

# 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](#)  
[Policy - Facility rental and Prices 2020.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

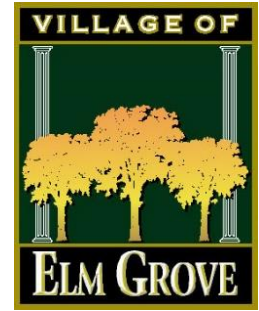
Danielle Mathai & Michelle Akel  
2022 SMV Auction Chair

Telephone: 414-975-3041  
Email: [auction@stmaryeg.org](mailto:auction@stmaryeg.org)

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



# Memo



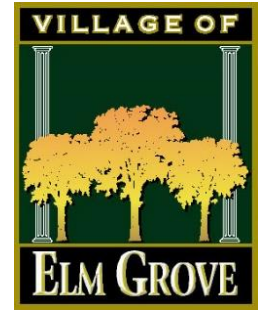
To: Recreation Committee  
From: Jerod Mikkelsen  
Date: 01/14/2021  
Re: St. Mary Donation Request

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## **St. Mary Donation Request**

St. Mary's will be hosting their annual Spring Auction on March 26<sup>th</sup>, 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

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## **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.

## Facility Rentals

(Must be reserved through Civic Rec)

Facility reservations can only be made by Elm Grove **residents** or **businesses**. A non-refundable fee is required for each area being reserved. Reservations will be taken on a first come, first served basis. Special Alcohol Permit for consuming beer and wine coolers must be made if either will be consumed in the park.

**Residents: 1<sup>st</sup> working day in January**

**Non Residents: 1<sup>st</sup> working day in May**

### Picnic Areas

#### Pavilion

\$105.00 + tax Resident/75 person max  
\$157.50 + tax Non-Resident/75 person max  
\$165.00 + tax Resident/150 person max  
\$247.50 + tax Non-Resident/150 person max

#### Gazebo

\$ 50.00 + tax Resident/50 person max  
\$ 75.00 + tax Non-Resident/50 person max

#### Pool

The pool is available for private pool parties Tuesday, Thursday, and Saturday evenings from 6:30 to 9:30 from June to August.

\$350.00 + tax Resident/150 person max  
\$525.00 + tax Non-Resident/150 person max

### Athletic Areas

Tennis Courts *Not available to public until all USTA & DSHA schedules are out, approx. April 1.*

\$ 5.00 + tax Resident/court per hour  
\$ 7.50 + tax Non-Resident/court per hour

Reservations may be made up to one week prior. *No other private instruction other than those sponsored by the Elm Grove Recreation Department is allowed.* On Saturday and Sunday mornings, courts are used on an open-play basis. Please limit play to one hour if others are waiting for a court. *During scheduled department tennis programs, the courts will NOT be open for public play. Please observe the posted rules by the courts.*

#### Volleyball & Basketball Courts

\$5.00 + tax Resident/court per hour  
\$7.50 + tax Non Resident/court per hour

Monday - Friday, 8:00 am - 10:00 pm; Saturday and Sunday, noon - 10:00 pm.  
On Saturday and Sunday mornings, courts are used on an open-play basis. Please limit play to one hour if others are waiting for a court.

Continued ....

**Softball Diamonds** Open for use, except when reserved, on a first come, first served basis. Players with a reservation permit have priority.

**Priorities for Reservation:**

1. Recreation Department sponsored leagues:  
Tuesday/Thursday night softball, Elmbrook Little League.
2. Church League
3. Youth Select League
4. Elm Grove residents
4. Non Residents

**Fees:**

Monday – Saturday (w/prep)

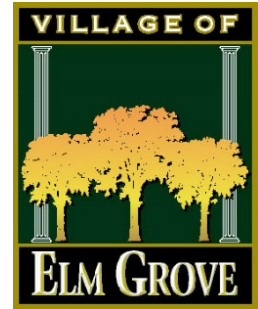
Sunday (no prep)

\$30.00 + tax Resident/diamond/hour

\$45.00 + tax Non Resident/diamond/hour



# Memo



To: Recreation Committee  
From: Jerod Mikkelsen  
Date: 1/14/2022  
Re: Discussion & Possible Action on Elm Grove Summer Staff Wages

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## **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