



**Norwood Young America Parks and Recreation Commission
Tuesday, January 20, 2015 at 5:30 p.m.
Oak Grove City Center ~ City Council Chambers, 310 Elm St. W.**

AGENDA

**Dorothy
Bohnen,**
Vice-Chair

1. Call to Order

2. Adoption of Agenda

**Sharilyn
Feltmann,**
Secretary

3. Appoint Officers and Approve Meeting Schedule

4. Approve Minutes of October 21 and November 18, 2014 Meetings

**Karen
Hallquist,**
Planning
Commission
Rep.

5. Old Business

a) Dog Park

b) Establish 2015 Goals

**Lori
Trocke**

6. New Business

a) Swimming Pool Policies and Procedures Handbook

**Jim
Zellmann**

7. Commissioner Reports/Updates

8. Adjourn

**Julie
Kuenzel,**
School
District Rep.

Jim Keller,
Council
Liaison

UPCOMING MEETINGS

January 26th

6:30 p.m. – City Council meeting

February 9th

6:30 p.m. – City Council meeting

February 17th

5:30 p.m. – Parks & Recreation Commission meeting



TO: Parks & Recreation Commission Members

FROM: Steve Helget, City Administrator

DATE: January 20, 2015

SUBJECT: Appoint Officers and Approve Meeting Schedule

Proposed is to appoint officers for 2015 (Chairperson, Vice-Chairperson, and Secretary). In addition, proposed is to discuss and approve the regular monthly meeting date and time.

Suggested Motion:

Motion to appoint _____ as Chairperson, _____ as Vice-Chairperson, and _____ as Secretary.



TO: Parks & Recreation Commission Members

FROM: Steve Helget, City Administrator

DATE: January 20, 2015

SUBJECT: Dog Park

At the October 21st meeting the Commission directed me draft some possible rules for the Dog Park (see enclosure).

City of Norwood Young America Dog Park Rules

- Prior to utilizing Park, dogs must be properly licensed by the City of NYA.
- Prior to utilizing Parks, dogs must be current on vaccinations, including Rabies, Parvo, and Bordetella.
- No puppies are allowed unless fully vaccinated and are least four (4) months old.
- Dogs must be spayed/neutered; female dogs in heat are not allowed in the park.
- Users of the dog park are limited to a maximum of three (3) dogs.
- Children under the age of 16 are not allowed in the park without a supervising adult; very young children are not recommended to be inside the park. No children strollers allowed.
- Dogs must be under control by a responsible handler at all times.
- Hours of the dog park are sunrise to sunset.
- Owners must clean up and dispose of dog feces in a sanitary manner.
- Owners must carry one (1) leash per dog at all times.
- Dogs must be leashed prior to entering and upon exiting the Dog Park.
- No dog toys or treats are allowed in the park.
- No food (human or dog), strollers, wagons, glass bottles, bicycles, chairs, skateboards, or scooters, or other motorized vehicles are permitted.
- Children must be closely supervised by adults and be instructed about proper behavior around dogs.
- Owners shall supply their own water.
- Owners are liable for damage or injury inflicted by their dogs. Owner waives liability to the City of NYA for any injury or damage caused by their dog(s).
- Owners must remain in the area with their dog(s) at all times.
- The City reserves the right to ask and Owner and their dog(s) to leave the park if the dog(s) exhibit: aggressive behavior; dogs that have been declared dangerous or potentially dangerous in any community or that have a history of aggressive behavior; any dogs that exhibit aggressive behaviors must be removed immediately by the owner; or biting, fighting, or excessive barking.
- Professional dog trainers are not allowed to use the facility to conduct business.
- The small dog area is limited to dogs not taller than 13" at the shoulder and that weigh no more than 25 pounds.
- The dog park is solely for dogs, their owners and those accompanying them. No other animals are allowed.
- Owners are responsible to fill in any holes their dog has dug.
- The City of NYA has the authority to close the site or portions of the site at its discretion.
- The Dog Park is a tobacco, drugs, and alcohol free park.

The City requires that in addition to the rules above, all other park ordinances must be followed. Contact City of NYA at 952-467-1800 or info@cityofnya.com with any questions or concerns. The City of NYA is not responsible for any damages, injuries, or lost items.

Other considerations:

- Will there be a fee to use the park for residents (fee needs to be added to the City's fee schedule)
- What will the cost of the membership/pass be for non-resident visitors (fee needs to be added to the City's fee schedule)
- Will garbage containers be provided
- Will there be a porta potty on site



TO: Parks & Recreation Commission Members

FROM: Steve Helget, City Administrator

DATE: January 20, 2015

SUBJECT: Establish 2015 Goals

Proposed is to identify your 2015 goals and to prioritize them into a realistic list to complete this year.



TO: Parks & Recreation Commission Members

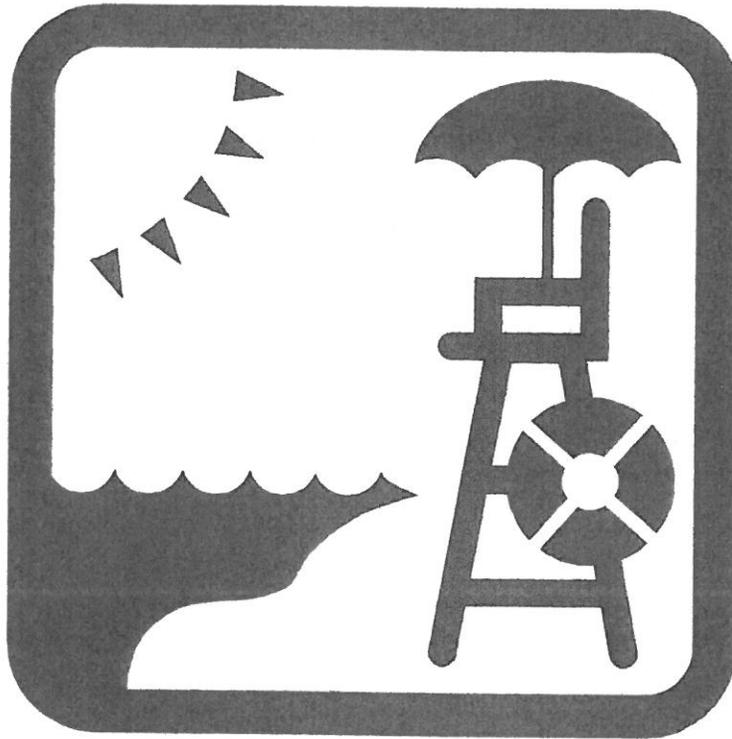
FROM: Steve Helget, City Administrator

DATE: January 20, 2015

SUBJECT: Swimming Pool Policies and Procedures Handbook

Proposed is to commence reviewing the Policies and Procedures Handbook for the swimming pool operations (see enclosure). In addition, with the resignation of Jenni Miller as Pool Manager proposed is to discuss the filling of that position.

POLICIES AND PROCEDURES HANDBOOK



WEST CARVER COMMUNITY POOL
ACCIDENT PREVENTION IS OUR #1 GOAL

DAILY OPENING PROCEDURES

Two staff members are chosen to come in 1 hour before open swim or swim lessons to do a thorough cleaning of the pool building and deck. An asterisk (*) next to staff member's name on the guard schedule indicates the cleaning responsibility. A weekly morning checklist is posted inside the guard office. All jobs on the sheet must be done daily and checked off and initialized by one cleaner. The pool must open on it's scheduled time.

DAILY CLOSING PROCEDURES

All three lifeguards are responsible to close the pool at the end of the night. All furniture must be brought into the building and pool lights turned on. Money must be counted and the evening checklist completed and initialized. **Front door, back door, office door, fence and chemical door must all be locked!!!** At least 1 lifeguard must stay if there are children waiting to be picked up by adults. Money must be brought to the bank each evening.

LIFEGUARD DUTIES

- ❖ The two major functions of a lifeguard shall be 1) Accident Prevention and 2) Responding to Emergencies. No other duties are to interfere with these two duties!

A: Weather Closings

- The pool manager or senior staff member will make all decisions regarding weather affected openings.
- Temperatures below 65 degrees and no wind shall cancel activities for the day (based on the day's predicted high) or just for the time being. If there are strong winds and the temperature is less than 70 degrees, the pool will also be closed as the wind chill is equivalent to the 65 degrees standard. Once again, the day's predicted high will predict whether it is an all-day closing or only for a certain amount of time.
- Weather closings will be on the voice mail at least 30 minutes prior to the opening of swim lessons or open swim.
- The head guard is responsible for "Surveying the Scene" before declaring the facility open for business. This survey must include water clarity, water temperature, hazards, and working electrical and phone service. Problems necessitating a temporary closing of the pool must be reported to the pool manager, senior staff member, or city office as the case may be. Similar problems that develop during the course of the sessions shall also, of course, cause the temporary closing of the facility.
- The head guard opens the water area only after the scene is declared safe and when all guards have assumed their positions on the pool deck.

- Swimmers are requested to sign-in when paying, giving their name, age, phone number, and suit description. This is done as a back-up if an emergency occurs.
- Swimmers are admitted only if exhibiting evidence of having taken a shower.
- A person is not admitted when displaying any of the following: Boils, Athlete's Foot, open sores, bandages, ringworm, or any other apparent communicable disease.
- Two guards must ALWAYS be on deck during open swim. If an on-deck guard must leave their position, the office guard must come out and guard. One guard is required to be in the 'high chair' and the other guard positioned in the 'low chair.' The only exception to this is if there are less than 10 people in the pool. At this time both lifeguards may be in low chairs (one facing shallow end, one facing deep). - Not next to one another!!!!!! When 11 people are in the pool, deep end guard must go into the high chair. There are no exceptions to this.
- No more than 100 swimmers are to be admitted into the facility. When at capacity, new swimmers are admitted only as a similar number leave. Deck watchers do not count in the total.
- Before any swimmers enter the water at the beginning of open swim, one guard must announce the pool rules. This safety message helps establish the guard's authority prior to letting the swimmer's in the water.
- Guards are not to engage in extended conversations with friends, swimmers, spectators or other staff while they are on the deck lifeguarding. If it is going to be an extended conversation, the office guard should replace them until the conversation is over.
- The office guard shall make periodic locker room checks while on duty.
- During aqua aerobics, the three scheduled guards for open swim after aerobics are required to be there. This will ensure proper staff help in case of an emergency.

WEATHER EMERGENCIES

During open business hours, all guards should observe changing weather conditions and be prepared to take action when deemed necessary.

- Lightning will cause the automatic closing of the pool as will severe winds, hail or other common sense of dangers.
- Pay very close attention to weather announcements posted on the radio. The pool will close automatically when a severe weather WARNING is issued for Carver County or Eastern Sibley County, as that area is often struck just prior to the NYA area.
- In case of a severe weather WATCH, or a WARNING where the storm has traveled very quickly, all patrons should be personally escorted to the Norwood Fire Station. One remaining guard should *try* to stay at the facility to ensure it's closing. Minors are to be physically restrained, if necessary and possible, from leaving the party

headed to shelter. Non-minors are advised to come with the group seeking shelter, but can not be forced to come. Minors are to be released only to parents and guardians in such situations.

- Patrons are allowed to leave the shelter when a parent/guardian has come to pick them up or the weather has cleared. If conditions are unsafe due to storm damage, the patrons stay at the shelter until assistance is reached to bring all patrons home safely.
- When reaching the shelter during a storm, a message should immediately be put onto voicemail letting concerned adults know where patrons are.

EQUIPMENT RULES

- Instructional equipment is not to be used by anyone other than a WSI while in conduct of a Red Cross class. At other times, all equipment must be stored away and not given to patrons during open swim.
- Flotation devices are ONLY allowed in the pool when an adult is in the pool with the child wearing the device. The adult cannot just watch the child from the deck.

DECK AREA RULES

- No smoking
 - No glassware or any item capable of shattering
 - No running
 - No Alcohol
 - Steps or ladders must always be used when getting out of the pool
 - Diving is only allowed on diving boards or the deck where the boards are anchored.
 - Divers should jump up and straight down - not at an angle. The gradual slant of the pool floor poses a spinal injury hazard for divers who dive deep and at an angle.
 - Board users must jump straight off the board and not to the sides
 - One bounce on the board
 - Hazardous stunts done off the board should be stopped immediately. Use wise discretion.
 - Games of any kind in the pool (especially ones using balls or other props) should be permitted only if they do not annoy non-participants or pose any potential injuries. No rough play of any kind is permitted.
- ❖ Please Note: Staff Members are asked to please set a good example and also obey all pool rules. Accidents that could have been prevented can happen to you too.

NON-ABIDING PATRONS

- 1.) Verbal Warning
- 2.) Sit out 10 minutes
- 3.) Sit out 20 minutes
- 4.) Need to leave the pool facility for the remaining open swim session

If a patron is handling the "sitting out" rule in an immature, rude manner that is disrupting your lifeguarding abilities, the lifeguard has the authority to kick the patron out of the pool facility in a professional manner. If the patron is getting hostile, call the city office or police immediately.

Disciplinary reports must be filled out on ALL disciplinary actions. After a certain number of reports against a patron, the pool manager will take necessary steps to assure it stops.

HANDLING CRIME AT THE POOL

1.) Thefts

If the theft is minor, the victim should be advised that the WCCP is not responsible for lost objects. Give the victim access to the phone to call the police to make a report if they choose to do so.

If the theft is more than \$25.00, call the police and make the report.

2.) Assaults

IMMEDIATELY call the police.

3.) Lewd Conduct

Individuals exposing themselves, engaging in sexual exhibitionism, etc. should be reported to the police immediately. You may be dealing with a child molester. Make a written report at once.

- ❖ **Staff members, please be aware of the whole pool facility environment at all times. A place like the WCCP, where children are running around all day is a very attractive area to child molesters. If you see ANYTHING suspicious, don't hesitate to confront the individual or call the City Office or Police. It is much better to be safe than sorry.**

CARE FOR MINOR INJURIES

If a patron has an accident in which they are bleeding, a staff member with the Hepatitis Vaccination must be the only one to treat the victim. The staff member is advised to wear rubber gloves, and all blood soaked towels or wraps must be placed in it's own separate garbage bag and tied tightly. Any areas around the pool deck that were contaminated with blood must be scrubbed and washed off with a bleach and water mix as soon as possible.

An accident report must be filled out for ALL injuries - even the minor ones!!!

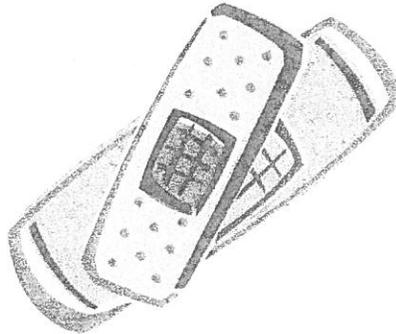
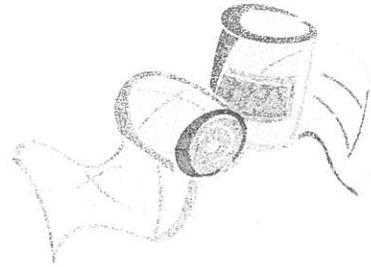
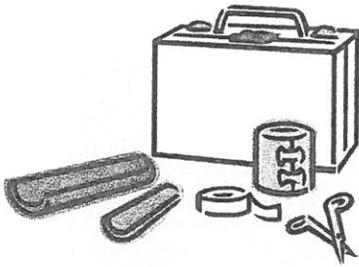
If a staff member happens to come into direct contact with the blood of someone else, they must contact the pool manager immediately and fill out a report. Options of going to the doctors to get treated will then be available to them.

RESCUE AND EMERGENCY CARE OF THE ACCIDENT VICTIM

- In the case of a pool emergency, the first guard to notice the emergency should first try to get the attention of the second guard by the whistle and then enter the water for rescue.
- The second guard should make one loud, long blow on the whistle to clear the pool as quickly as possible.
- The office guard, being attentive to his/her surroundings, should come out onto the deck to find out why the whistle was blown. When realizing it is an emergency, try to get as much information as possible from the first guard regarding the injury and call 911.
- After the pool is cleared, second guard enters the water to assist the first guard.
- After third guard is off the phone with 911, he/she makes sure other guards have all the necessary rescue equipment (backboard, pocket mask, etc.) and proceed to help with the rescue.
- Non-breathing, non-back boarding victims should be taken out of the pool immediately and given CPR.
- Breathing, back boarding victims should have their neck secured and placed on the backboard and secured while still in the water.
- Non-breathing, back boarding victims should be placed on the back board, have their neck secured as much as possible but removed from the pool immediately to begin CPR. Back board straps can be secured while on the deck in this situation.
- When the Fire Dept./EMT arrive at the scene, guard number one informs them on the accident and the victims condition.
- After the victim is taken, guard one calls the pool manager immediately and fills out an accident report.

A seriously injured person should never be allowed to leave unattended.

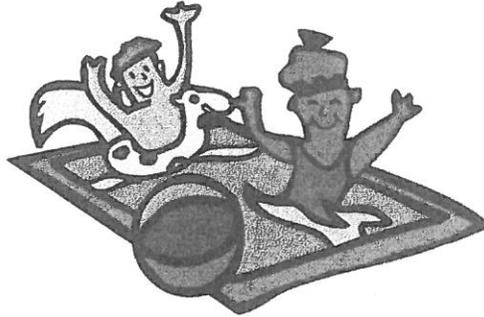
- ❖ **Staff members: Make sure you know where ALL emergency equipment is located!!!**



As WSI's and Lifeguards at the West Carver Community Pool, you will be expected to be responsible and safety-conscious at all times. If at any time the pool manager feels that you have jeopardized your position at the pool, the following steps will be taken:

- 1.) Verbal warning and write-up
- 2.) Second write-up and meeting with pool manager to discuss the issue

- 3.) Third write-up and meeting with pool manager and City Administrator
- 4.) If there is a fourth chance, it will be automatic termination.



**Have a fun and safe employment at the West Carver
Community Pool!!!!!!**