

Mitchell Parks, Recreation & Forestry Department  
Board Meeting Agenda  
Regular Board Meeting 4:00 p.m.  
Thursday, February 8, 2018  
Mitchell Rec Center Conference Room, 1300 N Main St

**1. DELEGATIONS**

**2. ADDITIONS OR DELETIONS**

**3. Approval Of Minutes**

Documents:

[PR MINUTES 1-11-18.PDF](#)

**4. Approval Of Bills**

Documents:

[QUARTERLY BILL REPORT.PDF](#)

**5. OLD BUSINESS**

**6. NEW BUSINESS**

A. Staff Reports

Documents:

[CURRENT BOARD REPORTS.PDF](#)

B. Tennis Agreement 2018

Documents:

[TENNIS ASSOCIATION AGREEMENT 2018.PDF](#)

C. Update On Lake Mitchell Development Project

D. Other

**7. ADJOURNMENT**

UNOFFICIAL MINUTES OF THE  
MITCHELL PARK, RECREATION & FORESTRY BOARD  
JANUARY 11, 2018

A regular meeting of the Mitchell Parks and Recreation Board was held on Thursday, January 11, 2018. The meeting was called to order by Ryan Tupper, President at 3:58 p.m., at the Mitchell Recreation Center Conference Room.

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

Motion Kroger, Second Mullenmeister to approve the Agenda as submitted. Motion approved and carried.

Minutes of the December 14, 2017 regular meeting were reviewed. Motion Mullenmeister, Second Jepsen to approve the December 14, 2017 Minutes as read. Motion approved and carried.

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

Kevin DeVries reviewed the Recreation Center Report. Currently we are taking registrations for Little Kernel Basketball camps, youth wrestling and girls' volleyball, which will start the week of January 8<sup>th</sup>. Winter pickleball at LB starts January 3<sup>rd</sup> and Men's basketball starts January 10<sup>th</sup>. We are working on the summer brochure as well. Thomas and I met with KMIT, Q107, Daily Republic, a social media company from Sioux Falls and MIDCO about our marketing strategies for the upcoming year. There have been a lot of seniors coming in and inquiring about silver sneakers. We had our first trial run at a Lazy man/women triathlon at the beginning of the month with 38 participants and are finishing up with the second one with 34 participants. Puetz put up a temporary wall in the weight room so we lost about 15ft in there for now, once completed we should be able to reclaim 5-6 ft. Our new cardio equipment was delivered on January 4<sup>th</sup>. The back gym and conference room has been painted by Fred Nagel, both look great and the conference room will serve as our party room for the pool as well. We are researching a potential new software company for our memberships and hope to make a decision by the end of the week.

Steve Roth reviewed the Parks and Forestry Report. Projects we are working on or have completed are: Started tree removal for the year; Cutting and splitting firewood for the Campground; Put up fence around the area were we cut and split firewood; Chainsaw maintenance; Maintenance to snow removal equipment; Snow removal; Maintenance on Xmas decorations and tree; Making repairs to equipment around the shop; Mounted one of the

Mosquito foggers on a trailer; Building a book case and framed a bike trail sign to hang up in the old store at the Campground.

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

*MAC*

- Mite Tournament – January 6<sup>th</sup> & 7<sup>th</sup>
- Routine daily maintenance on ice
- Will be painting ice pink for cancer event on January 20<sup>th</sup>
- Cleaned out north compressor room/organized

*Cadwell Complex*

- Snow removal
- Work through all small engine machines

*Pepsi Complex*

- Added mulch to entire west tree belt
- Clean up left over mulch piles

*Parks*

- Snow removal
- Tree work

Director Powell reviewed the monthly Department Report.

***Major Incidents and Significant Events:***

- Potential ice breakthrough turned out to be nothing. Looked at solutions to warn people of the hazard at water inlet to keep people from driving snowmobiles across the open pond during the winter and to warn kayakers in the summer. A hazard buoy was determined to be the long-term solution

***Important Meetings and Training Attended:***

- Reviewing Biweekly construction meetings
- FYRA meetings
- Lake Committee Meeting
- Parks Board Meeting
- City Council Meetings
- MACPD meeting
- Business plan discussions with Councilman Hunsaker
- Weekly and Monthly staff meetings
- Weekly Department Head management meetings
- Biweekly planning commission meetings
- Burr St Sidewalk Visit
- Ice Arena Remedies discussion with Sustainable Engineering
- Pool construction walk through with MAC
- City-wide naming policy meeting
- Corn-Palace Crosswalk discussion

***Project Outcomes:***

- Parks Master Plan Complete

- Northridge Playground Complete
- Rec Center Locker Room remodel complete (for now)
- Master Plan Presentation to Council with good feedback overall
- Performance Appraisals Complete with division managers and Admin Assist
- LWCF Grant submitted – Site visit 1/10/17 grant awarded end of February

***Current Projects:***

- Lake development plan – Reviewed Fyra public forum
  - FYRA Engineering
  - Watershed Advisory Committee
  - Technical Advisory Team
- Recreation Center Business Plan
- Indoor Aquatic Center
- Parks Master Plan Final Board Adoption
- Veterans Park Dedication – May 26, 2018
- Updating Algal Bloom Guidelines
- Doty Playground Design
- Ice Arena Remedies

***Upcoming Special Events and Meetings:***

- Sustainable Engineering Conference Call
- Naming policy meetings
- Parks Board meeting
- Lake Committee meeting
- Public TM presentation with FYRA
- reviewing MSH Construction meeting report
- MACPD meeting
- City Council Meetings
- Planning Commission Meetings
- Marketing partnerships with JVCC and Lakeview Golf Course meeting
- GBR Classroom visit
- LWCF grant site visit with GFP

***Change in Park/Facility Status:***

Director Powell submitted a request to the Board for the adoption of the Master Plan. Motion Kroger, Second Seppala to approve the adoption of the Master Plan. Motion approved and carried.

There being no further business the Board adjourned at 4:55 p.m., noting Thursday, February 8, 2018 at 4:00 p.m., at the Recreation Center Conference Room as the date of the next regular meeting of the Mitchell Park, Recreation and Forestry Board.

## 2018 Quarterly Bill Report

	<u>Budget Amt</u>	<u>Jan.2018</u>	<u>Feb.2018</u>	<u>Mar.2018</u>	<u>2018 Remaining</u>	<u>Feb.2017</u>
<b><u>Recreation/Aquatics</u></b>						
Professional Fees	\$ 1,525.00	\$ -	\$ -	\$ -	\$ 1,525.00	\$650.00
Publishing	\$ 3,000.00	\$ -	\$ 205.00	\$ -	\$ 2,795.00	\$0.00
Publishing Aquat	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$0.00
Repair/Maint	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$0.00
Repair/Maint Aqu	\$ 13,000.00	\$ -	\$ -	\$ -	\$ 13,000.00	\$0.00
Supply/Materials	\$ 11,000.00	\$ -	\$ 47.83	\$ -	\$ 10,952.17	\$72.33
Supply/Material Aqu	\$ 7,350.00	\$ -	\$ -	\$ -	\$ 7,350.00	\$0.00
Concession Supply	\$ 23,000.00	\$ -	\$ -	\$ -	\$ 23,000.00	\$0.00
Pool Chemical	\$ 32,800.00	\$ -	\$ -	\$ -	\$ 32,800.00	\$0.00
Uniforms	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$0.00
Computer Software	\$ 2,750.00	\$ -	\$ 150.00	\$ -	\$ 2,600.00	\$0.00
Comp Software Aqu	\$ 2,750.00	\$ -	\$ 100.00	\$ -	\$ 2,650.00	\$0.00
Travel/Conf/Dues	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$0.00
Travel/Conf/Dues Aqu	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$0.00
Utilities	\$ 690.00	\$ -	\$ -	\$ -	\$ 690.00	\$381.28
Utilities Aquatic	\$ 40,000.00	\$ -	\$ 392.15	\$ -	\$ 39,607.85	\$372.63
Refund of Fees	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$0.00
<b><u>Rec. Center</u></b>						
Publishing	\$ 62,000.00	\$ -	\$ 255.00	\$ -	\$ 61,745.00	\$0.00
Repair/Maint	\$ 24,150.00	\$ -	\$ 589.02	\$ -	\$ 23,560.98	\$492.63
Supply/Materials	\$ 27,270.00	\$ -	\$ 6,693.95	\$ -	\$ 20,576.05	\$2,182.16
Concession Supply	\$ 9,000.00	\$ -	\$ 637.74	\$ -	\$ 8,362.26	\$530.56
Chemical	\$ 18,224.00	\$ -	\$ -	\$ -	\$ 18,224.00	\$161.65
Uniforms	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$214.99
Travel/Conf/Dues	\$ 800.00	\$ -	\$ -	\$ -	\$ 800.00	\$0.00
Utilities	\$ 136,795.00	\$ -	\$ 67.95	\$ -	\$ 136,727.05	\$4,586.90
Software	\$ 5,150.00	\$ -	\$ 349.00	\$ -	\$ 4,801.00	\$0.00
Refunds	\$ 250.00	\$ -	\$ 203.00	\$ -	\$ 47.00	\$0.00
Capital Improv.	\$ 127,000.00	\$ -	\$ -	\$ -	\$ 127,000.00	\$0.00
Capital Equipment	\$ 86,311.00	\$ -	\$ 49,916.31	\$ -	\$ 36,394.69	\$0.00
<b><u>Sports Complexes</u></b>						
Repair/Maint	\$ 32,500.00	\$ 738.89	\$ 746.89	\$ -	\$ 31,014.22	\$0.00
Supply/Materials	\$ 51,300.00	\$ 335.14	\$ 494.71	\$ -	\$ 50,470.15	\$3,584.22
Chemical	\$ 16,000.00	\$ -	\$ -	\$ -	\$ 16,000.00	\$0.00
Small Equipment	\$ 1,300.00	\$ 629.55	\$ -	\$ -	\$ 670.45	\$0.00
Gas/Fuel	\$ 14,000.00	\$ -	\$ -	\$ -	\$ 14,000.00	\$369.48
Uniforms	\$ 1,500.00	\$ 100.98	\$ -	\$ -	\$ 1,399.02	\$0.00
Professional Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
Travel/Conf/Dues	\$ 1,700.00	\$ -	\$ 250.00	\$ -	\$ 1,450.00	\$0.00
Utilities	\$ 115,000.00	\$ 24.00	\$ 10,899.92	\$ -	\$ 104,076.08	\$11,811.86
Capital Equipment	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$0.00

	<u>Budget Amt</u>	<u>Jan.2018</u>	<u>Feb.2018</u>	<u>Mar.2018</u>	<u>2018 Remaining</u>	<u>Feb.2017</u>
<b><u>Parks/Blvds</u></b>						
Publishing	\$ 850.00	\$ -	\$ -	\$ -	\$ 850.00	\$0.00
Repair/Maint	\$ 39,000.00	\$ 355.91	\$ 1,062.68	\$ -	\$ 37,581.41	\$606.71
Supply/Materials	\$ 69,000.00	\$ 116.06	\$ 998.41	\$ -	\$ 67,885.53	\$671.88
Chemicals	\$ 7,000.00	\$ -	\$ -	\$ -	\$ 7,000.00	\$0.00
Trees	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$0.00
Gas/Fuel	\$ 29,000.00	\$ -	\$ 1,626.80	\$ -	\$ 27,373.20	\$797.04
Uniforms	\$ 1,850.00	\$ -	\$ 36.98	\$ -	\$ 1,813.02	\$135.98
Small Equipment	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$2,049.91
Travel/Conf/Dues	\$ 2,800.00	\$ -	\$ 450.00	\$ -	\$ 2,350.00	\$690.50
Utilities	\$ 52,000.00	\$ -	\$ 118.00	\$ -	\$ 51,882.00	\$1,070.17
Mosquito Program	\$ 12,000.00	\$ -	\$ -	\$ -	\$ 12,000.00	\$0.00
Capital Bldg	\$ 62,227.00	\$ -	\$ -	\$ -	\$ 62,227.00	\$0.00
Capital Improv.	\$ 45,000.00	\$ -	\$ -	\$ -	\$ 45,000.00	\$0.00
Lake Mitchell Dev	\$ 10,000.00	\$ -	\$ 40.72	\$ -	\$ 9,959.28	\$3,050.03
Capital Equip.	\$ 66,000.00	\$ -	\$ -	\$ -	\$ 66,000.00	\$0.00
<b><u>Supervision</u></b>						
Insurance	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 70,000.00	\$72,322.73
Professional Service	\$ 165.00	\$ -	\$ 5,048.00	\$ -	\$ (4,883.00)	\$0.00
Publishing	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	\$0.00
Repair/Maint	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
Supply/Materials	\$ 1,800.00	\$ -	\$ 84.81	\$ -	\$ 1,715.19	\$418.23
Uniforms	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$0.00
Travel/Conf/Dues	\$ 2,300.00	\$ -	\$ -	\$ -	\$ 2,300.00	\$0.00
Utilities	\$ 230.00	\$ -	\$ -	\$ -	\$ 230.00	\$0.95
<b><u>Campground</u></b>						
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
Professional Service	\$ 1,870.00	\$ -	\$ -	\$ -	\$ 1,870.00	\$0.00
Advertise/Promo	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$0.00
Repair/Maint	\$ 16,000.00	\$ -	\$ -	\$ -	\$ 16,000.00	\$0.00
Supplies	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$0.00
Cost of Goods Sold	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$0.00
Minor Equipment	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,500.00	\$0.00
Utilities	\$ 16,000.00	\$ 64.95	\$ -	\$ -	\$ 15,935.05	\$0.00
Tourism Tax	\$ 1,298.00	\$ -	\$ -	\$ -	\$ 1,298.00	\$0.00

201-45110 P&A/Pool  
201-45140 Rec Center  
201-45160 Sports Complexes  
201-45210 Parks/Blvds  
201-45220 Supervision

## 2016 Year End Bill Report

	<u>Budget Amt</u>	<u>Oct.2016</u>	<u>Nov.2016</u>	<u>Dec.2016</u>	<u>2016 Unspent</u>	<u>Dec.2015</u>
<b><u>Recreation/Aquatics</u></b>						
Professional Fees	\$1,750.00	\$0.00	\$0.00	\$171.00	\$980.00	\$0.00
Publishing	\$3,500.00	\$0.00	\$0.00	\$0.00	\$2,282.48	\$605.29
Publishing Aquat	\$500.00	\$0.00	\$0.00	\$0.00	\$175.00	\$0.00
Repair/Maint	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00	\$4,477.00
Repair/Maint Aqu	\$16,000.00	\$1,015.78	\$0.00	\$0.00	\$3,203.20	\$0.00
Supply/Materials	\$24,000.00	\$437.43	\$826.65	\$673.07	\$9,524.61	\$6,685.48
Concession Supply	\$31,000.00	\$0.00	\$316.20	\$0.00	\$11,396.87	\$0.00
Pool Chemical	\$33,000.00	\$0.00	\$0.00	\$0.00	\$4,427.41	\$0.00
Uniforms	\$500.00	\$0.00	\$0.00	\$0.00	\$37.62	\$169.99
Computer Software	\$5,000.00	\$0.00	\$0.00	\$0.00	-\$240.00	\$0.00
Travel/Conf/Dues	\$1,350.00	\$0.00	\$201.98	\$0.00	\$948.02	\$0.00
Utilities	\$700.00	\$0.00	\$0.00	\$0.00	\$595.79	\$17,618.22
Utilities Aquatic	\$45,000.00	\$1,990.64	\$511.93	\$1,050.47	\$7,075.36	\$0.00
Refund of Fees	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$30.00
<b><u>Rec. Center</u></b>						
Publishing	\$3,000.00	\$313.32	\$367.20	\$686.54	-\$249.06	\$912.39
Repair/Maint	\$15,500.00	\$1,738.52	\$1,501.41	\$31,860.84	-\$26,939.66	\$2,871.19
Supply/Materials	\$30,750.00	\$2,558.06	\$2,160.76	\$6,898.45	\$338.43	\$5,890.35
Concession Supply	\$10,000.00	\$100.95	\$155.37	\$1,392.23	\$3,613.10	\$913.09
Chemical	\$9,000.00	\$0.00	\$644.06	\$721.95	\$4,648.45	\$572.61
Uniforms	\$1,000.00	\$49.99	\$0.00	\$476.93	\$150.60	\$132.00
Travel/Conf/Dues	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	\$0.00
Utilities	\$67,000.00	\$7,183.21	\$5,480.54	\$14,569.99	-\$2,401.94	\$16,210.09
Software	\$7,300.00	\$199.00	\$199.00	\$199.00	\$3,884.00	\$0.00
Refunds	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	\$198.00
Capital Bldg	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Equip	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,966.00
<b><u>Sports Complexes</u></b>						
Repair/Maint	\$32,500.00	\$1,734.33	\$8,797.93	\$17,103.47	-\$16,967.73	\$15,490.44
Supply/Materials	\$64,800.00	\$9,828.15	\$5,050.76	\$18,992.55	\$10,209.94	\$4,555.79
Chemical	\$22,000.00	\$732.00	\$0.00	\$0.00	\$11,050.77	\$517.92
Small Equipment	\$7,000.00	\$0.00	\$0.00	\$0.00	\$4,767.00	\$0.00
Gas/Fuel	\$22,000.00	\$748.83	\$1,065.57	\$1,467.18	\$11,387.20	\$1,804.91
Uniforms	\$1,500.00	\$0.00	\$69.99	\$622.62	\$545.02	\$559.85
Travel/Conf/Dues	\$2,400.00	\$0.00	\$0.00	\$0.00	\$640.29	\$0.00
Utilities	\$116,000.00	\$7,543.04	\$10,743.08	\$22,675.61	\$67.50	\$23,400.31
Capital Improv	\$400,000.00	\$6,179.20	\$0.00	\$5,000.00	\$143,096.97	\$13,221.82
Capital Equipment	\$38,000.00	\$26,510.74	\$0.00	\$5,785.00	\$5,704.26	\$0.00

	<u>Budget Amt</u>	<u>Oct.2016</u>	<u>Nov.2016</u>	<u>Dec.2016</u>	<u>2016 Unspent</u>	<u>Dec.2015</u>
<b><i>Parks/Blvds</i></b>						
Publishing	\$700.00	\$143.40	\$0.00	\$0.00	\$19.80	\$0.00
Repair/Maint	\$35,000.00	\$4,495.03	\$1,061.72	\$11,017.02	\$2,981.49	\$1,791.32
Supply/Materials	\$80,500.00	\$2,846.52	\$4,349.39	\$29,944.53	\$3,466.64	\$24,554.57
Chemicals	\$7,000.00	\$750.00	\$0.00	\$0.00	\$3,168.36	\$0.00
Trees	\$10,000.00	\$3,467.61	\$0.00	\$275.18	\$4,882.06	\$0.00
Gas/Fuel	\$43,000.00	\$3,226.19	\$990.67	\$2,000.40	\$23,506.56	\$36,771.01
Uniforms	\$1,850.00	\$38.46	\$182.96	\$127.84	\$39.53	\$546.69
Small Equipment	\$3,000.00	\$0.00	\$0.00	\$406.99	\$16.64	\$0.00
Travel/Conf/Dues	\$3,000.00	\$0.00	\$0.00	\$68.00	-\$38.13	\$35.00
Utilities	\$25,000.00	\$32,178.71	\$1,207.07	\$6,151.45	-\$28,213.05	\$31,684.95
Mosquito Program	\$20,000.00	\$7,332.40	\$0.00	\$0.00	\$637.58	\$0.00
Capital Equipment	\$23,000.00	\$0.00	\$0.00	\$0.00	-\$30.00	\$0.00
Capital Improv	\$295,000.00	\$48,134.08	\$0.00	\$0.00	\$214,389.86	\$0.00

<b><i>Supervision</i></b>						
Insurance	\$72,000.00	\$0.00	\$0.00	\$0.00	\$16,496.50	\$0.00
Professional Service	\$25,000.00	\$0.00	\$10,129.66	\$6,900.00	\$7,970.34	\$0.00
Publishing	\$1,000.00	\$256.10	\$392.60	\$0.00	-\$3,088.28	\$2,682.98
Repair/Maint	\$800.00	\$117.02	\$58.51	\$58.51	-\$230.88	\$108.20
Supply/Materials	\$3,500.00	\$1,018.08	\$134.99	\$226.38	-\$4,365.12	\$706.30
Uniforms	\$500.00	\$50.59	\$0.00	\$0.00	\$196.46	\$0.00
Travel/Conf/Dues	\$1,100.00	\$0.00	\$0.00	\$0.00	-\$1,432.00	\$0.00
Utilities	\$600.00	\$0.00	\$0.00	\$0.00	\$597.26	\$45.19
Software	\$0.00	\$0.00	\$0.00	\$0.00	-\$479.25	\$0.00



Recreation Board Report  
January 12<sup>th</sup> – February 8<sup>th</sup> 2018  
Kevin DeVries

Program: Todd has wrapped up our little Kernel Basketball camps which was a co-sponsored program with the High School Varsity Basketball teams. We look forward to working with them again next year with a few tweaks. We currently have our youth volleyball, youth wrestling, youth traveling basketball league, Adult Coed Volleyball league and Adult men's basketball leagues going on now. Along with those programs Todd and Jamie have been working on summer programs.

We've been working hard with the Daily Republic on the summer brochure. They have had a change in personal so we are currently working to bring her up to speed with what we are doing and she is great to work with. We've got a lot of changes we are making so it flows better so we are excited for it all to come together.

We are getting ready for our 2 big special events in the month of March. We are once again working with DWU basketball teams on the Rob Marchand Tri-State tournament that will be held on March 3<sup>rd</sup>. We are hoping for 60 or more teams. We've also been coordinating with DWU and the Chamber on the State Special Olympics basketball tournament March 24 & 25.

The Rec Center continues to be busy with active members. We saw 57 seniors come and get the silver sneakers membership in the month of January and had 358 check in's with those memberships alone. We are very excited that we've been able to offer that and more importantly that they are taking advantage of it and using it. Thomas is in the process of getting certified to teach the silver sneakers classes which will be another great benefit.

We are really looking forward to the new indoor aquatic center opening. The closer it gets the more people are getting excited about it. The tours that MSH has been giving have really helped put the project into perspective as far as just how big it's really going to be and what all it has to offer. Jamie has been recruiting lifeguards already and will continue to do so for the next few months.

**Park & Forestry  
Board Report  
February 2018**

- Continuing with our tree removals for the year
- Ongoing street tree trimming with Street Department
- Cutting and splitting firewood for the Campground
- Took down Xmas decorations and tree
- Ongoing maintenance of equipment at the shop
- Finishing up on the bookcase for my office
- Cleaning and organizing the shops
- Brad, Cody and myself attended and the South Dakota Arborist Conference
- Getting started on lining up projects for this summer
- Working on annual reports
- Ongoing snow removal when needed

## **Sports Complex Board Report:**

**February 2018**

### **MAC:**

- Fix leak in glycol system in south rink
- Finished pink rink for event- no issues
- Last regular season hockey tournament Feb. 10-11
  - o Boys JV state tourney March 2,3,4
- Make new ice skating aids to replace broken ones
- Replaced broken cooling fan on compressor in North rink
- Sharpen open skate skates

### **Cadwell Complex:**

- Snow removal
- Continued work on mowers
- Schedule team usage meeting for March 6<sup>th</sup> for upcoming summer season

### **Pepsi Complex:**

- Making field markers for all fields which will help cut the time we spend marking and painting all fields at the beginning of the season
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### **Parks:**

- Snow removal
- Tree work

**Department Report  
Monthly Report  
February 2018**

**Major Incidents and Significant Events**

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**Important Meetings and Training Attended**

- Reviewing Biweekly construction meetings
- FYRA meetings
- Lake Committee Meetings
- Parks Board Meeting
- City Council Meetings
- MACPD meeting
- Business plan discussions with Councilman Hunsaker
- Weekly and Monthly staff meetings
- Weekly Department Head management meetings
- Biweekly planning commission meetings
- Pool construction walk through
- Assist with GBR class project
- 6<sup>th</sup> st plaza lighting training
- LWCF Grant site visit
- Meeting with Tennis Association
- Rotary presentation
- Marketing partnerships with JVCC and Lakeview Golf Course meeting

**Project Outcomes**

- LWCF Grant submitted
- Completed sponsorship report
- Public Presentation with FYRA
- Phase 1 of lake restoration project complete
- Master plan adopted by Parks Board
- Ice Arena remedies complete

**Current Projects**

- Lake development plan – Phase 2
  - FYRA Engineering
  - Watershed Advisory Council
  - Technical Advisory Team
- Recreation Center Business Plan
- Indoor Aquatic Center
- Veterans Park Dedication
- Updating Algal Bloom Guidelines
- Doty Playground Design
- Recreation Center Sponsorship
- Tennis Agreement

**Upcoming Special Events and Meetings**

- Parks Board meeting
- Lake Committee meeting
- Reviewing MSH Construction meeting report
- MACPD meeting
- City Council Meetings
- Planning Commission Meetings

- Review Agreement with Figure Skating
  - Discuss programming options with Mitchell Area Development Corporation
- Change in Park/Facility Status**

**FACILITY USE AGREEMENT 2018  
CITY OF MITCHELL**

This agreement (“Agreement”) entered into this \_\_\_\_\_ day of January, 2018 between the City of Mitchell a municipal corporation, by and through its Park and Recreation Board, (the “City”) and the Tennis Association, a non-profit corporation (“Athletic Club”), as follows:

**WITNESSETH**

1. Subject to the terms, provisions and mutual obligations of the parties as provided in this agreement, the City shall allow the Athletic Club the use of the Tennis Courts (the “Facility”), including access to the Tennis Courts, restrooms and all pertinent property for parking purposes for the program purposes of the Athletic Club for the duration of the 2018 Seasonal Use Period (“Seasonal Use Period” shall be January 1, 2018 through December 31, 2018). This Agreement shall automatically renew on a year to year basis unless a party hereto intending to terminate this agreement gives notice to the other party, on or before thirty (30) days prior to the commencement of the next Seasonal Use Period, that it does not intend to renew the agreement. Each such renewal shall be upon the same terms and conditions as set forth in this agreement unless amended in writing by mutual agreement of the parties. Fees shall be subject to modification by the Parks and Recreation Board and/or Mitchell City Council during the Off Season at least thirty (30) days prior to the commencement of the next Seasonal Use Period.
2. Athletic Club agrees to pay to the City as rent for use of the Facility the Tennis Courts of Five Dollars (\$5.00) per athlete. Billing and payment shall be made in lump sum at the end of the season.
3. The City shall retain the final management and control authority in respect to the Facility. Athletic Club shall have no management or control authority in respect to the Facility except as permitted by the City.
4. The City shall provide and/or perform the following functions within the Facility:
  - a. Oversee and coordinate the scheduling of the Facility and maintain a master schedule regarding the use of the Facility.

5. During the term of each Seasonal Use Period, or any time the Athletic Club shall use the Facility, Athletic Club shall have in force the following insurances:
  - a. Comprehensive general liability insurance, including products, bodily injury and property damage with combined single limits of \$1,000,000 for each occurrence. Insurance policies required by this paragraph shall name Athletic Club as insured and the City of Mitchell as an additional insured.
  - b. A copy of additional insured endorsements required hereunder shall be delivered to the City prior to any use of the Facility by Athletic Club. Such policies or certifications shall provide that the insurance coverage may not be cancelled or materially changed unless thirty (30) days advance notice is given to the City.
  - c. The Athletic Club shall be responsible for insuring any of its personal property that is stored in the building and stores such personal property in the building at its sole risk. Athletic Club agrees to indemnify and hold harmless the City from any and all liability arising from the use of the Facility for programs carried on by the Athletic Club. Such agreement to indemnify and hold harmless does not include any sports program that the City would sponsor and supervise, or which may be operated within the Facility by any person or entity other than the Athletic Club.
  - d. The parties shall reassess insurance needs at least once per contract year to determine whether or not the coverage required by this agreement is adequate.
6. For activities within the Facility sponsored solely by the Athletic Club, all revenue generated in connection with the activity shall be retained by the Athletic Club.
  - a. Athletic Club shall meet with the Hitchcock Park Manager prior to each season to discuss the previous season and goals for the upcoming season. Athletic Club will file an annual revenue and expense statement of gross receipts generated as a result of programs offered at Hitchcock. 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 books,

records, documents, and papers related to this Agreement, including State and Federal tax records.

7. Revenue generated by the City for the letting of the Facility to persons or parties other than the Athletic Club at any time while this agreement is in effect shall be retained by the City. Athletic Club shall have no authority to rent the Facility to other parties.
  - a. Revenues generated by Athletic Club as a result of selling advertising panels which are affixed to the Facility shall be retained by the Athletic Club. The placement and size of advertising panels within the Facility building must be approved by the City prior to sale and placement. Cost of panel sales will be addressed in an advertisement plan approved by the City.
  - b. Per previous agreement with the Park and Recreation Board, Athletic Club shall have no advertisement regarding specific alcoholic beverages or tobacco products, via signage sponsorship. City retains a general right to reject content it deems inappropriate for its Facility.
8. The Athletic Club agrees to use the Facility in a responsible manner for the purpose of conducting youth and recreational tennis programs in cooperation with the City, and shall not allow the Facility to be misused.
  - a. Food serving or preparation areas must be approved by the city prior to all events.
  - b. Concession Operator shall be subject to any exclusive product supplier agreements to which the City is a party. If no such agreement is in effect at the start of the Term, Concession Operator may utilize whichever product supplier it deems appropriate during that Term only. In either event, Concession Operator shall maintain its right to retain all profits from sales.
  - c. 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.
9. Nothing in this Agreement shall limit Athletic Club from cooperating with the City in caring for, maintaining, supervising, and/or constructing improvements, in the furtherance of this Agreement. Athletic Club shall make no alteration,



addition, or improvement to the Facility without the advance consent and approval of the City.

- a. The parties acknowledge that any permanent improvements to be placed on the Facility premises shall have prior approval from the City and shall meet all applicable City codes and ordinances, including any planning and development requirements of City for such improvements. Athletic Club will be responsible for obtaining all necessary permits and approvals and for providing any required paper work, fees and/or exhibits required to obtain the permits or approvals or to otherwise complete the planning and development review process. Any construction of buildings or any other improvements at or on the Facility premises shall be in conformity with the regulatory codes of the City and subject to the written approval of the Parks and Recreation Director or his designee prior to issuance of building permits for construction.

All improvements to the Facility premises, upon completion of construction, shall be deemed to be the sole property of the City.

10. The Athletic Club shall not allow any lien to be placed against said improvements or the complex in general for any unpaid labor or materials and agrees to indemnify the City for any amounts of said liens and to hold the City harmless from any of Athletic Club's improvement expenses arising from this Agreement.
11. The City and Athletic Club shall make good faith efforts to accommodate the needs of each respective entity in order to maximize the overall use of the Facility. City and Athletic Club shall each designate a contact person to coordinate use of the facility.
12. This Agreement constitutes the entire agreement between the parties and shall not be modified unless mutually agreed by the City Park and Recreation Board and the Athletic Club in writing.
13. The Athletic Club shall have no right to assign any of the rights or benefits under this Agreement without prior written consent of the City.

14. Athletic Club agrees to engage in useful communication with the City and other User Groups to coordinate schedules and share use of the facilities.

15. If any section, or portion thereof, of this Agreement is found to be void, unenforceable, or unconstitutional, the improper portion shall be severed and the remaining provisions will remain in full force and effect to the maximum extent permitted by law.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first written above.

Approved and adopted by the Park & Recreation Board of the City of Mitchell, South Dakota, this \_\_\_\_ day of January, 2018.

CITY OF MITCHELL, SOUTH DAKOTA  
PARK AND RECREATION BOARD

By: \_\_\_\_\_  
Title: Mitchell Park & Recreation Director

Approved and adopted by the \_\_\_\_\_, this \_\_\_\_ day of January, 2018.

MITCHELL \_\_\_\_\_ ASSOCIATION

By: \_\_\_\_\_  
Title: President