

Village of Shorewood Hills
Pool Committee Minutes - DRAFT
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 Poltz 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 with in 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

Quick Update from Administrator

- Pool financials will not be available for a least another month. Necessary accounting work is still being completed and we cannot provide any summary/estimates until that is done.
- PerfectMind:
 - Memberships will go live March 21st
 - Program registration go live April 4th
 - No paper registrations or paper packets to be mailed
 - Registration online or in-person at Village Hall
 - Babysitter memberships will only be available at the pool
- Capital projects – no new information
- EJ/Chris – I have reached out to them and am awaiting a response regarding their continuation as consultants for this season.
- Pool Manager job description – no updates. I have not had the opportunity to finish this up yet.

ORDINANCE NO. L-2023-02
VILLAGE OF SHOREWOOD HILLS

AN ORDINANCE RESETTING THE TERMS OF OFFICE
TO VILLAGE COMMITTEES

Recitals

Whereas, the Village of Shorewood Hills Code of Ordinances contains certain provisions related to the appointment, term of office, removal, and replacement of members of village committees, boards, and commissions; and,

Whereas, from time to time, some citizen members have continued to serve on committees, boards, and commissions beyond the term of office contemplated by the Code of Ordinances without being formally reappointed; and,

Whereas, from time to time, some citizen members appointed to fill vacancies have continued to serve beyond the term corresponding to the vacancy they were appointed to fill; and

Whereas, for the foregoing reasons, some citizen members on village committees, boards, and commissions are serving outside the terms contemplated by the Code of Ordinances; and

Whereas, the Village Board desires to reset the terms of all members of all committees, boards, and commissions in order to reestablish consistency with the committee structure and terms of offices provided for in the Code of Ordinances.

Now, therefore, the Village Board of the Village of Shorewood Hills, Dane County, Wisconsin, ordains as follows:

1. Notwithstanding the date of appointment or the term that would otherwise apply to the appointment under Sections 1.04(2), 1.04(3), 2.02(3), 2.02(8), 2.02(10), and 10-1-124 of the Village of Shorewood Hills Code of Ordinances, the members of all committees, boards, and commissions as of the date of this ordinance, and the terms of office of such members, shall be as set forth on the attached Exhibit A.
2. Following the adoption of this ordinance, appointments to fill expired terms or vacancies shall be made in accordance with the applicable provisions of the Village of Shorewood Hills Code of Ordinances.
3. This ordinance shall take effect upon passage and publication.

The foregoing ordinance was adopted by the Village Board of the Village of Shorewood Hills at a meeting held on _____, 2023.

APPROVED:

Dave Benforado, Village President

ATTEST:

Christina Kahl, Village Deputy Clerk

Exhibit A

COMMITTEES	
All appointments end April 30 of the year listed.	
<u>Finance</u>	
<i>Mark Lederer (Chair)</i>	2023
Karl Wellensiek	2023
Liz Heiner	2023
Sean Cote	2024
Gloria Beach	2024
Dietmar Bassuner	2025
Gard Strother	2025
<u>Parks</u>	
<i>Carol Barford (Chair)</i>	2023
Kathie Brock	2023
David Boutwell	2023
Jan Tymorek	2024
Nancy Heiden	2024
Roma Lenehan	2025
Jeremy Rogers	2025
<u>Personnel</u>	
<i>(vacant) (Chair)</i>	2023
Erica Moeser	2023
Mary Gulbrandsen	2023
<i>(vacant)</i>	2024
Revere Greist	2024
Greg Lampe	2025
Laura Stephenson	2025
<u>Public Health & Safety</u>	
<i>Carol Barford (Chair)</i>	2023
Jeremy Tunis	2023
Nadeem Afghan	2023
Cara Silverman	2024

Bill Muehl	2025
Dietmar Bassuner	2025
Jim Rogers	2024
<u>Services</u>	
<i>Shabnam Lotfi (Chair)</i>	2023
Jerry Stein	2023
(vacant)	2023
Bill Muehl	2024
Chris Petykowski	2024
David Logan	2025
Charlie Field	2025
<u>Public Works</u>	
<i>John Imes (Chair)</i>	2023
Katie Petykowski	2023
Austin Tierney	2023
Bob Corbett	2024
Mary Sweeney	2024
Rick Chappell	2025
Cara Coburn-Faris	2025
<u>Blackhawk Liaison</u>	
<i>Shabnam Lotfi (Chair)</i>	2023
Katherine Weinstock	2023
LouAnne Koerschner	2024
<u>Recreation</u>	
<i>Dietmar Bassuner (Chair)</i>	2023
Santhia Brandt	2023
Kat Hurley	2023
Ty Cashen	2024
Andy Curtiss	2024
Peter Wickman	2025
Joel Fields	2025
<u>Pool</u>	
<i>Mark Lederer (Chair)</i>	2023
Lois Polenz	2023

(vacant)	2023
Kip Schick (Non-Resident)	2023
Scott McKinney	2024
Dana Hellgren	2024
(vacant) (Non-Resident)	2024
Karen Rebholz	2025
Angie Ferguson (Non-Resident)	2025
<u>Waterfront</u>	
<i>Shabnam Lotfi</i>	2023
Jonathan Garland	2023
Dan Rogge (Non-Resident)	2023
Anne Mork	2024
Erik West	2024
John Voegeli (Chair)	2025
Dan Danbeck	2025
Note: Italicized names denote trustees who serve annual terms as members of the committees.	

BOARDS AND COMMISSIONS	
All appointments end April 30 of the year listed.	
<u>Board of Zoning Appeals</u>	
Gary Johnson (Chair)	2023
Gard Strother	2023
Jane Hamblen	2024
John Clancy	2024
Dietmar Bassuner	2025
Scott Freidman (First Alternate)	2023
Meri Tepper (Second Alternate)	2025
<u>Board of Review</u>	
David Brown	2023
Mark Lederer	2024
Doug Rahn (Chair)	2025

Joyce Bromley	2026
Susan Kiernan	2027
(vacant) (First Alternate)	2023
(vacant) (Second Alternate)	2025
<u>Plan Commission</u>	
Village President (Chair)	--
Karl Wellensiek	2023
Jim Etmarczyk	2023
(vacant)	2024
Tess Martin	2024
John Imes	2025
Earl Munson	2025
<u>Administrative Rules Appeals Board</u>	
Village President (Chair)	--
(vacant)	2023
(vacant)	2024

From: Mark Lederer <mlederer@shorewood-hills.org>
Sent: Friday, February 17, 2023 1:00 PM
To: Sharon Eveland <seveland@shorewood-hills.org>
Subject: Fw: 2024 All City Swim Championship Dates

Please add this topic to the agenda of the upcoming Pool Committee meeting. Thanks, Mark

From: Schick, Kip <KSchick@uwhealth.org>
Sent: Friday, February 17, 2023 12:54 PM
To: Mark Lederer <mlederer@shorewood-hills.org>; Sharon Eveland <seveland@shorewood-hills.org>; scott.mckinney@supportuw.org <scott.mckinney@supportuw.org>; amanda.ellmaker@gmail.com <amanda.ellmaker@gmail.com>
Cc: kschick@uwhealth.org <kschick@uwhealth.org>
Subject: 2024 All City Swim Championship Dates

Mark, Sharon, Scott, and Amanda,

As the host pool for the 2024 All City Swim Championship, Shorewood Hills is required to make a motion at the April 2023 All City Board meeting to finalize the dates for this event. Based on the school schedule in the area and the WIAA swim calendar in August, I propose the following dates:

Last day of school for the 2023-2024 academic year: Friday, June 7, 2024 (Madison, Verona, Middleton, Monona Grove)

2024 All City dual meet season (7 week season) starts Friday, June 14 (dive) and Saturday, June 15 (swim)

2024 All City Dive Championship at Hill Farm: July 29-30, 2024 (Monday-Tuesday)

2024 All City Swim Championship: August 1-3, 2024 (Thursday-Saturday)

WIAA start for 2024 girls swimming and dive: August 12, 2024

1

Based on these dates, the Shorewood Hills pool likely will be closed to members from Saturday, July 27, 2024 through Sunday, August 4, 2024 with the exception of Shorewood Hills swim and dive team practice. On Sunday, July 28, 2024, Shorewood Hills pool will host all teams for a parent walk through of the site and for teams to practice in the pool. Teams are staggered throughout the day so traffic should not be a big issue for the parent walkthrough and team practices. Also- the league offers reciprocity to host pools so all pool members are able to swim at the other 12 pools in the city when our pool is closed for All City. Also- we are guaranteed not to host a dual meet dive or swim meet on the last two weeks of the dual meet season (July 19/20 and July 26/27).

Please let me know if you have questions or any concerns with the proposed dates.

Kip