

Mitchell Parks, Recreation & Forestry Department
Board Meeting Agenda
Regular Board Meeting 4:00 P.M.
Thursday, October 11, 2018
City Hall Council Chambers, 612 N Main St

1. DELEGATIONS

2. ADDITIONS OR DELETIONS

3. APPROVAL OF MINUTES

Documents:

[PR MINUTES 9-13-18.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. Executive Session: Motion To Enter Into Executive Session In Accordance With SDCL
1-25-2-(5): Pricing Strategies

7. Other

8. ADJOURNMENT

UNOFFICIAL MINUTES OF THE
MITCHELL PARK, RECREATION & FORESTRY BOARD
SEPTEMBER 13, 2018

A regular meeting of the Mitchell Parks and Recreation Board was held on Thursday, September 13, 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, Mary Ellen Jepsen, Randy Seppala, Chris Retterath, Dennis Marek. Council Liaison: Marty Barington. Absent: Melanie Mullenmeister. Staff present: Mayor Everson, Nate Powell, Kevin DeVries, Steve Roth, Dan Dobesh.

Addition to the Agenda: Facilities Maintenance

Motion Jepsen, Second Retterath to approve the Agenda with the addition of Facilities Maintenance under new business. Motion approved and carried.

Minutes of the August 9, 2018 meeting were reviewed. Motion Johnson, Second Jepsen to approve the August 9, 2018 Minutes as read. Motion approved and carried.

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

Kevin DeVries reviewed the Recreation Center Report. August was a busy month. Jamie closed the outdoor aquatic center down on the 19th. Todd has been busy getting the football programs underway. The fall/winter brochure is out and we have started taking registration for those programs. Our Midco Movie night was rescheduled to August 7th at the Corn Palace plaza. We had over 300 people attend. Thomas has taken over running the afterschool program, which is going well. We did change the fee for the afterschool program to \$25/month vs \$25 for a punch card. We have seen an increase in our membership revenue from this time last year. We are up about \$28,000 in membership fees and up \$10,300 in day passes from a year ago. The new lockers have been installed in the Men and Women's locker room. They are 6 inches deeper than our old ones. Preschool is back in session. The Mon-Wed-Fri classes are about full but we are short some in the Tues & Thurs class. Fall soccer is being done through the Soccer Association as they promoted before the Rec Center could. Board member Johnson expressed concern with this.

Steve Roth reviewed the Parks and Forestry Report. Projects we are working on or have completed are: Pool is closed for the season starting to do some repairs; Added wood chips to the landscaping at the plaza for Corn Palace week; Hauled picnic tables to Dakota Fest, Corn Palace Week, and football field for Kernel Bowl; Poured concrete pads for Parks signs at Public Beach, Camp Arroya and Sandy Beach; Racked the sand at all beaches; Inventorying all Ash trees in the boulevards and parks; Marking dead trees in the boulevards for removal this

winter; Fertilizing areas downtown; Ongoing irrigation maintenance; Fogged the City for mosquitos on 8/17/18; Ongoing treating of standing water for mosquitos; Installed a sign at Rotary Park; Tennis courts 5-7 got resurfaced; Day to day operations most of the seasonal staff has gone back to school.

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

MAC

- Started compressors in both rinks. The compressor in the North rink is at the end of expected lifespan and needs to be replaced soon at an approximate cost of \$250,000 - \$300,000
- Estimated finish by last week of September
- 2003 Olympia ice resurfacer is being worked on by Olympia servicing dealer in Minnesota

Cadwell Complex

- DWU softball tournament September 7th-9th
- DWU baseball continues to practice until first part of October
- Park and Rec football begins on west softball fields this week
- Large irrigation breaks at Cadwell complex

Pepsi Complex

- Fall soccer has started
- Midco Soccer Cup tournament this coming weekend (need to mark out new field for tourney)
- Mow/fix irrigation

Parks

- Trim down vegetation on east side of Sanborn overpass at Dry Run
- Work on sand volleyball court at Patton Young
- Fix leaks in irrigation at Patton Young

Director Powell reviewed the monthly Department Report

Major Incidents and Significant Events

-

Project Outcomes

- Rec Center Sponsorship program denied by City Council

Current Projects

- Lake development project
- Lake Mitchell Master Plan and Economic Impact Study
- Doty Playground Installation
- Recreation Center Sponsorship
- Skate Park Upgrade
- Revitalize the trail committee
- Budget Hearing with City Council
- Emerald Ash Borer Strategic Plan
- Rec Center flooding damage
- Boat Docks
- Developing 2019 fees
- Rec Center Pool punch list

Upcoming Special Events and Meetings

- Parks Board meeting
- Lake Committee meeting
- MACPD meeting
- City Council meetings
- Monthly SEAC meetings
- City Council Budget hearings
- Pool closeout meetings
- Lake Restoration project discussions
- Rotary Tour of indoor pool
- NRPA Conference

Change in Park/Facility Status

- Outdoor pool closed for season

Board member Johnson expressed his concern in regards to facilities maintenance, including the gazebo at Hitchcock and the west shed at Cadwell, also noting that summer staff should be utilized for more of these areas. Board President Tupper noted that is why the Master Plan has been done and areas of concern or need had been addressed in the plan which staff is working on and developing strategies to address and resolve each item or area.

There being no further business the Board adjourned at 4:52 p.m., noting Thursday, October 11, 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>Aug.2018</u>	<u>Sept.2018</u>	<u>Oct.2018</u>	<u>2018 Remaining</u>	<u>Oct.2017</u>
<u>Recreation/Aquatics</u>						
Professional Fees	\$ 1,525.00	\$ -	\$ -	\$ 600.25	\$ (1,132.25)	\$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	\$ 986.00	\$ 536.39	\$ 4,193.65	\$ 5,774.92	\$0.00
Supply/Materials	\$ 11,000.00	\$ 835.38	\$ 359.26	\$ 277.12	\$ 3,837.89	\$3,029.13
Supply/Material Aqu	\$ 7,350.00	\$ 137.43	\$ 60.00	\$ 84.00	\$ 4,727.13	\$926.98
Concession Supply	\$ 23,000.00	\$ 3,256.49	\$ 2,225.10	\$ 656.10	\$ 597.53	\$0.00
Pool Chemical	\$ 32,800.00	\$ 9,834.49	\$ 8,952.03	\$ -	\$ 4,637.53	\$333.13
Uniforms	\$ 500.00	\$ -	\$ -	\$ -	\$ 229.86	\$58.99
Computer Software	\$ 2,750.00	\$ -	\$ -	\$ -	\$ (137.91)	\$0.00
Comp Software Aqu	\$ 2,750.00	\$ -	\$ -	\$ -	\$ (87.90)	\$0.00
Travel/Conf/Dues	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$165.00
Travel/Conf/Dues Aqu	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$0.00
Utilities	\$ 690.00	\$ -	\$ -	\$ -	\$ 676.73	\$90.70
Utilities Aquatic	\$ 40,000.00	\$ 7,078.32	\$ 5,975.91	\$ 25,323.55	\$ (7,374.79)	\$22,262.99
Refund of Fees	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$0.00
<u>Rec. Center</u>						
Publishing	\$ 62,000.00	\$6,291.35	\$ 4,330.98	\$ 6,624.34	\$ 30,070.06	\$0.00
Repair/Maint	\$ 24,150.00	\$9,274.87	\$ 1,387.82	\$ 9,117.25	\$ (10,710.31)	\$509.18
Supply/Materials	\$ 27,270.00	\$3,842.67	\$ 2,775.50	\$ 1,800.51	\$ (2,305.48)	\$1,359.24
Concession Supply	\$ 9,000.00	\$508.15	\$ 1,204.18	\$ 955.84	\$ 1,154.20	\$616.26
Chemical	\$ 18,224.00	\$940.93	\$ -	\$ 3,166.64	\$ 10,922.20	\$231.38
Uniforms	\$ 1,000.00	\$21.00	\$ -	\$ 98.00	\$ 443.80	\$0.00
Travel/Conf/Dues	\$ 800.00	\$0.00	\$ -	\$ 180.00	\$ 201.00	\$262.88
Utilities	\$ 136,795.00	\$2,345.73	\$ 16,416.17	\$ 31,147.17	\$ 50,882.18	\$2,648.97
Software	\$ 5,150.00	\$199.00	\$ 398.00	\$ 199.00	\$ 170.09	\$199.00
Refunds	\$ 250.00	\$0.00	\$ -	\$ -	\$ 47.00	\$0.00
Capital Improv.	\$ 127,000.00	\$0.00	\$ 1,500.00	\$ 23,809.75	\$ 85,145.45	\$44,206.63
Capital Equipment	\$ 86,311.00	\$1,528.62	\$ 7,457.58	\$ 277.73	\$ 4,588.56	\$0.00
<u>Sports Complexes</u>						
Repair/Maint	\$ 32,500.00	\$ 4,792.34	\$ 3,251.62	\$ 3,810.26	\$ (3,581.63)	\$2,259.77
Supply/Materials	\$ 51,300.00	\$ 5,432.02	\$ 4,133.99	\$ 5,082.03	\$ 2,986.08	\$4,271.19
Chemical	\$ 16,000.00	\$ 680.00	\$ 1,468.00	\$ -	\$ 3,708.63	\$0.00
Small Equipment	\$ 1,300.00	\$ -	\$ -	\$ 323.00	\$ 23.49	\$0.00
Gas/Fuel	\$ 14,000.00	\$ -	\$ -	\$ -	\$ 13,033.92	\$947.20
Uniforms	\$ 1,500.00	\$ 37.45	\$ 219.97	\$ -	\$ 550.56	\$0.00
Travel/Conf/Dues	\$ 1,700.00	\$ -	\$ -	\$ -	\$ 1,450.00	\$232.88
Utilities	\$ 115,000.00	\$ 3,607.49	\$ 7,196.07	\$ 4,338.94	\$ 27,787.46	\$5,151.45
Capital Improv.	\$ 19,296.00	\$ -	\$ -	\$ -	\$ 2,408.72	\$0.00
Capital Equipment	\$ 5,000.00	\$ -	\$ 4,000.00	\$ -	\$ 1,000.00	\$0.00

	<u>Budget Amt</u>	<u>Aug.2018</u>	<u>Sept.2018</u>	<u>Oct.2018</u>	<u>2018 Remaining</u>	<u>Oct. 2017</u>
<u>Parks/Blvds</u>						
Publishing	\$ 850.00	\$ -	\$ -	\$ -	\$ 850.00	\$0.00
Repair/Maint	\$ 39,000.00	\$ 1,540.42	\$ 21,442.31	\$ 2,725.46	\$ 7.61	\$2,138.39
Supply/Materials	\$ 69,000.00	\$ 13,007.40	\$ 4,928.82	\$ 2,608.56	\$ 27,882.87	\$5,906.48
Chemicals	\$ 7,000.00	\$ 727.50	\$ 98.88	\$ 64.80	\$ 3,421.15	\$0.00
Trees	\$ 5,000.00	\$ -	\$ -	\$ 2,800.00	\$ 1,229.55	\$0.00
Gas/Fuel	\$ 29,000.00	\$ 4,924.15	\$ 6,144.86	\$ 2,354.57	\$ 2,051.89	\$1,576.55
Uniforms	\$ 1,850.00	\$ -	\$ -	\$ 229.25	\$ 816.38	\$0.00
Small Equipment	\$ 2,000.00	\$ -	\$ -	\$ -	\$ (574.63)	\$768.49
Travel/Conf/Dues	\$ 2,800.00	\$ -	\$ -	\$ 180.00	\$ 1,753.00	\$374.58
Utilities	\$ 52,000.00	\$ 999.77	\$ 1,741.95	\$ 30,639.35	\$ 9,401.78	\$26,623.96
Mosquito Program	\$ 17,000.00	\$ 3,687.33	\$ 185.60	\$ 3,649.25	\$ 9,395.11	\$0.00
Capital Bldg	\$ 62,227.00	\$ -	\$ -	\$ 1,252.47	\$ 60,974.53	\$0.00
Capital Improv.	\$ 45,000.00	\$ -	\$ -	\$ -	\$ 45,000.00	\$0.00
Lake Mitchell Dev	\$ 10,000.00	\$ 5.07	\$ 1,206.74	\$ 1,596.67	\$ 3,691.29	\$0.00
Capital Equip.	\$ 66,000.00	\$ -	\$ -	\$ -	\$ 56,018.50	\$45,422.43
<u>Supervision</u>						
Insurance	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 5,141.73	\$0.00
Professional Service	\$ 11,946.00	\$ 2,350.00	\$ -	\$ -	\$ 161.63	\$8,848.55
Publishing	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 2,825.00	\$0.00
Repair/Maint	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
Supply/Materials	\$ 1,800.00	\$ -	\$ 197.24	\$ -	\$ 1,207.48	\$38.72
Uniforms	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$0.00
Travel/Conf/Dues	\$ 2,300.00	\$ -	\$ 1,447.86	\$ 117.00	\$ 337.14	\$374.58
Utilities	\$ 230.00	\$ -	\$ -	\$ -	\$ 219.54	\$47.88
<u>Campground</u>						
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
Professional Service	\$ 1,870.00	\$ 260.23	\$ 246.97	\$ 474.52	\$ (791.89)	\$0.00
Advertise/Promo	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$0.00
Repair/Maint	\$ 16,000.00	\$ 1,684.14	\$ 121.87	\$ 354.29	\$ 9,947.64	\$26.80
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	\$ 266.44	\$ 3,841.83	\$ 3,247.42	\$ 3,198.08	\$5,051.83
Tourism Tax	\$ 1,298.00	\$ -	\$ -	\$ -	\$ 1,249.89	\$61.86

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
September 14th – October 11th 2018
Kevin DeVries

September was a busy month again. Todd finished up youth football for 3-6th graders. The 5th & 6th tackle kids had their normal end of the year night at Joe Quintal Field but this year got to play on the new turf which made even better. We got our men's flag football league off and running. We have 16 teams and play on Wednesday nights. We are currently getting ready for our youth basketball program for 1st – 6th graders which is set to start October 8th. Numbers are down from last year which is a bit concerning. There are several factors that play into that. For the 5th & 6th grade program we are working with the high school coaches and players and holding it after school at their gyms to try and create more of a buzz for basketball. Hopefully this turns out well. The 1st – 4th grade are in the evenings with volunteer coaches.

Jamie is holding a lifeguard training course October 5th-7th. She had 5 signed up so she hopes they all pass and can join the staff. She had been doing a great job trying to manage the staff she has along with all the other activities they are in. It has been a challenge that's for sure.

We combined with Sanford Clinic on a "Splash Night" at the pool on October 1st. There were 6 games set up with our staff and theirs involved. We had 130 attended and it was a great event. We will be coordinating some other events with them in the future.

Chris and I have been working with Civic Plus on a new software system for registration and membership for our department. We have our first training meeting with them on October 17th and will be training and implementing their system over the next 3-4 months. We will have the membership and POS parts of it ready by January 1st so we can start the new year off with it and the registration end of it by February. We think this system will be easier for us to navigate as well as for the customer and be able to give us better reporting and billing options.

Thomas has been doing a great job with all of our senior members keeping them active with his classes and other ailments they have. The senior group has become a very big part of what we do at the Rec Center and he has put a lot of time in with them along with the other duties he has taken on.

We helped with the State Special Olympics Fall Classic September 21-23. Along with DWU and the Chamber we all worked together on the Bocce ball event on Friday and softball tournament on Saturday and Sunday. It's always a great event and look forward to the basketball tournament in March.

Our camp hosts finished up their season working for us October 1st. Things went very well out there this year and revenue is up from a last year. We hope that both sets of hosts will be back again next year for a 3rd year. I think the way we have structured it for them works very well schedule wise and they enjoy it.

**Parks & Forestry
Board Report
October 2018**

- Working on repairs at the outdoor pool and winterizing the pool
- Finished park signs at Public Beach, Camp Arroya, and Sandy Beach
- Starting to winterize shelters, restrooms, and irrigation systems
- Planted 24 trees in the parks and campground
- Ordered pipe and lift station for Sandy Beach
- Work started on restroom at Northridge Park
- Worked on sprayers and started spraying parks and areas around the lake
- Marked out the new sites 21 thru 24 at the Campground
- Moved the handicap fishing docks into the bays for the winter
- Pulled out the docks at Day Camp and Campground
- Took out the buoys
- Ongoing irrigation maintenance
- Started pulling flowers out of the flower beds
- Day to day operations mowing, cleaning shelters and restrooms emptying garbage cans.

Sports Complex Board Report:

October 2018

MAC:

- Both ice rinks up and running
- Picked up newer Olympia from getting serviced in Minnesota
- Practices started October 2nd
- Open skate begins Oct. 15

Cadwell Complex:

- Park and Rec football coming to an end
- Mowing all fields
- Beginning to put equipment away for winter
- Work on pump station for Cadwell
- Spraying 2,4-D on fields and parks
- Special Olympics on west softball fields and old soccer fields
(September 21,22,23)

Pepsi Complex:

- Fall soccer coming to an end
- Midco Soccer Cup tournament this coming weekend
(need to mark out new fields for this tournament)
- Mow/fix irrigation
- Put new grass seed down on fields 7,8,10
- Spraying 2,4-D on other fields

Parks:

- Put new grass seed down at Munroe park
- Tree work
- Spraying parks

**Department Report
Monthly Report
September 2018**

Major Incidents and Significant Events

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
- Attended the NRPA conference
- Rotary meeting and tour of indoor pool
- Indoor Pool Closeout Meetings
- MACPD award presentation
- Campground host end of season discussion
- James River Water District watershed management meeting

Project Outcomes

- Lake Mitchell Planning denied by City Council
- 2019 Budget Complete
- Funds approved by City Council for the West Nile Grant - truck purchase
- Applied for the 2019 LWCF grant for the Day Camp Playground
- 2019 fees ready for Board

Current Projects

- Lake development project
- Doty Playground Installation
- Skate Park Upgrade
- Revitalize the trail committee
- Emerald Ash Borer Strategic Plan
- Rec Center flooding damage
- Boat Docks
- Developing 2019 fees
- Rec Center Pool punch list
- LWCF Grant
- Rec Center Roof
- Northridge Restroom
- Sandy Beach Restroom utilities

Upcoming Special Events and Meetings

- Parks Board meeting
- Lake Committee meeting
- MACPD meeting
- City Council Meetings
- Monthly SEAC meetings
- Rec Center Roof preconstruction meeting
- DWU volunteer cleanup day at Dry Run Creek

Change in Park/Facility Status

- Rec Center open on Sunday