

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 19th of May 2023 at 11:00 a.m. in the Conference Room located at 1001 E Fourth Avenue. Milbank, South Dakota.

- Members Present: Rondi Scoular
- Members Absent: Steve Wenzl
- Non-Members included: Cynthia Schumacher, Dan Keyes

1. Call to Order

- The meeting was called to order at 10:52 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 04-2023

- The expense report was reviewed.
- Rondi Scoular did not have any concerns at this time.
- Dan Keyes provided a brief update regarding unexpected Legion ball field preparation expenses associated with moving a number of irrigation heads.
- Cynthia asked if there were any concerns or changes needed regarding account coding.

4.2. Revenue Report, accounting period ending 04-2023

- The revenue report was reviewed
- Dan Keyes provided an update in regard to timelines associated with corporate and sponsorship revenue.
- Cynthia Schumacher is impressed with the revenue to date for non-members.
- Rondi Scoular had questions about summer recreation revenue.
- The Combined Appeal Program was discussed.
- Cynthia Schumacher discussed changes in the sales tax and informed the committee that the online registration for camping were going well.

4.3 Cemetery Revenue Report, accounting period ending 04-2023

- The Cemetery Revenue Report was reviewed
- Cemetery fees were discussed as well as the idea about future investment in an urn wall.

4.4 Heart of Milbank (HOM) Fund Report, accounting period ending 04-2023

- The Heart of Milbank Fund Report was reviewed.

4.5 Project Budget Report: accounting period ending 03-2023

- The project budget report was reviewed.
- Cynthia Schumacher had questions about lighting for the soccer field.
- Rondi Scoular wanted to know if there were any problems associated with the site preparation of the splash pad versus the youth soccer program.
- Dan Keyes explained the spring youth soccer program came to an end on Tuesday, May 16.
- Rondi Scoular had questions about the surplus of the existing skate park features.
- Dan Keyes responded by informing the committee that due to the value of the skatepark features the city has far more latitude in the surplus process and interest is being explored within the known skating community.
- Rondi Scoular had questions about the Unity Sign.
- Cynthia Schumacher indicated that the City Administrator was waiting for the completion of some of the other existing project prior to moving forward with the sign.

4.6 FY24 park and Recreation Budget Development Schedule

- Dan Keyes presented the draft budget development schedule and informed the committee that the difference between FY23 and FY24 was the elimination of 3rd review by the finance committee and the park and board

5. Next Scheduled Meeting

- Monday, June 26, 2023 @ 11:00 a.m. City Offices - Conference Room

6. Adjournment

- 11:30 a.m.

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

Brian Sandvig, Park & Recreation Board President: _____

Dan Keyes, Park & Recreation Manager: _____

DRAFT