



POOL COMMITTEE CREATION GUIDELINES

May 10, 2016

For: City of La Crosse, Wisconsin

It is Burbach Aquatics, Inc. (BAI's) policy to recommend that our municipal clients establish Pool Committees to work with BAI's project managers, to help initiate, define, promote and explain proposed swimming pool projects. The following are BAI's guidelines, respectfully submitted for the City's consideration:

1. BAI recommends that the Mayor, City Council and City Staff thoroughly discuss the following aspects of creating a Pool Committee. Selection of Pool Committee members is possibly the most important decision affecting the political success of this project.
2. The Pool Committee should be comprised of a cross section of the community, with approximately 9 members, including a chairperson and assistant chairperson, secretary and press secretary.
3. The chain of command for the committee should be clearly stated. The Pool Committee shall report to the Board of Park Commissioners and City Council.
4. Jay Odegaard and Kerry Gloede should remain as the City's official representative to BAI. This point should be made to the volunteer Pool Committee, for the purpose of establishing that BAI has a contract with the City, in the event of a difference of opinion between the City government and the Pool Committee.
5. The Pool Committee should work with City staff and BAI to develop Recommendations for location size, cost, amenities and type of facility. All decisions should be supported by a majority of the committee members. The committee's decisions should be based on what will best serve the City of La Crosse's long range aquatics goals.
6. A City Council member should be selected as a member of the Pool Committee.
7. The chairperson should be instructed on how to meet legal requirements for holding public meetings.

