

## **CITY OF MILBANK**

### **PARK & RECREATION BOARD MINUTES**

**September 10, 2020**

The Milbank Park & Recreation Board met for their regularly scheduled meeting on Thursday, September 10, 2020 at 8:00 P.M. in the Milbank Visitor's Center. Present for the meeting were Board members, Jody Bear, Brian Pauli, Brian Sandvig, Rondi Scoular, Keith Weber, Heidi Wellnitz, Matt Wilson, and City Administrator John Forman.

The minutes of the August 17, 2020 meeting were approved. Motion by Weber, second by Wilson, Motion passed 7-0.

Discussion on the applicant pool for the Park & Recreation Manager position. As of this date, there are 68 applicants. The selection committee has narrowed the initial 53 applicants down to about 9, with another 3-4 good candidates applying after that meeting. Board discussed the interview process. Position closes on September 18. After that date, the selection committee will meet again to determine the final field of candidates to start the process with. It was decided to run the process similar to the Grant Co. Development Corp. position. Forman to do the initial contacts and interviews, provide info to committee and hope to narrow the field to approximately 6. At that point, the group will do an in-depth interview with the candidates. From there, hope to cut the field to 3, at which point the finalists will be asked to put together a presentation and hope to a make selection and recommendation to the City Council from that pool.

City Administrator Forman gave an update on the 2020 camping construction plans for Lake Farley. Bid letting for the project was held on the morning of Sept. 10. Four bidders, J & J Earthworks, Milbank, was the low bidder with a bid of \$299,778.20. Engineer's Estimate of \$359,700. Bid will be accepted at the Sept. 14 City Council meeting. The contractor has indicated that they would like to start right away. Plan is to do the rough grading and drainage work this fall, with final grading, gravel pads and road, and seeding next spring. There is potential for all work to be completed this fall, but the completion date is next spring. The next phase would be to install water, sewer and electrical and pave the camp pads and the road.

Forman provided an update on the baseball segmented build. The project is now separated into three phases – 1) the main field, 2) the grandstand, plaza and other amenities, and 3) the little league fields. Phasing is divided into doable pieces financially and will be proceeded on as funding becomes available. Currently, the scheduling is for Phase I to begin in the spring of 2021, with potential of Phase II to also be built concurrently. Phase III is currently scheduled for spring 2022.

Unity Square IT needs. Discussion centered around Unity Square computers and software. To our knowledge, the computers at Unity Square are fairly new and they have just implemented a new membership software. Also, discussed assuring that the website and program registration are on the same or compatible platforms. Also, discussion on surveillance cameras, particularly outside. Matt Wilson to check on.

Also, included in the Unity Square discussion was the want/need for an electronic message board out front. This will be put on the list of future capital improvements.

Youth sports/activities guiding concepts and next steps - Brian Sandvig authored guiding concepts that were discussed.

**Milbank Parks and Recs Youth Sports Programs will prioritize the City of Milbank's resources to accomplish the following:**

1. **Teach area youth through 6<sup>th</sup> graders a sport for the sake of building self-confidence, sportsmanship, friends and learning the fundamentals of the game**
2. **Work with the Milbank School District to provide the facilities necessary to practice and compete in various organized sports**
3. **Focus on "fundamentals and fun" rather than "winning-at-all costs" to prepare youth for more competitive play in Middle School and beyond.**
4. **Work with existing and future Competitive Play organizations (ie – MBDA, Grant Co Soccer, Legion Baseball, etc.) to provide access to City and School sports facilities**
5. **Serve as the sole entity to conduct the following administrative functions for both Parks and Rec and Competitive Play organizations:**
  - a. **Website Administrator (ie. – registrations, schedules, rosters, communications, etc.)**
  - b. **Master Facilities Scheduler (ie. – one stop shop for court, field, etc. scheduling)**
  - c. **Volunteer/Paid Coach Coordinator and Training**

There were also questions on how Combined Appeal funding will work with the various groups. The Board decided that they needed to start dialogue with the various groups sooner, than later. Tentatively scheduled a meeting for Oct. 20 at 7:30 pm for the Visitor's Center to disperse and gather information.

Discussion on the potential of rebranding of Unity Square in the future. Consensus was yes, but no decisions on this at this time. Forman discussed some options for re-landscaping some portions of the front of the property at Unity Square. He is to bring a sketch to the next meeting.

The next regular meeting will be October 13, 2020 at 8:00 P.M. at the City Visitor's Center.

Heidi Wellnitz, Secretary/John Forman, City Administrator

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Brian Sandvig, Park & Recreation Board President

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John Forman, City Administrator