

CITY OF MILBANK
PARKS AND RECREATION BOARD
FINANCE COMMITTEE MEETING MINUTES

A meeting of the City of Milbank, Parks and Recreation Board – Finance Committee was held on the 24th day of January 2022 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; Steve Wenzl Members Absent: Rondi Scoular Non-Members included: Cynthia Schumacher, Dan Keyes.

1. Call to Order

- The meeting was called to order at 11:00 a.m.

2. Approval and Adoption of Agenda

- The agenda was approved and adopted with no changes.

3. Public Participation Non-Agenda Items

- Krista Atyeo-Gortmaker, Executive Director Grant County Development Corporation was in attendance to discuss a possible partnership between the City of Milbank (City) and the Grant County Development Corporation (GCDC) on select park projects utilizing possible USDA and AARP grant funding. The primary topic of conversation was grant funding that could be used to help purchase and install a storm shelter at Lake Farley Park, which could also be used as a public restroom and concessions bay. Krista also discussed the proposed splash park project and indicated grant funding through AARP was a possibility through their Buildable Communities Program, though acknowledging that a grant application could push back previous perceived equipment ordering and construction timelines back. When asked about grant details, Krista informed the committee that the USDA Grant Program generally requires a 40% match and the stipulations for qualifying projects are rigid under the AARP Grant Program and even more so for USDA Grants. GCDC provides for grant writing services under a partnership. The finance committee will provide an update regarding grant opportunities to the park and recreation board during the finance committee report on the agenda.

4. Information/Discussion

4.1. Expense Report, Accounting Period ending 12/2021

- The expense report was reviewed.
- Steve Wenzl asked confirmed he was reviewing end of year statements for FY21. and asked staff if they had any concerns with either the revenue or expense reports.
- Staff replied that they did not have any concerns at this time.

4.2. Revenue Report, Accounting Period 12/2021

- The revenue report was reviewed.

4.3. Parks and Recreation Budget FY2022

4.3.1. Revenue Budget vs. Actual

- The revenue budget vs actual report was reviewed.

4.3.2. Statement of Expenditure - Budget vs. Actual

- The statement of expenditures – budget vs actual was reviewed.
- Steve Wenzl had questions about a comparison between FY21 and FY22.
- Cynthia Schumacher said she would draft a comparison for review.
- Dan Keyes suggested that certain financial comparisons could be included in the post program reports.

4.4 Capital Project Budget Tracking

- Dan Keyes provided an update as to what to expect with the splash park project as proposed by Valley Queen.
- Cynthia Schumacher asked about the details related to the procurement and construction of the proposed project upon approval.
- Dan Keyes informed the committee that an MOU between Valley Queen and the City of Milbank would have to be drafted prior to receiving approval from City Council and this MOU would provide the necessary details.
- Steve Wenzl had questions about funding for the soccer lights and even more questions about how deficits on specific projects were going to be managed.
- Steve Wenzl has questions about funding for the baseball field and where the project was in the development stage. He believes the project should come back to the park board for review prior to receiving final approval.
- Steve Wenzl asked about the status on the chiller. Staff responded by saying that they expected for the chiller unit to arrive in June of 2022.
- Cynthia Schumacher indicated that the City has traditionally used grant writing services from First District.
- A brief general discussion was held about the Unity Expansion Project and space usage concepts.
- A brief discussion was held about minor capital projects with Valley Queen and how those projects came about and were managed.

4.5 2023 Budget timeline and Process

- Cynthia Schumacher reported that the schedule for the development of the City annual budget was in the process of changing. It was determined that once a budget deadline for FY23 was identified, the finance committee could then use that date and work backward for the development of inclusive park and recreation budget development schedule that would provide opportunity for the park and recreation board to weigh in and provide feedback.

5. Next Scheduled Meeting

- Monday, February 21, 2022 @ 11:00 a.m. City Offices - Conference Room

6. Adjournment

- 12:10 p.m.

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

Brian Sandvig, Park & Recreation Board President: _____

Dan Keyes, Park & Recreation Manager: _____