

**City of Milbank
Regular Park and Recreation Board Meeting
May 25, 2022**

1. Call to Order & Roll Call: Meeting was called to order by Brian Sandvig at 6:00 pm
 - Members Present: Jody Bear, Matt Wilson, Keith Weber, Brian Sandvig, Steve Wenzl Luis Jimenez De La Torre, Brian Pauli
 - Members Absent: Heidi Wellnitz, Rondi Scoular
 - Present: John Forman, Dan Keyes, Mindy Rogers, Ron Krause
2. Approval and adoption of agenda:
 - Motion made by Keith Weber to approve agenda and seconded by Brian Pauli. Motion passed unanimously
3. Public Participation-Non-Agenda Items:
 - Mindy Rogers spoke to the issue of vandalism at Pribyl Park at the batting cages. She requested clarification in regard to the management of the batting cages.
 - Brian Sandvig provided some history and clarification on the matter.
 - Mindy Rogers requested for the batting cage posts to be removed out for safety reason on or before June 15, 2022.
4. Staff Reports:
 - 4.1 Parks & Recreation Manager's Report 04-2022:
 - Dan Keyes presented the highlights for operations during April.
 - Brian Sandvig asked about the Hurley Park Use Agreement.
 - Dan Keyes responded by informing the board that the Milbank School District has had a draft agreement for awhile and has not provided any response.
 - Brian Sandvig requested for staff to contact the District and find out if any assistance is needed.
 - 4.2 Parks & Cemetery Manager:
 - Brian Sandvig asked if the soccer fields at Lake Fairly Park will be ready by fall and what was the city's responsibility regarding soccer field preparation.
 - Ron Krause provided an explanation of standard field preparation for soccer programs.
 - The response from staff was conservative and was based on the installation schedule of the irrigation and seeding. Worst case scenario was that football and soccer would both be played at Hurley Park this fall.
 - Brian Sandvig said he would like to have assigned agreement with soccer by the June park and recreation board meeting.
5. Other Reports:
 - 5.1 Ad Hoc Bicycle Pedestrian Trails Committee
 - Mindy Rogers reported that the committee has developed a preliminary plan as part of the community master trails planning process and the committee has questions about the possible need of professional services to assist with the completion of the remainder of the proposed plan. As a result, staff will be collecting additional information regarding state assistance, planning grants and the role of a landscape architect.
 - Brian Sandvig had questions about trail construction and possible phases.
 - Brian Pauli had questions about the associated trail construction costs.
 - Staff responded by stating that the panning process had not yet evolved to this point.
 - 5.2 Future of Unity Health & Fitness Committee: No meeting in April

5.3 Existing Unity Health & Fitness Committee

- Staff provided an update regarding the installation of the MCC unit.
- Matt Wilson suggested for a meeting of this committee to be scheduled to review the elevator project.
- Dan Keyes provided an update in regard to the elevator and the city's attempts to exercise itself from an existing maintenance agreement.

5.4 Park Development Committee

- Steve Wenzl provided an update in regard to the planning process related to the proposed reconstruction of the tennis courts and proved some detail between the difference in a standard tennis court update project and the proposed post-tension system.
- An update was provided in regard to the delivery and installation of the new playground equipment for Jack and Jill Park and Pribyl Park. The current delivery date for this equipment is July 18, 2022. Ron Krause is working with Birkner Excavating for site prep.
- The deadline for receiving sealed bids for the installation of the splash pad is scheduled for June 2, 2022 and note that several vendors have expressed no interest at this time due to full schedules with one of the vendors expressing interest in an April 2023 install.
- Matt Wilson has questions about the time needed to install the splash pad.
- Splash park installation plans have been provide to Birkner Excavating with the city providing for the stub outs.
- Steve Wenzl provided an update in regard to delivery and install of the shelters and restrooms at he parks.
- John Forman discussed the delivery and installation of the picnic shelters and the need to try and avoid construction occurring over Farley Fest.
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5.5 Finance Committee

- Steve Wenzl reported that the supplemental budget will soon be available, and the committee is on track to mangle the FY23 budget development process. The committee is currently in the process of reviewing a proposed cost recovery policy.

5.6 City Administrator

- John Forman informed the Board that a new drinking fountain at Pribyl Park has been installed and that Rhonda Preller had contacted him about receiving a possible donation from ARPA for the purchase and installation of another drinking fountain in the parks and possible additional playground equipment. John also informed the Board that bid notices went out for the install of the new baseball field.
- Steve Wenzl had questions about the delivery of lights for the soccer field and plans for laying asphalt in Lake Farley Park taking into consideration the increase in the cost of asphalt.
- Mindy Rogers reported that many lights are out in Pribyl Park.
- Staff responded by reporting that much of the original wiring was never placed in conduit but will be when readdressing these areas.

6. Discussion/Action: None

7. Consent Calendar

- Motion made by Steve Wenzl, Seconded by Mindy Rogers for approval of consent calendar.
 - P&RB Finance Committee Meeting Minutes 04-25-2022,
 - Regular P&RB Meeting Minutes 04-27-2022,
 - Park Development Committee Meeting Minutes 05-04-2022,
 - Bicycle Pedestrian Trails Committee Meeting Minutes 05-16-2022,
 - April 2022 Expense Report, April 2022 Revenue Report.

8. Next meeting: Wednesday, May 25, 2022 at 6:00 pm Visitors' Center

9. Adjourn:

- A motion was made by Keith Weber to adjourn, seconded by Luis Jimenez De La Torre. Motion passed and meeting was adjourned at 7:50 pm

Meeting minutes respectfully submitted by: Dan Keyes, Park and Recreation Manager

Brian Sandvig, Park & Recreation Board President: _____

Dan Keyes, Park & Recreation Manager: _____