

**MINUTES
CITY OF LANCASTER
POOL AD HOC MEETING
JUNE 14, 2017
6:30 P.M.**

1. Call Meeting to Order

Mayor Varnam called the meeting to order at 6:30 P.M.

2. Roll Call

Members present were Mayor David Varnam, Alderperson Kate Reuter, Sue Fritz, Jessica Hermsen, Tabitha Jackering and Tiffany Kramer

Absent: Josh Burr, Shayne LaBudda and Rob Wagner

Also present were Interim Administrator/Clerk Kurihara and Dave Burbach and Josh Layer, Burbach Aquatics, Inc.

3. Introductions

4. Elect Officers

A. Chair

Jessica nominated David V

With no further nominations, David V declared the nominations closed.

David V was elected Vice Chair by a vote of six (6).

B. Vice Chair

David V nominated Shayne

With no further nominations, David V declared the nominations closed.

Shayne was elected Vice Chair by a vote of six (6).

C. Secretary

Tiffany nominated Tabitha

With no further nominations, David V declared the nominations closed.

Tabitha was elected Secretary by a vote of six (6)

5. Preferred Meeting Day of the Week

Consensus to meet at 6:30 P.M. on the 1st Wednesday of each month except for July, which the Committee will meet on Thursday the 13th.

6. Location of Meeting

Consensus to meet in Council Chambers.

7. Role of Committee and Sunset

Dave Burbach explained the role of the Committee is to develop a conceptual plan for a proposed pool and eventually present that plan to the Council and public for approval.

This Committee role would end once construction starts but members would still be involved in other advisory roles related to the project.

8. Examples of Newer Facilities and Amenities

Dave Burbach gave a history of municipal pools before presenting and discussing various pool projects that Burbach Aquatics had done.

- 9. Discuss aquatic needs in the community, review demand analysis procedure**
- 10. Discuss the importance of aquatics in the community**
- 11. Prepare list of wants, needs and expectations**
- 12. Discuss potential site designs and construction phasing**
- 13. Discuss cost of facility and financial limitations**
- 14. Assign homework to Committee**
- 15. Set next meeting and time**
- 16. Committee Comments**

No action on items 9-16

The Committee will resume with item 9 (Burbach agenda item 7) at the next meeting along with Burbach Aquatics providing visual overlays of the Avoca and Platteville pool facilities at the City's existing pool site.

17. Adjourn

Motion by Tiffany, second by Sue to adjourn at 8:18 P.M. Motion carried.

David A. Kurihara, Interim Administrator/City Clerk

M E M O

TO: City of Lancaster
David Varnam, Mayor [Sent: mayor@lancasterwisconsin.com](mailto:mayor@lancasterwisconsin.com)
David Kurihara, City Clerk/Treas. [Sent: davidk@lancasterwisconsin.com](mailto:davidk@lancasterwisconsin.com)

CC: Pool Committee Members
Tiffany Kramer [Sent: tiffb_14@yahoo.com](mailto:tiffb_14@yahoo.com)
Kate Reuter [Sent: skreuter@tds.net](mailto:skreuter@tds.net)
Tabitha Jackering [Sent: tjacking@grantregional.com](mailto:tjacking@grantregional.com)
Jessica Humser [Sent: jessicadavid@tds.net](mailto:jessicadavid@tds.net)
Shayne LaBudda

FROM: David F. Burbach, P.E.
Burbach Aquatics, Inc.

DATE: June 27, 2017

RE: Lancaster Municipal Swimming Pool

Please take this memo as follow up to Burbach Aquatics, Inc. (BAI)'s first Phase I, Step #2 Feasibility Study meeting with the Pool Committee, on Wednesday, June 14, 2017, regarding the proposed Municipal Swimming Pool project, in Lancaster, Wisconsin. The meeting commenced at 6:30 p.m., in the Council Chambers at City Hall and concluded at 8:10 p.m. The meeting was very well attended, with a sign-up sheet circulated. An agenda was prepared and generally followed throughout the meeting, as follows:

1. Introductions:

Comment: Each member of the new Pool Committee provided a brief personal background and their reasons for volunteering for Pool Committee service. The Committee is comprised of a diverse group of Community residents that is truly committed to the well-being of Lancaster. In addition to the four public members on the Pool Committee, Mayor David Varnam, and City Clerk/Treasure David Kurihara where present along with David F. Burbach and Josh Layer from BAI.

2. Elect Officers:

Comment: The election of officers was completed. Mayor Varnam volunteered to serve as chair and was elected unanimously by voice vote. Mr. Shayne LaBudda was volunteered to serve as Vice-Chair and was unanimously elected by voice vote. Ms. Tabitha Jackering was nominated to serve as the secretary and was unanimously elected by voice vote.

3. Determine preferred meeting day of the week and time:

Comment: The Committee discussed this item and reached consensus to hold meetings, on the first Wednesday of the month at 6:30 p.m. if possible, for the next couple of months. The Committee will revisit this topic when school resumes in the fall. The Mayor requested 1.5 hour meeting duration. If the first Wednesday of the month doesn't work, then Thursday's would be a second preference.

4. Determine location for remainder of meetings:

Comment: The Committee discussed this item and reached consensus to hold meetings in the Council Chambers in City Hall, throughout Step #2 service.

5. Discuss role of committee and sunset for committee:

Comment: BAI explained the Committee's role and laid out the progression of what BAI commonly refers to as "pre-designed services". BAI's Phase I, Step #1 service focused on a Technical Evaluation of the existing swimming pool. For BAI's Step #2 service, BAI will work with the Pool Committee and City Officials to determine the who, what, when, where and how much regarding a proposed municipal pool project for the Community. BAI

suggested, the Committee's sunset to coincide with completion of construction. Mayor Varnam reported that the Pool Committee is classified as a "Special Committee" with member terms limited to one year by appointment. The Committee will report to the City Council through the Park Board.

6. Show examples of newer facilities and discuss water/site amenities:

Comment: This agenda item consumed a significant portion of the meeting time. BAI provided a historical overview of municipal pool development from the 1890's thru present. Early public swimming in the Midwest occurred in natural settings such as lakes and creeks, through the late 1880's and 1900's. Municipal pool construction began slowly in the early 1900's however, as the Model T Ford car was mass produced, many bridges were built which provided an excellent diving platform into rivers, creeks and adjacent lakes, which led to a significant number of deadly and paralyzing accidents.

These public tragedies often led to municipalities developing formal swimming areas. Many of these early municipal pools had strong recreational assets including zero depth, waterslides, rope swings and significant diving structures. The Great Depression beginning in 1929 and continued until World War II (WWII), radically changed pool design, funding and construction. The Works Progress Administration (WPA) constructed over 10,000 municipal pools across the United States as part of a gigantic make work, make jobs program.

The advent of WWII accelerated swimming lessons and lifesaving techniques, with 20 million Americans learning to swimming. The returning Veterans promoted swimming as part of a healthy community life style. "Box" type pool vessels were the norm since the advent of the WPA program. That trend continued through the 1980's. Due to reduced patronage and less social emphases on organized swimming activities, designers began to focus on incorporating "recreational" assets into municipal pools.

Starting in the mid 1990's commercial ventures including waterparks and lodging facilities promoted the newly rediscovered recreational pool. These facilities offered many commercial opportunities for "cash for splash". Municipal pools also began to trend towards incorporating recreational assets such as, zero depth, waterslides, sprays, etc. The most recent trends are to create a full water based experience in smaller pool footprints. BAI has been working to make municipal pools more efficient resulting in less chemical use and operating cost, while increasing the service level to the community.

7. Discuss aquatic needs in the community, review natant demand analysis procedure:

Comment: This agenda item was lightly discussed with BAI introducing the Pool Committee to the four needs of a municipal swimming pool. Those needs include recreation, educational, wellness and competition. BAI asked each Committee member to write a paragraph explaining the need for a municipal swimming pool in Lancaster. BAI requests each member to bring their written statement to the next meeting, where BAI will collect them for future use.

8. Discuss the importance of aquatics in the community:

Comment: This agenda item will be discussed at the next meeting.

9. Prepare list of wants, needs and expectations:

Comment: This agenda item will be discussed at the next meeting.

10. Discuss potential site designs and construction phasing:

Comment: This agenda item will be discussed at the next meeting.

11. Discuss cost of facility and financial limitations:

Comment: This agenda item will be discussed at the next meeting.

12. Assign homework to Committee:

Comment: The homework for the Committee is write a paragraph explaining the need for a municipal swimming pool, in Lancaster. BAI's homework is to prepare two Concept Site Plans (CSP)'s over laying the existing municipal pool. The CSPs will be based on the Avoca, Iowa and Platteville, Wisconsin footprint.

13. Set next meeting and time:

Comment: Next meeting is set for Thursday, July 13, 2017 at 6:30 p.m.

Should you have any questions or comments, please feel free to contact our Platteville office. As always, the men and women of BAI look forward to the continuing opportunity to serve your community on this very important project.

DFB:pat

**MINUTES
CITY OF LANCASTER
POOL AD HOC MEETING
JULY 13, 2017
6:30 P.M.**

1. Call Meeting to Order

Mayor Varnam called the meeting to order at 6:38 P.M.

2. Roll Call

Members present were Mayor David Varnam, Sue Fritz, Jessica Hermsen, Tabitha Jackering, Alderperson Shayne LaBudda and Tiffany Kramer

Absent: Alderperson Kate Reuter, Josh Burr and Rob Wagner

Also present were Interim Administrator/Clerk Kurihara and Josh Layer, Burbach Aquatics, Inc.

3. Minutes

Motion by Sue, second by Tiffany to approve the minutes of 6/14/2017. Motion carried.

4. Discuss Pool Committee's written statement, on "Needs for a Municipal Pool in Lancaster"-N/A

5. Discuss the importance of aquatics in the community-N/A

6. Prepare list of wants, needs and expectations-N/A

7. Proposed Conceptual Site Plans

Josh presented the following Committee three (3) conceptual site plans, which were superimposed other pool plans on the existing pool site for review:

- A. Version 1-\$3,165M, Avoca, Iowa, Staffing, 5-9 employees
- B. Version 2-\$5,148M, Platteville, WI, Staffing, 7-11 employees
- C. Version 3-\$3,315M, Modified Avoca

Also presented and discussed was a plan to refurbish the old stone bathhouse. Most felt refurbishing it was a good idea as long as the historical integrity remains intact.

In addition, a handout featuring various pool features was reviewed.

There was consensus that Version 3 was a good plan with the following modifications:

- a. Expand swimming lanes from 6 to 8.
- b. Expand zero depth area (more fan shaped).
- c. Relocate sand play area to accommodate zero depth expansion.
- d. Add splash pad area.
- e. Possible interest in adding climbing wall feature.

8. Discuss potential site designs and construction phasing-N/A

9. Discuss cost of facility and financial limitations-N/A

10. Assign homework to Committee

Members should think about "why is the pool important" as it relates to item 4 above and be prepared to his/her thoughts at the next meeting.

11. Set next meeting and time

Confirmed the next meeting will at 6:30 P.M. on August 2nd.

12. Committee Comments

None

13. Adjourn

Motion by Shayne, second by Sue to adjourn at 8:00 P.M. Motion carried.

David A. Kurihara, Interim Administrator/City Clerk

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REVISED MEMO

TO: City of Lancaster
David Varnam, Mayor Sent: mayor@lancasterwisconsin.com
David Carlson, City Administrator Sent: davide@lancasterwisconsin.com
Aja Taylor, Deputy Clerk/Treasurer Sent: AjaT@lancasterwisconsin.com

CC: Pool Committee Members
Tiffany Kramer Sent: tiffb_14@yahoo.com
Kate Reuter Sent: skreuter@tds.net
Tabitha Jackering. Sent: tjackering@grantregional.com
Jessica Hermsen Sent: jessicadavid@tds.net
Shayne LaBudda Sent: labudda@pcii.net
Rob Wagner Sent: wagnerr@lancastersd.k12.wi.us
Sue Fritz Sent: sfritz@tricolorinsurance.com
Josh Burr Sent: joshuaburr60@gmail.com

FROM: David F. Burbach, P.E.
Burbach Aquatics, Inc.

DATE: August 17, 2017 - Revised per Mayor's Request August 31, 2017

RE: Lancaster Municipal Swimming Pool

Please take this memo as follow up to Burbach Aquatics, Inc. (BAI)'s third Phase I, Step #2 Feasibility Study meeting with the Pool Committee, on Wednesday, August 2, 2017, regarding the proposed Municipal Swimming Pool project, in Lancaster, Wisconsin. The meeting commenced at 6:30 p.m., in the Council Chambers at City Hall and concluded at 8:00 p.m. The meeting was well attended, with a sign-up sheet circulated. An agenda was prepared and generally followed throughout the meeting, as follows:

1. Call meeting to Order:

Comment: Meeting was called to order at 6:30 p.m. in the Council Chambers.

2. Roll Call:

Comment: Pool Committee members present included Rob Wagner, Tabitha Jackering; Kate Reuter and Jessica Hermsen. City personal included Councilmen Shayne LaBudda. Representing BAI were David F. Burbach and Joshua Layer. Pool Committee members absent included Tiffany Kramer, Sue Fritz and Joss Burr.

3. Review and approve last Pool Committee meeting minutes (7/13/2017):

Comment: Pool Committee minutes were reviewed and approved, without change.

4. Review natant demand analysis first run:

Comment: Discussion on this agenda item began with review of the worksheet illustrating the surrounding Community populations and available swimming pool size, if any. The summary sheet was then reviewed, which shows a recommended recreation water surface area of 8,382 sq. ft. As a comparison, the existing main pool and wading pool have a combined water surface area of 8,270 sq. ft. The Natant Demand summary will be reviewed at the next meeting for the convenience of all the Pool Committee members.

5. Review proposed Conceptual Site Plan #4 (CSPV #4) and Opinion of Probable Construction Cost:

Comment: Originally, the Committee was only to review the new CSPV #4, which had been developed by revising CSPV #3 with the last Pool Committee meeting comments; however, BAI was able to prepare CSPV #5 and CSPV #6 for Committee review.

The first version reviewed was CSPV #4 with comments, as follows:

a. CSPV #4 is a revised version of CSPV #3, per the Pool Committee comments made during their July 13, 2017 meeting. CSPV #4 shows an 8,776 sq. ft. pool vessel plus a spray pad having 1,441 sq. ft. wetted surface area for a combined surface area of 10,217 sq. ft. This version features eight 25-yard swimming lanes, a larger zero-depth entry, spray pad, sand play area, climbing wall, water walk, waterslide, shade structures and 1-meter and 3-meter diving boards. This version shows the existing bathhouse and mechanical building being reused;

b. CSPV #4 would require relocation of the existing "original" bathhouse;

c. The initial preliminary Opinion of Probable Construction Cost (OPCC) is \$4,463,000;

d. Based on total surface area this version would require the addition of 7 female water closets, 1 male water closet, 1 female lavatory and 1 additional drinking fountain;

e. The staffing plan for CSPV #4 would require 5 lifeguards for the pool, 1 lifeguard and 1 attendant for the waterslide, when operating; 1 lifeguard roaming in the zero-depth during peak periods and 2 or 3 attendants for admissions and/or concessions;

f. The Committee requested a number of revisions to CSPV #4, as follows:

1. Remove the Climbing Wall to reduce the size of the diving hopper;
2. Investigate the possibility of reserving two swimming lanes used simultaneous with two diving towers;
3. Add a mom bench with shade to the zero-depth entry area;
4. Re-design the spray pad to a zero-depth rim design (Code dependent).

The second version reviewed was CSPV #5 with comments, as follows:

a. CSPV #5 has a much different arrangement of pool elements and is intended to allow simultaneous occupancy of the recreation side and the swimming lane side. A waterwalk spans the connecting channel tying the two main sections of the pool together. With this version we are starting to work our way down in size, moving closer to the adjusted recreational area previously calculated. The pool vessel shown in this version has a water surface area of 7,689 sq. ft., which includes: eight 25 yard lap swim lanes, zero-depth entry with water features, a separate waterslide receiving area, climbing wall, waterwalk, and 1 meter and 3 meter diving towers. This version shows a 1,441 sq. ft. spray pad, concession area, reuse of newer bathhouse and the mechanical building. The original bathhouse would need to be completely removed.

b. CSPV #5 was downsized by placing the diving hopper all the south end of the lap swim lane area.

c. Implementation of CSPV #5 will require an additional 5 female water closets, 1 male water closet, 1 female lavatory and 1 additional drinking fountain; all in the newer bathhouse.

d. The staffing plan for CSPV #5 would require 7 lifeguards for the pool, 1 lifeguard and 1 attendant for the waterslide when operating, 1 lifeguard roaming in the zero-depth during peak periods and 2 or 3 attendants for admissions and/or concessions.

e. The Committee requested a number of revisions to CSPV #5, as follows:

1. Remove the Climbing Wall to reduce the size of the diving hopper;
2. Investigate the possibility of using two lap swim lanes simultaneous with two diving towers;
3. Add a mom bench to the zero-depth entry area;
4. Re-design the spray pad to a zero-depth rim design (Code dependent).

The second version reviewed was CSPV #6 with comments, as follows:

a. CSPV #6 is a heavily revised CSPV #5, including a lazy river, vortex pool and double raft waterslide. This footprint is closer to BAI's 21st Century style. This concept includes many of the amenities requested by the Pool Committee with some added new features. The pool/lazy river vessel shown in this version has a water surface area of 9,070 sq. ft., which includes: six - 25 yard lap swim lanes, zero-depth entry with water features, a separate raft waterslide receiving area, climbing wall, waterwalk, and 1 meter and 3 meter diving towers. This version also shows a 1,441 sq. ft. spray pad. A concession area, reuse of the newer bathhouse and reuse of the mechanical building are part of this concept. The original bathhouse would need to be completely removed for this concept.

b. CSPV #6 was downsized by placing the diving hopper at the south end of the lap swim lane area as also shown on CSPV #5. Also, note the number of lap lanes was reduced from 8 each to 6 each.

c. Implementation of CSPV #6 will require an additional 7 female water closets, 1 male water closet, 1 female lavatory and 1 additional drinking fountain.

d. The staffing plan for CSPV #6 would require 4 lifeguards for the pool, 1 lifeguard and 1 attendant for the raft waterslide, when operating; 1 lifeguard roaming in the zero-depth during peak periods, 2 lifeguards for the lazy river and vortex pool and 2 or 3 attendants for admissions and/or concessions;

e. The Committee requested a number of revisions to CSPV #6, as follows:

1. Remove the Climbing Wall to reduce the size of the diving hopper;
2. Investigate the possibility of using two lap swim lanes simultaneous with two diving towers;
3. Add a mom bench to the zero-depth entry area;
4. Re-design the spray pad to a zero-depth rim design (Code dependent).

6. Assign homework to Committee:

Comment: The Committee's homework is to review and consider the data for the Natant Demand Analysis. BAI's homework is to revise the CSP's per the Pool Committee's request, develop several new CSP's and visit the site to layout required sanitary fixture locations in the newer bathhouse. BAI will also observe the older bathhouse for potential reuse as concessions.

7. Set next meeting and time:

Comment: The next Pool Committee was set for September 6, 2017 @ 6:30 p.m.

8. Committee Comments:

Comment: Under agenda item #4, BAI was asked if our other municipal clients pay serious attention to BAI's Natant Demand Analysis. Very, very few previous clients have disregarded this data. Usually, this occurred when said client's old pools were literally 3 or 4 times larger than prudent.

The Committee favored a spray pad over a climbing wall; they favored a rim type of spray pad, addition of a mom bench with shade provision and a lap lane design to not pass over the diving hopper.

9. Adjourn: Meeting adjourned at 8:00 p.m.

Should you have any questions or comments, please feel free to contact our Platteville office. As always, the men and women of BAI look forward to the continuing opportunity to serve your community on this very important project.

DFB:pat

**MINUTES
CITY OF LANCASTER
POOL AD HOC MEETING
SEPTEMBER 6, 2017
6:30 P.M.**

TO: City of Lancaster
David Varnam, Mayor [Sent: mayor@lanasterwisconsin.com](mailto:mayor@lanasterwisconsin.com)
David Carlson, City Administrator [Sent: davidc@lanasterwisconsin.com](mailto:davidc@lanasterwisconsin.com)
Aja Taylor, Deputy Clerk/Treasurer [Sent: AjaT@lanasterwisconsin.com](mailto:AjaT@lanasterwisconsin.com)

CC: Pool Committee Members
Tiffany Kramer [Sent: tiffb_14@yahoo.com](mailto:tiffb_14@yahoo.com)
Kate Reuter [Sent: skreuter@tds.net](mailto:skreuter@tds.net)
Tabitha Jackering [Sent: tjackering@grantregional.com](mailto:tjackering@grantregional.com)
Jessica Hermsen [Sent: jessicadavid@tds.net](mailto:jessicadavid@tds.net)
Shayne LaBudda [Sent: labudda@pcii.net](mailto:labudda@pcii.net)
Rob Wagner [Sent: wagnerr@lanastersd.k12.wi.us](mailto:wagnerr@lanastersd.k12.wi.us)
Sue Fritz [Sent: sfritz@tricolorinsurance.com](mailto:sfritz@tricolorinsurance.com)
Josh Burr [Sent: joshuaburr60@gmail.com](mailto:joshuaburr60@gmail.com)

FROM: David F. Burbach, P.E.
Burbach Aquatics, Inc.

DATE: September 11, 2017- Revised September 13, 2017

RE: Lancaster Municipal Swimming Pool

Please take this memo as follow up to Burbach Aquatics, Inc. (BAI)'s fourth Phase I, Step #2 Feasibility Study meeting with the Pool Committee, on Wednesday, September 6, 2017, regarding the proposed Municipal Swimming Pool project, in Lancaster, Wisconsin. The meeting commenced at 6:30 p.m., in the Council Chambers at City Hall and concluded at 8:03 p.m. The meeting was well attended, with a sign-up sheet circulated. An agenda was prepared and generally followed throughout the meeting, as follows:

1. Call meeting to Order:

Comment: Meeting was called to order at 6:30 p.m. in the Council Chambers.

2. Roll Call:

Comment: Pool Committee members present included Rob Wagner, Tiffany Kramer, Sue Fritz, Josh Burr, and Tabitha Jackering. City personal included Mayor Varnam, City Administrator Carlson and Councilwomen Kate Reuter. Representing BAI were David F. Burbach and Joshua Layer. Pool Committee members absent included Jessica Hermsen and Shayne LaBudda.

3. Review and approve last Pool Committee meeting minutes (8/02/2017):

Comment: Pool Committee minutes were reviewed and approved, without change.

4. Second review Natant Demand analysis;

Comment: Discussion on this agenda item began with a quick review of the Natant Demand Worksheet and the Recreational Natant Demand for 2017 summary sheet. The worksheet illustrated the surrounding Community populations and available swimming pool size, if any. The summary sheet was then reviewed, which shows a recommended recreation water surface area of 8,382 sq. ft. As a comparison, the existing main pool and wading pool have a combined water surface area of 8,270 sq. ft. BAI discussed that a comment was made during the last meeting that the utilization factor for Cassville should be increased; BAI explained that increasing the utilization factor would decrease the overall recommend recreation water surface area proportionally based on the percentage decided upon.

5. Review proposed bathhouse floor plans;

Comment: This agenda item was briefly reviewed by the committee and will be discussed in more detail during the October 18th Pool Committee meeting when the committee does a tour of the existing facility. The existing 1995 bathhouse currently has enough sanitary fixtures to support a new pool vessel that less than 7,500 square feet of cumulative area of surface water (this includes any spray pad). BAI prepared two conceptual layouts of the existing 1995 bathhouse. Both conceptual plans show a utility chase for sanitary fixtures and the removal of the masonry privacy changing booths for a better flow through the building. Both conceptual plans would be able to support a new pool vessel that less than 9,999 square feet of cumulative area of surface water.

6. Review proposed Conceptual Site Plans;

Comment: A total of six conceptual site plans were reviewed with the Pool Committee. During the review a discussion was had about the original 1935 Bathhouse and it was decided unanimously to leave the 1935 Bathhouse in the original location and incorporate into the project. Option could include using the building as a shade structure or possible concession building. BAI also suggested a rap around deck to complement the 1935 bathhouse.

The first version reviewed was CSPV #7 with comments, as follows:

a. CSPV #7 is a revised version of CSPV #4, per the Pool Committee comments made during their August 2, 2017 meeting. CSPV #7 shows an 8,865 sq. ft. pool vessel. This version features eight 25-yard swimming lanes, a larger zero-depth entry with a rim splash pad, parent bench with shade, sand play area, water walk, waterslide, shade structures and 1-meter and 3-meter diving boards. This version shows the existing 1995 bathhouse and mechanical building being reused;

b. Based on total surface area this version would require the addition of 3 female water closets, and 1 additional drinking fountain. All other sanitary code requirements are met;

c. The staffing plan for CSPV #7 would require 5 lifeguards for the pool, 1 lifeguard and 1 attendant for the waterslide, when operating; 1 lifeguard roaming in the zero-depth during peak periods and 2 or 3 attendants for admissions and/or concessions;

d. The Committee requested a number of revisions to CSPV #7, as follows:

1. Add a platform play structure in the zero depth area;
2. Provide an OPCC for this version;

The second version reviewed was CSPV #8 with comments, as follows:

a. CSPV #8 is a revised version of CSPV #5, per the Pool Committee comments made during their August 2, 2017 meeting. CSPV #8 shows an 9,437 sq. ft. pool vessel. This version features eight 25-yard swimming lanes (with two designated beginner swim lanes), a larger zero-depth entry with a rim splash pad, parent bench with shade, water walk, waterslide, shade structures and 1-meter and 3-meter diving boards. This version shows the existing 1995 bathhouse and mechanical building being reused. The original 1935 bathhouse would have to be relocated.

b. CSPV #8 has a diving hopper that is a side entry diving hopper to allow for two swallow lanes. This version extends further northwest into the existing hillside than other versions and would require more grading.

c. Implementation of CSPV #8 will require an additional 5 female water closets, 1 female lavatory and 1 additional drinking fountain; all in the 1995 bathhouse.

d. The staffing plan for CSPV #8 would require 6 lifeguards for the pool, 1 lifeguard and 1 attendant for the waterslide when operating, 1 lifeguard roaming in the zero-depth during peak periods and 2 or 3 attendants for admissions and/or concessions.

e. The Committee did not want to further develop this version;

The third version reviewed was CSPV #9 with comments, as follows:

a. CSPV #9, included a lazy river, vortex pool and double raft waterslide. This footprint is closer to BAI's 21st Century style. This concept includes many of the amenities requested by the Pool Committee with some added new features. The pool/lazy river vessel shown in this version has a water surface area of 9,811 sq. ft., which includes: six - 25 yard lap swim lanes (with one dedicated swim lane), zero-depth entry with water features, parent bench with shade, a separate raft waterslide receiving area, waterwalk, and 1 meter and 3 meter diving towers. This version also shows a 741 sq. ft. spray pad. A concession area, reuse of the 1995 bathhouse and mechanical building are part of this concept. The 1935 bathhouse would need to be completely removed for this concept.

b. CSPV #9 was downsized by placing the diving hopper at the south end of the lap swim lane area as also shown on CSPV #5. Also, note the number of lap lanes was reduced from 8 each to 6 each.

c. Implementation of CSPV #9 will require an additional 5 female water closets, 1 female lavatory and 1 additional drinking fountain.

d. The staffing plan for CSPV #9 would require 5 lifeguards for the pool, 1 lifeguard and 1 attendant for the raft waterslide, when operating; 1 lifeguard roaming in the zero-depth during peak periods, 2 lifeguards for the lazy river and vortex pool and 2 or 3 attendants for admissions and/or concessions;

e. The Committee did not want to further develop this version;

BAI developed three additional 21st century pool vessels designs for the committee's review. The fourth version reviewed was CSPV #10 with comments, as follows:

a. CSPV #10 included a lazy river, vortex feature, platform play structure in the zero depth and double raft waterslide. The pool/lazy river vessel shown in this version has a water surface area of 11,230 sq. ft., which includes: six - 25 yard lap swim lanes (with 2 dedicated swim lanes), zero-depth entry with water features and platform play structure, parent bench with shade, a separate raft waterslide receiving area, waterwalk, and 1 meter and 3 meter diving towers in a separate diving hopper from the lap lanes. A reuse of the 1995 bathhouse and mechanical building are part of this concept. The 1935 bathhouse would need to be completely removed for this concept.

b. CSPV #10 was designed to maximize the 2'-4' water depth (active water play area). This depth makes up 57% of the total pool at 5,617 sq. ft.;

c. Implementation of CSPV #10 will require an additional 7 female water closets, 1 male water closet, 1 female lavatory and 1 additional drinking fountain.

d. The staffing plan for CSPV #10 would require 6 lifeguards for the pool, 1 lifeguard and 1 attendant for the raft waterslide, when operating; 1 lifeguard roaming in the zero-depth during peak periods, 2 lifeguards for the lazy river and vortex pool and 2 or 3 attendants for admissions and/or concessions;

e. The Committee did not want to further develop this version;

The fifth version reviewed was CSPV #11 with comments, as follows:

a. CSPV #11 included a platform play structure in the zero depth, lazy river, and vortex pool. The pool/lazy river vessel shown in this version has a water surface area of 10,611 sq. ft., which includes: six - 25 yard lap swim lanes (2 dedicated swim lanes), zero-depth entry with water features, parent bench with shade, waterwalk, and 1 meter and 3 meter diving towers. A reuse of the 1995 bathhouse and the mechanical building are part of this concept. The 1935 bathhouse would be able to remain with this conceptual site plan.

b. CSPV #11 was designed to maximize the 2'-4' water depth (active water play area). This depth makes up 64% of the total pool at 5,732 sq. ft.. It was also designed to have age specific areas of the pool.

c. Implementation of CSPV #11 will require an additional 7 female water closets, 1 male water closet, 1 female lavatory and 1 additional drinking fountain.

d. The staffing plan for CSPV #11 would require 6 lifeguards for the pool, 1 lifeguard roaming in the zero-depth during peak periods, 2 lifeguards for the lazy river and vortex pool and 2 or 3 attendants for admissions and/or concessions;

e. The Committee requested a number of revisions to CSPV #11, as follows:

1. Reduce the size of the pool/lazy river;
2. Show conceptual with lazy river or vortex pool separate;
3. Add two lanes;
4. Add a waterslide or raft slide;
5. Provide an OPCC for this version;

The sixth version reviewed was CSPV #12 with comments, as follows:

a. CSPV #12 included a small zero depth, lazy river, and vortex feature. The pool/lazy river vessel shown in this version has a water surface area of 9,287 sq. ft., which includes: six - 25 yard lap swim lanes (2 dedicated swim lanes), zero-depth entry with water features and tot slide, parent bench with shade, waterwalk, and 1 meter and 3 meter diving towers. A reuse of the 1995 bathhouse and mechanical building are part of this concept. The 1935 bathhouse would be able to remain with this conceptual site plan

b. CSPV #12 was designed to maximize the 2'-4' water depth (active water play area). This depth makes up 63% of the total pool at 4,732 sq. ft.. It was also designed to have age specific areas of the pool.

c. Implementation of CSPV #12 will require an additional 5 female water closets, 1 female lavatory and 1 additional drinking fountain.

d. The staffing plan for CSPV #12 would require lifeguards for the pool, 1 lifeguard roaming in the zero-depth during peak periods, 2 lifeguards for the lazy river and vortex pool and 2 or 3 attendants for admissions and/or concessions;

e. The Committee requested a number of revisions to CSPV #12, as follows:

1. Add a platform play structure;
2. Add two swim lanes;
3. Add waterslide or raft slide;
4. Provide an OPCC for this version;

7. Assign homework to Committee:

Comment: The Committee's homework is to review all the conceptual site plans presented and select which amenities they like best but also take in consideration site restrictions and cost implications for the proposed project. BAI's homework is to revise the CSP's selected by the Committee and provide a 3-D version of the 1935 bathhouse with an elevated deck.

8. Set next meeting and time:

Comment: The next Pool Committee was set for October 18, 2017 @ 5:30 p.m. at the pool.

9. Committee Comments:

Comment: Mayor David Varnam requested that any future CSP's reviewed should have an Opinion of Construction Cost for the Pool Committee's consideration. The Committee also would like all CSP's to have 8 swim lanes

10. Adjourn: Meeting adjourned at 8:03 p.m.

Should you have any questions or comments, please feel free to contact our Platteville office. As always, the men and women of BAI look forward to the continuing opportunity to serve your community on this very important project.

DFB:jkl

MINUTES
CITY OF LANCASTER
POOL AD HOC MEETING
OCTOBER 18, 2017
6:30 P.M.

TO: City of Lancaster
David Varnam, Mayor
David Carlson, City Administrator
Aja Taylor, Deputy Clerk/Treasurer

Sent: mayor@lancasterwisconsin.com
Sent: davidc@lancasterwisconsin.com
Sent: AjaT@lancasterwisconsin.com

CC: Pool Committee Members
Tiffany Kramer
Kate Reuter
Tabitha Jackering
Jessica Hermsen
Shayne LaBudda
Rob Wagner
Sue Fritz
Josh Burr

Sent: tiffb_14@yahoo.com
Sent: skreuter@tds.net
Sent: tjackering@grantregional.com
Sent: jessicadavid@tds.net
Sent: labudda@pcii.net
Sent: wagnerr@lancastersd.k12.wi.us
Sent: sfritz@tricolorinsurance.com
Sent: joshuaburr60@gmail.com

FROM: Joshua Layer
Burbach Aquatics, Inc.

DATE: October 31, 2017

RE: Lancaster Municipal Swimming Pool

Please take this memo as follow up to Burbach Aquatics, Inc. (BAI)'s fifth Phase I, Step #2 - Feasibility Study meeting with the Pool Committee, on Wednesday, October 18, 2017, regarding the proposed Municipal Swimming Pool project, in Lancaster, Wisconsin. The meeting commenced at 5:36 p.m., at the existing Lancaster Municipal Swimming pool and concluded at the Council Chambers at City Hall at 7:15 p.m. The meeting was well attended, with a sign-up sheet circulated. An agenda was prepared and generally followed throughout the meeting, as follows:

1. Call meeting to Order:

Comment: Meeting was called to order in the Council Chambers at 6:30 p.m.

2. Roll Call:

Comment: Pool Committee members present included Tiffany Kramer, Sue Fritz, Jessica Hermsen, and Tabitha Jackering. City personnel included, City Administrator Carlson, Councilman Shayne LaBudda and Councilwomen Kate Reuter. Representing BAI was Joshua Layer. Pool Committee members absent included Rob Wagner, Josh Burr and Mayor Varnam. David Timmerman joined the group from the Grant County Herald Independent.

3. Review proposed bathhouse plans and tour existing site:

Comments:

a) Burbach Aquatics, Inc. (BAI) prepared two conceptual layouts of the existing 1995 bathhouse. Both conceptual plans show a utility chase for sanitary fixtures and the removal of the masonry privacy changing booths for a better flow through the building. Both conceptual plans would be able to support a new pool vessel that's less than 9,999 square feet of cumulative area of surface water. BAI walked the Committee through the existing bathhouse showing the orientation of where the proposed sanitary fixtures, utility chases and other proposed changes to the existing layout of said bathhouse;

b) Discussion also developed about taking the two existing exterior park male and female bathrooms and incorporating them into family restrooms for the bathhouse;

c) The Pool Committee would also like BAI to look at different pedestrian routes through the bathhouse for no swimming patrons, so they do not have to walk through the showers to access the pool;

d) During the tour BAI presented a proposed renovation concept to the original 1935 bathhouse. This concept shows an observation deck added to the northeast side of said bathhouse. BAI posed a question to the Committee about the historical significance and registration of the building, which would determine the extent of modification/renovation. BAI provided an Opinion of Renovation Cost of the building to be \$150,000 to \$230,000; depending on the designated use of the building and if the concessions area would be included.

4. Adjourn to City Hall to finish to Pool Committee Meeting:

Comment: The Pool Committee decided to continue the meeting at the pool to go through the remaining material presented. Once all the material was presented, the Pool Committee adjourned to City Hall to continue discussion.

5. Review and approve last Pool Committee meeting minutes (09/06/2017):

Comment: Pool Committee minutes were reviewed and approved, without change.

6. Review proposed Conceptual Site Plans (CSP):

Comments: Three new CSPs were reviewed with the Pool Committee. After reviewing said CSPs, BAI revisited the different CSPs that were presented to the Pool Committee in previous meetings for comparison.

The first version was CSP Version #13 with comments, as follows:

a) CSP #13 is a revised version of CSP #11, per the Pool Committee comments made during the September 6, 2017 meeting. CSP #13 shows an 10,925 sq. ft. pool vessel. This Version features eight 25-yard swimming lanes, a zero-depth entry with a large play structure, lazy river, water walk, waterslide, 1-meter and 3-meter diving boards and shade structures. This Version shows the existing 1995 bathhouse and mechanical building being reused;

b) Based on total surface area this Version would require the addition of seven female water closets, one (1) male water closet, one female Lavatory (sink) and one additional drinking fountain. All other sanitary Code requirements are met;

c) The staffing plan for CSP #13 would require six lifeguards for the pool, one lifeguard roaming in the zero-depth during peak periods, one lifeguard and one attendant for the water slide when operating, one lifeguard for the lazy river and two, possibly three attendants for admissions and/or concessions;

d) CSP #13 has an Opinion of Probable Construction Cost of \$5,959,000;

e) The Committee did not request any revisions to CSP #13;

The second Version was CSP #14 with comments, as follows:

a) CSP #14 is a revised Version of CSP #12, per the Pool Committee comments made during the September 6, 2017 meeting. CSP #14 shows a 10,180 sq. ft. pool vessel. This Version features eight 25-yard swimming lanes, a zero-depth entry with a large play structure, vortex pool, water walk, waterslide, shaded parent bench, 1-meter and 3-meter diving boards and shade structures. This Version shows the existing 1995 bathhouse and mechanical building being reused;

b) Based on total surface area this Version would require the addition of seven female water closets, one male water closet, one female Lavatory (sink) and one additional drinking fountain. All other sanitary Code requirements are met;

c) The staffing plan for CSP #14 would require six lifeguards for the pool, one lifeguard roaming in the zero-depth during peak periods, one lifeguard and one attendant for the waterslide when operating, one lifeguards for the lazy river and two, possibly three attendants for admissions and/or concessions;

d) CSP #14 has an Opinion of Probable Construction Cost of \$5,763,000;

e) The Committee requested the following revisions to CSP #14:

- 1.) Combine the zero-depth portion of CSP # 14 with lap lane/diving hopper of CSP Version #15;
- 2.) Flip the water walk and waterslide splash pool.

The third Version was CSP #15 with comments, as follows:

a) CSP #15 is a revised Version of CSP #7, per the Pool Committee comments made during the September 6, 2017 meeting. CSP #15 shows an 8,865 sq. ft. pool vessel. This Version features eight 25-yard swimming lanes, a larger zero-depth entry with a rim splash pad, large platform structure, shaded parent bench, sand play area, water walk, waterslide, 1-meter and 3-meter diving boards and shade structures. This Version shows the existing 1995 bathhouse and mechanical building being reused;

b) Based on total surface area this Version would require the addition of three (3) female water closets and one additional drinking fountain. All other sanitary Code requirements are met;

c) The staffing plan for CSP #15 would require five lifeguards for the pool, one lifeguard roaming in the zero-depth during peak periods, one lifeguard and one attendant for the waterslide when operating, one lifeguard for waterwalk and two, or possibly three attendants for admissions and/or concessions;

d) The Committee did would like to see different sized play structures and cost associated with the different sizes.

Upon completion of the three CSPs, the Committee adjourned and reconvened at City Hall, for a review of all CSPs that have been presented to the Pool Committee. Discussion followed regarding all the differences in the CSPs presented. BAI discussed different pool amenities to help differentiate the Lancaster Municipal Pool from other competing pools in the area. The recent CSP's presented recently have 3 unique features when compared to competing pools in the area.

Opinions of Construction Cost were considered and the discussion turned to funding and operational cost of a swimming pool. BAI will provide Opinions of Operating Cost for Verison's #14 and #15 for the next pool committee meeting.

7. Assign homework to Committee:

Comments:

a) The Pool Committee should review all 15 CSPs and begin refining what amenities and layout they would like to see in a final Conceptual Site Plan, that the Committee will present to the City Council as a recommendation;

b) The Pool Committee should check with the local Historical Society to determine the original 1935 bathhouse designation and what possible limitations for renovation that the group would find acceptable.

8. Set next meeting and time:

Comment: The next meeting has been scheduled for November 15, 2017, at 6:30 p.m. at City Hall.

9. Committee comments:

a) City Administrator Carlson mentioned that the Pool Committee should consider funding availability, project budget and operating costs when reviewing and refining the Pool Committee's recommendation to the City Council;

b) The Pool Committee would like to see a comparison of Chlorine versus Bromine when looking at Opinions of Probable Construction Cost.

10. Adjourn: Meeting adjourned at 7:15 p.m.

Should you have any questions, comments, or if your notes differ, please do not hesitate to contact our Platteville office. As always, the men and women of BAI look forward to the continuing opportunity to serve your community on this very important project.

JKL:jkl

MINUTES
CITY OF LANCASTER
POOL AD HOC MEETING
NOVEMBER 15, 2017
6:30 P.M.

TO: City of Lancaster
David Varnam, Mayor [Sent: mayor@lanasterwisconsin.com](mailto:mayor@lanasterwisconsin.com)
David Carlson, City Administrator [Sent: davidc@lanasterwisconsin.com](mailto:davidc@lanasterwisconsin.com)
Aja Taylor, Deputy Clerk/Treasurer [Sent: AjaT@lanasterwisconsin.com](mailto:AjaT@lanasterwisconsin.com)

CC: Pool Committee Members
Tiffany Kramer [Sent: tiffb_14@yahoo.com](mailto:tiffb_14@yahoo.com)
Kate Reuter [Sent: skreuter@tds.net](mailto:skreuter@tds.net)
Tabitha Jackering [Sent: tjackering@grantregional.com](mailto:tjackering@grantregional.com)
Jessica Hermsen [Sent: jessicadavid@tds.net](mailto:jessicadavid@tds.net)
Shayne LaBudda [Sent: labudda@pcii.net](mailto:labudda@pcii.net)
Rob Wagner [Sent: wagnerr@lanastersd.k12.wi.us](mailto:wagnerr@lanastersd.k12.wi.us)
Sue Fritz [Sent: sfritz@tricolorinsurance.com](mailto:sfritz@tricolorinsurance.com)
Josh Burr [Sent: joshuaburr60@gmail.com](mailto:joshuaburr60@gmail.com)

FROM: Joshua Layer
Burbach Aquatics, Inc.

DATE: November 28, 2017

RE: Lancaster Municipal Swimming Pool

Please take this memo as follow up to Burbach Aquatics, Inc. (BAI)'s sixth Phase I, Step #2 - Feasibility Study meeting with the Pool Committee, on Wednesday, November 15, 2017, regarding the proposed Municipal Swimming Pool project, in Lancaster, Wisconsin. The meeting commenced at 6:30 p.m. at the Council Chambers in City Hall and concluded at 8:00 p.m. The meeting was well attended, with a sign-up sheet circulated. An agenda was prepared and generally followed throughout the meeting, as follows:

1. Call meeting to Order:

Comment: Meeting was called to order in the Council Chambers at 6:30 p.m.

2. Roll Call:

Comment: Pool Committee members present included Sue Fritz, Jessica Hermsen, and Tabitha Jackering. City personnel included, Mayor Varnam City Administrator Carlson, Councilman Shayne LaBudda and Councilwomen Kate Reuter . Representing BAI was Joshua Layer. Pool Committee members absent included Rob Wagner, Josh Burr and Tiffany Kramer. Dave Kurihara and John Hauth from City Staff also attended the Pool Committee Meeting. David Timmerman also joined the group from the Grant County Herald Independent.

3. Review and approve last Pool Committee meeting minutes (10/18/2017);

Comment: Pool Committee minutes were reviewed and approved, without change.

4. Review proposed Conceptual Site Plan (CSP) Version #16
and Opinion of Construction Cost (OPCC);

The CSP Version #16 was reviewed with comments, as follows:

a) CSP #16 is a revised Version of CSP #14 & CSP #15, per the Pool Committee comments made during the October 18, 2017 meeting. CSP #16 shows a 10,507 sq. ft. pool vessel. This Version features eight 25-yard swimming lanes, a zero-depth entry with a large play structure, vortex pool, water walk, waterslide, shaded parent bench, 1-meter and 3-meter diving boards and shade structures. This Version shows a

renovation of the existing 1995 bathhouse to incorporate additional sanitary fixtures and a renovation of the 1935 bathhouse building with conversion to a concession and shaded area;

b) Based on total surface area this Version would require the addition of seven female water closets, one male water closet, one female Lavatory (sink) and one additional drinking fountain. All other sanitary Code requirements are met;

c) The staffing plan for CSP #16 would require six lifeguards for the pool, one lifeguard roaming in the zero-depth during peak periods, one lifeguard and one attendant for the waterslide when operating, one lifeguards for the vortex pool and two, possibly three attendants for admissions and/or concessions;

d) CSP #16 has an Opinion of Probable Construction Cost of \$6,238,000;

e) The Committee requested the following revisions to CSP #16:

- 1.) Look at cost saving options with this CSP.
- 2.) Look at possible phasing options of this CSP.

5. Review of previous CSP's and discuss developing a final recommendation to City Council;

Comment: BAI reviewed several CSP's and the Pool Committee would like to continue developing CSP Version # 16 for a recommendation to City Council

The group discussed when to present the final concept to City Council. The current Adhoc Committee has 1 year term, therefor the Committee is considering suspending meetings until 2019. BAI will provide a potential time line for the group to consider during next meeting.

6. Review Opinions of Probable Operating Cost (OPOC) for CSP Version # 3, #15 & #16;

Comment:

- a) CSP # 3 has an Opinion of Probable Operating Cost of \$87,301;
- b) CSP #16 has an Opinion of Probable Operating Cost of \$128,788;
- c) BAI didn't prepare an OPOC for Version #15 because it would be similar to Version #16.

7. Review current Lancaster Municipal Pool operating costs;

Comment: The existing facility had an Operating Cost for 2017 of \$98,000;

8. Discuss proposed project budget, city financials and funding options;

Comment: David Kurihara discussed the City of Lancaster's Debt Limit/Capacity with the Pool Committee. He provided a hand out that outlined the Debt Limit/Capacity of the City of Lancaster for 2016-2020. Budget of the Project was discussed the City currently has \$1.9 Million earmarked for a pool project. Borrowing capacity over the next 3 years shows that 2020 would be a possible year to bid a pool project. A \$1 million dollar Capital Campaign was discussed. Currently there are two projects (library and hospital) that are ongoing in the community. It was expressed by the Committee that timing of the Pool Capital Campaign is crucial as not to take away from other projects on-going in the community. BAI recommends that City does not exceed an 80% maximum debt capacity in borrowing for a pool project. BAI will provide a breakdown of possible borrowing capacity over the next five years for the next meeting.

Comment: For example the following is a breakdown of potential Financing for the Pool Project:

\$1 million Capital Campaign

\$1.9 million City Earmarked Funds

\$1 million Bond Capacity

\$3.9 Million Total Funding for a pool project

If the Committee decides that CSP Version # 16 is the Version they will need recommend another funding source for the \$2.3 million shortfall. We will discuss this topic further at the next meeting.

9. Assign homework to Committee;

Comment: None

10. Set next meeting and time;

Comment: The next meeting has been scheduled for February 7, 2018, at 6:30 p.m. at City Hall.

11. Committee comments;
Comment: None

12. Adjourn meeting.