

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

RECREATION COMMITTEE

September 17th, 2020 * 5:30 PM * Park View Room
AGENDA

1. Call meeting to order

2. Review Special Meeting Minutes Dated: June 3rd, 2020

Documents:

[RC060320m.pdf](#)

3. Review and Approve Meeting Minutes Dated August 20th, 2020

Documents:

[RC08202020m.pdf](#)

4. Review and Approve Elm Grove Women's Club Donation Request

Documents:

[Tailgate Trivia Donation Request Memo.pdf](#)

[Policy - Donations-FINAL 03.20.2020.pdf](#)

5. Pool and Splash Pad Update

6. Fall Program Update

7. Old Business

8. New 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, Michelle Luedtke, 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

June 3rd, 2020 7:00 P.M., Park View Room

1.) Call meeting to order

Trustee and Chairperson Kim Irwin called the meeting to order at 7:00pm.

Present: Mr. Joe Coffey

Present by Zoom: Trustee and Chairperson Kim Irwin, Trustee Katy Cornell. Dr. Sue Retzack, Mr. Wes Parkin, Mrs. Allison Kelly, Trustee Tom Michalski, Ryan Black

Absent: None

Dr. Retzack was excused at 10:17pm

Also Present: Mr. Jerod Mikkelsen, Recreation Director, Mr. David De Angelis, Village Manager

2.) Review and Make Recommendation to Village Board on Elm Grove Pool 2020 Safety Plan

Mr. David De Angelis explained the process of how the safety plan came together. He then recommended that the Recreation Committee delays the pool opening from June 6th, 2020 to a later opening of June 13th, 2020 to allow the staff to properly train and prepare according to the final approved Safety Plan. After discussion Mr. Mikkelsen presented the Recreation Committee the Recreations staff proposed Elm Grove Pool 2020 Safety Plan. Mr. Mikkelsen gave some back ground of other pool operations in the area to the committee and came up with 2 options for the committee to discuss. The first option having a reservation system in place allowing 50-110 patrons at a time with two hour time slots. The second option allowed 50-110 patrons in the pool at once with no time slots incorporated. During the meeting there was discussion on allowance of concession stand usage and the possibility of closing the concession stand for the summer. The committee also discussed the length of time that is appropriate for the time slots and agreed to extend the time from two hours to two and a half hour time slot. During the meeting there was also discussion on raising the age limit to patrons under 12 needed to be accompanied with an adult. After discussion and revisions to the Elm Grove Pool 2020 Safety Plan, Mr. Parkin motioned to approve delaying the Elm Grove Pool opening to June 13th, 2020 and approve the Elm Grove Pool 2020 Safety Plan Option #1 with the absence of pool chairs and other amendments as a recommendation to the Village Board. Mr. Coffey seconded the motion and the motion passed 8-0.

3.) Discuss 4th of July and make recommendation to the Village Board on Day Festivities

Mr. Mikkelsen presented his findings for the organizations that would be responsible for the day festivities of the 4th of July and the organizations were not comfortable with being able to provide a fun, safe event with COVID-19 precautions and recommendations. Mr. Mikkelsen also reminded the committee that the fireworks were cancelled as well. Members of the committee were concerned with hosting an event that could be a potential spreader of COVID-19. Committee members were also concerned about being the only community in the area having a 4th of July event and having large crowds that couldn't properly social distance. After discussion Trustee Michalski motioned to recommend to the Village Board to cancel all day festivities. Mr. Black seconded the motion and the motion passed 7-0.

Dr. Retzack was excused from the meeting at 10:17pm

3. Other Business

No other business was reported.

4.) Adjourn

Mr. Coffey motioned to adjourn meeting and Mr. Black seconded the motion. Motion passed 7-0. Meeting adjourned at 10:22pm.

Respectfully Submitted,

Jerod K. Mikkelsen, Recreation Director

DRAFT

Original- Prior to 06/03/2020 Recreation Meeting

Village of Elm Grove Pool 2020 Safety Plan

The goal of this safety plan is to operate the Elm Grove pool and splash pad safely for all patrons and staff. These recommendations listed below will be followed by all patrons and staff and enforced by the Village of Elm Grove Recreation Department.

Background information:

Surrounding Pools:

Hoyt Park and Pool (private but also open to the public): At this time Hoyt Park and Pool is open and operating at a capacity of 200 which is 25% of their usual max capacity of 1100. Hoyt Park and Pool is operating on a reservation system that gives the patron the ability to reserve a time slot for the pool at a specific time and specific day. Time slots are one and a half hours each with a 30 minute break in between time slots to give staff ample time to disinfect all chair, railing and other surfaces used by the patrons. Once the disinfection is finished they open the pool to the next reserved time slot and the process is repeated multiple times until they close for the day.

Wilberg Aquatic Center (Wirth Park): Currently closed but will be reevaluating in June to potentially open in July. Previously were to be closed until Phase Three of the Badger Bounce Back Plan but with more Waukesha County guidance they are looking hoping to open this summer

Western Racquet Club: Currently open with normal maximum capacity numbers to members only, there is not guest access at this time. Western Racquet club does not have a reservation system in place and is open for members to use during their normal business hours. They are taking social distance measures by having a lifeguard rotation being used to disinfect all chairs, railings and other surfaces patrons may have touched.

Milwaukee County: All pools are closed for the 2020 Summer Pool Season

Lifeguard rotations : During normal max capacity of 220 patrons there are five lifeguard staff at the pool at one time. There are a total of five lifeguard stations that are rotated between the guards. These stations are located as one lifeguard is located at the splash pad, one lifeguard chair at the shallow entrance of the of the pool, one lifeguard chair in the deep end near the diving boards, one lifeguard chair that is located in the corner of the pool and one lifeguard station that is in the pool house taking a break from the sun and doing pool house duties such as cleaning, organizing and helping front desk staff. In this plan when it refers to the pool house lifeguard it is referring to the lifeguard that is stationed in the pool house.

Elm Grove Pool & Splash Pad- (Normal capacity is 220)

Pool Security:

- Staff training based on EGPD recommendations for Village pool on security measures
- Security camera monitoring of pool deck by dispatch center
- If there was an incident where there was a mass crowd at the pool or other disturbance and staff was not able to control the mass crowd, Elm Grove Police would be called.
- Regular drive by police presence to check on status of pool and its patrons.
- Senior staff available at the pool house during entrance times of patrons.

Staff Structure during Open Pool Hours:

- 1 Head lifeguard
- 5 lifeguards: 3 in guard chair, 1 monitoring splash pad, 1 lifeguard sanitizing and monitoring social distancing.
- 1 staff at front door monitoring patron numbers
- 1 front desk attendant accepting pool admission

Staff Safety:

- All pool staff except on duty lifeguards will be required to wear a facemask.
- Staff will have hand sanitizer readily available for them to use at the lifeguard office and front desk.
- If a staff members feel ill they will be encouraged to stay home.
- Temperature readings will be taken if Recreation Director or staff member believes that they are exhibiting symptoms of cough, fever, or any illness.
- Staff will be educated on how to recognize symptoms and how to properly act if they are showing symptoms.
- If a staff member contracts COVID-19 they will not be allowed to work at the pool for 14 days and any staff members that were exposed will also be not allowed to work for 14 days.
- When lifeguards rotate lifeguard chairs they will be expected to sanitize chair before they rotate.
- While in the pool house staff will be expected to socially distance as much as possible.

Sanitation:

- Hand sanitation stations will be placed at the front desk, and on pool deck for patrons and staff to use.
- Front Desk staff will be responsible to properly sanitize the front desk and concession area after each patron contact.
- Locker room use will be only for access to the pool and as a restroom. No changing will be allowed.
- Lifeguards and other staff will be responsible for sanitizing and cleaning bathrooms during the day.

- A patron that has requested a pool chair will be given a folded display labeled “occupied” to place on their pool deck chair. When patrons leave they will return the folded display and the lifeguard will sanitize the pool chair.
- At the end of each “shift” and every night the staff will sanitize all equipment, front desk, concession stand table, splash pad benches, pool deck chairs, ladder and stair handrails, diving board hand rails, and splash pad gate opening.

Concessions:

- Due to increased risk of proper patron social distancing there is a concern of space in the pool house and not allowing proper social distancing between patrons while having a group of people gaining admittance to the pool in the pool house and a group of people wishing to purchase concession stand snacks. With these concerns it is recommended that the concession stands remain closed until such time as social distancing requirements are relaxed due to concerns over social distancing in the pool house.

Swim Lessons:

- Swim lessons reduced to allow the least amount of instructor and participant contact
- Conduct Parent/Child classes and only have parent and child contact.
- Conduct higher level swim lessons for better swimmers which will lower instructor and participant contact.
- Private swim lessons will not be conducted due to high amount of contact between instructor and participant.

Elm Grove Swim Team:

- Swim team max registration will remain at 100 participant’s
- Continue with 2 separate practice times with a maximum of 50 participants at each practice.
- When practicing only 2 participants will be allowed in a lane at a time. Remaining participants will be outside the pool on the pool deck 6 feet apart.
- Swimmers, coaches and pool staff will only be allowed during swim meets and practice there will be no parents allowed on the pool deck.

Pool Parties

- Maximum capacity of pool party remains at 75 patrons.
- All pool deck chairs, hand rails, ladder handrails and diving board hand rails must be sanitized before and after pool party.
- No access into pool house during pool parties except the use of restrooms

Option #1

Pool Capacity and Social Distancing:

- Pool operation by reservation system, with maximum of 50 or 110 patrons in pool at a time. To gain admittance to the pool patrons must reserve a spot online.
- Any child under the age of 12 must be accompanied by an adult.
- Residents and Non-residents can reserve a spot online for specific days and times that are offered by the Recreation Department.
- Groups of patrons, including family groups, can be no larger than 10.

- No day cares or day camps will be permitted to use the pool including Camp Elm Grove.
- A staff member will be located at the door of the pool that is responsible to effectively monitor the reservation list and only let people that made a reservation for that day and time to enter the pool.
- X's will be placed six feet apart that will indicate where patrons will stand while waiting to enter the pool to allow adequate social distancing space.
- Pool deck chairs will be reduced to 25 of the original 57 to allow proper social distancing and disinfection after use.
- During the lifeguard's pool house rotation time they will be responsible for managing social distancing between patrons on the pool deck.
- A staff member will be located in the splash pad at all times to ensure the safety and social distancing of individuals.

Pool Reservation Time Slots Structure:

- Monday: 9-11am (splash pad only), 11am-1pm, 1:15pm-3:15pm, 3:30pm-5:30pm, 6:30pm-8:30pm
- Tuesday: 9-11am (splash pad only), 11am-1pm, 1:15pm-3:15pm, 3:30pm-5:30pm
- Wednesday: 9-11am (splash pad only), 11am-1pm, 1:15pm-3:15pm, 3:30pm-5:30pm, 6:30pm-8:30pm
- Thursday: 9-11am (splash pad only), 11am-1pm, 1:15pm-3:15pm, 3:30pm-5:30pm
- Friday: 9-11am (splash pad only), 11am-1pm, 1:15pm-3:15pm, 3:30pm-5:30pm, 6:30pm-8:30pm
- Saturday: 11am-1pm, 1:15pm-3:15pm, 3:30pm-5:30pm
- Sunday: 11am-1pm, 1:15pm-3:15pm, 3:30pm-5:30pm, 6:30pm-8:30pm
- Sign up through the Recreation registration system
- Patrons are only allowed to sign up for a time slot a maximum of one day in advance.
- Once time slot has ended staff will empty the pool patrons and sanitize all pool deck chairs, all hand rail, pool ladder handrails and diving board hand rails.
- Elm Grove residents are allowed to reserve the pool two hours (TBD) before opening up reservation to non-residents each day.
- The splash pad can be reserved from 9-11am with a maximum capacity of 25 patrons

Option #2:

Pool Capacity and Social Distancing:

- Pool operation would allow for 50 or 110 patrons or less in the pool at once.
- Groups of patrons can be no larger than 10.
- A child under the age of 12 must be accompanied by an adult.
- No day cares or day camps will be permitted to use the pool including Camp Elm Grove.
- A staff member will be located at the front door of the pool house that is responsible to effectively monitor the count of patrons in the pool.
- X's will be placed six feet apart that will indicate where patrons will stand while waiting to enter the pool to allow adequate social distancing space.
- Pool deck chairs will be reduced to 25 of the original 57 to allow proper social distancing and disinfection after use.
- During the lifeguard's pool house rotation time they will be responsible for managing social distancing between patrons on the pool deck.

- A staff member will be located in the splash pad at all times to ensure the safety and social distancing of individuals.

DRAFT

RECREATION COMMITTEE

MEETING MINUTES

August 20th, 2020 5:30 P.M., Park View Room

1.) Call meeting to order

Trustee and Chairperson Kim Irwin called the meeting to order at 5:32pm.

Present: Mr. Joe Coffey

Present by Zoom: Trustee and Chairperson Kim Irwin, Trustee Katy Cornell. Dr. Sue Retzack, Mrs. Allison Kelly, Mr. Ryan Black

Absent: Mr. Wes Parkin, Trustee Tom Michalski

Also Present: Mr. Jerod Mikkelsen, Recreation Director

2.) Review and Meeting Minutes Dated July 16th, 2020

After review Dr. Sue Retzack made a motion to approve meeting minute's dates July 16th, 2020, and Ryan Black seconded the motion. Motion was approved 6-0.

3.) Review Special Meeting Minutes Dated June 3rd, 2020

After review, discussion and edits the Recreation Committee asked to table vote to approve meeting minutes due to adjustment and additions.

4.) 2020 Elm Grove Pool Report

Mr. Mikkelsen gave the committee his pool report for the Elm Grove Pool. This report broke down the number of rescues, first aid injuries, sting and bites, patron count, and resident, non-resident ratio. The committee requested that there be a column with exact number of people that visited the pool compared to number of number of visits. The committee requested that there be a breakdown of exact location of non-residents if possible. Mr. Mikkelsen reported that there was 8,626 visits to the Elm Grove Pool this season and he will be presenting a final financial report for the summer for the Elm Grove Pool and summer programs. After Mr. Mikkelsen's report Trustee Cornell requested that there be further discussion in the future for having the pool remain open longer into August.

5.) Splash Pad Update, with Ribbon Cutting Ceremony Discussion

Mr. Mikkelsen gave updates to the committee the splash pad including that the splash pad was down for repair on August 19th due to technical difficulties which are in the process of getting resolved but the splash pad is functional at this point. Mr. Mikkelsen also asked the committee on thoughts of a ribbon cutting ceremony for the splash pad. After discussion the committee decided to postpone the ribbon cutting until the opening of the pool next year.

6.) Fall Planning Update

Mr. Mikkelsen updated the committee that the fall rec guide will arrive to residents soon. Program sign up will be on August 31st for residents. All Elm Grove programs besides Yoga will be held outside and will move inside once weather permits, at that time participants and instructors will be required to wear a mask. Mr. Mikkelsen also reported that Elm Grove Oktoberfest is cancelled. After further discussion they asked Mr. Mikkelsen to promote the new pickle ball courts that were painted this summer.

7.) Old Business

Dr. Retzack asked that there be a permanent spot in future agendas that include "Old Business" and New Business."

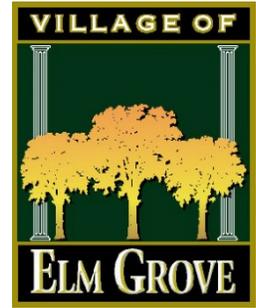
8.) Adjourn

Dr. Retzack motioned to adjourn meeting and Mrs. Kelly seconded the motion. Motion passed 6-0. Meeting adjourned at 6:22 pm.

Respectfully Submitted,

Jerod K. Mikkelsen, Recreation Director

Memo



To: Recreation Committee

From: Jerod Mikkelsen

Date: 09/15/2020

Re: Review and Approve Donation Request from Elm Grove Women's Club

The Elm Grove Women's Club is requesting a donation of 2 Elm Grove Daily Pool Passes as prizes for their Tailgate Trivia event which they are hosting on 09/17/2020 but are requesting the pool passes for their Tailgate Trivia event that will be hosted Spring of 2021.

Donation Value: \$12

VILLAGE OF ELM GROVE RECREATION DEPARTMENT

VILLAGE OF ELM GROVE RECREATION COMMITTEE POLICY STATEMENT REGARDING DONATIONS FROM THE RECREATION DEPARTMENT

The following policy statement shall apply to the donations distributed by the Recreation Department.

All organization requests for donations will be reviewed on a case-by-case basis by the Recreation Committee and or Recreation Director. All requests must be in writing and submitted to the Recreation Director by April 1st for summer donation requests and August 1st for fall donation requests.

Any organization requesting a donation may be required to pay for the Village's cost incurred for the given event. The Village cost will be determined by Village Staff to include staff costs and any other associated expense. All donation requests will be reviewed by the Recreation Committee

At the end of each fiscal year the Recreation Department will report to the Recreation Committee the monetary value of the Recreation Department's donated items for that year.

This policy shall be in effect for a period of ten (10) years and shall only be amended with consent by the Recreation Committee.