

OFFICIAL MINUTES OF THE
PARKS AND RECREATION BOARD OF THE CITY OF MITCHELL
March 12, 2020

A regular meeting of the Mitchell Parks and Recreation Board was held on Thursday, May 14, 2020. The meeting was called to order by Brian Johnson, President at 5:59 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, Shawn Erickson. Council Liaison: Marty Barington. Staff present: Nate Powell, Kevin DeVries, Angel DeWaard, Jeremy Nielsen, Jamie Henkel. Sam Fosness Daily Republic Newspaper.

Public Input: Director Powell would like to recognize a couple of youths whom the Mayor did submit a Proclamation in recognition of volunteer efforts made by Kennedy Vilauer and Bentley Bates for cleaning up the area around Camp Arroya, neighbors helped in the efforts as well. In addition, Powell introduced Jeremy Nielson, the new Sports Complex Supervisor. Board Member Marek commended Park & Rec Staff on all their efforts in cleaning, repairs and improvements during the closure of the Rec Center due to the Virus.

Additions to the Agenda: Add Dwight Scott, Place City Pedalers under Delegations. Move agenda item G from under New Business to the first agenda item. Motion Jerke, Second Retterath add Place City Pedalers as a delegation and to move item G to the first agenda item. Motion approved and carried.

A delegation from Palace City Pedalers represented by Dwight Scott and Jaden Deuter were present. Mr. Scott presented a request to the Board to add 3 off shoots to the existing west launch trail. The first off shoot would be up close to the road, where the trail ends; it would come up above the stairs that run to the lake and then back down to connect with the trail. The other two would be further back in and both would come up at a higher elevation and then drop back down and connect with the trail, one would shoot off east and the other would shoot of west. Mr. Deuter noted this would only add half mile or less to the trail and there would be some berms added as well to these off shoots. Board member Johnson questioned if there is any vegetation or trees that would need removed. Mr. Scott noted the area is overgrown in some places. Johnson stated if any trees or vegetation would need removed he wants it done under the direction of the Park Supervisor. Director Powell assured the Board Steve Roth, Park Supervisor would oversee this. Motion Retterath, Second Jepsen to approve the 3 options to the existing west launch trail near windy point. Motion approved and carried.

Minutes of the March 12, 2020 meeting were reviewed. Motion Erickson, Second Marek to approve the March 12, 2020 regular Minutes as read. Motion approved and carried.

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

Director Powell informed the Board that MHS came out to evaluate the leakage at the Ice Arena where the north and south roof connect. The cost to repair the roof is \$100,000; the blower door test is \$25,000 - \$35,000 and a \$25,000 professional service fee for a total of \$160,000. In light of the revenue shortages and financial problems related to Covid 19, we are having in the city, I will be asking the City Council on Monday night to redirect the funds for the old pool renovations to this project. Board member Johnson questioned if this will be done correctly and take of the problem, as previous fixes have not. Powell assured the Board no payment would be released until the project was completed and no leaks are found. Also, Powell stated he would be reassigning funds for a field drag toward the purchase of a blower and brush for snow removal since there is a working field drag to get through this year but the sports complex does not have working snow removal equipment to get through the winter.

Director Powell reviewed with the Board the Draft COVID 19 Policies, Guidelines & Schedule. Powell noted since the Board did not close down any facilities he is not asking the Board to vote on anything unless they want to make any changes. Powell reviewed the schedule for opening facilities: May 4th Rec Ctr reopened; May 14th Park Board Mtg; May 15th Shelter rentals permitted; May 18th begin seasonal hiring and Cadwell available and summer program registration begins; June 8th Outdoor pool opens, guarded swim at Rec Ctr and youth allowed at Rec Ctr without a parent; June 15th start limited Park & Rec programs. DeVries informed the Board the Rec Ctr opened with modifications and some restrictions, it has been slower but as people begin to feel more comfortable we believe we will see some increase in usage and when summer programs begin on June 15th there will be modifications to the programs such as Baseball/Softball only 10 on field no sharing of equipment, no games but will be doing fun skills and practices; Swim Lessons will be only Level 2 or above; No day trips, track or theater program, we are trying to offer most of our summer programs but with safe social practices. Henkel stated when the outdoor pool opens there will be 50 lounge chairs, no outside lockers, no sandpit area, limited restroom access (every other stall/shower), employees will be wearing masks and gloves, social distance marking will be present, no shared rescue tubes by lifeguards. Nielson noted all concession workers at Cadwell will be wearing gloves and face covering. Any tournaments that have not been cancelled will be limited to 3 games per day and 2 fields per complex, there will be a cap on number of teams and spectator bleachers will be closed off. Powell stated all shelter rentals and associations will be given the recommendations sheet but ultimately it will up to them to follow these recommendations.

Kevin DeVries reviewed the Recreation Center Report. Due to the Covid issue, we had to cancel the remaining winter programs. Our summer brochure got out and we will have our online summer registration on May 18th. Todd, Jamie and I met and came up with a good plan for summer programs. We have made modifications to certain programs and had to cancel some programs due to distancing issues and logistics but overall we believe it will work. The outdoor aquatic center will open June 8th with modifications. During the closure, we completed several projects as well as deep cleaning the entire facility. We plan to make the deep cleaning of the

entire facility a semi-annual thing. Our biggest project was draining and removing the stain from the leisure pool, thank you to Steve and Jeremy's crew for their help. We learned a lot and it turned out well. We are constantly monitoring things and will make adjustments accordingly.

The Board reviewed the Parks and Forestry Report. Projects we are working on or have completed are: Trimmed trees along the By-pass; Put up tennis nets; Dragged gravel areas around lake; Tennis court bench repairs and painted them; Work on equipment; Put up social distancing signs at playgrounds; Cleaned up all the landscape beds all over town; Painting the walls in the shop; Cleaned up the Campground; Helped with the Rec Center pool cleaning and repairs; Finished dirt work at Campground & seeded; Finished dirt work at the Day Camp around volleyball court and playground & seeded; Added sand to the dock area at Day Camp; Put out trash cans in the parks; Fertilized the parks and downtown areas; Turned water on at Campground; Working on turning water on to shelters and restrooms; Turned on a few of the irrigation systems; Angel painted the docks at the Campground and Day Camp; Put the dock in at the west end of lake; Did a "How to plant a tree" video for Arbor Day; Starting to clean and make repairs at the outdoor pool; Mowing the parks and areas around lake; Doing interviews for seasonal staff.

Jeremy Nielson reviewed the Sports Complex Report. Projects being worked on:

Cadwell

- Mowing fields and outer areas
- Turned on water to bathroom (still locked)
- Put up backstop pads on softball fields
- We got water heaters, 3 compartment sinks, hand washing sinks and some electrical work done in the softball concession stands to get them up to code

After May 15th

- Put out bases on all fields
- Clean bathrooms daily
- Work over fields
- Finish infield on Field of Dreams
- Put in missile markers on all fields
- Continue mowing
- Fix water break on east softball bathrooms
- Fix water break on west softball field
- Train concession workers when we get POS system
- Turn irrigation back on when pump gets fixed
- Start spraying fence lines where needed and backstop at stadium
- Fertilize fields
- Women's slow pitch softball starts May 28th
- Men's slow pitch softball starts June 3rd
- Park and Rec softball/baseball starts June 15th, practices only
- Start going through field lights and scoreboards

MAC

- Took ice out March 23rd and 27th
- Cleaning lobby, bathrooms, office and Olympia room (where workers are)

Soccer Complex

- Mowing fields and outer areas
- Turned on water to bathrooms (locked), and Fisher building
- Turn on irrigation this week

After May 15th

- Continue mowing
- Put nets on goals
- Start to lay out and paint a few fields
- Fertilize fields

Director Powell reviewed the monthly Department Report.

Major Incidents/Significant Events

- COVID 19 Closures
- Arbor Day at Home 2020
- Control Burn – Burning third week of March (Too wet at the time)

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
- City Pandemic Response Meetings
- ALE Sponsorship Conference Call
- Meeting with Farner Bocken regarding concessions at Cadwell
- SDPRA conference calls regarding COVID response

Project Outcomes

- Lake Mitchell Forestry Plan Present to Board
- POS system purchased for Cadwell Concessions (Homebase Included)
- Meeting with Davison County about potential youth programs (Might use Rec Center as a check in site)
- Boulevard Mowing Letters complete and sent
- Artificial turf plan (Quotes received)
- Solutions for Ice Arena roof leaks (submitted)
- Snow removal solutions developed around wall tiles at Veterans Park

Current Projects

- Lake restoration project
- Lake Mitchell public use plan
- Day Camp Volleyball Court Installation

- Skate Park Upgrade
- Boat Docks
- Construction dealing with snow on upper roof (Council Request)
- Budget adjustments for COVID 19 closures
- COVID reopening plan

Upcoming Special Events and Meetings

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

Change in Park/Facility Status

- New Sports Complex Supervisor Hired
- Sports Complex Crew Leader position open

Public Requests

Director Powell reviewed the Forest Stewardship Plan that was presented to the Board at the March 12th meeting. Powell noted he received no recommendations from the Board for any changes and is seeking approval of the plan. Board member Erickson questioned if this is the plan that will be followed and with the enormous amount of tree work how will the plan be financed? Powell stated there are a couple of options available. One option is National Guard does some forestry work but a plan would have to be presented stated what the work needed would be and if the National Guard did accept it there would be no cost involved. The other option is to have staff do the work, we would pick sections and staff would work on those sections when they are available. Board President Johnson questioned if the plan can amended, Powell stated yes it can be and we can reviewed it when we get to the point of starting to work on the project. Motion Erickson, second Marek to approve the Forest Stewardship Plan as presented. Motion approved and carried.

Director Powell presented the 2021 Capital Requests to the Board for their review as follows: Recreation & Aquatics - Remodel Old Pool (moved from 2020 to 2021); Parks – Replace 72” mower (2006 with 4,000hrs), Bobcat Toolcat (department has one which is shared between two departments), Skate Park Match (matching grant funds awarded), Resurface 5 remaining tennis courts at Hitchcock Park (moved from 2020 to 2021); Sports Complex – Replace 1993 Ford F-150, Shed for Middle School (shed removed when south rink built, this would be to replace that shed as they are currently utilizing space in our heated shop area), Replace John Deere 1435 Mower (2003 with 4,300hrs), Replace 2 gold carts (1999 & 2003 E-Z-Go), Replace 2006 Toro Sandpro field rake, Replace 1996 Cushman (4,137hrs), Retrofit or change out the North Rink R-22 System (it has been discontinued as of this year). Board President Johnson inquired when the 2021 Capital Request list has to be submitted. Powell noted it is due in June but believes the Board can meet one more time if there are changes they would like made. Board President Johnson asked each member of the Board to put together a list of any projects they would like

added or changed on the 2021 Capital Requests and submit to Director Powell. Board President Johnson inquired if there would be enough time for the Board to meet again in regular meeting or if a special meeting would be needed. Powell stated the 2021 Capital Requests are due at City Hall on June 12th so the Board would be able to meet for their regular meeting on June 11th. Powell did ask for clarification from Board President Johnson since no Board members expressed any changes if he could then move forward with requests as laid out and bring back for approval at the June 11th meeting. Board President Johnson noted he could and reminded the Board to submit any requests or changes to Director Powell as soon as possible.

There being no further business the Board adjourned at 7:07 p.m., noting Thursday, June 11, 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.