

MITCHELL PARKS, RECREATION & FORESTRY DEPARTMENT
BOARD MEETING AGENDA
REGULAR BOARD MEETING 4:00 P.M.
THURSDAY, August 11, 2016
Rec Center 1300 North Main St.

1. DELEGATIONS

- A. Mitchell Baseball - Bldg
- B. DWU Coach Keif - Concessions
- C. Mark Sturdevant - Gary Peters Plaque

2. ADDITIONS OR DELETIONS

3. APPROVAL OF MINUTES

- A. PR Minutes 7-14-16

Documents:

[PR MINUTES 7-14-16.PDF](#)

4. APPROVAL OF BILLS

5. OLD BUSINESS

- A. Pool Update
- B. Feasibility Study For Rec Center
- C. Campground Lease
- D. Fundraising Guidelines

6. NEW BUSINESS

- A. Recreation Report
- B. Parks-Forestry Report
- C. Sports Complex Report
- D. Rec Center Master Plan
- E. Ice Arena Roof-South Rink
- F. Avera Sports Signs
- G. Celia Kelley Sign
- H. Other

7. ADJOURNMENT

UNOFFICIAL MINUTES OF THE
MITCHELL PARK, RECREATION & FORESTRY BOARD
JULY 14, 2016

A regular meeting of the Parks and Recreation board was held on Thursday, July 14, 2016. The meeting was called to order by Ryan Tupper, President at 4:01 p.m., at the Recreation Center Conference Room.

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

Motion Mullenmeister, Second Jepsen to approve the agenda as presented. Motion approved and carried.

Minutes of the June 9, 2016 meeting were reviewed. Motion Mullenmeister, Second Seppala to approve the June 30, 2016 special minutes. Motion Mullenmeister, Second Seppala to approve the June 9, 2016 regular meeting minutes and the June 30, 2016 special board minutes as read. Motion approved and carried.

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

City Administrator Ellwein presented to the Board a handout from MSH Architects covering the new indoor pool design. It was also noted they anticipate doing bids in November 2016 and anticipate construction to begin Spring 2017.

No update available on the Rec Center feasibility study.

The Board was informed the new Park, Recreation and Forestry Director will assume his position on July 18, 2016.

No update available on the Campground lease as the City Attorney is still reviewing it.

City Administrator Ellwein reviewed three handouts with the Board consisting of the Mitchell Parks & Recreation Donor Guidelines adopted by the Park Board in 2012; Rough draft of Mitchell Aquatics Clubs donor campaign to raise funds for the new pool; Copy of the corporate sponsor pledge card for MSHA from the second sheet of ice construction. The Board held a discussion on the Mitchell Aquatics Clubs donor campaign for raising funds for the new pool expressing concerns regarding facility naming rights. The Board unanimously agreed facility naming right should be maintained by the City, however, naming rights to the competitive pool, slide, scoreboard etc., would be acceptable and the Park Board would need to approve all

donor recognition prior to installation. Ellwein will work with the Mitchell Aquatics Club to revise their donor guidelines before beginning their fundraising campaign.

Kevin DeVries reviewed the Recreation Center Report. Our summer baseball and softball program will be wrapping up July 15th. The 2nd session of tennis has begun and numbers are good, as are the Dakota Kids and Fab Fours. Todd's bikes and parks program was very success and we hope to be able to do more of that kind programming in the future. We are planning out fall/winter programs and will be getting the fall/winter brochure out shortly as we will begin taking registration for fall programs on July 19th. Jamie is doing a great job keeping the aquatic center running, overall numbers are up from a year ago this time. The Rec Center has been busy with youth athletes training with Adam and Thomas has been driving to Salem to work with their teams. We have been giving approval to get the steam room leak fixed, the company doing the work hopes to begin in October.

Steve Roth reviewed the Parks & Forestry Report. Projects we are working on or have completed are: Doing irrigation maintenance in Hitchcock and Pioneer Park; Finished the new fishing pier by the Sportsman's Club; Putting in the new ball field at Northridge Park; Hosted a swim meet at the aquatic center June 18th-19th; Removed some trees for Engineer Departments sidewalk projects; Spraying thistles and leafy spurge around town and lake; Got all parks and lake areas ready for the 4th of July and all clean up done after the July 4th fireworks; Mosquito numbers have been really low but we are still treating and standing water for larvee; Daily pool maintenance.

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

MAC:

- Ice is ready to come out of south rink soon as sunshades are completed
- Bean bag tournament took place July 9th and 10th

Cadwell Complex:

- Sunshades arrived Monday, July 11th – will be completed by July 14th
- Half of the baseball/softball fields have been fertilized
- Press box on Field B has been repainted/re-stained
- Starting to prepare for State Amateur Tournament that begins Aug. 3rd
- Working on repainting and staining many things round the complex
- Working on irrigation sprinkler heads around the complex

Pepsi Complex:

- Daily maintenance: mowing/weed whipping/painting lines
- Sprayed most of the complex for weeds
- All of complex has been fertilized
- Working on goal mouths and high traffic areas of the fields-seeding/aerating

Parks:

- Daily maintenance: mowing/weed whipping
- Added wood chips to flower bed at Monroe
- Re-stained part of Monroe shelter
- Playground inspections completed

The Board reviewed a request, submitted by Kevin DeVries, from Ellwein Distributing to place a Bud Light sign on their current advertisement signage on the outfield fence at the stadium. The Board did not see a problem with this and noted Ellwein Distributing will need to enter into a contract with Mitchell Baseball on this as they have rights to all signage on the outfield fence.

Kevin DeVries presented a request to the Board seeking clarification on what the definition is for a "Couple" when purchasing a couple's membership to the Recreation Center. After some discussion the Board directed Kevin to check with private fitness facilities to see what their definition is for a couple's membership.

The Board reviewed a request from Kevin DeVries regarding the currently policy for youth programming ages/grades policy. Under the current policy youth who are in kindergarten within the school district can register for programs. Kevin requested the policy be changed to state that a child must be currently in kindergarten to be eligible to enroll in any offered youth programs. Motion Mullenmeister, Second Seppala to amend the current policy to state that a child must currently be in kindergarten in the school district before a parent can register them for a Park and Rec program or activity. Motion approved and carried.

There being no further business the Board adjourned at 5:12 p.m., noting Thursday, August 11, 2016 as the date of the next regular meeting of the Mitchell Park, Recreation and Forestry Board.