

SWIMMING POOL BOARD  
AUGUST 28, 2018  
MINUTES

The meeting was called to order at 5:01 pm by Chairman Craig Bontrager at the City Hall Building, 505 First Street, Milford, NE 68405. Present: Craig Bontrager, Kari Jakub, Josalyn Taylor, Kim Zegers, Leslie Toovey. Also present: Council member Patrick Kelley. Bontrager publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act was not available.

**Approve Minutes:** A motion was made by Taylor and seconded by Jakub to approve the minutes of the April 12, 2018 meeting. Roll call vote: Taylor yes, Jakub yes, Toovey yes, Zegers yes, Bontrager yes. Motion carried.

**Season in review discussion: Off Season needs/wants discussion:** Areas of discussion overlapped agenda items. Leslie presented a possible list of interview questions for next season. They were given to Jeanne to keep on file. Leslie also presented an employee warning notice and incident report form to keep with the forms for manager. Add incident report under pool rules by special situations. Discussion about the adult swim ... is it okay for only 1 teenager to be on duty if an uncomfortable situation would arise. Does adult swim need to happen every day with such low attendance?

Josalyn presented the idea of a quizlet or test on the main important rules for lifeguards during the orientation meeting and more hands on instruction. Test could be given at the city office and turned in at that time. Craig will put the test together and the guards will be paid for ½ hour, regardless of how long/short it takes them to complete the test.

Discussion was held to start interviewing and advertising in February. (February 1<sup>st</sup> to advertise. Interview the week of February 25<sup>th</sup>.) Utilize emails to communicate with applicants for interviews.

Read Mady's recommendation for next year.

Establish clearer guidelines for a satisfactory job done for reimbursement purposes. If an employee makes themselves unavailable during the season, that is grounds for not being reimbursed. Due to miscommunication Zach Pauley and Chloe Kolb will be reimbursed for their Pool Operator Course. All lifeguards were deemed successful for this year so they can be reimbursed.

Add to Pool Manual: The Pool will remain open unless the weather prohibits. We will not close due to low numbers! Protocol when no one is at the pool: "Guards need to be on the deck or cleaning etc... NOT in the pool house. 1 Guard must be overseeing the water at all times."

Discussion was held and agreed that all written warnings must be shared with the Pool Board.

Create an end of the year survey for the lifeguards sent via email – Suggestions, etc... from the pool season. What went well? What needs improvement?

A motion was made by Toovey and seconded by Zegers to approve the items discussed. Roll call vote: Toovey yes, Zegers yes, Bontrager yes, Jakub yes, Taylor yes. Motion carried.

**Adjournment:** A motion was made by Jakub and seconded by Bontrager to adjourn the meeting. Roll call vote: Jakub yes, Bontrager yes, Toovey yes, Taylor yes, Zegers yes. Meeting Adjourned 7:08 pm.

Respectfully Submitted  
Leslie Toovey