

**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 14th day of October 2022 at 9:00 a.m. at Unity Health and Fitness located at 905 East 4th Avenue, Milbank, South Dakota.

Members Present; Brian Sandvig, Keith Weber
Members absent: Mindy Rogers, Rondi Scoular
Non-Members included: Dan Keyes, Cody Pohlen

1. Call to Order

- The meeting was called to order at 9:04 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 the meeting by providing a brief summary of actions and recommendations made so far.
- Dave Lorang talked about programming space and the visualization of what that space could look like.
- Kristin Clarksean asked detailed questions in regard to what the programming space was to be used for.
- Brian Sandvig discussed the project review and approval process.
- Dan Keyes spoke to the concept of having a tiered area on the north side of the fitness room to house cardio equipment. Dan also informed the committee that staff was in contact with out fitness equipment provider to help determine future needs. The first step will be to conduct a detailed inventory of existing fitness equipment.
- Keith Weber talked about open storage capacity for personal items in the new fitness area and towel service.
- Cody Pohlen informed the Committee that Unity was currently in contact with the school district wood shop class for the construction of the same type of open storage units for open gym users.
- Brian Sandvig echoed the idea of open personal storage and cited Snap Fitness as an example.
- Kristin Clarksean had questions about fitness classes and Dan Keyes provided response.
- Cody Pohlen discussed the possibility of a kiosk for customer management and an area for seniors.
- Dave Lorang discussed walkways through the fitness areas and how the walkways could provide for a certain amount of separation. Dave also talked about the use and placement of TVs. In addition, he brought up the subject of what a timeline might be for project development.

- Brian Sandvig recommended a planning and project development timeline not to exceed one year. A major task associated with this project will be gap financing and decisions will need to be made in regard to the final footprint of Phase I and associated expense.
- Dan Keyes mentioned possible challenges to the schedule associated with the Holiday season.
- Brian perceives that conceptual planning will be completed by the end of February, 2023 and went further to explain the park and recreation board project review process and the vested interest the Board has in all of its projects. Brian would like to forward a recommendation on this project by the Board to the City Council during their regular meeting in February 2023.
- Dave Lorang provided a construction cost estimate of \$5M.
- Brian Sandvig talked about project development and a possible fund-raising process.
- Kristin Clarksean said she can provide conceptual plans to the Park and Recreation Board for their meeting in January 2023.
- A general discussion was held in regard to the proposed indoor playground area. The discussion included comparisons of various types of existing indoor playgrounds. Questions arose in regard to the potential capacity of the play area and what age range we were trying to appeal to.
- Brian Sandvig spoke to the placement of the play area and suggested that this area should be seen as soon as a customer walked through the main access with the appeal of bright colors and people having fun. He also liked the appeal to the downtown music park lighting the open space for greater visual appearance.
- Kristin Clarksean discussed the reasons for the space between the existing and proposed building.
- Dave Lorang followed up this conversation with additional challenges related to the existing design of Unity and the issues related to connectivity, which included snow removal and egress issues. Believes the existing space between the buildings would be an excellent space for an outside social and potential program area.
- Keith Weber had questions about the childcare area.
- Dan Keyes responded by informing the committee of the type of information that had been gathered so far by recreation staff on nearly all aspects of planning for and operating a licensed child car center.
- Brian Sandvig took this opportunity to develop a recommended priority list of proposed space. The consensus on the priorities is as follows with the first item being of greatest importance: Exercise area, indoor playground, storage, community room and childcare.
- Dan Keyes asked how the existing structure would accommodate a proposed climbing wall.
- Brian Sandvig believes a view of the rock wall will help with the general appeal.
- Dave Lorang suggested that perhaps the northwest corner of the fitness room would provide the desired space and visibility. Went further to recommend that this area would need to be strictly programmed.
- Dave Lorang brought up the issue of storage and general discussion ensued regarding the size of the existing storage shed and the cost of constructing storage.
- A consensus was achieved in regard to the construction of any additional storage in that it would be part of a phase II plan.
- Keith Weber talked about the variations in size related to the proposed footprint and design options.

- Brian Sandvig requested a January time frame for the development of drawings and cost estimates and concluded the project amount will be the driving factor. Suggested for the options to be as realistic as possible to obtain the necessary support. Brian went further and asked how the baseball field was built.
- Dave Lorang briefly discussed the idea behind design build and how this could impact the potential future of the proposed project.
- Brian Sandvig agreed to follow up with the City Administrator as it relates to the procurement process.
- Dave Lorang went on to identify the benefits of such a procurement method and with a qualified construction manager could see cost savings.
- Dan Keyes also agreed that the design build process could save money.
- Brian Sandvig emphasized the need to have sufficient project funds from the start.
- The subject of childcare came up again and staff was directed to develop a five-year pro forma profit and loss statement for this program. A sperate meeting will be held to review the final document. A consensus was developed to obtain feedback and direction on this subject from the park and recreation board during their meeting October 2022.
- Brian Sandvig requested of Banner to prepare for review by the park and recreation board in October, drawings that included the use of option no. 3 and the addition of a climbing wall area to be located in the NW corner of the exercise area.
- Dave Lorang agreed to revisit the square footage and move the building to the north.
- There was general discussion regarding blending option 2 and 3 with increased design efficiency.
- Brian Sandvig also requested a high, medium, low model available for review and consideration.
- Dave Lorang will take a look at the types of building materials as a possible cost savings.
- Brain Sandvig asked the question about what would Rondi Scoular, or Nicole Berg want?
- Dave Lorang had questions as to the amount of detail related tot eh design of the exercise area.
- Brian Sandvig suggested using color codes to indicate what is on hand and what is needed, how it's going to be built out and what is it going to take to fill it?

5. Next Scheduled Meeting

- November 11, 2022 at Unity Health and Fitness @ 10:00 a.m.

7. Adjournment

10:30 a.m.

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

Brian Sandvig, Park & Recreation Board President: _____

Dan Keyes, Park & Recreation Manager: _____