



**A G E N D A**  
**CITY OF WAUPUN SPECIAL COUNCIL MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, May 19, 2020 at 6:00 PM**

**CALL TO ORDER**

**VIDEO CONFERENCE AND TELECONFERENCE**

**The Waupun Common Council will meet virtually at 6:00pm on May 19, 2020, via Zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:**

**1. Join Zoom**

<https://us02web.zoom.us/j/89308635944?pwd=T25HUE8rRytkeGJmZlQyaE1LdS9tUT09>

**Meeting ID:** 893 0863 5944

**Password:** 366668

**2. By Phone:**

+13126266799

**ROLL CALL**

**CONSIDERATION - ACTION**

1. Consideration of 2020 Recreational Services due to COVID-19

**ADJOURNMENT**

-  
CC

Waupun Common Council

Department Managers

News Media

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.*

## City of Waupun

### Aquatic Center Reopening Plan – DRAFT

May 19, 2020

## Pools Reopening During COVID-19 Pandemic

CDC Guidelines along with WEDC Business Reopening Guidelines provide needed guidance for the recommendations included in this plan that addresses aquatic center operations during the COVID-19 pandemic. It is important to note that COVID-19 as defined by the CDC poses a threat to public health. The intent of this plan is to outline requirements for opening the Waupun Aquatic Center in a safe manner that reduces the spread of COVID-19. While each aquatic venue is unique in its layout, size, seating, amenities, etc., there are many recommendations that are universal. According to the CDC, there is no evidence that the virus that causes COVID-19 can be spread to people through the water in pools, hot tubs, spas, or water play areas. Proper operation and maintenance (including disinfection with chlorine and bromine) of these facilities should inactivate the virus in the water.

## Best Practice Recommendations

Both CDC and WEDC guidelines recommend the following best practices to ensure safe operations:

- Do not use if you are sick with symptoms such as fever, cough or shortness of breath.
- Maintain social distancing of six feet between people
- Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer
- Cover coughs or sneezes (into the sleeve or elbow, not hands)
- Regularly clean high-touch surfaces
- No hand shaking
- Follow all other public health recommendations issued by DHS and the U.S. Centers for Disease Control.

To remind patrons about social distancing requirements, adequate signage should be posted throughout the facility and by all entrances and exits of pools, locker & changing rooms, restrooms, and showers on how to best practice social distancing.

## Potential Capacity

Normal capacity of the Waupun Aquatic Center is 600 people (average daily attendance in 2019 was 224 persons). However, WEDC guidelines for safe opening of public swimming pools indicate that a lower capacity should be considered to ensure social distancing, protecting staff and pool patrons. The WEDC guideline relies on a calculation that provides for 144 square feet of space for each user of the pool. Waupun Aquatic Center square footage less the plunge area for slides is 8,370 square feet.

$$8,370 \text{ square feet} / 144 = \mathbf{58 \text{ people}}$$
 can utilize the pool at any given time.

Lowering of the number of people allowed at the pool will make it more likely for people to maintain a minimum of 6 feet distancing. Additional spectators may be able to view from the pool deck area but should be encouraged to maintain 6 feet of social distancing from other spectators unless they are from the same household. On the pool deck, it is recommended that extra chairs be removed from premise to ensure capacity is not exceeded and social distancing can be maintained. Staff should space chairs accordingly to help with social distancing requirements.

## City of Waupun

### Aquatic Center Reopening Plan – DRAFT

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## WEDC Guide to Reopening, Entertainment & Amusement

The Wisconsin Economic Development Corp (WEDC) guide provides some additional guidance for specific attractions:

- **Competition pools or pool areas used for lap swimming** (with lanes seven to eight feet wide) One patron per lane at a time is allowable for lap swimming or competition. Patrons are expected to swim in the middle of the lane to allow for maximum distance between heads (approximately seven feet).
- **Wading pools** and splash areas must be staffed by an attendant who is on site to monitor use. Maintain six feet of distance between people not from the same household group. Travel routes through a splash pad must allow for six feet of distance, so patrons should be encouraged to take turns moving through the splash pad.
- **Municipal pools** must have an adequate number of attendants on hand to ensure proper distancing and limit group sizes to families or groups no larger than 10.
- **Slides** - timing of sending riders down the slide must allow for only one person to be in the plunge basin at a time.

## Swimming Lessons

Swimming lessons follow “Learn to Swim” Guidance from the American Red Cross. This means that only lessons for more advanced swimmers or parent-child lessons will be allowable until distancing requirements are lifted.

## Promoting Social Distancing

Attendants may consider limiting how long patrons can use the pool at each visit. By limiting how long patrons can stay at the pool more people will be able to use the pool each day and the risk for potential contact with someone positive with COVID-19 may be lessened.

- The city / YMCA should consider having a reservation system for households to sign up for blocks of time online, email, or text message to limit person-to-person contact.
- An attendant, not a lifeguard required by code for staffing, should be posted at the pool to monitor number of patrons. Pool staff can limit the number of people on a first-come first-served basis if no virtual reservation option is available.
- Consider having reserved hours for immunocompromised and other vulnerable groups to ensure equal access to the pool.
- Consider sending email, newsletter, or posting signage in common areas about social distancing requirements, capacity limits, and how it will be enforced.
- Ensure social distancing and capacity limits are also maintained during organized swim such as fitness classes and swimming lessons.

## Regular Upkeep, Maintenance and Testing of Pool

Balanced pool chemistry, testing, maintenance, and disinfection of pool is critical for preventing the spread of COVID-19. Performing scheduled maintenance and monitoring of your water chemistry is

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important even when the pool is not being used by patrons. At a minimum the following should be implemented so the pool will be ready to reopen when allowed:

- Establish a schedule for pool operator to test water chemistry. Consult our Chemical Levels, Temperatures and Testing Frequency document for testing guidance. The pool system is continually feeding disinfection. Consider more frequent water testing to ensure proper chemical levels are maintained.
- Record water testing results on a log. We have created a Monthly Water Testing Log Sheet template for operators. Review water chemistry log daily to catch potential problems sooner.
- Check the turnover rate of basins. Ensure that proper turnover rate meets ATCP 76. ☒ As a preventative measure, change out all filter baskets to clean filter baskets.
- Skimmer baskets should also be checked for debris and cleaned.

### Schedule Regular Maintenance & Disinfecting of Pool/Common Areas

Establish a schedule for pool staff to disinfect high touch surfaces multiple times during the day. Clean high touch surfaces including:

- Door handles, gate latches, keyless entry readers, and lock boxes
- Handrails and pool ladders
- Restrooms (door handles, faucets, sinks, toilets, towel dispensers, baby changing stations, light switches)
- Water fountains
- Emergency telephones and first aid kits
- Shared equipment
- Common surfaces not previously outlined
- Switches and emergency shut-off buttons
- Consider limiting the use of pool furniture to minimize disinfecting time and promote social distancing

The CDC has guidelines for [Cleaning and Disinfection for Community Facilities](#).

### Pool Supplies and Activities

- Group games involving the use of balls, flotation devices, or other toys should be discouraged.

### Pool Furniture

- Signs should be posted indicating that patrons should not move pool seating so that social distancing is maintained at all times.
- Pool operators may choose to not provide seating at this time. If choosing to use pool furniture, the areas should be marked where the furniture is to stay and routine cleaning should occur after each use.

### Staffing, Employee Health, and Hygiene

- Staffing required by state law must be maintained.

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- Lifeguards are not allowed to monitor the capacity and regulate social distancing as it may detract from their abilities to perform their assigned job duties.
- Lifeguards may not be assigned to sanitation responsibilities.
- Develop an employee illness plan. The plan should address staff potential contact with COVID-19 while performing job duties and include Employee Illness Agreement form. We have developed an Employee Illness Agreement form that employers could use.
- Have employees wear masks when feasible (make masks available). See CDC Guidelines for the Use of Cloth Face Coverings or Cloth Face Covering Policy
- Educate employees on proper handwashing. Post signs reminding staff and patrons when to wash hands. See CDC for When and How to Wash Hands guidance and also for posters on handwashing.
- To promote handwashing, ensure all handwashing sinks are fully stocked with soap and single use towels.
- Additionally, provide hand sanitizer for patrons and staff.
- Lifeguards will maintain their own guard belts throughout shift; sanitation will occur at the end of a shift.
- Staff should stay home when sick. Consider temperature checks and logs at the start of shifts.
- Limit access to break room based on distancing and sanitation rules.
- Add public sanitation stations to promote personal hygiene throughout the facility.

#### Concessions:

- Limit concessions however possible (proposed no hot food, no condiments, no ice cream)
- Separate ordering and pickup windows
- Add sneeze guards and taping/floor marking to promote social distancing
- No sharing of equipment (i.e., cash registers, equipment, etc.)
- Develop protocols for cash handling/exchange, eliminating person to person contact
- Staff should maintain 6 ft distancing

#### Financial Implications:

- Appendix A – Scenario Planning for Aquatic Center Operations During COVID-19

#### Resources

Wisconsin Economic Development Corporation (WEDC) Guidance on [Preparing Workplaces for COVID-19 in the Entertainment and Amusement Industries](#)

CDC Guidelines for Swimming Pools: <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>

5.19.2020

**Waupun Family Aquatic Center  
COVID-19 Financial Impact Projections**

				Scenario 1	Scenario 2	Scenario 3	Scenario 4	Alternative A
		12/31/2020	12/31/2020	25% Revenue Dec.	50% Revenue Dec.	75% Revenue Dec.	2020 Closure	Concessions Open
REVENUE		Budget	YTD Actual	12/31/2020	12/31/2020	12/31/2020	12/31/2020	(25% revenue decrease)
				Projected	Projected	Projected	Projected	
100-46-4676-0-00	FEES-AQUATIC FACILITY	77,500	1,140	58,125	38,750	19,375	-	
100-46-4681-0-00	FEES-AQUATIC FCLTY CONCESSIONS	16,000	-	-	-	-	-	12,000
	Total Revenues	93,500	1,140	58,125	38,750	19,375	-	12,000
<b>EXPENDITURES</b>								
100-20-5523-1-10	AQUATIC FACILITY-SALARIES/WAGE	106,848	5,746	77,328	77,328	77,328	23,458	5,000
100-20-5523-1-11	AQUATIC FACILITY-OVERTIME	1,304	-	1,304	1,304	1,304	-	
100-20-5523-2-20	AQUATIC FACILITY-HEALTH INS	6,594	2,120	6,594	6,594	6,594	2,120	
100-20-5523-2-21	AQUATIC FACILITY-LIFE INS	29	7	29	29	29	7	
100-20-5523-2-22	AQUATIC FACILITY-PENSION	1,551	308	1,551	1,551	1,551	308	
100-20-5523-2-23	AQUATIC FACILITY-SOCIAL SECURI	7,216	330	7,216	7,216	7,216	330	
100-20-5523-2-24	AQUATIC FACILITY-SICK LEAVE PO	110	-	110	110	110	-	
100-20-5523-2-29	AQUATIC FACILITY-INCOME CONTIN	59	46	59	59	59	46	
100-20-5523-3-30	AQUATIC FACILITY-OFFICE SUPPLI	500	-	500	500	500	-	
100-20-5523-3-31	AQUATIC FACILITY-TELEPHONE	100	-	100	100	100	-	
100-20-5523-3-32	AQUATIC FACILITY-UTILITIES	38,000	2,997	38,000	38,000	38,000	12,997	
100-20-5523-3-35	AQUATIC FACILITY-NEWSPAPER PUB	-	-	-	-	-	-	
100-20-5523-3-36	AQUATIC FACILITY-REPAIRS/MAINT	10,825	1,262	10,825	10,825	10,825	1,762	
100-20-5523-3-37	AQUATIC FACILITY-TRAVEL/CONFER	345	247	345	345	345	247	
100-20-5523-3-38	AQUATIC FACILITY-OPERATING EXP	4,450	443	6,739	6,739	6,739	1,713	
100-20-5523-3-39	AQUATIC FACILITY-CONCESSION EX	10,080	86	86	86	86	86	10,079
100-20-5523-3-40	AQUATIC FACILITY-CHEMICALS	17,100	-	17,400	17,400	17,400	500	
	Total Expenditures	205,111	13,593	168,186	168,186	168,186	43,575	15,079
Net Gain / (Loss)		(111,611)	(12,453)	(110,061)	(129,436)	(148,811)	(43,575)	(3,079)
Change in Budgeted Loss				1,550	(17,825)	(37,200)	68,036	

**Assumptions**

Concession stand closure (no reduced staff cost, repurposed for cleaning)								
	Revenue reduction	25%	50%	75%	100%	25%		
	Scenario 1-3 DPW labor increase / Closure Scenario RK and DPW labor cost	480	480	480	7,713			
	Scenario 1-3 YMCA labor decrease for opening 1 week late / Closure Scenario YMCA closure cost	(30,000)	(30,000)	(30,000)	10,000			
	Utilities closure cost	-	-	-	10,000			
	Repairs and maintenance increase/closure cost				500			
	Operating expense increase/closure cost	2,289	2,289	2,289	1,270			
	Chemical expense increase/closure cost	300	300	300	500			

5.19.2020

**City of Waupun**

**2020 Projected Financial Impact of COVID-19**

**General Fund, Capital Improvement Fund, Equipment Replacement Fund**

**Revenue Loss Projections**

**2020 Budgeted Revenues** \$ 6,690,071

Revenue Loss Scenarios	Projected Revenue Loss	% of Budget
Scenario 1 - no reduction in state aids	\$ 131,170	2%
Scenario 2 - 3% reduction in state aids	\$ 227,968	3%
Scenario 3 - 5% reduction in state aids	\$ 292,501	4%

*Revenues that have the most impact on the projected loss for Scenario 1 include: Room Tax,*

*Licenses, Tickets and Court Fees, Police Liaison Fees, and Interest Income*

*Revenue Scenarios 2-4 factor in reductions in state aids: Shared Revenues and Transportation Aids*

**Aquatic Facility**

Aquatic Facility Scenarios	Projected Deficit	Budgeted Deficit	Difference
Scenario 1 - 25% reduction in revenue	\$ 110,061	\$ 111,611	\$ (1,550)
Scenario 2 - 50% reduction in revenue	\$ 129,436	\$ 111,611	\$ 17,825
Scenario 3 - 75% reduction in revenue	\$ 148,811	\$ 111,611	\$ 37,200
Scenario 4 - 2020 closure	\$ 43,575	\$ 111,611	\$ (68,036)

**Unbudgeted COVID Expenditures**

**Unbudgeted Expenditures To Date** \$ 8,074

**Projected 2020 Unbudgeted Expenditures** \$ 40,000

*Includes legal fees, cleaning supplies, elections supplies and postage, overtime pay*

**Notes:**

Above projections pertain to the General Fund, Capital Improvement Fund, and Equipment Replacement Fund; the majority of city services are accounted for in these funds

Projections are for 2020, based on what we know now and what we anticipate; revisions will be made as the COVID situation evolves

**Spending Holds**

Spending Hold Scenarios	Total Spending Holds
Scenario 1	\$ 148,650
Scenario 2	\$ 243,650

*Spending holds were identified by Department Managers and include delaying purchases or projects until later this year or possibly deferring to 2021 or beyond, where feasible*

**Federal Funding**

**FEMA** Amount TBD

**Stimulus Dollars directed to Local Gov't**

**Contingency Funds**

**2020 Contingency Budget** \$ 40,000