Parks & Recreation Board Meeting
City Council Chambers, City Hall, 612 N. Main Street
February 8, 2024

1. Call to Order

Meeting called to order by Chris Retterath, President of the Board, at 5:58 PM

Present: Chris Retterath, Andy Jerke, Clayton Deuter, Luke Norden, Dennis Thompson

Absent: Pat Skinner, Adam Schulz. Council Liaison: Susan Tjarks

Staff Present: Kevin Nelson, Kevin DeVries, Angel DeWaard, Steve Roth

2. Citizen's Input

3. DELEGATIONS

4. ADDITIONS OR DELETIONS

Motion Jerke, Second Thompson to approve the Agenda. Motion carried.

5. Minutes

Minutes of the January 11, 2024, meeting were reviewed. Motion Norden, Second Thompson to approve the January 11, 2024, Minutes as read. Motion carried.

6. Approve Financial Reports

Motion Deuter, Motion Norden to approve the Bills. Motion carried.

7. Department Reports

Recreation Board Report
January 12 – February 8
Kevin DeVries

Programs:

Our men's basketball, coed Volleyball, youth wrestling programs are all ongoing. Todd and Jamie are working on logistics and staffing for summer programs now.

Todd is also working on more programming for MTC students throughout the school year. They are currently using the youth room on Wednesday nights for line dancing.

We met again with the Daily Republic on the summer brochure. We are looking at going from 24 pages to 16 pages to save money and do more digital advertising with them on the brochure to reach even more people within a 20-mile radius.

Recreation Center:

Most of our projects for the building are complete. The walls have been painted, the flooring is down, the new carpet was also put in. We are waiting on the cubbies in the lobby for the kids and the flooring for the front entry way. We also should be getting the climbing wall for the youth room soon and that will be installed so everything is looking very good.

The steam room has finally been fixed. The company figured out the issue with the elements and had been testing them for several months so we hope to not have that issue anymore.

We will be hosting the First Friday Coffee with the Chamber on February 2nd. Looking forward to that and hope to have a good turnout.

Preschool registration for next year will be February 5th. For the first time we are going with online registration only starting at 8:00 am and walk in registration starting on the 6th.

We will be hosting a gymnastics meet in our front gym February 16-18 with Core Athletics. They were in need of a space for this year and they think our gym will work so hope that all goes well.

Working on the annual reports for the Rec Center, programs and outdoor aquatic center. Should have that wrapped up by the end of the week.

We met with our new contact for Sanford Health. That meeting went very well and we both are excited to continue that partnership.

Parks & Forestry
Board Report
February 2024

- Removing dead boulevard and park trees
- Hauling our tree pile
- Maintenance on equipment getting it ready for spring
- Cleaning up around the shops
- Snow removal
- Working on purchasing equipment that we had in the budget mower, blade for pickup, and snow pusher for the payloader
- Few of the staff have to renew their commercial applicators licenses

PARK BOARD REPORT – SPORTS COMPLEX
February 8, 2024

ICE ARENA:

- Hockey season is slowing down for home games. 8 games this Saturday. Peewee B state tournament Feb. 16-18. Last home games are Feb. 24. Other state tournaments for teams will go into March. Drop hockey will start after teams finish their state tournaments.
- Figure skating practice continues. Using around 15 hours per week. They will have a spring competition just haven't heard on a date yet.
- Open skate/bumper cars made $2,726.50 in January, with 15 bumper car rides, $90. 5 rentals in January, 5 more so far scheduled in Feb.
- Staff is: dry shaving and edging, daily cleaning, snow removal (in early Jan), working on equipment, doing spray recertifications.
- Roof had some work done on it from Tessiers. Ladder was installed on the west end of the building, snow guards above and around all vents. No leaks yet from melting snow.

CADWELL:

- No new work done on Cadwell press box. Waiting for doors and windows to be installed and all interior work to be done.
- Cadwell pump project will take a little longer than expected. Would could start mid to end of season.

February 2024
Director's Board Report

2024 Tree Removal Rates
"Tree Removal Rates" will return to the board meeting agenda for February, this time as an action item for potential board approval of a 50% increase in rates (payable by homeowners) for department removal of boulevard trees which are adjacent to homeowner properties. As was explained at the previous month's board meeting, our department tree removal rates haven't been adjusted in several years, and they are presented based upon FEMA equipment rental rates. The document on which they are based is 2017 rates, and the change from 2017 2023 rates was 48%. Also, staff time was not and still is not included in the calculations, only that of 'equipment rental' rates, and they are based upon what department staff estimate for time each related piece of equipment is utilized in the removal process.

Campground Emergency Shelter
We received confirmation from FEMA last week that the City of Mitchell's funding application for the proposed emergency shelter for at the campground has been approved. The FEMA grant funding will cover the vast majority of the related cost. The shelter (likely) will be constructed in 2025.

Trails Committee
The Bike Trails Committee will be re-convening for the first time in several years; the meeting will be held on February 13 at 4:00 p.m. in the council chambers. Agenda items will include: Current Bike Trail System, Status of 'Share-the-Road' Project, Highway 37 Bike Trail Project (Bypass to National Guard Road), Proposed Trail from Franks Bay to West End Bridge, and Natural Surface Trails.

Supplemental Appropriations
Department heads, this past week, were allowed to submit requests to supplement their 2024 budgets as they relate to projects which were started but not completed in 2023, those items/proposed projects which were cut from the 2024 budget requests, equipment which has unexpectedly failed since creation and adoption of the 2024 budget, and similar. Not all requests can/will be funded, as a limited amount of 'carry-over' dollars are available for said purposes each year, based upon actual versus projected revenue and expenditures the previous budget year. The soon-to-be-constructed emergency shelter for the campground is one such project which will receive last year's (yet unspent) budgeted dollars, plus the projected cost increase, as the estimated project cost has increased since the application was submitted over a year ago.

Superintendent Meetings
We continue regularly with staff superintendent meetings, to keep across-department happenings communicated within the work groups.

Trees Grant Press Coverage
Board members may or may not have ready the related article in the Mitchel Republic last week, but the department got some front-page positive coverage last week regarding the grant. One point we need to clarify, however, is that we are not necessarily 'seeking' a contractor to plant the trees; but, 'contracted' tree planting was included in the approved funding. We could likely plant some additional trees, if we were to tap the holes and then incorporate volunteers, or have staff plant them. We need to balance staff schedule active growth (of grass, etc.) seasons, so this could pose a bit of a challenge, but volunteers have assisted with many plantings in Mitchell over the years. However, by having a nursery do the plantings of the trees, we will then receive a one-year warranty on each of the trees, something we wouldn't get with the labor of either volunteers or department staff, regardless of how much knowledge and experience they have planting trees.

8. Approve 2024 Tree Removal Rates
Director Nelson reviewed with the Board the 2024 Tree Removal Rates, noting the rates have not been changed since 2017. The rates are based on FEMA equipment rental rates and apply only to boulevard trees. Motion Jerke, Second Thompson to approve the 2024 Tree Removal Rates. Motion carried.

9. Next Meeting Date
Thursday, March 14, 2024 at 6:00 PM

10. Adjournment
There being no further business, the Board adjourned at 6:24 PM