

**PARKS AND RECREATION BOARD
AD HOC RISK MANAGEMENT REVIEW COMMITTEE MEETING**

MINUTES

A meeting of the City of Milbank, Parks and Recreation Board, Ad Hoc Risk Management Review Committee was held on the 10th day of March 2023 at 9:00 a.m. at the Valley Queen Training Center, located at 114 So. Main Street, Milbank, South Dakota, via a Zoom agenda, at which time the following subjects were discussed.

Committee members in attendance were Brian Sandvig, Matt Wilson Non-Members included: Dan Keyes, Teresa Adolph, Nicole Berg, Cody Pohlen

1. CALL TO ORDER & ROLL CALL

- Meeting was called to order at 9:05 am

2. APPROVAL AND ADOPTION OF AGENDA

- Adoption of the agenda was approved by consensus

3. PUBLIC PARTICIPATION-NON-AGENDA ITEMS

- No public participation

4. DISCUSSION/ACTION

4.1 24/7 Operations – Risk Management

- Brian Sandvig provided an introduction to the subject of 24-7 operations at Unity Health and Fitness by briefly discussing the existing security and monitoring system and the current risk management practices.
- Dan Keyes provided a summary of concerns related to the use and expansion of 24/7 operations and identified a number of possible ideas for mitigation. Items of concern included the infringement 24-7 operations would have on swimmers, as the current rule calls for the aquatic area to remain closed during 24-7 operations. Comments have also been received in regard to children being unable to attend Unity during 24-7 operations with their parents.
- In conjunction with the possible change of risk management strategies, staff strongly believes in the purchase and installation of multiple Duress Stations and a motion sensor based light management system.
- Nicole Berg expressed concern in regard to unauthorized use of fitness equipment by underage or untrained members during 24-7 operations.
- Matt Wilson suggested that perhaps all members ages 14 years of age could use the facility by themselves during 24-7 operations, as this is the current minimum age for members to use the fitness equipment without training. During 24-7 operations, all other existing rules regarding use of the fitness equipment would apply.
- After a general discussion, the following recommendations for change for the use of Unity during 24-7 operations were made and agreed upon via committee consensus.
 - The pool area shall remain closed for maintenance from Monday – Friday 8:00 pm – 5:30 am, Saturday 5:00 pm – 8:00 am, and Sunday 5:00 pm – 5:30 am.
 - The lap pool will be available for patrons ages 18 years of age and older during those times when not closed for maintenance.
 - Unity Health and Fitness members ages 14 and over will be provided 24-7 access.
 - Members under the 14 years of age can use Unity Health and Fitness during 24-7 operations with direct supervision by parents or adult guardians.
- Brian Sandvig discussed a future review of the cost, sales and distribution of 24-7 passes.
- The committee agreed to forwarding their recommendation on to the park and recreation board for review at the next regular meeting scheduled for Wednesday, March 22, 2023.

5. TIME AND DATE OF NEXT MEETING

- A time and date for the next meeting was not set, as the committee believes the task of developing a recommendation for addressing risk management during 24-7 has been accomplished.

6. ADJOURN

- The meeting was adjourned at 9:41 a.m.

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

Brian Sandvig, Park & Recreation Board President: _____

Dan Keyes, Park & Recreation Manager: _____