



**CITY OF NEW BERLIN
RECREATION COMMISSION MEETING
Monday, January 24, 2022
Zoom Meeting
<https://us02web.zoom.us/j/84093890379>**

This Commission has satisfied the requirements as directed by the Common Council on June 22, 2021 and Ordinance No. 2651 to hold this meeting via electronic means. The full text of this ordinance and the minutes from the above mentioned meeting can be viewed at www.newberlin.org

Any comments that the public wishes to make may be communicated to the city via email at citizencomments@newberlin.org and will be forwarded to the Mayor and Recreation Commission. Interested parties may also participate by:

- Downloading the ZOOM app located at <https://zoom.us/> and utilize this unique ID to join:
- Following this direct link to the meeting: <https://us02web.zoom.us/j/84093890379>
- Find your local number: 840 9389 0379

AGENDA

CALL MEETING TO ORDER

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

APPROVAL OF MINUTES

November 22, 2021 Meeting Minutes

OLD BUSINESS

Update and Discussion on the Activity & Recreation Center Construction

NEW BUSINESS

Discussion and Possible Action on Updated 2022 Recreation Seasonal Personnel Wage Range Schedule

ADJOURN

PLEASE NOTE:

- ✓ 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. It is also possible that members of and possible 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 above in this notice.
- ✓ Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact City Clerk Georgia Stanford (262) 786-8610.

CITY OF NEW BERLIN
PROCEEDINGS OF THE RECREATION COMMISSION
Monday, November 22, 2021 Via Zoom

Please note: Minutes are unofficial until approved by the Recreation Commission at the next regularly scheduled meeting.

This Commission satisfied the requirements as directed by the Common Council on June 22, 2021 and Ordinance No. 2651 to hold this meeting via electronic means. The full text of this ordinance and the minutes from the above mentioned meeting can be viewed at www.newberlin.org

To participate in the meeting, view the meeting, and/or ask questions, the public was able to do so by downloading the ZOOM app located at <https://zoom.us/> and utilize Meeting ID #812 9113 3838 to join.

All votes were taken via a voice roll call vote.

CALL MEETING TO ORDER

The Recreation Commission meeting was called to order by Commissioner Prei at 6:01 PM.

Deputy City Clerk/Licensing Specialist Rubina Medina read the rules as this meeting was held via Zoom.

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Commissioners Present: Woida, Oelschlaeger, Prei & Napoli.

Excused: Alderman Harenda

City Staff Present: Recreation Supervisor Erin Cross & Deputy City Clerk/Licensing Specialist Rubina Medina.

Rubina stated that a quorum was established and the meeting was properly posted according to the Open Meetings Law.

APPROVAL OF MINUTES

- September 27, 2021 Meeting Minutes

Motion to Approve the Recreation Commission minutes from September 27, 2021 by Commissioner Oelschlaeger. Seconded by Commissioner Napoli.

Motion Passed 4-0.

OLD BUSINESS

- Update and Discussion on the Activity & Recreation Center Construction Project

Erin provided a brief update. Construction continues to run smoothly. There have been no significant delays. Drywall is installed in all rooms.

ELECTION OF RECREATION COMMISSION OFFICERS

- Chairman

Motion to reappoint Alderman Harenda as Recreation Chairman by Commissioner Oelschlaeger. Motion Seconded by Commissioner Napoli.

Motion Passed 4-0.

- Vice-Chair

Motion to reappoint Commissioner Prei as Vice-Chair by Commissioner Oelschlaeger. Motion Seconded by Commissioner Woida.

Motion Passed 4-0.

- Secretary

Motion to reappoint Commissioner Oelschlaeger by Commissioner Prei. Motion Seconded by Commissioner Napoli.

Motion Passed 4-0.

ADJOURN

Motion to adjourn by Commissioner Woida at 6:08 PM. Seconded by Commissioner Napoli.

Motion Passed 4-0.

Respectfully Submitted,
Rubina Medina
Deputy City Clerk / Licensing Specialist



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REQUESTED ACTION STATEMENT

Date: January 19, 2022

TO: Mayor Ament
Recreation Commission

FROM: Erin Cross, Recreation Manager

ISSUE: Seasonal Personnel – Wage Schedule Update for 2022

REQUESTED:

Requesting Recreation Commission approval of updated Recreation Seasonal Personnel Wages

FISCAL IMPACT:

Over the past 3 years we have been combatting staffing shortages and working diligently to draw in high quality staff that are able to deliver excellent recreational programming to the New Berlin Community. This has become increasingly difficult to do given the pandemic related staffing shortages. In combination with the Mayor's Office, the Human Resource Department, and the Recreation Department, we have put together an updated wage schedule in order to once again become competitive in hiring front line staff.

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

RATIONALE:

Seasonal Recreation Personnel are becoming more and more difficult to recruit. With entry level positions at area retailers rising to as much as \$15/hour finding staff is becoming more and more difficult. We have noticed a large decline in applicants over the last 3 years and have had very few successful interviews. Furthermore, seasonal personnel are not on the same wage compensation plan that applies an annual across the board increase and therefore, some employees have not seen an increase in 3 years.

Approving this wage range schedule will put a system in place to fairly apply wage increases at a pace that retains employees and compensates them for their years of experience.

RECOMMENDATION:

Recommend Recreation Commission approval of the attached Seasonal Personnel Wage Range Schedule.

New Berlin Recreation

Seasonal Personnel - Wage Range Schedule - 2022 Draft

	Years of Experience*										
Positions	Starting	1 year	2 years	3 years	4 years	5 years	6 years	7 years	8 years	9 years	10+ years**
Day Camp Coordinator	18.00	18.50	19.00	19.50	20.00	20.50	21.00	21.50	22.00	22.50	23.00
Birthday Party Coordinator	16.00	16.50	17.00	17.50	18.00	18.50	19.00	19.50	20.00	20.50	21.00
Early Childhood Instructor	16.00	16.50	17.00	17.50	18.00	18.50	19.00	19.50	20.00	20.50	21.00
Youth Sports Instructor	15.00	15.50	16.00	16.50	17.00	17.50	18.00	18.50	19.00	19.50	20.00
Day Camp Counselor	15.00	15.50	16.00	16.50	17.00	17.50	18.00	18.50	19.00	19.50	20.00
Youth Program Instructor	15.00	15.50	16.00	16.50	17.00	17.50	18.00	18.50	19.00	19.50	20.00
Adult Programs											
Adult Referee/Umpire	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	15.50	16.00	16.50	17.00	17.50	18.00	18.50	19.00	19.50	20.00
Scorekeeper/Timer	15.00	15.50	16.00	16.50	17.00	17.50	18.00	18.50	19.00	19.50	20.00
Adult Program Instructor	16.00	16.50	17.00	17.50	18.00	18.50	19.00	19.50	20.00	20.50	21.00
Adult Fitness Instructor	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	16.50	17.00	17.50	18.00	18.50	19.00	19.50	20.00	20.50	21.00
Concessionaire	15.00	15.25	15.50	15.75	16.00	16.25	16.50	16.75	17.00	17.50	18.00

*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.