

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

RECREATION COMMITTEE

January 20th, 2022 * 5:30 PM * Park View Room
AGENDA

1. Call meeting to order

2. Review & Approve Meeting Minutes Dated December 17th, 2021

Documents:

[RC121721m.pdf](#)

3. Pickleball Presentation

4. St. Mary Donation Request

Documents:

[Copy of Introduction Letter 2022.docx \(2\) \(4\).pdf](#)
[St.Marys Donation Request Memo.pdf](#)

5. Discussion & Possible Action on Elm Grove Pool Rental Process & Structure

Documents:

[Elm Grove Pool Party Memo.pdf](#)
[Reservation of park facilities.pdf](#)

6. Discussion & Possible Action on Village of Elm Grove Summer Staff Wages

Documents:

[2022 Summer Staff Proposed Wages Memo.pdf](#)

7. Winter Update

8. Summer Planning Update

9. New Business

Recreation Director Announcement

10. Old Business

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

December 16th, 2021 5:30pm P.M., Park View Room

1.) Call meeting to order

Chairperson and Trustee Katy Cornell called the meeting to order at 5:32pm

Present: Trustee Tom Michalski, Trustee and Chairperson Katy Cornell, Mr. Ryan Black, Mrs. Stacy Barry-Coffey

Present by Zoom: Dr. Susan Retzack Mrs. Allison Kelly,

Absent: Mr. Wes Parkin, Village President Neil Palmer

Also Present: Mr. Jerod Mikkelsen, Recreation Director

2.) Review and Approve Meeting Minutes Dated October 21st, 2021

After discussion, Mr. Black made a motion to approve the minutes as written, Mrs. Kelly seconded the motion, and motions approved 6-0.

3.) Pickleball Update

Mr. Mikkelsen presented his memo to the committee and Mr. McIntrye discussed his recommendations from the meeting that Mr. Mikkelsen and himself had in November. These recommendations included lessons, pickleball court rentals, pop-up events, and painting pickle ball court lines on two tennis courts specifically courts 4-6 for its lighting. After discussion and questions the Recreation Committee asked Mr. Mikkelsen to meet with Mr. McIntrye to come up with a formal proposal for the committee for them to look over in next months meeting. The committee asked Mr. Mikkelsen to contact the Elm Grove Tennis Club and surrounding high schools that rent the tennis courts for their input.

Trustee Michalski was excused from the meeting at 5:58pm

4.) Winter Update

Mr. Mikkelsen his winter update for the committee, after discussion Chairperson Cornell asked for an update on the beer garden. Mr. Mikkelsen stated that he will be meeting with them next week to go over in detail how the summer went for them and any proposed changes they may have for next summer. Mrs. Cornell asked Mr. Mikkelsen about the instructor searching process for adult fitness programs. Mr. Mikkelsen stated that there is not new instructors at this point but will continue to reach out to other fitness programs and contact other municipalities for co-op opportunities.

5.) Old Business

Dr. Retzack asked about the installation of the basketball hoop and Mr. Mikkelsen stated that he will be working on it next week. Dr. Retzack inquired about the start date for pool house renovations. Mr. Mikkelsen didn't have an exact start date but will ask to receive that date.

6.) New Business

Dr. Retzack mentioned that the bee hive was tipped over from the wind over the weekend and asked for the tree on the NE corner of the park that was originally trimmed to be cut back more. Chairperson Cornell asked Mr. Mikkelsen think about posting program dates for the summer online so parents can be prepared and plan for Summer 2022 as other summer camp programs start sign up soon. Mrs. Barry-Coffey asked Mr. Mikkelsen for guidance on the Park Comprehensive Plan, Mr. Mikkelsen stated that he will look at her questions and look over the plan and sit down with the Village Manager and the Village Clerk to go over the document.

7.) Adjourn

Dr. Retzack made a motion to adjourn, Mrs. Barry-Coffey seconded the motion, and motion passed 5-0. Meeting was adjourned at 6:22pm

Respectfully Submitted,

Jerod K. Mikkelsen, Recreation Director

ST. MARY'S VISITATION

Catholic School † Elm Grove, WI

November 2021

Dear Friends of St. Mary's Visitation:

On Saturday, March 26, 2022, St. Mary's Visitation Parish (SMV) will host its annual Auction for Education. This year's theme, Peace, Love & Prayer, guarantees to deliver a festive atmosphere as well as unique items in both the live and silent auctions. We are counting on generous donors like you to make the 2022 Auction for Education a great success! We are gratefully accepting any donated merchandise, gift certificates, cash gifts, tickets to sporting events, week or weekend getaways, and sponsorships to aid in the effort.

Mobile bidding is available with OneCause so everyone in attendance *as well as those who cannot be physically present* are encouraged to use their smartphones, computers or tablets to log on to our auction website to see and bid on donated items from anywhere at any time. The site is currently live at <https://one.bidpal.net/smv2022> and is accepting donations and sponsorships. Tickets will be available for purchase in mid-February and for item preview around March 12...nearly two weeks prior to the auction itself! This will enable guests to view your name or business on-line as well as in-person the evening of the auction, thereby optimizing your donated item's exposure!

If you are able to help, please complete the attached donation and/or sponsorship forms and return it with the item(s) you wish to donate. Alternatively, you may opt to fill out the online forms at <https://one.bidpal.net/smv2022>. We will be following up this solicitation letter with a personal phone call from one of our committee members. We are also able to pick up donations for your convenience. **We would appreciate receiving your donation by March 7th** to meet the necessary dates to stage and prepare items for our electronic bidding process.

For over 160 years, St. Mary's Visitation School has continuously provided its students with a quality, Catholic education, a mission we hope to continue for future generations with the help of generous donors like you.

If you have any questions or concerns, please do not hesitate to contact us.

Thank you in advance for your consideration and generous support for our school!

Gratefully,

SMV Auction for Education Committee

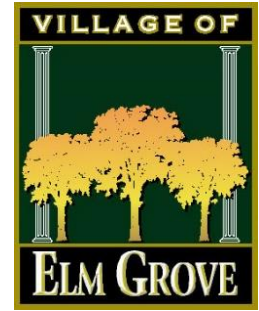
Danielle Mathai & Michelle Akel
2022 SMV Auction Chair

Telephone: 414-975-3041
Email: auction@stmaryeg.org

Federal ID / 501(c)3 number: 39-0808492



Memo

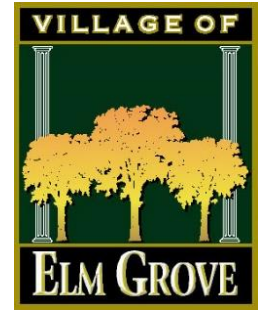


To: Recreation Committee
From: Jerod Mikkelsen
Date: 01/14/2021
Re: St. Mary Donation Request

St. Mary Donation Request

St. Mary's will be hosting their annual Spring Auction on March 26th, 2022 and have asked for a donation to have at their event. They are requesting an Elm Grove Pool Family Pool Pass as an auction item. The value of the requested donation is \$260.

Memo



To: Recreation Committee

From: Jerod Mikkelsen

Date: 01/14/2021

Re: Discussion & Possible Action on Elm Grove Pool Rental Process & Structure

Discussion & Possible Action on Elm Grove Pool Rental Process & Structure

At the end of Summer 2021 the Village staff requested that the Recreation Committee look at the process & structure of the Elm Grove Pool Rental following an incident in July 2021. I am requesting that there be a preliminary discussion on adjusting prices of the rental fee or the policy itself regarding usage and procedures.

§ 204-4. Reservation of park facilities. [Amended 3-23-2010]

The Village of Elm Grove hereby determines that, as it is necessary to protect the health, safety and welfare of persons and property within the Village of Elm Grove, use of any park facility shall be regulated. "Park facility" is defined as land, area, structure, equipment or feature of or within a Village park.

- A. A permit shall be obtained from the Village Clerk in order to reserve any park facility for personal, business, or nonprofit use.
- B. No person shall allow or conduct a for-profit activity within any park facility unless a permit has first been obtained.
 - (1) Applications for for-profit use of any park facility permits shall be made to the Village Clerk, on forms provided by the Village of Elm Grove, and shall include at a minimum all of the following information:
 - (a) The name, address and telephone number of the applicant;
 - (b) The names, addresses and telephone numbers of all of the partners, if the applicant is a partnership; the names, addresses and telephone numbers of all of the officers and directors, if the applicant is a corporation; or members if the applicant is a limited-liability company;
 - (c) The location at which the for-profit use is to be conducted;
 - (d) Details related to the nature of the for-profit use, including:
 - [1] Amplified noise, if permitted, shall not commence prior to 7:30 a.m. any day of the week and must terminate at 9:00 p.m. if the for-profit use is held Sunday through Thursday and at 11:00 p.m. if the for-profit use is held on a Friday, Saturday or holiday weekend.
 - [2] Whether or not alcoholic beverages will be served;
 - [3] The anticipated number of for-profit use attendees/participants;
 - (e) Hours and/or days of the for-profit use;
 - (f) An activity site plan for the for-profit use of park facilities;
 - (g) The Village Manager, in consultation with Village department heads, may include specific conditions which require cleanup and/or damage repair of public and private property in the vicinity of the location of the for-profit use that may be damaged or require cleanup. A cash deposit, to be determined by resolution by the Village Board of Trustees from time to time, may be required as a condition to assure such cleanup and/or damage repair is satisfactorily accomplished within 24 hours of the end of the event. Said deposit shall be used by the Village to offset any costs which it may incur in completing the cleanup and/or damage repair and the balance of the deposit, if any, should be refunded upon final

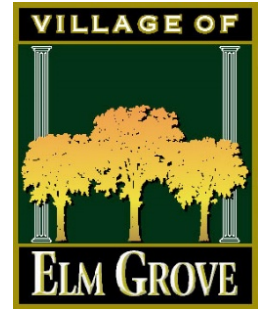
inspection. In the event insufficient funds are available to offset costs, the Village reserves the right to seek reimbursement through any means available to the Village. There will be no reissuance or new issuance of for-profit use permits to the applicant or his or her organization until such reimbursements are made;

- (h) A contact person who will be available at all times during the for-profit use and that person's cell phone number which must be accessible throughout the for-profit use;
 - (i) The Village Manager may require that the applicant deliver notice to property owners within a five-hundred-foot radius of the for-profit use site at least three weeks prior to the proposed activity and at least one week prior to review of the proposal by the Recreation Committee (property owner list to be provided by the Village); the applicant must provide evidence of mailing, such as an affidavit, and a copy of the notice to the Village Clerk;
 - (j) Proof of insurance, subject to Village Manager approval, based on potential degree of risks posed by the for-profit use based on factors set forth in the application;
 - (k) Signage and proposed location for such signage (to the extent allowed by § 335-42);
 - (l) Such other information as may be required to process the application.
- (2) Completed applications shall be submitted to the Village Clerk at least 60 days prior to the scheduled date of the for-profit use.
- (3) Upon receipt of a completed for-profit use permit application, the Village Clerk shall refer said application to the Recreation Committee for review.
- (a) The Village Manager may instruct all potentially affected Village departments to review the completed for-profit use permit application and provide a report with recommendations concerning all phases of the proposed activity;
 - (b) Should the application be deemed consistent with the requirements of this chapter, and pose no threat to the health, safety and welfare of persons and property within the Village of Elm Grove, the Recreation Committee may approve the for-profit use permit. Any application that is denied by the Recreation Committee shall be processed in accordance with § 204-4B(4).
- (4) Appeals. Any person aggrieved by a decision of the Recreation Committee pursuant to this chapter is able to appeal solely to the Board of Trustees. Any appeal to the Board of Trustees under this chapter shall be made within 10 business days of the date that the Recreation Committee issued the decision being appealed from. The Board shall consider the matter at the next available

regular Board of Trustees meeting or at a special meeting as the Village Board President may determine. Based upon testimony provided by both the applicant and the Recreation Committee, and after consideration of impacts generated by the for-profit use related to the health, safety and welfare of the Village, the Board may affirm, reverse, or modify the Recreation Committee's initial decision.

- (5) All permits approved under this chapter are effective for only the times and dates specified within the approved application and shall expire upon the cessation of the permit activities as identified on the permit application.
- (6) The granting of a for-profit use permit does not reserve any park facilities for the exclusive use of the permit applicant. All park facilities shall remain open for public use during the permitted for-profit use activities and Village use of any park facilities shall take precedence over the permitted for-profit use activities.
- (7) Applicable fees. The Village Board of Trustees may require fees for the use of specific facilities in the park as passed by resolution from time to time and as listed in the fee schedule in the Village Clerk's office.
- (8) Termination of permit. A permit for an in-progress for-profit use activity may be terminated by the Police Chief or Fire Chief, or respective designee, if public safety is compromised or threatened or if participants engage in violent, riotous, disorderly or destructive behavior, causing injury to persons or damage to property, or if conditions of the permit are violated.
- (9) Violations and penalties. Any person who shall violate any provision of this section or any rule or regulation made under this section shall be subject to a penalty as provided in § 1-16 of this Code.

Memo



To: Recreation Committee

From: Jerod Mikkelsen

Date: 1/14/2022

Re: Discussion & Possible Action on Elm Grove Summer Staff Wages

Discussion & Possible Action on Elm Grove Summer Staff Wages

To remain competitive with surrounding area pools I am proposing an increase in wages for the 2022 Summer season. Below are the current staff salaries along with my proposed increases. I believe that the proposed wages will keep us competitive and help retain employees and future applicants.

Recreation Assistant:
Current Wage: \$13.00
Proposed Wage: \$16.00

Camp Elm Grove Coordinator:
Current Wage: \$12.25
Proposed Wage: \$14.00

Aquatic Supervisor:
Current Wage: \$13.00
Proposed Wage: \$16.00

Camp Elm Grove Camp Counselor:
Current Wage: \$9.00
Proposed Wage: \$11.00

Head Lifeguard:
Current Wage: \$12.50
Proposed Wage: \$14.50

Tennis Coordinator:
Current Wage: \$10.50
Proposed Wage: \$13.00

Lifeguard:
Current Wage: \$10.50
Proposed Wage: \$12.50

Tennis Counselor:
Current Wage: \$10.00
Proposed Wage: \$12.00

Front Desk Attendant:
Current Wage: \$8.50
Proposed Wage: \$9.50

Maintenance:
Current Wage: \$9.25
Proposed Wage: \$11.00