

UNOFFICIAL MINUTES OF THE  
PARKS AND RECREATION BOARD OF THE CITY OF MITCHELL  
January 14, 2021

A regular meeting of the Mitchell Parks and Recreation Board was held Thursday, January 14, 2021. The meeting was called to order by Mary Ellen Jepsen, President at 6:04 p.m., at the City Hall Council Chambers.

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

Motion Jerky, Second Skinner to approve the Agenda as submitted. Motion approved and carried.

Minutes of the December 10, 2020 meeting were reviewed. Motion Retterath, Second Skinner to approve the December 10, 2020 Minutes as read. Motion approved and carried.

Motion Retterath, Second Skinner to approve the Bills as submitted. Motion approved and carried with Jerke abstaining from voting due to a conflict of interest.

The Board reviewed the Recreation Center Report. Youth wrestling began January 4<sup>th</sup>, with 45 participants. First session of winter swim lessons will start January 11<sup>th</sup> for levels three and four. Our 5<sup>th</sup> & 6<sup>th</sup> grade travel basketball league started on January 5<sup>th</sup>, with 5 boys' teams and 4 girls' teams. Men's basketball league will begin January 13<sup>th</sup>, with 22 teams. We have started working on the summer brochure. Registration will be April 14<sup>th</sup> or possibly the 19<sup>th</sup>. Our Outdoor Aquatic Center passes will also be available starting May 3<sup>rd</sup>. Saw a drop in Rec Center usage in December however; things have started our good in January. The Cardio Index program Thomas and Adam are doing with the State Health Department has over 40 enrolled so far and will continue until July. They will be starting up the diabetes prevention program in February.

Steve Roth reviewed the Parks and Forestry Report. Projects we are working on or have completed are: Tree removal in parks; work on snow removal equipment; Worked on the Indian Village trail removed old walking bridge, filled in the area with dirt, ripped rapped the shoreline and removed some trees along the road; Cut and split firewood for the campground; Snow removal; Cleaning around the shop; Took down the Christmas decorations; Maintenance at the Kelly property.

Jeremy Nielsen reviewed the Sports Complex Report.

#### *Ice Arena*

- We painted the rink pink on Wednesday
- Pink the Rink this weekend. One game Friday, 6 games Saturday, 5 games Sunday plus an Exhibition game between nationally ranked Bantam teams
- Mite tournament January 23, 24 with 11 teams. That will be the last tournament until the Girl's 14U state tournament
- Open skate and bumper cars took in almost \$3,000 the week between Christmas and New Years, since then it has been up and down
- We have had 9 Ice rentals in the past couple weeks
- We are going to start painting some locker rooms where it is needed
- Middle School PE classes have started coming again; they come 3 classes a day for 2 weeks, then 4 classes a day for 2 weeks
- Edge and dry shave ice twice a week
- Continue cleaning rink, it has been very busy

#### *Cadwell*

- When weather is decent we will start putting tin on the cart shed by the west shop
- I have scheduled 6 tournaments for this summer

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 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
- Golf & Cemetery Board Meeting
- Monthly 2020 budget review with staff
- CPRE Test
- Met with firms regarding dredging design SOI
- Attended the Parade of Lights
- Completed a NRPA webinars
- Coordination meeting with NDSU regarding completing the Master Plan
- MACPD Award Ceremony

#### ***Project Outcomes***

- Completed as passed the Certified Parks and Recreation Executive test
- Cemetery Shed Replacement completed
- Final walk-through for Ice Arena Roof
- Annual performance reviews completed with supervisors and Mayor

### ***Current Projects***

- Lake restoration project
- Lake Mitchell public use plan – Boat Docks
- Skate Park Upgrade
- Digital Cemetery
- Golf course tree plan
- Tennis Association Agreement
- Refurbish pond on Indian Village Rd
- Event Permit
- Online shelter reservations
- Dredging design
- 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
- Dredging Design Presentations
- Firesteel Park Planning Meetings with city staff, parks board & trail committee

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

- City-wide mask mandate

### ***Public Requests***

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Director Powell reviewed the Instructor and Facility Use Agreement with the Board. The agreement is between the City and DWU for Thomas to teach, for-credit a SPX 320 Exercise class in Selected Populations for the 2021 spring semester for which DWU will pay a fee of \$1,800. Motion Jerke, Second Retterath to approve the Instructor and Facility Use Agreement as submitted. Motion approved and carried.

The Board reviewed the 2021 Tennis Association Agreement. Director Powell informed the Board there were no edits to the only agreement and the only change is the per athlete fee going from \$9 to \$10 per athlete. Motion Skinner, Second Retterath to approve the 2021 Tennis Association Agreement as presented. Motion approved and carried.

Director Powell submitted the Amended 2020 Mitchell Figure Skating Academy Agreement for Board approval. Powell noted since the December meeting there have been meeting with both Figure Skating Academy and Hockey Board and the changes in the agreements are the same for both groups. Section 2b changed to \$75 per hour per rink, this eliminates the 15 minutes prior to and after which prior to the change resulted in an unequal fee between MFSA and MSHA. This would change the rate of \$66 that was already approved automatically to \$75 for next

year. We would not do an increase and are offering them a 5% discount this year for both groups so the increase would automatically be the 5% that they would have to pay for next year so there would be no coming back for fee increases until we look at the following year. Powell also noted we added section 21, which would allow MFSA to conduct its own "Free Skate" sessions during idle ice time. This would allow MFSA to solicit participant fees and pay to the City all gross proceeds generated as a result of the "Free Skate" sessions. City Attorney Johnson noted this is something that MFSA has been doing all along with no problems we just wanted to get it written into the agreement so that all parties understand what is going on with it. Powell informed the Board the Hockey Agreement has section 2b added but not section 21. Board member Retterath questioned what the difference in revenue would be due to the amended agreements. Powell stated MFSA original payment would be \$14,000 and would now be \$9,133.13 and MSHA original payment would be \$62,000 and would now be \$58,000. Johnson clarified for the Board that under 2b ice time would be billed as a block of ice time and resurfacing during that time would not be billed as separate time. Motion Jerke, Second Retterath to approve the Amended 2020 Mitchell Figure Skating Academy Agreement with the addition of section 2 and 21. Motion approved and carried.

The Board reviewed the Amended 2020 Mitchell Skating and Hockey Association Agreement. Board member Jerke question how a day of games is charged. Nielsen stated it is as one block of time as long as games are one after another. City Attorney Johnson informed the Board with the original agreement they were charged 30 minutes before and after, now they will be charged as one block of time unless there would be a game scheduled in the am and nothing scheduled again until the pm. Motion Skinner, Second Retterath to approve the Amended 2020 Mitchell Skating and Hockey Association Agreement with the addition of section 2 but not 21 from the previous one. Motion approved and carried. Director Powell informed the Board they already do had a section 21 in their agreement. Motion Skinner, Second Retterath to amend the motion to approve the Amended 2020 Mitchell Skating and Hockey Association Agreement with the only addition being to section 2. Motion approved and carried.

There being no further business the Board adjourned at 6:53 p.m., noting Thursday, February 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.