

City of Milbank, Parks and Recreation Board
Regular Meeting: August 24, 2022

1. Call to Order & Roll Call:

- Meeting was called to order by Steve Wenzel at 6:00 pm
- Members Present: Steve Wenzel, Keith Weber, Rondi Scoular, Brian Pauli, Jody Bear, Matt Wilson and Luis Jimenez.
- Members Absent: Brian Sandvig, Heidi Wellnitz.
- Non-members present: Mindy Rogers, John Forman, Dan Keyes

2. Approval and Adoption of Agenda:

- Motion to approve by Matt Wilson, seconded by Keith Weber

3. Public Participation:

- Alicia and Eric Holmquist were in attendance and expressed concerns in regard to future parking plans as it is associated with the new playground at Pribyl Park. The couple cited use of access trail by unauthorized vehicles and potential danger to pedestrians using trail.
- Steve Wenzel appreciated the input and will take into consideration during future discussion.
- Josh Karels was also in attendance and informed the board that a site plan was never presented to the City Council when seeking approval and when he asked for additional information regarding the plan, but never received a response from the Board.
- Steve Wenzel reported that in fact additional action was taken after receiving Mr. Karel's concerns and a decision was made not to make any changes. All meetings where discussion and action were taken on this item received appropriate notice and publication.
- Dan Keyes confirmed that park and recreation board and committee meetings receive appropriate notice public notice.
- John Forman stated that agendas for all public meetings are posted on the door of the Visitors Center.
- Mindy Rogers said that she looked into the information that was available to the city council and a site plan was never developed. However, a park and cemetery report from late spring of 2022 did state that the proposed playground area had been staked out by park staff for the purpose of review.
- Josh Karels biggest concerns was not with the playground but rather about parking and cited instances where older kids were loitering in the area. Josh Karels went further to state that he supports ADA parking.
- Steve Wenzel appreciated the input and cited the newness of the Board and their willingness to use this example as a learning opportunity.
- Josh Karels would appreciate improved communications because there has been none.
- Dan Keyes offered to add Josh Karels directly to the park and recreation board agenda distribution list and Josh Karels accepted the offer.
- Josh Karels asked about the plans for the development of additional parking at Pribyl Park.
- John Forman responded by informing those present that there were no plans to develop additional parking this year.
- Jody Bear briefly talked about the future design of such a parking lot.
- John Forman predicted that a good number of children who visit Pribyl Park will be from the local neighborhood who will ride their bikes or walk.
- Robert Stengel was in attendance and presented information regarding the current status of the wooden flag display on private property across from the beach at Lake Farley Park. Robert provided the board with a brief background of the original project and what efforts were being made to make the necessary repairs. Robert proposed that perhaps if project continues to have maintenance issues another similar but more robust project could be developed with possible support of the city.
- Steve Wenzel appreciated the update and expressed concerns about the project being on private property.

4.0 Staff Reports:

4.1 Park & Recreation Managers Report

- The park and recreation managers report was reviewed.
- Steve Wenzel is concerned about the soccer fields.

4.2 Parks & Cemetery Manager:

- The parks and cemetery report was reviewed.

5.0 Other Reports:

5.1 Ad Hoc Bicycle Pedestrian Trails Committee

- Dan Keyes provided an update.

5.2 Unity Health and Fitness Expansion Committee

- No meeting

5.3 Unity Improvement Committee

- No meeting

5.4 Park Development Committee

- Keith Weber enquired about the whereabouts of the basketball backboard and hoops that were removed from Koch School gym and raised the possibility of installing a basket on the north and south ends of the Unity gym.
- Dan Keyes informed the board that park staff has the Koch School baskets, and they are stored in the City's shed behind Unity. Dan supported the idea of installing baskets on the long court, which could serve older players much more effectively in the near future. Dan also took this opportunity to let the board know of plans within the proposed FY23 budget to modify the existing basketball rims at Unity to an adjustable model to promote younger players as well. Dan was asked if there were current problems with not having enough hoops to shoot at Unity. His response was to affirm that to date, no complaints have ever been received.
- Jody Bear suggested that perhaps we watch and wait to see what future attendance and demand has in store.
- Dan was asked to measure and make a comparison of the size of the Unity basketball court from North to south and compare to a regulation sized court.
- John Forman provided a detailed account of the current status of several major park projects.
- Mindy Rogers went on record and praised the park board for work well done.
- Steve Wenzel suggested sending out a copy of the skate park survey to all park and recreation board members for review and comment.
- Keith Weber asked about the status and plan of the existing batting cages.
- Steve Wenzel replied by saying that the skate park survey is part of the process to identify a long-term resolution and is looking for skaters to interview.
- A general discussion was held in regard to how the survey will be distributed.
- Mindy Rogers expressed concern about the current condition of the dog park and was informed about the age of many of the amenities within the park. A site inspection of the park will be scheduled and conducted by the park development committee.

5.5 Finance Committee

- Rondi Scoular presented the finance committee report with an emphasis on the revised corporate agreement and FY23 review of the preliminary budget.

5.6 John Forman informed the board that much of his time over the last several weeks has been dedicated to the baseball field development project.

6.0 Discussion/Action

6.1 Proposed FY23 P&R Preliminary Budget

- Dan Keyes presented the budget and discussed highlights associated with the proposed expense plans for both the divisions of parks and recreation, recreation revenue, capital investment plan and projected staff hours.
- Questions were asked about the Pribyl Park Drainage Project and John Forman provided a detailed explanation.
- Steve Wenzel noted zero monies being allocated towards FY23 Non-member fees.
- John Forman provided a correction on 2.0% vs .02%.
- Dan Keyes made to correct both.

6.2 Lake Farley Park Dump Station

- Steve Wenzel said that the park development committee has reviewed this project and was in favor of installing another.
- John Forman projected this project to occur in FY23 and would have greater concerns if the project was much more expensive. Approval of the recommendation by the park development committee was provided via consensus and no formal recommendation was required due to the value of the project.

6.3 Draft Unreasonable Customer Behavior Policy

- *Dan Keyes presented the policy and noted the following points in favor of adopting such a policy:*
- *As overall attendance at Unity Health and Fitness continues to rise, so does the number of customer related incidents, some serious enough to involve law enforcement.*
- *While the policy was originally developed for a higher risk facility, the guidelines for staff response are based on standard incident management procedures and should be applied here as well.*
- *Prior to this draft proposal no such policies or guidelines existed, leaving part-time staff to determine the process.*
- *Select facility staff have reported being afraid while managing certain incidents.*
- If customer or said representative appeals a barring of admission from a public space to the Park and Recreation Board, City Council should be informed by providing the council with a copy of the documents related to the incident.
- Questions arose regarding the possible distribution of personal information related to juveniles.
- Dan was asked to check with the City Attorney for direction.
- A motion and a second were provided to approve the policy with direction to obtain a legal review in regard to the distribution of documents related to unacceptable juvenile behavior that occurred while on public property.

6.4 Employee Health and Fitness Agreement

- Steve Wenzel presented the proposed agreement as revised and reviewed during the August 22, 2022 Finance Committee meeting with a recommendation to approve by the full board. Steve spoke to several key points in regard to the related changes which included, increased flexibility for larger businesses, the negotiation process and how the park board would have final say in regard to fees for companies and organization large enough to qualify for a TYPE D agreement.
- The board directed staff to notify the City Council of the newly revised agreement.
- A motion was made by Keith Weber to approve the agreement as revised, with a second by Rondi Scoular. All ayes.

6.5 Summer Celebration Event

- Dan Keyes provided each of the board members with a copy of the program flyer for the pending Summer Celebration event scheduled for Saturday, September 17, 2002. The event is scheduled to start at 9:00 a.m. and end at 1:00 p.m. Dan encouraged the board to attend and hoped to see everyone there.

7.0 Consent Calendar

- A motion was made by Brian Pauli to approve the consent calendar and seconded by Jody Bear

8.0 Date and Time of Next Meeting

- Wednesday, September 28, 2022 at 6:00: Visitors' Center

9.0 6. Adjournment

- 7:30 p.m.

Minutes completed and submitted by: Dan Keyes, Park and Recreation Manager

Brian Sandvig, Park & Recreation Board President: _____

Dan Keyes, Park & Recreation Manager: _____