



RECREATION COMMITTEE MINUTES  
January 13, 2026 \* 5:30 PM \* Park View Room

13600 Juneau Boulevard  
Elm Grove, WI 53122

1/13/2026 - Minutes

**1. Call Meeting to Order/Roll Call**

*Chairman Hillmann* called the meeting to order at 5:32 pm

**Present:** Trustee Hillmann, Trustee Olson, Trustee Sayas, Allison Kelly, Stacy Barry Coffee, Patrick McNally, Ryan Black, Dr. Susan Retzack

**Also Present:** Isabella Naughton, Ethan Sowl

**2. Approval of Minutes**

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

Motion by *Trustee Sayas* seconded by *Dr. Retzack* to approve the October 14, 2025 recreation committee meeting minutes.

All in favor. Motion passed.

**3. Recreation Manager Update**

*Recreation Manager Naughton* provided a brief introduction before beginning update.

**A. Softball Fields Graded**

*Recreation Manager Naughton* provided update that softball fields were graded on Nov. 17th for

\$11,100 and provided the recommendation is that it is completed every 2 years on an alternate year schedule. **Recreation Manager Naughton** noted this will fall in the 5-year capital budget. **Dr. Retzack** asked for clarification on what work was done and the purpose behind it. **Recreation Manager Naughton** clarified top soil was added and it allows for better drainage and use of fields. **Barry Coffee** asked if there is a record of when this took place for future reference. **Recreation Manager Naughton** stated yes it has been recorded.

## B. Summer Update

### 1. Recreation Guide

**Recreation Manager Naughton** provided the update on projected timeline to get the Recreation guide out to the public. There are additional offerings from some third party providers but nothing brand new. **Trustee Sayas** asked when the Guide has been distributed in the past. **Recreation Manager Naughton** stated she believed that it was late April and that this has been a big priority. **Chairman Hillmann** reiterated the need to get the guide out early to allow residents opportunity to understand program offerings.

### 2. Hiring

**Recreation Manager Naughton** reached out to last year's staff to gauge interest and will begin reaching out to employees once the recreation guide has been completed. A majority of seasonal staff from last year are interested in returning.

## C. Knowles Nelson DNR Grant Update

**Recreation Manager Naughton** noted that the Village met with KL Engineering to get a quote for the Northern Boardwalk. At this time, the quote came in much higher than initial projected project costs. The Village is in the process of getting another quote from Custom bridges and boardwalks.

**Recreation Manager Naughton** identified the location of the boardwalk connecting from the service drive at Tonawanda through the floodplain to Village Park. **Dr. Retzack** stated Public Works has not made any effort to clear a path. **Recreation Manager Naughton** clarified that the project is not underway at this time.

**Chairman Hillmann** stated he was unclear if the proposal would come through the Recreation Committee or if it would go directly to the board. He also asked if it would go through Public Works. He identified the desire for it to go through the Recreation Committee. **Assistant Manager Sowl** stated the Village is still in the preliminary stages to determine if the cost would prevent the project from occurring. **Recreation Manager Naughton** stated that the DNR grant would cover \$56,000 and stated KL quote came in at \$400,000- \$480,000 for the boardwalk only, not including additional costs. **Dr. Retzack** asked for clarification on the term "boardwalk". **Assistant Manager Sowl** stated a low to the ground wooden walkway. **Dr. Retzack** asked how long the Village has to complete the project. **Assistant Village Manager Sowl** noted 2 years to complete. **Recreation Manager Naughton** stated the DNR has not yet issued their formal offer and that we will now have the opportunity to follow up with them.

**Black** asked if the grant was approved for this specific project. **Recreation Manager Naughton** stated yes.

**Chairman Hillman** stated the Village has a greater need than the boardwalk and the funds could be used elsewhere. **Dr. Retzack** disagreed stating the need for access from the North side of the park. **Chairman Hillman** stated his agreeance for a need but reiterated this was not identified as a top need of the park however, this is what the grant must be used for.

**Trustee Sayas** asked if there are other eligible grants. **Recreation Manager Naughton** stated the Knowles Nelson grant will not give any more and there is no DNR supplementary grants.

The committee members continued discussion around identifying funding opportunities, the potential for a "Friends of Elm Grove Park" group, and how to identify park projects and share the vision with the community. The consensus was that the Boardwalk project cost needs to be understood and further discussion, to include the CORP, was slated for the February meeting.

#### D. Wildlife Abatement Grant

**Recreation Manager Naughton** noted the Board of Trustees approved a resolution for the DNR wildlife abatement grant. We heard back late Tuesday afternoon with the grant offer and the Village will be reviewing it shortly. **Recreation Manager Naughton** explained the grant and its purpose. **Chairman Hillmann** stated the beautification committee will be contributing \$5,000 and explained the impacts of the deer population on the park in the Village and the culling process. Chairman Hillmann asked **Recreation Manager Naughton** to provide an update on this item at a later date.

#### E. Financial Update- Fiscal Year 2025

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

**Recreation Manager Naughton** provided a financial update and noted the numbers are not finalized yet but stated they were relatively close. She noted operating revenue budget of \$213,150.00 and ended 2025 at \$209,256. She noted reasoning as low swim attendance and that necessary adjustments will be made should this prove to be a trend. Operating expenses budget was \$323,620 and ended at \$370,373. She noted the main unexpected reasons as wages, with Logans pay out and credit card fees. She provided the context of the processor and noted the change. She noted no other major areas of concern for the 2025 year.

**Recreation Manager Naughton** will give a Budget update throughout the year. **Chairman Hillmann** noted the unusual event of Logan's payout and credit card fees not being good. He requested a basic spreadsheet visual aid for the updates in the future. **Trustee Sayas** clarified what Logan's payout was. **Chairman Hillmann** stated he will be meeting with Brian Lahey, Finance Director and will provide an update. Assistant Village Manager Sowl stated the bulk of the issue was credit card fees. **Trustee Sayas** discussed being confused about why the Recreation Department was over in a conversation with President Koleski. **Recreation Manager Naughton** clarified there were some other minor things that were not factored in at that point including Beer Garden revenue, and cleaning up coding. **Trustee Sayas** asked for 3<sup>rd</sup> Space revenue going back 3 years to be shared with the committee. **Chairman Hillmann** asked when we would switch credit card processors, **Recreation Manager Naughton** stated it would be likely this month to work out issues before summer.

#### F. Tonawanda 5th Grade Pool Party

**Recreation Manager Naughton** noted the Tonawanda Pool Party will take place on the last day of school June 10<sup>th</sup> two days prior to the opening of the pool to the public. She stated the pool will open to the public two days later on Friday June 12<sup>th</sup> this is also the first Friday Flick movie. **Dr. Retzack** clarified if the pool party was a donation. **Recreation Manager Naughton** stated Tonawanda will be paying for it at the Resident rate but clarified that Tonawanda will be using the park for field day as donated by the Village.

#### G. Small Wins

**Recreation Manager Naughton** relayed the conflict resolution in regard to reservations. **Chairman Hillmann** asked how the issue was fixed. **Recreation Manager Naughton** noted by using the CivicRec software. **Dr. Retzack** asked what the library uses the space for besides the book sale. Committee members relayed different programming.

**Recreation Manager Naughton** discussed meeting with different municipalities daily operations and functioning processes and discuss potential collaborations to provide residents with more opportunities. She noted having met with Wauwatosa, Brookfield and soon meeting with New Berlin, West Allis/ West Milwaukee, and Menomonee Falls. **Trustee Sayas** stated loving Malone Park in New Berlin due to the fundraising efforts reflected in the fencing. They also noted the importance of asking questions in the future and the way that this park is accessible for different age groups and abilities.

**Recreation Manager Naughton** stated that she will be attending the Wisconsin Parks and Recreation Association conference in February as well as the Certified Pool Operators Licensing.

#### 4. Review and act on the funding designation for the \$500 4th of July Town Bank donation.

**Trustee Sayas** noted the committee was not prepared to act on item 4 at this time. She noted meeting in December with them asking to sponsor the Fun Run for 4<sup>th</sup> of July.

#### 5. Review and act on the donation of a family pool pass for Summer 2026 to Tonawanda PTO and St. Mary's Visitation.

**Recreation Manager Naughton** explained the ask by Tonawanda PTO and St. Mary's Visitation and relayed the \$260.00 value.

**Motion by Barry Coffee** seconded by **Black** to approve the donation of a family pool pass for Summer 2026 to Tonawanda PTO and St. Mary's Visitation.

All in favor. Motion passed.

#### 6. Review and act on the donation of a Campout pass for Summer 2026 to St. Mary's Visitation.

**Recreation Manager Naughton** explained the ask by St. Mary's Visitation and relayed the \$60.00 value.

**Motion by Trustee Olson** seconded by **Trustee Sayas** to approve the donation of a campout pass for Summer 2026 to St. Mary's Visitation.

All in favor. Motion passed.

#### 7. Other Business

**Trustee Sayas** asked when the 250<sup>th</sup> anniversary and 4<sup>th</sup> of July planning process should begin. Committee members determined planning should begin immediately.

**Recreation Manager Naughton** noted everything the Village Recreation Department has done in recent years will continue to include Food Trucks, DJ in the park, Open Swim, Fireworks, Fun Run. **Barry Coffee** asked if community partners were interested in helping run any events. **Trustee Sayas** and **Chairman Hillmann** stated that Logan reached out to community partners and it was determined they were more likely to fund part of the event than bring in volunteers.

**Trustee Sayas** discussed past events that included pony rides, races, and reenactment and noted interest from community members in funding those things. Committee members introduced ideas such as reaching out to students or professional carnival staff to support events, offering a stipend to volunteers, and working with long time supporters of the event in the planning process. **Barry Coffee** and **Chairman Hillmann** acknowledged the change in policy for 4<sup>th</sup> of July involvement.

Items for February Meeting

- Meeting start time 5.15pm
- 4<sup>th</sup> of July
- CORP (Committee of the Whole to determine framework)

**Barry Coffee** asked when the second diving board is in the capital budget. **Recreation Manager Naughton** stated there is a pool amenity allocated 3 years out and stated the determination will be made when we get to that point.

**Barry Coffee** asked how other municipalities have a "Friends of Village Park". **Dr. Retzack** stated Friends of Hoyt Park have a very specific goal of getting the pool re-opened.

**8. Adjourn**

**Motion by Black seconded by McNally to adjourn 6:32 pm.**

**All in favor. Motion passed.**

**Minutes respectfully submitted by Recreation Manager Naughton. Minutes approved on 2/20/2026.**