

**Village of Shorewood Hills
Pool Committee Minutes - DRAFT
Monday, May 22, 2023 – 7:00pm
Location: Virtual via Zoom**

1. **Call to Order:** The meeting was called to order by Chair Mark Lederer at 5:31 pm. Members present were: Mr. Lederer, Scott McKinney, Dana Hellgren, Karen Rebholz, Kip Schick and Angie Ferguson. Claire Hayward was excused. Also in attendance was Administrative Services Coordinator David Sykes.
 - a. **Note compliance with open meeting law:** Mr. Sykes confirmed that the meeting had been properly posted.
2. **Approve February 27, 2023 Meeting Minutes:** Mr. Schick moved and Mr. McKinney seconded a motion to approve the February 27, 2023 minutes as presented.
 - a. Vote: 5-0-1 (approved, Ms. Rebholz abstaining).
3. **Update on membership registration and revenue:** Mr. Lederer reviewed a spreadsheet comparing 2022 membership and revenue to what the Pool has so far in 2023.
4. **Pool Manager update on staffing, training, general facility preparation and Badger Aquatics Club (BAC):** Mr. Lederer reviewed a memo provide by Amanda Ellmaker. The new starting blocks have been installed but some concrete repairs need to be done. BAC has been using the pool since last week. In 2022, the Village received ~\$13K from BAC and West High rent of the pool for training. \$15K revenue is budgeted for 2023. Mr. McKinney reported staff are having trouble with the credit card readers at the pool. Members are still having issues with PerfectMind system emails not being received.
5. **Update on capital projects (parking lot, pool liner, starting blocks):** Mr. Lederer provided an update on the capital projects. As stated earlier, the new starting blocks are in, the parking lot is nearly done and the pool liner is patched in preparation for replacement this fall.
6. **Status report on preparations for All-City Swim & Dive meets:** Mr. McKinney provided a report on the All-City Swim meet. Ms. Ferguson provided a report on the All-City Dive meet. They have received \$8,500 towards their \$10,000 donation goal and all of the hospitality donations are lined up.
7. **Report on likely impact of construction in 2024 in pool area:** Mr. Lederer reported that Madison Metropolitan Sewerage District (MMSD) proposed two options to the Village Board to avoid any disruption of the All-City Swim event in 2024. The Village Board preferred option 2 which avoids the immediate area around the pool during the weeks before, during and after All-City. The pool should be open for the entire season, but immediately thereafter construction will begin in the immediate area. All the landscaping along the south fence will have to be replaced.

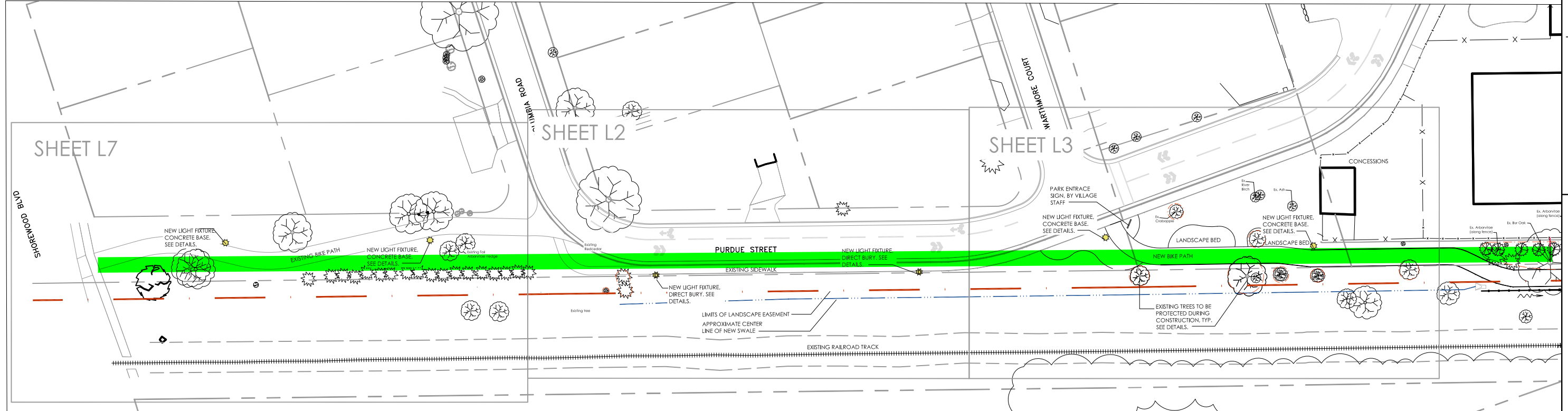
8. **Requests for future agenda items (no discussion may occur other than to request an item be added):**
 - a. Membership Policy Review (including Babysitter Card policy)
 - b. Search for Pool Manager in 2024
 - c. Status of PerfectMind Software
9. **Next Meeting Date:** Monday, June 26, 2023 at 5:30 pm.
10. **Adjourn:** The meeting adjourned at 6:11 pm.

Respectfully Submitted by,
David Sykes
Administrative Services Coordinator

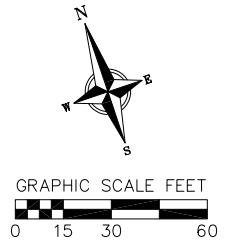
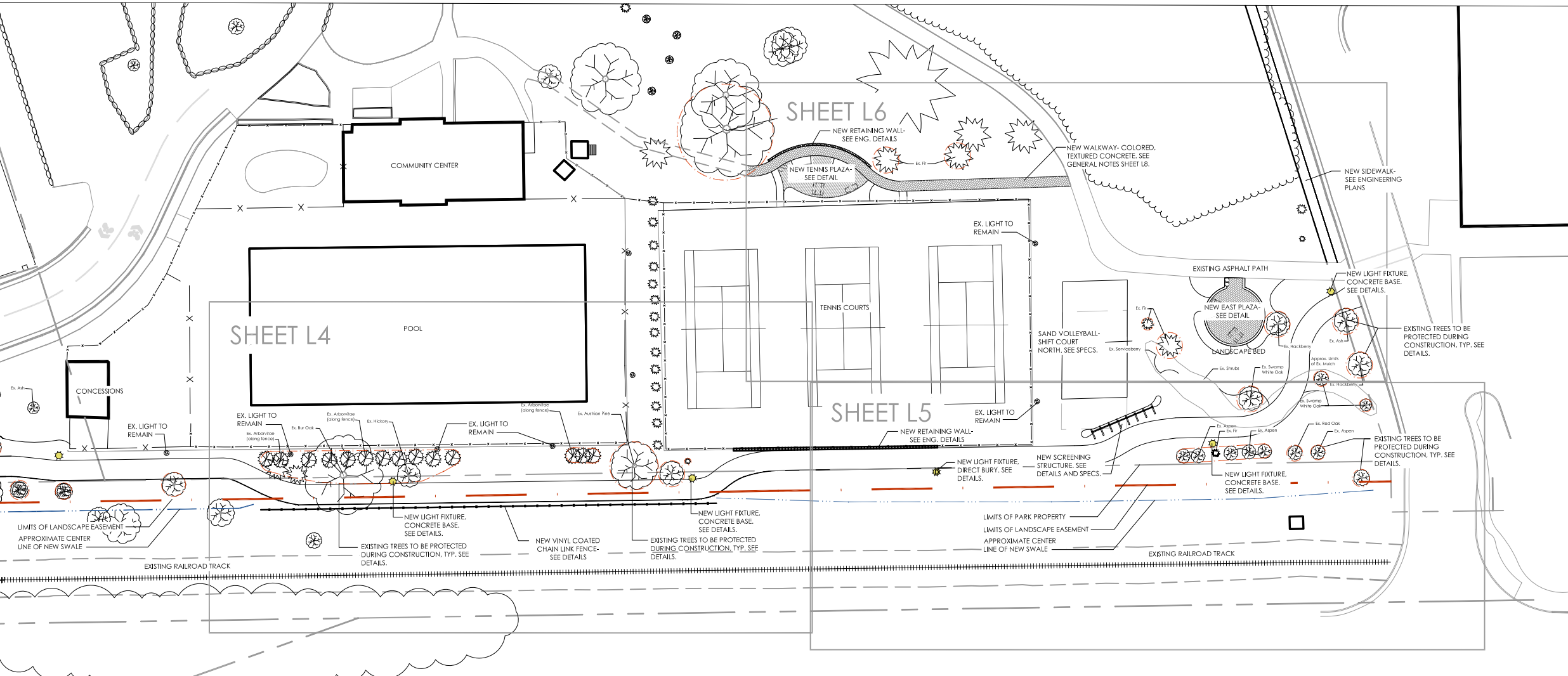
DRAFT

SITE PLAN: WEST

2014 Plan



SITE PLAN: EAST



- KEY**
- NEW LIGHT FIXTURE- STANDARD BASE. SEE LIGHTING DETAILS
 - NEW LIGHT FIXTURE- DIRECT BURY BASE. SEE LIGHTING DETAILS
 - TREE PROTECTION- ALL REMAINING TREES TO BE PROTECTED DURING CONSTRUCTION
 - LANDSCAPE EASEMENT- SOUTHERN BOUNDARY
 - APPROXIMATE CENTERLINE OF NEW SWALE
 - EXISTING RAILROAD

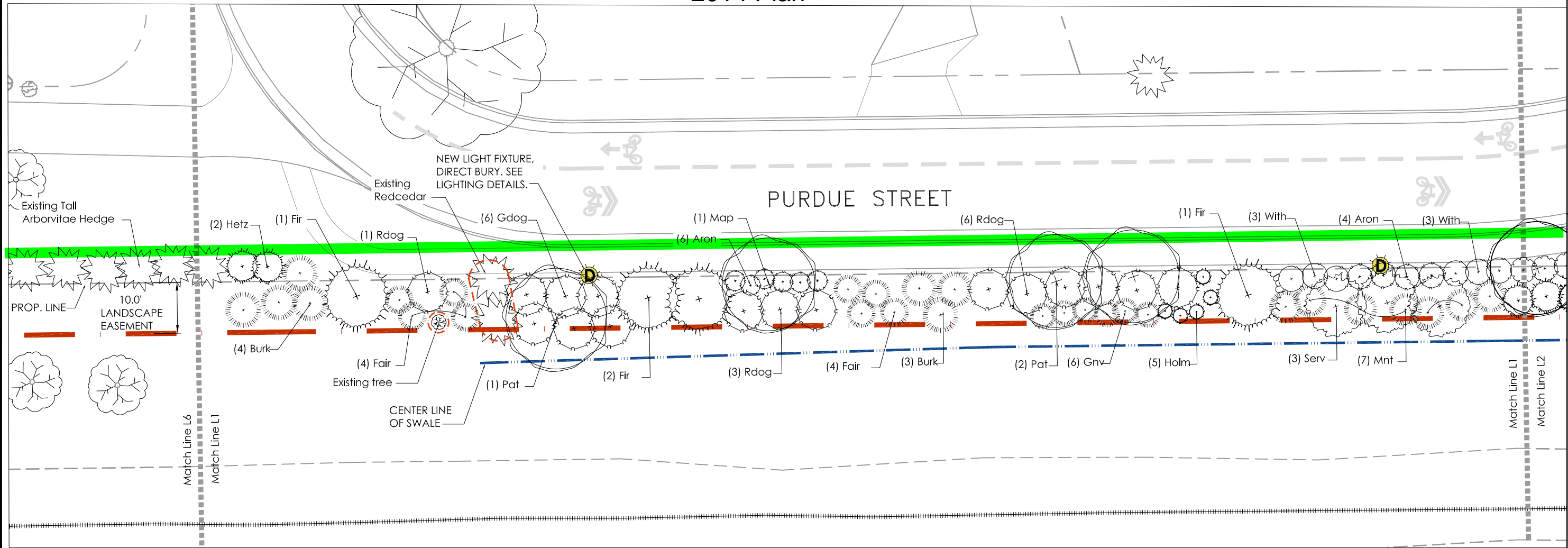
REVISIONS	NO.	DATE	REMARKS

SCALE AS SHOWN

DATE: 01.29.2014
 DRAFTER: SVIN
 CHECKED: BZEL

PROJECT NO.: 128053
 SHEET: **L1**
 DWG. NO.:

2014 Plan



Key	Qty	Common Name	Botanical Name	Min. Planting Size	Root Cond.	Mature Size (H x W)
Post Farm Park Rec Trail Plant List						
CANOPY TREES						
Asp	5	Quaking Aspen	<i>Populus tremuloides</i>	2" cal.	B&B	40-50' x 20-30'
Cof	1	Kentucky Coffeetree	<i>Gymnocladus dioica</i>	2.5" cal.	B&B	50' x 50'
Cork	2	Eye Stopper Corktree	<i>Phellodendron lavalleyi 'Longnecker'</i>	2" cal.	B&B	45' x 45'
Hrs	2	Double Flowering Horsechestnut	<i>Aesculus hippocastanum 'Baumannii'</i>	2.5" cal.	B&B	50-75' x 40-70'
Hzn	5	New Horizon Elm	<i>Ulmus x 'New Horizon'</i>	2" cal.	B&B	50-60' x 40-50'
Map	4	Celebration Maple	<i>Acer x freemanii 'Celzam'</i>	2" cal.	B&B	50' x 25'
Oak	3	Northern Pin Oak	<i>Quercus ellipsoidalis</i>	2.5" cal.	B&B	60' x 40'
Pat	4	Patriot Elm	<i>Ulmus 'Patriot'</i>	2" cal.	B&B	70' x 60'
Tul	1	Tuliptree	<i>Liriodendron tulipifera</i>	2.5" cal.	B&B	80' x 45'
ORNAMENTAL TREES						
Haw	1	Thornless Cockspur Hawthorn	<i>Crataegus crus-galli var. inermis</i>	8' ht. clp.	B&B	20-30' x 25-35'
Pag	1	Pagoda Dogwood	<i>Cornus alternifolia</i>	#5	cont.	15-25' x 15-25'
Pap	2	Paperbark Maple	<i>Acer griseum</i>	1.5" cal.	B&B	20-30' x 20-30'
Serv	7	Allegheny Serviceberry	<i>Amelanchier laevis</i>	9' ht. clp.	B&B	25' x 15'
CONIFERS						
Bald	3	Baldcypress	<i>Taxodium distichum</i>	2.5" cal.	B&B	50-70' x 20-30'
Burk	11	Burkii Juniper	<i>Juniperus virginiana 'Burkii'</i>	6' ht.	B&B	20-30' x 6-8'
Fair	17	Fairview Juniper	<i>Juniperus chinensis 'Fairview'</i>	6' ht.	B&B	15-20' x 6-7'
Fir	8	White Fir	<i>Abies concolor</i>	6' ht.	B&B	30-50' x 15-30'
Gnv	17	Geneva Hemlock	<i>Tsuga canadensis 'Geneva'</i>	#6	cont.	8-10' x 5-6'
Hetz	37	Hetz Wintergreen Arborvitae	<i>Thuja occidentalis 'Hetz Wintergreen'</i>	8' ht.	B&B	20-30' x 5-10'
Holm	57	Holmstrup Arborvitae	<i>Thuja occidentalis 'Holmstrup'</i>	8' ht.	B&B	12-16' x 2-4'
Lar	4	American Larch	<i>Larix laricina</i>	8' ht.	B&B	30-50' x 10-15'
Mnt	12	Mountbatten Juniper	<i>Juniperus chinensis 'Mountbatten'</i>	6' ht.	B&B	15' x 6-8'
Wte	2	White Pine	<i>Pinus strobus</i>	8' ht.	B&B	50-80' x 20-40'

Key	Qty	Common Name	Botanical Name	Min. Planting Size	Root Cond.	Mature Size (H x W)
SHRUBS						
Aft	4	Afterglow Winterberry	<i>Ilex verticillata 'Afterglow'</i>	30" ht./#5	cont.	4-6' x 4-6'
Aron	30	Glossy Black Chokeberry	<i>Aronia melanocarpa var. elata</i>	30" ht./#5	cont.	5-6' x 4-5'
Eld	4	Boerner Elderberry	<i>Sambucus canadensis 'Boerner'</i>	30" ht./#5	cont.	8-10' x 8-10'
Gdog	13	Gray Dogwood	<i>Cornus racemosa</i>	30" ht./#5	cont.	10' x 10'
Hskl	60	Dwarf Bushhoneysuckle	<i>Diervilla lonicera</i>	24" ht./#5	cont.	3-4' x 4-5'
Jim	1	Jim Dandy Winterberry	<i>Ilex verticillata 'Jim Dandy'</i>	30" ht./#5	cont.	3-6' x 3-6'
Kor	17	Compact Koreanspice Viburnum	<i>Viburnum carlesii 'Compactum'</i>	30" ht./#5	cont.	4-5' x 5-6'
Lil	6	Syringa meyeri 'Palibin'	<i>Meyer Lilac</i>	24" ht./#5	cont.	4-5' x 5-7'
Low	47	Gro-Low Sumac	<i>Rhus aromatica 'Gro Low'</i>	18" ht./#3	cont.	2-3' x 4-6'
Nine	20	Summer Wine Ninebark	<i>Physocarpus opulifolius 'Seward'</i>	30" ht./#5	cont.	5-6' x 4-5'
Rdog	29	Redtwig Dogwood	<i>Cornus sericea</i>	4' ht./#5	cont.	7-9' x 8-10'
Sym	25	Indiancurrant Coralberry	<i>Symphoricarpos orbiculatus</i>	18" ht./#3	cont.	2-3' x 4-6'
With	26	Witherod Viburnum	<i>Viburnum cassinoides</i>	24" ht./#5	cont.	5-6' x 5-6'
Wort	20	St John's Wort	<i>Hypericum kalmianum</i>	18" ht./#3	cont.	2-4' x 2-4'
PERENNIALS						
Act	7	Arctic Beauty Kiwi Vine	<i>Actinidia kolomikta 'Arctic Beauty'</i>			40' ht.
Clem	20	Sweet Autumn Clematis	<i>Clematis paniculata</i>	#1	cont.	6-8' ht.
Gin	43	Canada Wild Ginger	<i>Asarum canadense</i>	#1	cont.	6-12" x 18"
Lia	2	Prairie Blazing Star	<i>Liatris pycnostachya</i>	#1	cont.	3-5' x 12-24"
Phl	22	Blue Creeping Phlox	<i>Phlox subulata 'Blue'</i>	#1	cont.	4-6" x 24"
Spo	45	Prairie Dropseed	<i>Sporobolus heterolepis</i>	#1	cont.	24" x 18"
Sus	19	Viette's Little Suzy Black Eyed Susan	<i>Rudbeckia speciosa 'Viette's Little Suzy'</i>	#1	cont.	15" x 15"
Vir	19	Virginia Creeper	<i>Parthenocissus quinquefolia</i>	#1	cont.	30' ht.
Wal	143	Barren Strawberry	<i>Waldstenia ternata</i>	#1	cont.	4-6" x 12-18"
Win	7	Purpleleaf Wintercreeper	<i>Euonymus fortunei var. coloratus</i>	#1	cont.	8-10' ht.

KEY

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GRAPHIC SCALE FEET
0 5 10 20

GENERAL NOTES:

- All plantings shall conform to quality requirements as per ANSI Z60.1.
- All plant material shall be true to the species, variety and size specified, nursery grown in accordance with good horticultural practices, and under climactic conditions similar to those of the project site.
- Contact Landscape Architect, in writing, to request and plant material substitutions due to availability issues.
- All disturbed areas, unless otherwise noted, to be seeded with Madison Parks Mix by Olds Seed Company or equivalent, per manufacturer's specified application rates. All seeded areas are to be in healthy and flourishing condition at end of warranty period.
- All plants shall be guaranteed to be in healthy and flourishing condition during the growing season following installation. All plant material shall be guaranteed for one year from the time of installation.
- Contractor shall provide a suitable amended topsoil blend for all planting areas where soil conditions are unsuitable for plant growth. Topsoil shall conform to quality requirements as per Section 625.2(1) of the Standard Specifications for Highway Construction. Provide a minimum of 12" of topsoil in all planting areas and 4" of topsoil in areas to be seeded/sodded.
- Landscape beds to be mulched with undyed shredded hardwood bark mulch to 3" depth min.
- Mulched areas to be edged with a shovel edge, 6" deep typ. Allow airspace along edge to prevent growth of turf grass into planting areas.

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REVISIONS	NO.	DATE	REMARKS

SCALE AS SHOWN

DATE: 01.29.2014

DRAFTER: SVH

CHECKED: BZEL

PROJECT NO.: 128053

SHEET: **L2**

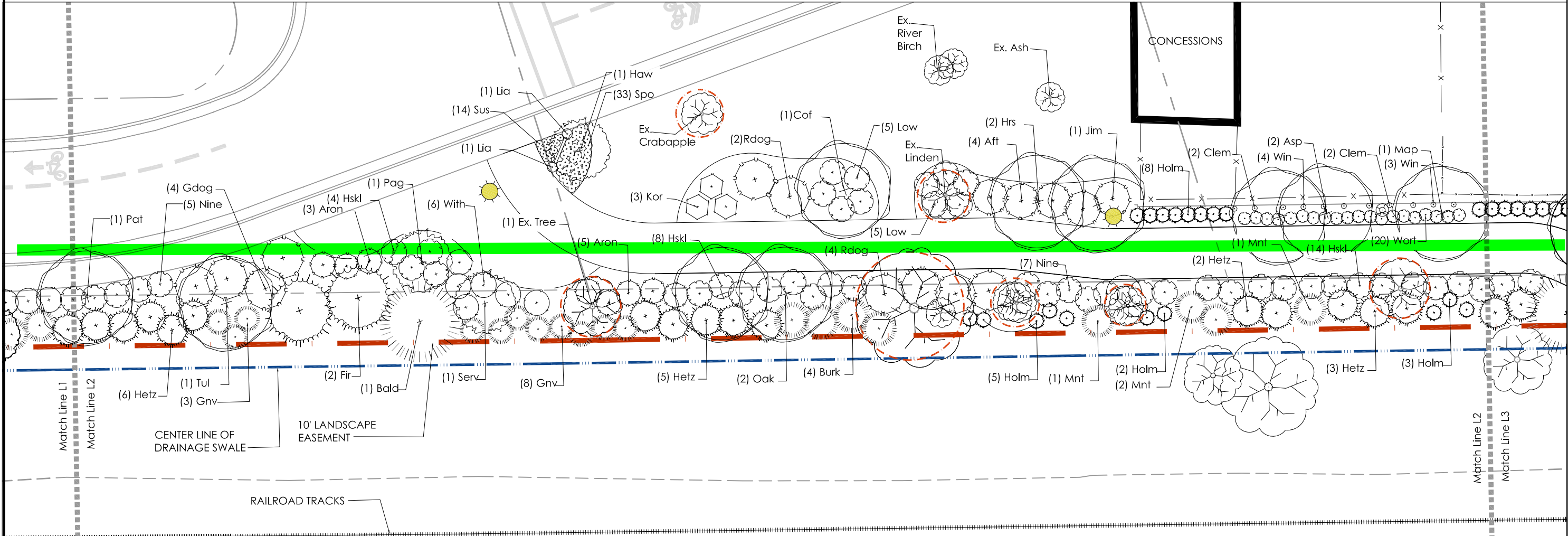
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2014 Plan

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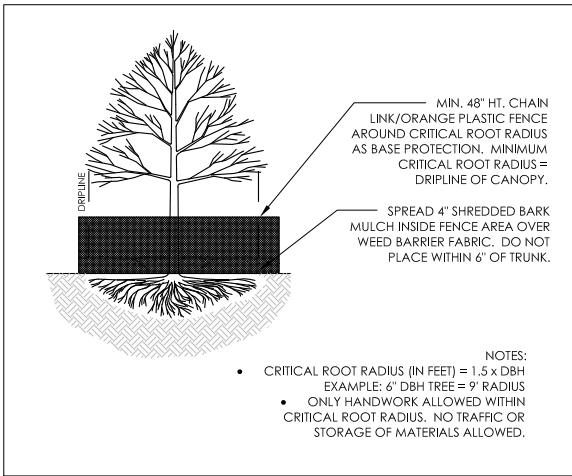
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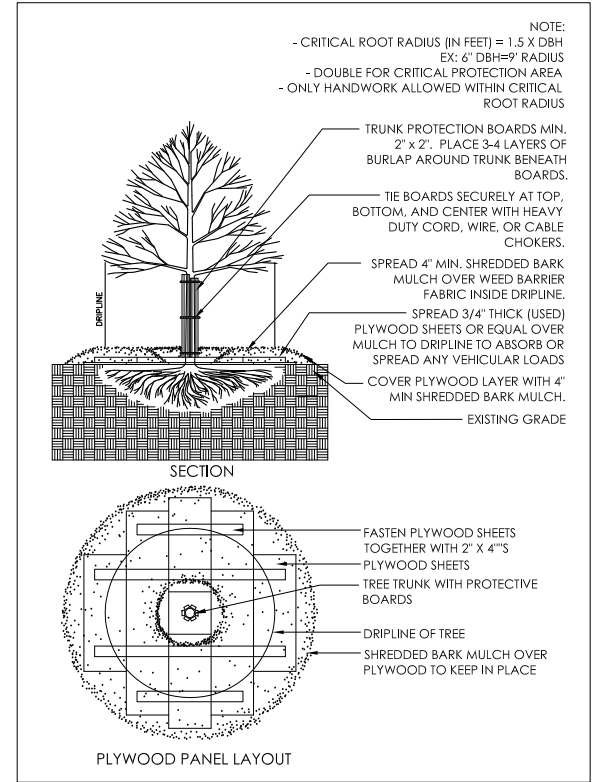
vierbicher
 planners | engineers | advisors
 REEDSBURG - MADISON - PRAIRIE DU CHIEN
 400 Wang Drive - Reedsburg, Wisconsin 53959
 Phone: (608) 324-6468 Fax: (608) 324-6218

Landscaping Plan
 Rec. Trail and Park Landscaping
 Post Farm Park
 Village of Shorewood Hills, Wisconsin

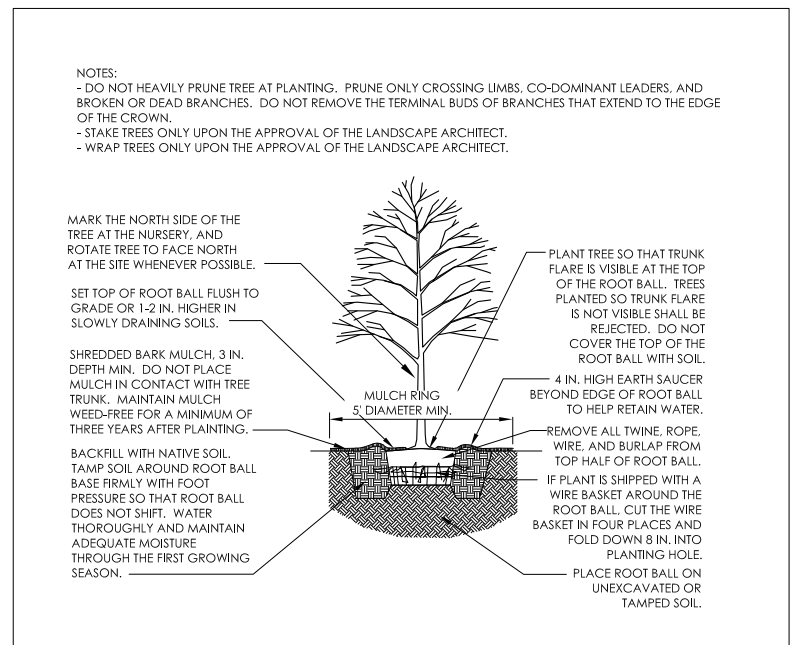
1 TREE PROTECTION TYPE A NOT TO SCALE



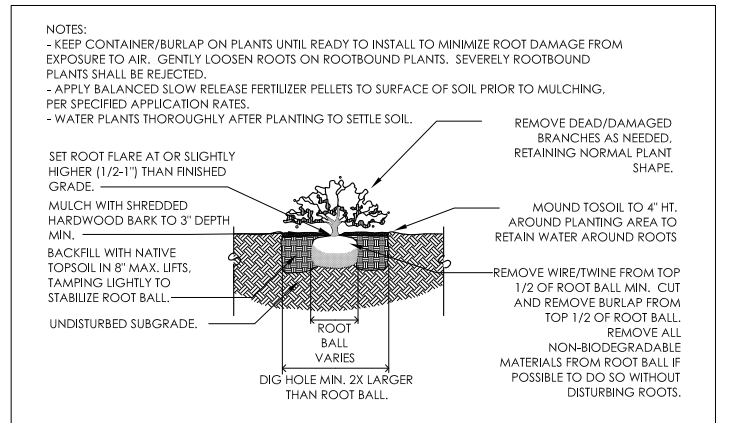
2 TREE PROTECTION TYPE B WHERE ACCESS ACROSS ROOT ZONE IS REQUIRED NTS



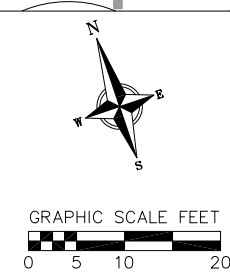
3 TREE PLANTING NOT TO SCALE



4 SHRUB PLANTING NOT TO SCALE



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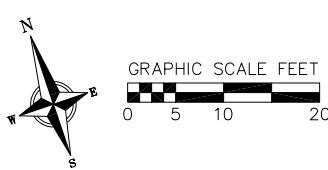
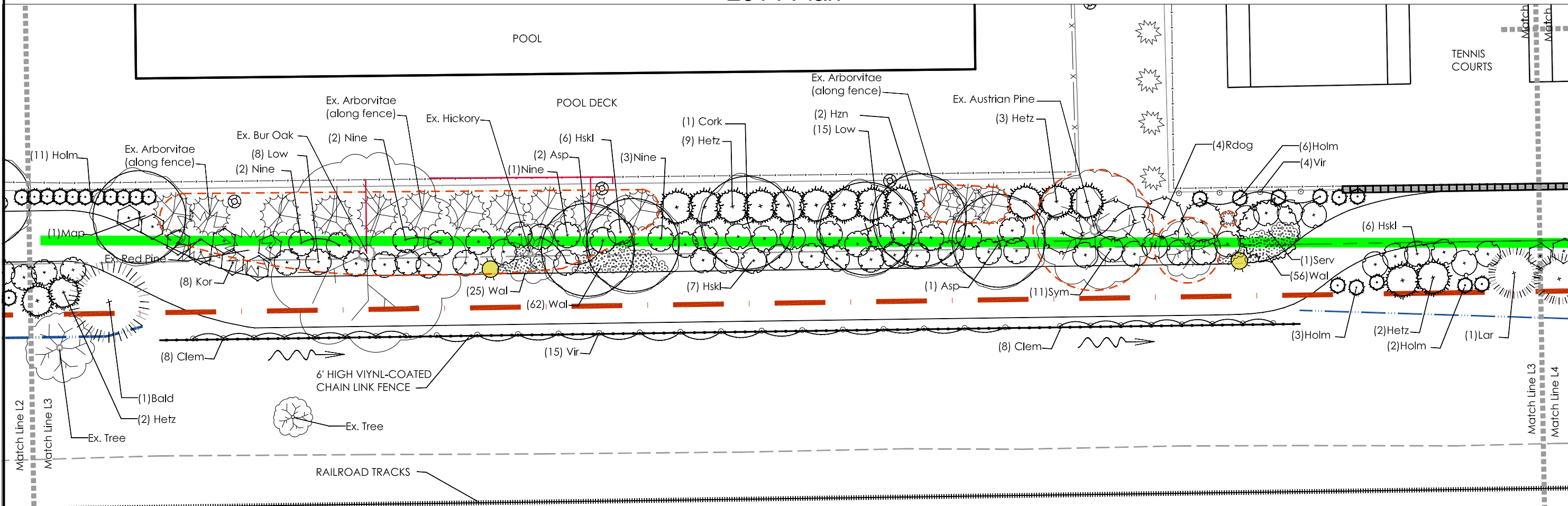
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PROJECT NO.: 128053

SHEET: **L3**

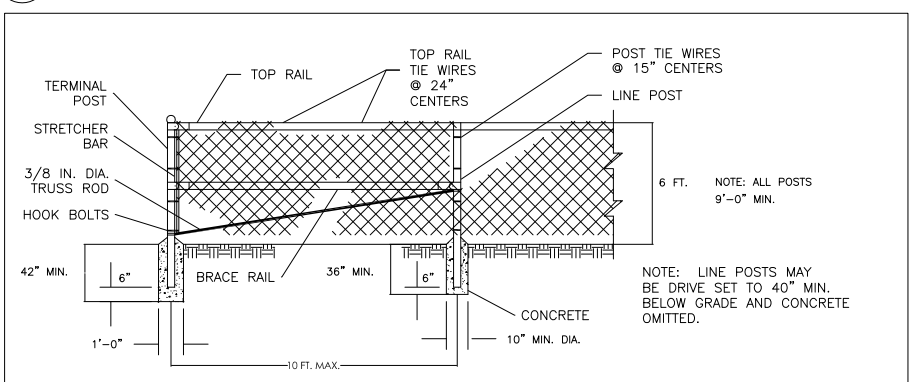
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2014 Plan



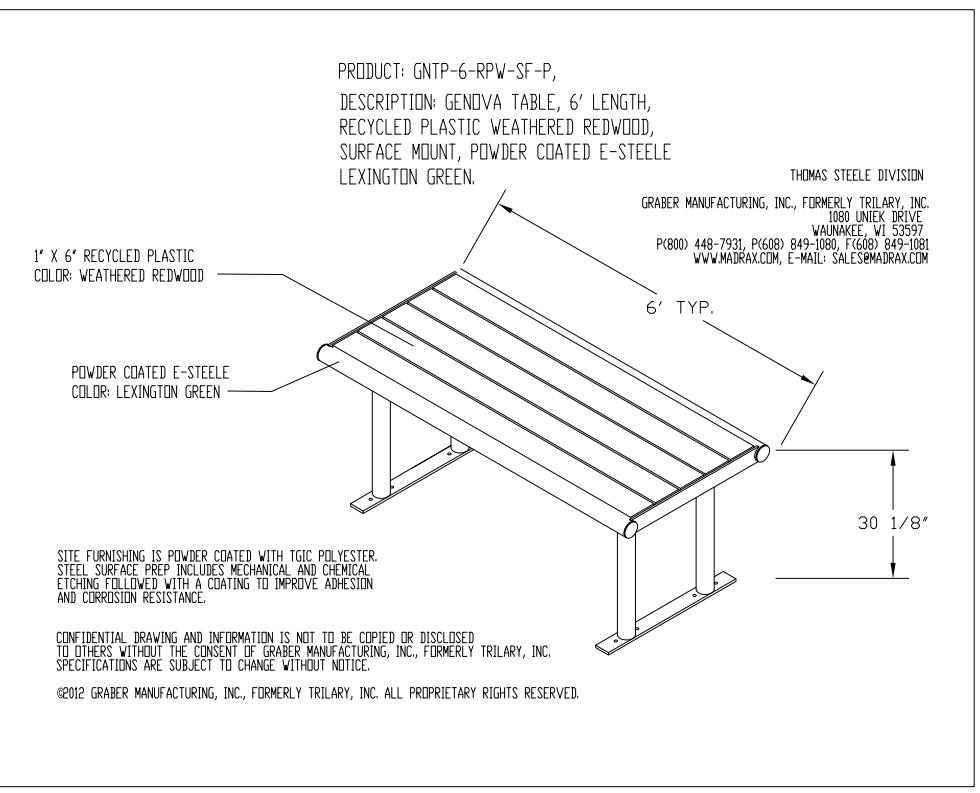
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6 TYPICAL CHAIN LINK FENCE NOT TO SCALE

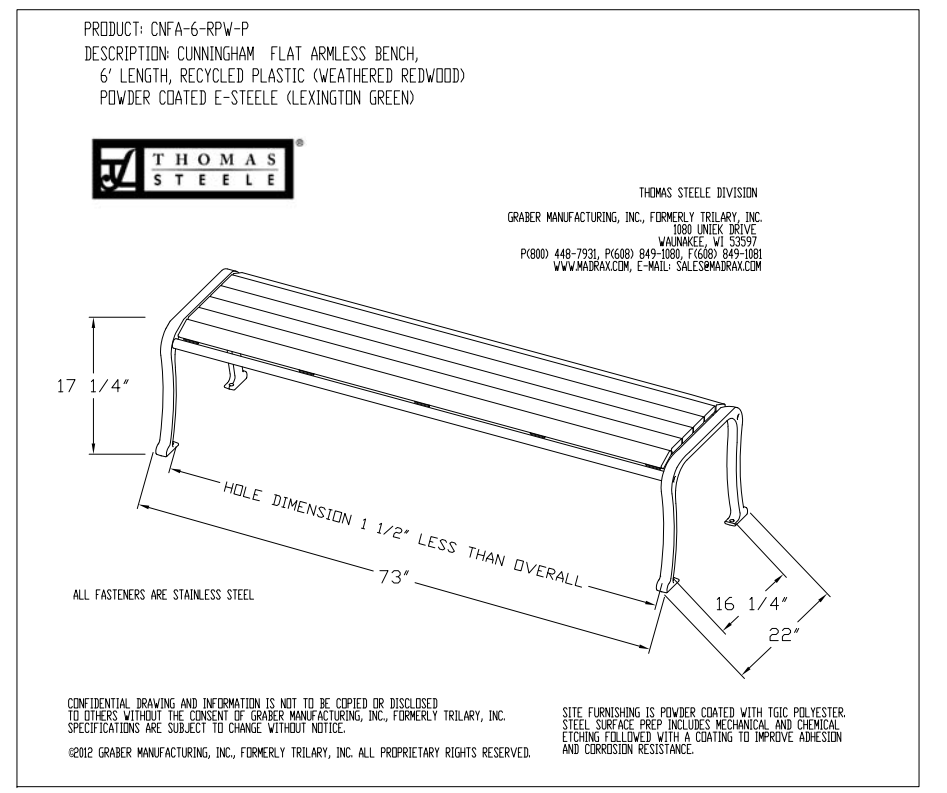


- NOTES**
- MATERIALS, INSTALLATION, AND WORKMANSHIP SHALL CONFORM TO THE MANUFACTURER'S SPECIFICATIONS. MANUFACTURER TO BE QUAL-LINE, STRUCK AND IRWIN, OR APPROVED EQUAL.
 - ALL POSTS SHALL BE INSTALLED VERTICALLY. WHERE POSTS ARE INSTALLED ON AN INCLINED SURFACE, THE ANGLE OF THE POST SHALL BE ADJUSTED SO THAT THE POST WILL BE VERTICAL.
 - THE FENCING SHALL BE GREEN VINYL COATED #9 GAUGE FENCE FABRIC, STANDARD 2 IN. CHAIN LINK DIAMOND MESH.

GENOVA PICNIC TABLE NOT TO SCALE



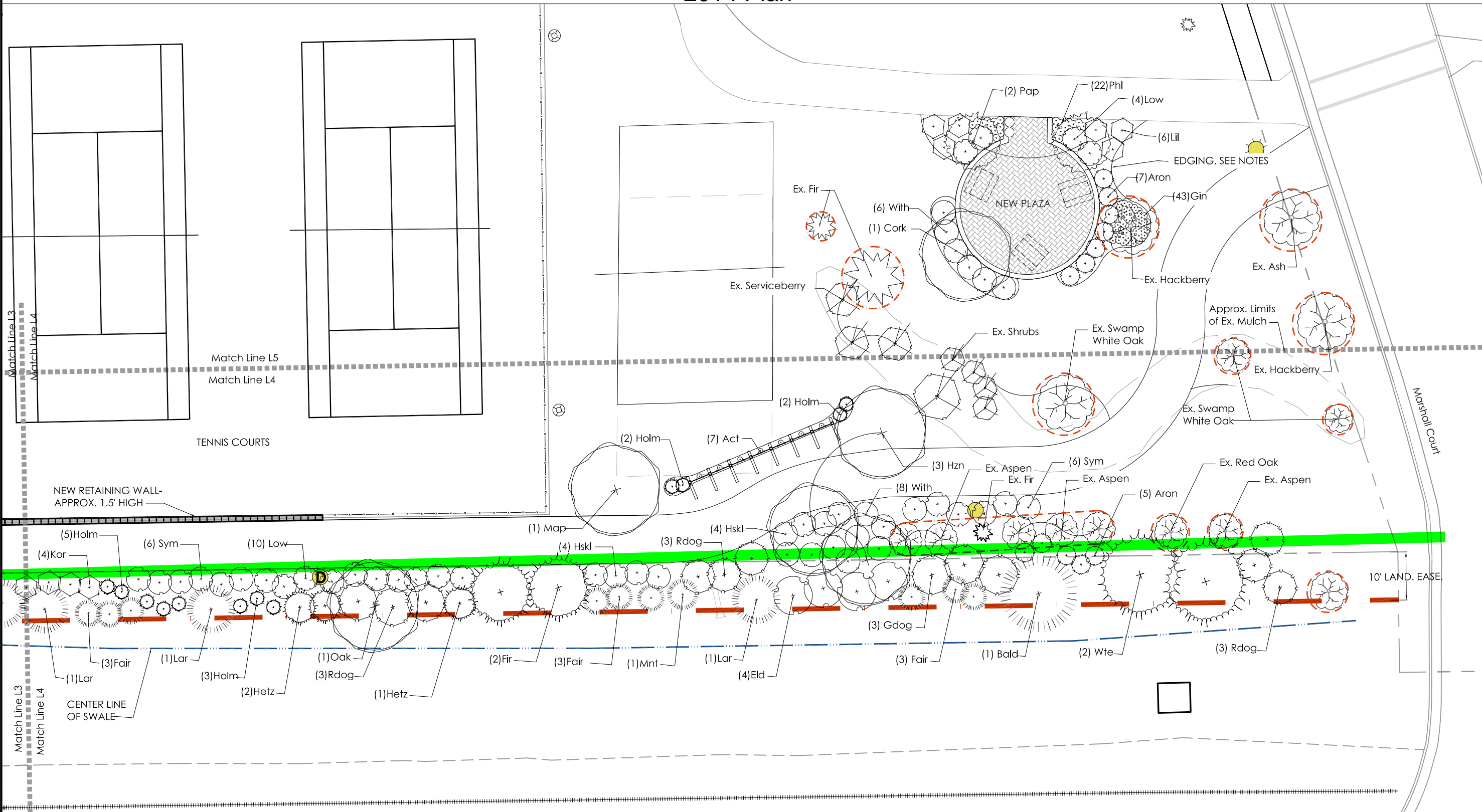
2 CUNNINGHAM PICNIC BENCH NOT TO SCALE



REVISIONS	NO.	DATE	REMARKS

SCALE: AS SHOWN
 DATE: 01.29.2014
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 CHECKED: BZEL
 PROJECT NO.: 128053
 SHEET: L4
 DWG. NO.:







2014 Plan

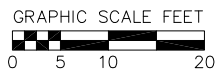


Landscape Plan
Rec. Trail and Park Landscaping
Post Farm Park
Village of Shorewood Hills, Wisconsin

REVISIONS	
NO.	DATE

SCALE	AS SHOWN
DATE	01.29.2014
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CHECKED	BZEL
PROJECT NO.	128053
SHEET	L5
DWG. NO.	

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Pool Manager Position Description

BOARD APPROVAL DATE:

GENERAL NATURE OF POSITION

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 a salaried, exempt position.

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

- Oversee two pools, concessions, pool mechanics, building mechanicals, and facility safety
- Oversight of daily cash flow and bank deposits with the assistance of Administration staff.
- Oversee and manage 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 and oversee/run pre-season staff meetings and training sessions.
- Organize and coordinate pool events and maintain frequent communications with the membership about schedules and upcoming events.
- Performs daily and weekly maintenance activities, including treating pool water as necessary with required chemicals to ensure proper water quality.
- Handle procurement process, coding of invoices and credit card receipts using miViewPoint, and ensuring staff follow proper purchasing procedures.
- Determine and coordinate any needed in-season or off-season repairs with the assistance of the Department of Public Works.
- Develop and update pool schedule, including swim lessons, in the PerfectMind system.
- Determine concessions pricing and update PerfectMind system annually.
- Develop annual budget and CIP with the assistance of the Village Administrator.
- 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.

- Serve as liaison for the swim/dive parent committee.
- Communicate and coordinate with Village Administrative staff and DPW as necessary.
- 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.
- 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 required.
- Food Safety Manager and Certified Pool Operator certifications or ability to obtain prior to beginning of pool season are required.
- CPR certification strongly desired.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of pool facility operations, including the equipment and chemical needs.
- Knowledge of proper food storage and handling as defined by the health department standards.
- Ability to train staff on proper procedures and related local and state laws governing pool and concession operations.
- 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, forty percent (40%) of the workdays are spent sitting, thirty-five percent (35%) spent standing, and twenty-five percent (25%) spent moving. All percentages could vary depending upon duties performed that day.

WORK SCHEDULE:

- This position requires flexibility with respect to work hours and requires significant evening and weekend work, including emergency call-ins. During the season, this position will often require more than 40 hours a week but during the off-season (October-January) it will typically require less than 20 hours a week but the pay is not reduced. It is generally expected that this position will average 1900-2080 hours a year.

The Village of Shorewood Hills is an Equal Opportunity Employer

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

Name _____ Title _____

Date _____