1. DELEGATIONS

2. ADDITIONS OR DELETIONS

3. APPROVAL OF MINUTES
   Documents:
   
   PR MINUTES 3-19-19.PDF

4. APPROVAL OF BILLS
   Documents:
   
   MAY BILL REPORT.PDF

5. OLD BUSINESS
   Documents:
   
   2020 CAPITAL PROJECTS.PDF
   REC CENTER REMODEL.PDF

6. NEW BUSINESS
   A. Department Reports
      Documents:
      
      CURRENT BOARD REPORTS.PDF
   B. Sports Complex Policy Manual
      Documents:
      
      2019 SPORTS COMPLEX POLICY MANUAL (AMENDED).PDF
   C. Discuss And Approve Ash Tree Removal Plan
      Documents:
      
      PROPOSED ASH TREE REMOVAL PLAN.PDF

7. Other

8. ADJOURNMENT
A regular meeting of the Mitchell Parks and Recreation Board was held on Tuesday, March 19, 2019. The meeting was called to order by Ryan Tupper, President at 3:59 p.m., at the Mitchell Rec Center Conference Room.

The following members of the Board were present: Ryan Tupper, Brian Johnson, Mary Ellen Jepsen, Dennis Marek, Chris Retterath. Absent: Melanie Mullenmeister, Randy Seppala. Council Liaison: Marty Barington. Staff present: Nate Powell, Kevin DeVries, Angel DeWaard, Steve Roth. City Attorney Justin Johnson. Sam Fosness Daily Republic Newspaper. JP Skelly KORN News Radio.

Additions to Agenda: Move agenda items J through M to first items of business.

Motion Jepsen, Second Retterath to move items J through M to first items of business on the Agenda. Motion approved and carried.

Minutes of the January 10, 2019 meeting were reviewed. Motion Retterath, Second Johnson to approve the January 10, 2019 Minutes as read. Motion approved and carried.

Director Powell reviewed the 2018-year end department budget, revenue, expenses and cost recovery with the Board.

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

Director Powell informed the Board the State is working to classify e-bikes as bicycles and that under the current city ordinance a bicycle is deemed a vehicle, meaning bicycle riders have to abide by the same laws as vehicles and with the arrival of e-bikes the ordinance is in need change to add e-bikes to be defined as a bicycle. Powell noted that SB 187 is currently on the Governor’s desk which would define an e-bike as a bicycle meaning it is equipped with a seat/saddle for cyclist; equipped with operable pedals for propulsion by cyclst; equipped with electric motor of 750 watts or less; designated as Class I, II or III. Beginning Jan. 1st, 2020 manufacturers/distributors must have permanently affixed label containing designated class, maximum assisted speed and wattage of bicycle. A person can operate a Class I or II on any bicycle path or multi-use path in the state, but not a Class III. Person must be at least 16 years if age to operate a Class III bicycle. Helmets must be worn, must have working speedometer. Powell submitted to the Board a request to approve recommending a change to the current city bicycle ordinance. Director Powell introduced Ron’s Bike Shop owner Cody Denne. Mr. Denne explained/showed to the Board an e-bike he currently is selling in his shop, noting that they are becoming popular and that visitors are coming to town with them. Denne informed the Board
that e-bikes are equipped with small motors that assist bikers when pedaling but stop at 20mph, although a Class III can reach a maximum speed of 28mph.

Director Powell reviewed proposed ordinance updates with the Board as follows: Ordinance 7-1-1 Definitions, a bicycle shall be deemed a vehicle; Ordinance 7-8-1 Definitions, recommendation is to add electric bicycles to the definition of bicycle as defined in SB 187; Ordinance 8-1-6 Prohibited and Restricted Acts and Conditions Subsection D, recommend changing the word Vehicles to motor vehicles and to remove the language any vehicle in regards to sidewalks; Ordinance 8-3-4 Rules and Regulations, recommend changing the word vehicles to motor vehicles in section C traffic regulations; Ordinance 8-3-5 Prohibited and Restricted Acts and Conditions, Subsection D, current language suggests one cannot cut or trample upon grass in any park or parkway, recommend removing the word grass and in 6-3-2-1 grass is protected by the proper language willfully injure. Board member Johnson question how fast a person on a regular, non-motored bike can go. Mr. Denne noted generally 8-10 mph; however, some riders go up 30 mph. Johnson expressed concern of e-bikes being allowed on Dry Run Creek bike path due to pedestrian use. Director Powell noted that it is a bicyclist responsibility to yield to pedestrians. Powell also stated that the State has made all three classes allowable in state parks and/or trails. Board member Marek questioned designation of which class of e-bikes will be allowed on state park land or trails. Powell noted Class I & II will be allowed on any bicycle path or multi-use path in the state, however, Class 3 is not allowed unless the governmental entity have jurisdiction over the bicycle path or multi-use path expressly permits the use. Board President Tupper gave a quick overview of the Ordinance changes stating 7-1-1 there is no change; 7-8-1 change could mean e-bikes are bicycles; 8-1-6 this is a cleanup to change vehicle to motor vehicle; 8-3-4 vehicle to motor vehicles to remain on roadways; 8-3-5 cannot trample grass, remove grass, requesting a motion on 8-3-5 and continuing discussion on the others. Motion Johnson, Second Marek to approve recommending to City Council they change or Ordinance 8-3-5 Prohibited & Restricted Acts & Conditions, Subsection D to remove the word grass altogether. Motion approved and carried. Board member Marek questioned if the city would allow e-bikes on the trails around the lake, noting right now the hiking, biking and walking trails around the lake are all the same which would mean e-bikes would be allowed. Director Powell informed Marek the Park Board has the authority to designate trails that e-bikes could access, but only at city parks. The Board held a lengthy discussion expressing concerns on e-bikes on bike paths (i.e. dry run creek, sidewalks as many are designated as bike trails, trails around the lake. Mr. Denne suggested the city look into implementing a center lane on trails throughout the city to help keep the flow of walkers, bikers and e-bikers safe. Tupper question if the Board designated portions of trails that e-bikes are not allowed, then shouldn’t we have defined e-bikes not as a bicycle. City Attorney Johnson stated the city can look into the trail use guidelines surrounding e-bikes and figure out the best approach. After a very lengthy discussion Motion Jepsen, Second Marek to move forward with recommending to City Council the changes to Ordinance 7-1-1 Definitions, remain the same; Ordinance 7-8-1 Definitions, recommend adding electric bicycles to the definition of bicycle, as defined in SB 187 and to table recommendations on Ordinance 8-1-6 Prohibited and Restricted Acts & Conditions, Subsection D ad Ordinance 8-3-4 Rules and Regulations, Subsection C2. Motion approved and carried.
Kevin DeVries reviewed the Recreation Center Report. Current programs running or just completed this month are Girls youth volleyball, wrestling, kernel basketball camps, swimming lessons. Our adult coed volleyball league and men’s basketball league are also currently running. Training with civic plus on the new software system continues and we will be going live by the 3rd week of March. The summer brochure is done. We held our Basketball tournament March 2nd in conjunction with DWU women’s basketball, with 50 teams participating. The 2019 state Special Olympics basketball tournament is March 23-34th, we will be in charge of the Corn Palace Armory and Senior High Gyms. For 2018 our Recreation programs revenue was $62,346, Outdoor Aquatic Center $137,487 and Recreation Center $465,730, noting we sold 2900 more day passes in 2018 than 2017 and 769 more memberships at the Rec Center, which is great with only half a year of the indoor aquatic center being open.

Steve Roth reviewed the Parks and Forestry Report. Projects we are working on or have completed are: Repairing and repainting dumpsters from Hitchcock Park and shop; Maintenance and repairs on equipment; Going through all our weed trimmers and chain saws cleaning and turning them up; Cleaned and winterized the Sportsman’s Club after the Elks Kids Ice Fishing Tournament; Ordered playground equipment and volleyball court equipment for Day Camp; Repaired a few of our 5 roe bleachers; Hauled bleachers to and from a bull sale; A lot of snow removal; Repairing snow removal equipment.

The Board reviewed the Sports Complex Report. Projects being worked on:

MAC
- Routine Ice Maintenance/Maintenance on building
- All hockey games over for season
- Setting up spring ice time and scheduling removal of North rink ice
- Open skate ends March 23rd

Cadwell Complex
- Snow removal on sidewalks/streets
- Scheduling baseball/softball for upcoming season
- Finishing service on mowers to prepare for season

Pepsi Complex
- N/A

Parks
- Snow removal

Director Powell reviewed the monthly Department Report.

Major Incidents and Significant Events
- Broken Cub Cadet and snow removal equipment
  - Reviewing non-budgeted overtime and maintenance cost for 2019 snow removal

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
- R8 HAB conference call
- Lions Club discussion regarding Emerald Ash Borer
- Skate park open house and public comment review
- Community vision kickoff

**Project Outcomes**
- Agreement completed with NDSU
- RTP grant approved through city council
- 14 CEU’s completed through NRPA

**Current Projects**
- Lake development project
- Lake Mitchell public use plan
- Day Camp playground installation
- Skate Park Upgrade
- Rec Center flooding damage
- Boat Docks
- Rec Center Pool punch list
- Northridge restroom
- Electric bike ordinance update
- Cadwell agreements
- RTP grant
- 2019 annual report
- 2020 budget

**Upcoming Special Events and Meetings**
- Parks Board meeting
- Lake Committee meeting
- MACPD meeting
- City Council Meetings
- Monthly SEAC meetings
- Monthly Trail Committee Meeting
- Conference Call with ND State University
- Monthly Region 8 HAB’s conference call
- Community Vision Think Tank

**Change in Park/Facility Status**
- Indoor pool cleaning scheduled for July

Director Powell presented to the Board for their approval the 2019 Tennis Association Agreement; Softball, Baseball, Soccer Association Agreements; Concession Facility Operation & Stadium Concession Operation Agreements, noting tennis player fee went from $5 to $7 and the stadium concession rose to $350. Board member Johnson questioned the variation in light fees in the agreements and why the tennis agreement did not have the same clause as the other agreements for them to reimburse or pay all non-insured expenses for repair or
replacement of items or equipment damaged from use. Powell stated light fees are based on usage, and the absence of the misuse clause was an oversight and can been added. Motion Johnson, Second Jepsen to approve the 2019 Tennis, Softball, Baseball, Soccer Association Agreements and the Concession Facility Operation & Stadium Concession Operation Agreements with the addition to the Tennis Agreement the misuse/damage language as written in the other agreements. Motion approved and carried.

Director Powell submitted a request to the Board to change the Re-Tree Mitchell Program reimbursement to participants from 75% up to $100 per tree to 100% up to $100 per tree. Motion Jepsen, Second Marek to approve the change as submitted. Motion approved and carried.

Director Powell reviewed with the Board the Capital Improvements list based on the Master Plan and the 2020 Capital Projects draft requests, noting there is no action to be taken at this time, however, if there is anything the Board would like changed or added to let him know. Powell went over a handout on the purchase of 10 ice bumper cars for 2020, which would be rented out and if we charged $6 for 10 minutes of use per car, it could potentially generate about $40,000 in revenue.

There being no further business the Board adjourned at 5:38 p.m., noting Thursday, April 11, 2019 at 4:00 p.m., at the City Hall Council Chambers as the date of the next regular meeting of the Mitchell Park, Recreation and Forestry Board.
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Revenues Summary

Revenue & Expenditure Report (Unaudited)

City of Mitchell

AS OF: MAY 31ST, 2019

Financial Summary

Revenues

Expenditures
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**Revenue & Expense Report (Unaudited)**

City of Mitchell

As of: May 31st, 2019

Fiscal Year 2019 Financial Summary
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AS OF: MAY 31ST, 2019

REVENUES & EXPENSE REPORT (UNAUDITED)

CITY OF MITCHELL

Intergovernmental Revenues

&4-26-2019 10:14 AM

PAGE: 3
### Departmental Expenditures

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#### Total Recreational Center
- Capital Outlay
- Total Capital Outlay: $201,450,000
- 201,450,000 Capital Improvements - 0
- 201,450,000 Recreational Center Buildings
- 201,450,000 Other Capital Improvements

#### Total Capital Outlay
- 201,450,000 Capital Improvements
- 201,450,000 Recreational Center Buildings
- 201,450,000 Other Capital Improvements

#### Total Current Expenditures
- 201,450,000 Capital Improvements
- 201,450,000 Recreational Center Buildings
- 201,450,000 Other Capital Improvements

#### Total Salaries
- 201,450,000 Compensated Absence Sick
- 201,450,000 Retirement-FAC-RCC Center
- 201,450,000 Other Retirement-FAC-RCC Center
- 201,450,000 R.I. Time-RCC Center
- 201,450,000 Other R.I. Time-RCC Center
- 201,450,000 Overtime-RCC Center
- 201,450,000 Other Overtime-RCC Center
- 201,450,000 Salaries-RC Center
- 201,450,000 Other Salaries-RC Center

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### Current Fund Balance

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### Notes

- The data is as of May 31st, 2019, at 10:14 AM.
- The report is an unaudited revenue and expense report for the City of Mitchell.
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<tr>
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<td>YoY Growth</td>
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<td>Variance</td>
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AS OF: MAY 31st, 2019

REVENUE & EXPENSE REPORT (UNAUDITED)

CITY OF MITCHELL

PAGE: 1

4-26-2019 1:14 AM
<table>
<thead>
<tr>
<th></th>
<th>BUDGET</th>
<th>ACTUAL</th>
<th>CURRENT</th>
<th>PERIOD</th>
<th>BUDGET</th>
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<td>Balance</td>
<td>Year-to-Date</td>
<td>Prior Year</td>
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<td>Changes-Goods &amp; Services</td>
<td>56,182.12</td>
<td>70.06</td>
<td>71,477.94</td>
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<td>Miscellaneous Revenue</td>
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<td>55,613.06</td>
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<td>98,622.18</td>
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AS OF: MAY 31ST, 2019

Revenue & Expense Report (Unaudited)

City of Mitchell
<table>
<thead>
<tr>
<th>Revenue Sources</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1. Other Revenue</td>
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<td>2. Other Sources</td>
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<td>3. Other (used)</td>
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<tr>
<td>4. Total Other Revenue</td>
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<table>
<thead>
<tr>
<th>Expenses</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1. Total Expenses</td>
<td>62,898</td>
</tr>
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**Revenue Expenditures**

**Total Capital Outlay**

**Total Current Expenditures**

**Total Salaries**

**Budget vs. Actual**

**Revenue & Expenditure Report (Unaudited)**

**City of Mitchell**

**As Of: May 31st, 2019**
<table>
<thead>
<tr>
<th>Recreation &amp; Aquatics</th>
<th>Estimate</th>
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<tbody>
<tr>
<td>Exterior Signage replacement and installation</td>
<td>$25,000.00</td>
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<tr>
<td>HVAC for Old Pool Area, Old Youth Locker Rooms &amp; Lobby</td>
<td>$184,000.00</td>
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<tr>
<td>Remodel Old Pool and East Side Locker Rooms</td>
<td>$262,500.00</td>
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<tr>
<td>Remodel Multipurpose Room (Remodel Plus FF&amp;E)</td>
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<tr>
<td>Remodel Hallways, Social Spaces, Social Space FF&amp;E</td>
<td>$60,275.00</td>
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<td>Remodel Office Space Area and Lobby</td>
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<td>Repurpose Racquetball Courts</td>
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<td><strong>Total</strong></td>
<td><strong>$1,075,525.00</strong></td>
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<table>
<thead>
<tr>
<th>Parks</th>
<th>Estimate</th>
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</thead>
<tbody>
<tr>
<td>Replace 72&quot; Mower (2006 with 4,000 hours)</td>
<td>$24,000.00</td>
</tr>
<tr>
<td>Replace 1986 Chevrolet Truck (247) (126,568 miles)</td>
<td>$18,000.00</td>
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<tr>
<td>Dry Run Creek Trail Lighting (First of 4 Phases) We'll apply for a grant too</td>
<td>$25,000.00</td>
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<tr>
<td>Skate Park Match (We will apply for a grant and raise additional funds)</td>
<td>$69,000.00</td>
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<tr>
<td>Resurface 5 remaining tennis courts</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Sports Complex</th>
<th>Estimate</th>
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</thead>
<tbody>
<tr>
<td>Roofing Repairs/North and South Roof Transition Repair</td>
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<tr>
<td>Replace 1993 Ford F-150 (117)</td>
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<tr>
<td>Replace John Deere 1435 Mower (2003 with 3,800 Hours)</td>
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<tr>
<td>Ice Bumper Cars (Revenue is $42,000 at 45% use)</td>
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<tr>
<td>Replace Batting Cage on Drake Field</td>
<td>$8,700.00</td>
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<tr>
<td>Replace 2000 Toro Sandpro Field Rake</td>
<td>$12,500.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$139,200.00</strong></td>
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</table>
NEW WALL

216 SF
LEASE SPACE

STORAGE

SOCIAL AREA

Gas Fireplace

WOMEN'S

NEW DOORS & HARDWARE

MEN'S

NEW WALL

GROUP FITNESS

BUDGET $18,500

GAS FIREPLACE
FLOORS AND LIGHTING
NEW WALLS & PAINT
6 WOOD DOORS & HARDWARE
SIGNAGE BY TENANT

AREA 1- GROUP FITNESS

MSH ARCHITECTS

Copyright © MSH Architects 2019 All Rights Reserved
AREA 2 (OPTION C)-
POOL AREA/LOCKER ROOMS

MSH Architects

Copyright © MSH Architects 2019 All Rights Reserved
AREA 3 - EXPANDED RECEPTION/OFFICE SUITE

BUDGET $275,000
$100 PER SQUARE FOOT (2,745 SF)
AREA 4- VIEWING AREA AND INDOOR PLAYGROUND

BUDGET

$ 60,000

FLOORING
CEILING WORK
CABINETS
MICROWAVE

REMOVE PLANTERS/INFILL/RAILING
DIVIDER WALLS
COUNTERTOPS
LIGHTING UPGRADES

NEW GUARDRAIL.

REMOVE PLANTER AND INFILL TO MATCH UPPER LEVEL FLOOR. NEW GUARDRAIL.

INDOOR PLAYGROUND

BIRTHDAY PARTY ZONE

"UNSUPERVISED CLIMBING WALL"

TEEN ZONE

FAMILY LOUNGE

VIEWING AREA

LOCKERS
AREA 5 (OPTION A)-
BASEBALL PITCHING LANES

AREA 5 (OPTION B)-
BASEBALL PITCHING LANES
REMAINDER OF NEW FLOORING - 2,250 SF

AREA 6: ADDITIONAL FLOORING UPDATES

BUDGET $25,000
LVT OR C.T. FLOORING
BASE PAD
PAINT

MSH Architects
We started with our new registration and membership software on April 1st along with summer registration. It has been very hectic getting everything ready for that and trained on the system. Starting it as this time was not ideal but I think everyone is handling it well. There have been a few kinks that we have come across, which is to be expected but their support team is very helpful and helping us work through those issues.

We’ve had many people email us and let us know that the system is very user friendly and much easier to use so that is good to hear. It will take us a good month or so to figure everything out but so far, it has been good. The biggest issue is getting everyone to set up a new account and get memberships transferred over from the old system if they were not included in the import we did. I will keep you updated as we go.

Todd and I helped with Special Olympics March 23rd & 24th. Busy weekend as they had a record number of teams and we added another 2 courts for a total of 10. The great thing was that we were able to use the Corn Palace again for opening ceremonies and games so they were all excited about that. We will be hosting again in 2 years.

Jamie held a lifeguard training course that weekend as well and had quite a few in the class. She used a new method for the first time, as the participants had to do online training before they came so actual class time was 2 days instead of 3. I think she likes that better as do the participants.

Both she and Todd have been finalizing summer staff and details for their programs. Most start the beginning of June and the plan for the outdoor pool is May 25th barring any school closures the rest of the year.

Thomas has been busy working with all the city departments on a preventative stretching program as part of the city wellness programming. They’ve been very receptive to it which is great. He has also been working on the spring snack pack program and did a great job with getting donations and working with them on delivering all of them. Along with working with many of our senior clients, he’s been busy.

On April 4th, Thomas and Adam went to the Performance Improvement in Sioux Falls with our partners at Sanford Health of Mitchell. The goal of the project is to bring forth the best practices that Sanford Clinics and Hospitals are using at their facilities and present what they do, how they have improved care, and overall quality of life in hopes to bring forth further change across their enterprise. For this project, the Mitchell Clinic chose the partnership they have with the Mitchell Rec Center and the common goal of improved community wellness as their topic to present at the symposium. Out of 207 projects presented, ranging widely in scope and practice, the Master of Ceremonies highlighted 5 total projects, with the Sanford partnership with the MRC being the first project highlighted! This partnership continues to thrive and progressively move forward at a comfortable pace for both parties involved. Upcoming events and projects include another Splash night on Tuesday, April 23rd, outdoor boot camps in the parks, enhanced occupational health services for corporate members, a research project in conjunction with DWU’s Masters in Athletic Training program correlating balance scores and aquatic exercise (vortex pool) in geriatric populations, and many other promotional events.

The final pieces for lockers finally came in and were installed on April 25th. The carpet was put into the men’s locker room and still waiting to put the women’s in. We are planning on redoing the tile from the water break in the multi-purpose room in May.

We’ve completed the annual report and are also starting to work on the budget for 2020.
Remodeling the inside of the Sportsman’s Club putting in new doors, replanting the floors, and fixing some cracks in the sheetrock

Put up tennis nets and put out bases

Put trash cans out in parks and around the lake

Put in the West End Boat Dock

Tree Removals

Cleaning up tree damage and branches from last ice & snowstorm with Street Depart.

Pumping standing water out of Hitchcock and Jennewein Parks

Snow Removal

Arbor Day tree program with all third grade classes and planting tree at L.B. Williams

Interviewing and hiring Seasonal Staff

Brad and Alex attended a Mosquito Workshop and got our foggers calibrated

Cleaning up at Campground

Equipment repairs
Sports Complex Board Report: May 2019

MAC:
- Men’s League tournament April 5-7
- North rink taken out
- Spring hockey and figure skating through end of May

Cadwell Complex:
- Baseball games begin
- Fixed damage to nets and some posts from last ice/snow
- All ball fields are ready and being played on
- First baseball tournament May 4-5
- Thatched 3 fields at Cadwell
- Begin to mow fields
- Garbage pick-up around complex
- Water turned on and restrooms open - irrigation next
- Tree cleanup
- Two sunshade posts are damaged from water getting inside of them and freezing – Company is sending two new posts at no cost to replace them.

Pepsi Complex:
- Mark out all fields
- Large tournament May 4-5
- Put nets on goals
- Water turned on, irrigation is next

Parks:
- Tree branch clean up
- Begin maintenance on parks ball fields
- Garbage pickup
- Restrooms open
- Dog park water on
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
- R8 HAB conference call
- Monthly Bike Trail committee meeting
- Skate Park Fundraising Team Meeting
- Attended the Employee Banquet

Project Outcomes
- Supplemental Appropriations Approved by Council/Includes Parking Upgrades, Locker Room Remodel, Sandy Beach Restroom and Northridge Restroom
- Electric bike ordinance approved by Council
- Grass Ordinance Approved by Council
- 2019 Arbor Day proclamation
- Attended the NRPA regional conference
- CPR Certification Completed

Current Projects
- Lake development project
- Lake Mitchell public use plan
- Day Camp Playground Installation
- Skate Park Upgrade
- Rec Center flooding damage
- Boat Docks
- Northridge Restroom
- Sandy beach restroom
- 2019 annual report
- 2020 budget
- Wellmark Grant

Upcoming Special Events and Meetings
- Parks Board meeting
- Lake Committee meeting
- MACPD meeting
- City Council Meetings
- Monthly SEAC meetings
- Monthly Trail Committee Meeting
- ND State University
- Monthly Region 8 HAB’s conference call
- Monthly bike trail committee meetings

Change in Park/Facility Status
- Indoor pool cleaning scheduled for July

Public Requests
- Swings at Lions Point Park
Sports Complex Diamond, Field & Court Policy Manual 2019

TABLE OF CONTENTS

I. Fees & Deposits
II. Scheduling of Games/Practices
III. Concessions
IV. DWU Specifics
V. Lightning Policy

Mitchell Parks & Recreation Department
995-8450
I. Fees & Deposits

A. DIAMOND, FIELD & COURT PRACTICE FEES:
   All teams and leagues are subject to the Team Fee.

   **Purpose:** The Diamond & Field Practice Fees are to cover the cost of scheduling and maintaining Cadwell and the Pepsi Complex for practice.

   **Policy:** The Diamond & Field Practice Fee is $17.00 per athlete ages 13 and up and $7.00 per athlete ages 12 and under. Leagues are responsible for collecting all funds and depositing them with the Parks & Recreation Department no later than Dec. 1st. League Officials must complete and submit a Roster Form listing all teams along with the payment. The Tennis Court practice fee will be $7.00 per athlete for all ages.

   **Practice:** Team practice fees cover all leagues training on city owned facilities.

B. DIAMOND & FIELD GAME FEES:

   **Purpose:** The Diamond & Field Game Fees are designed to offset the cost of maintaining the diamonds. The fees apply to all diamonds and fields which require preparation for a game.

   **Policy:** The Diamond & Field Game Fee is $32.00 per day per diamond/field.

   *A diamond or field day includes one or more games by the same association on the same field on the same day. The Department will bill leagues and teams at the end of the season. Payment is expected no later than Dec. 1st.*

   **Note:** Diamonds and Fields are prepared only once per day by the Department. Leagues who wish to chalk the fields themselves in addition to the department's diamond & field prep, (such as for championship games), may do so by purchasing chalk through the Department and paying a $20.00 deposit on the chalking machine. There is no guarantee that the machine will be available for every request.

   **Field Prep:** A soccer field is defined by two goals not by entire fields.

   **Diamond Prep:** A diamond is defined by one baseball/softball field not by entire complexes.

Diamond Dry is available to help dry fields in the case of inclement weather. In the event that Diamond Dry is used, the League or Team will be charged **$20.00 per bag** of Diamond Dry.
C. LIGHT FEES:

**Purpose:** The Light Fees are designed to cover the entire cost of field lighting charges.

**Policy:** Youth and Adult Leagues will be charged:
- $20.00 per diamond/field per hour for softball/soccer lights; or
- $35.00 per diamond per hour for baseball lights.

The Department will bill each league at the end of the season. Leagues are responsible for making payment to the Department by Dec. 1st.

**Note:** A clipboard with a timesheet will be left in the electrical panels. Instruct your league & team officials to write down the "lights time on" and "lights time off" for each diamond/field. **Anytime these are not recorded on City provided clipboard when games are scheduled, you will be billed for four hours per diamond.**

D. BASEBALL/SOCCER SCOREBOARD DEPOSIT:

**Purpose:** The Scoreboard Deposit is meant to serve as a reminder to teams to properly shut down the scoreboard. The scoreboard must be physically shut down after each game using the switch on the scoreboard itself (not just at the control panel). This is to prevent the scoreboard form being ruined due to a lightning strike.

**Policy:** The Scoreboard Deposit is $100.00 per team. If the scoreboard is not shut down, the team responsible will forfeit the deposit, and will be unable to use the scoreboard again until another deposit is submitted. Teams who do not forfeit the deposit will have it returned to them at the end of the season.

E. KEY DEPOSIT:
A Key Deposit of $50.00 is required for each set of keys provided.

F. TOURNAMENT FEE STRUCTURE:

**Policy:** The Tournament Fee is $32.00 per day per diamond/field.

**Note:** The tournament/rental fee includes: Initial field preparation at the beginning of the day and restroom check at midday of the rental. To make a field reservation, a field reservation form must be completed and a 50% deposit must be submitted at the time of the reservation to hold the date. The remainder of the fee is to be paid 48 hours prior to the tournament. If a tournament is cancelled by the tournament sponsors for any reason the 50% deposit is not refundable. If the City cancels a tournament day prior to the start of the first game, that tournament day will be refunded. In cases of inclement weather, once the first game of the tournament day begins, that tournament day is non-refundable. The City holds the right to cancel any and all games on a tournament day due to player safety concerns and field conditions.
An additional maintenance fee of $120 per person applies in cases where a maintenance person is requested to be on duty during the course of the tournament. (Based on a 10-hour day).

If field lighting is used for the tournament, Light Fees shall apply (see section I(C) above).

G. TOURNAMENT MAINTENANCE DEPOSIT:

Purpose: The Tournament Maintenance Deposit is to insure that tournament sponsors leave the facility in clean and safe condition at the end of each tournament day. This consists of removing litter and any safety hazards from the diamonds/fields and spectator areas.

Policy: A Tournament Maintenance Deposit of $100.00 must be submitted to the Department before a tournament is put on the schedule. Tournament sponsors must arrange for site clean-up at the end of each tournament day. The supervisor of the Diamond or Field Crew will inspect the facility. If the site is not left in satisfactory condition, or if significant damage or vandalism has occurred during the time of the tournament, the deposit fee will be forfeited. If significant damage or vandalism has occurred during the tournament, tournament sponsors may be held liable above and beyond the $100.00 deposit for damages to cover the costs of repair.

II. Scheduling of Games/Practices

A. GAME/PRACTICE SCHEDULING:

The Department will notify all leagues of planned maintenance projects which may affect their schedules. All leagues must submit a copy of their game/practice schedule as soon as they are complete. Changes to the schedule such as rain-outs, additional games, or games taken off the schedule must be called into the Cadwell or Pepsi Complex Supervisor at 999-2908 or 770-2004. There will be no practices at the Cadwell Stadium which include running, pitching, batting, or throwing. There will be no games scheduled before April 1st or after the earlier of November 1st or the first frost. Scheduling is subject to approval from the Complex Supervisor.

B. CANCELLATIONS DUE TO DIAMOND OR FIELD CONDITIONS: WILL BE DETERMINED BY THE DIAMOND OR FIELD CREW SUPERVISOR NO LATER THAN 3:30PM. The league president will be responsible for contacting the Cadwell or Pepsi Complex Supervisor at 999-2908 to discuss diamond or field conditions, and notifying the radio stations of cancellations. Cancellations due to lightning or other conditions after 3:30PM are the responsibility of the league president.

C. MAKE-UP GAMES: Should be scheduled by phone, by calling 999-2908 or 770-2004. Available nights will be scheduled on the first-come, first-served basis.
D. DIAMOND/FIELD SCHEDULE POLICY FOR 2019

DIAMONDS

CADWELL A-C: National League - Mon/Wed/Fri
     T-Ball – Tues/Thurs nights
     DWU Women’s (Diamond C)

CADWELL B: To be scheduled at Spring meeting

PATTON-YOUNG PARK: To be scheduled at Spring meeting

HITCHCOCK A: To be scheduled at Spring meeting

MONROE PARK: T-ball Tue-Thurs. thru mid. June
     To be scheduled Mid. June on

NORTHRIDGE PARK: To be scheduled at Spring meeting

DRY RUN CREEK: To be scheduled

CADWELL D-E-F-G: Open – Friday
     Girl’s League – Mon/Tues
     Women’s League – Thursday
     Men’s League - Weds

CADWELL H-I-J-K: Girls League – Mon-Tue
     Women’s League – Thurs
     Men’s League – Weds
     Open – Friday

FIELDS

FIELD 1: DWU Women Practice

FIELD 2: MHS Practice

FIELD 3: MHS Practice

FIELD 4: DWU & MHS Games

FIELD 5: MHS & MCHS

FIELD 6: MSA

FIELD 7: Parks and Rec & MSA
E. BASEBALL FIELD SCHEDULING:
Games are scheduled by afternoon or evening time blocks, meaning a single game or a
double-header counts as one-time block. It is strongly requested that afternoon games be
scheduled at 1:00 & 3:00, rather than 2:00 & 4:00 so that fields can be adequately prepared for
evening activities if needed. Tournaments are considered one time block for each day of
tournament play. A maximum of two back to back games are allowed before a mandatory field
preparation by Cadwell staff.

F. Drake Field:
Schedule games by contacting the Cadwell Complex Supervisor at 999-2908 or 770-
2004. This is to be the "home field" for games for the Teener JV's and younger Teener teams.

G. Stadium Field:
The Amateur Baseball Team(s), Legion Varsity and Split Squad Teams are each allowed
to schedule 12 time blocks when submitting their original schedules. After the season has begun,
additional requests for games can be submitted for review by the Cadwell Complex Supervisor.
These requests will be considered, but are not guaranteed to be put on the schedule, depending
on maintenance needs on the field. **Any scheduling is at the sole discretion of the Complex
Supervisor.**

H. Pepsi Complex
The City shall oversee and coordinate the scheduling of the Pepsi Cola Soccer facilities
and maintain a master schedule regarding the use of these facilities.

I. Tennis Courts:
Schedule tournaments by contacting the Parks Supervisor at 999-9663.

III. CONCESSIONS
Except when a valid concession agreement is in place, Associations will have first priority use of
the concession stand at their respective locations for games and practice times (Cadwell Stadium
Excluded). Associations may request that a concession agreement be terminated for a failure to
provide concessions within the terms of the concession agreement. The decision to terminate a
concession agreement shall be in the City’s sole discretion, subject to the terms of the concession
agreement.

League representatives are responsible for scheduling concessions with the concession
representatives. Concession contractors are notified by the Department of the official schedule at
the beginning of the year, but league reps MUST notify the concessions operators of changes in
the schedule once the season has begun. Concession contractors cannot guarantee that
concessions will be open if notice is not given at least 3 days in advance. Their contract states
that they will be open for all league games and tournaments--league reps must establish a good working relationship and keep them informed!

**IV. DWU SPECIFICS**

**A. FEES:**
   DWU will be billed as per current contract. In addition, Light Fees shall apply if field lighting is used (see section I(C) above).

**B. PRACTICE POLICY:**
   The Drake Diamond is available for baseball practices; a general schedule should be submitted to the Department. Hitchcock field A is available for softball practices and games.
   There will be no practice allowed at the Baseball Stadium which includes running, pitching, batting, or throwing.
   The Soccer Complex Fields 1 and 10 will be used for practice, while field 4 will be used for games.

**C. GAME SCHEDULING:**
   The Department will notify DWU of planned maintenance projects which may affect the schedule. DWU must submit a copy of their game/practice schedule as soon as it is complete.
   Changes to the schedule such as rain-outs, additional games, or games taken off the schedule should be called into the Sports Complex Supervisor at 999-2908 or 770-2004. There will be no games scheduled until April 1st and then upon approval of the Complex Supervisor. There will be no games scheduled after November 1st or the first frost.

**D. DEPOSITS:**
   The control panel will be checked out to the DWU coach at his request, and kept under his supervision throughout the season. A Scoreboard Deposit of $100 shall be required (see section I(D) above). In addition, a Key Deposit of $50.00 is required for each set of keys checked out to the coach (see section I(E) above). Team members are not to be allowed access to these keys; the keys are for staff only.

**E. INFRACTIONS:**
   The Department will notify DWU coach of any infractions of these policies. Upon the second incident, a meeting with the Athletic Director will be requested to review these policies.

**V. LIGHTNING POLICY**

**A. Lightning Safety**
   It is the responsibility of each sponsoring organization to provide for the safety of its players, coaches and spectators as related to the danger of lightning.

Athletic teams that practice and compete outdoors are at risk when the weather is inclement. For this reason, the following guidelines, adopted from the NCAA and NATA should be observed if
it appears that lightning is possible for the area:

Lightning detectors will be situated on the outside fields during the possibility of inclement weather. If lightning is detected and the severe weather signal is illuminated, with two subsequent readings within 30 seconds on the detector at 8-10 mile range play should be stopped, regardless of the presence of visible lightning.

If the lightning detector is not present, use the countdown or “Flash Bang” method.

**B. The Flash Bang Method**

1) Count the seconds from the time lightning/flash is sighted to when the clap/bang of thunder is heard.

2) Divide this number by 5. That equals approximately how far away (in miles) the lightning is occurring. (For example, 20 second count = 4 miles).

*As a minimum, the National Severe Storms laboratory (NSSL), strongly recommends that all individuals have left the athletic sites and reach a safe location by the flash-to-bang count of 30 seconds (6 miles). However, lightning can strike as far as 10 miles and it does not have to rain for lightning to strike.*

3) Activities should be terminated at 40 seconds or 8 miles.

4) Teams may return to the field once the lightning detector has detected no activity in the 8-10 mile range or 30 minutes from the last sight of lightning.

*No Lightning safety guidelines can guarantee absolute safety. It is the responsibility of every person to be aware of weather conditions and take appropriate action to be safe. Use common sense and judgment. Plan ahead and make safety your number one priority.*

**VI. BEHAVIOR POLICY**

a. Locker rooms must be supervised at all times by a SafeSport certified adult authorized by the association. Locker room keys will be available to any authorized adult meeting the requirements above.

b. Associations will be responsible for leaving the field or city facility in a reasonably tidy condition. The City is not responsible for any stolen or lost items as a result of using a field or city facility.

d. Responsible behavior is required and is of the upmost importance. No fighting, boxing, wrestling or bullying is allowed on the field or in any city facility at any time. Threatening of a player, parent, spectator, umpire, manager, or coach verbally or by gesturing will not be tolerated.

e. The association is solely responsible for overall behavior and issues while the association is using city facilities.
Proposed Ash Tree Removal Plan

Ash Trees

Boulevard – 1,555

Parks - 616

Prior to any confirmed EAB cases:

- Phase out healthy and unhealthy ash trees in parks and boulevards at a rate of 100 per year
- Healthy ash trees in the boulevard can be removed at homeowner’s request
- Waive all fees for ash tree removal in the boulevard

Once we have a confirmed EAB case:

- Remove infested and healthy ash trees in parks and boulevards at a minimum of 200 per year
- Begin removal of all untreated ash trees in the boulevard at the Parks discretion
- Waive all fees for ash tree removal in the boulevard
Emerald Ash Borer Confirmed in South Dakota.
What does that mean for SD communities?

Dr. John Ball

The emerald ash borer has finally been confirmed in South Dakota. This is not too surprising considering it was discovered in Iowa and Minnesota in the past decade, eastern Nebraska the past year and Winnipeg just six months beforehand. We were due.

We have been awaiting the arrival of this invasive threat since its initial discovery in the Detroit Michigan area back in 2002. The borer was discovered that year as the cause for the recent loss of thousands of ash trees throughout the Detroit metro area. At first no one knew where the insect was from, but entomologists traced it back to the forests of Northeastern China. Since 2002 the insect has spread to more than 30 states and the adjacent Canadian provinces. Almost 100 million ash trees have been killed in North American by this insect.

The insect is not a threat to the forest of China. It is native there and if a tree is healthy, the beetle cannot successfully attack it. However, once the insect arrived in our country, it found hosts – black ash, green ash and white ash – that have no defenses against the borer and are easily attacked and killed.

The emerald ash borer is a notable concern to South Dakota as our state has one of the highest populations of ash trees. Ash is about 30 to 40 percent of the shade trees in our towns and cities and about 20 to 30 percent of the trees in the shelterbelts across the state. We have planted far too many ashes in the state and are about to pay dearly for this mistake.

The emerald ash borer kills every tree it attacks, none survive the infestation. The insect is also adapted to our climate having come from a similar climate in Asia. There is no reason to think that our ash trees will be spared. It will kill them as quickly as it has in the other states.
While the borer has only been confirmed in Sioux Falls, most likely it will spread into the surrounding counties within five years and be in the Black Hills and most of eastern South Dakota within a decade and cover the entire state within 20 years. In its wake will be thousands of dead ash trees.

The emerald ash borer takes about five years of repeated attacks to kill a tree. They leave once the tree is dead as it no longer can provide suitable food for their young, the white, worm-like, larvae that feed just beneath the bark. Once the tree dies, it falls very quickly, and this is a major problem when managing emerald ash borer.

Trees killed by emerald ash borer have been described in two words, brittle and unpredictable. The wood quickly dries out, much faster than what typically occurs with dying trees, and this dramatically reduces the wood strength. Cutting a dead ash down has generally been a relatively safe task, for those trained in tree felling, but now we will be faced with trees that may collapse when the saw first starts cutting into the wood, rather than after the notch and back cut have been finished.

There have been instances in other states where trees killed by emerald ash borer have collapsed when a pull rope has been attached, even before the cuts have been started. These trees have also fallen just due to the machinery, such as aerial lifts and chippers, that have been driven up to the tree and the soil vibrations have been enough to cause the failure.

Since the roots die before the top does, chain saw operators have also had the entire tree uproot while they are attempting to fell it. Many tree companies out East do not remove infested trees that have 50 percent dieback. The only safe means of removing trees that are standing dead or have more than 50 percent dieback due to the beetles is to push the trees over.

Therefore, now is the time for action in communities across the state. Since the beetle will be found in every community within the next 5 to 20 years, now is the time to begin remove unwanted ash trees. There are very effective treatments to protect ash trees from the borer but these need to be repeated every two years for an indefinite period — essentially the lifetime of the tree. Most ash tree owners do not continue treating much beyond six years and most communities do not have the funds to commit to the long-term injections of their ash.

If the trees are not going to be treated, now is the time to begin the gradual process of remove ash trees. Sioux Falls is already beginning to remove ash trees that are not infested as well as the infested ones. The plan is to cut as many trees as possible now, so they can avoid having to remove thousands of trees in a short period.

The “death curve” as it is called, the accumulative loss of ash trees in a community over time starts very slowly and speeds up. Sioux Falls has about 85,000 ash trees. They have lost about 300 trees to the borer so far. If they do nothing, they will lose about another 12,000 over the next four or five years. This is certainly manageable for the city to handle, removing about 3,000 trees per year. However, the real problem comes later.

The curve quickly climbs after four or five years, and the remaining 75,000 trees will be infested and killed within the following three to four years, about 20,000 trees lost per year! This is far more than a city can handle and if they do not keep up with removals, they will have standing dead trees falling into the streets — not an acceptable situation.
Sioux Falls is planning to get ahead of this curve by removing infested trees and healthy ash trees that no one is planning to treat. Doing so now will help them avoid being overwhelmed by removals five or so years from now.

Other communities should consider beginning soon as well. A town with 2,000 street and park ash trees could start removing 200 a year now and perhaps have the job completed before the borer arrives in their community or already made a significant reduction in numbers.

That is far better than suddenly being faced with the removal of all the trees within five years or so, 400 to 500 a year and having many of those be dangerous fells as they are already infested.

The beetle has arrived in our state and it will kill every untreated ash tree in every South Dakota community. Now is the time to begin putting plans into action.

Dr. John Ball currently serves SDSU Extension as a resident forestry specialist. He regularly shares his expert advice both in articles on the iGrow website and on YouTube through a series of informational videos on forestry and gardening.