

## JOINT POOL COMMITTEE

January 13, 2025  
City Hall  
220 Clay St.

### Minutes

Meeting was called to order at 1:33 pm.

#### Attendees included:

Stephanie Houk Sheetz, Director of Community Development  
Mike Soppe, Recreation & Community Programs Manager  
Chris Schoentag, Recreation Programs Supervisor (retiring May 2025)  
Mickey Devine, Recreation Programs Supervisor  
Troy Becker, Activities Director  
Denelle Gonnerman, Chief Financial Officer  
Chris Thome, Building and Grounds Director

No agenda revisions were requested by the attendees.

The minutes of the November 13, 2024 meeting were briefly reviewed. Gonnerman motioned to approve. Schoentag seconded. The minutes were unanimously approved.

Thome reviewed the Finishings, Furniture & Equipment listing provided by the pool consultant, Counsilman-Hunsaker. He explained that he & Becker reviewed this broad & general list to initially identify items that do not need to be purchased initially, those that need to be discussed between City & School District, and those items where guidance is needed to quote & procure (from Counsilman-Hunsaker). Discussion was held on some items such as: cash management, secure locations (to store money or other valuable items), lifeguard stand (required or needed?), safety equipment listing, and pace clock, for example. The District is meeting with Counsilman-Hunsaker on Thursday afternoon (1/16/25) and requested feedback from the City on this spreadsheet by Wednesday, if possible. **Soppe, Schoentag & Devine will review.** Also, **City will provide comments on the listing of safety equipment**, as to what is needed to purchase at this point for operations. It was noted that using items from Peet or Holmes is not possible initially since there will be overlap, with all three pools open for awhile.

Pool rules were discussed. Becker noted he liked the comprehensive list the City has for rules. Pictures of the current rules listing at Peet & Holmes were provided, which are brief. The group agreed that a long listing would not be effective. It was also agreed that there really haven't been any issues with the rules as listed at Peet & Holmes, for either party. **Devine will work on a Pool Rules sign, considering any items from the City's detailed list or addressing rentals.** A link to a more comprehensive listing

was noted as an option. **Gonnerman will contact INVISION to confirm whether this type of sign is included in the pool construction or if it is outside of the contract.** The group will discuss further at its next meeting.

Scheduling requests from the City were brought forward, to discuss the additional times programming would be of interest such as:

School Year

- Monday – Friday 5:30 am – 7:30 am – Lap Swim/Water  
Aerobics
  - During high school swim seasons, City to simultaneously use small pool only for Swim Club/Lap Swim/Water Aerobics
- Monday – Friday 8:00 am – 9:00 am – Infant/Toddler Lessons
- Monday – Friday 11:00 am – 12:30 pm – Lap Swim/Water Aerobics
  - If needed, City to use small pool only as a simultaneous use for Swim Club/Lap Swim/Water Aerobics

After some discussion on school scheduling and maintaining flexibility in future years, it was agreed that these additional times make sense at this point.

Rental scheduling was briefly discussed. The City expressed concern about potential for conflicts or the City not knowing a rental was scheduled and missing it. Gonnerman indicated they are working through the scheduling software now and could go through it at the next meeting, for further group consideration on the best approach (City scheduling or School District scheduling of rentals).

Gonnerman updated the group that she recently e-mailed information on estimated expenses for the new pool to Houk Sheetz.

Topics for next meeting:

- Facility management – scheduling rentals
- Construction contingency budget availability for FF&E or items decided as necessary after the project is completed?
- Usage rules

Frequency of meetings was suggested to look at early March, then 4-6 weeks later, but then in May meeting every 2 weeks we are working to finish the project. Opening date is currently the second or third week of July.

The meeting ended at 2:35 pm.