



# CITY OF RAPID CITY

Growth Management Department  
300 Sixth Street  
Rapid City, South Dakota 57701-5035

## MEMORANDUM

TO: Legal & Finance Committee

FROM: Marcia Elkins, Director  
Growth Management Department

DATE: October 20, 2009

RE: Authorization for funding supplement from Education Account #3208

At their October 7, 2009 meeting the Mechanical Board approved a full day training class for Wednesday, December 9, 2009. The training will focus on Residential Loads and Applications and will demonstrate the basics of heat flow and water migration in a residential structure. Participants will earn continuing education credits for the course.

The estimated cost of this training is as follows:

\$4,435.00	Training agreement with Winair
\$0.00	Civic Center Room Rental (waived)
<u>\$1,614.84</u>	Catering
\$6,049.84	Total Estimated Cost of Mechanical Training Session

The Mechanical Board established a registration fee of \$40.00 per person and is estimating a registration of 60 individuals. The estimated registration income based on the maximum registration would be \$2,400.00. The registration fees are deposited to the education account #3208 which has a current balance as of the September 2009 deposit of \$61,473.19. This account was specifically established to fund education. A fee of \$6.00 per electrical and mechanical permit is charged to fund these educational and training activities.

**Staff Recommendation:** Staff recommends approval of the authorization to supplement funding from the Education Account #3208 in an amount not to exceed \$6,049.84 to the Development Services Center Budget #0204 for the expenditures to fund the Mechanical education training.



EQUAL HOUSING  
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER



1525 Samco Road  
Rapid City, SD 57702  
605-341-0400  
Fax 605-341-4466

October 20, 2009

Sharlene  
City of Rapid City  
300 6<sup>th</sup> Street  
Rapid City, SD 57701

LETTER OF AGREEMENT

This letter is to confirm the billing amount from Rapid City Winair Company on the up and coming class to be held in November with John Abbott. The City of Rapid City will not be billed above the amount of \$4435.00. This total is including the travel \$650.00, lodging \$125.00 per night for 2 nights, meals \$30.00 per day for 2 days, seminar cost \$2600.00 and classroom materials requested by Mr. Abbott \$675.00. The classroom materials were figured on the number of 60 participants. We added \$200.00 to the total as Mr. Abbott said he may have to fly if weather prevented him from driving and noted it may cost more than the \$650.00 with last minute flight arrangements. We understand that the City of Rapid City will provide the meeting space, food and classroom set up arrangements.

Please feel free to call Jesse Horst at 605-341-0400 or 605-381-0687 with any additional information or questions.

Sincerely,

MICHELLE MERRILL  
Office Manager  
Rapid City Winair Company

Rapid City Winair Co.

City of Rapid City

\_\_\_\_\_  
Jesse Horst

\_\_\_\_\_  
Finance Officer

Date \_\_\_\_\_

Date \_\_\_\_\_

## BIOGRAPHY

John Abbott has conducted over 1800 seminars and workshops across the USA and Canada over the last 38 years on Application and Installation of Residential and Commercial Equipment. He has worked for three major manufacturers of heating and air conditioning products-General Electric, Trane, and American Standard. John has taught air conditioning classes at the University of Connecticut, University of Minnesota and Tyler Junior College. He has been involved in writing of ACCA Manuals J, D, Q, and N. He is the author of several books on Load Calculations, Equipment Selection and Duct Design. John copyrighted the Annual Heating/Cooling Cost Calculator and the Fresh Air Damper/By-Pass Calculator. He is a Certified ACCA Training Instructor and is part of the General Electric MoneyMakers™ training team to teach Variable Speed GE ECMW™ technology. ~~John also served in the U.S. Army for 3.3 years from 1966-1969 and was discharged as a Captain.~~

### RESIDENTIAL LOADS AND APPLICATIONS (ONE DAY SCHOOL)

This course will demonstrate the basics of heat flow and water migration in a residential structure vs. the outdoor design summer and winter conditions. Once the heating and cooling load is calculated the fun begins, which is the selection of equipment. Heat pump, air conditioning and furnace selections are discussed.

## Mitchell Sharlene

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**From:** Tanya Gray [tanyagr@rushmore.com]  
**Sent:** Thursday, October 15, 2009 4:02 PM  
**To:** Mitchell Sharlene  
**Subject:** RE: RPCC

Hi Sharlene –

Rushmore H can do 75 ppl U-shape but this room is rectangular so the sides of the “U” will be fairly long. Classroom style this room can do 175 ppl. Oh and by the way, because of the meal the \$175 room rental is waived. Sorry for the confusion on that yesterday.

Here is F&B Breakdown:

4 Gallons of Coffee \$24.75 per gallon ++ = \$116.82

5 Dozen Donuts \$17.00 per dozen ++ = \$100.30

3 Gallons of Additional Coffee \$24.75 per gallon ++ = \$87.62

60 Sodas \$1.75 each ++ = \$123.90

Beef Tips \$16.75 per person plus 18% Service Charge = \$19.77 per person (not sure how many people yet)

Please let me know if you have any questions.

Thanks - Tanya

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**From:** Mitchell Sharlene [mailto:Sharlene.Mitchell@rcgov.org]  
**Sent:** Wednesday, October 14, 2009 3:29 PM  
**To:** Gray Tanya  
**Subject:** RE: RPCC

Tanya, what is the room we are getting and what is the maximum the room can hold using the “U” shape setup. If things get to spread out what would the maximum be if we did the school setting where tables and chairs face the front.

On the last contract I can find we did 4 gallons coffee in the AM, 5 dz donuts and 3 gal coffee for the AM break and 60 sodas for the PM break. The guys want the beef tips lunch.

Can you get me pricing breakdown on the above so I can visit with Marcia yet this week about the costs. thanks

Sharlene Mitchell  
Growth Management  
605-394-4120

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**From:** Tanya Gray [mailto:tanyagr@rushmore.com]  
**Sent:** Wednesday, October 14, 2009 3:06 PM  
**To:** Mitchell Sharlene  
**Subject:** RPCC

**Tanya Gray**

Draft

**Mechanical Board Minutes  
October 7, 2009 - 7:30 AM**

The Rapid City Mechanical Board met Wednesday, October 7, 2009 at 7:30 AM. The following members were present: Glenn Delabarre, Jesse Horst, Steve Street, Steve Malone, Duane Lassegard, Keith Gade, Michelle Seaman, Mark Thomas, and Ron Wagner. The following members were absent: Buzz Hammerquist. Staff present: Jeff Larus, Mechanical Inspector; Brad Solon, Building Official; and Wade Nyberg, City Attorney.

Larus called the meeting to order.

A motion was made and seconded to approve the minutes of the September 2, 2009 meeting. Motion carried.

Larus presented the one license application and test for review. Motion was made and seconded to approve the license application. Motion carried.

Solon indicated that discussion items must be listed on the agenda. Solon requested that individuals to contact staff in advance of the monthly meeting to request that items be included on the agenda. Solon clarified that as the Board meetings are public hearings the agenda must reflect all items to be discussed noting that this applies to all boards, not just the Mechanical Board.

Solon stated that the class information has been presented to the Director noting that the Board needs to schedule a date for the class and determine registration costs. Horst indicated that a message has been left for the instructor. Motion was made and seconded to approve a class date of Thursday, November 18, 2009 or Thursday, December 2, 2009. Motion carried.

Motion was made and seconded to establish a registration fee of \$65-\$75, to provide lunch, to offer optional books for sale the day of the class and to offer a \$25 certification form to be provided by the instructor. Motion carried 7-1. Discussion followed regarding Thomas' concerns with the motion.

A substitute motion was made and seconded to establish a \$40 registration fee, to provide lunch, to offer optional books for sale the day of the class and to offer at \$25 certification form to be provided by the instructor. Motion passed 8-0.

Horst indicated that the class topic will be based on American Standard or Trane noting that the instructor presentation is generic on the topic. Street recalled a Lennox Class that was generic also.

In other business, Solon stated that there is a proposal to the 2010 legislature to allow the adoption of the 2009 I-Codes. Malone stated that the Board should consider reviewing the 2009 I-Codes in preparation for their adoption by July 1, 2010. Malone recommended that the City research the cost of providing books to the Board members.

Thomas requested clarification regarding employee training and logging hours for license renewal. Solon stated that, if the City is notified, they will log the training hours.

In response to a question from Thomas, Solon recommended that questions regarding building classification information be directed to Curt Bechtel, Plans Examiner.

Larus stated that the Building Inspectors are following up on old permits noting that contractors would be receiving notification of their outstanding permits.

There being no further business a motion was moved, seconded and carried to adjourn the meeting at 8:15 a.m.