

**JOINT POOL COMMITTEE**  
August 11, 2025  
City Hall | 220 Clay St. | Conference Rm 2

Minutes

Meeting was called to order at 1:00 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 July 7, 2025 meeting were briefly reviewed. Urbanek motioned to approve. Thome seconded. The minutes were unanimously approved.

Construction Updates

Thome went through the milestones to complete the project, as provided by Peters Construction, Inc. The District is meeting weekly with the contractor. Currently, the schedule calls for starting use September 22, 2025. A swim meet will be hosted on October 4, 2025. There was some discussion about public use and the best time to start that. It was noted that the locker rooms won't be fully available at that point (for use of lockers & locking items), but it is available as a changing room. The group agreed that city use should tentatively start on October 6, 2025.

Updates on several items from last meeting:

- **Bleacher status** – Following the last meeting, it was found a delay occurred with this as the District needed to verify dimensions and communicate back. This has been completed at this point. It is anticipated delivery will be in 6-8 weeks. It is not critical to opening.
- **Pool length verification** – Thome indicated communications with Councilman-Hunsaker on this matter. It will be confirmed when this item is verified. It was noted that licenses/registration of pools has been submitted.
- **FF&E** – Urbanek reported on this item, indicating he knows what the city needs.
- **Supplies** – Thome will go back through the list of materials/supplies Councilman-Hunsaker provided for pools and confirm what has been ordered and possibly what is needed yet. Then Devine & Thome can walk through the facility to discuss this and what is still needed. For example, is a backboard needed? Perhaps temporarily using the one from the Falls can be an option.

Pool Signs

Devine handed out the final mock up & information about the pool rules signs. Follow ups from the last meeting are as follows:

- **Locations** – Urbank & Thome walked the deck to discuss/review proper locations for general pool rule posting. Four signs will be ordered, to post on all sides of the pool given the large area. There was some discussion on the diving signs. Two diving signs will be ordered.
- **Number** – See above.
- **Installation date** – Devine will indicate to the vendor that install is anticipated 9/15/25-9/18/25. We wish to have the signs up prior to the State inspection, which is scheduled for 9/19/25. Thome will confirm dates.

#### Schedule for Pool Use

Sheetz provided a schedule from 2019 for Urbank's use on 8/5/25. He said he will be using that to work on a schedule going forward, with a goal of completing it 8/22/25. We hope to discuss this item more at the next meeting.

#### Start up & Operations Budget Estimates

Sheetz & Gonnerman have not been able to connect on this. Briefly, Sheetz indicated questions about estimated water use for the new pool. It would be vastly lower than the two existing pools (even though similar volume total). Perhaps the estimate only included initial filling and not operational costs for water? City is just looking for reasonable estimate, to know what operations costs will be, especially in addition to invoices still expected with the existing pools. Gonnerman acknowledged this and stated it's best guess, but she will investigate a bit and more discussion can then occur. One other item was also in question she was going to review.

#### Transition Discussion

Follow ups from the last meeting are as follows:

- **Staff training for new facility** – There was some discussion about the timing and what was needed. Devine will develop a lifeguard plan for the facility and do a walk through with Thome. This may be needed for the State anyway. A target date for lifeguard training is 9/29/25. The training may include not only lifeguards but any District staff, so everyone is in the same room and on the same page from the get-go. There was some discussion about annual joint trainings.
- **Emergency action plan** – Questions were raised on whether this is required for the State inspection. Thome will inquire about what's involved in the inspection and items the State requires. The committee is unsure how detailed the plan needs to be or how it may/may not need to be different for the different types of swimming uses (i.e. public swim, meets, etc.) Devine will provide examples the City has for the Falls and indoor pools. Devine & Thome can then work on a draft for the Community Natatorium.
- **Water quality monitoring** – This item will be kept on the list for future discussion. Devine shared the logs the City completes for the indoor pools & keeps on file.
- **Rentals** – Discussion was held on the best timing to transition rentals to the new pool. The final dates will depend on the pool schedule, but it was agreed that any pool rental requests to hold on dates ranging from August – October 30, 2025 will be held in the old pools. Any rentals to occur November 1, 2025 or after will tentatively be occurring at the Community Natatorium, subject to construction schedule. This is an internal timeline, not necessarily desired for public announcement. However, we can use as a guide to generally indicate expectations to those inquiring about rentals. We do not have a high volume of inquires at this time.

Next Meeting

For the next meeting date, Sheetz will send a Doodle poll. The poll will include options for the week of September 8<sup>th</sup>.

Topics:

- Snow removal – On days when there is no school, but pool activities are scheduled to occur, will the District remove snow? Discussion on communicating a calendar of use occurred that could facilitate this.
- Transition discussion
- Schedule updates – construction & pool use
- Use scheduling
- Lifeguard training
- Emergency action plan
- Water quality monitoring

Adjournment

Soppe motioned to adjourn, Urbank seconded it. Adjournment unanimously approved at 2:00 pm.