



AGENDA
CITY OF AUGUSTA
Park Advisory Board
April 16, 2019
6:00 P.M.

“Augusta – Where the metro’s edge meets the prairie’s serenity offering the perfect blend of opportunity and proximity for living, commerce and culture.”

A. CALL TO ORDER

B. MINUTES

1. PARK ADVISORY BOARD MEETING MINUTES

Approval of minutes for the March 28, 2019 Park Advisory Board meeting.

a) Board Motion / Vote

C. BUSINESS

1. ONLINE CAMPSITE RESERVATION SYSTEM FOR SANTA FE LAKE

Consider recommending approval to the Augusta City Council incorporation of an online campsite reservation system from Reserve America; Consider recommending approval to the Augusta City Council amendments to the adopted fee schedule to cover the cost of campsite reservation system.

a) Staff Report

b) Reserve America Campsite Reservation System

(i) Board Motion / Vote

c) Amend Existing Campsite Reservation Fees

(i) Board Motion / Vote

2. MOUNTAIN BIKE RENTAL AT SANTA FE LAKE

Consider recommending approval to the Augusta City Council improvements to recreational programming at Santa Fe Lake to include mountain bike rentals; Consider recommending approval to the Augusta City Council amendments to the adopted fee schedule to establish rental fees for mountain bikes.

a) Staff Report

b) Mountain Bike Rentals

(i) Board Motion / Vote

- c) **Establish Mountain Bike Rental Fees**
 - (i) Board Motion / Vote

3. AMENDMENTS TO THE AUGUSTA CITY CODE PERTAINING TO SANTA FE LAKE

Consider recommending approval to the Augusta City Council certain amendments to Chapter 12, Article 2 of the Augusta City Code, pertaining to Santa Fe Lake.

- a) Staff Report
- b) **Board Motion / Vote**

D. MATTERS FROM/FOR ADVISORY BOARD

E. ADJOURNMENT



Park Advisory Board Meeting Minutes March 28, 2019

Members Present: Betty Roy; Eric Birk; Mike Ashenfelter; Sasha Lawson; Felicia Martindale; Claire Carpenter

Members Absent: Jerramy Pankratz;

Staff Present: Josh Shaw, City Manager
Cody Sims, Assistant City Manager
Brian Alfaro, Parks & Recreation Foreman
Rod Davis, Santa Fe Lake Caretaker
Susan Smith, Community Development Administrative Assistant

Guests: Tom Bybee; Jason Payne; Steve McHone; David Spires; Shane Spires; Bob Sage; Kyle Pressnell; Derek Ohl; Larry Novak; Stan Taylor; Thomas Chapin; Colby Simon; Nick Brewer; Run Boyd; Mike Galbraith; Greg Newton; Curtis Pressnell; Josh Ogden; Jake Poore; Dale Redding; Tom Leffler; Bob Bailey

Call to Order:
The Park Advisory Board meeting was called to order at 6:00pm.

Minutes:
Lawson made a motion to approve the minutes from the January 23, 2019 Park Advisory Board meeting; Roy seconded the motion. Motion carried without opposition.

Business:
Boat Motor Requirements at Augusta City Lake: Ashenfelter made a motion for the Park Advisory Board to make a recommendation to the Governing Body to have a joint meeting with the City Council in a Town Hall style forum to get public input. Carpenter seconded the motion. Motion carried without opposition.

Site Selection and Planning Process for the Skate Park: Carpenter made a motion to recommended staff to send out a survey to the school and general public. Roy seconded the motion. Motion carried without opposition.

Adjourn:

Lawson made a motion to adjourn at 8:00pm; Martindale seconded. Motion carried without opposition.

/s/Susan Smith, Community Development Administrative Assistant

DRAFT



**CITY OF AUGUSTA
PARK ADVISORY BOARD
AGENDA REPORT**

Meeting Date: April 16, 2019
 Department: Community Development
 Submitted By: Cody Sims, Assistant City Manager
 Prepared By: Cody Sims, Assistant City Manager
 Agenda Title: **Online Campsite Reservation System for Santa Fe Lake**

RECOMMENDED ACTION:

- b(i) Consider recommending approval to the Augusta City Council incorporation of an online campsite reservation system from Reserve America/Aspira;

- c(i) Consider recommending approval to the Augusta City Council amendments to the adopted fee schedule to cover the cost of campsite reservation software;

BACKGROUND:

At the May 17, 2018 Park Advisory Board meeting, staff facilitated a discussion that focused on the amendment of established fees for Santa Fe Lake. During the discussion staff made a recommendation to establish a reservation fee of \$5.00 for primitive campsites and a reservation fee of \$10.00 for electric campsites. The reservation fee was established in preparation for campsite reservation software that staff would be proposing at a later date. Since that time, staff has reviewed multiple reservation systems, and is ready to make a recommendation to the Park Advisory Board and Augusta City Council to consider. The adopted fee schedule resolution now needs to be amended to align with the software recommendation.

ANALYSIS:

Campsite Reservation Software. After reviewing multiple online reservation systems, Santa Fe Lake staff recommends moving forward with Reserve America/Aspira. [Reserve America](#) is a popular campsite reservation system that is used by many camping locations in the area, including El Dorado State Lake and Cheney State Lake. When patrons search for campsites in a specific location, Reserve America will show all of the available sites in that area. For example, a search for Wichita, Kansas, USA will show results from Cheney to El Dorado and from Wellington to Newton, and all points in between. How does this benefit us? By using Reserve America, Santa Fe Lake will appear in more search results, including search results for major state lakes.

Reserve America does not require any special software or equipment on our end. At most, we may have to purchase a new computer for Santa Fe Lake. Since it is all online, the system is hosted by Reserve America (referred to as Software as a Service – SAAS). In addition, the reservation system does not have a cost for the City that has to be budgeted – it is paid for via a \$3.50 reservation fee that is added to each reservation. Since we do not currently accept reservations, the system will help staff work more efficiently, and will also allow campers to coordinate their stay at Santa Fe Lake. The software also manages front end transactions (customer transactions, credit card processing) and accounting/bookkeeping. This functionality would replace our current accounting/bookkeeping system (Square) that we have used for the past four years.

Fee Schedule Amendments. At the present time, the adopted fee schedule has a reservation fee of \$5.00 for primitive sites, and a reservation fee of \$10.00 for electric sites. Staff recommends eliminating both of these reservation fees. In lieu of reservation fees, staff proposes the following fee adjustments:

<i>Fee Name</i>	<i>Current Fee</i>	<i>Proposed Fee</i>
Daily Recreation	\$7.00	\$8.00
Primitive Camp South	\$8.00	\$11.00
Primitive Camp North	\$20.00	\$22.00
Electric Sites	\$15.00	\$18.00

Department Head Approval Date: 04-14-2019

City Manager Approval Date:

Attachments (*list in packet assembly order*):

1.



**CITY OF AUGUSTA
PARK ADVISORY BOARD
AGENDA REPORT**

Meeting Date: April 16, 2019
Department: Community Development
Submitted By: Cody Sims, Assistant City Manager
Prepared By: Cody Sims, Assistant City Manager
Agenda Title: **Mountain Bike Rental at Santa Fe Lake**

RECOMMENDED ACTION:

- b(i) Consider recommending approval to the Augusta City Council improvements to recreational programming at Santa Fe Lake to include mountain bike rentals.

- c(i) Consider recommending approval to the Augusta City Council amendments to the adopted fee schedule resolution to establish a rental fee for mountain bikes.

BACKGROUND:

Over the past couple of years, Santa Fe Lake has blossomed into a destination in the Wichita metro area for mountain bike enthusiasts. The trail system has been expanded to keep up with demand from mountain bikers. The expansion of the trail network has resulted in significant revenue via sales of annual lake passes.

ANALYSIS:

The Santa Fe Lake Caretaker has been approached by Bicycle X-Change out of Wichita, who wanted to donate a bicycle work station that could be mounted near the trails and allow bicyclists to perform maintenance on their bicycle while enjoying the trails. While this has been declined for two years, Rod was able to negotiate a deal with Bicycle X-Change in which they agreed to donate six (6) mountain bikes and six (6) helmets to Santa Fe Lake as rental bikes for patrons who are interested in riding the trails, but do not have a suitable bicycle. We have checked with our liability insurance provider, EMC, about liability if renting bikes at the lake. They want to add Bicycle X-Change as an additional insured to the City’s general liability insurance; however, since Bicycle X-Change has no involvement in the rentals past the initial donation of the bikes and helmets, the city attorney has advised adding them as an additional insured is not necessary. All bike rentals would require a waiver of liability.

FISCAL IMPACT/FUNDING SOURCE:

Bike rentals would generate additional revenue from increased recreational opportunity at Santa Fe Lake. Staff recommends a rental fee of \$20 for the first two-hours (minimum two hours) for a bicycle and helmet, with each additional hour past the two-hour minimum costing \$10/hour.

Mountain Bike Rentals	\$20 for first two hours (minimum 2 hours); \$10/hour for each hour thereafter.
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Department Head Approval Date: 04-15-2019
City Manager Approval Date:
Attachments (*list in packet assembly order*):



**CITY OF AUGUSTA
PARK ADVISORY BOARD
AGENDA REPORT**

Meeting Date: April 16, 2019
Department: Community Development
Submitted By: Cody Sims, Assistant City Manager
Prepared By: Cody Sims, Assistant City Manager
Agenda Title: **Amendments to the Augusta City Code Pertaining to Santa Fe Lake**

RECOMMENDED ACTION:

Recommend approval to the Augusta City Council certain revisions to Chapter 12, Article 2 of the Augusta City Code pertaining to Santa Fe Lake.

ANALYSIS:

12-202. PERMITS; INDIVIDUAL AND GROUPS. All persons **entering using** Santa Fe Lake **park and** facilities ~~for the purpose of fishing, swimming, boating, skiing, picnicking, camping or recreation~~ will obtain a recreation permit from an authorized representative of the City. The recreation permit shall allow an individual or family to utilize the facilities **for recreational activities except boating and camping, which shall require a separate permit.** Upon purchase of recreation permits a decal will be furnished to use as identification to enter the park area. Additional decals for extra family vehicles or lost decals can be purchased. ~~Sightseeing or inspection of the premises does not require a permit.~~ **Entry into Santa Fe property shall be prohibited between the hours of 10:00pm and 5:00am without a valid Santa Fe Lake camping permit.**

12-203 BOAT PERMITS. Permits will be issued only to boats that display the state registration number as required by the Kansas Department of Wildlife, Parks, and Tourism. Santa Fe Lake users shall comply with boat safety requirements as promulgated by state agencies and as applies to state lakes. **Two-stroke personal watercraft shall be prohibited from Santa Fe Lake.** (Ord 1620 ,Sec. 1; Code 2010)

12-204 SPEED LIMIT FOR BOATS. A speed limit of five mph will be in effect for all boats operating within 100’ of any ~~in the~~ dock, **boat ramp, shoreline, or any designated No-Wake Zone and swimming area** at all hours and at all parts of the lake after sunset. (Ord. 1575, Code 1991, 11-204)

Staff is also interested in establishing Section 12-208, which grants the authority to the caretaker to issue citations to those found to be in violation of no valid permit. Enforcing permits is a time consuming issue during the busy summer months, which can result in 12 – 15 issues per day each weekend. A fee of \$50 for no valid permit is already established in the fee schedule; the total fee would equal \$125 after court costs. At the present time, there is no mechanism to enforce the rules for those who do not have a valid permit. The Director of Public Safety has been consulted regarding this issue and is supportive of the proposal.

Department Head Approval Date: 04-15-2019

City Manager Approval Date:

Attachments (*list in packet assembly order*):

1.