

**CITY OF MILBANK
PARKS AND RECREATION BOARD
UNITY HEALTH AND FITNESS UPGRADE COMMITTEE
MEETING MINUTES**

A meeting of the City of Milbank, Parks and Recreation Board – Future of Unity Health on Fitness Committee was held on the 29th day of December 2021 at 2:00 p.m. at Unity Health and Fitness located at 904 E Fourth Avenue. Milbank, South Dakota. Present for the meeting were Members; Matt Wilson, Keith Weber, Brian Pauli Members Non-Members included: Dan Keyes, Ron Vanhoorn

1. Call to Order

- The meeting was called to order at 2:06 p.m.

2. Approval and Adoption of Agenda

- The agenda was approved and adopted by consent.

3. Public Participation Non-Agenda Items

- No public in attendance

4. Information/Discussion

4.1 Appoint a committee chair

- Matt Wilson was appointed committee chair via consensus

4.2 Review purpose and scope of committee

- After much discussion, it was determined the committee was formed as a direct result of the passing of the recent municipal bond. As such, the work of the committee will be directly related to bond funded capital improvement projects.
- The committee's purpose is to help provide oversight and recommendations for the expenditure of bond funds associated with approved capital improvement projects at Unity.
- The scope of the committee is to review bond funded capital projects within the existing footprint of Unity Health and Fitness and make recommendations for change to the park and recreation board.

4.3 Develop a systematic approach to the planning process

- The committee understands they may not necessarily have the technical or operational expertise in the matters they have been asked to review and must rely on staff and outside technical advice to help determine matters of deliberation.
- Once the committee has had an opportunity to receive and review additional information related to the list of bond funded capital projects under its purview, the committee will review and provide recommendations for the prioritization of such projects.

4.4 Identify project information requirements

- Most of the capital projects currently under review by this committee are directly related to known system failures and each system has its own level of documentation. This documentation process contains files such as: requests for service, technical correspondence, photos, vendor information, quotes for repair and or replacement, etc. As projects come under review, staff will provide pertinent information to the committee for review and consideration.

- Dan Keyes agreed to provide information to the committee previously obtained for elevator and front lobby remodel project.

4.5 Identify goals and objectives for the next meeting

- Schedule a facility tour at Unity with staff for the purpose of getting a first-hand look at bond related projects and systems.

5. Next Scheduled Meeting

- Facility tour on Monday, January 3, 2022, at 5:30 p.m.

6. Adjournment

3:00 p.m.

Minutes completed and submitted by Dan Keyes, Parks and Recreation Manager

Brian Sandvig, Park & Recreation Board President: _____

Dan Keyes, Park & Recreation Manager: _____