

JOINT POOL COMMITTEE

November 13, 2025
School Administration Office

Minutes

Meeting was called to order at 10:05 am.

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 October 16, 2025 meeting were briefly reviewed. Soppe motioned to approve. Devine seconded. The minutes were unanimously approved.

Construction Schedule Updates

Construction: Thome reported it has been fairly quiet. There is a punch list for remaining items. Pool pump work needs to be addressed within the next year at the maximum. Outside signage has been fabricated, but they were built wrong (need to mount from bottom vs back), so the correct ones need to be provided. The incorrect signage will be used between TPC and Natatorium. HVAC dial-in is in progress. Thome feels the space (pool deck) is too warm. Johnson Controls is on-site regularly. It was noted feedback has been provided on several items, which has been helpful and they are being addressed as they arise. Gonnerman asked if centralizing communication could/would be helpful? Sheetz noted the City has a Report A Concern option where we could do this and have the e-mails go to Thome & Devine. **Sheetz will look into that.**

Devine asked about rekeying status. Thome said it is almost complete. It was reported that the District is working on the level of access needed with various keys and that has been adjusted to avoid too much access (to places not needed, for example). Fobs are all functioning, outside of the keys.

Parking lot lights have been installed this past week.

The group discussed the markers on the ceiling or flags for back stroke. This is a “nice to have” not a need. The swimmers have figured it out. Coaches don’t feel it’s necessary. For weekend use, it might be more of a factor, but the flags are just moved to another position so a count from there could occur OR there are items to the side a backstroker could use for markers. Urbanek motioned for no further action on the flags/marker. Soppe seconded. It was unanimously approved.

Signage update: Urbanek & Sheetz went through the work Monica has led for donor signage on the interior. **Sheetz will ask Monica to convey pricing to Gonnerman.**

Thome brought up signage for parking and directions. Currently there is temporary signage out. He wondered if permanent signage that could make use of existing poles/signage might work. **Thome will develop a location plan and propose a sign for the campus, at entrances. City will help make them.**

Schedule for Pool Use

Urbanek reported he met with the school coaches after Devine/Urbanek met with BLST. Urbanek did some more research after that. Sharing swim team and BLST around 4:00 might work. Requests of boys swim coach: no use of locker rooms, no HS girls, control of facility (music, etc.), BLST wants older kids practicing 4-5:30, to help with younger kids. Devine said locker room condition is not an issue. He thinks adjusting who practices when is possible.

During girls season, shared use at the same time, is harder because of diving practice.

Lap swim will currently stay at T/W/Th, after the swim team is done we will move to M/W/F. Devine would like to monitor the data to see how that should look going into summer 2026, to consider summer/fall 2026 schedule. Gonnerman asked about the popularity of noon lap swim. Devine said about 5-6 people consistently coming. He has seen some come that have never come and younger people.

Start up & Operations Budget Estimates

No information, we'll see how that goes. Thome reported a head custodian has been hired, with responsibility of the school building and the stadium building, and later the TPC. Sheetz asked if this change is budget neutral or is it an increase? Gonnerman thinks it is possibly an increase, since in the past custodial time hasn't really been directly tracked with the junior highs. Now it will be. To date, mechanics was jointly billed. With a designated custodian, it will increase. **Gonnerman will give Sheetz an estimate on this position and the cost to budget for FY27.**

Communications

Rentals

How are rental communications supposed to go, especially snow season. A Google Calendar was created & Mickey has added various activities. Thome would like everything to be in the schedule, so the use (and when) is known. This can then be converted into ML Spaces. A complete schedule will be helpful.

Other

Testing of the pool. Thome's staff will be there 7 am to 3 pm. He could have a custodian do a 6:00 pool check and cover the 4-hour checks. In the case of the 6 am practice or weekend practice, legally someone is supposed to check the pool 30-minutes prior to any use. Should the coaches do this? City will need to talk with BLST about doing this when they are the first user. **The group will talk with others and we'll discuss at our next meeting.**

Snow Removal

Thome reported a contract was signed with B&K Landscaping for the whole school. It includes the pool area. It doesn't have specific information for weekend pool events. This has only occurred verbally, considering the variability of snow events, use planned, etc. When snow is in

the forecast, Devine & Thome will communicate. Thome will initiate this, after reviewing the calendar. The contract states no clearing when 2” or below. Thome will make sure a shovel & sand will be near the public entrance for use, lifeguards can shovel the entrance.

Next Meeting

It was agreed December 18, 2025 at 1:30 pm for the next meeting.

Topics:

- Schedule of use
- calendar monitoring
- testing pool before using (by coaches)
- construction update

Adjournment

Soppe motioned to adjourn, Gonnerman seconded it. Adjournment unanimously approved at 11:06 am.