF)	60
3. Adult	1mo: Regular Rate (PIF)	9
4. Adult	1mo: Resident (PIF)	27
5. Adult	3mo: Regular Rate (PIF)	4
6. Adult	3mo: Resident (PIF)	23
7. Adult	CIVIC 12mo: Regular Rate (Recurring)	4
8. Adult	CIVIC 12mo: Resident (Recurring)	12



# February Park, Rec and Forestry Advisory Board Update

9. Adult	MAX 12mo: Regular Rate (Recurring)	2
10. Adult	MAX 12mo: Resident (Recurring)	13
		173

## Adult Couple

Activity	Session	Membership Count
1. Adult Couple	12mo: Regular Rate (PIF)	11
2. Adult Couple	12mo: Resident (PIF)	92
3. Adult Couple	3mo: Regular Rate (PIF)	5
4. Adult Couple	3mo: Resident (PIF)	32
5. Adult Couple	CIVIC 12mo: Regular Rate (Recurring)	4
6. Adult Couple	CIVIC 12mo: Resident (Recurring)	18
7. Adult Couple	MAX 12mo: Regular Rate (Recurring)	2
8. Adult Couple	MAX 12mo: Resident (Recurring)	9
		173

## BHSSC

Activity	Session	Membership Count
1. BHSSC	BHSSC Family 12mo PIF Resident	5
		5

## Employee

Activity	Session	Membership Count
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# February Park, Rec and Forestry Advisory Board Update

1. Employee	Emp Adult 12mo PIF Regular Rate	32
2. Employee	Emp Adult 12mo PIF Resident	50
3. Employee	Emp Adult 12mo Recurring Resident	1
4. Employee	Emp Adult Couple 12mo PIF Resident	12
5. Employee	Emp Adult Couple 12mo Recurring Regular Rate	3
6. Employee	Emp Adult Couple 12mo Recurring Resident	3
7. Employee	Emp Family 12mo Recurring Regular Rate	5
8. Employee	Emp Family 12mo Recurring Resident	8
		114

## Family

Activity	Session	Membership Count
1. Family	12mo: Regular Rate (PIF)	24
2. Family	12mo: Resident (PIF)	141
3. Family	3mo: Regular Rate (PIF)	5
4. Family	3mo: Resident (PIF)	26
5. Family	CIVIC 12mo: Regular Rate (Recurring)	21
6. Family	CIVIC 12mo: Resident (Recurring)	48
7. Family	MAX 12mo: Regular Rate (Recurring)	4
8. Family	MAX 12mo: Resident (Recurring)	14



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## Fire Department

Activity	Session	Membership Count
1. Fire Department	FD Adult 12mo PIF Regular Rate	6
2. Fire Department	FD Adult 12mo PIF Resident	12
3. Fire Department	FD Adult Couple 12mo PIF Regular Rate	2
4. Fire Department	FD Family 12mo PIF Regular Rate	1
5. Fire Department	FD Family 12mo Recurring Regular Rate	4
		25

## Group Fitness

Activity	Session	Membership Count
1. Group Fitness	12mo (PIF)	31
2. Group Fitness	1mo (PIF)	9
3. Group Fitness	3mo (PIF)	6
4. Group Fitness	CIVIC 12mo (Recurring)	7
5. Group Fitness	MAX 12mo (Recurring)	4
		57

## Locker Rentals

Activity	Session	Membership Count
1. Locker Rentals	Short: 12mo (PIF)	9
2. Locker Rentals	Short: 12mo (Recurring)	5
3. Locker Rentals	Tall: 12mo (PIF)	3
		17



# February Park, Rec and Forestry Advisory Board Update

## NHTC

<b>Activity</b>	<b>Session</b>	<b>Membership Count</b>
1. NHTC	NHTC Adult 12mo PIF Regular Rate	1
2. NHTC	NHTC Adult 12mo PIF Resident	45
3. NHTC	NHTC Adult Client 12mo PIF Regular Rate	1
4. NHTC	NHTC Adult Client 12mo PIF Resident	8
5. NHTC	NHTC Couple 12mo PIF Resident	2
6. NHTC	NHTC Family 12mo PIF Regular Rate	4
		61

## Prime

<b>Activity</b>	<b>Session</b>	<b>Membership Count</b>
1. Prime	Prime Adult 12mo PIF Regular Rate	1
2. Prime	Prime Adult 12mo PIF Resident	4
		5

## Senior

<b>Activity</b>	<b>Session</b>	<b>Membership Count</b>
1. Senior	12mo: Regular Rate (PIF)	21
2. Senior	12mo: Resident (PIF)	60
3. Senior	1mo: Regular Rate (PIF)	2
4. Senior	1mo: Resident (PIF)	12



# February Park, Rec and Forestry Advisory Board Update

5. Senior	3mo: Regular Rate (PIF)	3
6. Senior	3mo: Resident (PIF)	14
7. Senior	CIVIC 12mo: Regular Rate (Recurring)	4
8. Senior	CIVIC 12mo: Resident (Recurring)	3
9. Senior	MAX 12mo: Resident (Recurring)	2
		121

## Senior Couple

Activity	Session	Membership Count
1. Senior Couple	12mo: Regular Rate (PIF)	32
2. Senior Couple	12mo: Resident (PIF)	87
3. Senior Couple	3mo: Regular Rate (PIF)	14
4. Senior Couple	3mo: Resident (PIF)	32
5. Senior Couple	CIVIC 12mo: Regular Rate (Recurring)	2
6. Senior Couple	CIVIC 12mo: Resident (Recurring)	5
7. Senior Couple	MAX 12mo: Resident (Recurring)	4
		176

## Silver & Fit

Activity	Session	Membership Count
1. Silver & Fit	Silver & Fit Senior 12mo PIF Regular Rate	6
2. Silver & Fit	Silver & Fit Senior 12mo PIF Resident	17
		23



# February Park, Rec and Forestry Advisory Board Update

## Silversneakers

Activity	Session	Membership Count
1. Silversneakers	12mo: Regular Rate (PIF)	54
2. Silversneakers	12mo: Resident (PIF)	118
		172

## Walking

Activity	Session	Membership Count
1. Walking	ADULT 1mo: Regular Rate (PIF)	2
2. Walking	ADULT 1mo: Resident (PIF)	9
3. Walking	SENIOR 1mo: Regular Rate (PIF)	9
4. Walking	SENIOR 1mo: Resident (PIF)	21
		41

## Youth

Activity	Session	Membership Count
1. Youth	12mo: Regular Rate (PIF)	23
2. Youth	12mo: Resident (PIF)	3
3. Youth	1mo: Regular Rate (PIF)	1
4. Youth	1mo: Resident (PIF)	3
5. Youth	3mo: Regular Rate (PIF)	4
6. Youth	3mo: Resident (PIF)	4
7. Youth	CIVIC 12mo: Regular Rate (Recurring)	1
8. Youth	CIVIC 12mo: Resident (Recurring)	3



# February Park, Rec and Forestry Advisory Board Update

9. Youth	MAX 12mo: Regular Rate (Recurring)	1
10. Youth	MAX 12mo: Resident (Recurring)	1
		44

## Youth Couple

Activity	Session	Membership Count
1. Youth Couple	12mo: Regular Rate (PIF)	4
2. Youth Couple	12mo: Resident (PIF)	14
3. Youth Couple	3mo: Regular Rate (PIF)	2
4. Youth Couple	3mo: Resident (PIF)	11
5. Youth Couple	CIVIC 12mo: Regular Rate (Recurring)	2
6. Youth Couple	CIVIC 12mo: Resident (Recurring)	2
7. Youth Couple	MAX 12mo: Resident (Recurring)	4
		39

## Totals for Active Membership Summary

1536

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