

## City of Milbank: Parks and Recreation Board Regular Meeting: October 25, 2023

### Members Present:

Brian Sandvig       Steve Wenzl       Heidi Wellnitz       Eric Pulling  
 Rondi Scoular       Brian Pauli       Jody Bear       Matt Wilson  
 Luis Jimenez

Others present: Dan Keyes, Cody Pohlen, Ron Krause, Mike Hanson

**Call to Order & Roll Call:** Meeting was called to order by Brian at 6:05

**1. Approval of the agenda:**

- a. Amend agenda to add Regular Park and Recreation Board Meeting Schedule 2023 (6.4) as a Discussion/Action item.
- b. Matt made a motion to adopt the agenda with changes written. Seconded by Eric.

**2. Public Participation:**

**3. Staff Reports:**

**a. Parks & Rec Manager:**

- i. Dan summarized the report to the board members.
- ii. Brian asked about the Recreation Specialist position and how the position came about. Cody explained a proposal was accepted by the Mayor and City Council. Cody highlighted financial implications and job duties that were included in the proposal.
- iii. Needing to come together to work through the baseball project was discussed.

**b. Parks & Cemetery Manager:**

- i. Parks & Cemetery report was reviewed.
- ii. An update on the baseball field and barn was given by multiple city staff members.

**4. Other Reports:**

**a. Ad Hoc Bicycle Pedestrian Trails Committee: N/A**

**b. Joint Unity Expansion and Improvement Committee**

- i. Contract to do design – City Council wants to be involved and desires more information on what the goals are for possible Unity expansion. The turnover of the City Council has caused the need for reevaluation of the project and the bond funds. The Park and Rec Board would like to wait until the City Council provides direction for the project.

**c. Park Development Committee: N/A**

**d. Finance Committee:**

- i. The report was summarized by Rondi.

**e. City Administrator: N/A**

5. **Discussion/Action**

a. **Fencing around Pool HVAC, Chiller**

- i. Brian explained the safety needs and concerns.
- ii. A recommendation to complete the fence in 2023 was given.

b. **Review Draft Policy: Cancellation of Classes and Facility**

- i. The policy was reviewed. The policy explains class cancellations but needs more detail regarding who makes the facility closing decision.

c. **Review of FY24 Preliminary Budget**

- i. Dan explained that budget cuts are yet to occur. When cuts occur, the Finance Committee will be informed, and a special meeting can be scheduled if deemed necessary.

d. **Regular Park and Recreation Board Meeting Schedule 2023**

- i. Matt made a motion to approve. Seconded by Eric.

6. **Consent Calendar**

All items under the consent calendar will be acted upon in one motion unless a board member requests for an individual item to be taken up under DISCUSSION/ACTION

a. **Approval of minutes for board and committee meetings:**

- i. Regular Park & Recreation Board meeting minutes 9-27-23
- ii. Finance Committee Meeting Minutes 9-26-23

b. **Motion to approve consent calendar by Rondi and seconded by Jody.**

c. **Approval of Financial Reports:**

- i. September 2023 Expense Report
- ii. September 2023 Revenue Report

d. **Motion to approve Financial Reports by Rondi seconded by Jody.**

7. **Next meeting:**

- a. Wednesday, November 29, 2023 at 6:00: Visitors' Center

8. **Adjourn:** 6:50

Humbly Submitted by:

Cody Pohlen, Recreation Director