



RECREATION COMMITTEE AGENDA
February 10, 2026 * 5:15 PM * Park View Room
13600 Juneau Boulevard
Elm Grove, WI 53122

1. Call Meeting to Order/Roll Call

2. Approval of Minutes

A. Review and act on January 13, 2026 Recreation Committee Minutes.

Documents:

[*2026-01-13 Recreation Committee DRAFT Minutes.pdf*](#)

3. Recreation Manager Update

A. DNR Wildlife Abatement Grant Update

B. Small Wins

4. 4th of July- 250th Celebration

Monday April 20th- 75 days prior to 4th of July 2026

Documents:

[*Fourth of July Event Policy_Final.pdf*](#)

[*Mary Inden Proposal.pdf*](#)

5. Review and Act on Junior Guild Auction Donation Items.

Family Pool Pass- \$260 Value

Pool Party- \$400 Value

Pavilion Rental- \$175 Value

Class Registration- Up to \$100 Value

Documents:

[*RE_ Elm Grove Junior Guild 2026 Gala requests.pdf*](#)
[*2026 Gala - Village Donation Requests.pdf*](#)

6. Other Business

No discussion on items not on the agenda

A. Revisiting the CORP

7. 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 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 MINUTES
January 13, 2026 * 5:30 PM * Park View Room

13600 Juneau Boulevard
Elm Grove, WI 53122

1/13/2026 - Minutes

1. Call Meeting to Order/Roll Call

Chairman Hillmann called the meeting to order at 5:32 pm

Present: Trustee Hillmann, Trustee Olson, Trustee Sayas, Allison Kelly, Stacy Barry Coffee, Patrick McNally, Ryan Black, Dr. Susan Retzack

Also Present: Isabella Naughton, Ethan Sowl

2. Approval of Minutes

A. Review and act on October 14, 2025 Recreation Committee minutes.

Motion by Trustee Sayas seconded by **Dr. Retzack** to approve the October 14, 2025 recreation committee meeting minutes.

All in favor. Motion passed.

3. Recreation Manager Update

Recreation Manager Naughton provided a brief introduction before beginning update.

A. Softball Fields Graded

Recreation Manager Naughton provided update that softball fields were graded on Nov. 17th for \$11,100 and provided the recommendation is that it is completed every 2 years on an alternate year schedule. **Recreation Manager Naughton** noted this will fall in the 5-year capital budget. **Dr. Retzack** asked for clarification on what work was done and the purpose behind it. **Recreation Manager Naughton** clarified top soil was added and it

allows for better drainage and use of fields. **Barry Coffee** asked if there is a record of when this took place for future reference. **Recreation Manager Naughton** stated yes it has been recorded.

B. Summer Update

1. Recreation Guide

Recreation Manager Naughton provided the update on projected timeline to get the Recreation guide out to the public. There are additional offerings from some third party providers but nothing brand new. **Trustee Sayas** asked when the Guide has been distributed in the past. **Recreation Manager Naughton** stated she believed that it was late April and that this has been a big priority. **Chairman Hillmann** reiterated the need to get the guide out early to allow residents opportunity to understand program offerings.

2. Hiring

Recreation Manager Naughton reached out to last year's staff to gauge interest and will begin reaching out to employees once the recreation guide has been completed. A majority of seasonal staff from last year are interested in returning.

C. Knowles Nelson DNR Grant Update

Recreation Manager Naughton noted that the Village met with KL Engineering to get a quote for the Northern Boardwalk. At this time, the quote came in much higher than initial projected project costs. The Village is in the process of getting another quote from Custom bridges and boardwalks.

Recreation Manager Naughton identified the location of the boardwalk connecting from the service drive at Tonawanda through the floodplain to Village Park. **Dr. Retzack** stated Public Works has not made any effort to clear a path. **Recreation Manager Naughton** clarified that the project is not underway at this time.

Chairman Hillmann stated he was unclear if the proposal would come through the Recreation Committee or if it would go directly to the board. He also asked if it would go through Public Works. He identified the desire for it to go through the Recreation Committee. **Assistant Manager Sowl** stated the Village is still in the preliminary stages to determine if the cost would prevent the project from occurring. **Recreation Manager Naughton** stated that the DNR grant would cover \$56,000 and stated KL quote came in at \$400,000- \$480,000 for the boardwalk only, not including additional costs. **Dr. Retzack** asked for clarification on the term "boardwalk". **Assistant Manager Sowl** stated a low to the ground wooden walkway. **Dr. Retzack** asked how long the Village has to complete the project. **Assistant Village Manager Sowl** noted 2 years to complete. **Recreation Manager Naughton** stated the DNR has not yet issued their formal offer and that we will now have the opportunity to follow up with them.

Black asked if the grant was approved for this specific project. **Recreation Manager Naughton** stated yes.

Chairman Hillman stated the Village has a greater need than the boardwalk and the funds could be used elsewhere. **Dr. Retzack** disagreed stating the need for access from the North side of the park. **Chairman Hillman** stated his agreeance for a need but reiterated this was not identified as a top need of the park however, this is what the grant must be used for.

Trustee Sayas asked if there are other eligible grants. **Recreation Manager Naughton** stated the Knowles Nelson grant will not give any more and there is no DNR supplementary grants.

The committee members continued discussion around identifying funding opportunities, the potential for a "Friends of Elm Grove Park" group, and how to identify park projects and share the vision with the community. The consensus was that the Boardwalk project cost needs to be understood and further discussion, to include the CORP, was slated for the February meeting.

D. Wildlife Abatement Grant

Recreation Manager Naughton noted the Board of Trustees approved a resolution for the DNR wildlife abatement grant. We heard back late Tuesday afternoon with the grant offer and the Village will be reviewing it shortly. **Recreation Manager Naughton** explained the grant and its purpose. **Chairman Hillmann** stated the beautification committee will be contributing \$5,000 and explained the impacts of the deer population on the park in the Village and the culling process. **Chairman Hillmann** asked **Recreation Manager Naughton** to provide an update on this item at a later date.

E. Financial Update- Fiscal Year 2025**1. Transition from Global to CivicRec- Credit Card Fee's**

Recreation Manager Naughton provided a financial update and noted the numbers are not finalized yet but stated they were relatively close. She noted operating revenue budget of \$213,150.00 and ended 2025 at \$209,256. She noted reasoning as low swim attendance and that necessary adjustments will be made should this prove to be a trend. Operating expenses budget was \$323,620 and ended at \$370,373. She noted the main unexpected reasons as wages, with Logans pay out and credit card fees. She provided the context of the processor and noted the change. She noted no other major areas of concern for the 2025 year.

Recreation Manager Naughton will give a Budget update throughout the year. **Chairman Hillmann** noted the unusual event of Logan's payout and credit card fees not being good. He requested a basic spreadsheet visual aid for the updates in the future. **Trustee Sayas** clarified what Logan's payout was. **Chairman Hillmann** stated he will be meeting with Brian Lahey, Finance Director and will provide an update. Assistant Village Manager Sowl stated the bulk of the issue was credit card fees. **Trustee Sayas** discussed being confused about why the Recreation Department was over in a conversation with President Koleski. **Recreation Manager Naughton** clarified there were some other minor things that were not factored in at that point including Beer Garden revenue, and cleaning up coding. **Trustee Sayas** asked for 3rd Space revenue going back 3 years to be shared with the committee. **Chairman Hillmann** asked when we would switch credit card processors, **Recreation Manager Naughton** stated it would be likely this month to work out issues before summer.

F. Tonawanda 5th Grade Pool Party

Recreation Manager Naughton noted the Tonawanda Pool Party will take place on the last day of school June 10th two days prior to the opening of the pool to the public. She stated the pool will open to the public two days later on Friday June 12th this is also the first Friday Flick movie. **Dr. Retzack** clarified if the pool party was a donation. **Recreation Manager Naughton** stated Tonawanda will be paying for it at the Resident rate but clarified that Tonawanda will be using the park for field day as donated by the Village.

G. Small Wins

Recreation Manager Naughton relayed the conflict resolution in regard to reservations. **Chairman Hillmann** asked how the issue was fixed. **Recreation Manager Naughton** noted by using the CivicRec software. **Dr. Retzack** asked what the library uses the space for besides the book sale. Committee members relayed different programming.

Recreation Manager Naughton discussed meeting with different municipalities daily operations and functioning processes and discuss potential collaborations to provide residents with more opportunities. She noted having met with Wauwatosa, Brookfield and soon meeting with New Berlin, West Allis/ West Milwaukee, and Menomonee Falls. **Trustee Sayas** stated loving Malone Park in New Berlin due to the fundraising efforts reflected in the fencing. They also noted the importance of asking questions in the future and the way that this park is accessible for different age groups and abilities.

Recreation Manager Naughton stated that she will be attending the Wisconsin Parks and Recreation Association conference in February as well as the Certified Pool Operators Licensing.

4. Review and act on the funding designation for the \$500 4th of July Town Bank donation.

Trustee Sayas noted the committee was not prepared to act on item 4 at this time. She noted meeting in December with them asking to sponsor the Fun Run for 4th of July.

5. Review and act on the donation of a family pool pass for Summer 2026 to Tonawanda PTO and St. Mary's Visitation.

Recreation Manager Naughton explained the ask by Tonawanda PTO and St. Mary's Visitation and relayed the \$260.00 value.

Motion by Barry Coffee seconded by Black to approve the donation of a family pool pass for Summer 2026 to Tonawanda PTO and St. Mary's Visitation.

All in favor. Motion passed.

6. Review and act on the donation of a Campout pass for Summer 2026 to St. Mary's Visitation.

Recreation Manager Naughton explained the ask by St. Mary's Visitation and relayed the \$60.00 value.

Motion by Trustee Olson seconded by Trustee Sayas to approve the donation of a campout pass for Summer 2026 to St. Mary's Visitation.

All in favor. Motion passed.

7. Other Business

Trustee Sayas asked when the 250th anniversary and 4th of July planning process should begin. Committee members determined planning should begin immediately.

Recreation Manager Naughton noted everything the Village Recreation Department has done in recent years will continue to include Food Trucks, DJ in the park, Open Swim, Fireworks, Fun Run. Barry Coffee asked if community partners were interested in helping run any events. Trustee Sayas and Chairman Hillmann stated that Logan reached out to community partners and it was determined they were more likely to fund part of the event than bring in volunteers.

Trustee Sayas discussed past events that included pony rides, races, and reenactment and noted interest from community members in funding those things. Committee members introduced ideas such as reaching out to students or professional carnival staff to support events, offering a stipend to volunteers, and working with long time supporters of the event in the planning process. Barry Coffee and Chairman Hillmann acknowledged the change in policy for 4th of July involvement.

Items for February Meeting

- Meeting start time 5.15pm
- 4th of July
- CORP (Committee of the Whole to determine framework)

Barry Coffee asked when the second diving board is in the capital budget. Recreation Manager Naughton stated there is a pool amenity allocated 3 years out and stated the determination will be made when we get to that point.

Barry Coffee asked how other municipalities have a "Friends of Village Park". Dr. Retzack stated Friends of Hoyt Park have a very specific goal of getting the pool re-opened.

8. Adjourn

Motion by Black seconded by McNally to adjourn 6:32 pm.

All in favor. Motion passed.

Elm Grove Fourth of July Event Policy

Purpose

The purpose of this policy is to establish a framework for the planning and execution of the Village's annual Fourth of July celebration. This document is not intended to be overly prescriptive in dictating specific activities but rather to outline responsibilities, timelines, and coordination protocols by which the Recreation Department, under the guidance of the Recreation Committee, organizes the event.

Mission Statement

It is the mission of the Village of Elm Grove Recreation Department to create and operate a safe, fun, and family-friendly event that celebrates our country's independence, freedom, and liberty, and fosters community spirit.

Event Oversight Structure

- **Recreation Committee** – Provides policy direction.
- **Recreation Manager** – Serves as the lead coordinator, responsible for planning, logistics, staffing, volunteer management, execution, all financial decisions and final approval of event elements.
- **Civic Groups** – Under direction of the Recreation Manager participating Elm Grove civic organizations may designate up to two representatives to assist with event planning and coordination.

Event Planning & Coordination

All planning and coordination will be led by the Recreation Manager, with guidance from the Recreation Committee. Civic groups, local businesses and individual volunteers may propose event elements or activities for consideration. However:

- Event proposals must be submitted in writing to the Recreation Manager **no later than 75 days prior to the Fourth of July** to allow time for review and revisions.
- **All proposed events and activities must be submitted and reviewed by the Recreation Committee no later than 60 days prior to the Fourth of July.**
- All event proposals must be volunteer-led and will not require staff involvement on the day-of execution

- Each written proposal must include:
 - A concise description of the activity and its intended purpose
 - The name and contact information of the lead volunteer or organizing group if applicable
 - The proposed time and duration of the activity
 - The requested location, including any layout or space considerations
 - A detailed execution plan, including equipment needs, setup, cleanup logistics, and a dedicated volunteer roster and staffing assignments
 - An estimate of expected attendance
 - Any relevant safety considerations including waivers, commercial rentals and any third parties.
 - Proof of liability insurance is required, including a certificate of insurance naming the Village of Elm Grove, its officers, employees, and agents as additional insureds
 - A weather contingency plan if the activity is weather-dependent
- Activities not approved within the deadline periods will not be included in the final event schedule, except in extenuating circumstances with written approval from the Recreation Committee Chair and Recreation Manager.

Advertising and Promotion

To ensure consistent messaging and proper representation of the Village's Fourth of July celebration, all advertising and promotional materials must be coordinated through the Recreation Department.

- **All advertising is limited to** official Village banners, Village-managed social media, and Village-approved newspaper articles, with distribution or display restricted to approved outlets and locations.
- Sponsors, vendors, and activity organizers may submit content — such as logos, short taglines, or acknowledgments — for inclusion on these banners.
- All materials must be submitted to the **Recreation Manager at least 75 days prior to the event** for review and approval.
- Submitted content must follow Village branding guidelines and may be edited for clarity, formatting, or space constraints.
- **Independent signage or unauthorized promotions are not allowed** and may result in removal from the event schedule or loss of recognition.

Event Financing

- The Recreation Manager is responsible for managing the event budget and all associated expenditures.
- Civic groups that independently sponsor activities are responsible for their own financing.
- Donations and sponsorships supporting activities are encouraged to offset event costs; all sponsorships must be reviewed by the Recreation Manager and be approved by the Recreation Committee.

Event Framework

Programming will be scheduled to suit residents of all ages and foster a sense of community.

Activities may include:

1. **Food & Beverage** – Managed by the Village Recreation Manager, civic groups, or contracted vendors.
2. **Entertainment** – Including music, live bands, pool, and fireworks.
3. **Participation Activities** – Family-friendly games, contests, and other public engagement opportunities.

All event components will be planned under supervision of the Recreation Manager along with affected Village Staff with attention to park access, staffing levels, safety, and crowd flow. The day will culminate with the evening fireworks display.

Site Plans and Equipment Needs

- Any proposed activity that requires power, water, facility access, or Village equipment must include a basic site layout and needs list. These items must be reviewed and approved by the Recreation Manager no later than 75 days before the event. Activities not approved within this deadline period will not be included in the final event schedule, except in extenuating circumstances with written approval from the Recreation Committee Chair and Recreation Manager.

Rain Plans & Contingencies

Any weather-dependent activity must include a rain plan or cancellation procedure at the time of submission. Final determinations of cancellation, rescheduling and communications thereof will be made by the Recreation Manager in consultation with Village leadership.

Policy Amendments

This policy may only be revised by action of the Village of Elm Grove Board of Trustees, upon recommendation from the Recreation Committee and the Recreation Manager.

July 4th Baking Contest, 2026

****Formal Proposal submitted by Mary Inden**

Volunteers will handle all aspects of the set up for the Baking Contest except the for the placement of the picnic tables. The eight tables will need to be in the Pavillion and/or larger tent than last year. The set up will begin at 3:30PM. The “Drop off of Bakery” will begin at 5:00. The judging will begin at 6:00 with the announcement of the winners and awarding of medals to follow. The bakery will then be auctioned off, hopefully with the help, and microphone, of the DJ. The money raised during the auction has been used in the past to offset the costs of the July 4th event.

The clean-up and dismantling of the event will be done by the volunteers.

We will be using the plates, napkins and tableware recommended by Deb Baesemann, a member of the Sustainability Committee. All the tablecloths, tableware and miscellaneous equipment for serving the food to the judges are being donated. The format will echo the pattern of activity used last year. We have “Adult” and “Kid” entries of cakes, brownies, cookies, bread and pies. There are gold, silver and bronze medal winners in each category. Last year there were 32 entries, 15 kids and 17 adults entered.

****List of potential dedicated volunteers:**

Deb Baesemann	Mary Inden	Ruth Ann Higgins
Holly Kuusinen	Ron Inden	Molly Inden
Gretta Pedriana	Mia Pedriana	John Allen
Vera Pedriana	Will Pedriana	Jeanne Allen
Lily Crouse	Mia Crouse	Max Inden
Jennifer Crouse	Ben Crouse	Tom Hayes
Mae Hales	Shepard Hayes	Tiffany Hayes

There are 3 – 4 kids around the age of 12 who want to volunteer to help. We have a couple of other adults who may be available depending on family matters.

****List of requested items:**

We will need, potentially 15 each, of gold, silver and bronze medals. If not available, we will order and pay for them. If there are any ‘tally sheets’ available, we will print more as needed.

****All other supplies needed will be donated. Plates, silverware, napkins, tablecloths, serving utensils, pens, pencils, paper towels, water bottles.**

July 4th 2026 Bike Decorating Contest

Formal Proposal submitted by Mary Inden

10:45 Set Up at the corner of the Village Hall near the Fire Department. Co-Chair people are Holly Kuusinen and Mary Inden.

11:00 Judges arrive. Village President, Police Officer, and one Volunteer.

11:15 Start lining up contestants by age groups:

2–3 years old, 4–5 years old, 6–7 years old,
8–10 years 12 years and over

11:30 Introduce Judges

Start judging the youngest group first. Medals are awarded as announced. Sometimes there have been a tie, and both winners get a medal.

1st place = gold

2nd place= silver

3rd place= bronze

The Village Clerk, in the past, has ordered flags from congress, that have been flown over our nation's capital in Washington DC. They were given to the first-place winners. They are folded in a nice box with a certificate of authenticity. Also, for many years there have been Fun Run t-shirts leftover, and the winners could also take home a shirt.

12:15ish Finish last age group and have all families assemble at the flagpole.

The Village President (or designee) welcomes the crowd to the Village celebration and leads the group in the Pledge of Allegiance. Then encourages them to enjoy the pool, food and fireworks, etc...

Need: 8 Medals each of gold, silver and bronze. Flags from Congress if possible and Fun Run t-shirts if left over.

From: [Tom P. Harrigan](#)
To: ["Elm Grove Junior Guild Donations"](#)
Cc: [Fire Chief](#); [Jason R. Hennen](#); [Isabella R. Naughton](#)
Subject: RE: Elm Grove Junior Guild 2026 Gala requests
Date: Tuesday, January 20, 2026 11:23:52 AM
Attachments: [image001.png](#)

Hi Tara-

Thanks for reaching out regarding the 2026 Junior Guild Gala Fundraiser. I have Cc'd Jason Hennen, Brian Naylor and Isabella Naughton.

Jason, Brian and Isabella – Please review the donated items list from last year and confirm we will be offering the same for 2026. Are there any other items we can offer?

Stay tuned, Tara!



Thomas Harrigan
Village Manager
Village Of Elm Grove

[262-782-6700](tel:262-782-6700) | tharrigan@elmgrovewi.org

[13600 Juneau Blvd. Elm Grove, WI 53122](#)

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From: Elm Grove Junior Guild Donations [mailto:donations@elmgrovejunorguild.org]

Sent: Tuesday, January 20, 2026 10:49 AM

To: Tom P. Harrigan <tharrigan@elmgrovewi.org>

Subject: Elm Grove Junior Guild 2026 Gala requests

Hi Tom,

After serving as Guild president last year, I saw the impact of our auction and grants program and am now serving as auction chair for our 60th(!) anniversary gala on Saturday, May 9, 2026.

The experiences donated by the Village are among the most actively bid-on items in the silent auction! Being the numbers nerd that I am, I pulled the records and these items alone raised \$2450 (Kudos to the Fire Department for the most highly valued item!). I'm reaching out to see if the Village would be willing to donate again for 2026 and to confirm that we're describing the donated items and any limits correctly ([please see the attached list](#)).

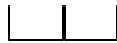
Also, if there are any other experiences the Village would consider, we are always open to new items! For example, would Public Works offer an extra brush pickup or another service? A picnic pavilion rental? The more we raise, the more we can donate back!

On that note, the Guild is still committed to granting a minimum of 25% of our fundraising efforts back to the Village each year, and we are hoping to make this a very successful event again!

Thanks,
Tara Schmalz

Tara Schmalz
2026 Auction Chair - Donations
Elm Grove Junior Guild

donations@elmgrovejuniorguild.org
elmgrovejuniorguild.org



2026 Tree of Giving Gala Village Donation Requests

FIRE DEPARTMENT REQUESTS

1. **MEMORIAL DAY PARADE BUCKET RIDE:** Ride in the bucket of Elm Grove's ladder fire truck in the 2026 Memorial Day Parade! (Limit 4 people -one being an adult. The bucket sides are high 42" high so this is not necessarily an age requirement but consider children's heights)
2. **MEMORIAL DAY PARADE FIRE TRUCK CAB RIDE:** Ride along in the cab of the fire truck in the 2026 Memorial Day Parade! (4 people, one being an adult. E124 is the engine used for riders in parades)
3. **RIDE TO SCHOOL IN A FIRE TRUCK:** Bid on a ride to school in one of Elm Grove Fire Department's fire trucks! This will be an experience your little one(s) will never forget. The ride is good for up to three kids and one adult. Pick-up in Elm Grove only. Drop-off must also be at a school located in Elm Grove (Tonawanda, Pilgrim Park, Elm Grove Lutheran, Mother's Day Out, or St. Mary's. The adult will have to supply their own transportation back to their residence)

POLICE DEPARTMENT REQUESTS

1. **POLICE CAR MEMORIAL DAY PARADE RIDE ALONG:** Ride along with Police Chief Hennen in the 2026 Memorial Day Parade! *(a parent or legal guardian is required with max of 3 children ages 4 and over)*
2. **ELM GROVE POLICE DEPARTMENT RIDE ALONG:** Ever wonder what it's like to be a police officer? Get a taste of a day in the life with this opportunity to ride along during an Elm Grove Police Officer's shift (good for one participant; must be 18yr +)
3. **ELM GROVE POLICE DEPARTMENT BEHIND THE SCENES TOUR:** Take a peek at the inner workings of the Elm Grove Police Department with a guided tour from an EG Police Officer

RECREATION REQUESTS

1. **FAMILY POOL PASS:** Spend those hot summer days at the Elm Grove Pool with a Family Season Pass. Valid for the 2026 summer season. **Value \$520**
2. **REC CLASS REGISTRATION:** Try a new class through the Elm Grove Recreation Department with this gift certificate good towards a 2026 fall or 2027 spring class. **Value: Up to \$60**
3. **POOL PARTY:** Host your own private party at the Elm Grove Pool with all of your family and friends. Parties can be scheduled from 6-9pm (everyone out by 9:30) on Tuesdays, Thursdays and Saturdays during the pool season and are subject to availability. **Value: \$800**
4. **2026 MEMORIAL DAY PARADE PREFERRED BLEACHER SEATING:** No need to set up your blankets in advance for the winner of this auction item! Honor our Veterans and enjoy the 2026 Elm Grove Memorial Day Parade with front row bleacher seats for your family and friends. (Up to 20 people)

Please contact donations@elmgrovejuniorguild.org with any questions.