

City of Milbank: Parks and Recreation Board
Regular Meeting: April 28, 2021

Members Present:

1. **Call to Order & Roll Call:** Meeting was called to order by Brian at 6:01
 - a. Brian Sandvig, Steve Wenzl, Matt Wilson, Keith Weber, Rondi Scoular, Brian Pauli, Heidi Wellnitz, Jody Bear, John Forman, Dan Keyes, Cody Pohlen
2. **Approval of the agenda:** Motion made by Steve to approve agenda and seconded by Keith. Motion passed unanimously
3. **Public Participation:** N/A
4. **Staff Reports:**
 - a. **Parks & Rec Manager:**
 - i. Updates on administrative, recreation services, fitness and maintenance
 - b. **Parks & Cemetery Manager**
 - i. Working to get parks ready for Memorial Day and start of summer. Hired seasonal staff
5. **Other Reports:**
 - a. **Finance Committee:**
 - i. Looking at some corporate sponsorships
 - ii. Looking to stabilize the budget next year
 - iii. There are more positions being added than planned and have been adjusted with supplemental budget
 - iv. July we will put together budget for 1st reading in August
 - b. **City Administrator**
 - i. Construction at Farley: water and sewer is complete
 1. Will pave one site for ADA, the rest will be granite finds
 - ii. Soccer fields are constructed
 - iii. Lighting is ready to start on both fields
 - iv. Baseball Field committee was formed and met to start planning
 - v. Disk golf now has 18 holes
 - vi. Will check on netting over playground equipment behind baseball field
 - c. **Parks & Rec Board**
 - i. N/A
6. **Discussion/Action**
 - a. **Proposed Credit, Refund and Cancellation Policy**
 - i. I move to adopt the proposed credit, refund and cancellation policy as written. Motion made by Matt second Steve. Motion passed
 - b. **Proposed Severe Weather Policy R2**
 - i. I move to adopt the proposed Severe Weather Policy as revised. Motion made by Keith seconded by Steve
 - c. **Proposed Revisions to the Bylaws of Park and Recreation Board**

- i. Motion made by Steve to accept the revised Bylaws for the Park and Recreation Board and to forward the bylaws to the City Council for review and approval (City Attorney has reviewed and returned). Seconded by Rondi. Motion approved

d. Risk Management – Unity Aquatics

- i. Update: Forms have been sent to the City Attorney
 - 1. City Attorney would like the insurance company to review the agreement.
 - 2. City Attorney would also like to consult with the mayor.

e. Proposed Reader Sign

- i. John provided update on sign.
 - 1. Board would like to go with the better quality sign and would like to see other options for surround.
 - 2. John will report back next month

f. Park Carnival

- i. Membership drive
- ii. Capital Drive (for Unity)
- iii. Unity staff will work on proposal for this and report back to the board

7. Consent Calendar

- a. Matt move to approve the minutes from the 3-22-2021 P&RB Finance committee meeting, 3-24-2021 Regular Park and Recreation Board Meeting, 3-31-2021 Ad Hoc Bylaws Review Committee Meeting, 4-07-2021 Special Park and Recreation Board Meeting, March 2021 Expense report, and the March 2021 Revenue Report. Seconded by Heidi. Motion passed

8. **Next meeting:** May 26, 2020 at 6:00: Visitors' Center

9. **Adjourn:**

- a. Motion to adjourn was made by Brian P, seconded by Jody
- b. Meeting was adjourned at 7:15 pm

Respectfully Submitted by:
Heidi Wellnitz, Secretary