

**Minutes of the Park and Recreation Advisory Board meeting  
April 16, 2020**

The meeting of the Park and Recreation Advisory Board was called to order by Chairman John Simpson at 3:35 PM via conference call and with option of attending and social distancing in the Prairie room of City hall.

Members joining were: Don Templeton, Jeff Hanig, Rachel Arbach and Buddy Seiner. Also present was Director Tom Farnsworth, Recreation Superintendent Mindy Cheap, Parks Superintendent Thomas Moore, YMCA CEO Aaron Fabel and Commissioner Vona Johnson. Excused was Heather DeBoer. There were not guests.

Templeton moved, second by Hanig to approve the minutes of the March 19, 2020 meeting. Motion carried.

Hanig moved, second by Arbach to approve the agenda as presented. Motion carried.

**Old Business**

**2020 Plan of Work –**

Staff briefed the board on the continued progress they are making with the 2020 plan of work for the year as of 4.13.20. A report detailing the projects and other tasks was sent to the board in advance for review. The board reviewed this and asked questions of staff. Superintendents Moore and Cheap have the responsibilities of scheduling staff and carrying out the work during the year.

**COVID – 19 operations update -**

Farnsworth reported on operation changes since COVID 19 has surfaced. Social distancing, proper personal protection equipment and sanitation procedures have all been implemented to the best of the ability of the staff. Playgrounds and high touch areas are being sanitized daily by staff. Golf course operations are revised, community garden operations are being revised and staff will continue to work on others as they get ready for use such as the fish cleaning station and horse shoes, etc. Most all league sports are on hold and Farnsworth is in communication with the league presidents. Fundraising for the outdoor pool project is on hold and leadership will visit with the pool consultant in early May to monitor our course of action. The City Administrator did request the new HVAC unit for the Aquatic Center budgeted for this year be moved to next year as the consultant estimate of cost was higher than the budgeted dollars. With the expected reduction in sales tax revenue to the City due to COVID 19 impact on business, this will be some savings to this year's budget. Mindy is re-tooling the first session summer rec programs and the aquatic center remains closed. Staff have met with leadership of CCBA to review the progress on the Griffin Park baseball project, parks staff are doing the work now and net installation will soon take place with remaining work on the dugouts and fence. R&W contractors are making good progress on the Steamboat Trail project with completion date of June 5<sup>th</sup>. Oahe Days may be cancelled for the year but the committee is still discussing that decision.

**New Business**

**Budget Revisions and Five year plan -**

Farnsworth and staff are working on the five year plan for the Division and will send revised reports to the board as he finishes the document. Due to COVID 19 impact and new project issues the Director is

revising the plan and would like feedback from the board. This should be out to the board by the May meeting. The City is anticipating reductions in sales tax revenues for 2020 and is working on revised five year plans.

The goal is to finalize the 2021 budget projections so they can be discussed and reviewed by the City Administrator, Business Manager, Mayor and Commission. Commission budget discussions will take place in August and finalized by end of September for the year 2021.

Simpson called on Recreation Superintendent Cheap for reports on activities. With the closing of the aquatic center Cheap continues doing maintenance on the pool to clarify water. Summer recreation programs are being revised, Cheap will continue to plan and hire staff as needed. Registration date will be pushed back into May. No decision on opening the outdoor pool at this time.

Fabel stated his staff are doing the best they can with distance learning programs and with the YMCA still shutdown they are operating the best they can. They too have put in place new operation procedures and extra sanitation efforts with use of equipment, etc.

Motion by Seiner, second by Fabel to adjourn the conference call at 4:25PM. Motion carried.

Respectfully submitted,

Tom Farnsworth, Director