

Mitchell Parks, Recreation & Forestry Board
Board meeting Agenda
Regular Board Meeting 4:00 P.M.
Thursday, January 12, 2017
Rec Center 1300 North Main St.

1. DELEGATIONS

2. ADDITIONS OR DELETIONS

3. APPROVAL OF MINUTES

A. November 10, 2016 Minutes

Documents:

[PR MINUTES 11-10-16.PDF](#)

B. December 14, 2016 Special Minutes

Documents:

[PR SPECIAL MINUTES 12-14-16.PDF](#)

4. APPROVAL OF BILLS

5. OLD BUSINESS

6. NEW BUSINESS

A. Staff Reports

1. Recreation; Parks-Forestry; Sports Complex; Department Reports

Documents:

[CURRENT BOARD REPORTS.PDF](#)

B. Approve Concession Agreement

Documents:

[CONCESSION STAND LEASE 2017 HIGHLIGHTS.PDF](#)

C. Approve Shelter Agreement

D. ADJOURNMENT

UNOFFICIAL MINUTES OF THE
MITCHELL PARK, RECREATION & FORESTRY BOARD
NOVEMBER 10, 2016

A regular meeting of the Parks and Recreation Board was held on Thursday, November 10, 2016. The meeting was called to order by Ryan Tupper, President at 3:59 p.m., at the Recreation Center Conference Room.

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

A delegation from Mitchell Baseball represented by Luke Norden were present. Director Powell reviewed with the Board the Lease Agreement prepared by City Attorney Justin Johnson which incorporates the proposed indoor batting cage building. The City would retain ownership with Mitchell Baseball covering all costs and potential new location to be northwest corner of old soccer fields at Cadwell. The lease would be for a term of 20 years with rent being \$300/month. Motion Johnson, Second Seppala to approve the Lease Agreement as presented. Motion approved and carried.

Additions and Deletions: Aquatic Center Update; Remove item "E" Cadwell Master Plan under New Business. Motion Jepsen, Second Seppala to approve the agenda with the addition of Aquatic Center Update and removal of item "E" under New Business. Motion approved and carried.

City Administrator Ellwein updated the Board on the progress of the Mitchell Aquatic Center. The City is still waiting for final design and is looking to go to bid in November with bid opening to be late December or early January.

Minutes of the October 13, 2016 meeting were reviewed. Motion Seppala, Second Johnson to approve the October 13, 2016 minutes as read. Approved and carried.

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

Director Powell informed the Board the City Council tabled the Recreation Center Business plan at their November 7th meeting and will presented again at the November 21st City Council meeting.

The Board was informed that the City Council approved moving forward with the Lake Mitchell Campground Proposal.

Kevin DeVries reviewed the Recreation Center Report. Men's flag football league wrapped up on October 26th. Our 3rd – 6th grade youth basketball program will wrap up on November 19th.

Adult coed volleyball league started on October 23rd with 12 teams and play on Sundays up in the Armory. Youth tennis lessons at the 4H building have begun and adult pickle ball will be held at the Armory on Wednesday evenings. We are taking registration for youth wrestling and will begin taking registration on November 23rd for youth volleyball, boys and girls kernel basketball camps. Our steam room tiling project began on November 1st and should be completed by November 16th. Other projects we are having done is roof top unit repairs; shower fixture replacements; new chlorinator on the whirlpool. If budget allows we will have back gym painted and new LED lights installed by end of the year. We have been doing demos with 3 companies on a new software system for registration, memberships POS and hope to have a new system in place on January 1st.

Steve Roth reviewed the Parks & Forestry Report. Projects we are working on or have completed are: Winterized park shelters/restrooms and irrigation systems; Installed the sign at Celia Kelley Pines; Working on installing the sign at Dry Run Skate Park; Working on installing the playground at Indian Head Park; Sprayed parks and areas around the lake; Moved the Franks Bay Fishing Pier and the new fishing pier at Sportsman Club; Took out the No Wake and Swimming area buoys; Mulching leaves in parks; Worked on all the Christmas decorations and got them ready to be put up; New tennis courts-all concrete work is done, fence is done, some dirt work still needs to be completed. The painter had been working on the courts and should have 2 of them done but the other 2 might have to wait until spring as it is weather dependent.

Dan Dobesh reviewed the Sports Complex Report. Projects being worked on:

MAC:

- Open skate started October 17th
- First games begin November 5th and 6th
- No new news on south rink resolutions

Cadwell Complex:

- Finished work on Cadwell infield
- Winterized all of Cadwell complex
- Sunshades fully completed, tested for fit and taken down for the winter
- Planted seed at Cadwell stadium
- Leaf clean up around entire complex

Pepsi Complex:

- Begin winterizing Pepsi Complex Nov. 3rd
- Flag pole stone set between fields 4 and 5 on complex
- Many goals have been moved off the fields for the winter
- Begin aerating all fields on complex

Parks:

- Daily maintenance: Leaf clean up at parks
- Parks winterized-irrigation/shelters
- Parks ball field bases removed

Director Powell reviewed the monthly Department Report.

Major Incidents and Significant Events:

- No major incidents

Important Meetings and Training Attended:

- MACPD meeting and Banquet-Funding ADA sidewalk for Hitchcock Playground
- Ongoing Aquatic Center meetings
- Lake Committee Meetings
- Parks Board Meeting
- Fish Habitat Meeting

Project Outcomes:

- Donor Guidelines Approved by Parks Board
- Celia Kelley Sign Installed
- Campground Proposal Approved by Parks Board
- Rec Center Business Plan Approved by Parks Board

Current Projects:

- Lake development plan
 - FYRA Engineering
 - Economic Impact Study
 - Develop Watershed Advisory Council
 - Develop Technical Advisory Team
- Indian Head Playground
- Tennis Courts at Hitchcock Park
- Recreation Center Business Plan Proposal to City Council
- Mitchell Campground Proposal to City Council
- Website Updates
- West launch trail construction
- Uniform Policy for staff
- Aquatic Center
- Ice Arena Condensation Issues
- Fee Structure for Department

Upcoming Special Events and Meetings:

- Parks Board meeting
- Lake Committee meeting
- Baseball and Softball Associations Meetings
- MACPD meeting

Change in Park/Facility Status:

- Ice in the Activity Center

Director Powell reviewed with the Board the 2017 Proposed Parks and Recreation Fee Structure which included the following handouts: Fee change justification; 2016 and 2017 fees with all changes highlighted for all parks and recreations programs, facilities and fields. Motion Seppala, Second Jepsen to approve the 2017 Proposed Parks and Recreation Fee Structure and support Director Powell taking the proposed fee structure to the next City Council meeting. Motion approved and carried.

There being no further business the Board adjourned at 5:05 p.m. noting Thursday, December 8, 2016 at 4:00 p.m. 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
DECEMBER 14, 2016

A special meeting of the Parks and Recreation Board was held on Wednesday, December 14, 2016. The meeting was called to order by Ryan Tupper, President at 12:05 p.m., at the Recreation Center Conference Room.

The following members of the Board were present: Ryan Tupper, Brian Johnson, Mary Ellen Jepsen, Via Phone Melanie Mullenmeister. Absent: Jean Koehler, Randy Seppala, Scott Kroger. Council Liaison: Marty Barington. Staff present: Nate Powell, Angel DeWaard, Dan Dobesh.

Director Powell reviewed the request by MSHA to allow signage placement above the existing digital sign out front of the Mitchell Activity Center. Motion Tupper, Second Mullenmeister to allow the Sports Complex Supervisor Dan Dobesh and MSHA decide on the location of signage placement above or below the existing digital sign. Motion approved and carried.

Director Powell reviewed the proposed Sports Complex Diamond & Field Policy Manual 2017, highlighting any changes. Motion Johnson, Second Jepsen to approve the Sports Complex Diamond & Field Policy Manual 2017 as presented. Motion approved and carried.

There being no further business the Board adjourned at 12:10 p.m.

Recreation Board Report
December 9th – January 12th 2017
Kevin DeVries

Todd and Jamie have wrapped up our 2016 programs with youth tennis and safe sitter babysitting class. She had enough interest in the safe sitter class to add another day which was great.

Pickleball wrapped up at the Armory and now Todd is working on the winter session which will be held at LB Williams on Wednesday evenings.

Youth volleyball will begin the week of January 9th and will run for 6 weeks. We will have 5th & 6th grade at the Rec Center and 3rd & 4th grade at LB Williams. There are between 20-30 signed up for each one as of now. Boys and girls Kernel Basketball camps will also begin on January 7th, 14th and 28th.

Youth traveling basketball league begins January 3rd. We have 8 girls teams who will play on Tuesdays and 6 boys teams who will play on Thursdays. Men's basketball league will start up on January 11th and will play on Wednesdays evening at the Rec Center, Middle School and Armory. We are full at 26 teams.

We are currently working on the annual report and had our first meeting with the Daily on the summer brochure. First proofs for the brochure will be January 31st.

December was a busy month at the Rec Center with a lot of traffic and January has started out strong. Chris is getting all the auto checking memberships converted to the new rate and any annual members that want to take advantage of the 24/7 we are getting them their new cards so they can start immediately.

With 2017 now here Thomas will be ordering our new strength equipment for the weight room so we are excited to get that in by the end of January or early February. Joe and I are getting final estimates for all the adult locker room renovations which will be great when they are done. We will be getting new lockers, flooring and bathroom fixtures.

We hope to have our agreement with QOP for the fitness assistant position finalized and approved by the city council on January 17th. We are looking forward to getting that started and working with them.

**Parks & Forestry
Board Report
January 2017**

- Making repairs and doing maintenance on equipment.
- Started our boulevard tree removals for this year.
- Started trimming boulevard trees (street side only for clearance) with Street Department.
- Repainted some weight lifting equipment for the Rec Center.
- Repairing some picnic tables.
- Moved our firewood pile from the Waste Water Department to North of the Soccer Fields.
- Started to cut and split more firewood for the Campground.
- Clean shop and vehicles.
- Snow Removal.
- Cleaned up branches from the strong winds we had.

Sports Complex Board Report:

January 2017

MAC:

- Routine ice maintenance/cleaning
- Water heater went out/ replaced in Olympia room
- Fix fire alarm communication system

Cadwell Complex:

- Snow removal
- Move remaining small equipment to storage under stadium
- Clean up around storage shed on west end of complex
-

Pepsi Complex:

- Clean out Fischer Building

Parks:

- Daily maintenance
- Trim trees
- Maintenance at Monroe/Patton Young shelters

**Department Report
Monthly Report
January 2017**

Major Incidents and Significant Events

- No major incidents

Important Meetings and Training Attended

- Cadwell Stadium Meeting with Mitchell Baseball Association & Exchange Club
- Lake Committee Meeting
- Parks Board Meeting
- City Council Meetings
- Met with Crouch Recreation Representative

Project Outcomes

- Sports Complex Policy Complete
- Uniform Policy Implemented
- Lake committees formed and submitted to FYRA
- Shelter Agreement Ready for Board
- Concession Agreement Ready for Board
- West Launch Trail completed by Palace City Pedalers

Current Projects

- Lake development plan
 - FYRA Engineering
 - Economic Impact Study
 - Developing Watershed Advisory Council
 - Developing Technical Advisory Team
- Recreation Center Feasibility Study
- Recreation Center Business Plan
- Mitchell Campground Implementation
- Website Updates
- Aquatic Center
- Ice Arena Condensation Issues
- Parks Master Plan

Upcoming Special Events and Meetings

- Parks Board meeting
- Lake Committee meeting
- MACPD meeting
- City Council Meetings

Change in Park/Facility Status

CONCESSION FACILITY OPERATION AGREEMENT 2017

THIS AGREEMENT, made and entered as of the date subscribed below, by and between the Mitchell Parks and Recreation Board of the City of Mitchell, hereafter "City", and the _____, hereafter "Concession Operator"; and

WHEREAS this Agreement shall relate to the operation of one (1) Concession Facility, as further described below, by the Concession Operator.

THEREFORE, upon the consideration of the mutual covenants and obligations hereafter stated, the parties hereby agree as follows:

A. The City agrees to:

1. Permit the Concession Operator to operate one (1) Concession Facility located at _____ for the 2017 season __/__/____ - __/__/____, hereafter "Term".
2. To furnish a detailed list of scheduled games and tournaments to Concession Operator.
3. To work in cooperation with the Concession Operator in updating the schedule, making every effort to provide two (2) days' notice of all schedule changes.
4. Provide the garbage receptacles on the premises for containing all waste and refuse materials as a result of said concession operation.
5. Dispose of all refuse in containers as provided by the Parks and Recreation Department.

B. Concession Operator agrees to:

1. Operate the above-described concession stand and sell pop, candy, and related merchandise and to retain personally all profits therefrom; provided, however, that all prices charged shall be subject to approval of the Parks and Recreation Board. The City hereby authorizes Concession Operator to use the appropriate Concession Facility to provide the services stemming from this Agreement for the entire Term. The City reserves the right to withdraw such authorization during the Term if necessary to protect the Concession Facility or its visitors.
 - a. Concessions Facility as used herein means the building, utility systems, fixtures, equipment, and other improvements assigned hereunder and constructed or acquired by the City and provided by the City for the purpose of this lease.
 - b. The City shall have a right to enter all facilities utilized by the Concession Operator to ensure the proper administration of the terms of this agreement and other purposes the City deems necessary, so long as the same does not substantially interfere with Concession Operator's operations, and for emergency purposes. Such entry shall not be deemed an eviction.
2. **Pay the City \$300.00, payable on or before the first day of May each year.**

3. Pay all bills incurred in connection with the operation of said Concession Facility.
4. Indemnify and hold harmless the City of Mitchell from any and all claims of any kind whatsoever arising from or in connection with the Concession Operator's operation of said Concession Facility.
5. Obtain, and maintain throughout the Term, liability insurance satisfactory to the City, and provide a copy to the Park and Recreation Department.
 - a. Comprehensive general liability insurance, including products, bodily injury and property damage with combined single limits of \$1,000,000 for each occurrence.
6. Keep the Concession Facility and the surrounding area in a clean and reasonable tidy condition. Concession Operator shall have the continuing duty to perform cleanup of this area as needed, at the discretion of the Sports Complex Manager, but in no event less often than once per day.
7. Provide building maintenance as further described below:
 - a. Concession Operator, at its sole expense, will physically maintain and repair all facilities used by Concession Operator pursuant to this Agreement and conduct all necessary housekeeping activities associated with such operations to the satisfaction of the City.
 - b. The Concession Operator, with the written approval of the City, may construct or install facility upgrades necessary for the operations arising out of this Agreement and any improvement constructed by Concession Operator which is attached to the realty shall become part of said realty and be deemed the sole property of the City.
 - c. If during the term hereof, a Concession Facility requires major repairs and/or improvements, which costs exceed \$500 per incident, said costs will be paid for by the City, as determined by the City.
 - d. If the Concession Facility is damaged through the negligence of the Concession Operator or its customers, it will be the responsibility of the Concession Operator to make necessary repairs, at its sole expense, to the satisfaction of the City.
8. Provide and maintain appliances necessary for a commercial food service operation.
9. Use the premises solely for the purpose of operating said concession.
10. Never transfer or assign this Agreement or any part hereof except with the express written consent of the Parks and Recreation Board. Should the Concession Operator desire to assign this agreement before its expiration date, it may do so according to the Sports Complex Policy and only to an assignee acceptable to the City who shall agree to be bound by the terms of this Agreement and said assignment shall be for a consideration not to exceed the amount as described in this Agreement.

11. Keep said Concession Facility open for business during league play and tournaments as scheduled by the Parks and Recreation Department Staff. Hours of operation shall include one-half hour before scheduled start of games.
 12. Observe and comply with all State and Federal laws and City Ordinances applying to the operation of said concession stands. Food handler requirements must be met.
 13. Ensure that any pop machine or other vending equipment is located in a safe and accessible site subject to approval by the City, and to accept all responsibility associated with said machine.
 14. All concession utilities shall be at the expense of the Concession Operator if meters are present. It is the responsibility of the Concession Operator to activate such utilities necessary to conduct the operations of the concession stand.
 15. The Concession Operator shall meet with the Sports Complex Manager prior to each season to discuss the previous season and goals for the upcoming season. The Concession Operator will file an annual accounting statement of gross receipts and expenses and a profit or loss statement. These records shall be provided to the City no later than March 15th of the following year. The City shall have the right to examine any of Concession Operator's books, records, documents, and papers related to this Agreement, including State and Federal income tax records.
- C. Notwithstanding any other provision to the contrary, it is further agreed by the parties that the City reserves the right to cancel or terminate this Agreement upon notice to the Concession Operator, with no liability to the City, upon the determination by the City that the performance by the Concessions Operator is unsatisfactory to the City, which determination shall be at the sole discretion of the City to be exercised in good faith.

IN WITNESS WHEREOF, the parties, being duly authorized, affixed their signatures this _____ day of _____, 2017.

Mitchell Parks and Recreation

By: _____
Director

Concession Operator (Print)

By: _____

Its: _____