

**Village of Shorewood Hills**  
**Pool Committee Minutes - DRAFT**  
**Wednesday, November 17, 2022 – 7:00pm**  
**Location: Virtual via Zoom**

1. **Call to Order:** The meeting was called to order by Chair Mark Lederer at 7:07pm. Members present were: Mark Lederer, Mark Soderberg, Scott McKinney, Karen Rebholz, Kip Schick, and Jessica Vaughn (joined at 7:23pm). Angie Ferguson, Dana Hellgren and Lois Poltz were absent. Also in attendance were Village Engineer Brian Berquist, Pool Manager Amanda Ellmaker and Deputy Clerk-Treasurer Chrissy Kahl. Also, in attendance was resident Ian Soderberg.
  - a. **Note compliance with open meeting law:** Kahl noted that the meeting had been properly posted.
2. **Approve October 26, 2022 Meeting Minutes:** Motion made by Soderberg, second by Schick to approve the October 26, 2022 minutes. Motion carried (5-0).
3. **Review pool liner bids and possibly recommend to the Board of Trustees:** Lederer gave an introduction. Village Engineer Brian Berquist reviewed the only bid received, from Badger Swim pools. The pool liner replacement work would begin in the fall of 2023. RenoSys would be contracted by Badger Swim pools to do the work. There would be a 10-year warranty on the liner and a 1-year warranty on non-liner items. Schick is not convinced that we should do the liner but rather fix what's under the liner, it would cost much more but would last longer. Soderberg said we can use the next 10 years to find a company that can assess the condition the pool is in under the liner and the costs to fix. There would be time to raise funds to do a possible project like that then. Motion made by McKinney, second by Soderberg to recommend the Board of Trustees award the contract to Badger Swim pools for the pool liner and wading pool liner for a total of \$327,108.00 with the Board of Trustees to decide to add any contingency to that total. Motion carried (5-0). Ellmaker will work with the pool assistant managers and Public Works Crew Chief on existing warranty and fixes to have RenoSys come in the Spring of 2023.
4. **Next Meeting Date:** Wednesday, January 4, 2022 at 7:00pm (McKinney is not available).
5. **Adjourn:** The meeting adjourned at 7:54pm

Respectfully Submitted by Chrissy Kahl, Deputy Clerk-Treasurer

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## **Pool Manager Position Description**

### **BOARD APPROVAL DATE:**

### **GENERAL NATURE OF POSITION**

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The Pool Manager is responsible for the daily management of the Shorewood Hills pool. This position reports to the Village Administrator and oversees all pool staff. This position has responsibilities year-round but requires significant hours during the operational season, which runs late May to early September. This position is paid an annual wage and is not subject to overtime pay as a recreational employee.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Oversees two pools, concessions, pool mechanics, building mechanicals, and facility safety
- Treats pool water as necessary with required chemicals and ensures proper water quality.
- Oversight of daily cash flow and bank deposits with the assistance of Administration staff.
- Oversees and manages all staff with the assistance of assistant managers.
- Handle all recruitment and interview activities and offer positions with Village Administrator approval.
- Responsible for scheduling, tracking of attendance, bi-weekly time sheet review/approvals.
- Develop and oversee Lifeguard training and in-service program.
- Organize and coordinate pool events.
- Performs daily and weekly maintenance activities and may require after-hours and emergency maintenance.
- Coding of invoices and credit card receipts using miViewPoint.
- Ensuring staff follow proper purchasing procedures.
- Determine and coordinate any needed in-season or off-season repairs.
- Develop and update pool schedule, including swim lessons. Provide swim lesson schedules to Village Administrator for input into PerfectMind system.
- Determine concessions pricing and update PerfectMind system annually.
- Develop annual budget with the assistance of the Village Administrator.
- Handle procurement within the Village's procurement policy pre-season, in-season, and post-season.
- Attend all pool committee meetings and provide staff support as needed.

- Handle questions (email, phone, and in-person) from members and non-members regarding pool membership and operations.
- Maintain and update pool website information.
- Communicate and coordinate with Village Administrative staff and DPW.
- Prepare, solicit, and review bids for repair and improvement at the pool facility.
- Clean, prep, and repair all pool facilities, contracting and coordinating with contracts as necessary, subject to Village procurement policies.
- Organize and run pre-season staff meetings and training sessions.
- Assist Village Administrator with preparation of relevant reports for the pool committee.
- Other duties as assigned by the Village Administrator.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE:**

- Highschool diploma required.
- At least two years of experience with daily operations of a pool facility is strongly desired.
- Food Safety Manager certification or ability to obtain prior to beginning of pool season.
- Certified Pool Operator certification or ability to obtain prior to beginning of pool season is strongly desired.
- CPR certification strongly desired.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to use computer-based applications for word processing and financial and database management. Must be proficient in the use of Microsoft Windows, Word, Publisher, Excel, Access, Mail Merge, Internet, email, and PowerPoint.
- Ability to effectively administer routine and non-routine activities of the pool, manage financial resources, communicate verbally and in written form, build consensus, and manage change.
- Ability to access, input, and retrieve information from computer systems, along with the ability to learn and operate software programs, as necessary, to conduct business processes efficiently and effectively.
- Ability to share information readily between village administration, public works, and other village staff as needed.
- Requires strong interpersonal skills and the ability to work closely and courteously with the village staff, and the general public. Requires ability to maintain clear and concise records and to manage information using effective record and file organization. Word processing using correct English grammar and spelling is required. Requires knowledge of modern office practices and equipment.

- Ability to calculate, compare, edit, evaluate, interpret, organize, consult, analyze, plan, design, document, specify, coordinate, implement, present, supervise and manage. Ability to react to change productively and to complete tasks initiated or assigned .
- This position requires the ability to multi-task and manage interactions appropriately with the public and other staff.
- Ability to work independently with minimal oversight.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent twisting and bending.
- Reach above and below shoulder heights.
- Ability to lift 50+ pounds occasionally.
- Ability to move and relocate office and pool-related equipment.
- Ability to sit at keyboard.
- Specific vision abilities required by this job include close vision and the ability to adjust focus quickly.
- While performing the duties of this job, the employee is required to change locations easily and quickly and must have the ability to travel independently to offices at various locations and to navigate an outdoor pool facility.
- Generally, sixty-five percent (50%) of the workdays are spent sitting, twenty-five percent (25%) spent standing, and ten percent (25%) spent moving. All percentages could vary depending upon duties performed that day.

**WORK SCHEDULE:**

- This position is located at the Village Pool in Shorewood Hills. This position requires flexibility with respect to work hours and requires significant evening and weekend work

**The Village of Shorewood Hills is an Equal Opportunity Employer**

I have read and acknowledge receipt of the above job description:

Name \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

## Membership Fees Review

### Notes:

- 2022 Rates (2023 rates for Seminole)
- Generally speaking, VOSH rates are middle of the road but provide more membership options than most of the other facilities
  - Only High Point and Seminole offer Family, 2-person, 2-person senior, single, and single senior rates
- Only one other community offers a babysitter-type pass (\$100)
- Only two other communities offer end-of-season/August rates
- Only three facilities have resident/non-resident rates (Goodman, Middleton, Monona) and are likely subsidized by tax dollars
- Some facilities specifically state family membership is limited to 5 or 6 people with extra charge beyond that

### Membership Fee Recommendations:

Leave non-resident rates as is but minor adjustments to resident and august only rates by setting a ratio (as shown below) to standardize rate-setting. These recommended adjustments (minus capital improvement fee) would net just a small increase to the total revenue compared to last year but would provide a framework within which to set rates and would establish the non-resident rates as the key factors. Given that roughly 80% of the membership sales are to non-residents, that rate should be what we compare to the other facilities.

- Increase babysitter pass to \$65 in 2023 and \$75 in 2024
- Set Resident rates at 80% of non-resident rate
  - Results in increase to all resident rates ranging from \$2-\$19
- Set August rates to 45% of the Resident rate
  - Slight decrease (\$1-\$3) to all memberships but 62+ Single (increases just \$3)

### Other Recommendations

- Consider establishing a capital improvement fee for all memberships of \$25
  - Expected to generate approximately \$31,000/year
  - Would be designated in pool fund specifically for capital improvements
  - May want to wait until 2024 to implement
- Consider establishing a single youth membership with minimum age of 15
  - Would need to be purchased by parent
  - Would not be purchasable online
  - Set fee as same as Individual
- Prepare for 2% increase to non-residents rates for 2024 (and domino effect on other rates accordingly)

Pool	Stock/ Initial Fee	Member Type	Dollar Amount	Notes
<b>Cherokee CC</b>		Family	\$450	
		Individual	\$300	19 years or older
		Nanny Addon	\$100	
5000 N Sherman/78 Golf Pkwy Madison WI 53704 Makayla Moore mmoore@cherokeecountryclub.net 608-888-1664 May 27th to Sept 5				
<b>Goodman</b>		Family Non-Resident	\$310	Up to 6 people - \$30 each additional
		Family Resident	\$185	Up to 6 people - \$30 each additional
		Single Non-Resident	\$115	Ages 19-61
		Single Resident	\$85	Ages 19-61
		Youth	\$60	Ages 1-18
		Senior Non-Resident	\$105	62 or over
		Senior Resident	\$65	62 or over
		Daily Admission	\$6	Ages 19-61, lap swim or tot swim
		Daily Admission Non-Resident 1-18	\$4	
		Daily Admission Resident 1-18	\$3	
		Daily Admission Non-Resident Senior	\$5	62 or over
	Daily Admission Resident Senior	\$4	62 or over	
325 W Olin Ave Madison WI 53715 608-264-9292				
<b>Hawks Landing</b>	\$750	Family	\$1,320	includes swim/dive lessons
	\$750	Couple	\$1,005	(2) Adults
	\$750	Single	\$810	18 or over
		Capital Improvement Fund Fee	\$150	
88 Hawks Landing Circle Verona WI 53593 Pool Manager Ian Girdley ian@HawksLandingpool.com 608-848-5445/608-848-4295				
<b>High Point</b>		Family	\$775	Returning
		Long-Time Family	\$500	10-Year continuous member without children in activities
		Couple	\$500	(2) Adults
		Single	\$350	18 or over
		Senior Couple	\$300	60 or over
		Senior Single	\$200	60 or over
901 N High Point Rd Madison WI 53717 Dan Maloney poolmanager@highpointswimclub.com 608-234-5999				
<b>Hill Farm</b>	\$700	Family	\$830	
	\$700	Couple	\$618	
	\$700	Single	\$413	18 or over
2 N Eau Clair Ave Madison WI 53705 Janna Casey jlrichter2002@yahoo.com 608-279-1963				
<b>Maple Bluff CC</b>		Social Pool	\$116-365/Month	12 months required, may golf and play tennis for fee, must spend additional minimum of \$960 annually
		Initiation Fee	\$1000-\$5000	
500 Kensington Dr Madison WI 53704 608-249-2144				
<b>Middleton</b>		Family (6) Non-resident	\$375	
		Family (6) Resident	\$175	
		Single Non-resident	\$105	
		Single Resident	\$60	
		Daily Admissions	\$5	Daily fees for Adults/Children
2400 Park Lawn Place Middleton WI 53562 aquatic@cityofmiddleton.us 608-836-3450 Registration April 18th				
<b>Monona</b>		Family Non-resident	\$210	
		Family Resident	\$140	
		Single Non-resident	\$100	
		Single Resident	\$68	
		Senior Non-resident	\$65	62 or over
		Senior Resident	\$55	62 or over
		Daily admission/2-17 and senior	\$4.00	
		Daily admission/18 + non-resident	\$6.00	
		Daily admission/18 + resident	\$5.00	
	Daily admission for night swim	\$2.00		
1013 Nichols Road Monona WI 53716 Missy Miller Assistant Director 608-222-3098				

Pool	Stock/ Initial Fee	Member Type	Dollar Amount	Notes
<b>Nakoma GC</b>	\$400	Social Pool - Family	\$6,415	Includes pool, ability to buy food at restaurant, and use of clubhouse locker room
		Initiation Fee	\$4,500	
4145 Country Club Rd Madison WI 53711				
<b>Parkcrest</b>	\$300	Full Family      New Family \$575	\$795s/\$895ns	Must do stock option if involved with lessons or other activities
	\$300	Basic Family	\$670s/\$770ns	
	\$300	Couple      New Couple \$395	\$570s/\$625ns	Dues paying member for 10 years, youngest child over 16, no kids in activities
	\$300	Individual      New Indiv \$230	\$345s/\$375ns	
		Longevity single or couple	\$315s/\$515c	
		Summer Membership	\$685	
	Summer Membership - Recreational	\$535	No activities	
1 N Yellowstone Dr Madison WI 53705 608-233-3573				
<b>Ridgewood</b>	N/A	Family	\$475	Available for one year only
	\$550	Family	\$605	No lessons or competitive teams included
	\$550	Family Plus	\$685	Lessons included and may participate in teams for additional fee of \$140 per child
	\$550	Couple	\$400	
	\$550	Individual	\$310	18 years or older
	\$550	Senior Couple	\$195	65 years or older
	\$550	Senior Individual	\$140	65 years or older
5109 Barton Rd Madison WI 53711 Pool Manager Bailey Otterson 608-441-0240 Registration February-April				
<b>Seminole</b>	\$650	Family	\$765	Swim, lessons, option to join team, access to tennis facilities, social events and masters swim
	\$650	Family Rec	\$705	Open swim, access to tennis facilities and social events
	\$650	Couple	\$600	Both persons must be over 18
	\$650	Individual	\$410	Must be over 18
		August only	\$300	Open swim and access to tennis facilities
		Initiation Fees	\$650	Permanent initiation fee is a one time fee of \$650.
5948 Schumann Dr Fitchburg WI 53711 608-273-6030 Becca Wynhoff membership@seminolepool.org Registration opens in January				
<b>Shorewood</b>		Family Non-Resident	\$721	August only (08/01-09/01) \$248
		Family Resident	\$554	August only (08/01-09/01) \$248
		Two-Person Non-Resident	\$506	Adult & dependant under 25 or Adult & spouse/domestic partner August only (08/01-09/01) \$176
		Two-Person Resident	\$388	Adult & dependant under 25 or Adult & spouse/domestic partner August only (08/01-09/01) \$176
		Single Non-Resident	\$288	August only (08/01-09/01) \$103
		Single Resident	\$221	August only (08/01-09/01) \$103
		Senior Citizen Couple Non-Resident	\$404	August only (08/01-09/01) \$141
		Senior Citizen Couple Resident	\$310	August only (08/01-09/01) \$141
		Senior Citizen Single Non-Resident	\$231	August only (08/01-09/01) \$77
	Senior Citizen Single Resident	\$177	August only (08/01-09/01) \$77	
901 Swarthmore Ct Madison WI 53705 Amanda Ellmaker poolmanager@shorewood-hills.org 608-266-2559 Registration April-May				
<b>Westside</b>	\$300	Family	\$780	includes swim & dive lessons
	\$300	Emeritus Family	\$680	
	\$300	Couple	\$550	
	\$300	Individual	\$400	18 or over
		Family - One year trial	\$580	
		Couple - One year trial	\$350	
		Individual - One year trial	\$250	over 18
		Inactive	\$25	to retain membership status
5533 Odana Rd Madison WI 53719 Pool manager Jon Spencer info@westsideswimclub.com 608-273-1955				

	Cherokee	Good-man	Hawks Landing	High Point	Hill Farm	Maple Bluff	Middle-ton	Monona	Nakoma	Park-crest	Ridge-wood	Semi-nole	VOSH	West-side	<u>Average</u>	<u>w/o Outliers</u>	<u>Median</u>
Family	450	185	1320	775	830	4380	175	140	6415	685	685	765	<b>554</b>	780	1295.64	547.64	685/554
NR Family		310					375	210					<b>721</b>				
Couple			1005	500	618					570	400	600	<b>388</b>	550			
NR Couple													<b>506</b>				
Senior Couple				300							195		<b>310</b>				
NR Sen. Couple													<b>404</b>				
Senior		65		200				55			140		<b>177</b>				
NR Senior		105						65					<b>231</b>				
Individual	300	85	810	350	413	1392	105	68		345	310	410	<b>221</b>	400	400.69	250.58	300
NR Individual		115					60	100					<b>288</b>				
Babysitter	100												<b>53</b>				
Stock or Other																	
Fee			900		700	2000			4900	300	550	650		300			
Youth		60															
Registration							April 50% off after july 21				Feb	Jan	<b>March</b>				
August Only													300	<b>248</b>			



	2022 Count*		Revenue**		2023 Revenue**	
Family	\$ 554	149	\$ 82,546	\$ 577	\$ 85,973	
NR Family	\$ 721	532	\$ 383,572	\$ 721	\$ 383,572	
Family August	\$ 248	32	\$ 7,936	\$ 250	\$ 8,000	
2-Person (w/kid)	\$ 388	23	\$ 8,924	\$ 405	\$ 9,315	
NR 2-Person (w/kid)	\$ 506	75	\$ 37,950	\$ 506	\$ 37,950	
2-Person August (w/ kid)	\$ 176	9	\$ 1,584	\$ 175	\$ 1,575	
2-Person (18+)	\$ 388	7	\$ 2,716	\$ 405	\$ 2,835	
NR 2-Person (18+)	\$ 506	24	\$ 12,144	\$ 506	\$ 12,144	
2-Person August (18+)	\$ 176	8	\$ 1,408	\$ 175	\$ 1,400	
Senior Couple	\$ 310	21	\$ 6,510	\$ 323	\$ 6,783	
NR Sen. Couple	\$ 404	43	\$ 17,372	\$ 404	\$ 17,372	
Senior Couple August	\$ 141	7	\$ 987	\$ 140	\$ 980	
Senior	\$ 177	29	\$ 5,133	\$ 185	\$ 5,365	
NR Senior	\$ 231	120	\$ 27,720	\$ 231	\$ 27,720	
Senior August	\$ 77	10	\$ 770	\$ 80	\$ 800	
Individual	\$ 221	26	\$ 5,746	\$ 230	\$ 5,980	
NR Individual	\$ 288	129	\$ 37,152	\$ 288	\$ 37,152	
Individual August	\$ 103	15	\$ 1,545	\$ 101	\$ 1,515	
Babysitter	\$ 53	65	\$ 3,445	\$ 65	\$ 4,225	
		<b>1324</b>	<b>\$ 645,160</b>		<b>\$ 650,656</b>	
Capital Fund Fee				\$ 25	\$ 31,475	

\*Count is slight estimate due to reporting difficulties accounting for refunds

\*\*Revenue includes sales tax due to state

Notes:

Vast majority of August only memberships were non-residents

Resident	255	22%
Non-Resident	923	78%
	1178	
(excludes august counts)		