

Mitchell Parks, Recreation & Forestry Department  
Board Meeting Agenda  
Regular Meeting 4:00 p.m.  
Thursday, April 12, 2018  
Mitchell Rec Center Conference Room, 1300 N Main St

**1. DELEGATIONS**

**2. ADDITIONS OR DELETIONS**

**3. Approval Of Minutes**

Documents:

[PR MINUTES 3-15-18.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. Discussion Of 2019 Capital Equipment And Projects

**7. Other**

**8. ADJOURNMENT**

UNOFFICIAL MINUTES OF THE  
MITCHELL PARK, RECREATION & FORESTRY BOARD  
MARCH 15, 2018

A regular meeting of the Mitchell Parks and Recreation Board was held on Thursday, March 15, 2018. The meeting was called to order by Brian Johnson, Secretary-Treasurer at 3:57 p.m., at the Mitchell Recreation Center Conference Room.

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

A delegation from Palace City Pedalers represented by Dwight Scott was present. Mr. Scott submitted to the Board a request to add 3 section of bike trail beginning this spring upon Board approval and final sight approval by Park staff. Section 1 would be along the west side of Franks Bay above the rap and would cross the sidewalk between the benches and fishing pier and connect with the existing trail. Section 2 would be along the north side where the west end bridge ends to connect with the pedestrian bridge and going across the bridge to connect to the trail. Section 3 would be along North Harmon Drive at the Red Stone shelter the trail would go down and along the riprap and then come back up. Board member Johnson questioned if having the bike trail cross the sidewalk at Franks Bay between the benches and the fishing pier would be a safety issue. Steve Roth noted he believed there would be plenty of room but would verify it. After a brief discussion Motion Jepsen, Second Koehler to approve the request submitted by Palace City Pedalers for the addition of 3 new sections of bike trail. Motion approved and carried.

Minutes of the February 8, 2018 regular meeting were reviewed. Motion Seppala, Second Jepsen to approve the February 8, 2018 Minutes as read. Motion approved and carried.

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

The Board reviewed the 2018 Facility Use Agreement between the City of Mitchell and the Tennis Association that was tabled last month. Motion Koehler, Second Seppala to approve the 2018 Facility Use Agreement as submitted. Motion approved and carried.

Thomas Gulledge reviewed the Recreation Center Report. Men's basketball and Coed volleyball are still going, with tournaments starting at the end of the month. Todd and Jamie are working on hiring summer staff and lining up programs for the summer. The summer brochure will come out in the newspaper on March 21<sup>st</sup> and go to the schools on March 23<sup>rd</sup>. Online registration begins April 2<sup>nd</sup> at 6:00 a.m. and walk ins on April 4<sup>th</sup> at 8:00 a.m. We held the Rob Marchand memorial tournament on March 3<sup>rd</sup> with 46 teams, down 15 teams from the previous year. Special thanks to Harves sport shop for donating the champion t-shirts and Jason Christensen at the DWU women's basketball team for lining up all the refs and scorekeepers. The State Special Olympics basketball tournament will be held on March 24<sup>th</sup> &

25<sup>th</sup>, we will be in charge of the Senior High School gyms. The indoor aquatic center is coming along great. Jamie is still trying to recruit new lifeguards and attended the MTI job fair on February 22<sup>nd</sup> to get the word out to students. We hired 2 part time janitors to work evenings and weekends so there will be someone on duty 7 days a week. Thomas and Jamie have been getting certified to teach silver sneakers programs both land and aquatic. Sue Bennett who teaches Aqua classes is also getting certified.

Steve Roth reviewed the Parks and Forestry Report. Projects we are working on or have completed are: Continuing with our tree removals for the year; Ongoing street tree trimming with the Street Department; Cutting and splitting firewood for the Campground; Repaired the water line and replaced the sewer lift station pump at the Sportsman's Club; Prepped the Sportsman's club for the Elk's Kids Ice Fishing Derby and winterized the building when it was over; Adding some plumbing in the backroom at the Sportsman's Club to fill a mop bucket and install a place where you can dump the dirty water from the mop bucket; Staff and myself attended re-certifications for their commercial applicator licenses; Hauled bleachers to and from two different bull sales; Maintenance and repair of snow equipment; Ongoing maintenance on other equipment; Snow removal.

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

*MAC*

- Finished regular season hockey games
- Leak across entire south rink roof where the north and south rink meet  
(Leak is not condensation related)
- Upcoming figure skating competition and Men's league tournament at end of month
- Repair and add emergency lighting to Ice Arena exits
- Last day of public open skate on March 24<sup>th</sup>

*Cadwell Complex*

- Snow removal
- Approval to replace and repair lights and fixtures at Cadwell Stadium
- Work on agreements for all upcoming association groups

*Pepsi Complex*

- Trim most trees up at complex
- Service golf carts

*Parks*

- Snow removal
- Tree work

Director Powell reviewed the monthly Department Report.

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

- Major leaking in Ice Arena roof

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

- Reviewing Bi weekly construction meetings
- FYRA meetings
- Lake Committee Meetings
- Parks Board Meeting
- City Council Meetings

- MACPD meeting
- Business plan discussion with Councilman Hunsaker
- Weekly and Monthly staff meetings
- Biweekly planning commission meetings
- Pool construction walk through
- Social Media training
- Met with Figure Skating Association and Soccer Association regarding agreements
- Met with Mitchell Main Street to discuss and prepare for summer flower pots
- Several meetings with daily republic to prepare for full page ad
- Met with Make-it-mine to prepare characters and mascot for new indoor aquatic center

***Project Outcomes:***

- LWCF Grant denied
- Applied for Wellmark grant for Doty playground
- Full page lake ad completed
- Staff attended the Social Media training

***Current Projects:***

- Lake development plan – Phase 2 presentation to City Council April 2<sup>nd</sup>
  - FYRA Engineering
  - Watershed Advisory Committee
  - Technical Advisory Team
- Recreation Center Business Plan
- Indoor Aquatic Center Opening Preparations
- Veterans Park Dedication May 26<sup>th</sup>
- Updating Algal Bloom Guidelines
- Doty Playground Design
- Recreation Center Sponsorship
- Tennis Agreement
- Ice Arena Roof
- Revitalize the trail committee
- Character and Mascot for Indoor Aquatic Center
- CPRP certification preparations

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

- Parks Board meeting
- Lake Committee meeting
- Reviewing MSH Construction meeting report
- MACPD meeting
- City Council Meetings
- Planning Commission Meetings
- Aquatic Center Tour March 29<sup>th</sup>

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

- Rec Center closed early (3 pm) during blizzard on 3/5

Director Powell submitted to the Board for approval the updated algal Bloom Guidelines noting the change under Public Health Warning to reflect that all 3 testing locations would need to fail the chlorophyll test to issue a public health warning instead of just one. Council Liaison Barington stated he utilized the lake last summer despite the massive algae blooms and noted

the lake was nearly empty for most of the summer. Barington noted we are literally scaring the public with these warnings and felt the signs were overly effective and discouraged nearly everyone from swimming or boating on Lake Mitchell. Director Powell informed the Board the new policy change would help the City avoid being overly aggressive and noted that most lakes with similar issues only test in one location, but Mitchell has multiple beaches and three testing locations is necessary. We are trying to be more accurate but it is not a perfect science. After a brief discussion, Motion Koehler, Second Jepsen to approve the Updated Algal Bloom Guidelines as submitted. Motion approved and carried.

The Board reviewed the 2018 Facility Use Agreement for baseball, softball and soccer. Director Powell noted he is requesting to add 11(b), which states scoreboards, may be purchased at Athletic Club sole expense and installed by the Athletic Club upon prior approval by the City and the Athletic Club shall be solely responsible for the maintenance of said scoreboards at Athletic Club sole expense. A brief discussion followed, then Motion Seppala, Second Jepsen to approve the 2018 Facility Use Agreement for baseball, softball and soccer as presented with 11(b) added and to maintain any current agreements with baseball, softball and soccer. Motion approved and carried.

Director Powell updated the board on the Business Plan highlighting the following: Class recovery portion just finished; Looking at characters and mascots for the Rec Center; Procedures and operating manuals are done; Jamie is working on ordering all supplies and hiring lifeguards; Start thinking about grand opening ideas; Reviewed a rough draft of the summer and winter schedule for the indoor aquatic center. Board member Johnson questioned what the schedule for cleaning would be. It was noted there is designated cleaning times on Monday and Tuesday. The Board questioned the pool being closed on Sunday's in the summer. Director Powell informed the Board the pool has always been closed on Sundays in the past and we do not have the budget to open on Sunday's, the Board raised no further concern with the pool being closed on Sunday.

There being no further business the Board adjourned at 4:54 p.m., noting Thursday, April 12, 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>Feb.2018</u> | <u>Mar.2018</u> | <u>April.2018</u> | <u>2018 Remaining</u> | <u>April.2017</u> |
|-----------------------------------|-------------------|-----------------|-----------------|-------------------|-----------------------|-------------------|
| <b><u>Recreation/Aquatics</u></b> |                   |                 |                 |                   |                       |                   |
| Professional Fees                 | \$ 1,525.00       | \$ 650.00       | \$ -            | \$ -              | \$ 875.00             | \$0.00            |
| Publishing                        | \$ 3,000.00       | \$ 205.00       | \$ -            | \$ -              | \$ 2,795.00           | \$0.00            |
| Publishing Aquat                  | \$ 500.00         | \$ -            | \$ -            | \$ -              | \$ 500.00             | \$0.00            |
| Repair/Maint                      | \$ 1,000.00       | \$ -            | \$ -            | \$ 500.00         | \$ 500.00             | \$0.00            |
| Repair/Maint Aqu                  | \$ 13,000.00      | \$ -            | \$ -            | \$ -              | \$ 13,000.00          | \$0.00            |
| Supply/Materials                  | \$ 11,000.00      | \$ 92.83        | \$ 256.06       | \$ 53.98          | \$ 10,597.13          | \$2,907.90        |
| Supply/Material Aqu               | \$ 7,350.00       | \$ -            | \$ -            | \$ 148.30         | \$ 7,201.70           | \$623.00          |
| Concession Supply                 | \$ 23,000.00      | \$ -            | \$ -            | \$ -              | \$ 23,000.00          | \$0.00            |
| Pool Chemical                     | \$ 32,800.00      | \$ -            | \$ -            | \$ -              | \$ 32,800.00          | \$0.00            |
| Uniforms                          | \$ 500.00         | \$ -            | \$ 50.77        | \$ 106.39         | \$ 342.84             | \$176.98          |
| 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             | \$300.00          |
| Utilities                         | \$ 690.00         | \$ 6.84         | \$ -            | \$ -              | \$ 680.70             | \$594.00          |
| Utilities Aquatic                 | \$ 40,000.00      | \$ 392.15       | \$ 427.09       | \$ 399.37         | \$ 38,781.39          | \$317.35          |
| Refund of Fees                    | \$ 200.00         | \$ -            | \$ -            | \$ -              | \$ 200.00             | \$0.00            |
| <b><u>Rec. Center</u></b>         |                   |                 |                 |                   |                       |                   |
| Publishing                        | \$ 62,000.00      | \$ 312.14       | \$ 1,863.42     | \$ 3,570.47       | \$ 56,203.97          | \$0.00            |
| Repair/Maint                      | \$ 24,150.00      | \$ 589.02       | \$ 1,617.27     | \$ 7,082.80       | \$ 14,860.91          | \$704.90          |
| Supply/Materials                  | \$ 27,270.00      | \$ 9,830.73     | \$ 458.63       | \$ 2,254.62       | \$ 14,551.02          | \$1,837.83        |
| Concession Supply                 | \$ 9,000.00       | \$ 895.53       | \$ 898.99       | \$ 625.25         | \$ 6,580.23           | \$481.06          |
| Chemical                          | \$ 18,224.00      | \$ -            | \$ -            | \$ 2,379.60       | \$ 15,844.40          | \$10.98           |
| Uniforms                          | \$ 1,000.00       | \$ 312.70       | \$ -            | \$ 85.50          | \$ 601.80             | \$14.47           |
| Travel/Conf/Dues                  | \$ 800.00         | \$ 120.00       | \$ -            | \$ 299.00         | \$ 381.00             | \$0.00            |
| Utilities                         | \$ 136,795.00     | \$ 3,479.61     | \$ 6,064.24     | \$ 6,296.94       | \$ 120,952.52         | \$6,755.74        |
| Software                          | \$ 5,150.00       | \$ 349.00       | \$ -            | \$ 199.00         | \$ 4,602.00           | \$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    | \$ 625.00       | \$ 311.25         | \$ 35,458.44          | \$0.00            |
| <b><u>Sports Complexes</u></b>    |                   |                 |                 |                   |                       |                   |
| Repair/Maint                      | \$ 32,500.00      | \$ 3,320.67     | \$ 1,516.49     | \$ 3,881.36       | \$ 23,781.48          | \$3,683.25        |
| Supply/Materials                  | \$ 51,300.00      | \$ 45,421.70    | \$ 2,764.94     | \$ 8,826.33       | \$ 35,287.03          | \$8,402.94        |
| Chemical                          | \$ 16,000.00      | \$ -            | \$ -            | \$ 150.12         | \$ 15,849.88          | \$4,587.00        |
| Small Equipment                   | \$ 1,300.00       | \$ 629.55       | \$ -            | \$ -              | \$ 670.45             | \$845.00          |
| Gas/Fuel                          | \$ 14,000.00      | \$ 625.30       | \$ -            | \$ -              | \$ 13,358.02          | \$317.18          |
| Uniforms                          | \$ 1,500.00       | \$ 352.19       | \$ 27.00        | \$ 277.84         | \$ 842.97             | \$411.07          |
| Professional Fees                 | \$ -              | \$ -            | \$ -            | \$ -              | \$ -                  | \$0.00            |
| Travel/Conf/Dues                  | \$ 1,700.00       | \$ -            | \$ -            | \$ -              | \$ 1,450.00           | \$0.00            |
| Utilities                         | \$ 115,000.00     | \$ 12,475.74    | \$ 10,745.12    | \$ 15,243.09      | \$ 76,512.05          | \$13,690.85       |
| Capital Equipment                 | \$ 5,000.00       | \$ -            | \$ -            | \$ -              | \$ 5,000.00           | \$0.00            |

|                           | <u>Budget Amt</u> | <u>Feb.2018</u> | <u>Mar.2018</u> | <u>April.2018</u> | <u>2018 Remaining</u> | <u>April.2017</u> |
|---------------------------|-------------------|-----------------|-----------------|-------------------|-----------------------|-------------------|
| <b><u>Parks/Blvds</u></b> |                   |                 |                 |                   |                       |                   |
| Publishing                | \$ 850.00         | \$ -            | \$ -            | \$ -              | \$ 850.00             | \$0.00            |
| Repair/Maint              | \$ 39,000.00      | \$ 2,847.25     | \$ 1,163.71     | \$ 2,742.89       | \$ 32,246.15          | \$192.07          |
| Supply/Materials          | \$ 69,000.00      | \$ 1,114.47     | \$ 4,964.56     | \$ 1,328.16       | \$ 61,592.81          | \$2,310.79        |
| 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     | \$ 2,176.18     | \$ 1,935.01       | \$ 23,259.85          | \$1,299.00        |
| Uniforms                  | \$ 1,850.00       | \$ 36.98        | \$ 44.99        | \$ 143.96         | \$ 1,624.07           | \$93.47           |
| Small Equipment           | \$ 2,000.00       | \$ -            | \$ -            | \$ 604.95         | \$ 1,395.05           | \$0.00            |
| Travel/Conf/Dues          | \$ 2,800.00       | \$ -            | \$ -            | \$ 417.00         | \$ 1,933.00           | \$0.00            |
| Utilities                 | \$ 52,000.00      | \$ 118.00       | \$ 1,584.93     | \$ 1,379.54       | \$ 48,917.53          | \$1,431.57        |
| Mosquito Program          | \$ 12,000.00      | \$ -            | \$ -            | \$ 82.71          | \$ 11,917.29          | \$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        | \$ 325.67       | \$ 3,134.84       | \$ 6,498.77           | \$0.00            |
| Capital Equip.            | \$ 66,000.00      | \$ -            | \$ -            | \$ -              | \$ 66,000.00          | \$0.00            |
| <b><u>Supervision</u></b> |                   |                 |                 |                   |                       |                   |
| Insurance                 | \$ 70,000.00      | \$ -            | \$ -            | \$ -              | \$ 7,000.00           | \$0.00            |
| Professional Service      | \$ 165.00         | \$ 5,048.00     | \$ -            | \$ -              | \$ (4,883.00)         | \$14,033.99       |
| Publishing                | \$ 3,000.00       | \$ -            | \$ 309.00       | \$ -              | \$ 2,691.00           | \$0.00            |
| Repair/Maint              | \$ -              | \$ -            | \$ -            | \$ -              | \$ -                  | \$0.00            |
| Supply/Materials          | \$ 1,800.00       | \$ 84.81        | \$ 36.20        | \$ 104.90         | \$ 1,574.09           | \$75.90           |
| Uniforms                  | \$ 500.00         | \$ -            | \$ -            | \$ -              | \$ 500.00             | \$0.00            |
| Travel/Conf/Dues          | \$ 2,300.00       | \$ -            | \$ -            | \$ -              | \$ 2,300.00           | \$0.00            |
| Utilities                 | \$ 230.00         | \$ -            | \$ -            | \$ -              | \$ 224.20             | \$93.03           |
| <b><u>Campground</u></b>  |                   |                 |                 |                   |                       |                   |
| Insurance                 | \$ -              | \$ -            | \$ -            | \$ -              | \$ -                  | \$0.00            |
| Professional Service      | \$ 1,870.00       | \$ -            | \$ -            | \$ 1,570.37       | \$ 299.63             | \$0.00            |
| Advertise/Promo           | \$ 500.00         | \$ -            | \$ -            | \$ -              | \$ -                  | \$0.00            |
| Repair/Maint              | \$ 16,000.00      | \$ 26.80        | \$ -            | \$ 30.15          | \$ 15,943.05          | \$1,618.56        |
| 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      | \$ 427.98       | \$ 356.37       | \$ 495.98         | \$ 14,654.72          | \$355.30          |
| Tourism Tax               | \$ 1,298.00       | \$ 8.90         | \$ -            | \$ -              | \$ 1,285.49           | \$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  
March 13<sup>th</sup> – April 12<sup>th</sup> 2018  
Kevin DeVries

Programs: Men's basketball league and Coed Volleyball have wrapped up their seasons and Todd and I will be reviewing any possible changes for next year. Todd and Jamie are wrapping up hiring summer staff. Still need a few more for programs and more lifeguards.

The summer brochure went out the week of March 19<sup>th</sup>. Online registration will start April 2<sup>nd</sup> at 6:00 a.m. and walk ins on April 4<sup>th</sup> at 8:00 a.m. It's gone pretty good so far. We have had some people login on the actual city website thinking that it's online registration so that has been about the only issue we have had. Having registration start the day after Easter this year might have slowed it down initially but things should pick up in the coming weeks as the weather hopefully gets nicer and they start thinking summer.

The State Special Olympics basketball tournament held March 24<sup>th</sup> & 25<sup>th</sup> went very well. There is a good chance that Mitchell will get it again next year instead of 2020 as Pierre might not be able to host in 2019.

The indoor aquatic center is coming along great. The tour in March had to be cancelled due to some construction issues but those are taken care of now and another will be scheduled for April. Jamie has been ordering a lot of the equipment that we need to purchase and we will be working on a grand opening ceremony soon.

We have attended 2 active shooter training sessions in the last couple weeks put on by the Mitchell PD and are coming up with a plan for the Rec Center.

We've also attended some website training sessions to help us navigate the current city website better and utilize the calendar and new flash features to help get the word out to the public on what's going on in our department.

The bid for the last 3 sections of the Rec Center roof came in around \$65,000. They ranged anywhere from \$65,000 - \$127,000. We had budgeted \$127,000 so we are hoping that we can use the remaining funds to do some much needed projects at the Rec Center. These would include new lockers and carpet in the adult locker rooms, new flooring in the conference room for birthday parties, update our existing back lobby to make it a nice space for kids and adults to take a break from the pool or working out and assist in replacing our existing sign on main street and get a digital board by the entrance of the Rec Center.

**Park & Forestry  
Board Report  
April 2018**

- Finishing up on our tree removal for this season
- Trimming the old Land fill road
- Starting to clean up the Campground
- Painted boat docks at the Day Camp and Campground
- Repair some picnic tables
- Put up the tennis nets on all the courts
- Clean up Bella's Butterfly Garden for the Easter egg hunt they had there
- Starting to go thru applications and hiring seasonal staff
- Lining projects up for DWU's Giveback Day which is May 1<sup>st</sup>
- Setting up and ordered tress for the Arbor Day programs that we do with the 3<sup>rd</sup> grade classes in the schools.
- Ongoing maintenance on equipment
- Snow removal

## **Sports Complex Board Report:**

**April 2018**

### **MAC:**

- Finished public open skate
- Men's league tournament April 6,7,8
- Begin spring season for hockey/figure skating through end of May
- North rink gets taken out at the end of April

### **Cadwell Complex:**

- Snow removal
- If weather improves we plan to have Musco Lighting repair/replace all lights at Cadwell Stadium at the end of April
- DWU softball/baseball began play
- Mitchell Baseball began play
- Very limited as to what we can do to the fields because of weather
- All seasonal staff in place for spring/summer
- All equipment is ready for upcoming season

### **Pepsi Complex:**

- Soccer goal nets put on all goals
- Began marking some fields
- Purchased two new sets of U10 goals

### **Parks:**

- Snow removal
- New parks signs ordered for Patton Young and Gainer parks
- Limited tree work at Dry Run cleaning up creek banks
- Added more gravel to walking paths at dog park (will continue as weather permits)

**Department Report  
Monthly Report  
April 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 - Cancelled
- Aquatic Center Walk-Through March 1
- CPRP Exam in Sioux Falls
- Reviewed Trail proposal and site visit with Palace City Pedalers
- Payroll update meeting
- Rec Center roof bid opening
- Parks and Rec Photo shoot
- MACPD presentation at Wal-Mart

**Project Outcomes**

- Passed the CPRP exam – Certified Parks and Recreation Professional
- FYRA proposal to City Council postponed until April
- Rec Center Rood Bid accepted – Under Budget
- Palace City Trail proposal approved by parks board
- Tennis agreement approved by parks board
- Algal Bloom updates approved by parks board

**Current Projects**

- Lake development plan – Phase 2 presentation to City Council April 2nd
  - FYRA Engineering
  - Watershed Advisory Council
  - Technical Advisory Team
- Recreation Center Business Plan
- Indoor Aquatic Center Opening Preparations
- Veterans Park Dedication
- Doty Playground Design
- Recreation Center Sponsorship
- Ice Arena Roof
- Revitalize the trail committee
- Character and Mascot for Indoor Aquatic Center

**Upcoming Special Events and Meetings**

- Parks Board meeting
- Lake Committee meeting
- Reviewing MSH Construction meeting report
- MACPD meeting

- City Council Meetings
- Planning Commission Meetings
- Website Training
- Review Capital Projects with Staff and Board
- Event Planning meeting with MIDCO
- Arbor Day proclamation April 27th

**Change in Park/Facility Status**

- Open Skate closed for season