

**Village of Shorewood Hills**  
**Pool Committee Minutes - APPROVED**  
**Wednesday, January 25, 2023 – 7:00pm**  
**Location: Virtual via Zoom**

1. **Call to Order:** The meeting was called to order by Chair Mark Lederer at 7:05pm. Members present were: Mark Lederer, Scott McKinney, Karen Rebholz, Dana Hellgren, Jessica Vaughn, and Angie Ferguson. Kip Schick and Lois Polenz were absent. Also in attendance were Village Administrator Sharon Eveland, Pool Manager Amanda Ellmaker and Deputy Clerk-Treasurer Chrissy Kahl.
  - a. **Note compliance with open meeting law:** Eveland confirmed that the meeting had been properly posted.
2. **Approve November 7, 2022 Meeting Minutes:** Motion made by Rebholz, seconded by McKinney to approve the November 7, 2022 minutes. Motion carried (6-0).
3. **Pool Manager Update:** Ellmaker gave an update. She has been in touch with RenoSys regarding the current pool liner warranty and sent photos. RenoSys will review. The monitors for the pool chemicals suffered some damage due to water. New monitors may be needed. Ellmaker has been purchasing new concessions furniture. Ellmaker is getting CPO certified since the pool has a water park status. Interviews will begin in early March for this summer's pool staff. Pool membership emails have gone out. Ellmaker will also post any emails sent out to the pool website as well.
4. **Update on All City Swim & Dive:**
  - a. **Updates from Swim & Dive liaison:** McKinney, swim liaison, stated that they have been talking with others who have hosted All City in the past for advice and following what Goodman has done. Ferguson, dive liaison, stated they are working with the UW Dive Coach and following Goodman as well.
  - b. **All City Swim & Dive Special Revenue Fund:** Eveland stated running expenses through the fund gives a transparent way to track funds. No distributions will be made until 2025 after audit of 2024 funds.
5. **Updates from Administrator on capital projects:** Eveland gave the updates. The pool liner contract has been signed. The parking lot spot repair will be included in the bid for the street work on Highbury, the bid will go out next month. Work to be completed in the spring. Starting block purchases are in progress.
6. **Discussion regarding seasonal hiring and wage setting:** Eveland has wage setting authority, so wages don't have to go to the Village Board. Wage increases have to come within budget, especially with the pool liner project coming up. Wages will be handled between Eveland and Ellmaker, they won't come back to the Pool Committee for approval.

- 7. Discussion regarding electronic time sheets for pool staff:** Eveland said pool staff will be transitioning to using the miPay electronic timesheet system. She will work with Ellmaker to train the pool staff.
- 8. Discussion regarding membership and lesson registration process and timeline:** Eveland explained she would like to delay the 2023 swim lesson registration by two weeks from the membership registration, open membership registration first. This should help with any confusion issues as seen with the 2022 signups. Membership registration expected to open mid-March.
- 9. Discussion regarding pool manager job description:** Lederer gave an overview. Eveland and Ellmaker will meet to discuss. Input for the job description also came from pool consultants Erik Johnson and Chris Carbon. Eveland will have the job description finalized by the next pool meeting, then take it to the Village Board for approval.
- 10. Discussion/possible action regarding pool consultants for 2023 season:** Eveland asked the committee if Erik Johnson and Chris Carbon should be kept on as consultants and how to compensate for their service. The committee supports keeping both Johnson and Carbon on. They also feel they should be contracted but that pay should not be the same for both as Johnson has more involvement, Carbon is only needed at certain points.
- 11. Discussion/possible action regarding 2023 Membership Fees:** Eveland provided a comparison of membership fees for other facilities in the packet. The committee reviewed the existing membership structure and the modest increases that Eveland proposed. The committee also discussed membership requirements for pool staff. Motion made by McKinney, seconded by Hellgren that employees who are not members can participate with swim or dive as long as they pay the fee for swim or dive. Motion carried (6-0). Motion made by McKinney, seconded by Ferguson to recommend to the Village Board approval of the 2023 membership fee rates as presented. Motion carried (5-yes, 1-no).
- 12. Requests for future agenda items (no discussion may occur other than to request an item be added):**
  - a. McKinney would like to start looking at painting, cleaning and rehab at the community center to prepare for the All City event.
  - b. Discussion to increase the age for a nanny/babysitter membership.
  - c. Discussion to possibly create a single membership fee (with a minimum age).
- 13. Next Meeting Date:** Wednesday, February 22, 2023 at 7:00pm.
- 14. Adjourn:** The meeting adjourned at 8:56pm.

Respectfully Submitted by,  
Chrissy Kahl  
Deputy Clerk-Treasurer