

**JOINT POOL COMMITTEE**  
September 8, 2025  
City Hall | 220 Clay St. | Conference Rm 2

Minutes

Meeting was called to order at 2:00 pm.

Attendees included:

Stephanie Houk Sheetz, Director of Community Development  
Mike Soppe, Recreation & Community Programs Manager  
Mickey Devine, Recreation Programs Supervisor  
Justin Urbanek, Activities Director  
Denelle Gonnerman, Chief Financial Officer  
Chris Thome, Building and Grounds Director

Agenda Revisions

None.

Minutes

The minutes of the August 11, 2025 meeting were briefly reviewed. Urbanek motioned to approve. Soppe seconded. The minutes were unanimously approved.

Construction Updates

Thome noted the team has been meeting weekly with Peters Construction. He referenced a detailed schedule that runs through early October on items to complete. There are still many details to cover, but there are a lot of people working. Tiling in the pool (that would be under water) is nearly completed. Plaster is anticipated to be sprayed on Thursday. The pool would then be filled Friday (and through the weekend). The State pool inspector will be here on 9/18/25. The scoreboard company will be here next Tuesday through the following Wednesday (9/24 at 9 am will be the training). The October 4<sup>th</sup> target continues to be the timeline for completion. The girls swimming team plans to start practice in the pool the week before that. The City has approved occupancy of the upper area (concessions, etc.)

Devine will plan to attend the State inspection to support any questions. City will also try to have a building inspector on-call on the 18<sup>th</sup>, for any needs. (Follow up after the meeting: City inspectors are anticipated to be onsite the 16<sup>th</sup> and that should close out city-code items. We anticipate the State inspection will be on different matters, so an inspector doesn't need to plan to be present.)

- **Pool length verification** – Thome indicated Councilman-Hunsaker will be here on the 18<sup>th</sup>. The consultant is not concerned.
- **Supplies** – Thome explained his team will bring purchased equipment that is off-site to the pool early next week. Assembly/install will occur after that. Next week will be a big week!
- **Pool Signs** – Signs are ready for pick up. The sign company can send an invoice to the School District. Signs need to be available, but not hung for the State inspection.

Thome feels asking the State their opinion on the locations we've identified would probably be good. After that, Signs by Tomorrow will hang them before opening.

#### Schedule for Pool Use

Urbank provided an update to the group. He created a 10-lane and 4-lane pool schedule. He has reviewed with BLAST as well.

There was discussion about ideal times for City use and BLAST, particularly on Saturdays and Sundays. Urbank will share the schedule with the committee for a more detailed review. At first review, it looks workable. We'll want to add in noon lap swim. We'll coordinate with BLAST on weekend times a bit more, particularly Sundays. **The group will provide feedback on the schedule.**

A time for cleaning needs to be identified. Could that be 9-noon or 1-3 or another alternative?

#### Start up & Operations Budget Estimates

Gonnerman reported the second CAT grant request has been submitted, which would be about 95% of the grant total. District anticipates invoicing the City October 1, 2025 for the remaining City contribution.

Gonnerman has worked to review this, but it is difficult to estimate this. She's hoping to have something for discussion at the next meeting. Property insurance will start covering 10/1/25. She's been working to estimate value of FF&E.

#### Transition Discussion

Follow ups from the last meeting are as follows:

- **Staff training for new facility** – Scoreboard training is 9/24. Opening for the City would be 10/6 (and BLAST). School District meet on 10/4.

The State Inspection includes a lot of different items: life safety equipment, SDS sheets, etc. Thome noted he and Devine were going through to make sure all the items are in the right place and then having a training to point staff to these items. Devine offered he could be at whatever training Thome/Urbank are doing and then work with City staff to train after that.

- **Lifeguard Training** – Devine explained this training will include running through scenarios. He would like to do that the week of 9/22 or 9/29, as soon as possible. He would prefer a small group of key lifeguards to help nail it down. After that it would be a larger group. Urbank was flexible on when this training would occur, just that it needs to be outside of swim team practice times. It was agreed the week of the 29<sup>th</sup> would be better.
- **Public Information on Opening** – Sheetz asked when information will become public on the opening. Gonnerman said it is probably is fairly well known. She will check on any press release, so the City knows if/when they plan to do that.
- **Emergency action plan** – Thome noted he has the example from Devine. He will be work on this soon. Devine explained the State needs to know there is a plan. He would be looking for the plan to be more detailed than what the State likely needs.
- **Water quality monitoring** – Thome noted the controllers are capable of remote monitoring/access. He isn't sure exactly how this is going to work just yet or what was specified in the scope of work.
- **Rentals** – Any rentals to occur in the new pool would be November 1, 2025 or after. Right now, we have some rentals for the old pools but if they close then we will

“promote” them to the new pool. Gonnerman asked about rentals after January 1. Devine noted a boy scout group that is interested.

#### Snow Removal

Snow removal on days where school is NOT scheduled, but regular programming is set to occur was discussed. The examples would be Saturday or Sunday as well as other days of no school. Thome said snow on the weekend is manual communication with the vendor for snow removal. Communication about pool programming is important. This includes clearing the walkways, since custodians are not available. (After the meeting, in a walk through including Thome, Devine & Sheetz we clarified that the ramp & upper walkway are less important for weekend clearing. The public would access from the lower level door that is right next to the parking lot. They can access upper deck and pool deck from that entrance.)

The group discussed ways we could improve communication about the schedule. While it is usually a pretty set calendar, helping with regular communication about what’s happening when, would be helpful. Maybe sending a CivicRec calendar or Google calendar? Thome noted he is not aware of when/if BLAST will be in/out of a facility.

It was noted that more communication from BLAST about when practices are cancelled, etc. could be helpful. **Devine & Soppe will work on this.**

#### Next Meeting

For the next meeting date, Sheetz will send a Doodle poll. The poll will include options for the week of October 13<sup>th</sup>.

Topics: None initially identified.

#### Adjournment

Gonnerman motioned to adjourn, Soppe seconded it. Adjournment unanimously approved at 2:55 pm.