

**DISCLAIMER – THE FOLLOWING ARE DRAFT MINUTES FROM THE RECREATION COMMITTEE AND ARE SUBJECT TO CHANGE UPON APPROVAL FROM THE RECREATION COMMITTEE**

**VILLAGE OF ELM GROVE  
RECREATION COMMITTEE  
MEETING MINUTES**

**Wednesday, August 16, 2023**

**1. Call meeting to order**

Present: Trustee and Chairman Shepherd, Trustee Sayas, Trustee Hillmann, Dr. Retzack, and Ms. Barry-Coffey

Absent: Ms. Kelly, Mr. Black, and Mr. McNally

Also present: Mr. Harrigan, Village Manager, and Ms. Gehl, Assistant Village Manager

Trustee Shepherd called the meeting to order at 5:34 P.M.

**2. Review and act on minutes dated June 13, 2023**

**TRUSTEE SAYAS MOTIONED TO APPROVE THE MINUTES AS PRESENTED. TRUSTEE HILLMANN SECONDED. MOTION PASSED 5-0.**

**3. Presentation by Recreation Assistant**

Recreation Assistant Isabella Naughton and Aquatic Supervisor Maddie Westfahl were both present at the meeting to discuss the summer. Ms. Naughton 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. Of note, Ms. Naughton outlined behavioral guidelines and reports which were created by recreation staff and implemented this year. The Recreation Department saw great success with this process.

Dr. Retzack asked how this was implemented and how it was received. Ms. Naughton explained that the process was discussed with all program participants and the program instructors and the new process was emailed to all parents of program participants. She noted that it was very well received and resolved issues that had been occurring.

Dr. Retzack asked how this will be handled moving forward. Ms. Naughton suggested that this process be similarly outlined at the beginning of each program period with the participants.

Ms. Gehl noted that Recreation Staff have discussed including this in the prompts that individuals are required to do when they are registering for a program through CivicRec. It would be treated similar to signing a waiver.

#### **4. 4<sup>th</sup> of July Recap**

Ms. Gehl gave an update on the Village's 4<sup>th</sup> of July event. The 5k Fun Run had a total of 61 participants. The Bike Decorating Contest had about 15 participants and had members of our Village Board and Fire Department as judges. The Baking Contest had a total of 8 submissions and was judged by members of our Fire/EMS Departments. Ms. Gehl suggested that this event be reviewed next year to see if any changes should be made. Open Swim sponsored by the Elm Grove Community Foundation went very well and we had a total of 393 attendees. Capacity was reached a number of times but only ever caused about a 10-minute wait to get into the pool. 5 vendors served in Village Park from about 5PM to the beginning of the fireworks show.

Chairman Shepherd stated that he would like to see planning for the 4<sup>th</sup> of July celebration come to the Recreation Committee at the beginning of 2024 for the 2024 celebration so that activities can be reviewed.

#### **5. Great Elm Grove Campout Recap**

Ms. Gehl gave an update on the Village's Great Elm Grove Campout that was held in the Village Park on Saturday, July 30<sup>th</sup>. There were a total of 27 families registered and 26 families attended. Activities included jewelry making, rock painting, chalk drawing, field races, corn hole, box hockey, giant jenga, bonfire & s'more station, and dive-in movie. The event was overall very well received.

#### **6. Summer Program Updates**

Ms. Gehl gave an update on summer programming. As of Friday, August 4<sup>th</sup> all Recreation Department staff-run have completed. The pool closed on Sunday, August 13<sup>th</sup> and the splash pad will be open daily from 10:00 A.M. to 3:00 P.M. through Sunday, August 20<sup>th</sup>. Ms. Gehl provided an outline of the registration numbers for the recreation programs.

Ms. Gehl suggested that program sessions be reviewed next year to combine session times to avoid having to move participants around due to low enrollment in a particular time period.

Dr. Retzack inquired if there were any meets held for the Swim Team. Ms. Gehl stated no but there was an intersquad meet held for the members of the Elm Grove Swim Team and it was well received. Ms. Gehl stated that organizing meets with area swim teams is a goal for 2024.

Ms. Gehl noted that USTA approached the Village this spring to offer opportunities for tennis team members to participate in more competitive match play on an area USTA team. There were a number of tennis team members who took advantage of this, so Ms. Gehl suggested working with USTA again in 2024 to expand this opportunity.

#### **7. Recreation Manager Update**

Mr. Harrigan explained that a revised job posting has been shared to the Village website and the Wisconsin Parks and Recreation Association job postings page with an updated salary range as authorized by the Village Board. Staff has an interview scheduled with an applicant for Monday, August 21<sup>st</sup>.

Chairman Shepherd offered that it would be worthwhile at reaching out to a recruitment firm to assist in the Recreation Manager search.

Trustee Hillmann suggested that an option would be to post the Recreation Assistant position now as an opportunity for an upcoming college graduate to work within the organization and then potentially step into the Recreation Manager roll once they graduate.

#### **8. Discussion and possible action regarding a Comprehensive Outdoor Recreation Plan (CORP)**

Ms. Barry-Coffey explained that the Committee last approved a Comprehensive Park and Open Space Plan in May of 2016. Plans are typically updated every 5 years in order to make a community eligible to apply for certain grants and/or funding opportunities. As many rating/recommendation criteria has changed over the years, Ms. Barry-Coffey stated that this updating this Plan should be a priority of the Village.

Mr. Harrigan explained that staff is recommending the Recreation Committee consider engaging a planning consultant for the purpose of creating a new Comprehensive Outdoor Recreation Plan (CORP) which 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. As such, the draft Recreation Department Capital Budget currently reflects a \$25,000 cost for the project in 2024.

**DR. RETZACK MOTIONED TO RECOMMEND TO THE FINANCE & LICENSING COMMITTEE THE INCLUSION OF FUNDING FOR A COMPREHENSIVE OUTDOOR RECREATION PLAN IN THE CAPITAL BUDGET TO OCCUR IN 2024. MS. BARRY-COFFEY SECONDED. MOTION PASSED 5-0.**

#### **9. Discussion and possible action regarding the basketball court maintenance**

Chairman Shepherd introduced the item and presented pictures of the current state of the Village Park basketball court. Chairman Shepherd noted that basketball is the 2<sup>nd</sup> most played sport in the United States and he feels a full replacement of the basketball court should take place in 2024. This replacement should include an entirely new base and surface, new hoops/rims/backboards, new court painting, and the potential inclusion of team benches and trees. Chairman Shepherd explained that the existing court also needs to receive immediate patching in order for it to remain open.

Trustee Hillmann noted that an update to the basketball court needs to happen; however, he feels that adding an additional court should be considered noting the popularity of the facility.

Dr. Retzack was also in agreement about repairs being necessary; however, she does not feel two full-sized courts are necessary.

Chairman Shepherd explained that there is potentially extra funding available in 2024 due to additional interest revenue if the Recreation Committee was interested in completing the work this year. This would involve recommending to the Finance & Licensing Committee to allocate this funding towards the project in order for Bids to be posted.

**DR. RETZACK MOTIONED TO RECOMMEND TO THE VILLAGE BOARD TO REQUIRE MAINTENANCE BE IMMEDIATELY DONE TO THE EXISTING BASKETBALL COURT WITHIN SEVEN DAYS. MS. BARRY-COFFEY SECONDED. MOTION PASSED 5-0.**

**DR. RETZACK MOTIONED TO RECOMMEND TO THE FINANCE & LICENSING COMMITTEE TO ALLOCATE FUNDING FOR THE REPLACEMENT OF THE EXISTING BASKETBALL COURT TO OCCUR PRIOR TO SUMMER OF 2024. MS. BARRY-COFFEY SECONDED. MOTION PASSED 4-1.**

**10. Capital Budget discussion and possible action**

Chairman Shepherd introduced the item and asked for feedback from the Committee.

Ms. Barry-Coffey noted that she would like to see the replacement of the second diving board moved to 2024.

**MS. BARRY-COFFEY MOTIONED TO RECOMMEND THE PROPOSED RECREATION DEPARTMENT CAPITAL BUDGET PLAN TO THE FINANCE & LICENSING COMMITTEE WITH THE REPLACEMENT OF THE SECOND DIVING BOARD BEING MOVED TO OCCUR IN 2024. DR. RETZACK SECONDED. MOTION PASSED 5-0.**

**11. Other Business**

None.

**12. Adjourn**

**MS. BARRY-COFFEY MOTIONED TO ADJOURN. TRUSTEE HILLMANN SECONDED. MOTION PASSED 5-0.**

Meeting adjourned at 7:08 P.M.

Respectfully Submitted,

Katherine Gehl  
Assistant Manager/Zoning & Planning Administrator