

**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 25th day of March 2021 at 10:30 a.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 10:34 am

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 Review draft of revised Bylaws

- Brian Sandvig provided an overview of the revised bylaws.
- Brian Sandvig questioned the language on Article IV, Section 1. Number. Expressed concern with Board vacancies and the ability to conduct business if there are less than nine appointed members. Requested staff to revise and include additional verbiage for the continuation of business via quorum of the available members.
- Brian Sandvig questioned the language on Article III, Section II in regard to conducting performance assessments of the Parks and Recreation Manager. The existing language places the responsibility of initiating and conducting this task on the Board.
- Dan Keyes provided clarification on the process and suggested the Board would not be responsible for conducting said performance assessment but rather would be asked to provide input from the City Administrator regarding the performance assessment of the Parks and Recreation Manager.
- The committee requested Dan Keyes to revise the language in this section to better identify the actual responsibility of the Board when it comes to initiating and conducting a performance assessment of the Parks and Recreation Manager.
- Brian Sandvig asked the committee if any other changes need to be made.
- Jody Bear's response was, "No".
- Matt Wilson's response was, "Not right now".
- Brian Sandvig recommended that once the Committee had received and approved an amended version of the proposed bylaws, to include the changes as discussed, the City Attorney would review and amend the document, as necessary. At this point, a copy of the bylaws would be sent to both the Park and Recreation Board and the City Council as an FYY until approval could be sought from both governing bodies.

5. TIME AND DATE OF NEXT MEETING

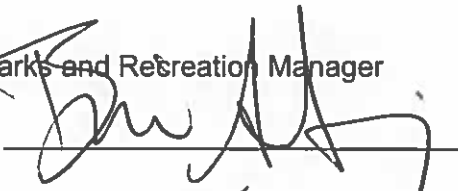
- A time and date for the next meeting was not set, as the committee believes the work is nearing completion and another meeting will not be necessary.

6. ADJOURN

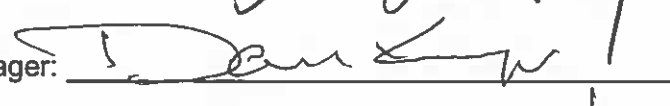
- The meeting was adjourned at 10:48 a.m.

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

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.