

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 16th of January 2022 at 11:00 a.m. in the Conference Room located at 1001 E Fourth Avenue. Milbank, South Dakota.

- Members Present: 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

3. Public Participation Non-Agenda Items

- None

4. Information/Discussion

4.1. Expense Report, accounting period ending 12-2022

- The expense report was reviewed.
- Steve Wenzl had questions in regard to salaries, utilities, unfinished projects associated with the maintenance account.
- Cynthia Schumacher informed the committee that credit was still be issued for certain utility expense and an invoice was not received from Burnn Boiler until after January 2023 had started for the boilers installed at Unity in November 2022.
- A discussion was held as it relates to the chiller unit purchased from SCR, Staff agreed to look at whether another vendor could provide the same or equal unit in a suitable time frame.

4.2. Revenue Report, accounting period ending 12-2022

- The revenue report was reviewed.
- A discussion was held in regard to memberships and corporate agreements.
- Dan Keyes has reason to believe revenue goals associated with corporate agreements will be realized in 2023.
- The committee noted class fees for members is no longer required and memberships are up.

4.3. Project Budget Report: accounting period ending 12-2022

- The Project Budget Report was reviewed.
- Steve Wenzl had questions in regard to funding for park capital for FY23.
- A brief discussion was held in regard to the Lobby Remodel Project. A meeting of the Unity Improvement Committee will be meeting on Wednesday, January 18 to discuss this project and make a recommendation moving forward.
- The splash park project was discussed, and staff provide the latest known update.

4.4. Heart of Milbank Fund Report, accounting period ending 12-2022

- The Heart of Milbank Fund Report was reviewed.
- Cynthia Schumacher reminded the committee that the HOM report is comprised of several pages.

4.5. Review FY2023 Parks and Recreation Budget

- The FY2023 parks and recreation budget was reviewed.
- Steve Wenzl asked if staff knew the amount of subsidy that was being used to support Unity operations.
- Cynthia Schumacher responded by saying she did not know what the amount of subsidy is but indicated she could pull some items out of the budget to find out.
- Cynthia Schumacher provided the committee with a detailed update as to the state of the Heart of Milbank Fund.
- A discussion was held in regard to ACH's. Cynthia Schumacher informed the committee that Peak Software was an advocate of dismissing ACH and going to all credit cards. As a result, Cynthia is concerned about increased credit card expense and has scheduled a meeting with Peak Software to discuss further.

5. Next Scheduled Meeting

- Monday, February 20, 2022 @ 11:00 a.m. City Offices - Conference Room

6. Adjournment

- 11:34 a.m.

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

Brian Sandvig, Park & Recreation Board President: _____

Dan Keyes, Park & Recreation Manager: _____