

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 20th of June 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 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

- None

4. Information/Discussion

4.1. Expense Report, Accounting Period ending 05-2022

- The expense report was reviewed.
- Dan expressed concerns in regard to utility expense.
- Steve Wenzl had questions in regard to the supplemental budget, capital expenses, and invoices, as it relates to current projects.
- Cynthia Schumacher responded by informing the committee that she is in the process of reviewing this information and provided a brief explanation for each item in question.

4.2. Revenue Report, Accounting Period 05-2022

- The revenue report was reviewed.
- Steve Wenzl noted the current revenue shortfall for corporate fees.
- Dan Keyes responded by informing the committee that this revenue is still to be realized and staff was currently managing an increase in corporate memberships under the new written process.

4.3. Park and Recreation Project Budget Report Period 04-2022

- The park and recreation project budget report was reviewed.
- Steve Wenzl briefly discussed the revised project reports and supports the recent addition of installation and delivery dates for the various projects.
- Steve Wenzl had questions about how higher than anticipated bids and quotes were being managed and wanted to know where the money was coming from and identified the Unity Boiler Replacement Project as an example.
- Steve Wenzl went through a list of current capital projects and briefly discussed the status of each.
- The cost of the earth work as it relates to the construction of the ball diamond was a topic of conversation.
- Rondi Scoular agreed to bring up the subject of the supplemental budget during her committee report at the June 22, 2022 park and recreation board meeting.

4.4. 05-2022 Heart of Milbank Fund Report

- No changes in May.

5. Next Scheduled Meeting

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

6. Adjournment

- 11:19 a.m.

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

Brian Sandvig, Park & Recreation Board President: _____

Dan Keyes, Park & Recreation Manager: _____