


CITY OF RAPID CITY

300 SIXTH STREET
RAPID CITY, SOUTH DAKOTA 57701

Date: June 11, 2008

Jerry W. Cole,
Director
(605) 394-5225

To: Mayor Hanks and City Council Members 

From: Jerry Cole, Parks and Recreation Director

Subject: STAR Basic Refrigeration School

Jeri Taton
Administrative
Assistant
(605) 394-5225

Attached please find a Travel Request for Tom Lowry to attend the Basic Refrigeration School sponsored by Serving the American Rink. The School will be held in Las Vegas, Nevada from September 22 through September 25, 2008 at an approximate cost of \$1,530. Funding is available in the 2008 budget for this expenditure.

Lon Van Deusen,
Parks & Cemetery
Manager
(605) 394-4175

This basic refrigeration course has become an industry recognized minimum competency for recreation facility professionals employed in an arena setting. The courses offered will give participants a greater understanding of the mechanical operation of arena refrigeration systems.

Doug Lowe,
Recreation Manager
(605) 394-4168

Please approve this travel request. If you have any questions, please contact me at your convenience.

James (JJ) Walraven
Golf Superintendent
(605) 394-4199

Duncan Olney
Aquatics Manager
(605) 394-5223

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Tom Lowry Department 603- Ice

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

Serving the American Rink / Basic Refrigeration School

List all other City employees, if any, making the trip for the same purpose: none

Place of meeting or destination: Las Vegas

Date of meeting Sept. 22 - Sept. 25

Date trip to begin Sept. 21 Date trip will end Sept. 26

Method of transportation requested air

Estimated transportation cost	\$	<u>600</u>
Meals		<u>180</u>
Lodging <u>5</u> days		<u>300</u>
Other costs - description <u>Course</u>		<u>450</u>

Total estimated cost of trip \$ 1530

Signed [Signature] Date T.L. 5-28-08
(person requesting travel) (Department Head) Date 6-2-08

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ _____

Approved: _____ Date _____
Mayor

When the cost of the trip will exceed \$1,500, per event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor Yellow copy - Finance Gold copy - Department copy



ICE MAKING & PAINTING TECHNOLOGIES (IMPT) & BASIC REFRIGERATION (BR)



Las Vegas, Nevada



COURSE(S): Ice Making & Painting Technologies and Basic Refrigeration

[Click here for the IMPT course description](#)

[Click here for the BR course description](#)

DATE(S): Monday, September 22 - Thursday, September 25, 2008

CLASS TIMES: 8:30 AM - 4:30 PM (1 hour break for lunch)

LOCATION: MGM Grand Garden Arena *3799, Las Vegas Boulevard South * Las Vegas, NV 89109

[Click here for the MGM Grand website](#)

DIRECTIONS:

From McCarran International Airport

- Head east from Wayne Newton Blvd - go 0.5 mi
- Bear right at Swenson St and head toward Airport exit - go 0.9 mi
- Turn left at E. Tropicana Ave. - go 1.2 mi
- Turn right into MGM Grand off East Tropicana Ave

From Interstate 15

- Exit 1-15 and head east onto E. Tropicana
- Cross Las Vegas Boulevard and turn left into MGM Grand off East Tropicana Ave.

[Click here to get driving directions to the MGM Grand Garden Arena](#)

HOST HOTEL:

MGM Grand Las Vegas

3799 Las Vegas Blvd

Las Vegas, NV 89109

800 929 1111

\$169.99 per night (*ask for STAR rate when booking*)

Room release date is **August 21, 2008**

REGISTRATION:

Complete the registration from below and send to:

STAR * 1775 Bob Johnson Dr * Colorado Springs, CO 80906

(p) 719.538.1111 (f) 719.538.1160 (questions)coryp@starrinks.com

2008 Registration Page



BASIC REFRIGERATION (BR)



A time-tested program, Basic Refrigeration has been delivered to recreation facility personnel for the past four decades. This course has become an industry recognized minimum competency for recreation facility professionals employed in an arena setting. The Basic Refrigeration course is open to all industry professionals who wish to gain a greater understanding of the mechanical operation of arena refrigeration systems. Participants will receive the O.R.F.A. Basic Refrigeration Manual as the course resource for this program.

Topics include...

- Principles, theory, and the cycle of refrigeration
- Operation and maintenance of refrigeration systems
- Operation of various types of compressors, evaporators, and condensers
- Direct and Indirect systems
- Safety and Risk Management practices

*Course offered at select 2008 Regional Training locations

>>>2008 Regional Training Programs (.pdf)