

UNOFFICIAL MINUTES OF THE  
PARKS AND RECREATION BOARD OF THE CITY OF MITCHELL  
AUGUST 13, 2020

A regular meeting of the Mitchell Parks and Recreation Board was held on Thursday, August 13, 2020. The meeting was called to order by Mary Ellen Jepsen, Secretary at 6:10 p.m., at the City Hall Council Chambers.

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

Angel DeWaard issued the Oath of Office to new Board Member Amanda Johnson.

Mary Ellen Jepsen, Secretary/Treasurer opened the floor for Election of Officers for the positions of President, Vice President and Secretary/Treasurer as follows:

Motion Retterath, Second Skinner to nominate Mary Ellen Jepsen for Board President. Motion Retterath, Second Skinner to cease nominations for Board President and elect Mary Ellen Jepsen as Board President. Motion approved and carried.

Motion Retterath, Second Skinner to nominate Andy Jerke for Board Vice President. Motion Retterath, Second Skinner to cease nominations for Board Vice President and elect Andy Jerke as Board Vice President. Due to the absence of Jerke at the meeting, his official acceptance of the position will be moved to the September meeting. Motion approved and carried.

Motion Skinner, Second Retterath to nominate Amanda Johnson for Board Secretary/Treasurer. Motion Skinner, Second Retterath to cease nominations for Board Secretary/Treasurer and elect Amanda Johnson as Board Secretary/Treasurer. Motion approved and carried.

Public Input: Director Powell formally thanked Dennis Marek for all his time and dedication to the Department and Park Board.

Minutes of the July 9, 2020 meeting were reviewed. Motion Retterath, Second Skinner to approve the July 9, 2020 Minutes as read. Motion approved and carried.

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

City Attorney Johnson reviewed with the Board the Maintenance Agreement and Bill of Sale, which was tabled at the July meeting. Johnson noted since the July meeting the property has been sold and the new owners Reyelts have agreed to the same Maintenance Agreement and

Bill of Sale. Johnson stated long time ago underground sprinkler system and landscaping was done and due to the recent sale it was discovered the portion of property in question belongs to the City. The Reyelts would like to turn the property over to the City but would like to continue to maintain it. The property would be marked as a public access area and the City would maintain it as they would any other public access area. Terance Reyelts stated the area has been maintained beautifully for many years and all he wants to do is keep the maintenance to the same standard and not keep the public from utilizing it. The Board expressed several concerns on persons maintaining city property as their own and keeping the public out, questions were raised about public access signage being placed and the existing parking space being signed for public parking. Johnson noted the difference with this area versus others is the underground sprinkler system that would now belong to the city as well as all landscaping. After a lengthy discussion Motion Skinner, Second Johnson to move forward on the maintenance Agreement and Bill of Sale as presented. Yah votes - Jepsen, Skinner, Johnson. Nay vote – Retterath. Motion approved and carried.

Powell reviewed the Covid guidelines with the Board, noting the guidelines are for the public. Hockey and Figure Skating seasons will be starting soon. Nielsen noted Figure Skating Association is putting together their plan and the Hockey Association wants to require masks. Powell stated we are only enforcing capacity it on the Associations to enforce their guidelines. Johnson questioned if mask requirement would hurt revenue, Powell stated it would not as we do a per hour contract. Jepsen questioned the difference in occupancy in masks versus no masks, Powell stated with masks 300 without masks 100. DeVries informed the Board that the Rec Center would like to start holding Silver Sneakers classes again in September in the back gym so participants can space out, also looking to wait until October have the Rec open 7 days a week. After a brief discussion, Motion Retterath, Second Johnson to leave the Covid Guidelines as written. Motion approved and carried.

Kevin DeVries reviewed the Recreation Center Report. Summer is winding down, although numbers were down in summer programs due to our restrictions we are pleased with how they went. We are currently taking registration for 3<sup>rd</sup> & 4<sup>th</sup> grade flag football, 5<sup>th</sup> & 6<sup>th</sup> grade tackle football and K-6<sup>th</sup> grade girl's volleyball. Our fall/winter brochure is found only online, this way changes can be made quickly if need to. Jamie is waiting to hear from the Red Cross on guidelines for offering Level 1 on down swim lessons. The outdoor Aquatic Center will be closing August 16<sup>th</sup> for the season. Our summer athletic training is done we still have several athletes training who are not playing fall sports. We did hold a 1-day girls varsity team camp on July 27<sup>th</sup> that DWU women's team put on. Preschool will begin August 19<sup>th</sup>, the only change to the program is drop off and pick up times. We are not requiring preschoolers to wear masks after checking with other preschools in town.

Steve Roth reviewed the Parks and Forestry Report. Projects we are working on or have completed are: Irrigation maintenance in all the parks; Spraying fence lines, crack in sidewalks, bike trails and playground for weeds; Repair fence at Day Camp; Light have been installed at Day Camp volleyball courts; Moved irrigation heads around the new tennis shed; Ground all the stumps in the boulevards and parks from trees we removed last winter; EmBe brought out a

group of kids to the Campground to go over boater safety and rode the peddle boats; Added wood chips, fertilized and sprayed for weeds in the grass at the plaza; Made some repairs to the bathroom at the Kiwanis Woodlot; Daily operations and repairs at the outdoor pool; Continuing treating standing water for mosquito larvae; Irrigation repairs at Patton Young Park; Weeding flowerbeds and landscape areas; Working with the School they want to rent 40 picnic tables from when school starts to the end of October.

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

*Cadwell*

- Legion Juniors Region Tournament July 31<sup>st</sup> – August 2<sup>nd</sup> (9 games)
- State Amateur Tournament August 5<sup>th</sup> – 16<sup>th</sup> (38 games)
- Women's softball ended July 20<sup>th</sup>
- Co-ed started August 6<sup>th</sup>, goes 6 weeks
- Men's Softball ends August 26<sup>th</sup>
- Park and Rec football starts August 17<sup>th</sup>
- DWU baseball, softball starts around the first of September
- DWU softball tournament August 29<sup>th</sup> -30<sup>th</sup> and September 12<sup>th</sup> – 13<sup>th</sup>
- Mitchell girls fast pitch softball starts August 17<sup>th</sup>
- Will start putting up new batting cage after the State Amateur Tourney
- Seasonal help will be done August 17<sup>th</sup>

*Pepsi Complex*

- Mitchell Soccer registration is August 10<sup>th</sup>.
- Layout and paint more fields
- DWU soccer starts first of September

*Arena*

- Clean rink floors
- Turn on compressors August 29<sup>th</sup>
- Have ice ready on September 21<sup>st</sup>

Director Powell reviewed the monthly Department Report.

***Major Incidents/Significant Events***

- Drunk Driver through Rec Center field and parking lot

***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
- Filling in for Kevin Thurman at the Golf Course and Cemetery
- Met with Ciaverella Designs Regarding lake cabin design quote
- Corn Palace Plaza Ribbon Cutting

- Ice Arena Pre Bid Meeting
- Zoom call with ARC
- Wetland site visit and Ducks Unlimited

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

- 2021 budget submitted
- Jetty design approved by council
- Day Camp playground and volleyball court complete
- Sports Complex Crew Leader position filled

#### ***Current Projects***

- Ice Arena Roof
- Lake restoration project
- Lake Mitchell public use plan – Boat Docks
- Skate Park Upgrade

#### ***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
- GLS conference
- Parks Specialist interviews
- ALE meeting

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

- Two parks specialist positions open
- Outdoor Pool Closing August 16<sup>th</sup>

#### ***Public Requests***

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Director Powell gave a Water Quality Update.

The Board reviewed the 2020 MFSA and MHSA Agreements. Powell noted the only changes to the agreements are as follows: Section 2(a) Defined how we are calculating the per hour rate; 2(b) We added this, no refunds given for cancellations within fourteen days of scheduled time, however, city may allow refunds if the reason for cancellation is beyond the reasonable control of MFSA and MHSA.; In the MHSA agreement 15(a) Scoreboards are purchased and maintained by Associations, this was adopted by the Board in the Master Plan and appears in all other agreements but was missing from the MHSA agreement. After a brief discussion Motion Retterath, Second Skinner to approve the 2020 MFSA and MHSA Agreements as submitted. Motion approved and carried.

Director Powell reviewed the 2020 Concession Facility Operation Agreement, noting there has been no changes. Motion Retterath, Second Johnson to approve the 2020 Concession Facility Operation Agreement as presented. Motion approved and carried.

Director Powell submitted the Trail Run Agreement to the Board noting we do not have a formal agreement, therefore, we made up an agreement that would be used as a standard agreement for things that do not have to go to Council, there is no fee yet but insurance would be required. Motion Retterath, second Johnson to approve the Trail Run Agreement as submitted. Motion approved and carried.

There being no further business the Board adjourned at 7:10 p.m., noting Thursday, September 10, 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.