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M E M O

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Government Community Services Coordinator

FROM: David F. Burbach, P.E.
Burbach Aquatics, Inc.

DATE: March 14, 2018

RE: Pierre Outdoor Municipal Swimming Pool

Please take this memo as follow up to Burbach Aquatics, Inc. (BAI)'s first Phase 1, Step #2 (PI/S2) meeting with the City of Pierre Outdoor Municipal Swimming Pool Committee, on Thursday, March 8, 2018, regarding the Outdoor Municipal Swimming Pool project, in Pierre, South Dakota. The meeting commenced at 6:30 p.m., at the YMCA/Aquatic Center multipurpose room, and concluded at approximately 8:15 p.m. The meeting was very well attended, (three visitors) with a sign-up sheet circulated. A prepared agenda guided the meeting as follows:

1. Call the meeting to Order at 6:30 p.m.:

Comment: The meeting was called to order at 6:30 p.m. by Park and Recreation Director, Tom Farnsworth.

2. Introductions:

Comment: Mr. Farnsworth opened the meeting by introducing Mayor Harding who welcomed everyone and provided a brief synopsis of the outdoor pool situation in Pierre. He stated the duties of the Committee and asked them always to consider the betterment of the community in their decision-making. The Mayor thanked everyone again, handed the meeting over to David Burbach and left the meeting.

We then began the introductions with each member providing a brief personal history, their time and involvement in Pierre and their employment. The group has a wide and diverse background, which will be very beneficial as the study progresses. Ms. Burke and two audience members have been involved with a Committee that was promoting a waterpark project in the City.

Mr. Farnsworth proceeded to provide the history of BAI's involvement with the City and the basis for selecting BAI as the consultant for the City's outdoor pool project.

3. Determine preferred meeting day of the week and time:

Comment: This agenda item was extensively discussed. Comments included no Tuesday's, preferably no Monday's or Friday's, with Wednesday's being reserved for church night. Ms. Burke provided BAI with a school calendar of activities. BAI reviewed our policy of shared trips. No conclusion was reached as to a preferred day of week. This will be a fluid situation as we work through the seasons of the year. BAI will suggest the next meeting date. The Committee reached consensus to have meetings commence at 6:00 p.m. BAI suggested that the meetings conclude at approximately 8:00 p.m. to help Committee members plan child care and coordinate their other life activities.

4. Determine location for remainder of meetings:

Comment: Consensus was reached to conduct most of the meetings at the YMCA/Aquatic Center multipurpose room. Mr. Farnsworth offer picnic type of meeting during the summer. At some point we will need to convene to the selected site and review the Conceptual Site Plans (CSP).

5. Discuss and adopt Bylaws for the committee and sunset for committee:

Comment: Several minor revisions were made to the Bylaws, which were then adopted unanimously by the Committee, after a motion by Mr. Mueller and second by Ms. Burke. (See attached)

6. Discuss aquatic needs in the community, review natant demand analysis procedure:

Comment: BAI reviewed the natant demand analysis procedure, which will be discussed in more detail at our next meeting. Pool Committee members were asked to begin an inventory of facilities they and/or their families attend on a yearly basis. As part of the Committee's homework each member was asked to provide a written paragraph or two, outlining the aquatic needs in the Community, in their opinion. The existing pools in Pierre, beaches and State Parks should all be included in the analysis.

7. Discuss the importance of aquatics in the community:

Comment: As part of the Committee's homework each member was asked to provide a written paragraph or two, outlining the importance of aquatics in the Community in their opinion. Several Committee members reported that previous studies have been completed, which would help to validate that aquatics are important to the Community.

8. Prepare list of wants, needs and expectations:

Comment: As part of the Committee's homework, each member was asked to provide a written paragraph or two, outlining their wants, needs and expectations of this project.

9. Discuss potential site designs and construction phasing:

Comment: The purpose of this agenda item was for BAI to explain that numerous CSP's will be developed as the study progresses. In the event sites, other than the existing are selected for consideration BAI will review them and rate their suitability for placement of the anticipated facility. BAI mentioned that some sites will invariably contain restrictions to their development. As an example, FEMA flood prone areas was mentioned along with zoning limitations. BAI asked the City for a FEMA flood plain map of the existing site.

Construction phasing was also reviewed with the intent of orientating Committee members to the multiple steps that many Communities use to fully build out their facilities. Due to budget constraints, many Pool Committee's will place a high importance on building the correct size bricks and mortar components of the project. They will then add recreational assets to the facility as funding permits. BAI informed the Committee that we have developed an expandable pool wall option, which provides Pool Committee's with an option to actually increase the size pool vessel in the future.

10. Assign homework to Committee:

Comment: The Committee's homework is to place their thoughts on paper for agenda items #6, #7 and #8. The Committee should also begin to consider competing facilities and potential sites that may be available for this project. The Committee should also be aware that election of officers will be placed on the next meeting agenda. BAI's homework is to prepare a timeline, review FEMA flood plain information and complete the minor revisions to the Bylaws, (attached).

11. Set next meeting and time:

Comment: BAI will suggest the next meeting date.

12. Adjourn at 8:15 p.m.

Should any party have questions, comments or of differing notes, please feel free to contact our Platteville office. As always, the men and women of BAI look forward to the continuing opportunity to serve your community on this very important project.

DFB:pat
w/att.