

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

RECREATION COMMITTEE

Wednesday, August 16, 2023 * 5:30 PM * Park View Room
AGENDA

1. Call meeting to order

Documents:

[Rec Memo 08.16.23.pdf](#)

2. Review and act on meeting minutes dated June 13, 2023

Documents:

[RC061323dm.pdf](#)

3. Presentation by Recreation Assistant

4. 4th of July Recap

5. Great Elm Grove Campout Recap

6. Summer Program Updates

Documents:

[Summer 2023 Program Enrollment.pdf](#)

7. Recreation Manager Update

8. Discussion and possible action regarding a Comprehensive Outdoor Recreation Plan (CORP)

9. Discussion and possible action regarding the basketball court maintenance

10. Capital Budget Discussion and possible action

Documents:

[5-Year Capital Budget \(Recreation\).pdf](#)

11. Other Business

12. 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: Friday, August 11, 2023

Re: Review of Agenda for Wednesday, August 16, 2023

Item 3. Presentation by Recreation Assistant

This summer the Village was fortunate enough to have Isabella Naughton as our Recreation Assistant. Isabella is a student at the University of Wisconsin Lacrosse and worked for the Village to fulfill an internship requirement for her to graduate. As part of her internship course, she was required to complete a project with a deliverable to the organization she was interning with. For her project Isabella did an overhaul of the Recreation Department “handbook” that has been updated and passed along to Recreation Manager’s throughout the years. In the absence of a Recreation Manager, it was found that a lot of the information that was included in the handbook was either outdated and/or missing, so Isabella was able to work on it throughout the summer to detail processes as we went. Isabella will be present the night of the meeting to present her work and will provide a few recommendations based on her experience with us this summer.

Item 4. 4th of July Recap

The 4th of July event in Village Park ran very well. The day began with the 5k Fun Run registration which then lead right into the Flag Raising Ceremony. Following the Flag Raising Ceremony was the Fun Run and the awards ceremony directly after. We had a total of 61 participants for the Fun Run this year. We did offer an option of early registration but we did not have anyone utilize it. Staff will be looking into creating a way to online register through CivicRec for next year. Staff also discussed potentially creating a separate and shorter race for children and will be discussing the logistics of this for next year. Our Bike Decorating Contest had about 15 participants and had members of our Village Board and Fire Department as judges. Our Open Swim went very well and we had a total of 393 attendees. We had 5 vendors come in to serve from about 5PM to the end of the night and they all seemed very well received and several shared that they would be excited to return. Our D.J. arrived at 5PM and played until the start of the fireworks show. Our Baking Contest was held from 5PM to 6PM and we had a total of 8 submissions. Village Staff are in discussions about what changes can be made to attract more participants for the contest.

Item 5. Great Elm Grove Campout Recap

The Great Elm Grove Campout was held in Village Park on Saturday, July 30th. Registration began at 12:00pm for the 27 families that we had registered. Throughout the day, families were able to participate in jewelry making, rock painting, chalk drawing, field races, corn hole, box hockey, and giant jenga. At dusk, families enjoyed a bonfire and s’more’s station which led directly into our “dive-in” movie. The Beer Garden, who also hosted a food truck, was open that afternoon which allowed families another fun thing to do. The event was overall very well received.

Item 6. Summer Program Updates

All village-run Session 4 programs ended on Friday, August 4th. The sessions had high enrollment throughout the summer and we overall had a great year. We still have some instructor lead programs ongoing including art class, taekwondo, yoga, pilates, and the co-ed and men's softball leagues which will run into September. Attached is an outline of the registration numbers we saw this summer for our recreation programs.

Item 7. Recreation Manager Update

The Recreation Manager job has been updated to reflect a salary increase approved by the Village Board at the July 25th meeting and is posted on the Village's website and the Wisconsin Parks and Recreation Association website. The updated job posting has also been shared with area colleges. Village Staff will also be conducting an interview with a candidate on Monday.

Item 8. Discussion and possible action regarding a Comprehensive Outdoor Recreation Plan (CORP)

In 2016, the Village adopted the Comprehensive Park and Open Space Plan. This document establishes base criteria as it relates to:

- Goals and objectives
- Social and physical factors of our parks
- Park and recreation inventory
- Needs assessment
- Action plan

As it has been seven years since this plan was adopted, the time has come for the document to either be updated or repealed and replaced with a new Comprehensive Park Plan.

At this time, staff is recommending the recreation committee consider engaging a planning consultant for the purpose of creating a new Comprehensive Outdoor Recreation Plan (CORP). The CORP will serve as a tool and resource in seeking grant funding for Parks and Recreation services, special projects, as well as forecasting future projects that maintain current park infrastructure and add amenities to meet community needs.

It should be noted, municipalities are only eligible to apply for certain Wisconsin Department of Natural Resources (WDNR) grant funding opportunities if a CORP has been adopted by the municipality within the past five years. On average, the creation of a CORP takes 6-8 months to complete. If the Village is to engage a consultant for the creation of a CORP in 2024, the window for potential WDNR grant submittals would be extended out to 2029.

The draft recreation capital budget currently reflects a \$25,000 cost for the project.

Item 9. Discussion and possible action regarding the basketball court maintenance

As part of the Capital Budget discussion, Village Staff included the replacement of the basketball court in Village Park. It was determined that the basketball court was most recently resurfaced in 2017 at a cost of \$1,660. This worked included just a top coat added and new lines painted. It is unclear as to when the existing basketball poles/nets/backboards were last replaced. Staff received a quote from an asphalt company for a more extensive repair to the court which includes saw cutting and removing the existing

asphalt, doing subgrade repairs if needed, pouring new asphalt, and striping new lines. It has been noted that a more all-encompassing repair of the courts may be desired to include more advanced court painting, new poles, nets, and backboards as well as adding benches and/or trees around the court. This item has been added to the agenda as a discussion/action item if the Recreation Committee determines that they would like to recommend to the Finance & Licensing Committee to utilize available funds to repair the basketball court this year.

Item 10. Capital Budget Discussion and possible action

As we are coming up on Capital Budget season, Staff has been looking at various recreation-related projects that have been discussed at Committee level and suggested as inclusions into the capital budget. These projects include pool/splash pad renovations/upgrades, baseball diamond renovation, playground equipment, ADA accessible pool chair, pool liner replacement, tennis court resurfacing (courts 1-3), pool liner replacement, and a Comprehensive Outdoor Recreation Plan (CORP). Included for your review is a summary of the Recreation Department Capital Budget which includes the anticipated total cost as well as the year(s) for which the project is intended to occur. The Recreation Committee's recommendations will be taken to the Finance Committee for review.

Item 11. Other Business

At the last Village Board meeting there were a couple comments brought up regarding the recreation department that I wanted to make sure were addressed. The first question was regarding the pickleball lines painted on the village's tennis courts and why black was chosen as the color. A local pickleball instructor had recommended either white, yellow, or black lines. So, due to our tennis courts being used for competition by various groups we wanted minimal interference with tennis play and black was chosen.

It was also noted at the last Village Board meeting that individuals had inquired about the rate for pickleball open play in the Village, comparing the current rate to New Berlin rates. The New Berlin Recreation Department allows residents to sign up for "open play" pickleball at the following rates:

- Monday/Wednesday/Friday, 3 ½ hours/day, 18 weeks: \$24.00 (Rate of \$0.13/hour)
- Tuesday/Thursday, 2 hours/day, 18 weeks: \$16.00 (Rate of \$0.22/hour)

Based on fee increases approved by the Recreation Committee this past March, the Village of Elm Grove has "open play" pickleball at the following rates:

- Tuesdays, 3 hours, 22 weeks: \$50.00 (Rate of \$0.76/hour)
- Thursdays, 3 hours, 22 weeks: \$50.00 (Rate of \$0.76/hour)

This year was the first year we attempted to implement open play and there were numerous sessions that were cancelled due to low enrollment/interest. Recreation staff have had discussions of alternate options for pickleball programs in the Village that we will try to implement next summer.

RECREATION COMMITTEE

MEETING MINUTES

June 13, 2023 5:30 P.M., Park View Room

Present: Trustee and Chairman Tom Shepherd, Trustee Kristina Sayas, Trustee Shawn Hillmann, Dr. Susan Retzack, Ms. Allison Kelly, Mr. Patrick McNally, Ms. Stacy Barry-Coffey, Mr. Ryan Black

Absent: None

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

1.) Call meeting to order

Chairman Shepherd called the meeting to order at 5:31 P.M.

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

Dr. Retzack motioned to approve the minutes dated May 18, 2023 as presented. Trustee Sayas seconded. Motion approved 8-0.

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

Ms. Megan Reuter, 605 Crystal Lane, was present before the Committee to represent the request. Ms. Reuter explained that the Tonawanda 5th Grade Farewell is an annual event that is hosted by Tonawanda to celebrate the 5th graders that will be graduating. She explained that she was made aware that prior to the pandemic, the Recreation Committee had offered a discounted rate to Tonawanda for this event and she would like to make a similar request for this year's event. Ms. Reuter also inquired if this could be an agreement that is approved moving forward so that a request does not need to be made each year.

Ms. Gehl noted that this event has already occurred but there was an agreement made with Village Staff that Tonawanda could come to the Recreation Committee with their request and be billed retroactively based on the rate that is approved.

Mr. Black noted that he recalls the previous discount being given; however, he does not recall what that rate was. He wants the cost to run the event to be covered.

Dr. Retzack, Trustee Sayas, and Chairman Shepherd were in agreement that requesting a discounted rate should be the responsibility of Tonawanda and should be done annually so that the Recreation Committee can review and be aware of the event.

Trustee Hillmann suggested that the discounted rate that is offered to Tonawanda be the rate of a pool party which is currently set at \$400.00 for residents.

Dr. Retzack motioned to charge the Tonawanda 5th Grade Farewell Committee the pool party rate on an annual basis for the 5th Grade Farewell Event, with the understanding that the pool party rate may change over time and with the understanding that the Tonawanda 5th Grade Farewell Committee is required to submit a request for this rate annually. Trustee Hillmann seconded. Motion approved 5-3.

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

Chairman Shepherd explained that 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. Chairman Shepherd asked for thoughts from the Recreation Committee.

Dr. Retzack noted that the rental of the courts by Marquette University High School (MUHS) is not new and it happens every spring. She noted that MUHS had their reservation made so they have the right to use or not use the courts.

David Frank, the varsity tennis coach from MUHS, was present at the meeting and shared the good and longstanding relationship the school has had with the Village and that there has not been any major issues in the years that they have rented the courts.

The Committee was in agreement that the situation has been dealt with and they do not feel it's necessary to adjust the current process for these types of facility reservations.

5.) Recreation Manager Update

Ms. Gehl informed the Recreation Committee that staff will be conducting an interview with a potential candidate for Recreation Manager in the coming week.

Trustee Hillmann suggested reaching out to universities to post the job for Recreation Manager and to begin looking at more non-traditional employees.

6.) Summer Program Update

Ms. Gehl explained that the pool and splash pad opened on June 3rd. It was a busy first weekend and the new staff have been working great. Ms. Gehl explained that there have been a few days where the pool has either been closed entirely or closed for open swim due to weather.

Dr. Retzack inquired if the staff will still be paid if their shift is cancelled.

Ms. Gehl noted that they are not compensated for a shift that is cancelled but the staff are often made aware that their shift is cancelled before they ever come to the pool. There are opportunities for staff to pick-up hours if they want them through private swim lessons; picking up sub requests; and working Friday Flicks, Tunes on Tuesday, or Bocce League.

Dr. Retzack felt we should consider looking into what other communities do for cancelled shifts or gauging the attitude of the staff and pool supervisor.

Ms. Gehl noted that there has been great enrollment numbers since the opening of program registration on May 6th. The first session starts on Monday, June 12th and will run through June 23rd.

7.) Summer Events Update

Ms. Gehl explained that Village Staff have been working on organizing plans for the 4th of July celebration including making final confirmation on permitting with the vendors who have agreed to participate in the day's

festivities, organizing judges for the Baking Contest and Bike Decorating Contest, and ordering t-shirts and other supplies for the Fun Run.

Mr. McNally exited the meeting at 6:30 P.M.

8.) Other Business

Trustee Sayas inquired how it was determined to move forward with the basketball court. Staff explained that it is being planned to be included in the upcoming capital budget but staff are looking at price estimates for a potentially earlier repair.

Ms. Barry-Coffey noted that the Park Master Plan is still outstanding and if completed could be used to aid in applying for grants for certain park projects. Ms. Gehl noted that updating the Park Master Plan is noted as a priority item for the next Recreation Manager but unfortunately at this time the Village does not have the staff to complete the project.

The Committee noted that a diving board should also be added to the capital budget.

9.) Adjourn

Dr. Retzack motioned to adjourn. Trustee Sayas seconded. Motion approved 7-0.

Meeting adjourned at 6:40 P.M.

Respectfully Submitted,

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



Run On 08/11/2023 02:06 PM

Run By Katherine Gehl

Period Summer 2023

Categories Adult Leagues, Adult Programs, Aquatics, Youth Programs, Tennis Program, Camp Elm Grove

Activities Art Class, Chess Camp, Swim Lessons, Swim Team, Taekwondo, Treetop Explorers, USTA Junior Tennis Team, Youth Tennis Lessons, Parent & Me Tennis, Camp Elm Grove, Adult Co-Ed Softball League, Adult Tennis Lessons, Adult Water Aerobics, Adult Bocce League, Pilates, Yoga

Facilities Multiple (34)

Activities Report

Activity	Session	Max Participants	Participants
1. Adult Bocce League	Wednesday, June 14th-July 26th	8	8
2. Adult Co-Ed Softball League	Wednesday, July 26th-September 13th	8	4
3. Adult Tennis Lessons	Weds June 14th-July 26th	12	5
4. Adult Water Aerobics	Mini Session: July 31st-August 11th	25	14
5. Adult Water Aerobics	Session 1: June 5th-June 30th	25	15
6. Adult Water Aerobics	Session 2: July 3rd-July 28th	25	20
7. Art Class	Thursdays, July 6-August 24	8	2
8. Art Class	Wednesdays, July 5-August 23	8	8
9. Art Class	Wednesdays, July 5-August 23	0	3
10. Camp Elm Grove	Week 8 - Wacky Olympics Elementary Afternoon	10	9
11. Camp Elm Grove	Week 1 - Superhero Camp All Day	10	8
12. Camp Elm Grove	Week 1 - Superhero Camp Elementary Afternoon	10	2
13. Camp Elm Grove	Week 1 -Superhero Camp Pre School Morning	10	3
14. Camp Elm Grove	Week 2 - Sport of All Sorts All Day	10	9
15. Camp Elm Grove	Week 2 - Sport of All Sorts Elementary Afternoon	10	8
16. Camp Elm Grove	Week 2 -Sport of All Sorts Pre- School Morning	10	1
17. Camp Elm Grove	Week 3 - Ship Wrecked All Day	10	9
18. Camp Elm Grove	Week 3 - Ship Wrecked Elementary Afternoon	10	5
19. Camp Elm Grove	Week 3 - Ship Wrecked Pre-School Morning	10	3
20. Camp Elm Grove	Week 4 - Red, White, and Blue Camp All Day	10	5
21. Camp Elm Grove	Week 4 - Red, White, and Blue Camp Elementary Afternoon	10	3
22. Camp Elm Grove	Week 4 - Red, White, and Blue Pre-School Morning	10	1
23. Camp Elm Grove	Week 5 - Winter in July All Day	10	10
24. Camp Elm Grove	Week 5 - Winter in July Elementary Afternoon	10	10
25. Camp Elm Grove	Week 5 - Winter in July Pre-School Morning	10	7
26. Camp Elm Grove	Week 6 - Wild West All Day	10	7
27. Camp Elm Grove	Week 6 - Wild West Elementary Afternoon	10	5
28. Camp Elm Grove	Week 6 - Wild West Pre-School Morning	10	0

29.	Camp Elm Grove	Week 7 - Disney All Day	10	10
30.	Camp Elm Grove	Week 7 - Disney Elementary Afternoon	10	11
31.	Camp Elm Grove	Week 7 - Disney Pre-School Morning	10	9
32.	Camp Elm Grove	Week 8 - Wacky Olympics All Day	10	10
33.	Camp Elm Grove	Week 8 - Wacky Olympics Pre-School Morning	10	4
34.	Chess Camp	Beginner	24	7
35.	Chess Camp	Intermediate	24	0
36.	Parent & Me Tennis	Saturdays June 17th-August 5th	15	7
37.	Pilates	Tues & Thurs June 6th-August 24th (No Class 07/04, 07/06, and 2 weeks off TBA)	30	18
38.	Swim Lessons	Session 1: Level 1	15	0
39.	Swim Lessons	Session 1: Level 1	15	8
40.	Swim Lessons	Session 1: Level 1	15	0
41.	Swim Lessons	Session 1: Level 2	15	0
42.	Swim Lessons	Session 1: Level 2	15	7
43.	Swim Lessons	Session 1: Level 3	15	0
44.	Swim Lessons	Session 1: Level 3	15	14
45.	Swim Lessons	Session 1: Level 4	15	6
46.	Swim Lessons	Session 1: Level 4	15	5
47.	Swim Lessons	Session 1: Level 5	15	5
48.	Swim Lessons	Session 1: Level 6	15	0
49.	Swim Lessons	Session 1: Parent/Child	15	0
50.	Swim Lessons	Session 1: Parent/Child	15	4
51.	Swim Lessons	Session 1: Pre Level 1	15	6
52.	Swim Lessons	Session 1: Pre Level 1	15	5
53.	Swim Lessons	Session 1: Pre Level 2	15	5
54.	Swim Lessons	Session 2: Level 1	15	0
55.	Swim Lessons	Session 2: Level 1	15	1
56.	Swim Lessons	Session 2: Level 1	15	5
57.	Swim Lessons	Session 2: Level 2	15	5
58.	Swim Lessons	Session 2: Level 2	15	3
59.	Swim Lessons	Session 2: Level 3	15	6
60.	Swim Lessons	Session 2: Level 3	15	2
61.	Swim Lessons	Session 2: Level 4	15	2
62.	Swim Lessons	Session 2: Level 4	15	3
63.	Swim Lessons	Session 2: Level 5	15	7
64.	Swim Lessons	Session 2: Level 6	15	5
65.	Swim Lessons	Session 2: Parent/Child	15	3
66.	Swim Lessons	Session 2: Parent/Child	15	0
67.	Swim Lessons	Session 2: Pre Level 1	15	2
68.	Swim Lessons	Session 2: Pre Level 1	15	2
69.	Swim Lessons	Session 2: Pre Level 2	15	2
70.	Swim Lessons	Session 3: Level 1	15	3

71.	Swim Lessons	Session 3: Level 1	15	0
72.	Swim Lessons	Session 3: Level 1	15	4
73.	Swim Lessons	Session 3: Level 2	15	3
74.	Swim Lessons	Session 3: Level 2	15	4
75.	Swim Lessons	Session 3: Level 3	15	4
76.	Swim Lessons	Session 3: Level 3	15	5
77.	Swim Lessons	Session 3: Level 4	15	3
78.	Swim Lessons	Session 3: Level 4	15	6
79.	Swim Lessons	Session 3: Level 5	15	4
80.	Swim Lessons	Session 3: Level 6	15	4
81.	Swim Lessons	Session 3: Parent/Child	15	3
82.	Swim Lessons	Session 3: Parent/Child	15	3
83.	Swim Lessons	Session 3: Pre Level 1	15	9
84.	Swim Lessons	Session 3: Pre Level 1	15	0
85.	Swim Lessons	Session 3: Pre Level 2	15	6
86.	Swim Lessons	Session 4: Level 1	15	1
87.	Swim Lessons	Session 4: Level 1	15	0
88.	Swim Lessons	Session 4: Level 1	15	0
89.	Swim Lessons	Session 4: Level 2	15	2
90.	Swim Lessons	Session 4: Level 2	15	10
91.	Swim Lessons	Session 4: Level 3	15	9
92.	Swim Lessons	Session 4: Level 3	15	0
93.	Swim Lessons	Session 4: Level 4	15	8
94.	Swim Lessons	Session 4: Level 4	15	4
95.	Swim Lessons	Session 4: Level 5	15	4
96.	Swim Lessons	Session 4: Level 6	15	5
97.	Swim Lessons	Session 4: Parent/Child	15	3
98.	Swim Lessons	Session 4: Parent/Child	15	0
99.	Swim Lessons	Session 4: Pre Level 1	15	0
100.	Swim Lessons	Session 4: Pre Level 1	15	7
101.	Swim Lessons	Session 4: Pre-Level 2	15	7
102.	Swim Team	Session 1: 5:00pm-5:45pm	50	50
103.	Swim Team	Session 2: 5:45pm-6:30pm	50	12
104.	Taekwondo	Advanced: June 13th-August 10th	15	4
105.	Taekwondo	Beginners: June 13th-August 10th	15	8
106.	Taekwondo	Intermediate: June 13th-August 10th	15	3
107.	USTA Junior Tennis Team	Monday-Friday June 12th-August 4th	45	22
108.	Yoga	Thurs June 15th-August 17th (no class 7/13, 7/20, 7/27)	15	9
109.	Youth Tennis Lessons	Session 1: Advanced Beginner	15	18
110.	Youth Tennis Lessons	Session 1: Beginner	10	7
111.	Youth Tennis Lessons	Session 1: Intermediate	10	3
112.	Youth Tennis Lessons	Session 1: Pre-Beginners	10	4

113.	Youth Tennis Lessons	Session 2: Advanced Beginner	15	13
114.	Youth Tennis Lessons	Session 2: Beginner	10	6
115.	Youth Tennis Lessons	Session 2: Intermediate	10	5
116.	Youth Tennis Lessons	Session 2: Pre-Beginners	10	6
117.	Youth Tennis Lessons	Session 3: Advanced Beginner	15	15
118.	Youth Tennis Lessons	Session 3: Beginner	10	7
119.	Youth Tennis Lessons	Session 3: Intermediate	10	0
120.	Youth Tennis Lessons	Session 3: Pre-Beginners	10	10
121.	Youth Tennis Lessons	Session 4: Advanced Beginner	15	15
122.	Youth Tennis Lessons	Session 4: Beginner	10	8
123.	Youth Tennis Lessons	Session 4: Intermediate	10	7
124.	Youth Tennis Lessons	Session 4: Pre-Beginners	10	4
			1797	730
Totals for Activities Report				
			1797	730

**Village of Elm Grove
5 Year Capital Budget
Years 2024-2028**

Department/Capital Item	2024	2025	2026	2027	2028	total 24-28
Recreation						
Pool/ SplashPad renovations/upgrades		15,000		15,000		30,000
Baseball Diamond Renovation		12,500		12,500		25,000
Basketball court reconstruction including poles and backboards	36,000					36,000
Tennis Court Resurfacing -courts 1-3				30,000		30,000
Playground Equipment			10,000			10,000
Additional Diving Board and stand (2nd)					32,500	32,500
ADA accessible pool chair	6,500					6,500
Replacement of pool liner					85,000	85,000
Comprehensive Outdoor RecreationPlan	25,000					25,000
Recreation Total	67,500	27,500	10,000	57,500	117,500	280,000