

PARKS & RECREATION
ADVISORY BOARD
MEETING MINUTES

October 17, 2022 5:10 pm
Edgewater Bay Pavilion

Members Present:

Steve Ball
Jodi Hartman
Amy Leach
Whitney Sauer
Jen Vogt-Erickson (arrived at 5:21pm)
Tony Segura (arrived at 5:40pm)
Jason Howland, Ex-Officio

Members Absent:

Rich Yost

Staff in Attendance:

Steve Jahnke, City Engineer and Director of Public Works
Bob Furland, Recreation Manager
Cathy Malakowsky, Director of Community Engagement and Enrichment
Dani Bakken, Recreation Coordinator
Afton Wacholz, Recreation Administrative Assistant
Kim Schaufenbuel, Consultant – Riverland Community College

Others in Attendance:

Call to Order:

The meeting was called to order by Steve Ball at 5:13pm.

Adopt Agenda:

Jodi Hartman made the motion to approve the agenda for tonight's meeting and Amy Leach seconded the motion. The board voted in favor of said motion 4-0 (Jen Vogt-Erickson and Tony Segura were not present for the vote). Motion declared passed.

Approval of the Minutes:

Amy Leach made the motion to approve the minutes from the September 19, 2022 meeting and Whitney Sauer seconded the motion. The board voted in favor of said motion 4-0 (Jen Vogt-Erickson and Tony Segura were not present for the vote). Motion declared passed.

Board Retreat:

Items of discussion: Board/Staff Roles and Board Best Practices –
During the introduction ice breaker, the board members and City staff discussed items of difficulty that are currently occurring within the Parks and Recreation Advisory Board. The following items were

highlighted: many meetings without quorum, unclear role of the board/power in decision making, follow up communication with new projects brought to the board, etc.

Kim introduced a slide with the board mission statement, department vision statement and the duties and responsibilities of the board. Further discussion was had on how often the board reviews these to ensure that the board's processes line up with the statements. Many board members and staff shared they have seen the statements however they have not been discussed as a group.

Further discussion focused on implementing an annual planning meeting to go over the statements and establish top priorities for the year to be sure they are in line. This approach will lead the board to a more effective role.

Commitment to the board was a key point of focus and discussion as this was highlighted as one of the primary roles and responsibilities of board members. In order for decisions to move forward the board needs members and staff to be present at meetings. The board has had difficulty moving action items forward due to not having a quorum. Kim discussed having board members and city staff sign a commitment sheet as a way to hold ourselves and each other accountable to our roles.

Kim also discussed the Two Hats Theory in which board members are asked to act in the best interest of the community as a whole and the board first. Even though it can be difficult to suspend personal preferences during discussions and decisions, all board actions must look at the greater good.

Discussion items for the board and staff to begin implementing:

- Create a form to be completed by interested groups/organizations wishing to present an idea or project to the board. This process will allow consistent information to be brought to the board to better evaluate and prioritize projects. Sample questions on the form would include: project details, estimated cost of the whole project, percentage of the funding the group will contribute/fundraise, percentage of the funding the group is asking from the city, who is the project benefiting in our community, what are the possible difficulties of the project, etc.
- Provide binders to all board members to better organize meeting minutes, agendas, additional project information, etc.
- Create a form letter for the board/staff to respond back to presenters with follow up information.
- Provide the board with more detailed information on action items prior to meeting so the board is better prepared to act in a timelier manner.
- Provide meeting minutes within 2-3 days after the completion of the meeting, instead of waiting to include in the following month's agenda packet.

Kim provided homework for members and staff to complete prior to next month's continued board retreat discussion. The form lists many of the Parks and Recreation projects that have been discussed, whether in the last few years or just recently. The form will gather responses to each project in order to create a more fluid process of prioritizing items brought to the Parks and Recreation Advisory Board for recommendation to the City Council.

Afton will send out a survey to the board and staff in order to set a meeting date for November that will fit best with as many as possible.

Adjournment: Amy Leach made a motion to adjourn the meeting and Tony Segura seconded the motion. The board voted in favor of said motion 6-0. Motion declared passed. Meeting adjourned.

Respectfully submitted,

Afton Wacholz
Acting Parks and Recreation Advisory Board Secretary

Approved:

Steve Ball
Park & Recreation Advisory Board Chairman