

UNOFFICIAL MINUTES OF THE
MITCHELL PARK, RECREATION & FORESTRY BOARD
JANUARY 10, 2019

A regular meeting of the Mitchell Parks and Recreation Board was held on Thursday, January 10, 2019. The meeting was called to order by Ryan Tupper, President at 3:58 p.m., at the City Hall Council Chambers.

The following members of the Board were present: Ryan Tupper, Melanie Mullenmeister, Brian Johnson, Mary Ellen Jepsen, Randy Seppala, Chris Retterath, Dennis Marek. Council Liaison: Marty Barington. Staff present: Nate Powell, Kevin DeVries, Angel DeWaard, Steve Roth, Dan Dobesh. Mayor Everson, City Attorney Justin Johnson, City Administrator Stephanie Ellwein. Sam Fossness Daily Republic Newspaper.

Angel DeWaard issued the Oath of Office to Park Board Members Ryan Tupper, Melanie Mullenmeister, Brian Johnson, Mary Ellen Jepsen, Randy Seppala, Chris Retterath and Dennis Marek.

Additions to Agenda: Move Association Agreement Amendment to first item of business

Motion Seppala, Second Jepsen to approve the agenda with moving Association Agreement Amendment to first item of business on the Agenda. Motion approved and carried.

Director Powell reviewed with the Board the amended Facility Use Agreement with the Mitchell Skating and Hockey Association in efforts to avoid the recent events taking place in the Mitchell Activity Center locker room. Director Powell highlighted the changes as follows: locker rooms must be supervised at all times by a SafeSport certified adult authorized by MSHA; MSHA will be responsible for leaving dressing rooms in a reasonably tidy condition; MSHA must vacate the Facility within sixty (60) minutes after each day's final activity has ended and an overtime staff fee shall be added to MSHA's fee for any overtime incurred and shall be charged in fifteen (15) minute increments until MSHA is off premises; Responsible locker room behavior is required; MSHA is solely responsible for locker room behavior and issues while MSHA is using the facility; During MSHA events, children under the age of ten (10) must be accompanied by an adult 18 years or older at all times and unattended children will be returned to the child's parent/guardian; In event of material breach of the agreement, the non-breaching party shall provide written notice of the breach and breaching party shall have an opportunity to cure the breach within seven (7) days of receiving notice and if not cured the agreement may be terminated by non-breaching party. The Board held a discussion in which it voiced concerns that they were not notified of the events taking place that lead to the amended agreement and questioned if MSHA had any issue with the amended agreement. City Attorney Johnson assured the Board that the City worked with MSHA to come up with the amended agreement. Board member Retterath questioned the age placement of 10 for unsupervised children during MSHA events. Dan Dobesh noted he has checked with other states and that is the standard throughout. Motion Johnson, Second Mullenmeister to approve the Amended Facility Use Agreement between the City of Mitchell and Mitchell Skating and Hockey Association as presented. Motion approved and carried.

Minutes of the December 13, 2018 meeting were reviewed. Motion Mullenmeister, Second Jepsen to approve the December 13, 2018 Minutes as read. Motion approved and carried.

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

Director Powell reviewed with the Board the current tree ordinance informing the Board that it will be necessary to request the City Council amend the current ordinance #0219 chapter 8-2 of the Mitchell City Code Regarding Trees and Shrubs as follows: Section 8-2-1 (section 1) amend to Park and Rec Board shall determine which species of tree are permitted to be planted as a street tree and may also designate certain species as not permitted; (section 2) Section 8-2-3 be amended to change the over street height clearance from twelve feet to fifteen feet. All large established trees shall be trimmed to allow 8' clearance over all sidewalks and 15' clearance over all streets and alleys; Section 8-2-4 (a) amended to Owner of any property which there is a tree constituting a hazard shall remove tree at own expense; (b) A tree constituting a hazard which is located between property owner's property and the centerline of the adjoining street, the City shall notify property owner that hazardous tree requires removal, the property owner may choose to have tree removed at property owner's sole expense and if not done within time designated in notice Park & Rec department may proceed with removal of said hazardous tree and property owner shall be responsible for the costs of such removal according to rates established by Park & Rec Board; (c) A tree constituting a hazard is one that is dead, dying, infected, damaged, or is otherwise in a condition which poses an unreasonable risk to the health and safety of persons or property. Director Powell also reviewed the tree plan policy for adoption; the Dangerous tree removal rates, also requesting the Board adopt the revised permitted and non-permitted street tree list. Board member Johnson questioned the change from 12' to 15' for street clearance, as allotted for arterial streets. Park Supervisor Roth noted that it allow the passage of larger trucks, campers and such, which raised concerns as to what is considered arterial or collector (residential) street and if a map showing such designation can be obtained. The Board held a lengthy discussion on the proposed ordinance amendments for height clearance, also the Board discussed at length if there should be a cost share for tree removal, a flat rate or to continue with the current practice of no charge in reference to street trees as detailed in the proposed tree removal rate calculator as Option 1 (expense only), Option 2 (expenses + labor) Option 3 (50% cost share) Option 4 (no charge). Tupper questioned if a fee is set for tree removal is it reviewed annually. Powell noted it would be annually when all fees are reviewed. The Board requested to leave collector (residential) street clearance at twelve (12) feet. Director Powell reviewed the revised street tree list noting ash tree was added to the not permitted as a street tree requesting the Board adopt the revised list and to make a recommendation to the City Council on cost share option dependent on the council changing the current ordinance regarding trees and shrubs. Board member Mullenmeister expressed her favor in Option 1 (expense only) with a 50% cost share.

After more discussion Motion Mullenmeister, Second Jepsen to approve the revised Street List as presented with ash tree being added under the non-permitted street tree list. Motion approved and carried with Brian Johnson casting the only Nay vote. Motion Mullenmeister, Second Seppala to recommend Option 1 expense only with 50% cost share of the proposed tree

removal rate calculator as proposed. Motion approved and carried with Brian Johnson casting the only Nay vote.

Due to time issues, the Board reviewed the following reports.

The Board reviewed the Recreation Center Report. Winter programs have begun. Youth wrestling started December 11th with 65 participants. Youth volleyball begins January 7th. Little Kernel Basketball Camp will start January 12th and run 3 Saturday's. Girl's youth traveling basketball league started on January 3rd. Men's basketball league begins January 7th with 27 teams. The roof project wrapped up in December and we will be transferring the left over funds into 2019 to finish off the locker rooms as planned. We started our training with Civic Plus, which will be our new software system for registration, memberships and POS. Work has begun on the 2019 summer brochure with the Daily Republic. Jamie will be doing another lifeguard training course in March. We are preparing for our Basketball tournament on March 2nd in conjunction with DWU women's basketball. We also held our first meeting for the 2019 state Special Olympics basketball tournament with DWU and the Chamber.

The Board reviewed the Parks and Forestry Report. Projects being worked on or that have been completed are: Light pole was installed at Sandy Beach; Started our boulevard tree removals; Trimming boulevard trees with the Street Department; Snow removal; Maintenance repairs on snow removal equipment; Cleaning and organizing shops; Cutting and splitting firewood for the Campground; Bucket truck training at MTI.

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

MAC

- Routine ice maintenance/Maintenance on building
- Opened up more hours for open skate during winter break and had a really good turn out
- Had a few small hockey tournaments over past two weeks
- Sharpen open skate skates
- Build a few new benches with cubbies underneath for storage in South rink lobby
- Figure skating competition and testing event weekend of January 11th-13th
- Hockey rink event January 19th

Cadwell Complex

- Snow removal on sidewalks/streets
- Trimming branches over sidewalks
- Begin to look for pricing for new mowers in 2019 budget

Parks

- Tree trimming over sidewalks/shelters
- Snow removal

The Board reviewed the monthly Department Report

Major Incidents and Significant Events

- Sandy Beach sign was vandalized and stolen
- Incident at Ice Arena

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 Big Sioux Water Summit
- Met with Crouch Recreation regarding playground options for Day Camp

Project Outcomes

- Doty playground completed
- Sandy Bench Restroom utilities are completed
- LWCF Grant Denied
- Veterans discount approved by Board
- Rec Center roof complete
- Trail committee formed
- ND State and NPA willing to use Master Plan as a community project
- Annual performance appraisals completed for exempt staff

Current Projects

- Lake development project
- Day Camp playground installation
- Skate Park upgrade
- Emerald Ash Borer Strategic Plan/Ordinance Changes
- Rec Center flooding damage
- Boat Docks
- Rec Center pool punch list
- Northridge Restroom
- Concessions RFP for Cadwell

Upcoming Special Events and Meetings

- Parks Board meeting
- Lake Committee meeting
- MACPD meeting
- City Council meetings
- Monthly SEAC meetings
- First Trail Committee meeting Jan 28th

Change in Park/Facility Status

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There being no further business the Board adjourned at 5:30 p.m., noting Thursday, February 14, 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.