

Mitchell Parks, Recreation & Forestry Department
Board Meeting Agenda
Regular Board Meeting 4:00 p.m.
Thursday, May 10, 2018
Mitchell Rec Center, 1300 N. Main Street

1. DELEGATIONS

- A. Jared Hildebrandt-Eagle Scout Project-Mountain Bike Skills Park Installation

2. ADDITIONS OR DELETIONS

3. Approval Of Minutes

Documents:

[PR MINUTES 4-12-18.PDF](#)

4. Approval Of Bills

Documents:

[QUARTERLY BILL REPORT.PDF](#)

5. OLD BUSINESS

- A. Approve Capital Budget Request

Documents:

[COPY OF 2019 CIP \(003\).PDF](#)

6. NEW BUSINESS

- A. Staff Reports

Documents:

[CURRENT BOARD REPORTS.PDF](#)

- B. Approve Lifeguard Policy For New Pool

- C. Review Pool Schedule

7. Other

8. ADJOURNMENT

UNOFFICIAL MINUTES OF THE
MITCHELL PARK, RECREATION & FORESTRY BOARD
APRIL 12, 2018

A regular meeting of the Mitchell Parks and Recreation Board was held on Thursday, April 12, 2018. The meeting was called to order by Ryan Tupper, President at 4:00 p.m., at the Mitchell Recreation Center Conference Room.

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

A delegation from the Sandlot Volleyball Group represented by Janel Contreras was present. Ms. Contreras informed the Board she was making a request on behalf of the sandlot volleyball group to either add one more sand volleyball court at Patton Young Park or to add lighting to the existing sand volleyball court at Patton Young Park and would like to have it done this year. Director Powell reviewed the minutes from the September 2017 Park Board meeting when the sandlot volleyball group came to the Board seeking to have lights or a second court added at Patton Young. The Board did not take any action and informed the group they could readdress it when the Master Plan was completed. Director Powell noted, that in accordance with the completed Master Plan that there were already 3 courts, none have lights and there are not 2 courts in the same location and recommended lighting the existing court at Patton Young and not add a second court, however, there are no funds allocated in this year's budget for it and would have wait until the 2019 budget process to request funding or the group could raise the funds to pay for the lights themselves. Board member Johnson question if anyone from the sandlot volleyball group has talked with any service organizations to see if they would help with funding the lights and recommended that if lights were installed they be done in a way they would be able to handle the addition of a second court without having to add additional lighting. Director Powell stated he would work with staff to gets some cost estimates and would put together an agreement similar to the tennis agreement of \$5 per player over for the group to review at their Tuesday meeting. No action was taken by the Board.

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

Minutes of the March 15, 2018 regular meeting were reviewed. Motion Koehler, Second Johnson to approve the March 15, 2018 Minutes as read. Motion approved and carried.

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

Kevin DeVries reviewed the Recreation Center Report. Men's basketball league and Coed Volleyball have wrapped up their seasons. The summer brochure went out the week of March

19th. Online registration started April 2nd at 6am and walk ins on April 4th at 8am. The State Special Olympics basketball tournament held March 24th & 25th went well and Mitchell will host it again in 2019. Construction on the indoor aquatic center is coming along great and Jamie has been ordering a lot of the equipment that we need, we will also be working on the grand opening ceremony soon. We have attended some active shooter training and are putting together a plan for the Rec Center. The bid for the last 3 sections of the Rec Center room came in around \$65,000, we budget \$127,000 so we are hoping that we can use the remaining funds to do some much-needed projects at the Rec Center.

Steve Roth reviewed the Parks and Forestry Report. Projects we are working on or have completed are: 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 through applications and hiring seasonal staff; Lining projects up for DWU's Giveback Day which is May 1st; Setting up and ordered trees for the Arbor Day programs; Ongoing maintenance on equipment; Snow removal.

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

MAC

- Finished public open skate
- Men's league tournament on April 6th, 7th and 8th
- 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)

Director Powell reviewed the monthly Department.

Major Incidents and Significant Events:

-

Important Meetings and Training Attended:

- Reviewing Biweekly construction meetings
- FYRA meetings
- Lake Committee Meetings
- Parks Board Meetings
- 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 1st
- CPRP Exam in Sioux Falls
- Reviewed trail proposal and site visit with Palace City Pedalers
- Payroll update meetings
- 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 - \$80,000 approved with update to Council on April 16th
- Rec Center Roof 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 Committee
 - 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 – Board reviewed picture of Mascot and went over task timeline from Councilman Hunsaker

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

Director Powell presented to the Board a rough draft of the 2019 Capital Equipment and Projects noting that it follows the recommendations of the completed Master Plan. Board member Kroger stated he has been questioned as to when the UBC development park would receive any new playground equipment. Director Powell referenced the Master Plan noting it was 6th down on the list for playground equipment replacement. The Board requested the staff prioritize the items listed on the rough draft and they will review at the May meeting.

There being no further business the Board adjourned at 4:54 p.m., noting Thursday, May 10, 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>Mar.2018</u>	<u>Apr.2018</u>	<u>May.2018</u>	<u>2018 Remaining</u>	<u>May.2017</u>
<u>Recreation/Aquatics</u>						
Professional Fees	\$ 1,525.00	\$ -	\$ -	\$ 828.00	\$ 47.00	\$0.00
Publishing	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 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	\$ 256.06	\$ 53.98	\$ 419.06	\$ 10,178.07	\$0.00
Supply/Material Aqu	\$ 7,350.00	\$ -	\$ 148.30	\$ 116.01	\$ 7,085.69	\$1,574.87
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	\$ 112.98	\$ 229.86	\$0.00
Computer Software	\$ 2,750.00	\$ -	\$ -	\$ -	\$ 2,600.00	\$0.00
Comp Software Aqu	\$ 2,750.00	\$ -	\$ -	\$ -	\$ 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	\$ -	\$ -	\$ -	\$ 680.70	\$0.00
Utilities Aquatic	\$ 40,000.00	\$ 427.09	\$ 399.37	\$ 340.76	\$ 38,440.63	\$291.22
Refund of Fees	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$0.00
<u>Rec. Center</u>						
Publishing	\$ 62,000.00	\$ 1,863.42	\$ 3,570.47	\$ 1,011.96	\$ 55,192.01	\$136.10
Repair/Maint	\$ 24,150.00	\$ 1,617.27	\$ 7,082.80	\$ 104.86	\$ 14,756.05	\$970.88
Supply/Materials	\$ 27,270.00	\$ 458.63	\$ 2,254.62	\$ 2,139.17	\$ 12,411.85	\$1,387.30
Concession Supply	\$ 9,000.00	\$ 898.99	\$ 625.25	\$ 1,640.18	\$ 4,940.05	\$910.37
Chemical	\$ 18,224.00	\$ -	\$ 2,379.60	\$ -	\$ 15,844.40	\$383.41
Uniforms	\$ 1,000.00	\$ -	\$ 85.50	\$ 39.00	\$ 562.80	\$138.49
Travel/Conf/Dues	\$ 800.00	\$ -	\$ 299.00	\$ -	\$ 381.00	\$0.00
Utilities	\$ 136,795.00	\$ 6,064.24	\$ 6,296.94	\$ 7,176.23	\$ 113,776.29	\$5,439.64
Software	\$ 5,150.00	\$ -	\$ 199.00	\$ 398.00	\$ 4,204.00	\$398.00
Refunds	\$ 250.00	\$ -	\$ -	\$ -	\$ 47.00	\$0.00
Capital Improv.	\$ 127,000.00	\$ -	\$ -	\$ -	\$ 127,000.00	\$6,420.00
Capital Equipment	\$ 86,311.00	\$ 625.00	\$ 311.25	\$ 3,304.85	\$ 32,153.59	\$0.00
<u>Sports Complexes</u>						
Repair/Maint	\$ 32,500.00	\$ 1,516.49	\$ 3,881.36	\$ 744.94	\$ 23,036.54	\$1,247.21
Supply/Materials	\$ 51,300.00	\$ 2,764.94	\$ 8,826.33	\$ 7,300.60	\$ 27,986.43	\$1,823.67
Chemical	\$ 16,000.00	\$ -	\$ 150.12	\$ -	\$ 15,849.88	\$0.00
Small Equipment	\$ 1,300.00	\$ -	\$ -	\$ -	\$ 670.45	\$0.00
Gas/Fuel	\$ 14,000.00	\$ -	\$ -	\$ -	\$ 13,358.02	\$659.62
Uniforms	\$ 1,500.00	\$ 27.00	\$ 277.84	\$ -	\$ 842.97	\$0.00
Professional Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$9,868.27
Travel/Conf/Dues	\$ 1,700.00	\$ -	\$ -	\$ -	\$ 1,450.00	\$0.00
Utilities	\$ 115,000.00	\$ 10,755.12	\$ 15,243.09	\$ 10,854.47	\$ 65,647.58	\$9,580.03
Capital Equipment	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$0.00

	<u>Budget Amt</u>	<u>Mar.2018</u>	<u>Apr.2018</u>	<u>May.2018</u>	<u>2018 Remaining</u>	<u>May.2017</u>
<u>Parks/Blvds</u>						
Publishing	\$ 850.00	\$ -	\$ -	\$ -	\$ 850.00	\$0.00
Repair/Maint	\$ 39,000.00	\$ 1,163.71	\$ 2,742.89	\$ 1,207.95	\$ 31,038.20	\$3,931.02
Supply/Materials	\$ 69,000.00	\$ 4,747.68	\$ 1,328.16	\$ 2,500.32	\$ 59,055.66	\$8,049.19
Chemicals	\$ 7,000.00	\$ -	\$ -	\$ 1,680.00	\$ 5,320.00	\$1,680.00
Trees	\$ 5,000.00	\$ -	\$ -	\$ 643.13	\$ 4,356.87	\$1,281.66
Gas/Fuel	\$ 29,000.00	\$ 2,176.18	\$ 1,935.01	\$ 1,474.26	\$ 21,750.46	\$1,701.58
Uniforms	\$ 1,850.00	\$ 44.99	\$ 143.96	\$ -	\$ 1,624.07	\$0.00
Small Equipment	\$ 2,000.00	\$ -	\$ 604.95	\$ 1,969.68	\$ (574.63)	\$0.00
Travel/Conf/Dues	\$ 2,800.00	\$ -	\$ 417.00	\$ -	\$ 1,933.00	\$332.00
Utilities	\$ 52,000.00	\$ 290.48	\$ 1,379.54	\$ 1,252.86	\$ 47,664.67	\$1,091.75
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	\$12,100.00
Lake Mitchell Dev	\$ 10,000.00	\$ 172.20	\$ 3,134.84	\$ -	\$ 6,498.77	\$0.00
Capital Equip.	\$ 66,000.00	\$ -	\$ -	\$ 3,527.50	\$ 42,472.50	\$0.00
<u>Supervision</u>						
Insurance	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 5,141.73	\$0.00
Professional Service	\$ 165.00	\$ -	\$ -	\$ 2,036.37	\$ (6,919.37)	\$26,865.35
Publishing	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	\$44,048.00
Repair/Maint	\$ -	\$ -	\$ -	\$ -	\$ -	\$19.48
Supply/Materials	\$ 1,800.00	\$ 36.20	\$ 104.90	\$ 15.62	\$ 1,558.47	\$66.77
Uniforms	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$0.00
Travel/Conf/Dues	\$ 2,300.00	\$ -	\$ -	\$ -	\$ 1,991.00	\$0.00
Utilities	\$ 230.00	\$ -	\$ -	\$ -	\$ 223.12	\$2.04
<u>Campground</u>						
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
Professional Service	\$ 1,870.00	\$ -	\$ 1,570.37	\$ -	\$ 299.63	\$1,870.00
Advertise/Promo	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$201.00
Repair/Maint	\$ 16,000.00	\$ -	\$ 30.15	\$ 31.70	\$ 15,911.35	\$1,412.74
Supplies	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$591.73
Cost of Goods Sold	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$81.92
Minor Equipment	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,500.00	\$2,494.73
Utilities	\$ 16,000.00	\$ 356.37	\$ 495.98	\$ 349.83	\$ 14,304.89	\$1,445.69
Tourism Tax	\$ 1,298.00	\$ -	\$ -	\$ -	\$ 1,285.49	\$7.54

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>
<u>Recreation/Aquatics</u>						
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
<u>Rec. Center</u>						
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
<u>Sports Complexes</u>						
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>
<i>Parks/Blvds</i>						
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

<i>Supervision</i>						
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

Division Priority	Item Description	Budget Amount
	Recreation & Aquatics	
1	Option 2 Design fees at 10% of project total (\$3,712,000) (Request for 2019)	\$ 371,200.00
2	Recreation Center Parking Lot Repair with 2" Overlay	\$ 40,000.00
3	Full Remodel (Option 2 - Feasibility Study) (Request for 2020)	\$ 3,340,800.00
	Option 2 Total	\$ 3,752,000.00
	Parks	
1	Toolcat with attachments (Second Toolcat Needed for Snow Removal)	\$ 68,500.00
2	Replace 72" Mower (2003 with 3,900 hours)	\$ 22,000.00
3	Replace 72" Mower (2006 with 4,000 hours)	\$ 22,000.00
4	Replace 31 year-old truck (299) (132,741 miles)	\$ 18,000.00
5	Replace 32 year-old truck (247) (126,568 miles)	\$ 18,000.00
6	Playground Replacement	\$ 45,000.00
7	Replace Rotary Mower for Tractor	\$ 8,000.00
8	Sandy Beach Restroom	\$ 65,000.00
9	Dry Run Creek Trail Lighting	\$ 125,000.00
10	26' Christmas Tree for the Plaza	\$ 18,000.00
	Total	\$ 409,500.00
	Sports Complex	
1	Replace 12 year-old field mower (2006 with 2,300 Hours)	\$ 65,000.00
2	Replace 32 year-old truck (106) (152,177 miles)	\$ 18,000.00
3	Replace 15 year-old Mower (2003 with 3,800 Hours)	\$ 25,000.00
4	20' Trailer to Haul Equipment from Cadwell to Pepsi Complex	\$ 8,000.00
5	Replace Grasshopper Mower (2005 with 2,600 Hours)	\$ 20,000.00
	Total	\$ 136,000.00

Recreation Board Report
April 13th – May 10th 2018
Kevin DeVries

April has been a busy month preparing for the summer programs. Todd and Jamie are very close to finalizing all of their staff. Jamie held her lifeguard training course and WSI course and things went well in both of those. She would still like to hire about 10 more guards to get to 45 to cover both the indoor and outdoor pools if possible.

We've been trying to update some small things in the Rec Center to help with the opening of the Indoor Aquatic Center. We've purchased some nice tables for the upper lobby area for people to gather while their kids are swimming or the seniors when they are done with class. They can sit and visit and have a cup of coffee. We've also purchased new towels and towel racks/bins that we've placed in the locker rooms and multi purpose rooms so they are right there for convenience.

We are still working on our active shooter policy with the Mitchell PD. We would like to be able to coordinate something with GB Rogers as well but the schools still use a different system during those situations. We will have to try and adapt ours as best as we can.

The last tour of the indoor aquatic center in April went well. Things are really progressing quickly and we are looking forward to opening day. We should have some solid dates on the grand opening by mid to late May.

We've started working on the 2019 budget already. It's good to get going on it early. It's going to be a bit of a challenge trying to figure out the Rec Center budget as we won't have much to go on with the Aquatic Center before budget is due but it will take a year to figure out where we will be with things.

Jamie and I met with the aquatic club on Thursday, May 3rd to finish up the summer schedule for the Indoor and Outdoor Aquatic Center. We all are going to have to compromise on certain things due to scheduling and I think we have a good agreement for this year.

**Parks and Forestry
Board Report
May 2018**

- Turning on water to shelters, restrooms and irrigation systems.
- Turn water on at Veterans Park
- Started working at the pool to get it ready for the season.
- Turned water on at the Campground and been cleaning up out there.
- Put out all the trash can and bases.
- Fertilizing parks and areas downtown.
- DWU “Give Back Day” was May 1st they picked up trash around the lake and other areas and also did some project at Cadwell and the Pepsi Soccer Fields.
- Put in some of the docks at the Lake and Campground.
- Repairing any sod damage from snow removal.
- Arbor week with all 3rd grade class was April 23 to the 27th and planted a tree at John Paul II this year.
- Started to blade the roads and parking areas around the lake.
- Helped take out the Ice in the North Rink.
- Started mowing downtown and parks.
- Snow Removal.

MAC:

- North rink removed
- Vent pipes fixed after snow damage
- South rink stays in until end of May

Cadwell Complex:

- Half of complex sprayed for crabgrass prevention
- All fence lines sprayed for weed control
- All fields being mowed
- Sunshades/batter's eye put up
- All restrooms turned on
- All fields painted
- Cadwell/Drake fertilized
- Irrigation pumps turned on
- First Tournament May 5th

Pepsi Complex:

- All fields painted/began mowing
- Irrigation pumps turned on
- Mulch added to front entrance
- Fence lines sprayed
- Fields 4/5 fertilized

Parks:

- Restrooms turned on
- Spray for weed prevention
- Tree trimming in Dry Run
- Mowing all parks
- Nail drag/prepare baseball fields
- Irrigation turned on at Patton Young

Monthly Report May 2018

Major Incidents and Significant Events

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
- Pool construction walk through
- Reviewed Trail proposal and sites visit with Palace City Pedalers
- Website, Agenda & GIS Center Training
- Meetings with Mayoral Candidates
- Burr Street median landscape discussion
- MIDCO event discussion
- Arbor Day Proclamation with Mayor Toomey

Project Outcomes

- FYRA proposal to City Council complete and approved
- Doty Playground Grants denied
- Rec Center Characters complete
- Capital Budget reviewed with 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
- Doty Playground Design
- Recreation Center Sponsorship
- Ice Arena Roof
- Revitalize the trail committee

Upcoming Special Events and Meetings

- Parks Board meeting
- Lake Committee meeting
- Reviewing MSH Construction meeting report
- MACPD meeting
- City Council Meetings
- Review Capital Projects with Board
- Veterans Park Dedication
- James River Water District meeting
- FYRA presentation with Lake Committee

Change in Park/Facility Status

- Water is on a Campground & Shelters