

**PARKS AND RECREATION BOARD  
AD HOC - BYLAWS REVIEW COMMITTEE MEETING**

**MINUTES**

A meeting of the City of Milbank, Parks and Recreation Board, Ad Hoc Bylaws Review Committee was held on the 28th day of January 2021 at 1:00 p.m. via Zoom at which time the following subjects were discussed. Committee members in attendance were Brian Sandvig, Jody Bear, Matt Wilson. Non-Members included: Dan Keyes.

**1. CALL TO ORDER & ROLL CALL**

- Meeting was called to order at 1:00 pm

**2. APPROVAL AND ADOPTION OF AGENDA**

- Adoption of the agenda was approved by consensus

**3. PUBLIC PARTICIPATION-NON-AGENDA ITEMS**

- No public participation

**4. DISCUSSION/ACTION**

**4.1 Role and Responsibilities of the Ad Hoc Bylaws Review Committee**

- By consensus, the members determined that the role of the committee was to review the existing park and recreation board bylaws, revise the document as necessary and submit a draft of the revised bylaws for further review and approval to the full park and recreation board with a recommendation to approve to City Council for final approval.

**4.2 Purpose of Bylaws and Standard Elements**

- The committee understands and agrees that the purpose of bylaws is to define the responsibilities of the park and recreation board.
- Brian Sandvig compared the activities and expectations of the Park and Recreation Board to the Planning Commission in that bylaws determine the level of the board's involvement and decision-making process with the agency.
- Dan Keyes provided an overview of what he thought was the role of the park board and suggested that its primary responsibility was that of an community advisory group on park and recreation operations and policies with a duty to make recommendations to the City Council for final approval.
- A general discussion was held regarding the oversight of park and recreation finances with a prevailing thought that if the role is primarily that of an advisory board than perhaps the city organization chart may need to be revised to reflect the same.

#### 4.3 Current Bylaws

- Matt Wilson commented that since the beginning he has had questions regarding the level of oversight the park and recreation board was to have over operations.
- Brian Sandvig suggested the bylaws should be written with the role of the park and recreation board as an advisory group. He further stated the board knew when they were reviewing the current bylaws that the board would one day have to revisit and revise the existing bylaws.
- Jody Bear agreed that the existing bylaws would one day have to be revised to accurately reflect the role and responsibilities of the board.
- Brian Sandvig took the lead in the review process of the existing set of bylaws and methodically went through each section to help the committee determine what they wanted to keep or change.
- A recommendation was made to include a table of contents in the revised edition.
- A determination was made to keep nine members.
- The committee came to a consensus to keep staggered terms and for terms to be for a period of four years.
- The committee agreed that the revised edition should have officers who serve a one-year period with elections to be held in December of each year, and the titles shall include the positions of Chair, Vice Chair and Secretary, and the revised edition shall have a description of the duties of each position.
- The committee concluded that the regular meeting schedule was to maintain a certain amount of flexibility and state that meetings were to be held by a certain period with at least two days of public notice.
- Dan Keyes suggested that committing to a specific day and time provides for greater consistency and provides the greatest amount of ability for the public to attend and participate.
- Matt Wilson believes by providing the board with increased flexibility for scheduling improves the chances for a majority of the board to attend.
- The committee agreed that the existing name and purpose of the board was find as is.
- The committee agreed that the descriptions for the five major functions of the board needed to be "word smithed". These five items are:
  - Policymaking.
  - Program planning, review and evaluation
  - Evaluation of the performance of the recreation facilities manager
  - Financial management
  - Community Relations

#### 4.4 Samples of Park and Recreation Board Bylaws

- Brian Sandvig led the review process of bylaws from other agencies.
- It was agreed the revised bylaws should have an article relating to the election of officers and that the section relating to elections from the Chesapeake sample should be used.

- It was also agreed that an article on board structure was important to include and that the section relating to boards structure from the Chesapeake sample would work well.
- The committee agreed to add an article regarding meeting structure and to use the associated article from the Maricopa sample.
- Jody Bear stated that she really likes the way the entire sample from the City of San Diego was laid out. The idea of using the San Diego sample as a base template received unanimous consent. She went further to state that she and the rest of the board knew that the bylaws would need to be reviewed at some point.
- Brian Sandvig believes the bylaws act as an operating procedure for the board and anything outside of the bylaws reverts to the city.

#### 4.5 Meeting Schedule

- The committee concluded that the regular meeting schedule was to maintain a certain amount of flexibility and state that meetings were to be held by a certain period with at least two days of public notice.

#### 5. TIME AND DATE OF NEXT MEETING

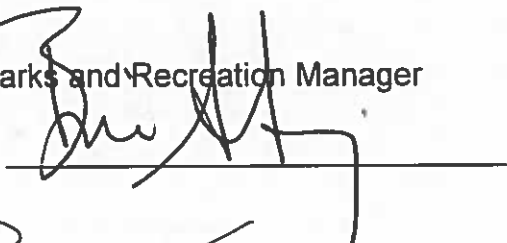
- A time and date for the next committee meeting was not set as the committee understands the process involved with a major revision such as this may take some time. The committee is anticipating that the next meeting will be set to review the first draft of the revised bylaws.

#### 6. ADJOURN

- The meeting was adjourned at 1:55 p.m.

Minutes completed and submitted by Dan Keyes, Parks and Recreation Manager

Brian Sandvig, Park & Recreation Board President:



Dan Keyes, Park & Recreation Manager:

