



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.