

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 21st of March 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, Rondi Scoular (by phone at 11:16 a.m.) Non-Members included: Cynthia Schumacher, Dan Keyes, Cody Pohlen

1. Call to Order

- The meeting was called to order at 11:08 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 had questions about a number of project related expenses from FY21 that have impacted the current expenditure report including the Gym LED Lighting Project and the surveillance camera system.
- Cynthia Schumacher responded to the question by explaining the supplemental budget process where planned and or approved expenses such these can be funded out of the FY21 fund balance.
- A general discussion was held in regard to the funding of the Elevator Upgrade Project at Unity.

4.2. Revenue Report, Accounting Period 01/2022

- The revenue report was reviewed.
- Steve Wenzel asked about the funding from the Combined Appeal Program
- Dan Keyes provided an account of the FY21 Combined Appeal grant approval process and informed the Committee that an agreement had been signed in 2020 between the City and the Milbank Community Foundation (MCF) that provided funding to Unity in so long as both MCF and Unity continue to exist.

4.3 01-2022 Bond Expenditure Report

- The report was reviewed and used a reference.

4.4. 02-2022 Heart of Milbank Fund Report

- Steve Wenzl had a multitude of questions about how funding within the HOM worked and was managed. Such questions included what role does the park board play in the management of these donated funds? How is the money used and who determines what it can be used for and is reflected in the monthly financial reports? In addition, Steve made a recommendation about how it would seem reasonable to use the donated funds as soon as possible.

- Cynthia Schumacher responded to the questions about HOM funds and provided a good deal of clarification.
- Despite the clarification, the Committee had remaining questions in regard to the accounting process and its impact on the monthly P&R financial reports.
- It was determined that the Committee would continue to review the HOMS's report on a regular monthly basis and all expenditures out of the HOM fund will be reviewed and noted by the committee.

4.5 FY2023 Budget Development Schedule

- The schedule was reviewed and there weren't any recommendations for change.
- The Committee Chair requested a note to include the residing of park buildings at both Pribyl and Hurley Parks be placed on the agenda for the next Park Development Committee meeting.

4.6 Review Draft Unity Fee Schedule R2

- The draft Unity fee schedule was reviewed.
- A recommendation was received to delete a proposed non-member impact fee of \$1.00.
- The Committee provided suggestions in regard to the presentation of the information.
- The plan calls for the Proposed Fee Schedule to be on the agenda for review of the Park and Recreation board meeting scheduled for April 27, 2022.
- The Committee requested to review the associated staff report prior to distribution.

5. Next Scheduled Meeting

- Monday, April 25, 2022 @ 11:00 a.m. City Offices - Conference Room

6. Adjournment

- 12:28 p.m.

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

Brian Sandvig, Park & Recreation Board President: _____

Dan Keyes, Park & Recreation Manager: _____