

UNOFFICIAL MINUTES OF THE
PARKS AND RECREATION BOARD OF THE CITY OF MITCHELL
December 10, 2020

A regular meeting of the Mitchell Parks and Recreation Board was held Thursday, December 10, 2020. 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 of the Board were present: Mary Ellen Jepsen, Amanda Johnson, Chris Retterath, Pat Skinner, Luke Norden. Absent: Andy Jerke, Shawn Erickson. Council Liaison: Marty Barington. Staff present: Nate Powell, Kevin DeVries, Angel DeWaard, Steve Roth, Jeremy Nielsen. Sam Fosness Daily Republic Newspaper.

A delegation from the Mitchell Figure Skating Academy represented by Jessica Steidl were present. Steidl handed out to the Board for their review: A copy of the invoice from the city: The Facility Use Agreement for 2019-2020; The Sports Complex Diamond, Field, Rink & Court Policy Manual 2020; Calendar showing schedule. Noting she does not feel the invoice from the city lines up with the signed contract. Steidl stated she was informed on December 1st she would be charged for 15 prior to rental and 15 minutes after rental, when she questioned this she states she was told this is for building usage and that according to the policy manual resurfacing would be done prior to her rental time and that her skaters do not use locker rooms or anything else and does not feel she should be charged the additional fee. Powell noted the have always been charged the building fee, however it was lumped into one fee up until two years ago when we broke away from a lump sum and went to an hourly rate which was approved by the Board. Steidl requested the fee be waved for this year and if it is to be charged; in the future, the contract needs to be amended to reflect a reasonable rate.

Motion Retterath, Second Skinner to add Mitchell Figure Skating Contract discussion to the agenda under new business item "I" other. Motion approved and carried.

Addition to Agenda: Mitchell Figure Skating Contract Discussion. Motion Retterath, Second Norden to amend the agenda by adding Mitchell Figure Skating Contract Discussion under New Business item "I" other. Motion approved and carried.

Minutes of the November 12, 2020 meeting were reviewed. Motion Retterath, Second Johnson to approve the November 12, 2020 Minutes as read. Motion approved and carried.

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

Kevin DeVries reviewed the Recreation Center Report. Youth tennis and swim lessons wrapped up, Coed Volleyball is running on Sundays. Men's basketball and youth wrestling will begin in January. We will be meeting with the Daily Republic to discuss the summer brochure. Thomas and Adam started a cardio index program that is part of a grant. Non-members can join for \$20, which gives them a 1-month membership, blood pressure cuff for 10 days and 6 free training sessions with Adam. Members get all but the membership. Noon classes are seeing an

increase, backbuilders and aquasize classes are still slow. The Swim club cancelled their full meet for November; they did hold a practice meet. Their plan is to still host the state meet in March and possibly have another meet before that in February.

Steve Roth reviewed the Parks and Forestry Report. Projects we are working on or have completed are: Pulled the flowers out and tilled the flower gardens; Mulching leaves in parks; Cleaned up and put equipment away at the shop; Put up the Christmas decorations and tree; Hauled picnic tables back from the schools; Put most of the trash cans away in the parks and areas around the lake; Pulled out the west end boat dock; Made repairs to the fishing pier at Kibbee Park; Repaired a disc golf basket at Kiwanis Woodlot; New carpet got installed at Patton Young Park Indoor Shelter; Poured the concrete bases for the two new park signs for Dry Run Park; Working on equipment; Removing tree over the trail at Camp Arroya; Maintenance at the Kelly Property.

Jeremy Nielsen reviewed the Sports Complex Report.

Soccer

- Last soccer game was Nov. 18th so everything is wrapped up at the soccer complex
- Bathrooms and Fisher building is blown out
- We will be doing some things out there over the winter: putting up some shelves, sharpening mower blades, irrigation inventory and working on small equipment

Ice Arena

- Things are up and going at the rink now. Full weekend of games last weekend (13). We did have a girls 14U tournament cancel Nov. 21-22nd because of low number of teams and COVID. All that I have heard for positive cases for Mitchell skaters is 3 and one coach out of around 200 skaters plus all the coaches. Figure skating and hockey have done very well with isolations, masks and taking care of themselves
- Coming up in January will be our busiest month with 3 tournaments, pink the rink and the last weekend we have 8 games (one tournament has canceled)
- Staff is staying busy cleaning and disinfecting
- Maintenance on the ice
- We will start to go through and trim overhanging branches on our snow route
- Open skate and bumper cars are still kind of hit and miss. We will change open skate hours during Christmas break for weekdays to 2pm-5pm, hopefully this will bring more people

Director Powell reviewed the monthly Department Report.

Major Incidents/Significant Events

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Important Meetings and Training Attended

- Friends of Firesteel Meeting
- Parks Board Meetings
- City Council Meetings
- MACPD meeting
- Sports and Events Authority meeting
- Weekly and Monthly staff meetings
- Weekly Department Head management meetings
- R8 HAB conference call
- Golf & Cemetery Board Meeting

- Monthly 2020 budget review with staff
- Met with firms regarding dredging design SOI
- Completed an NRPA webinar
- Coordination meeting with NDSU regarding completing the Master Plan

Project Outcomes

- Koi fish appraised at Kelly Property
- Ice Arena Roof Project Complete
- 2021 Fees Adopted by Board

Current Projects

- Ice Arena Roof (completed)
- Lake restoration project
- Lake Mitchell Public Use Plan – Boat Docks
- Skate Park Upgrade
- Digital Cemetery
- Cemetery Shed Replacement
- Golf course tree plan
- Refurbish pond on Indian Village Rd
- Event Permit
- Online shelter reservations
- Dredging design (put out SOI, 5 firms submitted proposals)
- Golf Course Fly Over Edits

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
- CPRP testing

Changes in Park/Facility Status

- City-wide mask mandate

Public Requests

- Lights on Northridge Park Bike Trail

Director Powell gave a Water quality Update.

Kevin DeVries submitted the Facility Use Agreement with the Mitchell Aquatic Club for the 2021 Seasonal Use Period to the Board for their review and approval. DeVries noted the original agreement was for three years, whereas this agreement is renewable annually, only other changes were to the fees. Motion Johnson, Second Retterath to approve the Facility Use Agreement with the Mitchell Aquatic Club as presented. Motion approved and carried.

Director Powell presented the design for the proposed boat dock and jetty project to the Board noting the proposed location would be at the West End boat launch. Powell stated the Council approved in August to move forward with the design phase. Shrive-Hattery, an Iowa based engineering firm was tabbed to complete the design process at a cost of \$35,000. Powell noted

there would be 62 boat docks with rental fees to be approximately \$100 to \$200 per month. We are still working on cost estimates and working with the South Dakota National Guard to see if it is feasible for them to help with the project, which would significantly reduce the project costs.

Director Powell reviewed the Covid Guidelines with the Board along with a request from the Hockey Association to adjust occupancy, rather than do that I am asking the Board to remove it as there have been no problems with occupancy this year at all and the associations have their own guidelines and rules they set and we are not physically enforcing it so we just want to hand that off to the associations to police their own occupancy, we are requesting they still maintain 6 feet but we are not requiring an occupancy because there is a city-wide mask mandate now. Norden questioned what signage is currently in place. Nielsen noted we have the signs posted on the front door that the City is handing out to businesses due to the mask mandate and hockey has signs going into the rink stating masks required beyond this point. Motion Skinner, Second Johnson to approve changing the Covid Guidelines to eliminate the occupancy restrictions and to turn it over to the associations to handle. Motion approved and carried.

Board President Jepsen opened the floor for discussion on the Mitchell Figure Skating Academy Agreement. Steidl stated #2 & #3 are in conflict of each other in the agreement. Retterath questioned if Hockey is aware and fine with the 15 minutes prior to and 15 minutes after rental charge. Nielsen noted he talked with hockey on this and they are charged 15 minutes prior to and 15 minutes after practices and 30 minutes prior and after games. Retterath stated he felt this should have been more clearly spelled out. Powell asked Steidl what her specific request is. Steidl stated her request is to be charged the \$66 per hour per rink, \$19 per athlete ages 13 and up, \$9 per athlete ages 12 and under and that the resurfacing be included as per the contract and policy manual and the \$2,500 building usage fee be waived. Retterath questioned if fee was removed how much of a savings would that be to hockey and to figure skating. Nielsen stated approximately \$5,000 for hockey and \$2,500 for figure skating. Retterath noted if we removed it then the taxpayers would have to pay it and we are already subsidizing about 50%. Board questioned when contract was sent out originally, Nielsen noted it was sent out in October. Retterath questioned if a sample invoice could be provided, Nielsen stated if full schedule is provided then yes that is possible. The Board held a lengthy discussion Board feeling contract stays as is, however no action was taken by the Board.

There being no further business the Board adjourned at 7:34 p.m., noting Thursday, January 14, 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.