

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 22nd day of February 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, Laura Brochman, Cody Pohlen

1. Call to Order

- The meeting was called to order at 11:07 a.m.

2. Approval and Adoption of Agenda

- The agenda was approved and adopted with no changes.

3. Public Participation Non-Agenda Items

None

4. Information/Discussion

4.1. Expense Report, Accounting Period ending 01/2022

- The expense report was reviewed.
- Steve Wenzl asked staff if they had any concerns with either the revenue or expense reports. Staff reported no concerns at this time.
- Steve Wenzl requested information about how staff perceived the construction of the proposed splash park would occur.
- Dan Keyes responded by informing the committee of a pending meeting between city staff and representatives of Valley Queen to discuss terms for an MOU between the two partners.
- Staff was asked to report on the status of the proposed Hurly Park Agreement between the city and the Milbank School District.
- Dan Keyes reported that a draft agreement has been slightly modified as per the recommendations of the park board from their meeting in January of 2022, with the exception of an article related to irrigation, which is still under review and requires additional information. Dan went on further to clarify that the District would be responsible for the water expense during the term of the proposed five-year agreement as well as the initial expense of purchase an installation of the irrigation system. The draft agreement calls for the city to take ownership of the irrigation system from the onset.

4.2. Revenue Report, Accounting Period 01/2022

- The revenue report was reviewed.

4.3 01-2022 Bond Expenditure Report

- Steve Wenzl had questions about the transfer of the bond measure funds into the capital assets account.
- Cynthia Schumacher provided clarification.

4.4 FY2023 Budget Development Schedule

- Cynthia Schumacher informed the committee that department budgets would be due in September and advised the finance committee to begin the FY23 budget development process in June.
- Dan Keyes agreed to develop a draft FY23 budget development schedule for review at the finance committee meeting scheduled in March.
- There was discussion about the current park and recreation sub committees formed as a result of the passing of the bond measure and to what extent they would be involved with the development of the FY23 capital planning process.

4.5 Review Draft Unity Fee Schedule

- The draft fee schedule was reviewed.
- Highlights of the proposed changes included a large number of products and their associated age groups to be discontinued, primarily due to the lack of sales history and rolling these products up into a condensed product line that provides for a greater amount of flexibility due to improvements with on-site technology.
- New products being proposed include a military discount, the addition of a flex pass to take the place of punch cards, establishing facility rental fees by areas within the facility, introducing a swim lane use fee and the recognition of the new sponsorship program. There was much discussion in regard to a proposed \$1.00 spectator admission fee.
- Recreation staff is also recommending a slight fee increase of 2% for nearly the entire product line. Staff will also be recommending a delay in the implementation of any fee modifications to provide users with time to make the appropriate adjustments.
- Steve Wenzl recommended for staff to develop a summarized version of the proposed fee schedule to include a projected bottom line for fees to be collected, based on a revised fee schedule.

5. Next Scheduled Meeting

- Monday, March 28, 2022 @ 11:00 a.m. City Offices - Conference Room

6. Adjournment

- 12:16 p.m.

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

Brian Sandvig, Park & Recreation Board President: _____

Dan Keyes, Park & Recreation Manager: _____