

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

RECREATION COMMITTEE

April 15th, 2020 * 5:00 PM * Park View Room
AGENDA

1. **Call meeting to order**

2. **Review and Approve of Meeting Minutes Dated: March 18th, 2020**

Documents:

[RC031820m.pdf](#)

3. **Review and Approved Recreation Department Donation Policy**

Documents:

[Policy - Donations-FINAL 03.20.2020.pdf](#)

4. **Summer Planning Update**

5. **Splash Pad Update**

6. **Other Business**

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, Mary S. Stredni, 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

MEETING MINUTES

March 18th, 2020 5:00 P.M., Park View Room

1.) Call meeting to order

Trustee and Chair Kim Irwin called the meeting to order at 5:05pm.

Present: Dr. Susan Retzack, Ms. Allison Kelly, Mr. Joe Coffey

Present by phone: Trustee and Chairperson Kim Irwin, Trustee Katy Cornell, Mr. Ryan Black

Absent: Trustee Tom Michalski, Mr. Wes Parkin

Also Present: Mr. Jerod Mikkelsen, Recreation Director

Dr. Sue Retzack was excused at 5:50pm

2.) Approval of minutes dated February 19th, 2020 meeting

Dr. Retzack made a motion to approve meeting minutes dated February 19th, 2020 and Mrs. Kelly seconded the motion. Motion passed 6-0.

3.) Review and Approve Recreation Department Donation Policy

Mr. Mikkelsen presented the committee with his revised version of the Recreation Department Donation Policy. After discussion the Recreation Committee made revisions and tabled vote until revisions were made and presented next meeting

4.) Review and Approve Summer 2020 Wages

Mr. Mikkelsen presented the committee with his proposed 2020 Summer Employee Wages. After discussion Dr. Retzack motioned to approve the Summer 2020 Employee Wages and Trustee Cornell seconded the motion. Motion passed 6-0.

5.) Concession Stand Sub-Committee Report

Trustee and Chairperson Irwin updated the committee on her work toward updating the concession stands in the pool house. The project would not be able to be complete by the start of this summer but she is working to gain donations in hope of having the concession stand complete for summer 2021.

6.) Summer Planning Update

Mr. Mikkelsen presented to the committee updates on his planning for the summer. Mr. Mikkelsen also announced that all Recreation programs and activities are cancelled until April 5th. Mr. Mikkelsen presented that as this moment all summer programs, activities and pool dates are still scheduled on their original dates. More information will be provided if the situation changes.

Dr. Sue Retzack was excused at 5:50pm

7.) 4th of July Planning Update

Mr. Mikkelsen reported his updates on 4th of July Planning and presented the schedule. The committee requested that Mr. Mikkelsen look into possibly cancelling the Baking Contest pending the health situation status at the time of the event.

8.) Other Business

There was no other business reported

9.) Adjourn

Mr. Coffey motioned to adjourn meeting and Mrs. Kelly seconded the motion. Motion passed 5-0. Meeting adjourned at 6:00pm.

Respectfully Submitted,

Jerod K. Mikkelsen, Recreation Director

VILLAGE OF ELM GROVE RECREATION DEPARTMENT

VILLAGE OF ELM GROVE RECREATION COMMITTEE POLICY STATEMENT REGARDING DONATIONS FROM THE RECREATION DEPARTMENT

The following policy statement shall apply to the donations distributed by the Recreation Department.

~~The Recreation Department will not donate any item with an associated loss in department revenue. Donations with no associated cost will be distributed to the community or civic organizations when requested.~~

All organization requests for donations will be reviewed on a case-by-case basis by the Recreation Committee and or Recreation Director. ~~Appeals for donations of monetary value may be made to the Recreation committee. All appeals~~ requests must be in writing and ~~submitting and submitted to the Recreation Director at least fourteen days by April 1st for summer donation requests and August 1st for fall donation requests. prior to the Recreation Committee meeting.~~

Any organization requesting a donation may be required to pay for the Village's cost incurred for the given event. The Village cost will be determined by Village Staff to include staff costs and any other associated expense. All donation requests will be reviewed by the Recreation Committee

At the end of each fiscal year the Recreation Department will report to the Recreation Committee the monetary value of the Recreation Department's donated items for that year.

This policy shall be in effect for a period of ten (10) years and shall only be amended with consent by the Recreation Committee.