

OFFICIAL MINUTES OF THE  
PARKS AND RECREATION BOARD OF THE CITY OF MITCHELL  
February 11, 2021

A regular meeting of the Mitchell Parks and Recreation Board was held Thursday, February 11, 2021. The meeting was called to order by Mary Ellen Jepsen, President at 6:00 p.m., at the City Hall Council Chambers.

The following members off the Board were present: Mary Ellen Jepsen, Andy Jerke, Amanda Johnson, Chris Retterath, Pat Skinner, Shawn Erickson. Absent: Luke Norden. Council Liaison: Marty Barington. Staff present: Nate Powell, Angel DeWaard, Steve Roth, Jeremy Nielsen, Thomas Gulledge. Sam Fosness Daily Republic Newspaper.

A delegation from Confluence represented by Lyle Pudwill was present via phone. Director Powell gave the Board a brief overview, noting moving forward with dredging contract which will be presented to the Council soon, looking at Firesteel Park as spoil site and working with Confluence on design of future recreation possibilities on spoil site. Pudwill informed the Board they began in January doing preliminary planning and took ideas from kick off meetings to establish vision, which consisted of sledding hill, tubing, and outdoor ice rink also talked with trail committee on existing and new trails as well as being made aware of the cabin project and jetting project. We went through regional and beyond looking at other sledding/tubing hills; this project would have a sledding hill similar to the one at Great Bear. The sledding hill would be approximately 80' high, 400' long facing northeast, which allows visual from cabins, lodge, and ice rinks. We would also be looking to reroute the existing road to the south. There would be multi-level difficult trails, approximately 3 ½ miles. On the north side, the melting snow would be directed to collection ponds. Powell opened the floor for questions by the Board. Erickson inquired if revenue numbers had been acquired from places that the design is being based on. Powell noted this would be looked at in the business plan. Retterath expressed concern on the spoil site leeching phosphorus back into the lake. Powell stated the dredging company would cap the site. Pudwill noting they will be shaping the hill, capping it and controlling the water runoff, this will be accounted for in the dirt work plan. Jerke questioning the time frame for the spoil site settling and if there would be lighting of the sledding hill at night. Powell noted settling time frame depends on dredging method and that they will be applying for grants to cover lighting of the sledding hill at night. Retterath noted two hills in the design, questioning what the smaller hill would be utilized for. Pudwill stated the larger hill will be the sledding hill and the smaller hill would be utilized as a bring your own sled type of hill. Powell informed the Board Confluence will take all input received and bring back a draft design for the March meeting and a final design in the next couple of months.

Motion Jerke, Second Retterath to approve the Agenda as submitted. Motion approved and carried.

Minutes of the January 14, 2021 meeting were reviewed. Motion Erickson, Second Retterath to approve the January 14, 2021 Minutes as read. Motion approved and carried.

Motion Jerke, Second Retterath to approve the Bills as submitted. Motion approved and carried.

Thomas Gulledge reviewed the Recreation Center Report. Winter programs are all up and running. The summer brochure will be distributed in the paper on April 7<sup>th</sup> and to the schools April 9<sup>th</sup>. Online registration will start on April 19<sup>th</sup>. Our Outdoor Aquatic Center family season pass sale will be May 3<sup>rd</sup> – 9<sup>th</sup>. We will be offering a 25% discount that week for family passes only, in an effort to sell more memberships. January check ins were up 2000 over December, we have been seeing more new people coming in. The Cardio Index program Thomas and Adam are doing with the State Health Department has over 40 people enrolled so far and will continue until July. They will be starting the diabetes prevention program in February. Swim Club held their meeting January 28<sup>th</sup> – 29<sup>th</sup>, with 295 swimmers. We have been dealing with a few more cracks and bubbles in the Indoor Aquatic Recreation Pool floor. We have submitted a warranty claim with the company and they will send out a rep very soon to access the problem in that pool as well at the competition pool and where we go from there. We are waiting to hear from MSH on the old pool remodel. The front gym floor was refinished the end of January and we have completed the 2020 annual report.

Steve Roth reviewed the Parks and Forestry Report. Projects we are working on or have completed are: Tree removal in parks and boulevards; Cleaned up down tree branches in parks and lake access areas; Dumpster repairs; Repairing and painting picnic tables; Install new LED lights and new hand dryers in Patton Young Shelter; Worked on one of our sprayers; Maintenance on equipment; Put a new radiator in our pay loader old one was leaking again; Bucket truck got inspected and need to make some repairs; Snow removal.

Jeremy Nielsen reviewed the Sports Complex Report.

#### *Ice Arena*

- State 14U girl's tournament February 19<sup>th</sup> – 21<sup>st</sup>
- Figure skating show March 14<sup>th</sup>
- Figure skating clinic March 28<sup>th</sup> – 28<sup>th</sup>. Brining in an Olympic gold medalist
- Men's league tournament April 9<sup>th</sup> – 11<sup>th</sup>
- Figure skating competition April 15<sup>th</sup> – 18<sup>th</sup>
- Two more weekends of league games for hockey
- Last of the tournaments and competitions. If the hours stay the same for the figure skating shows and men's league tournament it should be around 80 hours added from the original bill
- Open Skate and Bumper Cars is slowing down during the week but weekends are still good, we made just under \$1,000 weekend of January 30<sup>th</sup> – 31<sup>st</sup> and around \$16,000 from the beginning of the season. Rentals are doing very good. I have 12 more scheduled as of now through the end of the year and have made \$5,333 from beginning of the season to now.
- Middle school is still coming over to skate for their PE classes. Their last day is February 26<sup>th</sup>
- Still a lot of cleaning by the staff because all practices at nights are still going. Hockey will start slowing down on practices next week and will continue after they play their state tournaments in the next few weeks

- Staff is still doing ice maintenance weekly
- We got a new hot water holding tank installed for the Ice Arena two weeks ago. The old one was rusting out on the bottom and starting to leak. The new one cost \$5,725

Director Powell reviewed the monthly Department Report.

***Major Incidents/Significant Events***

- Diamond Brite warranty claim initiated in indoor pool

***Important Meetings and Training Attended***

- Friends of Firesteel Meeting
- Parks Board Meeting
- City Council Meetings
- MACPD meeting
- Sports and Events Authority meeting
- Weekly and Quarterly staff meetings
- Weekly Department Head management meetings
- R8 HAB conference call
- Golf & Cemetery Board Meeting
- Dredging Design Presentations
- Firesteel Park Planning Meetings with city staff, parks board & trail committee
- Meeting with SDNG
- Firesteel Park Planning Meetings with city staff, parks board & trail committee

***Project Outcomes***

- Lake Mitchell Master Plan ready for board approval
- Shelter reservations now online
- DWU instructor agreement approved by the board
- Tennis Association agreement approved by the board
- Amended hockey and figure skating agreement approved by the board
- Bike trail plan approved by the trail committee

***Current Projects***

- Lake restoration project
- Skate Park Upgrade
- Digital Cemetery
- Golf course tree plan
- Tennis Association Agreement
- Lake Mitchell trail markers
- Refurbish pond on Indian Village Rd
- Event Permit
- Dredging design
- Golf Course Fly over Edits
- Firesteel Park Planning

***Upcoming Special Events and Meetings***

- Parks Board meeting
- Friends of Firesteel meeting
- MACPD meeting

- City Council Meetings
- Monthly SEAC meetings
- Monthly Region 8 HAB's conference call
- Golf & Cemetery Board Meetings
- Dredging Design Presentations

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

- City-wide mask mandate discontinued

***Public Requests***

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Director Powell presented the Lake Mitchell Master Plan to the Board for their approval which consisted of: Creating a new Marina Plan that could act as a center for boat activities; New cabins and amphitheater development for more engaged social activities; Prioritize and characterize the existing parks and facilities around Lake Mitchell, answer questions for improvement and maintenance; Choose and re-purpose Public Access as natural reserve area; Landscape Management Strategies of the upstream watershed; Create distinct biking/circulation design prototypes for improved safety and convenience with proper signage, markings and paving; Review current water management strategies and make recommendations; Funding Strategies and Economic Impact. After a brief discussion motion Jerke, Second Retterath to approve the Lake Mitchell Master Plan as presented. Motion approved and carried.

The Board reviewed the Event Permit. Powell informed the Board we did not have a permit that allowed for events that would have no alcohol, noise, street closures or fireworks. The permit would make sure the party having the event has the proper insurance and abides by the rules for any event on city land. Retterath questioned if a deposit is required, Powell stated there is not. A brief discussion followed, then Motion by Retterath, Seconded by Erickson to approve the Event Permit as presented. Motion approved and carried.

The Sports Complex Diamond, Field, Rink & Court Policy Manual 2021 was presented to the Board. Director Powell noted the following changes: Fee increase; Field Prep – City will do the first painting of the season with all lines and hash marks but only continue painting the lines in the field throughout the season and football user groups will paint numbers and hash marks for the remainder of the season; Ice Arena Fee Structure – Ice Arena Fee is \$125 per rink, per hour however, for multiple rentals throughout the season would need to contact Sports Complex Supervisor. Motion Jerke, Second Johnson to approve the Sports Complex Diamond, Field, Rink & Court Policy Manual 2021 as submitted. Motion approved and carried.

Director Powell presented the Updated Covid Guidelines to the Board for their approval stating the only change was increase spectator occupancy are permitted if associations require masks. Motion Erickson, Second Jerke to approve the Updated Covid Guidelines as presented. Motion approved and carried.

The Board reviewed the Concession Stadium Operations Agreement 2021 submitted by Director Powell. Powell stated the only change was an increase in fee. Motion Skinner, Second Erickson to approve the Concession Stadium Operations Agreement 2021 as submitted. Motion approved and carried.

Director Powell presented the Concession Facility Operation Agreement 2021 to the Board for their approval noting the only change was to the fee. Motion Skinner, Second Erickson to approve the Concession Facility Operations Agreement 2021 as presented. Motion approved and carried.

The Board reviewed the Facility Use Agreement Football 2021 submitted by Director Powell. Powell stated this agreement is with Dakota Bulldogs Football and the only change was to fees. Motion Jerke, Second Skinner to approve the Facility Use Agreement Football 2021 as submitted. Motion approved and carried.

Director Powell presented the Mitchell Soccer Association Facility Use Agreement 2021 to the Board for their approval noting the only change was to the fees. Motion Erickson, Second Johnson to approve the Mitchell Soccer Association Facility Use Agreement 2021 as presented. Motion approved and carried.

The Board reviewed the Facility Use Agreement Baseball 2021 submitted by Director Powell. Powell noted the only change was to fees and light fees. Motion Skinner, Second Johnson to approve the Facility Use Agreement Baseball 2021 as submitted. Motion approved and carried.

The Board reviewed the Facility Use Agreement Softball 2021 submitted by Director Powell. Powell noting the only changes were to the fees and light fees. Motion Skinner, Second Erickson to approve the Facility Use Agreement Softball 2021 as submitted. Motion approved and carried.

Director Powell submitted a request to the Board to approve the contract with Schemmer Associates, Inc. for Design Services for converting the "Old Pool Room" into an exercise cardio fitness room. After a brief discussion Motion Erickson, Second Retterath to approve the contract with Schemmer Associates, Inc. for Design Services for converting the "Old Pool Room" into an exercise cardio fitness room. Motion approved and carried.

There being no further business the Board adjourned at 7:11 p.m., noting Thursday, March 11, 2021 at 6:00 P.M., at the City Hall Council Chambers as the date of the next regular meeting of the Parks and Recreation Board.