

# VILLAGE OF ELM GROVE

13600 Juneau Boulevard  
Elm Grove, WI 53122

RECREATION COMMITTEE  
January 17th, 2019 \* 5:30 PM \* Park View Room  
AGENDA

**1. Call meeting to order**

**2. Review and Approve Meeting Minutes Dated December 20th, 2018**

*Documents:*

[\*RC122018 Minutes.pdf\*](#)

**3. Splash Pad Update**

**4. Review and Approve 2019 Field Reservation Fees**

*Documents:*

[\*softball diamond use - tournament- Revised 12.20.18.pdf\*](#)

**5. Review and Approve Renaming of South Park Facility with Possible Referral to a Governmental Body**

*Documents:*

[\*Policy - Park naming.pdf\*](#)

**6. Winterfest Update**

**7. Discussion on Unleashed Dogs in Village Park**

**8. Other Business**

Possible Revision of Pavilion Rental Policy

*Documents:*

[\*Policy - Facility rental and Prices 2010.pdf\*](#)

**9. 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 20th 2018, 5:30 P.M., Park View Room

1.) Call meeting to order

Trustee Patty Kujawa called the meeting to order at 5:32pm.

Present: Trustee Patty Kujawa, Trustee Katy Cornell, Trustee Tom Michalski, and Ms. Allison Kelly, Mr. Wesley Parkin, Dr. Susan Retzack, Mr. Joe Coffey

Absent: Ms. Rebekah Schaefer

Also Present: Mr. Jerod Mikkelsen- Recreation Director

2.) Approval of minutes from June 21, 2018 meeting

Trustee Michalski moved and Ms. Kelly seconded the approval of the November 15, 2018 meeting minutes. The motioned carried 7-0.

3.) Splash Pad Update

Mr. Mikkelsen informed the board that he met with RA Smith, the civil engineers for the project and CRS last week to see if the new pump for the Splash Pad could be placed in the Pool Pump instead of outside the Splash Pad area. Unfortunately the pump would not fit and will need to be placed outside near the Splash Pad. Mr. Mikkelsen updated the board on the fundraising efforts for the Splash Pad, total funds as of to date are \$522,980.00 with \$77,020 left to raise. After discussion the board advised Mr. Mikkelsen on techniques that will help raise more funds

4.) Review and Approve 2019 Field Reservation Fees

Mr. Mikkelsen informed the board on ways he believed the board could revise and improve the Softball Field Reservation Policies for Tournaments. After the board discussed the board asked Mr. Mikkelsen to do more research on surrounding areas and present the information at the next board meeting.

5.) Review Potential South Park Facility Titles with Possible Referral to Governmental Body

The board looked over the names that they selected at the previous meeting and asked Mr. Mikkelsen to give them information on one the proposed names after John Sanders. Mr. Mikkelsen informed the board that the Sanders were one of the original families in Elm Grove and that John Sanders and the Sanders family were mentioned multiple times in the "Images of America, Brookfield and Elm Grove" book. A resident in the audience made public comment on his personal experiences with John Sanders and his family and believed that it would be a great way to honor on him and his family. After discussion they asked Mr. Mikkelsen to contact any family members of John Sanders to have their approval of the renaming. Mr. Coffey moved to rename South Park Facility, Sanders Park pending on the family approval, Dr. Retzack seconded the motioned. The motioned pasted 7-0.

6.) Other Business

Mr. Mikkelsen commented on the updates to the Village of Elm Grove Recreation Page and also the addition on the Village of Elm Grove Instagram Page.

A resident made public comment on the concerns of people not following dog etiquette in the Village Park. After the board discussed they asked Mr. Mikkelsen to inform the proper people in the Village and publish an article to remind residents of dog etiquette in the park.

7.) Adjourn

Dr. Retzack moved and Mr. Coffey seconded the approval to adjourn. The motioned carried 7-0 meeting concluded at 6:22pm

Respectfully Submitted,

Jerod K. Mikkelsen, Recreation Director

DRAFT

# Village of Elm Grove Recreation Department

## Tournament Policy Softball Diamonds

The two softball diamonds in Village Park are available for softball tournaments on the following basis:

### **Resident Sponsor**

- A. Sponsor must be a Village of Elm Grove civic organization, team or individual.
- B. Purpose of the tournament must be charitable in nature; with no gain of private profit.
- C. The purpose of any profit, and the disbursement thereof, must be declared before permission is granted.
- D. Sponsor must provide total tournament financial accounting within one week after completion.
- E. Village teams must be eligible to participate in the tournament.
- F. Sponsor is responsible for general clean up.
- G. A bond in the amount of \$250 must be provided. All or a portion of this may be withheld if there is a breach of agreement, excessive litter and/or property damage. Any amount withheld will be determined by the Recreation Department.
- H. Proof of indemnification insurance must be presented to the Recreation Department prior to play.

### **Important Information & Fees**

A letter of written request must be submitted to the Recreation Department. The letter must include:

- Dates and times of the tournament,
- Purpose of profit, if applicable,
- Estimated amount of attendees, and
- How many diamonds preparation needed.

**Supervision Fee** : \$15.00 per hour during all scheduled games.

**Diamond Use Fee** : \$10.00 per hour per diamond. Fee includes minor diamond maintenance as needed. All diamonds will be dragged and lined prior to the first game each day.

**Vendors** : Outside vendors must obtain a vendor permit from the Village Clerk. The Village of Elm Grove offers soda machines and snack vending when the pool house is open.

Permits are available, and necessary, if beer or wine is consumed in the park.

Daily tournament operation must conclude by 10:00 pm.

## **Village of Elm Grove Recreation Department**

### **Non-Resident Sponsor**

Softball tournaments sponsored by a non-Elm Grove based group or individual are allowed only if the purpose of the tournament is charitable in nature with no gain in private profit. Proper tournament purpose will be determined by the Recreation Department.

Approval of all non-resident requests will be granted only under the following additional conditions:

- A. The purpose of any profit, and the disbursement thereof, must be declared before permission is granted.
- B. Sponsor must provide total tournament financial accounting within one week after completion.
- C. Local teams must be eligible to participate in the tournament.
- D. Sponsor is responsible for general clean up.
- E. A bond in the amount of \$500.00 must be provided. All or a portion of this may be withheld if there is a breach of agreement, excessive litter and/or property damage. Any amount withheld will be determined by the Recreation Department.
- F. Sponsoring groups are responsible for cleaning up debris and refuse.
- G. Proof of indemnification insurance must be presented to the Recreation Department prior to play.

### **Important Information & Fees**

A letter of written request must be submitted to the Recreation Department  
The letter must include:

- Dates and times of the tournament,
- Purpose of profit, if applicable,
- Estimated amount of attendees, and
- How many diamonds needed.

**Supervision Fee** : \$15.00 per hour during all scheduled games.

**Diamond Use Fee** : \$10.00 per hour per diamond. Fee includes minor diamond maintenance as needed. All diamonds will be dragged and lined prior to the first game each day.

**Vendors** : Outside vendors must obtain a vendor permit from the Village Clerk. The Village of Elm Grove offers soda machines and snack vending when the pool house is open.

Permits are available, and necessary, if beer or wine is consumed in the park.

**Village of Elm Grove  
Recreation Department**

Daily tournament operation must conclude by 10:00 pm.

# VILLAGE OF ELM GROVE RECREATION DEPARTMENT

## VILLAGE OF ELM GROVE RECREATION COMMITTEE POLICY STATEMENT REGARDING PARK NAMING

### **PURPOSE**

The purpose of the policy is to establish standard procedures and guidelines for the naming of public parklands owned and/or operated by the Village of Elm Grove.

### **AUTHORIZATION**

The naming of sites shall be the function of the Village Board of Trustees, following a recommendation of the Recreation Committee. Diversity, balance and creativity will be sought during the review and recommendation of any adoption of names.

All requests for the proposed naming of a facility must be reviewed by the Recreation Committee. Only approved recommendations will be forwarded to the Village Trustees.

### **OBJECTIVES**

- A. Provide name identification for individual parks, park area or park facility.
- B. Provide criteria for citizen input into the process of naming parks, park areas, or facilities.
- C. Insure that the naming of parks, park areas, or park facilities is approved by the Elm Grove Board of Trustees after receiving recommendations from the Recreation Committee.

### **SELECTION CRITERIA**

Names submitted for consideration should provide some form of individual identity in relation to the following:

- A. The geographic location of the facility. This includes descriptive names.
- B. The outstanding feature of the facility.
- C. An adjoining subdivision, street, school, or natural feature.
- D. To honor a person or group:
  1. When a major donation has been made to the Village for a park wherein the donor stipulates a name as being a consideration of a donation, and donation is deemed suitable for recreational purposes, the Recreation Committee shall have the prerogative of accepting or rejecting such an offer.
  2. An organization, business, or group for whom a park is to be named should meet the following criteria:
    - a) It should not be political or religious in nature unless it has had a unique and important place in the area's history.
    - b) It should be a local organization, business, or group, unless if a nonlocal group, it has performed some outstanding service for the area.
- E. To show gratitude to an individual:
  1. When it seems appropriate to name a park in honor of a person, it should be one who has made a major contribution to the community and/or has been instrumental in acquiring the area, and will be subject to the discretion of the Recreation Committee. The person shall be one or more of the following:
    - a) An individual who has performed an outstanding service for the community (preferably in the area of parks and recreation).
    - b) A local citizen who has become nationally famous for his or her contributions and/or accomplishments.
    - c) A historical figure reflecting the area's history.



## **NAMING PROCESS**

- A. A temporary name will be designated by the Village staff for identification during acquisition and/or development of the park area or facility.
- B. Working in cooperation with the Recreation Department, individuals, groups or organizations interested in proposing a name for a new, un-named park area or facility must do so in writing. This proposal shall be presented to the Recreation Director for consideration by the Recreation Committee.
- C. A written description of qualifications for the name being considered must be submitted at this time. This should include location of the facility, any outstanding features of the site, detailed biographical information of an individual being recommended for a name and a narrative explaining the justification for the naming of the facility.
- D. The Recreation Committee receives the request for naming and provides a recommendation of a proposed name for a facility to the Village Board.
- E. The proposal and recommendation for naming a facility will be posted in the Elm Leaves newspaper and comments from the public are requested within 60 days of the Recreation Committee recommendation.
- F. Following the conclusion of the 60 day period for public comment, the recommendation and any public comments will be forwarded to the Village Board of Trustees for action.
- G. This policy will allow naming of park contests to be held through various means that have prior approval of the Recreation Committee and Village Board.

## **RENAMING A PARK**

- A. A park named for an individual should never be changed unless it is found that the individual's personal character is or was such that continued use of the name for a park would not be in the best interest of the community.
- B. Parks named for subjects, other than individuals, may be changed in name only if the current name is ineffective or inappropriate.
- C. The new name must follow the criteria allowed herein and will be subject to the discretion of the Recreation Committee and Village Board.

## **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, and responsible guideline for the selection of appropriate public park names in Elm Grove.

## Facility Rentals

Facility reservations can only be made by Elm Grove **residents** or **businesses**. A non-refundable fee is required for each area being reserved. Reservations will be taken on a first come, first served basis. Application for a beer permit and wine coolers must be made if either will be consumed in the park.

**Residents: 1<sup>st</sup> working day in January**

**Non Residents: 1<sup>st</sup> working day in May**

### Picnic Areas

#### Large Pavilion (Area #1)

\$105.00 + tax Resident/75 person max  
\$157.50 + tax Non-Resident/75 person max  
\$165.00 + tax Resident/150 person max  
\$247.50 + tax Non-Resident/150 person max

#### Small Gazebo (Area #2)

\$50.00 + tax Resident/50 person max  
\$75.00 + tax Non-Resident/50 person max

### Pool Rental

The pool is available for private pool parties Tuesday, Thursday, and Saturday evenings from 6:30 to 9:30 from June 5 to August.

\$290.00 + tax Resident/150 person max  
\$435.00 + tax Non-Resident/150 person max

### Athletic Areas

Reservations of athletic fields or courts for group practices or games may be done through the Recreation Department.

### Tennis Courts

\$4.00 + tax Resident/per court per hour  
\$7.50 + tax Non-Resident/per court per hour

Advance reservations may be made up to one week prior. Persons may reserve a court in advance, paying in person at the time of reservation. There are no refunds of fees. Reserved courts will not be held more than 10 minutes if they have not been paid for in advance. *No other private instruction other than those sponsored by the Elm Grove Recreation Department is allowed.* On Saturday and Sunday mornings, courts are used on an open-play basis. Please limit play to one hour if others are waiting for a court. *During scheduled department tennis programs, the courts will NOT be open for public play. Please observe the posted rules by the courts.*

### Volleyball & Basketball Courts

\$5.00 + tax Resident/per court per hour  
\$7.50 + tax Non-Resident/per court per hour

Monday - Friday, 8:00 am - 10:00 pm; Saturday and Sunday, noon - 10:00 pm.

On Saturday and Sunday mornings, courts are used on an open-play basis. Please limit play to one hour if others are waiting for a court.