



# CITY OF RAPID CITY

DEPARTMENT OF PARKS AND RECREATION  
125 WATERLOO STREET  
RAPID CITY, SOUTH DAKOTA 57701

Jerry W. Cole  
Director  
(605) 394-5225

To: Mayor Alan Hanks and City Council Members

From: Jerry Cole, Director  
Department of Parks and Recreation

Subject: Annual SD Park & Recreation Conference  
Rapid City, SD: Sept 29-Oct 1, 2009

Randy Lyons  
Landscape Designer  
(605) 394-5225

Date: September 9, 2009

Jeri Taton  
Administrative  
Assistant  
(605) 394-5225

The Rapid City Department of Parks and Recreation is hosting the 2009 SDPRA Conference which will be held at the Rushmore Plaza Holiday Inn from September 29 thru October 1, 2009. Please consider approval of the attached travel request authorizing the following staff members to attend the Conference:

Administration: Jerry Cole, Director; Randy Lyons, Landscape Designer

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

Recreation: Doug Lowe, Recreation Division Manager; Jeff Richardt, Recreation Specialist; Kristy Lintz, Recreation Specialist; Cliff Zechiel, Recreation Specialist; JJ Walraven, Golf Course Superintendent

Doug Lowe,  
Recreation Manager  
(605) 394-6161

Aquatics: Duncan Olney, Aquatics Division Manager; Barb Limbo, Aquatics Specialist; Erin Smith, Aquatics Specialist

Parks: Lon Van Deusen, Parks Division Manager; Gary Garner, Urban Forester; Scott Anderson, Maintenance Supervisor; Craig Nichols, Cemetery Supervisor

Duncan Olney  
Aquatics Manager  
(605) 394-5223

Parks & Recreation Advisory Board: Van Lindquist, President; Jim Smoragiewicz, Vice President (Banquet Only)

Since the conference is being held in Rapid City, the only costs involved are registration fees in the amount of \$125 for each staff person attending and Continuing Education Fees totaling \$120. The Advisory Board Members will only be attending the Banquet at a cost of \$35 each.

This annual conference provides a valuable opportunity for City staff to receive training in a variety of areas pertaining to parks and recreation programming and facilities as well as network with other professionals working in the same fields and dealing with the same issues.

If you have any questions, please contact me.

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel Jerry Cole Department 620

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)  
2009 SD Parks + Recreation Assoc. Annual Conf.

List all other City employees, if any, making the trip for the same purpose: \_\_\_\_\_

Place of meeting or destination: see attached  
Rapid City

Date of meeting Sept. 29 - Oct 1, 2009

Date trip to begin 9-29-09 Date trip will end 10-1-09

Method of transportation requested N/A

Estimated transportation cost \$ \_\_\_\_\_

Meals \_\_\_\_\_ \$ 70

Lodging \_\_\_\_\_ days \_\_\_\_\_

Other costs - description Reg. Fees 14 @ \$125 CEM 8 @ 15 \_\_\_\_\_  
\_\_\_\_\_ \$ 1750  
\_\_\_\_\_ \$ 120

Total estimated cost of trip \$ 1940

Signed Jerry Cole Date 9/9/09  
(person requesting travel) JT (Department Head)

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

**Travel Request  
2009 SDPRA Conference  
Rapid City, South Dakota  
September 29-October 1, 2009**

Administration:

Jerry Cole, Director  
Randy Lyons, Landscape Designer

Recreation:

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Jeff Richardt, Recreation Specialist  
Kristy Lintz, Recreation Specialist  
Cliff Zechiel, Recreation Specialist  
JJ Walraven, Golf Course Superintendent

Aquatics:

Duncan Olney, Aquatics Division Manager  
Barb Limbo, Aquatics Specialist  
Erin Smith, Aquatics Specialist

Parks:

Lon Van Deusen, Parks Division Manager  
Gary Garner, Urban Forester  
Scott Anderson, Maintenance Supervisor  
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Parks & Recreation Advisory Board: (Banquet Only)

Van Lindquist, President  
Jim Smoragiewicz, Vice President