

## 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 22<sup>nd</sup>. 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