

**Village of Shorewood Hills
Pool Committee Minutes
Wednesday, August 31, 2022
DRAFT**

The meeting was called to call to order by Mark Lederer at 7:04pm.

The following members of the Pool Committee were virtually (Zoom) present: Mark Lederer, Mark Soderberg, Kip Schick, Scott McKinney, Karen Rebholz, Jessica Vaughn and Lois Polenz. Also in attendance were Sharon Eveland and Amanda Ellmaker.

Eveland noted that the meeting had been properly posted.

Pool Manager Operations Report: Pool Manager, Amanda Ellmaker, gave her pool report. The pool open season was extended to Labor Day, September 5, 2022. The membership party was cancelled due to bad weather. The pool will be winterized in late fall. A future item is the locker room stalls as they are getting rusty.

Approve May 2, 2022 Meeting Minutes: Motion made by McKinney, seconded by Soderberg to approve the May 2, 2022 minutes. Motion carried.

2023 Pool Budget Process: Administrator, Sharon Eveland, gave an update on the 2023 budget process.

Capital Projects:

a) Pool Liner: Lederer gave background information for this item. The pool liner was installed in 2010 and is in need of repair or replacement. We have one estimate from Badger Pool for \$285,000.00. There is a 15- year warranty through RenoSys on the liner and the committee feels that needs to be explored for coverage. Eveland advised getting more than one bid. Failing to get other bids is not in best practices and may be against state statutes due to total cost of project. Overall, the committee agreed that at least three bids should be obtained. Motion made by Soderberg to recommend an amount not to exceed \$325,000.00 for a pool liner in 2023. There was no second to the motion. Motion failed. Eveland recommends that Ellmaker or designated staff look into hiring a company that can evaluate what work needs to be done (as a consultant) and then put out for bids. There is also a concern for the timing for getting this project done, it may be fall of 2023. The warranty is an important piece to making fixes this fall and in the spring until the replacement can be made.

b) Parking Lot: Lederer spoke to Mike Meier, Public Works Crew Chief, regarding patch work on the parking lot that would cost around \$25,000.00. Patching would last four to six years. A replacement of the parking lot came in at \$160,000.00 from the Village Engineer. The pool portion is \$120,000.00.

c) Starting Blocks: McKinney bid for ten new starting blocks for \$36,000.00 and anchors are \$14,000.00 from Badger Pool. Additionally, at the east end of the pool, five blocks for \$7000.00 plus five anchors for \$7000.00. Swim and Dive Committee can fund half of the cost of the starting blocks and anchors.

Eveland recommends prioritizing first the pool liner, starting blocks second, then parking lot. McKinney and Schick recommend taking \$225,000.00 from the pool reserves and borrow from State Trust Fund loan \$225,000.00 for a total of \$450,000.00 for capital pool projects in 2023 budget. Keeping in mind the priorities of the improvements and having Ellmaker work with a consultant to find the scope of work.

All City Shorewood Paddle Donation: This item will be discussed at the next meeting.

Next Meeting Date: Wednesday, September 28, 2022

Adjourn: The meeting adjourned at 9:14pm.

Respectfully Submitted,

Chrissy Kahl
Deputy Clerk-Treasurer

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Pool Budget and CIP Highlights

Budget:

The 2023 draft budget is set to be considered/possibly recommended by the Finance Committee on Monday, 10/24, which is before the Pool Committee meeting. We had originally not to have Finance consider recommendation until the week prior to the public hearing but, due to the referendum, made a last-minute decision to move that to the 24th. If there is anything majorly concerning to the Pool Committee, we can make adjustments, but I will have to track every change and be able to report on that to the Board so please keep that in mind. Additionally, please bear in mind that I have little historical knowledge of the pool so I am relying more on mathematical estimations than on knowledge of the historical spending and operational needs of the Pool for establishing the 2023 budget. Additionally, as part of the chart of accounts overhaul, we are re-evaluating where things get coded so some of the expenses may be higher/lower than historical spending due to that change.

- Assumes no increases to membership fees, however, that discussion is on the agenda to see how the committee feels about that
- Due to Badger Aquatics not using the pool in 2022, the private rent amount was decreased for 2023 as a middle ground between no use and historical revenue
- Assumptions on pool salaries/wages was a bit difficult. The EOY projection for those expenses is lower than budgeted so this is an estimate. For 2024, I hope to be able to get the Pool Manager to work with me to more accurately budget for this the salaries and wages.
- Misc. Rev. is conservative donation estimate from Swim/Dive Team for starting blocks
- Uniform expenses increased due to 2022 actuals being so much higher than budget
- Wages/Benefits for Admin and DPW up
 - Allocating work comp costs to benefits accounts – new for 2023
 - DPW is charged based on actual hours and coded as work done so could be lower/higher
 - Admin costs are set on a percentage basis for the year

Capital

The 2022 EOY projections are showing a greater expected surplus than previously predicted. I'm still a little uncertain on those however so please take that number with a grain of salt. The Capital projects in the CIP (and included in the pool budget) are as follows:

- Parking Lot – \$30,000 (Village contributing additional \$10,000)
- Starting Blocks - \$60,000 (Swim/Dive Team contributing \$25,000 but possibly up to \$30,000)
- Pool Liner - \$300,000 (Brian Berquist – Village Engineer from Town&Country – expects we will have the pool project out to bid in the next couple of weeks)

The Finance Committee is considering a State Trust Fund Loan (revenue backed, so higher interest) for the short-fall for the pool projects. However, if the EOY projects hold relatively true and the 2023 season goes relatively well, there is a good chance there will be sufficient funding to avoid having to borrow. Current projections show a 2023 EOY fund balance of roughly \$97,000 and that takes into account the full cost of the pool liner with no additional borrowed funds. On a related note, the Pool Committee should, in the near future, discuss recommending a formal fund balance requirement for the Pool Fund as a percentage of its annual expenditures (recommend 10%).

POOL							
Account Number	Account Name	2020 Actuals	2021 Actuals	2022 Budget	2022 a/o 9/30	2022 EOY	2023 Budget
210-41-46734	DAILY ADMISSIONS RECD FR POOL	\$ -	\$ 13,446	\$ 19,500	\$ 542	\$ 1,000	\$ 1,000
210-41-46750	MEMBERSHIP FEES	\$ -	\$ 541,318	\$510,000	\$ 7,974	\$ 630,000	\$ 615,000
210-41-46751	SWIM/DIVE/BALLET TEAM REG FEES	\$ -	\$ 15,007	\$ 30,000	\$ 405	\$ 31,000	\$ 35,000
210-41-46752	CONCESSION SALES	\$ -	\$ 45,147	\$ 30,500	\$ -	\$ 46,550	\$ 37,500
210-41-48200	RENT: PRIVATE CLUBS	\$ (1,651)	\$ 29,676	\$ 25,000	\$ -	\$ -	\$ 15,000
210-41-48300	LIFEGUARD CLASSES	\$ -	\$ 696	\$ -	\$ -	\$ -	\$ -
210-41-48400	INSURANCE CLAIMS RECOVERIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
210-41-48500	MEMBERSHIP GRANT DONATIONS	\$ -	\$ 4,183	\$ -	\$ -	\$ 150	\$ -
210-41-48600	BUILD AMERICA BOND SUBSIDY	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -
210-41-48900	MISCELLANEOUS REVENUES	\$ -	\$ -	\$ -	\$ 8,077	\$ 8,700	\$ 25,000
210-41-49200	TRANSFER FROM OTHER FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
210-41-49300	FUND BALANCE APPLIED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL REVENUE	\$ (1,589)	\$ 649,473	\$615,000	\$ 16,999	\$ 717,400	\$ 728,500

Account Number	Account Name	2020 Actuals	2021 Actuals	2022 Budget	2022 a/o 9/30	2022 EOY	2023 Budget
210-41-51510-1100	ADMINISTRATION SALARIES	\$ 26,647	\$ 30,690	\$ 27,543	\$ 21,520	\$ 28,000	\$ 28,413
210-41-51510-1500	ADMINISTRATION BENEFITS	\$ 7,654	\$ 8,418	\$ 7,607	\$ 8,070	\$ 10,000	\$ 10,657
210-41-51510-2100	AUDIT EXPENSES	\$ -	\$ 1,695	\$ 1,746	\$ -	\$ 1,746	\$ 1,800
210-41-51510-3150	ADMINISTRATION OFFICE EXPENSES	\$ 7,526	\$ 7,162	\$ 7,500	\$ 10,896	\$ 12,000	\$ 11,000
210-41-51510-3490	CREDIT CARD FEES	\$ 330	\$ 13,438	\$ 4,000	\$ -	\$ 12,000	\$ 6,000
210-41-51601-3490	BLDG OPERATING EXPENSES	\$ 16,155	\$ 4,523	\$ 3,000	\$ 543	\$ 1,000	\$ 1,000
210-41-51601-3560	BLDG REPAIR & MAINTENANCE	\$ 6,297	\$ 5,124	\$ 26,800	\$ 1,904	\$ 4,500	\$ 8,000
210-41-55420-1100	POOL SALARIES	\$ 44,228	\$ 230,449	\$240,500	\$ 201,561	\$ 235,000	\$ 245,000
210-41-55420-1101	DPW SALARIES	\$ 5,575	\$ 9,431	\$ 8,000	\$ 6,523	\$ 8,000	\$ 19,754
210-41-55420-1500	POOL BENEFITS	\$ 6,355	\$ 19,813	\$ 19,000	\$ 16,971	\$ 19,000	\$ 20,000
210-41-55420-1501	DPW BENEFITS	\$ 943	\$ 1,900	\$ 1,650	\$ 2,469	\$ 2,675	\$ 6,300
210-41-55420-2100	CONTRACTED SERVICES	\$ 2,265	\$ -	\$ -	\$ 463	\$ 1,000	\$ 1,000
210-41-55420-2230	STORMWATER CHARGE	\$ 156	\$ 234	\$ 1,100	\$ 182	\$ 1,100	\$ 1,200
210-41-55420-2250	TELEPHONE	\$ 1,607	\$ 2,041	\$ 10,000	\$ 900	\$ 1,500	\$ 1,800
210-41-55420-2260	GAS & ELECTRIC	\$ 2,868	\$ 30,548	\$ 30,000	\$ 3,428	\$ 30,000	\$ 31,000
210-41-55420-2270	WATER & STORMWATER FEES	\$ 909	\$ 15,883	\$ 18,000	\$ 13,279	\$ 16,000	\$ 17,000
210-41-55420-2400	POOL CONTRACTED MAINT.	\$ -	\$ 212	\$ 2,000	\$ 9,242	\$ 10,000	\$ 10,000
210-41-55420-3150	POOL STAFF: OFC SPLY & EXP	\$ 977	\$ 8,269	\$ 1,200	\$ 1,303	\$ 1,400	\$ 1,200
210-41-55420-3460	POOL STAFF: UNIFORMS	\$ -	\$ 5,101	\$ 5,500	\$ 7,200	\$ 8,500	\$ 7,500
210-41-55420-3490	POOL OPERATING EXPENSES	\$ 7,981	\$ 37,918	\$ 32,000	\$ 33,842	\$ 35,000	\$ 31,000
210-41-55420-3491	POOL ADMINISTRATION OPER EXP	\$ -	\$ 1,706	\$ 1,500	\$ 3,082	\$ 3,300	\$ 2,500
210-41-55420-3492	CONCESSIONS	\$ 1,115	\$ 25,331	\$ 20,000	\$ 25,110	\$ 29,500	\$ 29,000
210-41-55420-3493	SPECIAL EVENTS EXPENSE	\$ -	\$ 3,221	\$ 4,500	\$ 7,056	\$ 7,056	\$ 4,000
210-41-55420-3494	SWIM/DIVE/BALLET EXPENSES	\$ 299	\$ 20,791	\$ 18,000	\$ 19,201	\$ 19,500	\$ 18,000
210-41-55420-3560	POOL REPAIR & MAINT EXP	\$ 368	\$ 21,720	\$ 63,850	\$ 54,256	\$ 60,000	\$ 50,000
210-41-55420-5101	INSURANCE: LIABILITY	\$ 2,900	\$ 2,900	\$ 2,900	\$ -	\$ 2,900	\$ 3,000
210-41-55420-5102	INSURANCE: PROPERTY	\$ 595	\$ 595	\$ 595	\$ -	\$ 595	\$ 600
210-41-55420-5300	RENT	\$ -	\$ 42,284	\$ 39,000	\$ -	\$ 46,600	\$ 47,350
210-41-55420-9000	CONTINGENCY ACCOUNT	\$ -	\$ -	\$ -	\$ -	\$ -	
210-41-57600-8100	POOL CAPITAL EQUIPMENT	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 60,000
210-41-57600-8200	POOL CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 340,000
210-41-59200-9000	TRANSFERS TO OTHER FUNDS	\$ 12,160	\$ 11,956	\$ 6,700	\$ -	\$ -	\$ -
	TOTAL EXPENDITURES	\$ 155,907	\$ 563,354	\$614,191	\$ 449,001	\$ 607,872	\$ 1,014,074

<u>Fund Balance</u>	<u>2021**</u>	<u>2022</u>	<u>2023</u>
Pool	\$ 273,258	\$ 382,786	\$ 97,212.00