

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 21st of February 2023 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 11:02 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 02-2023

- The expense report was reviewed.
- Rondi Scoular had a question about capital assets on page 2 of the detailed expense report and why the balance was at a negative \$18,804.
- Steve Wenzel asked if the Capital Asset fund would reflect a negative balance for the remainder of the fiscal year.
- Cynthia Schumacher informed the committee that the city did not receive an invoice for concrete work completed on the basketball court in 20022 until early January 2023. The expense and subsequent deficit would eventually go away during a budget amendment process.
- Dan Keyes provided an update in regard to the elevator at Unity. The city is now in a maintenance inspection agreement with Larson Elevators and the first quarterly inspection was completed on 02-20-2023.

4.2. Revenue Report, accounting period ending 02-2023

- The revenue report was reviewed.
- Steve Wenzel had questions in regard to membership and non-membership revenue for January. Both revenue sources did very well in January.

4.3. Project Budget Report: accounting period ending 02-2023

- The Project Budget Report was reviewed.

4.4. Heart of Milbank (HOM) Fund Report, accounting period ending 02-2023

- The Heart of Milbank Fund Report was reviewed.
- Steve Wenzel has questions about the Milbank Community Foundation funds as it relates to the HOM.
- Dan Keyes provided a detailed explanation of the scholarship application and review process and spoke to the grant application and the required information.
- Cynthia Schumacher talked about donations to HOM and informed the committee that recently donations have been relatively light.

5. Next Scheduled Meeting

- Monday, March 20, 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: \_\_\_\_\_