

**Mitchell Park, Recreation & Forestry Department
Board Meeting Agenda
Regular Board Meeting 4:00 p.m.
Thursday, August 9, 2018
Mitchell Rec Center Conference Room, 1300 N Main St.**

1. DELEGATIONS

2. ADDITIONS OR DELETIONS

3. APPROVAL OF MINUTES

Documents:

[PR MINUTES 7-17-18.PDF](#)

4. APPROVAL OF BILLS

Documents:

[QUARTERLY BILL REPORT.PDF](#)

5. OLD BUSINESS

6. NEW BUSINESS

A. Staff Reports

Documents:

[CURRENT BOARD REPORTS.PDF](#)

7. Other

8. ADJOURNMENT

UNOFFICIAL MINUTES OF THE
MITCHELL PARK, RECREATION & FORESTRY BOARD
JULY 17, 2018

A regular meeting of the Mitchell Parks and Recreation Board was held on Tuesday, July 17, 2018. The meeting was called to order by Brian Johnson, Secretary/Treasurer at 4:01 p.m., at the Mitchell Recreation Center Conference Room.

The following members of the Board were present: Brian Johnson, Scott Kroger, Chris Retterath, Melanie Mullenmeister (arrived at 4:16pm). Absent: Ryan Tupper, Mary Ellen Jepsen, Randy Seppala. Council Liaison: Marty Barington. Staff present: Nate Powell, Kevin DeVries, Angel DeWaard, Steve Roth, Dan Dobesh.

A delegation represented by Darci Winthers for a safe boating campaign was present. Ms. Winthers informed the Board she is a member of the SD Canoe & Kayak Association, which was recently awarded \$1,500 grant. The association is utilizing the funds to produce fifty (50) 12"x18" aluminum signs promoting safe boating to be placed in locations in Pierre, Watertown, Brookings, Sioux Falls and Mitchell. They would provide the posts, bolts and signs and must be done with the project by September 1st. They are looking to place 3-5 signs or more if needed and would like to promote their association with the sign placement. The Board is in favor and would like Ms. Winthers to work with Steve Roth to set up the sign delivery and installation.

A delegation from Palace City Pedalers represented by Dwight Scott was present. Mr. Scott presented to the Board a request to be granted permission to connect the Kiwanis Trail with Turtle Trail on the lakeside, which would run through City property. A brief discussion followed in which Board member Johnson expressed concern with the trail going through the lake side portion of the Sportmans Club shelter area during shelter rentals and felt it would be better to cut the trail up to the parking lot area. Motion Johnson, Second Kroger to accept the proposed plan to connect the Kiwanis Trail with Turtle Trail but at the Sportsman Club area going out by the road with the trail. Motion approved and carried.

Motion Kroger, Second Mullenmeister to accept the signage for the Safe Boating Campaign. Motion approved and carried.

Board member Johnson introduced Chris Retterath whom was just recently appointed by Mayor Everson to the Park Board. Johnson also noted that he has been reappointed by the Mayor for another 3-year term on the Board.

Additions to the Agenda: Lightening Policy; Rate Discussion

Motion Johnson, Second Kroger to approve the Agenda with the addition of the lightening policy and rate discussion. Motion approved and carried.

Minutes of the May 10, 2018 regular meeting were reviewed. Motion Kroger, Second Johnson to approve the May 10, 2018 Minutes as read. Motion approved and carried.

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

Director Powell informed the Board the Doty park playground equipment that was presented at the May meeting came in over budget and presented the Board with a new design that is within budget. Motion Kroger, Second Johnson to approve the new playground design as presented. Motion approved and carried.

The Board reviewed the 2018-2019 Facility Use Agreement between the City of Mitchell and Mitchell Figure Skating Academy, noting the increase of hours to 190 and slight increase in fee to \$11,200. Motion Johnson, Second Mullenmeister to approve the 2018-2019 Facility Use Agreement between the City of Mitchell and the Mitchell Figure Skating Academy as presented. Motion approved and carried.

Director Powell presented to the Board the 2018-2019 Facility Use Agreement and 2018-2019 Concession Facility Operation Agreement between the City of Mitchell and Mitchell Skating and Hockey Association. Powell noted the facility fee went from \$86,500 to \$70,000 as the City is taking over the cost of propane and under 2(a), the weed spraying program if exercised will be incorporated as a credit to the facility fee. Motion Johnson, Second Kroger to approve the 2018-2019 Facility Use Agreement and Concession Facility Operation Agreement between the City of Mitchell and the Mitchell Skating and Hockey Association as presented. Motion approved and carried.

The Board reviewed handouts regarding lightning safety for indoor pools from the Journal of Athletic Training; National Weather Service; NLSI; American Red Cross; YMCA Services Corporation and Director Powell noted that all of these agencies recommend removing patrons from the pool during lightning storms. Director Powell stated there is currently no policy in place for the new indoor aquatic center in the event of a storm in which lightning is present, noting the following policy for indoor pools in various cities as follows: Sioux Falls closes during lightning; Pierre does not close; Watertown closes only the slides; Brookings only closes if lights flicker. Board member Johnson stated he felt Watertown's policy of only closing the slides would be correct course. A brief discussion followed. Motion Mullenmeister, Second Kroger to put a policy in place for the new indoor aquatic center to shut down slides for 30 minutes until no more lightning occurs and all other related issue to go by the manual. Motion approved and carried.

Board member Kroger had to leave the meeting at 4:36 p.m., not other items on the agenda required voting.

Kevin DeVries reviewed the Recreation Center Report. May and June have been very busy. We had a water service line break at the Rec Center on May 16th at 8pm. It originated in the multi-purpose room. It flooded that room along with the back lobby area, hallways, conference room, bathrooms, parts of Todd, Jamie and Nathans office. We have been working with our insurance adjuster to get carpet replace and walls patched up. The tile will need replaced in the multi-purpose room but need to have an engineer come and see if there are any underlying issues before doing so. There have been several training meetings on the Indoor Aquatic Center from electrical, lighting, slides, mechanical room etc. The indoor aquatic center opened on June 25th, there were a few issues but overall things have gone well and has been well received. We held the grand opening for the indoor aquatic center on July 3rd and was well attended. New lockers will be installed in the adult locker rooms the week of August 13th. Most of our summer programs are wrapping up and we are in the process of putting together our fall/winter brochure. The campground hosts arrived the second week of May and things have been going well. Joe will start a slow drain of the old rec center pool the week of July 16th.

Jamie and I met with the aquatics club to get a summer schedule and billing plan, which went well.

Steve Roth reviewed the Parks and Forestry Report. Projects we are working on or have completed are: Finished trimming the old landfill road; Typical start up and repairs at the outdoor pool; Turned water on to all park shelters, restrooms, irrigation systems and campground; Fertilized Hitchcock, Pioneer Parks, and areas downtown Veterans Park, 5th & Main Plaza and Rotary Park; Help take ice out of North Rink; Made new host site at Campground where old trailer house was located; Planted flowers in the flower pots in front of the Chambers and Plaza; Put boat docks in lake; Put out buoys at the beaches; Got Veterans Park ready for the dedication; Planted flowers in flower garden and other parks; Work on irrigation systems; Installed 2 fish cities in Lake Mitchell; Added woodchips to playgrounds; spray weeds; Removed stumps at Campground and areas around lake and Hitchcock Park; Tennis Classic was in June; Got outdoor pool ready to host June swim meet; Dig thistles in Dry Run Park and areas around lake; Sprayed Canadian thistles and Leafy Surge in different areas around lake; Got all parks and areas around lake ready for 4th of July and added sand to beaches; Redoing landscape bed in front of old tennis courts; Replaced part of sidewalk at Sportsman's club.

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

MAC

- South Rink Removed

Cadwell Complex

- Working on irrigation throughout complex
- All fields fertilized
- All fence lines sprayed for weeds
- Most areas sprayed with 2, 4-D
- Park and Rec ball started
- Last week of Park & Rec ball July 16th
- Youth Tourney 3rd weekend of July

Pepsi Complex

- Working on irrigation throughout complex
- All fields fertilized
- Most areas sprayed with 2, 4-D

Parks

- Most areas of parks sprayed
- Baseball infields sprayed for weeds
- Tree trimming
- New signs ordered for Dry Run disc golf course
- In process of building new Gainer park sign

Director Powell reviewed the monthly Department Report (May).

Major Incidents and Significant Events

- Service water line break in Recreation Center

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 site visits with Palace City Pedalers
- Attended the uptown park grand opening with GBR 5th grade class
- Contractor discussion for Lake Mitchell Project with FYRA
- Met with Disc Golf Club regarding improvements needed and event schedule
- Attended the Veterans Park dedication
- Interviewed potential Parks Board members
- Met with Hockey Association regarding upcoming contract
- Grand Opening preparation meetings conducted for new indoor pool

Project Outcomes

- Doty park playground design reviewed by Parks Board
- Veterans Park Dedication complete
- Capital projects approved by Parks Board
- FYRA presentation to Lake Committee
- Tree fund donation from Dakota Credit Union
- Watershed tour with Lake Committee

Current Projects

- Lake development plan – Phase 2 presentation to City Council April 2nd
 - FYRA Engineering – Watershed Advisory Committee – Technical Advisory Team
 - FYRA phase 2 presentation to City Council
- Recreation Center Business Plan
- Indoor Aquatic Center opening preparations
- Doty playground design
- Recreation Center Sponsorship
- Ice Arena roof
- Revitalize the Trail Committee
- Budgets
- Pepsi sign install
- Mosquito Grant

Upcoming Special Events and Meetings

- Parks Board meeting
- Lake Committee meeting
- Reviewing MSH Construction meeting report
- MACPD meeting
- City Council meetings
- FYRA presentation with Lake Committee
- Monthly SEAC meetings
- Pool opening preparation meetings
- Meeting with our new Mayor

Change in Park/Facility Status

- Outdoor pool is open

Director Powell reviewed the monthly Department Report (June).

Major Incidents and Significant Events

- Closed Indoor Pool for lightning for 30 minutes

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 site visits with Palace City Pedalers
- Met with Disc Golf Club regarding improvements needed and event schedule
- Met with Figure Skating regarding upcoming contract
- Grand Opening preparation meetings conducted for new indoor pool
- Met with Confluence regarding potential lake master plan and economic impact study
- MACPD Supper

Project Outcomes

- FYRA presentation to City Council
- Install the Pepsi sign
- Mosquito Grant approved \$15,000 for new (used) truck
- First meetings with Mayor Elect Bob Everson
- Fish City install with Lake Committee
- Budget work session with City Council
- Met with new Parks Board member
- 2019 Budgets submitted

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
- Doty playground design
- Recreation Center Sponsorship
- Ice Area roof
- Revitalize the Trail Committee
- Budgets
- MSHA and MFSM 2018 Agreements
- Emerald Ash Borer Strategic Plan

Upcoming Special Events and Meetings

- Parks Board meeting
- Lake Committee meeting
- Reviewing MSH Construction meeting report
- MACPD meeting
- Mid-Year Review with Staff
- City Council meetings
- Monthly SEAC meetings
- Pool opening preparation meetings
- Indoor pool grand opening

Change in Park/Facility Status

The Board requested Kevin DeVries to locate Jamie Henkel and have her give an update on the new Indoor Aquatic Center. Mrs. Henkel apologized for the delay as she was attending to pool issues. Board member Johnson inquired how things are going. Mrs. Henkel stated it is a learning process, there have been issues arise almost daily but they are being worked through, however her biggest concern is the Vortex. Johnson questioned if there was an age limit for the Vortex. Director Powell stated there is not, which in accordance to the manufactures and Councilman-Hunsaker. Johnson questioned the discoloration at the bottom of the pool. Director Powell informed the Board the City is withholding funds until the punch list is complete, which includes the discoloration of the pool bottom. Johnson stated he has gotten calls regarding life jackets and feels the policy should be the same as the outdoor pool, which is no life jackets.

Board Member Johnson informed the Board that he has been getting quite a few calls regarding the rate increases for Rec Center memberships. Director Powell stated the new rates were presented to the Board in September 2017 and approved by the Board and then they were approved by the City Council, however, we held off on implementing the new rates until the new Indoor Aquatic Center opened.

There being no further business the Board adjourned at 5:22 p.m., noting Thursday, August 9, 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>June.2018</u>	<u>July.2018</u>	<u>Aug.2018</u>	<u>2018 Remaining</u>	<u>Aug.2017</u>
<u>Recreation/Aquatics</u>						
Professional Fees	\$ 1,525.00	\$ 108.00	\$ 471.00	\$ -	\$ (532.00)	\$0.00
Publishing	\$ 3,000.00	\$ -	\$ -	\$ 1,820.00	\$ 975.00	\$0.00
Publishing Aquat	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$0.00
Repair/Maint	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 500.00	\$0.00
Repair/Maint Aqu	\$ 13,000.00	\$ 1,509.04	\$ -	\$ 986.00	\$ 10,504.96	\$1,360.24
Supply/Materials	\$ 11,000.00	\$ 3,251.74	\$ 1,616.68	\$ 835.38	\$ 4,474.27	\$1,755.44
Supply/Material Aqu	\$ 7,350.00	\$ 1,906.68	\$ 170.45	\$ 137.43	\$ 4,871.13	\$624.83
Concession Supply	\$ 23,000.00	\$ 10,477.37	\$ 5,787.41	\$ 3,256.49	\$ 3,478.73	\$5,521.92
Pool Chemical	\$ 32,800.00	\$ 9,375.95	\$ -	\$ 9,834.49	\$ 13,589.56	\$8,932.30
Uniforms	\$ 500.00	\$ -	\$ -	\$ -	\$ 229.86	\$0.00
Computer Software	\$ 2,750.00	\$ 2,737.91	\$ -	\$ -	\$ (137.91)	\$2,620.00
Comp Software Aqu	\$ 2,750.00	\$ 2,737.90	\$ -	\$ -	\$ (87.90)	\$2,620.00
Travel/Conf/Dues	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$0.00
Travel/Conf/Dues Aqu	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$0.00
Utilities	\$ 690.00	\$ -	\$ -	\$ -	\$ 676.73	\$1.69
Utilities Aquatic	\$ 40,000.00	\$ 7,437.73	\$ -	\$ 7,078.23	\$ 23,924.67	\$12,855.87
Refund of Fees	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$140.00
<u>Rec. Center</u>						
Publishing	\$ 62,000.00	\$ 6,939.04	\$ 936.04	\$ 6,291.35	\$ 41,025.38	\$0.00
Repair/Maint	\$ 24,150.00	\$ 1,896.58	\$ 3,789.84	\$ 9,274.87	\$ (205.24)	\$709.99
Supply/Materials	\$ 27,270.00	\$ 2,809.39	\$ 3,471.29	\$ 3,842.67	\$ 2,270.53	\$1,487.92
Concession Supply	\$ 9,000.00	\$ 533.56	\$ 584.12	\$ 508.15	\$ 3,314.22	\$28.50
Chemical	\$ 18,224.00	\$ 396.57	\$ 418.06	\$ 940.93	\$ 14,088.84	\$225.96
Uniforms	\$ 1,000.00	\$ -	\$ -	\$ 21.00	\$ 541.80	\$0.00
Travel/Conf/Dues	\$ 800.00	\$ -	\$ -	\$ -	\$ 381.00	\$0.00
Utilities	\$ 136,795.00	\$ 7,829.42	\$ 5,154.86	\$ 2,345.73	\$ 98,445.52	\$5,695.98
Software	\$ 5,150.00	\$ 3,237.91	\$ -	\$ 199.00	\$ 767.09	\$2,819.00
Refunds	\$ 250.00	\$ -	\$ -	\$ -	\$ 47.00	\$0.00
Capital Improv.	\$ 127,000.00	\$ 15,064.80	\$ -	\$ -	\$ 10,455.20	\$412.50
Capital Equipment	\$ 86,311.00	\$ 6,868.09	\$ 11,433.00	\$ 1,484.12	\$ 12,368.37	\$0.00
<u>Sports Complexes</u>						
Repair/Maint	\$ 32,500.00	\$ 1,525.80	\$ 13,238.15	\$ 4,792.34	\$ 3,480.25	\$6,233.60
Supply/Materials	\$ 51,300.00	\$ 6,412.91	\$ 4,009.38	\$ 5,432.02	\$ 12,202.10	\$4,889.14
Chemical	\$ 16,000.00	\$ 5,896.00	\$ 4,097.25	\$ 680.00	\$ 5,176.63	\$3,510.00
Small Equipment	\$ 1,300.00	\$ -	\$ 323.96	\$ -	\$ 346.49	\$0.00
Gas/Fuel	\$ 14,000.00	\$ -	\$ -	\$ -	\$ 13,033.92	\$1,610.41
Uniforms	\$ 1,500.00	\$ -	\$ 34.99	\$ 237.45	\$ 770.53	\$159.99
Travel/Conf/Dues	\$ 1,700.00	\$ -	\$ -	\$ -	\$ 1,450.00	\$0.00
Utilities	\$ 115,000.00	\$ 13,121.79	\$ 9,595.83	\$ 3,607.49	\$ 39,322.47	\$9,427.57
Capital Improv.	\$ 19,296.00	\$ -	\$ 16,887.28	\$ -	\$ 2,408.72	\$0.00
Capital Equipment	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$0.00

	<u>Budget Amt</u>	<u>June.2018</u>	<u>July.2018</u>	<u>Aug.2018</u>	<u>2018 Remaining</u>	<u>Aug.2017</u>
<u>Parks/Blvds</u>						
Publishing	\$ 850.00	\$ -	\$ -	\$ -	\$ 850.00	\$0.00
Repair/Maint	\$ 39,000.00	\$ 1,732.38	\$ 3,589.99	\$ 1,540.42	\$ 24,175.38	\$3,650.80
Supply/Materials	\$ 69,000.00	\$ 5,672.58	\$ 4,944.08	\$ 13,007.40	\$ 35,420.12	\$15,915.93
Chemicals	\$ 7,000.00	\$ 307.59	\$ 700.08	\$ 727.50	\$ 3,584.83	\$0.00
Trees	\$ 5,000.00	\$ 127.32	\$ 200.00	\$ -	\$ 4,029.55	\$97.46
Gas/Fuel	\$ 29,000.00	\$ 1,720.34	\$ 4,554.65	\$ 4,924.15	\$ 10,551.32	\$3,371.91
Uniforms	\$ 1,850.00	\$ 578.44	\$ -	\$ -	\$ 1,045.63	\$98.99
Small Equipment	\$ 2,000.00	\$ -	\$ -	\$ -	\$ (574.63)	\$0.00
Travel/Conf/Dues	\$ 2,800.00	\$ -	\$ -	\$ -	\$ 1,933.00	\$0.00
Utilities	\$ 52,000.00	\$ 2,126.03	\$ 2,755.79	\$ 999.77	\$ 41,783.08	\$2,464.28
Mosquito Program	\$ 17,000.00	\$ -	\$ -	\$ 3,687.33	\$ 13,229.96	\$75.27
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	\$ -	\$ -	\$ 5.07	\$ 6,493.70	\$0.00
Capital Equip.	\$ 66,000.00	\$ -	\$ 6,454.00	\$ -	\$ 56,018.50	\$0.00
<u>Supervision</u>						
Insurance	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 5,141.73	\$0.00
Professional Service	\$ 11,946.00	\$ 2,350.00	\$ -	\$ 2,350.00	\$ 161.63	\$26,506.81
Publishing	\$ 3,000.00	\$ 175.00	\$ -	\$ -	\$ 2,825.00	\$0.00
Repair/Maint	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
Supply/Materials	\$ 1,800.00	\$ 122.47	\$ 31.28	\$ -	\$ 1,404.72	\$703.68
Uniforms	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$25.48
Travel/Conf/Dues	\$ 2,300.00	\$ -	\$ 89.00	\$ -	\$ 1,902.00	\$10.00
Utilities	\$ 230.00	\$ -	\$ -	\$ -	\$ 219.54	\$7.08
<u>Campground</u>						
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
Professional Service	\$ 1,870.00	\$ 109.80	\$ -	\$ 260.23	\$ (70.40)	\$0.00
Advertise/Promo	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$0.00
Repair/Maint	\$ 16,000.00	\$ 2,629.63	\$ 1,173.78	\$ 1,684.14	\$ 10,423.80	\$200.59
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	\$ 1,097.04	\$ 2,654.08	\$ 266.44	\$ 10,287.33	\$3,388.01
Tourism Tax	\$ 1,298.00	\$ -	\$ -	\$ -	\$ 1,249.89	\$101.70

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

Recreation Board Report
July 18th – August 9th 2018
Kevin DeVries

July was a busy month with the new Indoor Aquatic Center Opening up. We had a lot of people in the door utilizing the Aquatic Center for the first few weeks like we anticipated. We averaged around 75-100 people during open swim for the first few weeks. Also as we anticipated there will be plenty of things that we will be adjusting too as far as rules and policies and usage. It will all take time. There were several things that had to be fixed like the basketball hoop and zip line as well.

Todd and Jamie wrapped up most of the summer programs during the month. Baseball, softball, tennis, art, theater all went well and swim lessons for session 3 are wrapping up this week.

We are now in the process of taking registration for youth flag football and tackle football. We will not be doing fall soccer this season though. There was a bit of a miscommunication between us and the association so they will be doing a Rec League this fall. We are just about done with the fall/winter brochure and will be ready to hand that out the first Friday of school.

We had to cancel our Movie night with Midco due to the weather but have rescheduled it for Tuesday, August 7th so we are looking forward to that.

The outdoor aquatic center is still up and running and will be closing down for the season on August 19th. We had some weather days in the month of July which hurts our revenue but also helps save in staffing.

We are also training 4 new front desk staff in preparation for the upcoming school year. We are anticipating a busy year this year with the indoor aquatic center and are all gearing up for that.

**Parks & Forestry
Board Report
August 2018**

- Finished our stump removals in the boulevards
- Installed 3 new park signs at Doty, Jennewein and Kibbee
- Cleaned up lake areas after the 4th of July
- Sprayed Round up along fence lines, sidewalk cracks and other areas where we do not want grass or weeds.
- Replaced part of the sidewalk at the Sportsman's Club and pour a concrete pad for the dumpster at the dock.
- Painted the restroom and firewood shed at the Campground
- Trimmed sucker trees out of the pine trees in Hitchcock Park
- Dug out the west boulevard and reseeded at Pioneer Park
- Ongoing Irrigation maintenance
- Cutting out and spraying cedar trees in different areas around the lake
- Ongoing treating of standing water for mosquitos
- Fogged the entire City twice for mosquitos
- Ongoing equipment maintenance

Sports Complex Board Report:

August 2018

MAC:

- Cleaning boards and glass preparing for next month

Cadwell Complex:

- Replacing many light bulbs on softball fields
- Co-ed softball started August 2nd
- Legion JV state tournament at Cadwell
- Began work on infield on Field B
- Wireless system failed and was fixed for irrigation at Cadwell
- Starting to lose summer seasonal help
- Youth state baseball tournament

Pepsi Complex:

- Irrigation system failed and was replaced
- Preparing fields for Fall soccer season
- Fields sprayed with liquid fertilizer and for crabgrass

Parks:

- New signs at Patton Young and Gainer parks
- Baseball infields sprayed for weeds
- Disc Golf tournament last weekend of July
- Painted southeast gazebo at Patton Young

**Department Report
Monthly Report
July 2018**

Major Incidents and Significant Events

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Important Meetings and Training Attended

- Lake Committee Meetings
- Parks Board Meeting
- City Council Meetings
- MACPD meeting
- Sports and Events Authority meeting
- Weekly and Monthly staff meetings
- Weekly Department Head management meetings
- Mid-year review complete with full-time staff
- Met with staff regarding emerald ash borer
- District iii meeting regarding potential watershed management funds
- Part-time staff wage discussion with HR
- Kiwanis tour of the new indoor pool

Project Outcomes

- Lake restoration solution complete
- Emerald ash borer planning stages enacted
- 2019 budget reviewed with Mayor
- Updated trails with Palace City Pedalers
- Hockey and Figure Skating agreements approved by Parks Board
- Business plan/pool opening complete at rec center complete
- Indoor Pool grand opening complete
- Lake Master plan RFP sent out
- Doty playground approved by Parks Board
- Full-time staff mid-year review complete

Current Projects

- Lake development plan – Presentation to City Council
- Doty Playground Installation
- Recreation Center Sponsorship
- Skate Park Upgrade
- Revitalize the trail committee
- Budget Hearings with City Council
- Emerald Ash Borer Strategic Plan
- Rec Center flooding damage

Upcoming Special Events and Meetings

- Parks Board meeting
- Lake Committee meeting
- MACPD meeting
- City Council Meetings
- Monthly SEAC meetings
- City Council Budget hearings
- Global Leadership Summit at DWU

Change in Park/Facility Status