

VILLAGE OF SHOREWOOD HILLS
Pool Committee Minutes - DRAFT
November 8, 2023 – 7:00 pm
Location: Virtual via Zoom

1. **Call to Order:** Mark Lederer called the meeting to order at 7:00 pm.
 - a. **Roll Call:**

Members Present: Chair Mark Lederer, Dietmar Bassuner, Joel Fields, Dana Hellgren, Scott McKinney, Karen Rebholz, and Kip Schick.
Also in Attendance: Administrator Sharon Eveland and Clerk-Treasurer Julie Fitzgerald
 - b. **Note compliance with open meeting law:** Eveland confirmed that the meeting had been properly posted.
2. **Approve Minutes:**
M/S McKinney/Schick to approve the minutes from the August 8, 2023, meeting as presented. Motion carried.
3. **Pool Manager’s Report:** No report.
4. **Administrator’s Update**
 - a. **Pool Liner Project:** Eveland advised the committee that the contractor finished removal of old liner last week. Pool structure seems to be in good condition. She will forward report to committee members.
McKinney stated that about 80% of new liner is currently installed.
 - b. **Landscaping Plan for Sewer Main Project Around Pool Area:** Eveland explained to the committee that the plans are still a work-in-progress. Village Forester, Adam Lohrmann, is pushing to keep the large oak tree and may have found a solution to allow that to happen.
McKinney pointed out that the impact on the All-City Swim is only the removal of trees behind the diving boards. The plan is to run bleachers in that area. The south fence will be removed and replaced after the event.
Eveland told committee that after the MMSD project is done, a new landscaping plan is being developed. Lohrmann is working with MMSD’s design team. The Village is currently holding off on approving easements until the landscaping plan is approved.
5. **Draft Budget 2024:** Eveland reviewed the pool budget as presented in the meeting packet. She is anticipating a surplus in both 2023 and 2024. It appears that \$30K less of fund balance than anticipated will be needed to fund the pool liner and capital projects. The proposed budget includes increases in staff wages and membership fees. The budget specifics will be discussed in more detail at the December meeting once there is a new full-time pool manager on staff.
6. **All-City Swim Update:** McKinney informed the committee that the All-City Swim committee continues to progress with plans for 2024. They are working on a site plan, volunteer numbers, budget, and sponsor recruitment. Eveland said she would schedule a meeting with McKinney regarding site plan needs and possible trimming of trees, etc.

7. **Discussion of possible future merger of Pool and Recreation Committees:**
Eveland explained that it has been historically difficult to keep enough members on the Pool Committee, at times even having enough people for a quorum to hold meetings. A possible solution is having the Recreation Committee include pool operations as well. Current Pool Committee members could be added to the Recreation Committee as ex officio members to advise on issues and provide historical context as needed. The committee discussed options and concerns including shrinking the size of the Pool Committee from nine to seven members. Members were concerned about the pool community getting proper representation on the Recreation Committee and would like to discuss the matter more at future meetings.
8. **Closed Session:** Please take notice that the Committee may adjourn to closed session pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes to consider employment of the Pool Manager.
M/S Bassuner/Schick to enter closed session.
Roll Call Vote: Lederer – Yes; Bassuner – Yes; Fields – Yes; Hellgren – Yes; McKinney – Yes; Rebholz – Yes; Schick – Yes. **Motion carried 7-0.**
Committee entered closed session at 7:56 pm.
9. **Return from Closed Session:**
M/S Bassuner/Schick to leave closed session. Motion Carried.
Committee returned to open session at 8:10 pm.
10. **Requests for Future Agenda Items:**
(no discussion may occur other than to request an item be added)
 - a. Membership Policy Review – December
 - b. 2024 Membership Rates – November
 - c. 2024 Wage Rates – November
11. **Next Meeting Date:** November 27, 2023 – 5:30 pm (virtual)
 - a. Committee to discuss option of hybrid meetings in the future.
12. **Adjourn: M/S Bassuner/McKinney to adjourn. Motion carried.**
The Pool Committee adjourned at 8:14 pm.

Respectfully Submitted,

Julie Fitzgerald
Village Clerk-Treasurer

Pool/Community Center Needs

Purchases only:

- New bicycle rack with space for electric bikes (late spring) **Who is ordering these?**
- New umbrellas (asap) **Pool manager?**
- Replacing metal chairs with resin chairs (asap) Need to discuss with pool manager first

Staff Labor:

- Clean out the community center, throw away stuff no longer used (**before Thanksgiving**)
- Clean up growth between tennis court and side gate to pool (**on going-early spring**)
- Trim back spruce that is growing over path by tennis court (**winter**)
- Remove blinds from community center windows (**early January**)
- Cleaning air vents in locker rooms (**early January**)
- Painting of changing stalls benches (**mid-January**)
- Fix falling / uneven heating units throughout community center (**mid January**)
- Spray front entrance bricks for moss/algae (**spring when warms some**)
- Dry vac entry floor mats (**Early spring**)
- Clean up around planters (**early spring**)
- Weeding by concessions (**on going into early spring**)
- Scrub and paint locker room walls (winter) **Possibly contracted out?**
- Trimming trees in front grassy area (**winter, need more info on what and where**)

Contracted Labor:

- Entrance stairs painted (**February**)
- Paint community center walls (**February...before stripping/waxing floor**)
- Replace outlets in community center (**can be anytime but probably after painting so late February**)
- Have AC serviced in community enter (**He's scheduled for early spring at first warmup**)
- Community center floor stripped and waxed (**March-April**)
- Clean-up of rocky area near front entrance - (spring) Tary/Adam to game plan **have a call into Brian to discuss options. Spring**
- Landscaping refresh (spring) **agree**
- Fabric screening along pool during MMSD project (MMSD confirmed)
- Updates to concession building (need long term plan for building first) **Needs update to A/C unit**
- Resurface path along East side of community gardens (late spring...just before opening) **Agree**
- Replace / overhaul pool locker room bathroom stalls (need to confirm ADA compliance) **Can happen anytime**

Shorewood Hills Pool

2024 Repair/Purchase List - Created September 2023 by Dane Sheehan

Inspections

- Plumbing for all showers, toilets, guard room restrooms and outdoor showers.
- Ventilation/HVAC inspection & cleaning
- Hose/Water outlet inspection repairs and leaking fix.
- Structural stability of Sun Awning frame structure. (DPW)
- Rusted ceiling pipe in the Women's Locker Room. (Probably identifiable by plumber)
- Pace clock wiring and reliability examination. (Especially issue in wet weather)
- Pool Speaker system. (Condition Check)

Building/Repair Projects

- Locker Room Restroom Stall doors. (Fully replaced in men's and women's locker rooms.)
- Rebuild/Replace or deep clean wood privacy stalls and benches in locker rooms.
- Install a wall fan at the front desk.
- Replace/Purchase new concession chairs and order extra chair leg caps.
- Order select amount of new concessions tables.
- Order new chairs for staff at the checker desk and inside concessions.
- Maintenance and safety check. (Lifeguard Chairs)
- Rebuild/Strengthen/Shelter outdoor starting block storage structure.
- Replace/secure all pool deck drain covers.
- Fill all holes in concrete surrounding green fence posts in concessions.
- Repair/Replace Caulk lines on pool deck and in concessions.
- Permanent concessions air conditioning solution or relocation.
- Update air freshener system in pool building.

Pool Equipment Purchases

- Dri-deck brand new replacement or alternative. (Large amount of spare dri-deck in basement.)
- Brand new noodle storage carts.
- Any replacement water aerobics equipment.
- Brand New Pool Flags. (Long Course), (Short Course), (Racing/Meet/Numbered)
- Custom All-City branded short course racing/meet/numbered flags?
- Updated/Restock lane line repair equipment and parts.
- Updated and Maintenance short course/long course lane lines.
- Order additional lane line storage reel replacement wheels.
- Maintenance or replacement of current lane line storage reels.
- Order brand new pool ladder frames. (New steps not needed necessarily)
- Brand new squeegees, Caulk Line Brushes and locker room brushes. (ACE Purchase)
- Replace hose attachments and sprayers in locker rooms.

Electronic Purchases & Inspections

- WIFI Equipment Upgrades & Modernization. (Recommended by 5Nines)
- Special Appointment to connect the new SONOS system to WIFI. (5Nines)

- Brand New office PC (Transfer storage from old PC to the new one.)
- Evaluation of Credit Card reader system and terminals.
- Evaluation of Pool text menu boards. (Transition to electronic display?)
- Purchase/Evaluate current entryway and concessions TV equipment.
(Roku) (HDMI Stick PC) (Cancel or re-evaluate MVIX subscription)

Draft 2024 Scale

Wage Scale:	<u>Asst Manager</u>	<u>Head Guard</u>	<u>Guards</u>	<u>Sub-Guard</u>	<u>Concessions</u>	<u>Checker</u>	<u>Asst Swim Coach (2grps)</u>	<u>Dive Coach</u>	<u>Water Ballet</u>	<u>Lesson Instructor</u>
7th Year	\$18.00	\$17.25	\$13.50	\$13.25	n/a	n/a	2675 (3375)	\$1,700	\$1,150	\$15.00
6th Year	\$17.75	\$17.00	\$13.25	\$13.00	n/a	n/a	2575 (3275)	\$1,650	\$1,100	\$14.75
5th Year	\$17.50	\$16.75	\$13.00	\$12.75	\$8.90	\$8.90	2475 (3175)	\$1,600	\$1,050	\$14.50
4th Year	\$17.25	\$16.50	\$12.75	\$12.50	\$8.65	\$8.65	2350 (3050)	\$1,550	\$1,000	\$14.25
3rd Year	\$17.00	\$16.25	\$12.50	\$12.25	\$8.40	\$8.40	2250 (2950)	\$1,500	\$950	\$14.00
2nd Year	\$16.75	\$16.00	\$12.25	\$12.00	\$8.15	\$8.15	2150 (2850)	\$1,450	\$900	\$13.75
1st Year	\$16.50	\$15.75	\$12.00	\$11.75	\$7.65	\$7.65	2050 (2750)	\$1,400	\$850	\$13.50

	<u>Masters</u>	<u>Water Aerobics</u>	<u>Head Swim Coach</u>	<u>Co-Head Swim Coach</u>	<u>Swim Team Admin</u>	<u>Little Sharks</u>	<u>Head Dive Coach</u>
5th year	\$17.00	\$19.00	\$5,700	\$4,500	\$12.00	\$15.00	\$1,875
4th year	\$16.75	\$18.75	\$5,450	\$4,300		\$14.75	1,800
3rd year	\$16.50	\$18.50	\$5,225	\$4,100		\$14.50	1,725
2nd year	\$16.25	\$18.25	\$5,025	\$3,900		\$14.25	1,650
1st year	\$16.00	\$18.00	\$4,825	\$3,700		\$14.00	1,575

Current

Wage Scale:	<u>Asst Manager</u>	<u>Head Guard</u>	<u>Guards</u>	<u>Concessions</u>	<u>Checker</u>	<u>Asst Swim Coach</u>	<u>Dive Coach</u>	<u>Water Ballet</u>
7th year	\$16.50		\$11.75	n/a	n/a	\$2,575	\$1,625	\$1,025
6th Year	\$16.25	\$15.50	\$11.50	n/a	n/a	\$2,475	\$1,575	\$1,000
5th year	\$16.00	\$15.25	\$11.25	n/a	n/a	\$2,375	\$1,525	\$975
4th Year	\$15.75	\$15.00	\$11.00	\$8.00	\$8.00	2275 (2875)	\$1,475	\$950
3rd Year	\$15.50	\$14.75	\$10.75	\$7.75	\$7.75	2175 (2775)	\$1,425	\$900
2nd Year	\$15.25	\$14.50	\$10.25	\$7.50	\$7.50	2075 (2655)	\$1,375	\$850
1st Year	\$15.00	\$14.00	\$10.00	\$7.25	\$7.25	1975 (2555)	\$1,325	\$800

	<u>Masters</u>	<u>Water Aerobics</u>	<u>Head Swim Coach</u>	<u>Co-Head Swim Coach</u>	<u>Swim Team Admin</u>	<u>Little Sharks</u>	<u>Head Dive Coach</u>
5th year	\$16.50	\$18.50	\$5,400.00	4,300.00	\$12.00	guard + \$2.00	\$1,800
4th year	\$16.25	\$18.25	\$5,200.00	4,100.00			1,725
3rd year	\$16.00	\$18.00	\$5,000.00	\$3,900.00			1,650
2nd year	\$15.75	\$17.75	\$4,800.00	3,700.00			1,575
1st year	\$15.50	\$17.50	\$4,600.00	3,500.00			1,500

this position is still in discussion

	Pool Membership Fee Changes			2% all	Res rate 83% NR	3% all	Difference					% increase
	2022	2023	2024	2025	2026	23-24	22-24	24-25	22-25	25-26	22-26	since 2022
Family	\$ 554	\$ 577	\$ 589	\$ 610	\$ 628	\$ 12	\$ 35	\$ 21	\$ 56	\$ 18	\$ 74	13%
NR Family	\$ 721	\$ 721	\$ 735	\$ 735	\$ 757	\$ 14	\$ 14	\$ -	\$ 14	\$ 22	\$ 36	5%
Family August	\$ 248	\$ 250	\$ 255	\$ 265	\$ 273	\$ 5	\$ 7	\$ 10	\$ 17	\$ 8	\$ 25	10%
2-Person (w/kid)	\$ 388	\$ 405	\$ 413	\$ 429	\$ 442	\$ 8	\$ 25	\$ 16	\$ 41	\$ 13	\$ 54	14%
NR 2-Person (w/kid)	\$ 506	\$ 506	\$ 516	\$ 516	\$ 531	\$ 10	\$ 10	\$ -	\$ 10	\$ 15	\$ 25	5%
2-Person August (w/ kid)	\$ 176	\$ 175	\$ 179	\$ 186	\$ 191	\$ 4	\$ 3	\$ 7	\$ 10	\$ 5	\$ 15	9%
2-Person (18+)	\$ 388	\$ 405	\$ 413	\$ 429	\$ 442	\$ 8	\$ 25	\$ 16	\$ 41	\$ 13	\$ 54	14%
NR 2-Person (18+)	\$ 506	\$ 506	\$ 516	\$ 516	\$ 531	\$ 10	\$ 10	\$ -	\$ 10	\$ 15	\$ 25	5%
2-Person August (18+)	\$ 176	\$ 175	\$ 179	\$ 186	\$ 191	\$ 4	\$ 3	\$ 7	\$ 10	\$ 5	\$ 15	9%
Senior Couple	\$ 310	\$ 323	\$ 330	\$ 343	\$ 353	\$ 7	\$ 20	\$ 13	\$ 33	\$ 10	\$ 43	14%
NR Sen. Couple	\$ 404	\$ 404	\$ 413	\$ 413	\$ 425	\$ 9	\$ 9	\$ -	\$ 9	\$ 12	\$ 21	5%
Senior Couple August	\$ 141	\$ 140	\$ 143	\$ 149	\$ 153	\$ 3	\$ 2	\$ 6	\$ 8	\$ 4	\$ 12	9%
Senior	\$ 177	\$ 185	\$ 189	\$ 196	\$ 202	\$ 4	\$ 12	\$ 7	\$ 19	\$ 6	\$ 25	14%
NR Senior	\$ 231	\$ 231	\$ 236	\$ 236	\$ 243	\$ 5	\$ 5	\$ -	\$ 5	\$ 7	\$ 12	5%
Senior August	\$ 77	\$ 80	\$ 82	\$ 85	\$ 87	\$ 2	\$ 5	\$ 3	\$ 8	\$ 2	\$ 10	13%
Individual	\$ 221	\$ 230	\$ 234	\$ 244	\$ 251	\$ 4	\$ 13	\$ 10	\$ 23	\$ 7	\$ 30	14%
NR Individual	\$ 288	\$ 288	\$ 294	\$ 294	\$ 303	\$ 6	\$ 6	\$ -	\$ 6	\$ 9	\$ 15	5%
Individual August	\$ 103	\$ 101	\$ 103	\$ 106	\$ 109	\$ 2	\$ -	\$ 3	\$ 3	\$ 3	\$ 6	6%
NR Teen 14+*			\$ 294	\$ 294	\$ 303	\$ -	\$ -	\$ -	\$ -	\$ 9	\$ 9	3%
Teen 14+			\$ 234	\$ 244	\$ 251	\$ -	\$ -	\$ 10	\$ 10	\$ 7	\$ 17	7%
Babysitter**	\$ 53	\$ 65	\$ 65	\$ 67	\$ 70	\$ 12	\$ 12	\$ 2	\$ 14	\$ 3	\$ 17	32%
flat fee increase												
Swim/Dive Team	65	65	75	75	80	\$ -	\$ 10		\$ 10			15%
Water Ballet	110	110	120	120	125	\$ -	\$ 10	\$ -	\$ 10			9%

*age depends on what we do with babysitter age requirement

**freeze babysitter for a few years after 2026

Family	\$ 577	1.02	\$ 589	\$ 610	1.03	\$ 628
NR Family	\$ 721	1.02	\$ 735	\$ 735	1.03	\$ 757
Family August	\$ 250	1.02	\$ 255	\$ 265	1.03	\$ 273
2-Person (w/kid)	\$ 405	1.02	\$ 413	\$ 429	1.03	\$ 442
NR 2-Person (w/kid)	\$ 506	1.02	\$ 516	\$ 516	1.03	\$ 531
2-Person August (w/ kid)	\$ 175	1.02	\$ 179	\$ 186	1.03	\$ 192
2-Person (18+)	\$ 405	1.02	\$ 413	\$ 429	1.03	\$ 442

**Will need a significant rate increase to sustain potential future debt for new building and eventually new concrete pool. Should begin small rate increases each year to prevent sticker shock. Will likely need an additional 1% increase each year 27-31 to sustain debt for new building.

NR 2-Person (18+)	\$ 506	1.02	\$	516	\$	516	1.03	\$ 531
2-Person August (18+)	\$ 175	1.02	\$	179	\$	186	1.03	\$ 192
Senior Couple	\$ 323	1.02	\$	329	\$	343	1.03	\$ 353
NR Sen. Couple	\$ 404	1.02	\$	412	\$	413	1.03	\$ 425
Senior Couple August	\$ 140	1.02	\$	143	\$	149	1.03	\$ 153
Senior	\$ 185	1.02	\$	189	\$	196	1.03	\$ 202
NR Senior	\$ 231	1.02	\$	236	\$	236	1.03	\$ 243
Senior August	\$ 80	1.02	\$	82	\$	85	1.03	\$ 88
Individual	\$ 230	1.02	\$	235	\$	244	1.03	\$ 251
NR Individual	\$ 288	1.02	\$	294	\$	294	1.03	\$ 303
Individual August	\$ 101	1.02	\$	103	\$	106	1.03	\$ 109
NR Teen 14+	\$ 65	1.02	\$	66	\$	294	1.03	\$ 303
Teen 14+					\$	244	1.03	\$ 251
Babysitter					\$	67	1.03	\$ 69

Resident rates are set at percentage of NR rate (80% in 2024, 83% in 2025) and should be increased to 85% in 2027 and remain at 85%.

August only rates are set at 36% of full-season rate.

Guest Pass and Houseguest Pass rates should be increased 10% between 2024 and 2026.