

# VILLAGE OF ELM GROVE

13600 Juneau Boulevard  
Elm Grove, WI 53122

RECREATION COMMITTEE  
January 15th, 2020 \* 5:00 PM \* Park View Room  
AGENDA

**1. Call meeting to order**

**2. Approval of Meeting Minutes Dated December 19th, 2019**

*Documents:*

[RC121919m.pdf](#)

**3. Review and Approve 2020 4th of July Policy**

*Documents:*

[4th of July policy 1-10-20.pdf](#)  
[Fourth of July Memo 1-10-20.pdf](#)

**4. Review and Approve 2020 Pool Admission and Pool Rental Fees**

*Documents:*

[2020 Pool Admission Fees Memo-Updated 1.10.20.pdf](#)  
[Policy- Elm Grove Pool Season Pass Guidelines.pdf](#)

**5. Winter Update**

**6. Other Business**

**7. Adjourn**

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk, Mary S. Stredni, at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

## RECREATION COMMITTEE

### MEETING MINUTES

December 19<sup>th</sup> 2019 5:30 P.M., Park View Room

1.) Call meeting to order

Trustee and Chairperson Kim Irwin called the meeting to order at 5:34pm.

Present: Trustee and Chairperson Kim Irwin, Trustee Katy Cornell, Trustee Tom Michalski, Dr. Susan Retzack, Mr. Wes Parkin, Ms. Allison Kelly

Absent: Mr. Ryan Black, Mr. Joe Coffey

Also Present: Mr. Jerod Mikkelsen- Recreation Director

2.) Approval of minutes dated November 21<sup>st</sup>, 2019 meeting

Ms. Kelly made a motion to approve meeting minutes dated November 21<sup>st</sup>, 2019 and Trustee Cornell seconded the motion. Motion passed 6-0.

3.) Winter Update

Mr. Mikkelsen gave the committee an update on the Fall programs and events as well as upcoming winter courses. Mr. Mikkelsen updated the committee on the upcoming Winterfest, after discussion the Recreation Committee gave Mr. Mikkelsen suggestions to hopefully get more involvement from the community this year. Mr. Mikkelsen also informed the board that there will be an introductory Taekwondo class for the week of February 4<sup>th</sup>. The goal is to help the new program gain interest before the summer sign up.

4.) Splash Pad Update

Mr. Mikkelsen updated the committee on the status of the splash pad construction process and they are currently winterized and will finish construction once spring begins.

5.) Discussion of Possible Baseball Diamond Upgrades

Mr. Mikkelsen as to have this section removed from the meeting agenda

6.) 2020 Pool Admission and Pool Party Price Review

Mr. Mikkelsen presented his suggestions for the 2020 pricing. After discussion the committee asked Mr. Mikkelsen to provide more prices and information on surrounding pools to make sure prices are competitive.

7.) Personal Floatation Device and Pool Safety Subcommittee Report

Mr. Mikkelsen presented his additions and edits to the existing draft pool policy created. After discussion and some edits Mr. Parkin moved to approve Elm Grove Pool Rules and Policy Draft 2 as amended December 12<sup>th</sup>, 2019. Dr. Retzack seconded the motion and the motion passed 6-0.

8.) Pool Concession Stand Subcommittee Report

Trustee and Chairperson had no update for the Recreation Committee at this time.

9.) Review and Approve Rescheduling of Meeting Dates for months of January-June

Mr. Mikkelsen will be taking evening EMT classes from January- June. He was asking for approval for switching monthly meeting times to allow him to attend classes. After discussion the committee agreed to move meeting dates to the third Wednesday of every month. The new meeting dates will be January 15<sup>th</sup>, February 19<sup>th</sup>, March 18<sup>th</sup>, April 15<sup>th</sup>, May 20<sup>th</sup>, June 17<sup>th</sup>. Trustee Michalski motioned to approve rescheduling the Recreation

Committee meetings to every third Wednesday starting at 5:00pm-6:00pm from January until June. Trustee Cornell seconded the motion. Motion passed 6-0.

10.) Other Business

No other business was reported

11.) Adjourn

Mr. Parkin made a motion for approval to adjourn and Trustee Michalski seconded the motion. The motioned carried 6-0 meeting concluded at 6:22pm

Respectfully Submitted,

Jerod K. Mikkelsen, Recreation Director

DRAFT

# Village of Elm Grove Recreation Department

## **Event Policy Fourth of July**

### **Purpose**

The purpose of this policy is to establish an overall framework for the planning and execution of the annual Fourth of July event. It is not the intent to be overly prescriptive in the types of activities or in the execution of the event but only to outline the basis by which the Recreation Department under the guidance of the Recreation Committee plans and executes the annual event.

### **Mission Statement**

It is the Village of Elm Grove Recreation Department's mission to create and operate a safe, fun family event for community members and patrons through this celebration of our countries independence, freedom and liberty.

### **Event Hierarchy**

### **Event Planning**

All event planning, organizing of Elm Grove Civic Organizations and execution of the event will be facilitated by the Recreation Director under the oversight of the Recreation Committee. Any Civic Organizations of Elm Grove that participate in the event will designate no more than two representatives to help coordinate the day's activities through several meetings leading up to the event. All activities will be vetted by the Recreation Committee prior to the event.

### **Event Financing**

All financial decisions regarding the Fourth of July Event will be made by the Village of Elm Grove and the Recreation Director unless a portion of the event is directly sponsored by one of the Civic Organizations who are directly responsible for that activity. The Recreation Director will be responsible for managing all expenses. The Village will accept donations or sponsorships for activities not funded and directly run by the Civic Organizations for the purpose of defraying costs of the event. All sponsorships need to be approved by the Recreation Committee.

### **Event Framework**

The Fourth of July activities will generally fall into three categories:

## Village of Elm Grove Recreation Department

1. Food and Beverage.
2. Entertainment: music, live bands, historical representations, and fireworks.
3. Participation activities such as bike decorating, children's games and contests.

The event day will be arranged in such a manner to accommodate the approved activities taking into consideration facility access, staffing of activities and the over flow of the day which will culminate with fireworks at the end of the day. The events and activities should be of such a nature as to engage all ages and promote a sense of community.

Any revisions of this policy can only be made by the Village of Elm Grove Board of Trustees with recommendations from the Recreation Committee and the Recreation Director.

# MEMO



**TO:** Recreation Committee

**FROM:** David De Angelis

**DATE:** 1-10-20

**RE:** Fourth of July Event

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The Fourth of July for several decades has been coordinated by volunteers from the community. In the past there was typically two people, Mary Inden and Joe Becker, who worked on the fundraising, planning, and execution of the day's events. I am not sure when Mr. Becker moved on but it has been well over five years now and we have not been able to secure a new co-coordinator to help with this event which creates issues for continuity moving forward. Over the years most of the events and activities have been consistently handled by the Junior Guild and the Elmbrook Rotary. This past year the Rotary pulled back on providing food and we transitioned to food trucks and the Rotary providing beverages. This caused us to take a step back, and again, look at the event and how it is managed and planned, taking all of these things into account.

I believe it is incumbent upon us to look at how we continue to provide the wonderful event celebrating our nation's birthday and in order to do that we should be looking at transitioning this event to one that is coordinated by the Village staff, principally the Recreation Director. This is definitely not a statement that this event has poorly managed or run, but one of continuity and accountability for Village resources. This event would not be possible without all of the volunteers from the various organizations who bring their enthusiasm and spirit to make this the wholesome hometown event it is and I anticipate this will continue to be the case moving forward.

With all of this in mind, I have attached a policy statement for the Fourth of July event which Mr. Mikkelsen and I are proposing for moving forward. This policy is specifically designed to not identify specific events throughout the day or specific times but set the framework for the Recreation Committee, Civic Organizations, and staff to set those and make adjustments annually to reflect current participants and resources.

Please do not hesitate to contact either myself or Mr. Mikkelsen prior to the meeting with any questions.

# Memo

To: Recreation Committee  
**CC:** David DeAngelis, Village Manager  
 From: Jerod Mikkelsen, Recreation Director  
 Date: 1/10/20  
 Re: Pool Admission Prices

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With the addition of the Splash Pad I am looking to update the prices for; Daily Admission, Season Pool Passes, Pool Party Rental. Also, with the Splash Pad addition I have listed below a price for the use of the Splash Pad when the pool closes for the season. We can also discuss the structure of a Pool Party and if it should include the usage of the Splash Pad. Below are my suggestions of price increases as well as the existing prices.

## **DAILY ADMISSION:**

Current- Resident, \$4 Non-Resident, \$6

Proposed Price- Resident ~~\$5~~ \$6, Non-Resident ~~\$7.50~~ \$9

## **SEASONAL POOL PASS:**

Current Resident Family Pass: \$220  
 Current Non-Resident Family Pass: \$330

Proposed Resident Family Pass: ~~\$240~~ \$260  
 Proposed Non-Resident Family Pass: ~~\$360~~ \$390

Current Resident Individual Pass: \$60  
 Current Non-Resident Individual Pass: \$90

Proposed Resident Individual Pass: ~~\$65~~ \$70  
 Proposed Non-Resident Individual Pass: ~~\$97.50~~ \$105

## **POOL PARTY RATE:**

Current Resident Pool Party Rate: \$290  
 Current Non-Resident Pool Party Rate: \$435

Proposed Resident Pool Party including Splash Pad Rate: ~~\$310~~ \$350  
 Proposed Non-Resident Pool Party including Splash Pad Rate: ~~\$465~~ \$525

**DAILY SPLASH PAD ADMISSION AFTER POOL CLOSURE:**

Proposed Resident Splash Pad Rate: \$3 (Free under age 3) 2

Proposed Non-Resident Splash Pad Rate: \$4.50 (Free under age 3) 2

Village of Elm Grove  
Recreation Department

**Elm Grove Pool Season Pass Guidelines**

**PURPOSE**

The purpose of the policy is to establish standard procedures and guidelines for Village of Elm Grove Season Pool Passes to the Elm Grove Pool.

- When purchasing a Season Pool Pass as a resident you must provide proof of residency.
- Only immediate family members of purchaser are permitted to be included when purchasing a Family Pool Pass, immediate family defined as parent(s), children, and specifically does not include adult children, grandchildren, or nannies, au pairs and caregiver(s).
- Families who purchase a Family Pool Pass can include grandparents to the Family Pass for an additional \$40.
- Grandparents can purchase Family Pool Pass which include spouse and a maximum of 4 grandchildren, every extra person will be an additional cost of \$20.
- Purchaser must list all immediate family members when registering (nannies/babysitters excluded)
- Nannies, au pairs, and caregiver(s) can purchase separate pool pass at a rate of \$45.00
- If purchasers of the Family Pool Pass have guests the guests must pay the general admission fee.
- All members must follow all Pool Policy and Rules when using the Elm Grove Pool.

Any patrons who fail to follow these guidelines will have their Season Pool Pass revoked or suspended according to the discretion of the Recreation Director and Recreation Committee.

**POLICY REVIEW**

This policy shall be reviewed periodically, at the direction of the Committee, and, if necessary, revised to provide for a more practical, up-to-date, responsible guideline.

Village of Elm Grove  
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Enacted: July 18<sup>th</sup>, 2019