

CITY OF MILBANK

PARK & RECREATION BOARD MINUTES

July 20, 2020

The Milbank Park & Recreation Board met for their regularly scheduled meeting on Monday, July 20, 2020 at 4:00 P.M. in the Milbank Visitor's Center. Present for the meeting were Board members, Jody Bear, Eval Marroquin, Brian Pauli, Brian Sandvig, Rondi Scoular, Keith Weber, Heidi Wellnitz, Steve Wenzl, Matt Wilson, Mayor Pat Raffety and City Administrator John Forman.

The minutes of the June 22, 2020 meeting were approved. Motion by Sandvig, second by Scoular, Motion passed 8-0, Weber abstaining.

Election of officers. Mayor Raffety explained the expectation of the various offices with discussion following. All offices were filled by volunteering – Brian Sandvig, President; Steve Wenzl, Vice President; Heidi Wellnitz, Secretary; and Matt Wilson, Financial Secretary. Vote was 9-0 to approve these offices.

Consideration of Board Bylaws. Discussion ensued regarding the disposition of the bylaws. Board felt that what was provided was a good starting point, but over the course of the next year at every meeting (an agenda item) there should be discussion of items to be added to the bylaws and that quarterly, these bylaws would be updated. At this meeting, it was felt that duties of the officers should be added to the bylaws. Motion by Wenzl, Second by Wilson to approve the current bylaws and make an agenda item for the next 12 months to add to the bylaws. Motion passed 9-0.

Strategic Plan for Unity Square. Mayor Raffety presented the SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis developed for the City Council. This will be a high priority for the Board. Also presented was a copy of a Powerpoint put together for the City Council earlier in the year going over projected costs for Unity Square. **Comment by City Administrator:** One of the outcomes of this strategic plan would be a prioritized capital improvement list. I would urge the Board to think big, and out of the box. The City is looking for good ideas that will refresh and revitalize Unity Square, and be a benefit to the community.

On 7/24/2020, City staff will be going over a proposed 2021 budget for Unity Square. This budget will be for operations and maintenance, no capital improvements. There was discussion as to the expectation of the Board in reference to budget preparation and for what entities. The Board is not expected to have to deal with the budget preparation for 2021. In the future, the Board will be expected to look at the overall Park Department budget and Unity Square budget.

Review of the "Friends of Unity Square" non-profit being set up with SDCF (South Dakota Community Foundation). Mayor Raffety explained why the City is looking to utilize SDCF for this, rather than the Milbank Community Foundation. This would be the depository for donations made to Unity Square by individuals or businesses. The Park & Rec Board would then make recommendations to the City Council for approval for the expenditure of these funds.

Matt Wilson and John Forman will coordinate to put together a spreadsheet showing upcoming Unity Square capital expenditures, so that they can be tracked and prioritized.

2020 camping construction plans for Lake Farley. Forman provided a rough layout of the area that the City hopes to get under construction this fall to build a new camping area and drainage plan for the western portion of the Lake Farley property. Banner to provide plans this week.

Segmented build being considered by MBDA (Milbank Ball Diamond Association). ICON Architects is to provide details of a segmented build of the baseball field(s) at Farley Park based on donations being made. Plan to see this soon.

Potential Name Change – Mayor Raffety spoke about the potential of a name change. Unity Square has built a solid identity, but the facility does not physically appear from the outside as recreational facility and the name Unity Square does not lead one to identify it as such. Maybe a tweak to the name. Suggestion – Unity Square, a Milbank Area Recreational Facility. Food for thought. This discussion also lead into naming rights discussion. This is a possibility, but may conflict with fund raising for the baseball complex.

Recreational Facilities Manager job description. Considerable discussion was held on this topic, primarily about the title and overall duties. Board felt that the job title should be changed to Park & Recreation Manager to fall in line with other City positions and better describe the position. Board would like to see the Program Director job description, prior to finalizing the either. Job title of the Program Director should be changed to Park & Recreation Activities Director to differentiate from a Unity Square position. Forman will make an attempt at that job description in the coming week. There was discussion about interviewing procedures – one interview, two-tiered interview, inclusion of City Council member and/or Mayor. Forman described how the process generally works, but Board felt because this was such an important position, perhaps a more robust interview process is needed. Forman will also seek outlets for posting the job listing to get a broad coverage of the area.

Application review/interview group will be Steve Wenzl, Brian Pauli, Rondi Scoular and Keith Weber.

Discussion was held about bringing the various groups (youth football, soccer, baseball, etc.) back under the City recreation umbrella. Jody Bear and Heidi Wellnitz to assemble contact names, and coordinate a document to send to the various groups, as a precursor to getting buy-in for this work.

There will be a “working group” meeting on Monday, August 3 at 6:00 p.m. at Unity Square for those that can attend. Hope to get a tour of Unity.

The next regular meeting will be August 17, 2020 at 4:00 P.M. at the City Visitor’s Center.

Heidi Wellnitz, Secretary/John Forman, City Administrator

Brian Sandvig, Park & Recreation Board President

John Forman, City Administrator