



RECREATION COMMITTEE AGENDA
January 13, 2026 * 5:30 PM * Park View Room
13600 Juneau Boulevard
Elm Grove, WI 53122

ZOOM LINK: <https://us02web.zoom.us/j/8691998953?pwd=QXJYS0QwRWlIYUtWTkE5VC9SNyt1QT09&omn=88298147461>

MEETING ID: 869 199 8953 PASSCODES: 446261

1. Call Meeting to Order/Roll Call

2. Approval of Minutes

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

Documents:

[2025-10-14 Recreation Committee Meeting DRAFT minutes.pdf](#)

3. Recreation Manager Update

A. Softball Fields Graded

Completed Nov. 17th for \$11,100. The recommendation is that it is completed every 2 years on an alternate year schedule.

B. Summer Update

1. Recreation Guide

2. Hiring

C. Financial Update- Fiscal Year 2025

1. Transition from Global to CivicRec- Credit Card Fee's

D. Tonawanda 5th Grade Pool Party

- 4. Review and act on the funding designation for the \$500 4th of July Town Bank donation.**
- 5. Review and act on the donation of a family pool pass for Summer 2026 to Tonawanda PTO and St. Mary's Visitation.**
- 6. Review and act on the donation of a Campout pass for Summer 2026 to St. Mary's Visitation.**
- 7. Other Business**
No discussion on items not on the agenda

8. 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.

**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**

Tuesday, October 14th, 2025

1. Call meeting to order

Present: Trustee and Chairman Hillman, Trustee Sayas, Dr. Retzack, Mr. McNally, Miss Kelly, Miss. Barry-Coffee.

Also present: Mr. Kein, Recreation Manager.

Absent: Trustee Olsen, Mr. Black

Note: Miss. Barry-Coffee left at 6:15pm

Chairman Hillmann called the meeting to order at 5:34 P.M.

2. Review and act on meeting minutes dated August 12th, 2025

DR. RETZACK MOTIONED TO APPROVE THE MINUTES AS AMMENDED. TRUSTEE SAYAS SECONDED. MOTION PASSED 6-0.

Note: CHAIRMAN HILLMANN MOTIONED TO AMEND THE AGENDA TO MOVE ITEM 6 TO ITEM 3. MISS. KELLY SECONDED. MOTION PASSED 6-0.

3. Recreation Manager Announcement

Mr. Kein opened this item up for discussion noting that he is thankful working with the Village the past two years. He noted accomplishments including the basketball court, CORP and possible future playground. Mr. Kein announced he accepted a position with the City of Waukesha and his last day with the Village will be November 7th.

Chairman Hillmann commented on that they are working on a replacement and he will be speaking with Village Manager Harrigan. Trustee Sayas commented that Mr. Kein has been exceptional and has worked tirelessly for the Village and is sad to see him leave. Trustee Hillmann commented the difficulty of when Mr. Kein started and the extended length of vacancy in the position and the amount of self-teaching Mr. Kein had done during his tenure.

Chairman Hillmann commented on that this is not the first time the Village has had vacancies in this position and others and is confident in next steps.

4. Discussion of 2026 Fourth of July Event

Mr. Kein opened this item up for discussion and commented he has reached out to several organizations for interest in the Village's 250th celebration for the Fourth of July. Mr. Kein commented that the Junior Guild commented they respectively declined participation in this year's

celebration and that their yearly donation did not include funds for Fourth of July. Trustee Sayas commented that these donations were part of the Village wish list and that there is additional funding once more items are put together for Fourth of July.

Mr. Kein commented he requested to increase the 2026 Fourth of July budget to \$30,000. Trustee Sayas asked how much was allocated in 2025 for Fourth of July. Mr. Kein commented he believed around \$24,000. Mr. Kein commented the increase in funding could be used to rent blow-ups, vendors and other items that have been discussed for the Fourth of July. Trustee Sayas asked if that \$30,000 would include the funds from the Foundation. Mr. Kein commented it does not include the Community Foundation Funds.

Trustee Sayas asked in the interim who in the Village Staff will be responsible for recreation related items. Mr. Kein commented that has yet to be determined he has been speaking with Village Manager Harrigan and Ethan Sowl on this matter. Chairman Hillmann commented he has a meeting with Village Manager Harrigan to discuss these items. Mr. Kein commented that the position opening will be posted in the Village newsletter and that he has been in contact with interested individuals of the position being open.

5. Summer Finance Update

Mr. Kein opened this item up for discussion noting that the pool had strong growth in seasonal pool pass sales and usage. He commented on strong growth in concession sales as well. Mr. Kein noted that non-resident usage of the pool has had a decline. Mr. Kein recommended that for 2026 a slight adjustment to family pool passes be made to balance revenue and affordability. He noted a request for a commercial drink fridge be installed at the pool house to expand items being sold at the pool and increase revenue.

Mr. Kein commented that the vendor took away one of the vending machines and was unsure of why but did comment that a reason could be due to lack of sales. Chairman Hillmann asked if discussions were being held on what could and could not be sold at the pool per our license with the County. Mr. Kein commented that he has held conversations with the county and that an item list could be sent to the county for review and approval per our current licensing.

Mr. Kein commented that Third Space has provided a summer snapshot of how the Beer Garden has been operating and Mr. Gehl from Third Space has provided an update. Miss. Kelly asked if the sponsorship nights were individually dedicated to the noted groups. Mr. Kein commented to his understanding yes and they were considered sponsorship nights. Dr. Retzack asked if all beer sold was given back to the organizations. Mr. Kein commented he was unsure.

Trustee Sayas commented that she believes that the \$5000 would be divided up to the 6 organizations. Miss. Kelly asked how do we get the Village Pool to be a beneficiary of this. Trustee Sayas commented on that overall, the beer garden is not a revenue generator when you think of staff, garbage pickup. Miss. Kelly asked how long is the Third Space contract up for. Mr. Kein commented it ends at the end of 2026 due to a two-year contract. Chairman Hillmann commented that the Village does receive revenue from the Beer Garden and that this is part of a larger discussion.

Mr. McNally asked if Third Space is happy with the volume they receive and if so, how does it trickle back to the Village. Trustee Sayas commented that she thinks they are happy due to them being there most nights of the week. Mr. Kein noted that Mr. Gehl had sent this information back

in September. Chairman Hillmann asked when was the last day of the Beer Garden. Mr. Kein commented last Saturday.

6. Continued Discussion and Prioritization of 2025 CORP Projects.

Mr. Kein opened this item up for discussion commenting that the Village has received a tentative grant from Knowles Nelson Stewardship grant for construction of a Northern Boardwalk pathway on the north end of the park. Mr. Kein commented the grant would cover half of the cost with an estimated project cost of \$112,800. Dr. Retzack asked what it means by tentative. Mr. Kein commented that not all details of the project are finalized and until that occurs the amount and design can change.

Trustee Sayas asked if this is the same pathway that other grants have been applied for. Mr. Kein commented he believes so. Chairman Hillmann asked if that grant would affect items with the Knowles Nelson Grant. Mr. Kein commented he was unsure and would look into it.

Mr. Kein went over the history of playground funding and construction in 2001 noting what was donated and what was funded by the village. Trustee Sayas asked if a new playground would be installed in the same space. Mr. Kein explained that a new playground based off of the CORP would utilize its current space and the space that the beer garden currently resides. Mr. Kein commented on next steps to be considered for funding of the playground.

Chairman Hillmann commented on future park plans to be brought to a Committee of the Whole meeting for further discussion. Chairman Hillmann commented on no major projects after Daylighting is complete and a discussion needs to be held at the Board of Trustees level to determine if funding wants to be dedicated to the park. Trustee Sayas commented on the need for the Recreation Committee to continue looking into these projects to generate a portfolio for the Board to look at for future consideration.

Trustee Sayas asked what next steps could be. Chairman Hillmann commented first step would be filling the Recreation Manager position. Mr. Kein recommended a future project recommendation from the Recreation Committee to the Board of Trustees or the Committee of the whole mentioning the Committee of the Whole is a more appropriate setting. He further commented once approval from the Board of Trustees an RFP can be generated for the Playground and or vendor/concession building. Mr. Kein commented other items that could be completed is a site analysis of what that new building could be and cost.

Trustee Sayas commented on the need for a plan to be put together before Mr. Kein's departure from the Village. Mr. Kein commented he is having continued discussions with staff due to them being large items for future consideration. Chairman Hillmann commented on meeting with Village Manager Harrigan and staff on these items.

Trustee Sayas asked if there are any grants that can be applied for in regards to the playground. Mr. Kein commented it depends on the design of the playground and an easier grant option would be educational components for consideration. Also with the design are the advertisement spaces and sponsorship opportunities.

7. Other Business

None

8. Adjourn

MISS KELLY MOTIONED TO ADJOURN. DR. RETZACK SECONDED. MOTION PASSED 5-0.

Meeting adjourned at 6:26 P.M.

Respectfully Submitted,

Logan Kein
Recreation Manager

DRAFT