

BURBACH AQUATICS, INC.

5974 HIGHWAY 80 SOUTH* P.O. BOX 721* PLATTEVILLE, WI 53818

608-348-3262

FAX: 608-348-4970

© 2019 BURBACH AQUATICS, INC.

visit us on the web at www.burbachaquatics.com

M E M O

TO: City of Pierre Outdoor Municipal Swimming Pool Committee
Mike Mueller, Co-Chair [Sent: mike.d.mueller@gmail.com](mailto:mike.d.mueller@gmail.com)
Becky Burke, Co-Chair [Sent: becky.burke@bankwest-sd.com](mailto:becky.burke@bankwest-sd.com)
Torry Zeller [Sent: Torry.Zeller@gmail.com](mailto:Torry.Zeller@gmail.com)
Heather DeBoer [Sent: heather.deboer@k12.sd.us](mailto:heather.deboer@k12.sd.us)
Paula Weeldreyer [Sent: paula.weeldreyer@k12.sd.us](mailto:paula.weeldreyer@k12.sd.us)
Rachal Arbach [Sent: rachel.arbach@k12.sd.us](mailto:rachel.arbach@k12.sd.us)
Becky Spoehr [Sent: rbowers@cacsnet.org](mailto:rbowers@cacsnet.org)
Paula Huizenga [Sent: paula.huizenga@gmail.com](mailto:paula.huizenga@gmail.com)
Kelsey McQuiston [Sent: Kmcquiston@abt.bank](mailto:Kmcquiston@abt.bank)

CC: City of Pierre
Steve Harding, Mayor [Sent: Steve.harding@ci.pierre.sd.us](mailto:Steve.harding@ci.pierre.sd.us)
Vona Johnson, Councilperson [Sent: vona.johnson@ci.pierre.sd.us](mailto:vona.johnson@ci.pierre.sd.us)
Kristi Honeywell, City Admin. [Sent: Kristi.Honeywell@ci.pierre.sd.us](mailto:Kristi.Honeywell@ci.pierre.sd.us)
Tom Farnsworth, P & R Director [Sent: Tom.Farnsworth@ci.pierre.sd.us](mailto:Tom.Farnsworth@ci.pierre.sd.us)
Twila Hight, Finance Officer [Sent: Twila.Hight@ci.pierre.sd.us](mailto:Twila.Hight@ci.pierre.sd.us)
Brooke Bohnenkamp, [Sent: Brooke.Bohnenkamp@ci.pierre.sd.us](mailto:Brooke.Bohnenkamp@ci.pierre.sd.us)
Government Community Services Coordinator
Mindy Cheap, Rec. Superintendent [Sent: Mindy.Cheap@ci.pierre.sd.us](mailto:Mindy.Cheap@ci.pierre.sd.us)

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

DATE: January 14, 2019

RE: Pierre Outdoor Municipal Swimming Pool

Please take this memo as follow up to Burbach Aquatics, Inc. (BAI)'s twelfth Phase I, Step #2 meeting with the Outdoor Municipal Swimming Pool Committee (Pool Committee), on Thursday, January 10, 2019, regarding the Proposed Outdoor Municipal Swimming Pool project, in Pierre, South Dakota. This meeting commenced at 6:15 p.m., in the training room, of City Hall and concluded at 8:15 p.m. The meeting was well attended, with a sign-up sheet circulated. A prepared agenda guided the meeting as follows:

1. Call the meeting to Order:

Comment: Co-Chair Mike Mueller called meeting to order at 6:15 p.m.

2. Review of last meeting minutes (December 13, 2018):

Comment: Minutes were reviewed and unanimously approved as submitted.

3. Review ranking of non-municipal funded project elements:

Comment: During our last Pool Committee meeting, BAI asked each Pool Committee member to rank the numerous project elements that are planned to be funded by a Capital Campaign. 8 out of 9 Pool Committee members submitted their rating form. The lazy river ranked number one, followed by doubling the size of the multi-purpose pool. Historically, Pool Committee's have been asked their preference regarding Capital Campaign funded project elements. This rating system will also be provided to the Capital Campaign cabinet.

4. Review Recommendations:

Comment: This Agenda item generated a fair amount of discussion, regarding the timing of requesting City Commission action on the Recommendations. Recommendation #4 and #5 will be brought forward during the Pool Committee's first presentation to the City Commission on February 19, 2019. The remaining Recommendations will be presented to the City Commission during the Pool Committee's second presentation, after the open house informational meetings. Each Pool Committee member was asked if any of the Recommendation should be revised. The Pool Committee unanimously supported the attached revised Recommendations.

5. Review Presentation Power Point:

Comment: This Agenda item generated a considerable amount of conversation. Ms. Burke volunteered to be the clearing house for assembling the Power Point Presentation. The initial Power Point was modified by Ms. Burke to contain only an image with minimal wording. The narratives for each image can be added in an isolated area (to help presenters) while not appearing on the actual Power Point projected image. Ms. Burke felt this was more effective, as a picture is worth a thousand words, so to speak. BAI requested an opportunity to review each presenters' slides and narrative.

6. First Formal Presentation Rehearsal:

Comment: This Agenda item also generated considerable discussion on the presentation format to the Park and Recreation Board (Park Board) and to the City Commission. Realizing that the setting between the Park Board and City Commission meetings are somewhat different, the Pool Committee chose to give a verbal presentation to the Park Board with the request to approve the proposed project and move to the City Commission. The presentation to the City Commission would add a further dimension by including a Power Point (slide) presentation in addition to the verbal. This additional presentation feature was discussed thoroughly in the preceding Agenda item regarding the Power Point. The Pool Committee will be working in earnest developing both their images and narrative.

Co-Chair Mueller has begun to assemble a Q&A sheet, which anticipates questions from the Community. The purpose of a Q&A sheet is to assemble data to enable Pool Committee members to efficiently answer questions with uniform answers. BAI will also provide a portion of the Q&A sheet.

The presentation foamboard was also discussed and approved by the Pool Committee with some minor editing, which is also attached to these minutes. The images on the foamboard depicting project elements such as the such as lazy river should be replicated in the Power Point slide presentation.

7. Assign homework:

Comment: The Pool Committee's homework is to prepare their presentations, while BAI's homework is to make revisions to the presentation foamboard.

8. Set next meeting and time: Upcoming meeting scheduled is as follows:

Thursday, January 24, 2019 at City Hall, at 5:30 p.m. for rehearsal

Thursday, January 24, 2019 at City Hall, at 6:30 p.m. for Park and Recreation Meeting

Monday, February 18, 2019 at City Hall, at 12:00 p.m. for rehearsal

Tuesday, February 19, 2019 at City Hall, at 5:30 p.m. for City Commission Meeting

9. Meeting Adjourn:

Comment: Meeting was adjourned at 8:15 p.m., by Co-Chair Mike Mueller.

Should you have any questions or comments, 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/atts.