

City of Milbank: Parks and Recreation Board
Regular Meeting: February 3, 2021

Members Present:

1. **Call to Order & Roll Call:** Meeting was called to order by Brian at 6:30
 - a. Brian Sandvig, Steve Wenzl, Matt Wilson, Keith Weber, Rondi Scoular, Brian Pauli, Heidi Wellnitz, Jodi Bear, Luid Jimenez De La Torre, John Forman, Dan Keyes, Cody Pohlen, Mike Hanson
2. **Approval of the agenda:** Motion made by Heidi to approve agenda and seconded by Steve. Motion passed unanimously
3. **Public Participation:** There were not any members of the public in attendance
4. **Staff Reports:**
 - a. **Parks & Rec Manager:** Dan gave overview of monthly doings. Working on daily operations, weekly COVID evaluations, obtaining proposals for 24/7 upgrades, goals and expectations (see details in agenda reports)
 - b. **Parks & Cemetery:** No report
5. **Other Reports:**
 - a. **Finance Committee:**
 - i. Had an organizational meeting. City finance officer Cynthia was involved and provided a detailed overview of finances.
 - ii. Finance committee will go over reports and present to group going forward
 - b. **Bylaws Review Committee**
 - i. Committee compared current bylaws to others and will compose a unique set of bylaws for group to review and pass onto city for board final approval.
 - c. **City Administrator**
 - i. Overview of upcoming projects
 - ii. Supplemental budget/carry over: project breakdown
 - iii. Water and sewer bids will open for campgrounds
 - iv. John will look into grant funds available for new storm/shelter
 - d. **Parks & Rec Board**
6. **Discussion/Action**
 - a. **Recreation Software: Sportsman's SQL**
 - i. Dan stated program is great, user friendly and will be able to handle the demands of what we are needing. Cost of the software package is \$3,600 per year.
 - ii. Program has been ordered and Dan and Cody will complete training
 - b. **Recreation Program Development:**
 - i. Dan and Cody will be working with the baseball association and look into spring soccer as well as the other summer "rec" opportunities that were offered in the past
 - c. **Unity Re-Branding**
 - i. With the changeover of Unity to the city the opportunity to re-brand has come up. Dan presented the top three new logo for unity to the board.
 1. Discussion on new names and options were discussed
 2. Matt made a motion to recommend logo design option number 1 and forward the recommendation to the City Council for approval. Seconded by Brian Sadvig. Motion passed
7. **Consent Calendar**

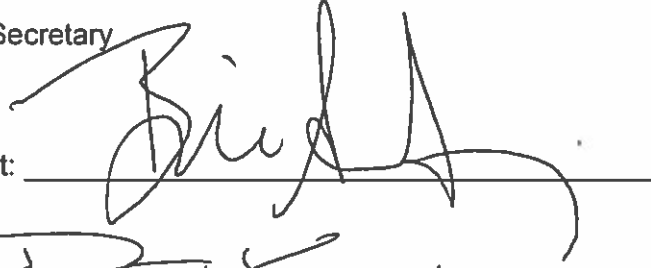
- a. Rondi made a motion to approve the board and committee meeting from 1-13-21 Parks and Recreation Regular Meeting minutes, 1-25-21 Park and Rec Finance Committee Meeting Minutes, and 1-28-21 Parks & Rec Ad-hoc Bylaws Review Committee Meeting Minutes.
Seconded by Matt. Motion Passed

8. **Next meeting:** February 24th at 6:00: Visitors' Center

9. **Adjourn:** Meeting was adjourned at 8:35 pm

Minutes respectfully submitted by Heidi Wellnitz, Secretary

Brian Sandvig, Park & Recreation Board President:

A handwritten signature in black ink, appearing to read "Brian Sandvig", written over a horizontal line.

Dan Keyes, Park & Recreation Manager:

A handwritten signature in black ink, appearing to read "Dan Keyes", written over a horizontal line.