

# VILLAGE OF ELM GROVE

13600 Juneau Boulevard  
Elm Grove, WI 53122

RECREATION COMMITTEE

**April 15, 2021 \* 4:00 PM \* Park View Room**  
AGENDA

**1. Call meeting to order**

**2. Review and Approve Meeting Minutes March 18th, 2021**

*Documents:*

[RC031821m.pdf](#)

**3. Review and Possible Action of the 2021 Elm Grove Pool Safety Plan**

*Documents:*

[Village of Elm Grove Pool 2021 Safety Plan- PROPOSED DRAFT.pdf](#)

**4. Discuss and Possible Action on Splash Pad Grand Opening**

**5. Summer Planning Update**

**6. 4th of July Planning Update**

**7. Old Business**

**8. New Business**

**9. 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, Michelle Luedtke, 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 18<sup>th</sup>, 2021 4:00pm P.M., Park View Room

1.) Call meeting to order

Trustee and Chairperson Irwin called the meeting to order at 4:03pm

Present: Mr. Joe Coffey

Present by Zoom: Trustee and Chairperson Kim Irwin, Mrs. Allison Kelly, Trustee Katy Cornell, Dr. Susan Retzack, Mr. Wes Parkin, Trustee Tom Michalski, Mr. Ryan Black

Absent: N/A

Also Present: Mr. Jerod Mikkelsen, Recreation Director

2.) Review and Approve Meeting Minutes Dated February 18<sup>th</sup>, 2021

After discussion Dr. Retzack motion to approve meeting minutes dated February 18<sup>th</sup>, 2021 and Ryan Black seconded the motion. Motion passed 8-0.

3.) Discussion and Possible Action on Tonawanda PTO 5<sup>th</sup> Grade Graduation

Mr.Mikkelsen presented his memo to the committee. The Tonawanda PTO is asking to use the Pavilion and other AV equipment for the 2021 5<sup>th</sup> grade graduation. After discussion Trustee Michalski made a motion to approve the Tonawanda PTO 5<sup>th</sup> Grade Graduation at the pavilion on June 9<sup>th</sup> on the condition that the PTO follows current CDC guidelines including capacity on that date without the use of Elm Grove AV equipment. Wes Parkin seconded the motion. Motion passed 7-0. Mr. Coffey excluded himself to the discussion and vote due to his involvement on the Tonawanda PTO.

4.) Discussion and Possible Action on Splash Pad Grand Opening

Trustee and Chairperson Irwin asked the committee to discuss the possibility of having a ribbon cutting for the Splash Pad. After discussion the committee decided to table a vote and asked Mr.Mikkelsen to contact the Community Foundation and Junior Guild on possible dates and times they would be available to attend between June 7<sup>th</sup>-June 9<sup>th</sup>.

5.) 4<sup>th</sup> of July Planning Update

Mr.Mikkelsen presented his update of 4<sup>th</sup> of July to the committee and stated that the 4<sup>th</sup> of July committee met two weeks ago to discuss scheduling and any COVID-19 amendments. All previously scheduled events will still be planned with the exception of the Baking contest and sale.

6.) Summer 2021 Planning Update

Mr.Mikkelsen updated the committee on his progress for summer 2021. After further discussion the committee will be finalizing the 2021 Pool policies for the summer. Mr.Mikkelsen sent out the Recreation Guide to the committee to review, the committee had suggestions and additions to the guide. Mr.Mikkelsen stated that he will be sending the recreation guide to print in the near future. Mr.Mikkelsen stated that Third Space Brewing would like to offer a beer garden this summer. The committee asked that an update be provided for next meeting.

7.) Old Business

Mr.Mikkelsen followed up on the request of a dog par in the South Park Facility and after discussion Village Manager David De Angelis a dog park would be unobtainable due to the park being next to a waterway and the inability to put up a fence in the park. After further discussion the committee asked Mr.Mikkelsen to discuss further with Mr.De Angelis.

Dr.Retzack thanked Trustee and Chairperson Irwin for her leadership the past couple of years, and the committee thanked her for being a part of committee.

8.) New Business

No new business was reported

9.) Adjourn

Mr.Coffey made a motion to adjourn the meeting, Mr.Parkin seconded the motion. Motion passed 8-0.

Respectfully Submitted,

Jerod K. Mikkelsen, Recreation Director

DRAFT

## Village of Elm Grove Pool 2020-2021 Safety Plan

The goal of this safety plan is to operate the Elm Grove pool and splash pad safely for all patrons and staff. These recommendations listed below will be followed by all patrons and staff and enforced by the Village of Elm Grove Recreation Department.

### Background information:

**Lifeguard rotations:** During normal max capacity of 220 patrons there are five lifeguard staff at the pool at one time. There are a total of five lifeguard stations that are rotated between the guards. These stations are located as one lifeguard is located at the splash pad, one lifeguard chair at the shallow entrance of the of the pool, one lifeguard chair in the deep end near the diving boards, one lifeguard chair that is located in the corner of the pool and one lifeguard station that is in the pool house taking a break from the sun and doing pool house duties such as cleaning, organizing and helping front desk staff. In this plan when it refers to the pool house lifeguard it is referring to the lifeguard that is stationed in the pool house.

### **Elm Grove Pool & Splash Pad- (Normal capacity is 220)**

#### Pool Security:

- Staff training based on EGPD recommendations for Village pool on security measures
- Security camera monitoring of pool deck by dispatch center
- If there was an incident where there was a mass crowd at the pool or other disturbance and staff was not able to control the mass crowd, Elm Grove Police would be called.
- Regular drive by police presence to check on status of pool and its patrons.
- Senior staff available at the pool house during entrance times of patrons.

#### Staff Structure during Open Pool Hours:

- 1 Head lifeguard
- 45 lifeguards: 3 in guard chair, 1 monitoring splash pad, 1 lifeguard on break
- ~~1 additional staff member per shift responsible just for sanitizing and social distancing enforcement~~
- 1 staff at front door checking in patrons for upcoming time slot and responsible for sanitizing the pool and social distance enforcement.
- ~~1 front desk attendant double checking patron list and social distancing in pool house lobby.~~

#### Staff Safety:

- All pool staff except on duty lifeguards will be required to wear a facemask at all times
- Staff will have hand sanitizer readily available for them to use at the lifeguard office and front desk.
- If a staff members feel ill they will be encouraged to stay home.
- Temperature readings will be taken at beginning of shift if Recreation Director or staff member believes that they are exhibiting symptoms of cough, fever, or any illness. If staff member feels unwell during shift, we will follow normal protocol and send them home.

- Staff will be educated on how to recognize symptoms and how to properly act if they are showing symptoms.
- If a staff member contracts COVID-19 they will not be allowed to work at the pool for 14 days and any staff members that were exposed will also be not allowed to work for 14 days. A negative COVID test will be required prior to returning to work.
- When lifeguards rotate lifeguard chairs they will be expected to sanitize chair before they rotate.
- While in the pool house staff will be expected to socially distance as much as possible.
- Plexi-glass will be used as a barrier between the front desk staff and patrons.

#### Sanitation:

- Hand sanitation stations will be placed at the front desk, and on pool deck for patrons and staff to use.
- Front Desk staff will be responsible to properly sanitize the front desk after each patron contact.
- Lifeguards and other staff will be responsible for sanitizing and cleaning bathrooms during the day.
- At the end of each “shift” and every night the staff will sanitize all equipment, front desk, concession stand table, splash pad benches, ladder and stair handrails, diving board hand rails, and splash pad gate opening.
- No water fountains will be available for patron use.
- ~~— No pool deck chairs will be provided to patrons by the Village of Elm Grove. Patrons can bring their own soft sided chair. Type of chairs that are allowed will be at the discretion of the Recreation Director.~~
- Proper signage will be displayed on sanitization protocols patrons must follow.
- All recommendation on locker room and shower usage by the Waukesha Department of Health will be followed.

#### Concessions:

- No concessions will be offered for summer of 2021.
- No coolers are allowed.
- Patrons are allowed to bring a single non-glass beverage container to the pool.
- Recreation Committee gave consent to David De Angelis to pursue food vending machines outside of the pool house.

#### Swim Lessons:

- All swim lessons including private lessons will be conducted.
- Parents will be aware of instructor-child contact during lesson when registering.

#### Elm Grove Swim Team:

- Swim team max registration will remain at 100 participant’s
- Continue with 3 separate practice times with a maximum of 33 participants at each practice.
- When practicing only 2 participants will be allowed in a lane at a time. Remaining participants will be outside the pool on the pool deck 6 feet apart.

- Swimmers, coaches and pool staff will only be allowed during swim meets and practice there will be no parents allowed on the pool deck.
- Practice time will be revised to 4:45pm-6:15pm, 30 minutes for each practice.

#### Pool Parties

- Maximum capacity of pool party remains at 50 patrons.
- All pool deck chairs, hand rails, ladder handrails and diving board hand rails must be sanitized before and after pool party.
- All pool party patrons must enter through the pool house.
- All pool party patrons must use the pool house hand sanitizer upon entry.

**Open Date ~~June 6th, 2020~~ June 5th, 2021**

#### Pool Capacity and Social Distancing:

- Pool operation by reservation system, with maximum of 100 patrons in pool at a time, subject to change pending new capacity recommendations provided by the Waukesha Department of Health. To gain admittance to the pool patrons must reserve a spot online, no cash exchange will be done at the pool house.
- Patrons can register for multiple time slots during a single day.
- All patrons are required to pay admission whether or not they plan to swim.
- Any child under the age of 12 must be accompanied by an adult.
- Residents and Non-residents can reserve a spot online for specific days and times that are offered by the Recreation Department.
- Residents will be allowed to register from 7-9am the day before. After 9am, registration is open for all.
- Groups of patrons, including family groups, can be no larger than 10.
- No day cares or day camps will be permitted to use the pool including Camp Elm Grove.
- A staff member will be located at the door of the pool that is responsible to check in patrons prior to entry into the pool house and effectively monitoring the reservation list and only let people that made a reservation for that day and time to enter the pool.
- X's will be placed six feet apart that will indicate where patrons will stand while waiting to enter the pool to allow adequate social distancing space.
- All patrons will be requested to use hand sanitizer upon entry.
- A staff member will be located in the splash pad at all times to ensure the safety and social distancing of individuals.

#### Pool Reservation Time Slots Structure:

- Monday: 9-11am (splash pad only), 11:15am-1:45pm, 2:00pm-4:30pm,6:30-8:30pm
- Tuesday: 9-11am (splash pad only), 11:15am-1:45, 2:00pm-4:30pm,6:30pm-9:30pm( Pool Parties Only)
- Wednesday: 9-11am (splash pad only),11:15am-1:45, 2:00pm-4:30pm,6:30-8:30pm
- Thursday: 9-11am (splash pad only), 11:15am-1:45, 2:00pm-4:30pm,6:30pm-9:30pm( Pool Parties Only)

- Friday: 9-11am (splash pad only), 11:15am-1:45, 2:00pm-4:30pm,6:30-8:30pm
- Saturday: 11:15am-1:45, 2:00pm-4:30pm, 6:30pm-9:30pm( Pool Parties Only)
- Sunday: 11:15am-1:45, 2:00pm-4:30pm, 6:30-8:30pm
- Sign up through the Recreation registration system
- Patrons are only allowed to sign up for a maximum of one day in advance.
- Once time slot has ended staff will empty the pool and sanitize, all potential touch points. Residents will be allowed to register from 7-9am the day before. After 9am, registration is open for all.
- The splash pad can be reserved from 9-11am Monday-Friday with a maximum capacity of ~~25~~36 patrons