

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 of August 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: 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

3. Public Participation Non-Agenda Items

- None

4. Information/Discussion

4.1. Expense Report, accounting period ending 07-2022

- The expense report was reviewed.
- Dan Keyes expressed concerns regarding utility expense and the need to address rising costs using green technology. Dan provided an update regarding an unplanned expense related to the replacement of the main pool boiler.

4.2. Revenue Report, accounting period ending 07-2022

- The revenue report was reviewed.
- Concerns were expressed in regard to corporate membership fees.
- The committee believes the revisions to the corporate agreement will help to resolve these concerns.

4.3. Project Budget Report: accounting period ending 07-2022

- The Project Budget Report was reviewed.

4.4. Heart of Milbank Fund Report, accounting period ending 07-2022

- The committee appreciated the new developments with the HOM fund tracking process.

4.5. Update FY 2023 Preliminary Budget Development Process

- The FY23 preliminary budget was reviewed.
- Dan Keyes provided the committee with an update regarding the budget development process and components of the proposed budget. Dan emphasized that the budget has not received any previous review and should be examined closely.
- Questions were asked regarding the capital budget as it relates to projects that are planned for completion this year and how capital funds are used and allocated for the next budget cycle.
- Rondi Scoular had questions about the proposed storm shelter and did not see the item within the proposed FY23 budget.

- Dan Keyes explained that the project was under review by the Federal Government, and they had a year to conduct this review. Dan also added that the project is proposed for FY24 and the proposed budget under review is only thru FY23
- There was much discussion about the electronic sign for Unity and why we are not moving forward with purchasing and installing a sign.

4.6. Employee Health and Fitness Agreement (Corporate)

- The Employee Health and Fitness Agreement was reviewed.
- Steve Wenzl provided the committee with a brief update as it related to the further review of the document.
- Brief discussion regarding 24/7 access and how it is sold and used.
- No recommendations for change were made

5. Next Scheduled Meeting

- Monday, September 26, 2022 @ 11:00 a.m. City Offices - Conference Room

6. Adjournment

- 11:36 a.m.

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

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

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