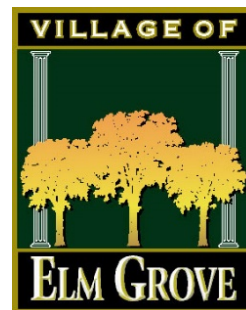


# Memo



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

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### **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of a Recreation Manager, it was found that a lot of the information that was included in the handbook was either outdated and/or missing, so Isabella was able to work on it throughout the summer to detail processes as we went.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. 4<sup>th</sup> of July Recap**

The 4<sup>th</sup> 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 30<sup>th</sup>. 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 4<sup>th</sup>. 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 25<sup>th</sup> 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.