

**MITCHELL PARKS, RECREATION & FORESTRY DEPARTMENT  
BOARD MEETING AGENDA  
REGULAR BOARD MEETING 4:00 P.M.  
THURSDAY, July 14, 2016  
Rec Center 1300 North Main St.**

- I. *DELEGATIONS*
  
- II. ADDITIONS OR DELETIONS
  
- III. APPROVAL OF MINUTES
  - 1. Approval of Minutes – June 30, 2016 meeting
  
- IV. APPROVAL OF BILLS
  
- V. OLD BUSINESS
  - 1. Pool Update
  - 2. Feasibility Study for Rec Center
  - 3. Director Update
  - 4. Campground Lease
  - 5. Fundraising Guidelines
  
- VI. NEW BUSINESS
  - A. Recreation Report
  - B. Parks-Forestry Report
  - C. Sports Complex Report
  - D. Cadwell Signage
  - E. Recreation Center/Aquatic Center family qualifications
  - F. Youth programming ages/grades policy
  - G. Other
  
- VII. ADJOURNMENT

UNOFFICIAL MINUTES OF THE  
MITCHELL PARK, RECREATION & FORESTRY BOARD  
JUNE 9, 2016

A regular meeting of the Parks and Recreation Board was held on Thursday, June 9, 2016. The meeting was called to order by Melanie Mullenmeister, Vice-President at 3:59 p.m., at the Recreation Center Conference Room.

The following member of the Board were present: Melanie Mullenmeister, Brian Johnson, Jean Koehler, Mary Ellen Jepsen, Randy Seppala, Scott Kroger. Absent: Ryan Tupper. Council Liaison: Marty Barington. Staff present: Kevin DeVries, Angel DeWaard, Dan Dobesh, Steve Roth. Mayor Toomey and City Administrator Stephanie Ellwein were present for the first two delegations.

A delegation represented by Dave Backlund Jr. were present. Mr. Backlund informed the Board there will be a Bean Bag Tournament on July 9<sup>th</sup> & 10<sup>th</sup> at Wild Old Golf Course, however, he would like to request moving the Tournament to the Indoor Ice Arena utilizing the north rink for the tournament and to allow the filing of special alcohol permit with the City Council. Sports Complex Supervisor Dan Dobesh made a request to the Board that if alcohol is allowed at the Tournament that it be contained inside the hockey boards and that the Board set a deposit and rental fee for the Tournament. Motion Kroger, Second Koehler to move forward with allowing the Bean Bag Tournament to be held at the Indoor Ice Arena north rink and if the City Council approves the special alcohol permit, that all alcohol be contained inside the hockey boards only. Motion approved and carried. Discussion was held on rental fee structure. Motion Koehler, Second Jepsen to recommend the rental fee be set at \$350 per day, all clean up done by the Tournament sponsors along with a matching damage deposit. Motion approved and carried.

A delegation from the UBC development represented by Christie Gunkel were present. Ms. Gunkel presented to the Board a request to have a backstop installed south of the existing playground along with a petition signed by UBC development residences supporting the construction of a baseball diamond. The Board informed Ms. Gunkel that this would most likely fall under the jurisdiction of the Golf Board. City Administrator Ellwein requested a copy of the proposal to submit to the City Attorney to research and determine if this falls under the Park Board or Golf Board.

A delegation from the American Radio Relay League represented by Mark King were present. Mr. King informed the Board the ARRL had scheduled a Field Day Event for ham radio operators on June 25<sup>th</sup> and 26<sup>th</sup> at Kiwanis Woodlot and submitted a request to allow the operators to remain in the park area after 11 p.m. so operators can work as many stations as possible on any and all amateur bands, which is by city ordinance when all parks are closed. Motion Johnson, Second Seppala to allow the ARRL to remain in Kiwanis Woodlot Park on June 25<sup>th</sup> after 11 p.m. Motion approved and carried.

A delegation from the Mitchell Aquatics Club represented by Scott Fossum were present. Mr. Fossum presented to the Board an outline for a Build-a-Pool Capital Campaign seeking donations to secure the funds pledged by the Aquatics Club to contribute to the construction of the new Indoor Pool to be attached to the existing Mitchell Rec Center. The Board informed Mr. Fossum they would review the handout and when the new Park and Recreation Director is in place will begin to come up with fundraising guidelines.

A delegation from Puetz Construction represented by Wayne Puetz, John Schmidt and Herm Harms were present. Mr. Puetz informed the Board it has been brought to attention the addition to the Indoor Ice Arena, the south rink roof is building up ice/water and there is concern on damage to the structure. Mr. Puetz stated that originally Puetz Construction was to provide architectural and construction management services for the south rink/second sheet of ice construction, however, the City rescinded the agreement for their construction management services. Mr. Puetz noted he can provide documentation that the facility was to be a 9-month facility with no summer ice, therefore this is most likely the reason for the roof issues. The Board expressed concern that when the hockey spring/summer season is over at the end of June the south rink needs to be shut down until this issue is resolved at it may need to go beyond the Park Board.

A delegation from the Mitchell Skating and Hockey Association represented by John Lord were present. Mr. Lord, MSHA Board President presented four requests to the Park Board for improvements to the north rink as follows: Spray (rhino liner) flooring by the Zamboni doors at a cost of \$6,700, which MSHA would pay for; Build a 4 foot false wall on the west side where there is currently signage and the HVAC system, the signs would be placed uniformly on the wall and the would help to conceal the HVAC system; Build two rooms on top of the existing concession stand, one room would be 16'x40' film room and the second room would be 20'x40', the construction would be done by a contractor; Place a sign outside as there is currently no signage denoting the building as the Mitchell Activity Center. A lengthy discussion followed. Motion Johnson, Second Koehler to allow the spray flooring by the Zamboni doors and to have the Sports Complex Supervisor Dan Dobesh involved with this project; Allow the construction of the false wall done in an aesthetically pleasing fashion working with Dan Dobesh on this project; Allow the construction of the two rooms above the concession stand only upon approval by the City Engineer that it is structurally sound and to allow a new sign for the Mitchell Activity Center upon Park Board approval of the final sign design. Motion approved and carried.

Motion Seppala, Second Koehler to approve the agenda as presented. Motion approved and carried.

Minutes of the May 12, 2016 meeting were reviewed. Motion Johnson, Second Seppala to approve he Minutes of the May 12, 2016 meeting as read. Motion approved.

Motion Jepsen, Second Johnson to approve the Bills as submitted. Motion approved and carried.

Board Member Johnson updated the Board on the recent pool committee task force meeting, noting the committee has narrowed it down to one plan and bids may go out this fall.

No update available on the Rec Center feasibility study.

The Board was informed the Mayor has made an offer to an individual for the Park, Recreation and Forestry Director position.

No update available on the Campground Lease.

The Board will discuss fundraising guidelines at a future meeting.

The Board was informed that City Attorney Justin Johnson is fine tuning and agreement with Palace City Pedalers for the Kiwanis Woodlot pump track irrigation.

Kevin DeVries reviewed the Recreation Center Report. Summer programs are going well. Baseball, softball and swimming lesson numbers are around normal. Theater and track numbers are up this year. Todd started a few new programs one being games, games, games for younger kids. It teaches them how to set up and play old fashion yard games like bean bag toss, crochet etc. He also started Bikes and Parks for 2 different age groups, where the instructors take them on bike trips in town and on some of the trails to teach them bike safety. The Aquatic Center is up and running, Jamie has done a tremendous job. The Rec Center is plugging along. Thomas and Adam are working with a lot of young athletes. Thomas is working with McCook Central High School athletes and coaches this summer on their strength and conditioning, he is going over there twice a week in the mornings. We have figured out the seam room leak, the tile is not properly sealed and we are waiting for estimates on the cost to retiling it the right way. For the next Board meeting I would like to discuss and clarify the definition for a family pass and also age/grade requirement for when a child can start a park and rec program.

Steve Roth reviewed the Parks & Forestry Report. Projects we are working on or have completed are: Finished getting pool ready for opening day on May 28<sup>th</sup>; Making repairs to irrigation systems; Poured the sidewalk and doing dirt work for the new fishing pier at Sportsman's Club; Tilled and planted the flower gardens and the smaller flower beds in the other parks; Fertilized Hitchcock, Pioneer, Aquatic Center, 5<sup>th</sup> and Main Parking lot and Rotary Park; Sprayed pre-emergence in Hitchcock, Northridge, Doty and Pioneer Park; Seasonal staff have been busy mowing and trimming; Treating any standing water we find for mosquitos and have fogged the City twice; Started preparing the site at Northridge for the new ball field; Put the buoys in the lake and opened up the beaches; Adding wood chip to playgrounds that need more; Working in stump removal for the Engineering Department for sidewalks.

Dan Dobesh reviewed the Sorts Complex Report. Projects we are working on:

*MAC:*

- Hockey lease ends June 30<sup>th</sup>
- South Ice will come out around 1<sup>st</sup> week of July

*Cadwell Complex:*

- Sunshades are estimated to ship June 27<sup>th</sup>
- Fences have all been sprayed to keep weeds down
- Yellow fence cap has been completed on west 4-plex
- Flowers planted around Cadwell

*Pepsi Complex:*

- Daily maintenance: mowing/weed whipping/painting lines
- Sprayed all grass around concession area for weeds

*Parks:*

- Daily maintenance: mowing/weed whipping
- Irrigation turned on at Patton Young
- Fields/fences have been sprayed to keep weeds down.

There being no further business the Board adjourned at 5:25 p.m., noting Thursday, July 14, 2006 as the date of the next regular meeting of the Mitchell Park, Recreation and Forestry Board.

UNOFFICIAL MINUTES OF THE SPECIAL  
MITCHELL PARK, RECREATION & FORESTRY BOARD  
JUNE 30, 2016

A special meeting of the Parks and Recreation Board was held on Thursday, June 30, 2016. The meeting was called to order by Ryan Tupper, President at 11:55 a.m., at the Recreation Center Conference Room.

The following members of the Board were present: Ryan Tupper, Brian Johnson, Mary Ellen Jepsen, Randy Seppala, Scott Kroger. Absent: Melanie Mullenmeister, Jean Koehler, Council Liaison: Mary Barington. Staff present: Kevin DeVries, Angel DeWaard, Steve Roth, Dan Dobesh. Mayor Toomey, City Administrator Stephanie Ellwein. Evan Hendershot, Daily Republic Newspaper.

City Administrator Ellwein briefly reviewed three handouts with the Board, which included: Rec Center Building Condition Assessment; Parks & Forestry 5 Year Capital Improvement Plan; 2017 Budget Requests by Division. Ms. Ellwein informed the Board the Rec Center Building Condition Assessment outlined the current condition of the building and a list of anticipated/needed repairs. Included with this was a separate section on the existing indoor pool and potential repair costs or filling in the pool and repurposing the space.

Kevin DeVries reviewed his divisions 2017 budget requests. Rec Center – 4-5 new treadmills; 4 new weight machines; New front desk remodel; New office for Kevin in lobby; New partitions in locker rooms & bathrooms; New plastic lockers and adult locker rooms; New flooring in adult locker room; New sinks and counter tops in adult locker rooms; 4-5 new elliptical machines; New tile flooring throughout entire Rec Center; Remodel youth locker rooms into family locker rooms. Outdoor Aquatic Center – 50 new deck chairs; New computer; New video security camera's. The Board requested items to be put in priority order to bring back to July Board meeting.

Steve Roth reviewed his divisions 2017 budget requests. Parks & Forestry – New fishing pier for Kibbee Park; New air compressor (winterizing irrigation and shelters); Pickup with utility box; 8' Rotary cutter mower; Northridge Park playground; Master park plan; Camp Arroya remodel (window & doors); Sandy Beach shelter/restroom & infrastructure. Lake Mitchell Committee Development Requests – Kibbee Park new fishing pier; Storm water baffles/culverts; Water quality tests by Department of Environment and Natural Resources; James River Water Development District (to assist the organization clean the watershed; Get carp out of the lake. The Board requested items to be put in priority order to bring back to July Board meeting.

Dan Dobesh reviewed his divisions 2017 budget requests. Sports Complex – New shop/maintenance building; New aluminum goals for soccer complex; New backstop/fencing at Munroe Park. Indoor Ice Arena – South rink indoor roof issue. The Board requested items to be put in priority order to bring back to July Board meeting.

City Administrator Ellwein informed the Board she would provide a summary of the meeting and updated lists for the July meeting.

There being no further business the Board adjourned at 1:33 p.m.