

**CITY OF MILBANK
PARKS AND RECREATION BOARD
UNITY EXPANSION 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 4th day of October 2022 at 2:00 a.m. at Unity Health and Fitness located at the Valley Queen Training Center located at 114 South Main Street, Milbank, South Dakota.

Members Present; Brian Sandvig, Rondi Scoular, Keith Weber

Members absent: Mindy Rogers.

Non-Members included: John Forman, Dan Keyes, Cody Pohlen

1. Call to Order

- The meeting was called to order at 2:00 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 Unity Expansion Plan

- Brian Sandvig began by identifying meeting goals which included: the identification of the scope of the project and associated costs, Probable timeline, the review and prioritization of program areas and the identification of items which requires more information.
- Areas for review included the cardio - weight room, child-care, storage/delivery, indoor play area, community rooms, mechanical room, delivery access and the inter-building space.
- Dan Keyes informed the committee that he was already working with Dakota Playground re the indoor play area and fitness staff will be researching workout areas for potential floor plans.
- The committee confirmed that they were in favor of design option no. 4. As provided by Banner and within Phase I, the workout area should be constructed to a size of 6,000 sf and not just 4,000 sf. This would push the building out nearly to Highway 12.
- Dan Keyes had questions under a phased plan, what Phase I might look like.
- Brian Sandvig provided clarification that a possible Phase I, Plan B would include all areas **except** the space under option 4 dedicated to the community room at 424 sf, indoor playground at 1084 sf., and the storage delivery area of 641 sf. Under this phased plan, the community room at 413 sf could be the indoor play area and the committee is requesting for the design team to figure out how effectively use the interbuilding space for storage.
- It was determined that the priority program area for expansion is the workout area.
- Brain Sandvig determined that based on a recent estimate of construction costs at \$300-\$500/sf. and with a project envelop of 11,400 sf. the project would cost anywhere between \$3.5M and \$5.7M.

- John Forman suggested for the committee to try and decide what a paired down project might look like.
- A discussion was held in regard to the elevated roof, of which is being proposed as a story and a half over the workout area and indoor play area.
- A determination was made that the indoor play area was the 2nd highest priority.
- Much discussion was held in regard to the childcare area with a realization that more information was needed. Dan Keyes and Cody Pohlen were tasked with obtaining childcare management models and associated budgets for further review and comparison.
- Upon discussing the current storage issues and the potential for resolving this issue, it was determined that storage topped community space in the prioritization process.
- Keith Weber talked about a drop in square footage and would like the design team to show us what that reduced version would look like under phase I, plan b.
- Brian Sandvig discussed the need to bring the footprint of the project in line with funding.
- The Committee made conscience decision to adopt a footprint that would prepare unity for future needs, instead of just the current demand and agreed that the flat roofed areas would be less expensive.
- The discussion came back to the topic of childcare and Dan Keyes referred to a similar facility in Whitefish, MT. known as the WAVE, which has an excellent childcare program, that is not affiliated with Head Start. Dan agreed to reach back out to this facility and obtain more information about their program.
- Rondi Scoular recommended reaching out the local Head Start Program to establish a connection and obtain more information about their operation.
- Brian Sandvig discussed enrichment activities and suggested that perhaps some space be dedicated to the development of a standing arts and crafts area.
- Cody Pohlen suggested that the childcare area could be used for these types of activities when childcare is no longer in session.
- It was important to the Committee that space be used efficiently.
- Keith Weber had questions as to whether or not a Head Start Program and their associated guidelines would work at Unity.
- The Committee held an in-depth discussion in regard to what the back delivery service road and how it might work with a potential childcare area and Unity's admission process. FOBs could be issued to registered childcare parents for possible easy access. Depending on the final design for the back drive, the city may need to consult with the school district about the use of shared parking and drive areas.
- John Forman indicated the delivery trucks could be afforded a drive that would need to be backed into a designated receiving area.
- Dan Keyes suggested that staff could park in front and the only drive in the back is for delivery service and could be gravel.
- Online measurements indicated that the proposed expansion to the west under phase I would extend 125 ft from the outside of the existing back exit, while phase II would extend this another 25 ft to the west.
- The Committee determined that the existing parking space was adequate knowing that Unity could request the use of school district parking when required.
- A discussion was held in regard to the idea of a commercial kitchen or concession stand. It was realized that the idea of a working kitchen was not within the current scope of work but the idea behind concession sales is something to be considered.
- Brian Sandvig had questions for John Forman about capital funding and how much over the next couple of years could be allocated towards this project.

- John Forman said that there was still an opportunity for the FY23 budget and anything beyond that would have to be planned for in future budget development cycles. John reminded the Committee that design services would reduce the current funding balance from the current \$2.4M to \$2M.
- Brian Sandvig discussed using possible savings from completed bond funded projects and suggested a possible capital campaign begin March of FY23. Brian also discussed other fundraising opportunities such as naming rights.
- John Forman supported the idea of naming rights and informed the Committee of the existing process developed in support of the baseball project that could be used as a template.
- The Committee agreed that the project would receive substantial support.
- Keith Weber asked questions about obtaining the past contact info from Unity Square supporters. Keith was informed that the entire front wall of lobby at Unity has all of the past contacts.
- Staff was directed to obtain information about the type and cost of fitness equipment that would take up another 2,000 sf.
- John Suggested that perhaps the best use of city funds in the future for this project would be for supplies and equipment.
- The Committee would like a design option for Phase I, Plan B.
- The Committee concluded the meeting with a summarization of the “To do list”.

5. Next Scheduled Meeting

- October 14, 2022 at Unity Health and Fitness @ 9:00 a.m.

7. Adjournment
3:21 p.m.

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

Brian Sandvig, Park & Recreation Board President: _____

Dan Keyes, Park & Recreation Manager: _____