




# CITY OF RAPID CITY

DEPARTMENT OF PARKS AND RECREATION  
515 WEST BOULEVARD  
RAPID CITY, SOUTH DAKOTA 57701

Jeff Biegler  
Parks & Recreation  
Director  
(605) 394-5225

To: Mayor Sam Kooiker and City Council Members

From: Jeff Biegler, Director   
Department of Parks and Recreation

Alex DeSmidt  
Landscape Designer  
(605) 394-5225

Subject: Transfer of FTE to Recreation Division

Date: March 4, 2013

Jeri Taton  
Administrative  
Assistant  
(605) 394-5225

The City of Rapid City recently approved a contract with Matt Kimball to manage the Pro Shop at Meadowbrook Golf Course. As a result of this action, the existing Recreation Specialist position for the Golf Course, which is currently vacant, is available for use in another capacity.

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

The Department of Parks and Recreation has been working with organizations in the community to develop a centralized office that would be the main point of contact for groups working to bring sporting events and other large activities to Rapid City. To that end, we are requesting that the Recreation Specialist position currently funded in the Meadowbrook Golf Course enterprise fund be transferred to the City Recreation Division. Funding for this change will be absorbed in the existing Parks and Recreation Administration budget.

Doug Lowe,  
Recreation Manager  
(605) 394-4168

It is our intent that this position be developed to coordinate special events within the Department, and serve as the main point of contact to work with organizations such as the Convention and Visitors Bureau and the Rapid City Sports Council to bring large sporting events and activities to the community. Office space is available at the Parks and Recreation Department.

The Parks and Recreation Advisory Board unanimously recommended approval of this change at a special meeting held on February 27, 2013. If you have any questions, please contact me at your convenience.