

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 24th of October 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 at 11:15 am.
- Non-Members included: Cynthia Schumacher, Dan Keyes

1. Call to Order

- The meeting was called to order at 11:05 p.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 09-2022

- The expense report was reviewed.
- Steve Wenzl had questions about the City Council's budget review process
- Cynthia Schumacher responded by informing the committee that the City Council is scheduled to meet at 6:00 pm on 10-24-2022 to have an initial review of the FY23 preliminary budget. Cynthia discussed remaining questions associated with the rollover amount.

4.2. Revenue Report, accounting period ending 09-2022

- The revenue report was reviewed.
- Steve Wenzl asked if staff had any concerns and Dan Keyes informed the committee that headway was being made on both revenue collections for the sponsorship and the corporate membership program.

4.3. Project Budget Report: accounting period ending 09-2022

- The Project Budget Report was reviewed.
- Steve Wenzl had questions about the bond money.
- Cynthia Schumacher briefly described the association between the bond funds and the operating budget and how it works under one budget document.
- Steve Wenzl had questions regarding the elevator at Unity and the Basketball Court Redevelopment Project, and the installation of sidewalks at Jack and Jill Park.
- Dan Keyes provided a detailed response for all questions.

4.4. Heart of Milbank Fund Report, accounting period ending 09-2022

- An updated version of the Heart of Milbank Fund report was not available, but Cynthia Schumacher informed the committee that there had been very little change since the last report.

4.5. Update FY 2023 Preliminary Budget Development Process

- The FY23 preliminary budget was reviewed.
- Steve Wenzl had questions about the proposed FY23 operating budget.
- Cynthia Schumacher provided a brief update to the FY23 budget development process and recommended for the Board to be prepared to make decisions regarding pending budget cuts.
- Steve Wenzl summarized the current situation as it relates to the budget development process.
- The committee was informed that the FY23 budget was going to City Council for First Reading on November 14, 2022.

4.6. Review Employee Health and Fitness Services Agreement

- The revised agreement was reviewed, and a recommendation was obtain via consensus to forward to the Park and Recreation Board for review and approval.

5. Next Scheduled Meeting

- Monday, November 14, 2022 @ 11:00 a.m. City Offices - Conference Room

6. Adjournment

- 11:40 a.m.

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

Brian Sandvig, Park & Recreation Board President: _____

Dan Keyes, Park & Recreation Manager: _____