

AGENDA
MONONA PARK AND RECREATION BOARD
Special Meeting
Online Virtual Meeting = ZOOM

1. **Roll Call**
2. **Appearances**
 - A.
3. **Unfinished Business**
 - A. None
4. **New Business**
 - A. Community Pool Opening Discussion/Recommendation
 - B. Community Center Policy Change Discussion/Recommendation
5. **Director's Report & Questions to Staff from Committee**
 - A. Jake Anderson – Parks & Recreation Director
-Update on operations and Covid-19 restrictions
6. **Adjournment**

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number, Fax: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399.

The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business.

It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.

Join Zoom Meeting
<https://us02web.zoom.us/j/88962125830?pwd=cjZ4SnFJeU11T2dPRXBtWXFjcUdGUT09>

Meeting ID: 889 6212 5830
Password: 921355
One tap mobile
+19292056099,,88962125830#,1#,921355# US (New York)
+13017158592,,88962125830#,1#,921355# US (Germantown)

Dial by your location
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Germantown)
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+1 669 900 6833 US (San Jose)
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Find your local number: <https://us02web.zoom.us/j/88962125830?pwd=cjZ4SnFJeU11T2dPRXBtWXFjcUdGUT09>
May 28, 2020
7:00 PM

PARK & RECREATION BOARD (Agenda Item 4A)

Meeting Date: May 28, 2020

AGENDA ITEM:

2020 Community Pool Opening/Discussion

REQUESTED BY:

Jake Anderson

POLICY ANALYSIS STATEMENT:

The [Forward Dane](#) Reopening plan released on May 18 and revised on May 22 included restrictions for Outdoor Pools including reduced capacity in phases 1&2, along with social distancing guidelines, and best practices for reopening. We have also received guidance from other organizations including

WEDC came out with guidelines for opening pools https://wedc.org/wp-content/uploads/2020/05/COVID-19-Entertainment-and-Amusement-Service-Guidelines_1.pdf

Center for Disease Control (CDC) <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>

The National Recreation & Park Association (NRPA) has framework for recovery with information on pools at <https://www.nrpa.org/our-work/Three-Pillars/health-wellness/coronavirus-disease-2019/path-to-recovery/specific-guidance-for-common-park-and-recreation-spaces-facilities-and-programs/>

The Wisconsin Park & Recreation Association (WPRA) has been developing some best practices guides for reopening that may work for Monona but will be time intensive and increase overall loss to the Operating Budget

Aquatic Director Missy Kedzorksi has developed a plan for a possible reopening on July 1st in compliance with the Forward Dane Plan and best practices as related to the multiple organizations that have provided information. She will present at this meeting for consideration. Finance Director Marc Houtakker will be in attendance to give an overall view of the financial state of the city and what financial implications will be had if we open or not.

City staff will not provide a recommendation on whether to open or close, but address any questions with facts that we currently have.

FISCAL IMPACT:

Based on the two options for reopening, we are looking at an additional projected loss of \$40,000-\$50,000 to the Operating Budget.

Reviewed By City Administrator
_____ Yes _____ No

Action Taken: _____
Approval: _____
Disapproval: _____
Tabled: _____
Committee Meeting Date: _____

Monona Community Pool – Covid 19 guidelines

Phase I & II	Phase I & II	Phase III
25% capacity	25% Capacity	50% Capacity
126 people/ per time frame	126 people/per time frame	250 people /per time frame

Monona Community Pool Hours of Operations:

Option I		
Monday – Thursday	Friday	Saturday & Sunday
7:00 am – 9:00 am adults only 7:00 – 7:45 all 8 lanes open 7:45 – 8:15 am 4 lanes for aqua Zumba 8:30 – 9:00 am 4 lanes used for aqua zumba	7:00 – 9:00 am – staff training	7:00 – 9:00 am – adults only 7:45 – 8:15 am 4 lanes for aqua fitness 8:30 – 9:00 am 4 lanes used for aqua fitness
10:00 – 12:00 pm	10:00 – 12:00 pm	10:00 – 12:00 pm
1:00 – 3:00 pm	1:00 – 3:00 pm	1:00 – 3:00 pm
4:00 – 6:00 pm	4:00 – 6:00 pm	4:00 – 6:00 pm
Option II		
Monday – Thursday	Friday	Saturday & Sunday
7:00 am – 9:00 am Open Swim	7:00 – 9:00 am – staff training	7:00 – 9:00 am – adults only 7:45 – 8:15 am 4 lanes for aqua fitness 8:30 – 9:00 am 4 lanes used for aqua fitness
10:00 – 12:00 pm adult only 10:00 – 10:45 all 8 lanes open 10:45 – 11:15 am 4 lanes for aqua Zumba 11:30am – 12:00 pm 4 lanes used for aqua zumba	10:00 – 12:00 pm adult only 10:00 – 10:45 all 8 lanes open 10:45 – 11:15 am 4 lanes for aqua Zumba 11:30am – 12:00 pm 4 lanes used for aqua zumba	10:00 – 12:00 pm
1:00 – 3:00 pm	1:00 – 3:00 pm	1:00 – 3:00 pm
4:00 – 6:00 pm	4:00 – 6:00 pm	4:00 – 6:00 pm

Aquatic Facilities

One of many challenges our facility will face will be how patrons maintain social distance and minimize contact with each other and staff while utilizing our facilities. We will also be faced with the challenge of needing to continually clean and disinfect high traffic, high use areas. We are providing a series of guidelines compiled from CDC and current State and County Health Service guidelines to help us navigate through some of these challenges.

Entrance to the Facility/Front Counter Space

- Entrance to the facility will be accessed through the Concession Stand Gate on the west side of the facility. This will eliminate congestion with cross traffic to men's/women's locker room and allow visitors to bypass locker rooms completely.
- Post a sign at the entrance of the facility informing all personnel and customers that they should avoid entering the facility if they have any COVID-19 symptoms; maintain a minimum 6ft distance from one another; sneeze and cough into one's elbow, not shake hands or engage in any unnecessary physical contact.
- Limit the number of people who can enter into the facility at any one time to ensure that people in the facility can easily maintain a minimum 6ft distance from another at all times. Staff may break the 6 Ft social distancing guidelines when performing essential lifesaving measures.
- Where lines may form at a facility, marking 6ft. increments at a minimum, establishing where individuals should stand to maintain adequate social distancing. Designate markers on the floor to assist with social distancing.
- Provide hand sanitizer, soap and water or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and personnel and in locations where there is high frequency employee interaction with members of the public (e.g. Cashiers).
- Provide for contactless payment systems (membership cards required or prepurchased tickets) not cash transactions.
- Ensure counters have a shield or barrier installed to limit direct cashier/counter help to customer exposure.

Signage:

- It is recommended that individuals entering the facility should be wearing face coverings; face coverings should remain in place until entering the pool water and put back on upon exiting the pool water.
- Maintain social distance of a minimum of 6Ft at all times. This includes in all restrooms, deck area and the swimming pool.

Restrooms/Locker Rooms/Changing Areas

- The lockerrooms and restrooms will be single use and must be accessed by assistance of a Monona Community Pool staff member. After each patron use, the social distancing staff member will be responsible for disinfecting.

Cleaning and Disinfecting Considerations

Cleaning and disinfecting high traffic and common use areas has always been a critical element of the safe operation of an aquatic facility and under the current set of circumstances this practice will take on an even bigger sense of urgency. The CDC recommends practicing routine cleaning of frequently

touched surfaces. More frequent cleaning and disinfection may be required based on level of use. Surfaces and objects in public places should be cleaned and disinfected before each use. Examples of high touch surfaces include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilet, faucets and sinks.

Cleaning

- Wear disposable gloves and gowns to clean and disinfect.
- After cleaning gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often with soap and water for 20 seconds.**
- Hand sanitizer, if soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However if hands are visibly dirty, always wash hands with soap and water.

Disinfect

- **Follow manufacturer's instructions for application and proper ventilation.**
- To make a bleach solution, mix 5 tablespoons (1/3rd Cup) bleach per gallon of water or 4 teaspoons bleach per quart of water.
- Alcohol solutions with at least 70% alcohol may also be used.

Electronics - For electronics, such as tablets, touch screens, keyboards

- Follow manufacturer's instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or spray containing at least 70% alcohol. Dry surface thoroughly.

Laundry - For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Clean and disinfect clothes hampers.

Cleaning and disinfection outdoor areas

- Outdoor areas generally require normal routine cleaning, but do not require disinfection.
- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Pool water does not count for disinfecting items, they should be properly clean and disinfected.

Pool Deck

- Spread of COVID-19 from concrete surfaces is very low and disinfection is not effective.

Lifeguard Management

- **Hand Sanitizer**
 - A small bottle of hand sanitizer should be issued out to each lifeguard. Encourage lifeguard to use when they feel the need to. Discourage the use while in the chair/tower during surveillance.
 - Hand sanitizer should be available within the lifeguard break room, group bathrooms, changing area, and kitchen.

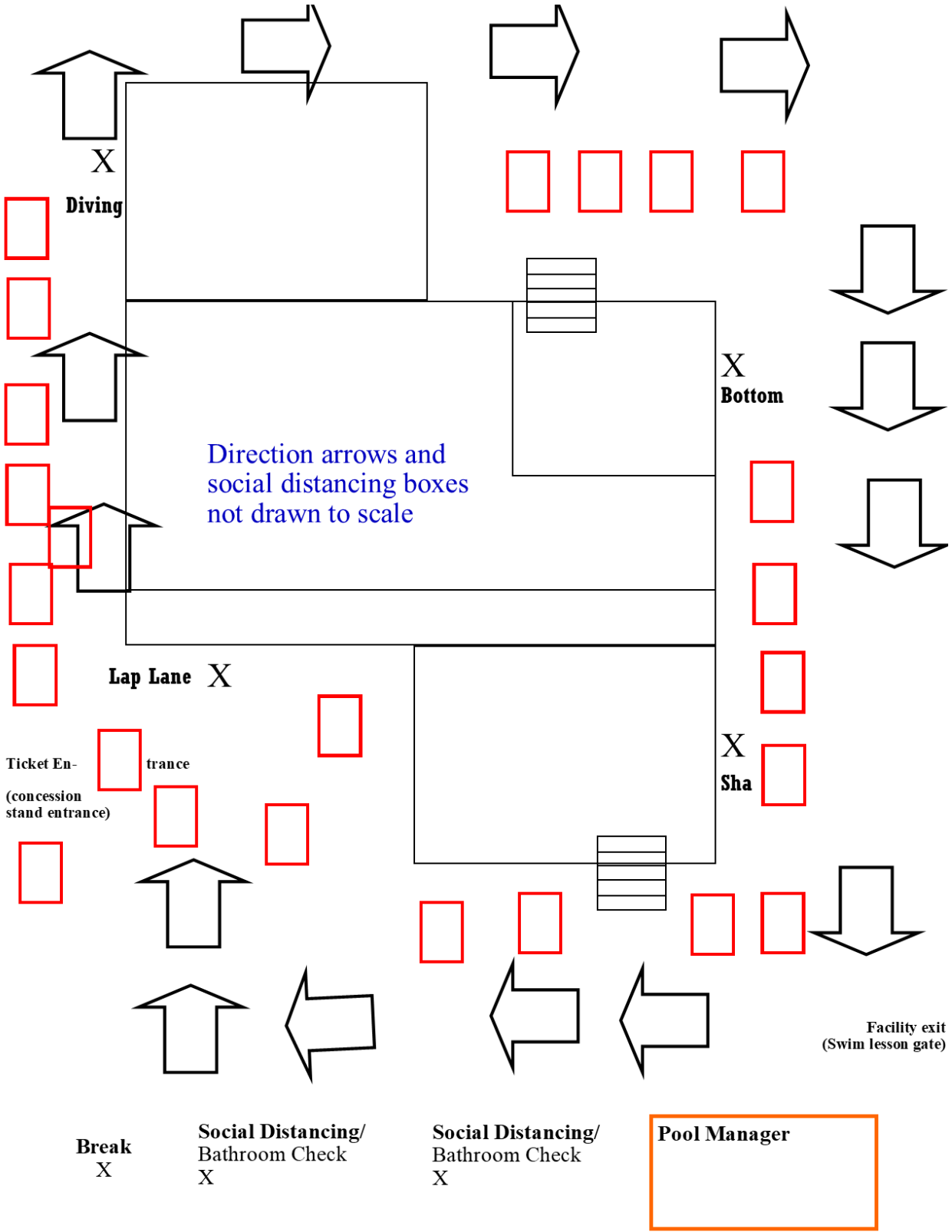
- **Lifeguard Common Areas**
 - No more than 2 staff members allowed in breakroom at once
 - Each staff member is responsible for cleaning, and disinfecting on areas of high touch after each use.
 - Encouraging staff to bring mini ice coolers for lunch in order to reduce usage of common area refrigerators, water bottles to reduce cup usage.
 - Expanding break areas so social distancing can be practiced. Consider staggering staff start and end times to reduce strain on changing areas and bathrooms.
- **Sunscreen**
 - small bottles issued to each employee or having a no-touch dispenser for employees to use.
 - Discourage staff assisting other staff in the application of sunscreen.
 - Mandating the wearing of a rash guard/t-shirt and hat to reduce frequency of sunscreen application.
- **PPE**
 - Each lifeguard should have their own hip packs with PPE's that are solely utilized by them.
 - Sharing of uniforms, hip packs and towels should not occur and be strongly discouraged.
 - Sharing of lockers by lifeguards on the same shift should be discouraged.
 - If lifeguards do share lockers but are on different shifts, disinfecting of the locker should occur before and after shift.
- **Chair Rotation**
 - Walking patrols will be substituted with elevated chairs.
 - Cones and tape/fencing should be set up to designate the walking patrol zone to deter patrons from violating the 6-foot social distancing

Miscellaneous Items

The following items have been of great concern to aquatic venues. Recognizing that the specifics of each area will be unique to each venue, the following is an attempt to demonstrate forethought and starting point.

- **Pool Furniture**
 - Deck chairs will not be provided for the 2020 season.
 - Patrons are encouraged to bring their own lawn chairs.
- **Pool Activities**
 - Group games such as water volleyball, water basketball, cross pool, which involve multiple people interacting in close proximity, should be discontinued.
 - The use of diving boards will be permitted
 - The water slide and kiddie pool will not be accessible due to high frequency touch points and lack of safe social distancing measures
- **Pool Deck**
 - One-way traffic, to the extent possible
 - Designated traffic markers to help show facility flow.
 - Deck markers to indicate social distancing spacing while not in water
 - Family sizes of 10 or less per designated "social distancing box"
- **Lap swimming**
 - Will be limited to 2 person per lane.

- Persons will need to start from opposite ends.
- While swimmers will potentially be passing each other during their workout, the likelihood of both swimmers exhaling and inhaling in a fashion that would allow for possible contamination seems low.
- **Water fitness classes**
 - Will also need to be able to adhere to social distancing guidelines with distance of 6 ft apart.
- **Pool Equipment**
 - Disinfected vs clean bins for kickboards & pool noodles.
- **Pool lift**
 - Should be disinfected in between each patron use
- **Exiting Facility**
 - Pool patrons will be asked to exit the facility via the “Swim Lesson Gate”
 - Once patron leaves facility, a new patron may enter if we are at max capacity.



OUTDOOR SWIMMING POOL		2019	2020	Season Passes &	Daily Admission
				Daily Admissions	Only
---		BUDGET	BUDGET	2020	2020
---	REVENUES			COVID-19	COVID-19
---				BUDGET	BUDGET
204-46-41110-000	GENERAL PROPERTY TAXES	113,576	123,155	176,936	162,641
204-46-46730-100	PATCH SALES	65,000	73,000	26,705	
204-46-46730-110	DAILY ADMISSIONS	60,000	62,000	40,000	81000
204-46-46730-120	CONCESSIONS	24,000	25,000		
204-46-46730-130	POOL RENTALS	24,000	25,000		
204-46-46730-140	SWIMMING LESSONS	41,000	43,000		
204-46-46730-150	ADVERTISING/PROMOTIONS	2,000	2,000		
204-46-49210-000	TRANSFER FROM GENERAL FUND	-	-	-	
---		329,576	353,155	243,641	243,641

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204-55-55420-110	ADMINISTRATIVE SALARIES	63,880	67,809	67,809	67,809
204-55-55420-111	OTHER PERSONNEL SERVICES	3,000	3,800		
204-55-55420-118	WAGES, PART-TIME SWIM LESSONS	15,000	15,000		
204-55-55420-119	WAGES, PART-TIME	118,000	131,238	78,180	78,180
204-55-55420-120	OVERTIME	2,200	2,200	-	-
204-55-55420-130	FICA	15,291	16,665	11,168	11,168
204-55-55420-131	WISCONSIN RETIREMENT	4,381	4,834	4,577	4,577
204-55-55420-132	LIFE & DISABILITY INSURANCE	92	92	92	92
204-55-55420-133	HEALTH INSURANCE	18,982	17,968	20,565	20,565
204-55-55420-134	PROFESSIONAL DEVELOPMENT	4,000	4,500	4,000	4,000
204-55-55420-220	GAS & ELECTRIC UTILITIES	21,000	21,000	18,000	18,000
204-55-55420-221	TELEPHONE	250	250	250	250
204-55-55420-222	WATER & SEWER UTILITIES	10,000	10,000	10,000	10,000
204-55-55420-310	OFFICE SUPPLIES	2,500	2,500	1,000	1,000
204-55-55420-338	POOL OPERATING SUPPLIES	28,000	15,300	12,000	12,000
204-55-55420-339	CONCESSION EXPENSES	16,000	16,000		
204-55-55420-350	EQUIPMENT MAINT & REPAIR	7,000	24,000	16,000	16,000
204-55-55420-351	BUILDING MAINT & REPAIR	-	-	-	
---	TOTAL POOL	329,576	353,155	243,641	243,641

---	PERSONNEL		#REF!		
---	NON-PERSONNEL		#REF!		
---	TOTAL		#REF!		

Daily Admission Breakdown - No Season Passes

\$5 Resident price regardless of age
\$10 Non-resident price regardless of age

people total per time frame	126			
total time frames per day available	4			
Total People available per day in phase I & II	504			
Resident Daily Admission 2/3 of total people available	336	\$	5.00	1680
Non Resident Daily Admission 1/3 of total people	168	\$	10.00	1680
Total Maxium Daily Sales				\$ 3,360.00
Total amount of days open	60			
Total Maxium Daily Sales		\$	3,360.00	
		\$	201,600.00	

Projected Renue sales would be based off of 40% of total maximum sales \$ 80,640.00

Daily Admission and Season Pass Breakdown

\$5 Resident price regardless of age
 \$10 Non-resident price regardless of age

people total per time frame	126
total time frames per day available	4
Total People available per day in phase I & II	504

Only 252 total spots available for daily admission entrance

Resident Daily Admission 2/3 of total people available	168	\$	5.00	840
Non Resident Daily Admission 1/3 of total people	84	\$	10.00	840
Total Maxium Daily Sales				\$ 1,680.00
Total amount of days open	60			
Total Maxium Daily Sales		\$	1,680.00	
		\$	100,800.00	

Projected Renue sales would be based off of 40% of total maximum sales \$ 40,320.00

Resident Pass	\$ 125.00	150	\$	18,750.00
Non Resident Pass	\$ 230.00	21	\$	4,830.00
Senior Pass Resident	50	25	\$	1,250.00
Senor Pass	75	25	\$	1,875.00
Total Season Pass Sales			\$	26,705.00

PARK & RECREATION BOARD (Agenda Item 4B)

Meeting Date: May 28, 2020

AGENDA ITEM:

Community Center Policy Discussion/Recommendation

REQUESTED BY:

Jake Anderson

POLICY ANALYSIS STATEMENT:

The [Forward Dane](#) Reopening plan released on May 18 and revised on May 22 included restrictions for community centers including reduced capacity in phases 1&2, along with social distancing guidelines, and best practices for reopening.

As it relates to outside rental groups using the center, it becomes problematic with reduced capacity and social distancing in our building. The Community Center is also the working home to 8 city employees in the Parks & Recreation & Senior Center Department, along with over 50 seasonal staff annually. If a covid outbreak happens at an event at our facility, it could have detrimental effects on services to those departments. Because of the length of gatherings in closer proximity to each other, this presents a unique challenge to the possibility of an exposure compared to relatively shorter term and less concentrated amount of people at City Hall or the Library.

My concern with reopening the Community Center to our existing rental groups are:

- We can't control/enforce social distancing among those groups, that our room sizes do not facilitate that type of distancing requirement for gatherings.
- The center houses offices for two departments, adding additional people increases the chances for an outbreak to happen at our facility. Contact tracing can be achieved through city run programs, but not as achievable for other groups using the facility.
- Clearly the priority over the past 10 years has been programming for residents at the Community Center and not event rentals. As we continue to navigate Covid-19, keeping our staff and essential programs as safe as possible should be a priority
- Additional contract cleaning above and beyond our fulltime staff may be required for deep clean and sanitization procedures, resulting in increased costs to facilitate private group rentals. We also anticipate a great frequency in cleaning/sanitizing that may disrupt the existing time frame of when rental groups are in the building.

Director Anderson recommendation is to cease all non-City of Monona rental groups at the Monona Community Center for the rest of 2020 and evaluate how programs run through the Senior Center & Parks & Recreation are handling the Covid-19 crisis response, and make a recommendation in September/October to bring back rental groups in 2021.

FISCAL IMPACT:

Rentals make up \$30,000 in revenue towards the Community Center budget. We've collected approximately 3 months of fees for ongoing groups. Fund Balance would be applied for 2020 and Anderson will work on a plan for a balanced budget for 2021.

Reviewed By City Administrator
_____ Yes _____ No

Action Taken: _____
Approval: _____
Disapproval: _____
Tabled: _____
Committee Meeting Date: _____