

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

RECREATION COMMITTEE

February 17th, 2022 * 5:30 PM * Park View Room
AGENDA

1. Call meeting to order

2. Review and Approve Meeting Minutes Dated January 20th, 2022

Documents:

[RC12022m.pdf](#)

3. Discussion & Possible Action on Elm Grove Pickleball

Documents:

[Pickleball Cost Analysis FINAL.pdf](#)

[Village of Elm Grove Pickleball Proposal FINAL.pdf](#)

4. Third Space Brewing Presentation with Possible Discussion and Action

5. Discussion and Possible Approval Of Arbor Day Event in the Village Park

Documents:

[Arbor Day Memo.pdf](#)

6. Discussion & Possible Action on Elm Grove Pool Diving Boards

Documents:

[Diving Board Memo.pdf](#)

7. Discussion and Possible Action on Village of Elm Grove Summer Staff 2022 Wages

Documents:

[2021, 2022 Projected Recreation Payroll.pdf](#)

[2022 Summer Staff Proposed Wages Memo.pdf](#)

8. Winterfest Recap

9. Summer Planning Update

10. New Business

11. Old 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, 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

January 20, 2022 5:30pm P.M., Park View Room

1.) Call meeting to order

Chairperson and Trustee Katy Cornell called the meeting to order at 5:30pm

Present: Trustee Tom Michalski, Trustee and Chairperson Katy Cornell, Mrs. Stacy Barry-Coffey, Dr. Susan Retzack Mrs. Allison Kelly, Mr. Wes Parkin,

Present by Zoom: Mr. Ryan Black, Village President Neil Palmer

Also Present: Mr. Jerod Mikkelsen, Recreation Director

2.) Review and Approve Meeting Minutes Dated December 16th, 2021

After discussion, Dr. Retzack made a motion to approve the minutes as written, Mrs. Kelly seconded the motion.

Motion was approved 8-0.

3.) Pickleball Presentation

Mr. Mikkelsen presented recommendations made by himself and Mr. McIntrye as requested by the committee in December's meeting. During discussion Mr. Mikkelsen stated that he recommended that not all tennis courts 4-6 should be lined with pickleball courts to provide more opportunity for the public to play tennis. Mr. Mikkelsen also recommended that the open play times be reduced to 8-10am. After further discussion the committee asked that Mr. Mikkelsen put together a document with the changes made and present the final proposal at the next meeting.

4.) Third Space Brewing Presentation

Mr. Gehl and Ms. Olds were present to provide a report for the committee on how the Elm Grove Beer Garden went. During the presentation they reported that they received great feedback from the patrons of the Beer Garden. Third Space Brewing also made suggestions on how to improve the beer garden for future years. The Recreation Committee asked that Mr. Gehl come up with a proposed design and improvements and present in the next month's committee meeting.

Mrs. Barry-Coffey was excused from the meeting at 6:30pm

5.) St. Marys Donation Request

Mr. Mikkelsen presented his memo on the St. Marys donation request. After discussion Dr. Retzack made a motion to accept the St. Marys donation request of a Family Pool Pass of the value of \$260 for the Spring Auction. Trustee and Chairperson Cornell removed herself from the vote. Motion was approved 6-0.

6.) Discussion & Possible Action on Elm Grove Pool Rental Process & Structure

Mr. Mikkelsen presented his memo and requested that the committee look at the restructuring of our rental policies following an incident at an Elm Grove Pool Party in 2021. After discussion the committee requested that Mr. Mikkelsen revise the waiver on the reservation process and to look into the possibility to adding a deposit fee to the rental process.

7.) Discussion & Possible Action on Village of Elm Grove Summer Staff Wages

Mr. Mikkelsen presented his memo that included the proposed wages from summer staff for Summer 2022.

Mr. Mikkelsen stated that the wage increases will keep them competitive with surrounding areas. After discussion the committee requested that Mr. Mikkelsen present a comparison of last year wage totals compared to the projected wage totals for 2022.

8.) Winter Update

Mr. Mikkelsen stated that he is currently working on Winterfest which will be held on February 6th from 2pm-8pm. Mr. Mikkelsen stated that he is still working on the ice rink and will hopefully have the ice rink open this weekend for patrons.

9.) Summer Planning Update

Mr. Mikkelsen updated the committee on his progress for planning for summer. Mr. Mikkelsen stated that applications are now being accepted for summer positions and interviews will start next week. Mr. Mikkelsen is also working on the Summer Recreation Guide as well as 4th of July.

10.) New Business

Mr. Mikkelsen made an announcement that he has resigned from his position as Recreation Director.

Mr. Mikkelsen stated that he has accepted a job at the North Shore Fire Department as a Firefighter/Paramedic. Mr. Mikkelsen last day will be April 14th, 2022.

11.) Old Business

Dr. Retzack asked about the progress on the basketball hoop and the tree removal on the north east path of the path. Mr. Mikkelsen stated that he was not able to get the basketball hoop up and he will be removing the tree by the end of the week.

12.) Adjourn

Dr. Retzack motioned to adjourn meeting and Mr. Parkin seconded the motion. Motion passed 7-0. Meeting adjourned at 7:04pm.

Respectfully Submitted,

Jerod K. Mikkelsen, Recreation Director

DRAFT

Pickleball Cost Analysis

Expenses

<u>Courts</u>	<u>Item</u>	<u>Expenses</u>
	Court #4	Donated
	Court #5	\$ 1,000.00
	Court #6	\$ 1,000.00
		\$ 2,000.00
<u>Equipment</u>		
	5 Pickle ball Nets (\$180 each)	\$ 900.00
	1 Wheeled Pickleball Net (\$390)	\$ 390.00
	Pickleball Paddles (4)	\$ 130.00
	Pickleball Balls (36)	\$ 90.00
		\$ 1,510.00

Instructor

Projected Instructor Cost	\$ 1,538.42
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Total Expenses	\$ 5,048.42
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Projected Revenue

Open-Play 36 participants per session (\$35 per person)	\$ 7,560.00
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Pickleball Lessons 64 participants (\$40 per session)	\$ 2,560.00
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Total Projected Revenue	\$ 10,120.00
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Projected Program Hours

Open-Play Program (05/02-10/01) 22 wks		
Mon, Wed, Fri, Sat	8-11am	264

Open-Play Program (05/03-09/29) 22 wks		
Tue,Thur	6-9pm	132

Pickleball Lessons (05/05-07/21) 12wks		
Thur	8am-12pm	48

Total Program Hours	444
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EG Youth Lessons (06/13-08/05) 8wks		
Mon-Fri	8am-12pm	160

EG USTA (06/13-08/05) 8wks		
Mon-Fri	2-4pm	80

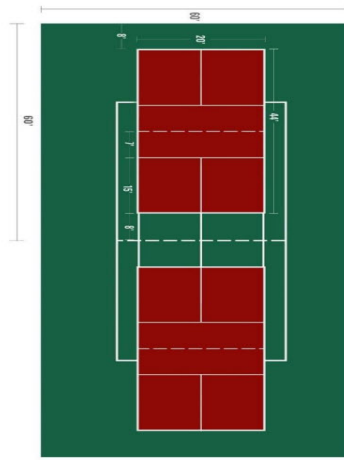
EG Parent & Me Tennis 06/18-08/06) 8wks		
Sats	10-10:30am	6

Total Program Hours	246
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Village of Elm Grove Pickleball Proposal

1. Courts

The tennis courts 4, 5, 6 will be resurfaced and relined with pickle ball lined integrated with tennis lines in the layout below. Tennis court lines will be white, and the pickleball lines will be black.



2. Equipment

(6) Portable pickleball nets will be purchased by the Village of Elm Grove and will be provided for open play and for pickleball lessons. The nets that will be provided are listed below.

3. Programming

Open -Play Program: The Village of Elm Grove Recreation Department will host a weekly Open-Play program on tennis courts 4,5,6. The patrons participating will be required to register on the Elm Grove Recreation Online portal prior to participating in the Open-Play program. Program times and dates are listed below.

May 2nd-October 1st 8am-11am

Session 1: Mon

Session 2: Wed

Session 3: Fri

Session 4: Sat

May 3rd-September 29th 6-9pm

Session 5: Tue

Session 6: Thur

Pickleball Lessons : Bob McIntyre will be a contracted instructor for the Village of Elm Grove Recreation Department and will be responsible for planning, organizing, and conduction of Pickleball Lessons. Pickleball nets, balls, and 4 extra racquets will be provided by the Village of Elm Grove Recreation. Lesson schedule is listed below. Lessons will be broken into sessions 3 week sessions.

May 5th- July 21st

THURSDAYS

Session 1: May 5, 12, 19. 8:00 - 10:00 AM

Session 2: May 5, 12, 19. 10:15 AM - 12:15 PM

Session 3: May 26, June 2, June 9 8:00-10:00AM

Session 4: May 26, June 2, June 9 10:15AM-12:15PM

Session 5: June 16, 23, 30 8:00-10:00AM

Session 6: June 16, 23, 30 10:15AM-12:00PM

Session 7: July 7, 14, 21. 8:00 - 10:00 AM

Session 8: July 7, 14, 21. 10:15 AM - 12:15 PM

Pickleball Try-It Events : Bob McIntyre in conjunction with the Village of Elm Grove Recreation Department will be planning, organizing, and conducting a Pickleball Try-It event as part of the 4th of July Family Festival. The Try-It event will

be held at tennis courts 4-6 the morning of the 4th of July Festival at the time listed below. Pickleball nets, balls, and 4 extra racquets will be provided by the Village of Elm Grove Recreation.

July 4th 4pm-5pm

4. VPCC

Bob McIntyre in conjunction with the Village of Elm Grove Recreation Department will be responsible for finding and training Volunteer Pickleball Court Coordinator (VPCC). A VPCC will be required for each day of the Open-Play program, and Try-It event. If a VPCC is not available or scheduled the Open-Play or Try-It event will be cancelled for that particular day. All VPCC must receive a one-hour training annual training conducted by Bob McIntyre. AS part of an incentive to volunteer all VPCC will have their Open-Play Program fee waived and can participate in the program once their duties are completed. VPCC duties and responsibilities are listed below

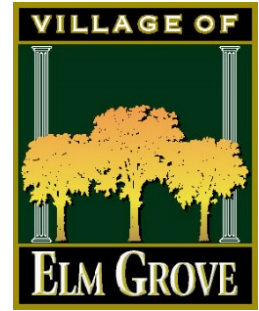
Open-Play Program Duties & Responsibilities:

- Put up and take down all nets for every scheduled Open-Play program day.
- After program, place all nets inside of their designated bag and place them into the provided tennis shed.
- Print off a program roster daily from the Elm Grove Pool house.
- Check-In each participant to ensure that they have registered for the program.

Try-It Event:

- Put up and take down all nets for every scheduled Open-Play program day.
- After program, place all nets inside of their designated bag and place them into the provided tennis shed.

Memo



To: Recreation Committee

From: Jerod Mikkelsen

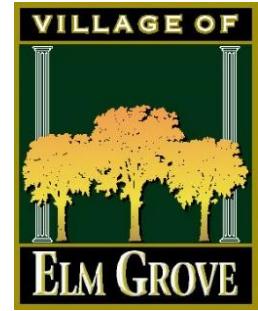
Date: 02/15/2022

Re: Discussion & Possible Approval of Arbor Day Event in the Village Park

Discussion & Possible Approval of Arbor Day Event in the Village Park

The Beautification Committee will be hosting its annual Arbor Day event in the Village Park. This event will be held on April 23rd and will include education on environmental health, as well as family activities such as kids climb, a small farmers market, environmental information and possibly food trucks. The event will take place from 11am-2pm.

Memo

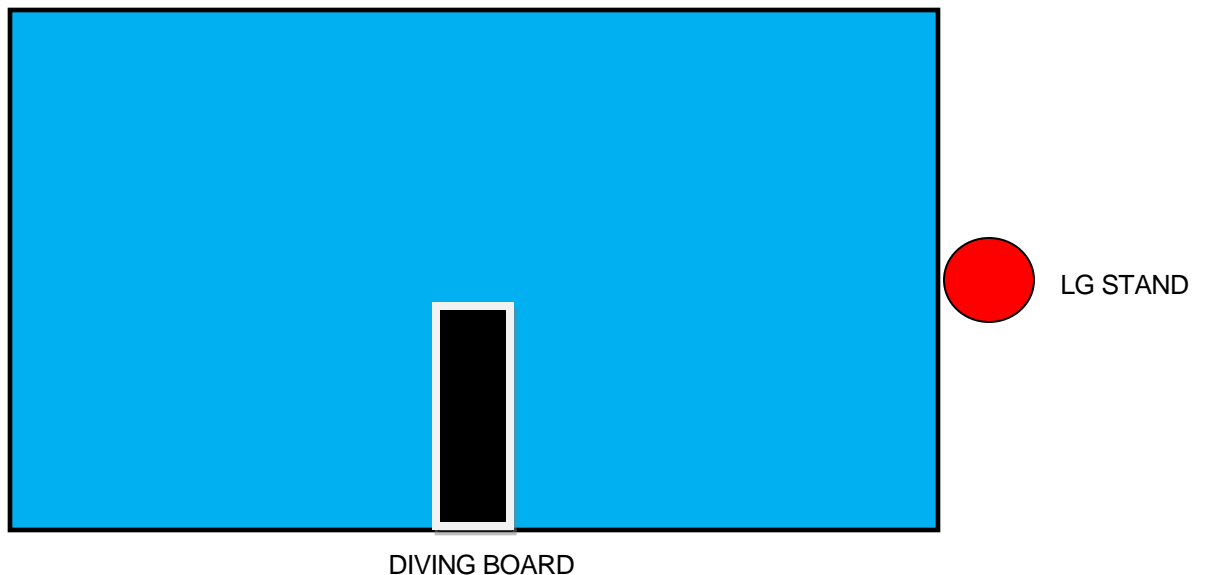


To: Recreation Committee
From: Jerod Mikkelsen
Date: 02/11/2022
Re: Elm Grove Pool Diving Board

Elm Grove Pool Diving Board

In summer 2021 we decided to close down one of the diving boards due to safety concerns as the current condition of the diving board stands were deemed unsafe. I have been actively searching for replacements since the Fall of 2020. Due to many municipalities switching to waterslides which are deemed safer than diving boards pricing has significantly increased. In our most recent capital budget we budgeted \$30,000 for replacement of both diving boards. The latest quote that we received for total replacement of both diving boards is \$58,871.34.

I am proposing that we remove both diving boards and only replace one of the diving boards. This way we do not exceed our existing capital budget of \$30,000. We were able to successfully operate with one diving board with little to no complaints from patrons. It also places less stress on the lifeguard responsible for guarding the diving board. Below is the proposed diagram of the proposed diving board layout.

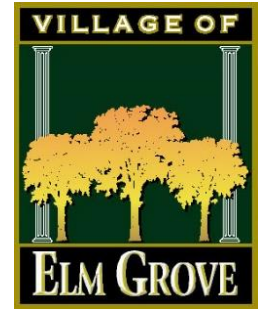


Recreation Hours and wages - Summer 2021/2022

2022 proposed wages and hours

Payroll Name	Job Title	Regular Pay Rate	Proposed Amount 2022	Wage	hrs through 8/21	\$ through 8/21	total \$ for category 2021	hrs	total \$ for category 2022	hrs
1	Rec Supervisor	13.00	\$	16.00	559.25	7,685.14	\$ 7,685.14	559.25	\$ 8,948.00	559.25
	Rec Camp Coordinator	12.25	\$	14.00	265.00	3,246.25				
	Rec Camp Elm Grove	9.50	\$	11.00	300.50	2,854.75				
	Rec Camp Elm Grove	9.00	\$	11.00	256.00	2,304.00				
4	Rec Camp Elm Grove	9.00	\$	11.00	272.50	2,452.50	\$ 10,857.50	1094	\$ 12,823.50	1094
1	Rec Desk Attendant	8.00	\$	9.50	93.25	746.00				
2	Rec Desk Attendant	8.50	\$	9.50	40.75	346.38				
3	Rec Desk Attendant	8.50	\$	9.50	84.00	714.00				
4	Rec Desk Attendant	8.50	\$	9.50	116.50	990.26				
5	Rec Desk Attendant	8.00	\$	9.50	207.00	1,656.00				
6	Rec Desk Attendant	8.00	\$	9.50	72.00	576.00				
							\$ 5,028.64	613.5	\$ 5,777.99	613.5
1	Rec Maintenance	9.25	\$	11.00	99.50	920.83				
2	Rec Maintenance	9.25	\$	11.00	230.50	2,132.14				
3	Rec Maintenance	9.25	\$	11.00	292.25	2,703.50	\$ 5,756.47	622.25	\$ 6,844.75	622.25
1	Rec Lifeguard- Head	13.25	\$	14.50	170.25	2,514.01				
2	Rec Lifeguard-head	12.50	\$	14.50	325.75	4,071.39				
3	Aquatic Supervisor	13.00	\$	16.00	442.75	5,928.02				
4	Rec Lifeauard head	12.75	\$	14.50	42.00	535.50				
5	Rec Lifeguard- Head	12.50	\$	14.50	45.25	565.63				
6	Rec Lifeguard	10.50	\$	12.50	283.00	3,005.65				
7	Rec Lifeguard	10.50	\$	12.50	111.00	1,165.51				
8	Rec Lifeguard	10.50	\$	12.50	342.75	3,671.07				
9	Rec Lifeguard	10.50	\$	12.50	278.75	2,938.71				
10	Rec Lifeguard	10.50	\$	12.50	159.50	1,674.76				
11	Rec Lifeguard	10.50	\$	12.50	58.50	614.26				
12	Rec Lifeguard	10.75	\$	12.50	153.50	1,650.13				
13	Rec Lifeguard	10.50	\$	12.50	286.25	3,033.20				
14	Rec Lifeguard	10.50	\$	12.50	142.00	1,491.01				
15	Rec Lifeguard	10.50	\$	12.50	237.75	2,522.64				
16	Rec Lifeguard	10.50	\$	12.50	240.00	2,585.62				
17	Rec Lifeguard	10.75	\$	12.50	182.25	1,959.21				
18	Rec Lifeguard	10.50	\$	12.50	212.00	2,226.01				
19	Rec Lifeguard	10.75	\$	12.50	229.00	2,475.18				
20	Rec Lifeguard	10.50	\$	12.50	90.00	945.01				
21	Rec Lifeguard	10.50	\$	12.50	311.25	3,283.88				
							\$ 48,856.40	4343.5	\$ 57,009.83	4,343.50
	Rec Tennis Coordinator	10.50			28.25	296.63				
	Rec Tennis	10.00	\$	13.00	216.50	2,165.00				
3	rec tennis	10.50	\$	12.00	225.00	2,362.51	\$ 4,824.14	469.75	\$ 5,514.50	469.75
38					7,702.25	83,008.29	\$ 83,008.29	7,702.25	\$ 96,918.57	7,702.25

Memo



To: Recreation Committee

From: Jerod Mikkelsen

Date: 1/14/2022

Re: Discussion & Possible Action on Elm Grove Summer Staff Wages

Discussion & Possible Action on Elm Grove Summer Staff Wages

To remain competitive with surrounding area pools I am proposing an increase in wages for the 2022 Summer season. Below are the current staff salaries along with my proposed increases. I believe that the proposed wages will keep us competitive and help retain employees and future applicants.

Recreation Assistant:
Current Wage: \$13.00
Proposed Wage: \$16.00

Camp Elm Grove Coordinator:
Current Wage: \$12.25
Proposed Wage: \$14.00

Aquatic Supervisor:
Current Wage: \$13.00
Proposed Wage: \$16.00

Camp Elm Grove Camp Counselor:
Current Wage: \$9.00
Proposed Wage: \$11.00

Head Lifeguard:
Current Wage: \$12.50
Proposed Wage: \$14.50

Tennis Coordinator:
Current Wage: \$10.50
Proposed Wage: \$13.00

Lifeguard:
Current Wage: \$10.50
Proposed Wage: \$12.50

Tennis Counselor:
Current Wage: \$10.00
Proposed Wage: \$12.00

Front Desk Attendant:
Current Wage: \$8.50
Proposed Wage: \$9.50

Maintenance:
Current Wage: \$9.25
Proposed Wage: \$11.00