

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 April 2023 at 11:00 a.m. in the Conference Room located at 1001 E Fourth Avenue. Milbank, South Dakota.

- Members Present: Steve Wenzl.
- Members Absent: 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 03-2023

- The expense report was reviewed.
- Steve Wenzel had questions in regard to carryover for expenses associated with capital projects from the previous fiscal year.
- Cynthia Schumacher informed the committee there is a carryover from one fiscal cycle to another for capital improvement projects.
- Steve Wenzel asked staff if there were any expense item related concerns.
- Dan Keyes had questions in regard to Insurance Expense.
- Cynthia Schumacher informed the committee that the insurance expense is a one-time payment and is based on the budget and developing accurate predictions can be a challenge.
- Cynthia Schumacher requested a thorough review of the detailed reports to help confirm accurate coding.
- Steve Wenzel asked about utility billing and associated credits.

4.2. Revenue Report, accounting period ending 03-2023

- The revenue report was reviewed
- Steve Wenzel asked staff if there were any revenue item related concerns.
- Dan Keyes informed the committee of the return of Clarissa Blake, Ortonville Independent who will be heading up the sale of sponsorship signs for the space around the gym. .
- Steve Wenzel had questions about revenue from combined appeal and was informed by Cynthia Schumacher the allocations are received on a quarterly basis.
- Steve Wenzel had questions about the next bump in membership sales and staff responded by calling out the renewal of select corporate agreements this summer and the increase in membership sales associated with the CommUnity Celebration in August, as well as sponsorship payments to be collected this coming fall.

4.3. Heart of Milbank (HOM) Fund Report, accounting period ending 03-2023

- The Heart of Milbank Fund Report was reviewed.
- Steve Wenzel had questions about the Veterans Memorial and associated improvement and had questions about select balances within HOM and suggested available undesignated funds should be utilized at an early opportunity. Steve also asked about the status of the elevator upgrade project and discussed resurfacing of the water slide.

4.4. Project Budget Report: accounting period ending 03-2023

- The project budget report was reviewed.
- Steve Wenzel had questions about a number of ongoing projects to include sidewalks at Jack and Jill Park, Skatepark Project, Lake Farley Park Campground, soccer field lights, tennis courts, splash pad, chiller. Staff provided updates.
- A decision was made to request an additional agenda item at the beginning of the park and recreation board meeting scheduled for April 26, 2023 in regard to the review of camping fees.

4.4. Project Budget Report: accounting period ending 03-2023 cont.

- A discussion was held as it relates to the installation of the new baskets for the basketball court at Jack and Jill Park. Steve Wenzel suggested the use of volunteers to perform the work.

5. Next Scheduled Meeting

- Monday, May 22, 2023 @ 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: \_\_\_\_\_

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