

City of Milbank: Parks and Recreation Board
Regular Meeting: August 25, 2021

Members Present:

1. **Call to Order & Roll Call:** Meeting was called to order by Brian at 6:00
 - a. Brian Sandvig, Steve Wenzl, Matt Wilson, Keith Weber, Rondi Scoular, Brian Pauli, Heidi Wellnitz, John Forman, Dan Keyes, Luis Jimenez, Mindy Rogers, Jody Bear
2. **Approval of the agenda:** Motion made by Steve to approve agenda and seconded by Matt. Motion passed unanimously
3. **Public Participation:** N/A
4. **Staff Reports:**
 - a. **Parks & Rec Manager:**
 - i. Planning summer celebration event
 - ii. Will have reports of summer activities at September meeting
 - iii. Certified to teach Lifeguarding Courses
 - iv. 24/7 up and running and have over 50 using it
 - v. Met with Combined Appeal
 - vi. Youth Flag Football has 180 participants
 - vii. Met with Valley Queen Charitable Foundation
 - viii. HVAC/Chiller and Elevator all significant issues
 1. Checking with various suppliers and companies
 2. Next month our HVAC system will be looked at and a report will be provided.
 - ix. Update on baseball field/soccer field
 1. Design has been picked out and working on contractors and how to move forward
 2. Advertising pamphlet has been put together and will start to be distributed
 3. Still waiting on detailed cost estimate – hoping within the next couple weeks. Would like to work on getting local materials as much as possible
 4. Design build or contractor at risk needs to be decided
 - b. **Parks & Cemetery Manager**
 - i. Tree trimming
 - ii. Worked on ballfields
 - iii. Help Chamber get ready for Farley Fest
 - iv. Hauled dirt to Pribyl to fill in as needed
5. **Other Reports:**
 - a. **Finance Committee:**
 - i. Would like to work through budget process more in depth
 - ii. Come up with a Capital Improvement list
 - b. **City Administrator**
 - i. Curb and Handicap parking will be redone at Unity

- ii. Island will be repaired/redone
- iii. Sidewalk in front of Unity is still in the works for this year as well in front of the baseball monument

6. Discussion/Action

- a. Koch School Playground Equipment
 - i. 3 pieces have been saved
 - ii. Will be relocated when designs for assisted living plans are confirmed
 - iii. Board will then look at what equipment they would like to be added
- b. 2023 Budget Process
 - i. We will need to create a list of capital items and prioritize this for future
- c. School Shared use agreement
 - i. School has added amendments and will be signed and move forward next meeting
- d. 2021 Volleyball at Unity
 - i. Access for MS volleyball
- e. Youth Sports Post-Season Feedback & Survey
 - i. We will be given this at the next meeting
 - ii. Waivers will not be needed due to agreement with school
- f. Park and Recreation Board – Park Tour will be done at next meeting
- g. COVID Updates
 - i. Numbers are on the rise, but do not have a plan at the moment
 - ii. Will evaluate as the numbers change
- h. Term Limits
 - i. 2022: Keith, Heidi, Steve
 - ii. 2023: Jody, Brian P, Luis
 - iii. 2024: Brian S & Rondi, Matt

7. Consent Calendar

- a. Motion made by Heidi, Seconded by Steve to Approval of minutes for board and committee meetings: 7/19/2021 Finance Committee Meeting Minutes, 7/21/2021 Regular Park & Recreation Board Meeting Minutes and Special Board Meeting Minutes 8/5/2021
- b. Approval of Financial Reports: July 2021 Expense Report and July 2021 Revenue Report

8. **Next meeting:** Wednesday, September 22, 2021 at 6:00: Visitors' Center

9. Adjourn:

- a. Meeting was adjourned at 7:40 pm

Respectfully Submitted by: Heidi Wellnitz, Secretary

Brian Sandvig, Park & Recreation Board President:

Dan Keyes, Park & Recreation Manager:

