

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 25<sup>th</sup> of April 2022 at 12:00 p.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 Non-Members included: Cynthia Schumacher, Dan Keyes

1. Call to Order

- The meeting was called to order at 12:03 p.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 03/2022

- The expense report was reviewed.
- Steve Wenzel had questions on the increase in utility expense at Unity.
- Dan Keyes noted an elongated winter weather pattern may play a part in higher utility expense and the buildings weatherization and energy efficiency rating needs to be called into question.
- Rondi Scoular had questions in regard to insurance expense.
- Cynthia Schumacher provided a detailed response about what to expect with insurance payments.

4.2. Revenue Report, Accounting Period 03/2022

- The revenue report was reviewed.
- Steve Wenzel had questions in regard to donations as well as when the city's budget adjustment will be reflected in the financial reports.
- Cynthia Schumacher spoke to the donations and reported that by May 2022, the committee will see the budget adjustments within the reports.

4.3. Park and Recreation Project Budget Report Period 03-2022

- The park and recreation project budget report for 03-2022 was reviewed.

4.4. 03-2022 Heart of Milbank Fund Report

- The Heart of Milbank Fund report was reviewed.
- Steve Wenzel asked if the equipment for the spin room project and fitness equipment upgrade project had been received.
- Dan Keyes provided the committee with an update. At this time, all of the funding from Valley Queen has been expended for the development of the spin cycle training room and recreation staff are still waiting for three pieces of fitness equipment to arrive.

4.5. Draft Resource Allocation and Cost Recovery Policy

- The draft Resource Allocation and Cost Recovery Policy was reviewed.
- Dan Keyes provide a brief overview of the policy and said the development of this policy was not the original intention but when conducting research in regard to facility use fees for non-profit health and disaster relief services not much was available. A tiered rate structure could easily solve the question and provide direction when reviewing existing fees or developing new ones.
- Steve Wenzel asked for an example of what constitutes direct fees when developing a program plan.
- Dan Keyes provided a response and referred to the definition as written in the proposed policy.
- The committee said that they needed to reflect on the proposed policy and would visit it again at the finance committee meeting scheduled for May.

4.6. Unity Health and Fitness: Inet

- Dan Keyes presented the information about the failing Inet system and clearly indicated that the situation had developed rapidly and was deemed critical.
- No options for a resolution were developed.

5. Next Scheduled Meeting

- Monday, May 23, 2022 @ 11:00 a.m. City Offices - Conference Room

6. Adjournment

- 12:49 p.m.

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

Brian Sandvig, Park & Recreation Board President: \_\_\_\_\_

Dan Keyes, Park & Recreation Manager: \_\_\_\_\_