

OFFICIAL MINUTES OF THE
PARKS AND RECREATION BOARD OF THE CITY OF MITCHELL
January 9, 2020

A regular meeting of the Mitchell Parks and Recreation Board was held on Thursday, January 9, 2020. The meeting was called to order by Brian Johnson, President at 5:00 p.m., at the City Hall Council Chambers.

The following members of the Board were present: Brian Johnson, Dennis Marek, Mary Ellen Jepsen, Chris Retterath, Andy Jerke, Pat Skinner. Absent: 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.

Director Powell informed the Board due to some recent questions on what does or does not constitute a conflict of interest he invited City Attorney Johnson to review with the Board the conflict of interest statutes. Attorney Johnson informed the Board there are three types of conflicts for Board members: Mandatory Conflicts; Regulatory Conflicts; Quasi-Judicial Conflicts. Under Mandatory Conflicts, State law requires a Board member to abstain when the member has a direct pecuniary interest in the matter or if 2/3rds of the Board votes that a member has a conflict on a given matter. Under Regulator Conflicts, a Board member should abstain when “there has been a clear and convincing showing the official has an unalterably closed mind on matters critical to the disposition of the proceeding.” Under Quasi-Judicial Conflicts are as follows: Official must be disinterested and free from bias or predisposition of the outcome and the very appearance of complete fairness must be present; Board member must abstain were actual bias or an unacceptable risk of actual bias or prejudgment exists; Board members interest must be different from the interest of members of the general public and if interest is different member should abstain if a reasonably-minded citizen would conclude that the member’s interest or relationship creates a potential to influence the members impartiality. Board president Johnson questioned if a board member feels they can vote but another board members feel that board member should not vote do you address this in an open meeting. City Attorney Johnson stated ideally the Board member should reach out to him first, however, if that is not possible then any discussion should be done in an open meeting and noted it is always best to treat something as a conflict if there is any question and to ask for help when you are not sure.

Minutes of the January 9, 2020 meeting were reviewed. Board member Marek questioned if accounting has been set up to separately track the Capital Improvement Fee monies. Director Powell noted he would make sure all funds for this are tracked and a monthly report is provide to the Board. Motion Retterath, Second Jerky to approve the January 9, 2020 Minutes as read. Motion approved and carried.

Motion Retterath, Second Jepsen to approve the bills as submitted. Board president and vice president questioned the boat dock funds. Mayor Everson noted the City Council allocated

\$50,000 for new boat docks and once NDSU has submitted their master plan, we will have an idea of what and where to place public docks. Motion approved and carried with Jerke abstaining from voting due to a conflict of interest.

Kevin DeVries reviewed the Recreation Center Report. Recreation Center members are currently at 3,336 with check-ins for the year totaling a little over 76,000, up about 12,000 from 2018. We do not have final numbers on revenue but expect it to be around \$590,000 for the Recreation Center and expenses were good. Adam Fosness will be starting as a full time personal trainer on January 6th. Programs starting in January are youth volleyball and wrestling. We will be revamping the volleyball program in the fall by adding Kindergarten-2nd grade to go along with the 3rd-6th graders. Men's basketball league begins the first week of January with 25 teams using 4 courts in 3 facilities. Youth 5th & 6th grade traveling league will start January 9th; we have 8 girls' teams from around the region. Currently we are working on the summer brochure. Jamie will be reformatting swimming lessons for the summer by adding a 3rd session indoors with younger age classes. Our first draft will be due January 20th with online registration starting April 6th. Steve and I held phone interviews for the 2nd set of camp hosts for the campground this season; we offered the position to a couple from Texas.

Steve Roth reviewed the Park and Forestry Report. Projects we are working on or have completed are: Started tree removals in parks; Maintenance on snow removal equipment and other equipment; Lots of snow removal; Cleaning and organizing shops; Inventory of supplies; Fixing and putting Xmas decorations back up that came down from the first snow storm; Chainsaw maintenance; Stacked used tires around electrical box at the sledding hill.

Dan Dobesh reviewed the Sports Complex Report. Projects being worked on:

MAC

- Painted a few rooms in the rink
- Preparing for bumper cars (should arrive after Jan. 23rd and hope to have running by Feb. 1st)
- Sharpen hockey skates for open skate
- Getting ready for Pink the Rink event
- Work on equipment

Cadwell Complex

- Move snow
- Trim up trees along roadsides

Pepsi Complex

-N/A

Parks

- Move snow
- Work on Patton Young Shelter
- Trim trees
- Work on equipment

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
- Monthly Bike Trail committee meetings
- Exchange Club Presentation
- Meeting with Middle School
- Palace City Pedalers presentation
- Conference call with FOF and Maximizing Excellence
- Supervisor Training
- DWU meeting regarding future tournaments at Cadwell
- Seasonal Staff software presentation by Stephanie Ellwein
- Meeting with Hart Dental regarding potential donation for Skate Park
- Meeting with Mike Martinez regarding snow removal app

Project Outcomes

- 2020 Fees adopted by board
- Sanford agreement adopted by board

Current Projects

- Lake restoration project
- Lake Mitchell public use plan
- Day Camp Volleyball Court Installation
- Skate Park Upgrade
- Boat Docks
- Lake Mitchell Forestry Plan
- Boulevard Mowing Letters
- Artificial turf plan
- Ice Bumper Car Purchase

Upcoming Special Events and Meetings

- Parks Board meeting
- Friends of Firesteel meeting
- MACPD meeting
- City Council Meetings
- Monthly SEAC meetings
- Monthly Trail Committee Meeting
- NDSU conference call
- Monthly Region 8 HAB's conference call

- Meeting with Northern Prairies Land Trust
- HWY 37-construction meeting
- Meeting with State Representative to discuss funding options for dredging

Change in Park/Facility Status

- Ice arena closed for open skate during storm on 12/29/19
- Rec Center closed at 4pm on 12/29/19

Public Requests

There being no further business the Board adjourned at 5:43 p.m., noting Thursday, February 13, 2020 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.