



Recreation Commission MEETING AGENDA

May 1, 2023 - 6:00 PM
A/B Conference Room
3805 S. Casper Drive

Published April 24, 2023

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. April 6, 2023 Meeting Minutes
4. **NEW BUSINESS**
 - A. Discussion and possible action to recommend to the Common Council approval of the RAS to add the seasonal position of Lead Day Camp Counselor.
 - B. Discussion and possible action to approve an updated wage schedule for seasonal part-time recreation staff.
5. **ADJOURN**

Supplemental Information:

- The meeting agenda and agenda packet are available online at www.NewBerlin.org. The minutes are published online and are approved at the next regularly scheduled meeting.
- It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order.
- You may provide comments to the City Clerk via email at CitizenComments@NewBerlin.org. Comments will be forwarded to the Mayor and members of the governing body. Emailed comments are not read during the meeting.
- The City of New Berlin strives to host inclusive, accessible meetings that enable all individuals to engage and participate fully. Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible, please contact City Clerk Rubina R. Medina at (262) 786-8610 or via email at CityClerk@NewBerlinWI.gov at least 48 hours before the scheduled meeting time. Efforts will be made to accommodate the needs of disabled individuals through appropriate aids and/or services.
- It is also possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to in the above notice.



Recreation Commission MEETING MINUTES

April 6, 2023 - 6:00 PM
Council Chambers
3805 S. Casper Drive

Please note: Minutes are unofficial until approved at the next regular scheduled meeting.

MINUTES

1. CALL TO ORDER

Commissioner Oelschlaeger called the meeting to order at 6:09PM.

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

3. APPROVAL OF MINUTES

A. January 23, 2023 Meeting Minutes

MOTION: Motion to Approve

VOTE: Motion by: Commissioner Woida
Second by: Commissioner Napoli
Motion 3-0

4. NEW BUSINESS

A. Review of Summer Recreation Guide 2023

Daycamp is 95% full with 120 kids expected per day all summer.

Safety Town is to return after a 3-year absence.

Beer Garden is going to return again this summer.

Adding "Community Cookout" - replacing the campout which had decreasing attendance.

B. Phase 1 & 2 ARC updates

Congratulations to Katie Roth who was recognized as a Wisconsin Recreation Professional of the Year.

Sam Blonien was also recognized for 10 years of Service in the Field of Park and Recreation. Sam is a newer employee with the City but comes with many years of experience in her field.

5. ADJOURN

MOTION: Motion to Adjourn at 6:30PM

VOTE: Motion by: Commissioner Woida
Second by: Commissioner Napoli
Motion 3-0

***Respectfully Submitted,
Commissioner Dave Oelschlaeger***



City of New Berlin
3805 South Casper Drive P.O. Box 510921
New Berlin, Wisconsin 53151-0921

(262) 786-8610
Fax (262) 786-6121

REQUESTED ACTION STATEMENT

Date: May 1, 2023
TO: Mayor Ament
Recreation Commission
FROM: Erin Cross, Recreation Manager
ISSUE: Day Camp Personnel – Addition of Lead Counselor Position

REQUESTED:

Discussion and possible action to recommend to the Common Council approval of the RAS to add the seasonal position of Lead Day Camp Counselor

FISCAL IMPACT:

Over the course of the last 3 years, the number of participants in the Summer Day Camp program has increased substantially, doubling in size since 2018. In order to accommodate the increase, we have also opened a second location at Lions Park/Community Center. In reviewing the current seasonal staffing structure and working in combination with the Mayor's Office, the Human Resource Department, the Finance Department and the Recreation Department, we are proposing a new position in the Summer Day Camp staffing structure. This position would be filled with existing qualified seasonal employees, and would not be in addition to the existing staffing ratios. Therefore, the fiscal impact would not be in adding additional staff, but solely an hourly increase. This would increase the staffing expense of the Day Camp Program by a total of roughly \$1,722 over the course of the 10 week program.

The Mayor's Office has reviewed the budgetary impacts of this increase and supports approval of the proposed new position.

RATIONALE:

The addition of this position would provide necessary leadership and oversight of the Day Camp program, assist in maintaining a safety environment, while maintaining recommended ratios.

RECOMMENDATION:

Please consider recommending to the Common Council the approval of the RAS to add the seasonal position of Lead Day Camp Counselor.

Day Camp Lead Counselor**Full Time Seasonal (May 15th - August 19th)****Starting wage is \$16.00 per hour and is based on years of experience****Locations**

New Berlin Community Center/Lions Park: 14750 W Cleveland Ave

New Berlin Activities and Recreation Center: 15321 W National Avenue

General Overview of the Position

This position assists in supervising the daily operations of the summer Day Camp Program. This includes serving as a liaison between the Day Camp Counselors and Day Camp leadership staff and communicating with the participant's parents.

This position can work part time during the spring in preparation for the program. Upon completion of the program, additional hours may be available. Year-round sporadic hours are available with the Recreation Department.

Examples of Essential Duties

Major Duties/Essential Functions:

- Assists in developing weekly day camp schedule including but not limited to tag games, crafts, kickball, science activities, slime, cooking projects, water activities, dress up days, theme days, field trips, Friday fun days, and much more!
- Assists in providing on-site leadership to day camp counselors and participants
- Assists Recreation Specialist in training Day Camp Staff
- Purchases, inventories, and maintains all supplies required for Day Camp
- Identify safety issues and maintains positive behavior plan for all day campers
- Responsible for supervision of children and facilitating activities.
- Ensure all equipment is set up, and activity area is safe.
- Observes, enforces and explains all facility rules and regulations to participants.
- Reports problems or needs to management.
- Responsible for clean-up of Day Camp activity area.
- All other duties as assigned.

Minor Duties/Responsibilities:

- Answering phone calls
- Act as first responder
- Lead camping groups when necessary
- Communicate with parents
- Maintains accurate child files

Minimum Qualifications

- High School Diploma is required, Associates Degree in education or child care is preferred
- At least 1-3 years of experience working with children. (Past teaching/coaching experience would be ideal)
- Working with special needs children is a plus, but not required
- Knowledge of appropriate programming and activities for youth
- Knowledge of standard safety practices
- Ability to effectively communicate with parents and staff
- Able to direct the daily operations of the program for the staff
- Ability to follow City Government rules and regulations
- Able to keep records and complete all necessary paperwork for the program
- Must be able to work in a team environment
- Valid Driver's License



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New Berlin, Wisconsin 53151-0921

(262) 786-8610
Fax (262) 786-6121

REQUESTED ACTION STATEMENT

Date: May 1, 2023

TO: Mayor Ament
Recreation Commission

FROM: Erin Cross, Recreation Manager

ISSUE: Seasonal Personnel – Wage Schedule Update to take effect Sept 1st, 2023

REQUESTED:

Discussion and possible action to approve an updated Wage Schedule for seasonal part-time recreation staff.

FISCAL IMPACT:

In combination with the Mayor's Office, the Human Resource Department, Finance Department and the Recreation Department, we have put together an updated wage schedule in order to stay in line with local wages and in order to remain as fiscally responsible and maintain program budgets.

The Mayor's Office has reviewed the budgetary impacts of this slight decrease and supports approval of the proposed wage decreases.

RATIONALE:

Since making wage adjustments in 2022, the Recreation Department in coordination with the Human Resource Department has been able to hire more readily in order to have the required staff to operate recreation programs. In order to stay in line with local wages and in order to remain as fiscally responsible and maintain program budgets, we are proposing a slight decrease to some wages as represented in the supplemental chart.

RECOMMENDATION:

Recommend the Recreation Commission approve the attached Seasonal Personnel Wage Range Schedule.

New Berlin Recreation
Seasonal Personnel - Wage Range Schedule -September 1st, 2023 DRAFT

		Years of Experience *										
Positions	Current Start	Proposed Starting	1 year	2 year	3 year	4 year	5 year	6 year	7 year	8 year	9 year	10+ years**
Day Camp Coordinator	18.00	17.00	17.25	17.50	17.75	18.00	18.25	18.50	18.75	19.00	19.25	19.50
Lead Day Camp Counselor	N/A	16.00	16.25	16.50	16.75	17.00	17.25	17.50	17.75	18.00	18.25	18.50
Birthday Party Coordinator	16.00	15.00	15.25	15.50	15.75	16.00	16.25	16.50	16.75	17.00	17.25	17.50
Early Childhood Instructor	16.00	15.00	15.25	15.50	15.75	16.00	16.25	16.50	16.75	17.00	17.25	17.50
Youth Sports Instructor	15.00	14.00	14.25	14.50	14.75	15.00	15.25	15.50	15.75	16.00	16.25	16.50
Day Camp Counselor	15.00	14.00	14.25	14.50	14.75	15.00	15.25	15.50	15.75	16.00	16.25	16.50
Youth Program Instructor	15.00	14.00	14.25	14.50	14.75	15.00	15.25	15.50	15.75	16.00	16.25	16.50
Adult Programs												
Adult Referee/Umpire	28.00	28.00	28.50	29.00	29.50	30.00	30.50	31.00	31.50	32.00	32.50	33.00
Site Supervisor	15.00	17.00	17.25	17.50	17.75	18.00	18.25	18.50	18.75	19.00	19.25	19.50
Scorekeeper/Timer	15.00	14.00	14.25	14.50	14.75	15.00	15.25	15.50	15.75	16.00	16.25	16.50
Adult Program Instructor	16.00	16.00	16.25	16.50	16.75	17.00	17.25	17.50	17.75	18.00	18.25	18.50
Adult Fitness Instructor	18.00	18.00	18.50	19.00	19.50	20.00	20.50	21.00	21.50	22.00	22.50	23.00
Facilities												
Concessions Manager	16.00	16.00	16.25	16.50	16.75	17.00	17.25	17.50	17.75	18.00	18.25	18.50
Concessionaire	15.00	14.00	14.25	14.50	14.75	15.00	15.25	15.50	15.75	16.00	16.25	16.50

This chart is meant to help determine starting wages for new employees and does not serve as a guaranteed annual increase schedule.

*Years of experience can be gained through relevant experience outside of the New Berlin Recreation Department and by obtaining or maintaining current and relevant certifications.

**After 10 years of experience, each additional year will see an increase of \$0.15.