

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 25th of July 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 was available by phone. Non-Members included: Cynthia Schumacher, Dan Keyes and Teresa Adolph.

1. Call to Order

- The meeting was called to order at 11:03 a.m.

2. Approval and Adoption of Agenda

- The agenda was approved with the addition of agenda item 4.7. Review of the ACH Process at Unity.

3. Public Participation Non-Agenda Items

- None

4. Information/Discussion

4.1. Expense Report, accounting period ending 06-2022

- The expense report was reviewed.

4.2. Revenue Report, accounting period ending 06-2022

- The revenue report was reviewed.
- Concerns remain regarding corporate income.
- Steve Wenzl noted possible incorrect identification of certain expenditures, particularly as it relates to membership income.

4.3. Project Budget Report: accounting period ending 06-2022

- Steve Wenzl noted several capital projects would need to be extended into next year.

4.4. Heart of Milbank Fund Report, accounting period ending 06-2022

- Cynthia Schumacher presented the report and discussion was held in regard to the following Valley Queen funded projects: Fitness Equipment Upgrade Project, Spin Room Development Project. Both projects have been completed.

4.5. Update FY 2023 Budget Development Process

- Dan Keyes provided an update on the FY23 budget development process, which included refinement of select expense accounts, review of the fixed asset list and the schedule for providing a preliminary budget to the finance committee for review by the August 22, 2022 meeting.

4.6. Employee Health and Fitness Agreement (Corporate)

- Dan Keyes presented the subject matter and provided a brief history leading up to the process that is in place today. Concerns were expressed that due to the manner in which businesses provide memberships at Unity as a benefit to their employees may vary, which in turn can make our involvement in the collection system cumbersome.
- Staff suggested corporate members pay Unity instead of Unity having to collect a portion of the fee from the employees and from the business.
- While the committee understood the reason behind the request, the committee expressed concerns that this change in process could be difficult for some employers. A decision was made to try and have the corporate member be solely responsible for the collection of employee membership fees and writing a single check, but Unity shall provide additional options if this is not feasible.

4.7. Review of Unity ACH Process.

- Teresa Adolph presented information related to the ACH Process and informed the committee that during a recent training session with Peak Software techs, staff has learned of past errors related to processing monthly AVH withdrawals, as well as a number of accounts with outstanding balances.
- The committee advised staff to collect more information for further review and discussion.
- Questions also came up in regard to automatic renewals and use of credit cards by customers for monthly payments instead of using the traditional ACH withdrawals being made from the customer's bank.
- The committee was in favor of auto renewals for regular ACH memberships but not credit cards for monthly payments.
- Teresa will be receiving additional training on Peak Software and Cynthia advised for Brandy Blauert attend these training sessions as well for backup.

5. Next Scheduled Meeting

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

6. Adjournment

- 12:02 p.m.

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

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

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