

CITY OF MILBANK  
PARKS AND RECREATION BOARD  
FINANCE COMMITTEE MEETING MINUTES  
January 25, 2021

A meeting of the City of Milbank, Parks and Recreation Board – Finance Committee was held on the 25<sup>th</sup> day of January 2021 at 11:00 a.m. in the Conference Room located at 1001 E Fourth Avenue. Milbank, South Dakota. Present for the meeting were Finance Committee members; Rondi Scoular and Steve Wenzl. Non-Members included: Dan Keyes, Cynthia Schumacher, Cody Pohlen

1. Call to Order

- The meeting was called to order at 11:05 a.m.

2. Approval and Adoption of Agenda

- The agenda was approved and adopted by unanimous consent.

3. Public Participation Non-Agenda Items

- No public participation.

4. Information/Discussion

4.1. Organization

4.1a. Meeting Schedule

- After some discussion and by consensus, a decision was made to hold regular Finance Committee meetings at 11:00 a.m. on the 4th Monday of the month.

4.1b. Role and Responsibilities of the Finance Committee

- Dan Keyes: As the Parks and Recreation Board moves forward to review their bylaws, a greater understanding of the Board's role and responsibilities will be obtained, as will the role of the Finance Committee. Perhaps the committees' role for now should be as a watchdog to identify financial pitfalls and to help develop solutions as a means of achieving and maintaining financial sustainability.
- Rondi Scoular: Expressed uncertainty as to what the role of the park board is.
- Steve Wenzl: Agrees that the role of the park is still evolving and that the finance committee should look for financial pitfalls during the monthly reviews and provide recommendations for staying on, or getting back on track. He also suggested that recreation programs having a financial impact should also be reviewed by the committee prior to implementation.

4.1c. Financial Reports and Information

- It was determined by consensus that the committee would receive the following documents on a monthly basis: Summarized expense report, detailed expense report and a revenue report. The summarized expense report would include the following information; authorized budgeted amount, amount expended during the last monthly cycle, remaining line item balances with a percentage expended to

date. If possible, the report would also include a comparative number from the same finance cycle from the previous year.

- The committee requested a copy of a five- and ten-year capital improvement plan.

#### 4.2. Unity Fee Review Process

- By consensus, it was agreed staff would take the lead in reviewing the existing Unity fee structure and from this would develop a revised fee schedule that is consolidated, consistent in application and if possible, increases the affordability of Unity memberships and programs. The committee believes this is not the time to raise fees and doing so could create a public relations backlash.
- Staff also agreed to canvas similar facilities in the region as to their fee schedules, as a means of establishing market-based comparisons.

#### 5. Next Scheduled Meeting

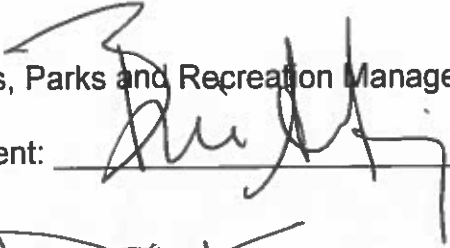
- Monday, February 22, 2021 @ 11:00 a.m. Site TBD.

#### 6. Adjournment

- 12:20 p.m.

Minutes completed and submitted by Dan Keyes, Parks and Recreation Manager

Brian Sandvig, Park & Recreation Board President:



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Dan Keyes, Park & Recreation Manager:



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