

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

RECREATION COMMITTEE

Tuesday, June 13, 2023 * 5:30 PM * Park View Room
AGENDA

1. Call meeting to order

Documents:

[Rec Memo 06.13.23.pdf](#)

2. Review and act on meeting minutes dated May 18, 2023

Documents:

[RC051823dm.pdf](#)

3. Discussion and possible action regarding a request made by Tonawanda 5th Grade Farewell Committee for a discounted for their annual 5th Grade Farewell Event

4. Discussion and possible action regarding incident at Village Park tennis court and potential policy changes regarding organization facility reservations

5. Recreation Manager Update

6. Summer Program Update

7. Summer Events Update

8. Other Business

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 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.



Memo

To: Recreation Committee
From: Katherine Gehl, Assistant Manager/Zoning & Planning Administrator
Date: June 9, 2023
Re: Review of Agenda for Tuesday, June 13, 2023

Item 3. Discussion and possible action regarding a request made by Tonawanda 5th Grade Farewell Committee for a discounted for their annual 5th Grade Farewell Event

On May 31st, the Village was contacted by the Tonawanda 5th Grade Farewell Committee Co-Chair inquiring if the Village would be interested in offering a discounted rate for the daily pool pass fee for their students during the event. Due to the timing of the event being before this Recreation Committee, Village Staff and the Farewell Committee Co-Chair agreed to keep a head count of students who swam in the pool during their event. This gives the opportunity for the request for a potential discounted rate to come to the Recreation Committee for consideration. A final bill determination would then be done retroactively based on the rate that is determined by the Recreation Committee. It is important to note that it was found that in 2019, the Recreation Committee approved a discounted rate for this same event; however, the discounted rate was not included in the approved meeting minutes. It was not found that a formal request for a discounted was made or approved for any year other than 2019.

Time of Event: 2.25 hours

Number of Students: 79

Typical Daily Pass Rate: \$7.00

Revenue at Full Price: \$553.00

Staffing Costs for Event: \$274.50

(4 lifeguards @ \$16.00/hour, 1 Head Guard @ \$18.00/hour, 1 Aquatic Supervisor @ \$20.00/hour, 1 Recreation Assistant @ \$20.00/hour)

Item 4. Discussion and possible action regarding incident at Village Park tennis court and potential policy changes regarding organization facility reservations

On May 13th, a few members of the Recreation Committee were made aware of an incident that occurred at the tennis courts of Elm Grove Park on Friday, May 12th. Letters detailing the incident were drafted by both parties and were shared with members of the Recreation Committee and Village Staff. This incident occurred after the agenda for the previous Recreation Committee meeting was posted, so the Recreation Committee reviewed the situation as a discussion item only at the May meeting. The Recreation Committee requested that staff prepare an outline of these types of reservations that are made with the Village each year for review to see if any policy changes should be made. It is the understanding of Village Staff that all of these reservation agreements have been in effect for years; however, I do not have record of any solidified agreements that took place in the past to outline them.

Organization	Type of Rental	Rate
Marquette University High School <i>(late March to early May)</i>	6 courts from 4-6PM	\$5.00/hour
	1-9 courts on sporadic days/weekends for tournaments	\$5.00/hour
Divine Savior Holy Angels <i>(one week in June)</i>	4 courts from 2-4PM	\$5.00/hour
<i>(early August to early October)</i>	6 courts most weekdays (8AM-12PM or 3:30-5:30PM)	\$5.00/hour
<i>(early August to early October)</i>	6 courts on sporadic weekends for tournaments	\$5.00/hour
USTA Tuesday Night League <i>(May 30th to August 1st)</i>	5 courts from 6-8PM	\$5.00/hour
USTA Monday Night League <i>(Sporadic Monday's in June & July)</i>	3 courts from 6-8PM	\$5.00/hour
Vagabond Monday Night League <i>(June 5th to August 21st)</i>	6 courts from 6-8PM	\$5.00/hour

Item 5. Recreation Manager Update

The Recreation Manager job is still posted on the Village’s website and Indeed. Village Staff have been in contact with another potential Recreation Manager candidate and are looking to begin the interviewing process.

Item 6. Summer Program Update

The pool and splash pad opened on June 3rd and have been open each day since. We had a busy weekend and our new employees did great. Since the opening of program registration on May 6th, we have seen great number of program enrollment. The first session starts on Monday, June 12th and will run through June 23rd.

Item 7. Summer Events Update

Village Staff have been working on organizing plans for the 4th of July celebration. Our Recreation Assistant has begun to work on making final confirmation on permitting with the vendors who have agreed to participate in the day’s festivities. Staff is still working on organizing judges for the Baking Contest and Bike Decorating Contest and we will be ordering t-shirts and other supplies for the Fun Run very shortly.

RECREATION COMMITTEE

MEETING MINUTES

May 18, 2023 5:30 P.M., Park View Room

Present: Trustee and Chairperson Tom Shepherd, Dr. Susan Retzack, Ms. Allison Kelly, Mr. Patrick McNally

Absent: Mr. Ryan Black, Trustee Kristina Sayas, Ms. Stacy Barry-Coffey

Also Present: Ms. Katherine Gehl, Assistant Manager/Zoning & Planning Administrator

1.) Call meeting to order

Trustee & Chairperson Shepherd called the meeting to order at 5:35 P.M.

2.) Review and act on minutes dated March 20, 2023

Dr. Retzack motioned to approve the minutes dated March 20, 2023 as presented. Ms. Kelly seconded. Motion approved 4-0.

3.) Recreation Manager Update

Ms. Gehl informed the Recreation Committee that staff conducted interviews with a potential candidate for Recreation Manager and offered her the position in April. Unfortunately, she declined the position due to her starting Graduate School and taking a job through her program. There has been one recent applicant; however, staff have been unable to get in contact with her to schedule an interview. The job is still currently posted on the Village's website and Indeed. Ms. Gehl noted that we do have a Recreation Assistant and Aquatic Supervisor who will serve in supervisor roles throughout the summer and if we do not hire a Recreation Manager, there may be an opportunity to onboard the Recreation Assistant to a full-time role at the end of summer.

4.) Summer Staff Update

Ms. Gehl informed the Recreation Committee that the Recreation Department is fully staffed in every position. We currently have our Aquatic Supervisor, three (3) Head Guards, and 14 lifeguards. There is also an interview scheduled with an additional lifeguard the week of May 22nd. The pool can be staffed daily, by code, with two (2) lifeguards in chairs and one (1) Head Guard and with a total number of 10 to 12 lifeguards. To be fully staffed, with more flexibility, it would require an Aquatic Supervisor, three (3) to four (4) Head Guards, and 14 to 15 lifeguards.

The Aquatic Supervisor, Ms. Maddie Westfahl, started working on May 15th and the Recreation Assistant, Ms. Isabella Naughton, will start working on Monday, May 22nd.

5.) Discussion and possible action on potential change of Recreation Committee meeting dates and times

Chairman Shepherd noted that his preferred day to change the meeting to would be the second Tuesday of each month. Chairman Shepherd also noted that although absent, he is aware the Trustee Sayas and Mr. Black would both prefer the meeting date to be changed to the second Tuesday of every month.

The rest of the Committee was in agreement that the meeting date should be changed to the second Tuesday of each month at 5:30 P.M.

Mr. McNally motioned to change the regular meeting time of the Recreation Committee to be the second Tuesday of each month at 5:30 P.M. Dr. Retzack seconded. Motion approved 4-0.

6.) Summer Program Update

Ms. Gehl noted that summer program registration for residents began on Saturday, May 6th and began on Wednesday, May 10th for non-residents. The Recreation Department has seen great enrollment numbers so far with multiple weeks of Camp Elm Grove filling up and swim and tennis lessons filling up as well.

7.) Summer Events Update

Ms. Gehl noted that the Elm Grove Junior Guild will be hosting the Memorial Day event as usual. Village Staff have been working on organizing plans for the 4th of July celebration. Staff have advertised the event schedule in the Summer Recreation Guide and it is moving forward as planned. We have secured the D.J., the fireworks display, and five (5) various food vendors. Staff is working on organizing judges for the Baking Contest and Bike Decorating Contest and we will be soon ordering t-shirts and other supplies for the Fun Run. Staff has also confirmed a company to supply the timer and flags for the Fun Run.

8.) Basketball Court Resurfacing

Ms. Gehl noted that Village staff is working on temporary patching for 2023 and is looking at adding the resurfacing of the basketball court to the budget for 2024. The Public Works Director is actively seeking quotes for this project to see if it could be done this year. Staff will share an update with the Recreation Committee at an upcoming meeting.

Dr. Retzack noted that it would be helpful for the Recreation Manager to keep a schedule of the park facilities or do a regular assessment or review to ensure that we do not have surprise projects and so that we can anticipate necessary updates.

9.) Other Business

Chairman Shepherd noted that he and Village Staff were made aware of an incident that occurred at the Elm Grove Tennis Courts between an individual and Marquette University High School (MUHS). MUHS rents tennis courts for a period in the spring and there was a recent incident where a resident was looking to use courts that were reserved by MUHS. The individual drafted a letter detailing the incident and shared it with a number of individuals on the Recreation Committee and MUHS. MUHS then drafted a response letter and shared it with the individual, Village Staff, and a number of individuals on the Recreation Committee outlining the incident from their perspective. Chairman Shepherd shared these letters with the Recreation Committee and asked for their thoughts.

There was consensus amongst the Recreation Committee that MUHS has had a long-standing relationship with the Village of Elm Grove for the rental of tennis courts and if they have paid the fee to rent the courts, they should not have to allow someone else to use the facility if they do not desire to.

Chairman Shepherd stated it may be helpful if Village Staff could provide some background information to the Committee about the standing agreements that are in place with various organizations for the rentals of park facilities.

Dr. Retzack noted that MUHS reserved the courts and they should have the right to use the courts at the time that they reserved. The Village should support the schools because a large number of these students are residents.

Ms. Kelly also noted that it seems the individual was attempting to teach or teaches private lessons on the courts which would violate Village Ordinances.

10.) Adjourn

Ms. Kelly motioned to adjourn. Dr. Retzack seconded. Motion approved 4-0.

Meeting adjourned at 6:24 P.M.

Respectfully Submitted,

Ms. Katherine Gehl, Assistant Manager/Zoning & Planning Administrator

DRAFT