

CITY OF MILBANK
PARKS AND RECREATION BOARD
REGULAR MEETING MINUTES
January 13, 2021

The City of Milbank Parks and Recreation Board met for regularly scheduled meeting on Wednesday, January 13, 2021 at 6:30 p.m. via Zoom video conference. Present for the meeting were Board members; Jody Bear, Heidi Wellnitz, Matt Wilson, Brian Pauli, Keith Weber. Brian Sandvig joined the meeting at 6:45 p.m. Members absent; Luis Jimenez De La Torre, Rondi Scoular, Steve Wenzl.

1. **Call to Order:** Meeting was called to order by Dan Keyes at 6:40 via Zoom.
2. **Approval of the agenda:** Motion made by Matt Wilson to approve agenda and seconded by Brian Pauli. Motion passed unanimously.
3. **Public Participation:** There were not any members of the public in attendance.

4. **Staff Reports:**

4.1 Parks & Recreation Manager

Reviewed and revised COVID-19 mitigation, working on a comprehensive janitorial plan with a representative from Cole Paper, upcoming visit with safety consultant from SDSU to analyze health and safety concerns at Unity, working with the PEAK software to better utilize program and make everything run smooth. Working with ATI to have an in-town partner to help with the system. Working with staff to be a team and work to all be on the same page - learning as a group Hired Cody Pohlen as the Recreation Director. He will start on the 25th of January. Website is updated and new classes have been added and have been well attended in the New Year. Dan and Keith will work together to ensure the website serve as a great recruiting tool for the city and Unity. Charly Schamber, Parks Maintenance staff is scheduled to take an online course to certify as an Aquatic Facilities Operator on January 12 – 13. Swimming pool: recommendations still stand to continue to remain 6 feet apart and swim with those who live in the same household. There is a need for more signage regarding liability and possibly a few more cameras.

4.2 Parks and Cemetery

Fixing and moving tables and benches back to parks, working at Hurley to flood and get the skating rink ready for use, snow removal in parks and paths.

5. **Other Reports:**

5.1 City Administrator – No report

5.2 Parks and Recreation Board

Heidi followed up on conversations with a variety of the individual youth boards. There are still many questions that the board will need to consider and with the hiring of Cody we should be able to get some more concrete answers back to those boards following the February meeting. Dan will work with the city on hiring part-time help for summer recreation programs no later than March.

6. Discussion/Action

6.1 Review of Parks and Recreation Board Bylaws

Chairman Sandvig entertained a motion to work with staff, Brian Sandvig, Matt Wilson, and Jody Bear to serve on the Ad Hoc Parks and Recreation Board Bylaws Review Committee with a goal to come back by the April meeting with revised bylaws for the board to consider.

M/S/V: Keith Weber/Brian Pauli/Unanimous

6.2 Development of as Standing Committee: Finance

Keith moved to select Steve Wenzl and Rondi Scoular to serve on the Finance Committee.

M/S/V: Brian Sandvig/Brian Pauli/Unanimous

6.3 Review Unity Fee Schedule

The Finance committee will review the fee schedule and look to streamline, consolidate and will propose a new schedule back to the board for review.

7. Consent Calendar

7.1 Approval of meeting minutes from 12/10/20 and 12/22/20.

M/S/V: Heidi Wellnitz/Keith Weber/Unanimous

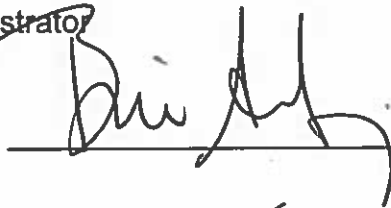
8. Next meeting: February 3rd at 6:30 at the Visitor's Center

9. Adjournment: The meeting was adjourned at 7:51 p.m.

Meeting minutes submitted by: Heidi Wellnitz – Board Secretary, Dan Keyes – Parks and Recreation Manager

Heidi Wellnitz, Secretary/John Forman, City Administrator

Brian Sandvig, Park & Recreation Board President:



Dan Keyes, Park & Recreation Manager: