



Recreation Commission Meeting Agenda

October 21, 2024 - 6:00 PM
New Berlin Activity & Recreation Center
15321 W. National Avenue

Amended 10/18/2024 @ 10:00AM
Published 10/18/2024

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. September 16, 2024 Meeting Minutes
4. **NEW BUSINESS**
 - A. Discussion and possible action to recommend to Common Council approval of the vendor agreements with Field 99 LLC to provide recreation soccer programming.
 - B. Discussion and possible action to recommend to Common Council approval of the Athletic Field Use Guidelines for the 2025 Outdoor Sports Season.
 - C. Discussion and possible action to recommend to Common Council approval of the Park Shelter Rental Guide for the 2025 Season.
 - D. Approval of updated by-laws for Recreation Commission to reflect meeting day being changed to the Third Monday.
 - E. Update and discussion on New Berlin Youth Athletics (NBYA) Activities
 - F. Update on renovation of Hickory Grove
5. **ADJOURN**

Additional Information

- The agenda packet with supplemental information related to the agenda items is available online at www.NewBerlinWI.gov. Once finalized by the governing body, approved meeting minutes are also posted online.
- The governing body may consider agenda items out of order
- Members, and potentially a quorum of other governmental bodies of the municipality, may be present at the meeting to gather information. No action will be taken by any governmental body other than the one referenced in this notice.
- With reasonable notice, accommodations will be provided under the Americans with Disabilities Act to meet the needs of individuals with disabilities through appropriate aids and services. For more information or to request assistance, please contact the Office of the City Clerk at (262) 786-8610.

Recreation Commission - Special Meeting

MEETING MINUTES



September 16, 2024 - 6:00 PM
New Berlin Activity & Recreation Center
15321 W. National Avenue

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

MINUTES

1. CALL TO ORDER

Alderman Harenda called the meeting to order at 6:02PM.

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Alderman Harenda took the roll call as follows:

Present: Alderperson Harenda, Commissioner Oelschlaeger, Commissioner Prei, Commissioner Woida, Commissioner Johnson, Commissioner Henry

Staff Present: Recreation Manager Katie Roth, Community Relations Specialist Joelle Erickson

3. APPROVAL OF MINUTES

A. August 26, 2024 Meeting Minutes

MOTION: Motion to Approve Minutes

VOTE: Motion by: Commissioner Woida
Second by: Commissioner Prei
Motion Passes 6-0

4. NEW BUSINESS

A. Discussion and possible action to recommend to Common Council approval of an amendment terminating the September 22, 2015, agreement with NBAA.

MOTION: Motion to Approve the Termination of NBAA Agreement

VOTE: Motion by: Commissioner Oelschlaeger
Second by: Commissioner Henry
Motion Passes 6-0

Some financials will still be worked until the end of 2024
2025 will be a clean slate (no more ties to NBAA financials)
Baseball checks have been sent to NBAA
All NBAA donated equipment is at the ARC

B. Request approval and selection of a new name to represent the New Youth Recreation Program.

MOTION: Motion to rename youth program to New Berlin Youth Athletics (NBYA)

VOTE: Motion by: Commissioner Johnson
Second by: Commissioner Prei
Motion Passes 6-0

Commissioner Woida had to leave the meeting so there will be 5 voting members for the remainder of this meeting.

- C.** Discussion and possible action to recommend to Common Council approval of the creation of a Recreation Specialist - Youth Sports position for the Department of Community Development - Recreation Division.

MOTION: Motion to Approve Youth Sports Position

VOTE: Motion by: Commissioner Oelschlaeger
Second by: Commissioner Henry
Motion Passes 5-0

Position is revenue neutral
3rd Specialist on staff

- D.** Discussion and possible action to recommend to Common Council approval of the vendor agreements with 1848 Coffee, 1840 Brewing, and Flour Girl and Flame LLC to host a Halloween Event at Malone Park on October 26, 2024.

MOTION: Motion to Approve Vendor Agreement for Halloween Event

VOTE: Motion by: Commissioner Johnson
Second by: Commissioner Oelschlaeger
Motion Passes 5-0

Each will have their own vendor agreement
Other community groups will also be in attendance

- E.** Discussion and possible action to recommend to Common Council approval of a vendor agreement for cornhole tournament at Brews and Boos Halloween Event at Malone Park on October 26, 2024.

MOTION: Motion to Approve Vendor Agreement for Cornhole Tournament

VOTE: Motion by: Commissioner Prei
Second by: Commissioner Henry
Motion Passes 5-0

Local Representative not found – will explore for future if they are available

- F.** Discussion and possible action to move the Recreation Commission meeting night from the 4th Monday of the month to the 3rd Monday of the month. Same time and location.

MOTION: Motion to Move Recreation Commission Meeting Date to 3rd Monday of the Month

VOTE: Motion by: Commissioner Johnson
Second by: Commissioner Prei
Motion Passes 5-0

Move helps staff with Common Council preparations
Current day of the month only allows 1 day of prep

- G.** NBAA Update

- Concessions opened for this past weekend's soccer
- Picture day was held
- Basketball registration is open and parents can use same credentials as they did with NBAA registration
- Referee pay – 1099 is the recommendation
- NBAA will still offer the John Brennan Scholarship for any resident needing assistance with participation funding

- H.** Division Updates

5. ADJOURN

MOTION: Motion to Adjourn at 6:55PM

VOTE: Motion by: Commissioner Prei
Second by: Commissioner Henry
Motion Passes 5-0

***Respectfully Submitted,
Dave Oelschlaeger, Secretary***

SERVICES AGREEMENT



This Services Agreement (“Agreement”) is made and entered into this _____ day of _____, 2024 by and between the CITY OF NEW BERLIN, a Wisconsin municipal corporation, with its principal office located at 3805 South Casper Drive, New Berlin, Wisconsin, 53151 (hereinafter referred to as the “City”) and FIELD 99 LLC (hereinafter referred to as “Instructor”).

WHEREAS, the City offers recreational classes to the public; and

WHEREAS, Instructor provides Soccer instruction classes; and

WHEREAS, the parties are desirous of establishing the relationship where Instructor provides classes to the City during 2025.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do hereby covenant and agree as follows:

1. Instructor holds themselves out as being qualified to provide soccer instructional services. The City does hereby retain the Instructor to perform soccer class instruction as provided for hereunder.

2. All classes are to be held at the New Berlin Activity and Recreation Center in the City of New Berlin in a space to be assigned by the City. The specific class schedule shall be established, occurring once per month, by the parties. Instructor agrees to work with the City to develop class offerings and scheduling to be advertised in each New Berlin Activity Guide. A sampling of class offerings is attached to this document, and subject to change seasonally.

3. Instructor agrees to provide City with a rate they would like to collect per participant before seasonal activity guides are finalized. City may then charge participants any amount at or above what Instructor receives. The Instructor agrees all non-residents will be charged at the resident rate and the City keeps the non-resident fees. The Instructor will provide City with an invoice after classes. Payment of services shall follow City Finance Department policies. The Instructor agrees to provide the City with a signed IRS W9 form.

4. City will provide Instructor with a class participant list. City acknowledges if participant has registered for the designated classes before the class has begun, but they are not on the class participant list, then that participant may present a receipt at the class as proof of registration.

5. Instructor agrees to provide such staff as may be necessary to supervise the class and understands that it is a requirement of the City that when classes are offered to minors that there shall be not less than two (2) adults present during the instruction time. The City acknowledges that if the door to the classroom remains open and parents are allowed to wait and

observe from the hall, that this would satisfy this requirement in this instance. The Instructor agrees to maintain supervision of class participants who are minors until the minor is picked up by a parent, guardian or authorized adult. The Instructor agrees not to permit minor class participants to wander about the ARC outside of the class schedule.

6. That Instructor agrees to carry comprehensive general liability insurance with limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate, which insurance coverage shall provide that the City is named as an Additional Insured on a primary and non-contributory basis.

7. The Instructor is solely responsible for and shall have sole control of the performance of the services. The parties acknowledge that the Instructor is not an employee of the City of New Berlin and is responsible to determine the instruction methods and performance of the instruction provided for in this Agreement.

8. Instructor acknowledges that neither they, nor their employees, are employees of the City for purposes of income tax retirement system or social security withholding.

9. Instructor accepts liability for damage to participant's equipment that occurs from Instructor's instruction during class. City acknowledges Instructor is only responsible for the area of the building the class is programmed in during the time the class advertised. Instructor will check the building area upon leaving, turn off lights, and restore the room to previous set-up. Instructor is not liable for damage to building after the class has ended and participants have left.

10. Either party may terminate this contract, in whole or in part, for the convenience of the parties at such time as either party determines that the continuation of the work is not in the best interests of said party upon thirty (30) days written notice to the other.

11. Instructor will defend and hold harmless the City as and against any and all claims, demands, actions or causes of action brought by a third party for damages or losses arising out of the Instructor's performance of the work under this Agreement. Said indemnification shall include the City's actual attorney fees. Notwithstanding the foregoing, the obligation to indemnify shall not exist to the extent of the City's gross negligence or intentional conduct. The Instructor's obligation to indemnify shall include her employees and/or agents.

12. This Agreement represents the complete understanding of the parties with respect to the subject matter herein, and may only be modified in a subsequent agreement executed by each party.

13. This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.

CITY:

City of New Berlin

INSTRUCTOR:

FIELD 99 LLC

By: _____

By: _____



Class Offerings Sample

Technical Soccer Training - 60 Minute Session

Athletes spend 60 minutes in a class working on their own individual growth. Professional soccer players as coaches push to increase performance of first touches, receiving, sending, speed, agility and ball control. Each athlete is different which is why their focus is individual work - within a group setting of no more than 12 athletes. Join a class to see for yourself or buy a package!



REQUESTED ACTION STATEMENT

TO: Recreation Commission
Common Council
Mayor Dave Ament

FROM: Katie Roth, Recreation Manager

RE: Requested Action Statement for the approval of Soccer Instruction Services Agreement from Field 99 LLC.

DATE: October 3, 2024

REQUESTED ACTION: Requested Action Statement for the recommendation of approval to the Common Council of the vendor agreements with Field 99 LLC to provide recreation soccer programming.

FISCAL IMPACT: The City will receive 25% of each participant fee.

RATIONALE/BACKGROUND: To ensure the continued success and growth of our recreational athletic programs, the Recreation Department is actively seeking a strategic partnership with Field 99 LLC. This collaboration will complement the programs offered at the New Berlin Activity and Recreation Center (ARC), providing enhanced athletic programs. By utilizing Field 99 LLC, we aim to expand our program offerings, accommodate a broader range of activities, and increase community engagement. This partnership will support a sustainable model for the future of recreational athletics in our community.

REQUESTED ACTION STATEMENT

MEMO TO: Recreation Commission
Common Council
Mayor David Ament

MEMO FROM: Gregory W. Kessler, AICP - Director

DATE: October 21, 2024

REQUESTED: Recommend to the Common Council approval of the Athletic Field Use Guidelines for the 2025 Outdoor Sports Season.

FISCAL IMPACT: The Athletic Field Use Guidelines fees are increased to cover the cost for City staff to prepare the fields. These fees do not account for general maintenance outside of preparing the field for games.

Estimated Baseball/Softball Field Maintenance Per Game (est. 235 Game)				
Item	Quantity	Unit	Unit Cost	Total Cost
Pre-Game Preparation	1.63	Hour	\$ 55.33	\$ 90.19
Diamond Dry	0.7	Bags	\$ 13.50	\$ 9.45
Paint	0.0021	Pallet	\$ 2,000.00	\$ 4.26
Chalk	0.0128	Pallet	\$ 600.00	\$ 7.66
			Total	\$ 111.55

Estimated Soccer Costs Per Game (est. 205 games)				
Item	Quantity	Unit	Unit Cost	Total Cost
Field Preparation Labor	0.878	Hour	\$ 55.33	\$ 48.58
Paint	0.008	Pallet	\$ 2,000.00	\$ 15.14
Replacement Nets	0.012	Each	\$ 200.00	\$ 2.42
Mowing Labor	0.142	Hour	\$ 55.33	\$ 7.87
Field Striping Labor	0.284	Hour	\$ 55.33	\$ 15.73
Routine Weed Control	0.088	Field	\$ 500.00	\$ 43.90
			Total	\$ 133.64

RATIONALE: The implementation of these fee adjustments is vital to the continued provision of high-quality, safe, and well-maintained athletic fields for the benefit of our local sports community. We remain committed to ensuring that these facilities meet the standards necessary to foster a vibrant and thriving sports culture within our community.



New Berlin Recreation
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www.newberlinwi.gov

CITY OF NEW BERLIN

ATHLETIC FIELD USE PROCEDURES

An Athletic Field Use Permit may be submitted in November for the following calendar year for use of a city owned athletic facility. Reservation requests can be made by email or mail. The person reserving the athletic facilities must be 21 years of age or older.

Approval from the Recreation Commission is required for all athletic field use requests prior to the event. Resident status includes individuals living in New Berlin, New Berlin School District and City employees, all students enrolled in New Berlin Public or Private Schools and their families, and non-resident taxpayers of New Berlin. New Berlin based groups/organizations will have priority. The department will determine who has priority based on prior use and conditions left by the groups/organizations. Independent Organizations must verify their status as a bona fide organization as well as provide a copy of the organization's bylaws to the Recreation Department. Participation on any independent team is restricted to a minimum of 80% of New Berlin resident players. A copy of all team rosters listing the names and addresses of all players must be submitted to the Recreation Department 30 days prior to league play.

Park Rules and Regulations

Penalties for violation of the rules are outlined in the Municipal Code, Chapter 184. The Parks, Buildings & Grounds Commission may also impose additional rules, penalties, suspensions, etc., to properly manage the parks and assure the greatest comfort, safety, convenience and public welfare of the citizens of New Berlin. Any observation of misuse of City property by any individual utilizing the parks should be reported immediately to Parks Staff and the Police Department.

- Park hours are dawn to dusk, unless otherwise posted.
- No person shall damage any vegetation, structure or other property within a park.
- Motorized vehicles may only operate or park in designated parking areas or along appropriate roadways, unless posted otherwise.
- Park restrooms and other amenities within the park are open for general public use.
- The use of athletic fields and courts is on a first-come, first-served basis unless they are reserved. No reservations are made for practice times, teams are expected to share the fields. Goals will not always be available for practice. Inspect the field for safe conditions before beginning your practice. If you observe standing water on a field, do not use it.
- Horses are not permitted in public parks.
- Commercial solicitation and transactions are prohibited, as are the use of the parks for the sales of goods and services not specifically permitted by the City.

Food and Beverages

No glass beverage containers shall be permitted in any park or parkway at any time.

No person or group shall make or kindle any fire for any purpose except in the cooking grills provided. The use of private charcoal burners in picnic areas is permitted, providing there is no damage to park property. For pig/chicken roasts, the roasting unit must be elevated and completely self-contained. No heated parts of the roasting unit or coal may touch park property.

Alcoholic beverages

Alcoholic beverages may be consumed in parks with a Park Shelter Use Permit in designated picnic areas.

- Alcohol must be served by an adult at least age 18 and older. A caterer may supply personnel to dispense alcoholic beverages at catered functions. Person's selling alcohol must have an operator permit. Alcohol sales are only permitted with applicable alcohol permits from the City Clerk.
- No alcohol may be served if the event is designated as a "Youth" event (the majority of the participants are under the age of 21).
- Serving alcohol must end at least 30 minutes prior to scheduled departure time.

Vendors

If a caterer is hired for a private event, all monetary charges for services must take place at the caterer's licensed premise (a copy of the caterer's license should be provided for the city's files to ensure the caterer holds the correct license). There shall be no direct or indirect charge (monetary, tickets, etc.) within the park.

All mobile vendors selling within the parks shall obtain a Direct Sellers Permit from the Clerk's Office. Approval from the Parks, Buildings and Grounds Commission is required for non-City sponsored events. A Special Event Permit is required for events that are significant to City operations.

Fundraising

Fundraisers are only permitted on behalf of eligible Community Based Non-Profit Organizations, or on behalf of benevolent, philanthropic, patriotic, or charitable organizations. A Park Shelter Use Permit is required for any donations that are solicited/collected. Person's selling alcohol must have an operator permit. Alcohol sales are only permitted with applicable alcohol permits from the City Clerk. Approval from the Parks, Buildings and Grounds Commission is required.

Individual Profit

No individual may utilize publicly owned park facilities for personal profit, including but not limited to, clinics, lessons, tournaments, or the sale of athletic items or concessions, without a Direct Sellers Permit from the Clerk's Office. Approval from the Parks, Buildings and Grounds Commission is required. A Special Event Permit is required for events that are significant to City operations.

Temporary Structures

No temporary or permanent structure shall be erected unless a Fire Department Permit is issued, insurance requirements and public liability are required. No stakes of any size shall be used to secure tents or structures to the ground. Bounce houses, inflatables, dunk tanks, and other large party items are not permitted in the parks due to insurance liability. Signs, decorations and fasteners are allowed, but must be removed at the end of the rental period.

Capacity

An Athletic Field Use Permit is required for the exclusive use of an athletic facility only. Park restrooms and other amenities within the park are open for public use.

The City of New Berlin reserves the right to limit the size of groups based upon the capacity of the facilities, available parking, and to protect public health and safety. Events exceeding the total area capacity of the park shelter shall apply for a Special Event Permit. A portable restroom package is required for such events to ensure the facilities are not overused. An additional trash dumpster is required for every 400 persons in attendance. Additional electric service may be required depending on the scope of services requiring electricity.

Caution is advised when using the electrical service. Circuit breakers can be overloaded by plugging in too many devices. It is the responsibility of the permit holder to avoid overloading and tripping the circuit breakers. Each outlet has 2 plug-ins.

Payment

Upon approval of the Athletic Field Use Permit by the Recreation Commission, payment shall be made in full within 30 days.

Non-profit groups may request a waiver of rental fees. Direct costs, such as vehicle costs, traffic control, staff time or other City fees, and security deposits, are not eligible for waiver. A group may only request a waiver of fees for (1) Facility Rental per calendar year, not to exceed \$500. Organizations must comply with the following criteria to be considered:

- The principal office and place of business for the organization must be in the City of New Berlin and be composed of at least 80% New Berlin residents. Organizations may not exclude any New Berlin resident from membership in their group. The organization shall provide documentation of non-profit status. If fees are required for membership in the organization, they must be used for expenses directly related to the activities conducted.
- Reservations occurring during regular business hours Monday-Thursday that do not qualify as a Special Event. Events or services must be open to attendance by the public. The event shall not exceed 12 hours in duration.
- Any profits from a community event or service must be used for the benefit of the New Berlin community or have a clear civic purpose. Examples include donations of equipment or funds to schools, donations of park equipment, construction of community facilities, and funding programs to assist community residents.

Changes / Cancellation

Cancellations made up to 60 days prior to the reservation will receive a full refund.

Cancellations made up to 7 days prior to the reservation will receive a 50% refund.

Cancellations made less than 7 days prior to the reservation will not receive a refund. The Recreation Department reserves the right to limit park use due to weather or field conditions. In the event of inclement weather cancellation, the event may be rescheduled for the same calendar year. No refund will be given for cancellations due to inclement weather.

Indemnity

Groups may be required to submit a certificate of general liability insurance coverage depending upon the nature of the activity. Additional insurance coverage is required in the following amount: General Liability Limits - \$1,000,000 for each occurrence/\$2,000,000 aggregate includes contractual and personal liability injury. This policy must also name the City of New Berlin as additional insured on a primary and non-contributory basis. This policy must be submitted no later than 30 days prior to the event.

Day of Event

Park hours are from dawn to dusk unless otherwise posted. The times listed on the application shall include set-up and take-down time.

Many recreational items are available for checkout through the library.

If you experience any problems during your event, please call:

- Weekend Park Cell Phone: (262) 527-4843
- New Berlin Police Department: (262) 782-6640.

The permit holder will be invoiced for damage to park property, excessive cleanup costs, or for significantly underestimating attendance.

Clean Up

All litter, including paper, garbage, cans, or any other trash, shall be deposited in the waste receptacles provided.

Unburned coals and ash shall be disposed of in such a manner as to prevent littering, fire, or damage to park property.

Pig/chicken roast clean up. Disposal of carcasses, bones, etc. must be removed from the park by the permit holder. Failure to comply will result in an invoice to the permit holder for the disposal fee equal to the cost incurred.

All equipment and supplies utilized at the event must be removed from the park upon completion of the event and the site restored to the condition existing before the event, reasonable wear and tear excepted. The permit holder will be invoiced for damage to park property, excessive cleanup costs, or for significantly underestimating attendance.



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ATHLETIC FIELD USE FEES

The units that will be charged and the need for them are determined in the sole discretion of City parks staff.

Baseball/Softball Diamonds

Setup includes pre-game preparation, diamond dry, paint and chalk.

- \$110/day (per field)
- Tournaments/Events – \$25/day, in addition to per field rental

Soccer Fields

Setup includes pre-game preparation, paint, replacement nets, mowing, field striping and routine weed control.

- \$130/day (per field)
- Tournaments/Events – \$25/day, in addition to per field rental

Disc Golf Course

- \$25/week of league play
- Tournaments/Events – \$250/day, plus \$100 deposit

Athletic Field Add-ons

- Floodlights – \$40/day
- Portable Restroom Package for groups of 300+ – \$275



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AMENITIES, BY PARK

	Activity and Recreation Center	Biwer Park	Buena Park	Calhoun Park	City Center Plaza	Gatewood Park	Hickory Grove Center	High Grove Park	Historic Park	Lions Park	Malone Park	Maple Ridge Park	New Berlin Athletic Complex	New Berlin Hills Golf Course	ProHealth Care Park	Regal Park	Valley View Park	Veteran's Memorial Park	Weatherstone Park
Archery Range																	1		
Ball Diamond, game			2	3						1					1	1	2		
Ball Diamond, game lit											8								
Ball Diamond, practice		1	1				2	1				1							1
Basketball Court, indoor	3																		
Basketball Court, outdoor		1	1	1		1	1	1		1	2	1			1	1	1		1
Cross Country Ski																	X		
Disc Golf Course																	1		
Fishing Pond				1		1				2						1			
Golf Course														1					
Ice Rink, synthetic					1														
Mountain Biking																			
Parking Lots	1		1	2	2		1		1	2	2		1	1	1		5	1	
Pickleball Court, indoor	9																		
Pickleball Court, permanent			3																
Pickleball Court, pop-up										8							8		
Playground	1	1	2	2		1		1		1	1	1			1	1	2		1
Restrooms	X		1	1	1				X	1	1				1		2		
Shelter	X	1	2	3	1	1		1	X	2	3	1			2		2		1
Sledding				X		X											X		
Soap Box Derby																	1		
Soccer Field, grass			1	2		2	1			4	10	1	6		2	1	9		
Trail		X	X	X	X	X		X	X	X	X	X	X		X	X	X		X
Tennis Court			2							4							4		
Tennis Court, lit											4								
Volleyball Court, indoor	6																		
Volleyball Court, sand		1								1						1			
Volleyball Court, sand lit											4								



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Athletic Field Use Permit

NAME: _____ GROUP/COMPANY NAME: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

NON-PROFIT 501(C)3 TAX ID NUMBER: _____

PHONE: _____ EMAIL: _____

Leagues

EVENT DESCRIPTION: _____

EVENT DATE(S): _____ EVENT START TIME: _____ EVENT END TIME: _____

ESTIMATED ATTENDANCE: _____ ☐ RESIDENT ☐ NON-RESIDENT

☐ Ball Diamond	☐ Soccer	☐ Disc Golf
Field Name: _____	Field Name: _____	# of weeks: _____
# of days: _____	# of days: _____	
Base length: _____ Pitching distance: _____	Full: _____ U12: _____ U10: _____ U8: _____	

Tournaments

EVENT DESCRIPTION: _____

EVENT DATE(S): _____ EVENT START TIME: _____ EVENT END TIME: _____

ESTIMATED ATTENDANCE: _____ ☐ RESIDENT ☐ NON-RESIDENT

☐ Ball Diamond # of fields: _____	☐ Soccer # of fields: _____	☐ Disc Golf
Field Names: _____	Field Names: _____	# of days: _____
# of days: _____	# of days: _____	
Base length: _____ Pitching distance: _____	Full: _____ U12: _____ U10: _____ U8: _____	

I/we the undersigned assume all responsibility for the proper care and utilization of the above stated park area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and regulations of the Parks, Buildings and Grounds Commission as stated in the New Berlin Municipal Code. The undersigned agrees to indemnify and hold harmless and release the City of New Berlin its officers, elected officials, agents and insurers as and against any and all actions, demands, damages, causes of actions and claims of any kind or nature, including actual attorney's fees arising from, or in any way attributed to, in whole or in part, the granting of this application and/or the use of the New Berlin facilities by the applicant or anyone participating in or involved with the event which is the subject of the application. Notwithstanding the foregoing the applicant shall not be required to indemnify the City against the City's own negligent or intentional conduct. By signing this agreement, I/we acknowledge that I/we have read it in its entirety, have given its terms due consideration, understand said terms and understand that I/we are freely and voluntarily giving up certain rights. I/we further intend that this agreement shall be binding upon all our heirs' successors and assigns.

SIGNATURE _____ DATE _____

PLEASE DO NOT WRITE BELOW THIS LINE

Accepted by: _____ Date: _____
REC Meeting Date: _____
Total Fee: _____
File Number: _____

☐ Direct Sellers Permit
☐ Portable restrooms package
☐ Sign Permit

☐ Special Event Permit
☐ Temporary Class B Retailer's License
☐ Tent Permit

REQUESTED ACTION STATEMENT

MEMO TO: Recreation Commission
Common Council
Mayor David Ament

MEMO FROM: Gregory W. Kessler, AICP - Director

DATE: October 21, 2024

REQUESTED: Recommend to the Common Council approval of the Park Shelter Rental Guide for the 2025 Season.

FISCAL IMPACT: The Park Shelter Rental fees cover the cost for City staff to prepare for rentals. The fees also consider site specific amenities, such as restrooms, electricity and water.

RATIONALE: The implementation of these fee adjustments is vital to the continued provision of high-quality, safe, and well-maintained park shelters for the benefit of our local community. We remain committed to ensuring that these facilities meet the standards necessary to foster a vibrant and thriving community.



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CITY OF NEW BERLIN

PARK SHELTER USE PROCEDURES

A Park Shelter Use Permit can be submitted for the current calendar year beginning in January for New Berlin residents and March for non-residents. Resident status includes individuals living in New Berlin, New Berlin School District and City employees, all students enrolled in New Berlin Public or Private Schools and their families, and non-resident taxpayers of New Berlin.

Park Rules and Regulations

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- Horses are not permitted in public parks.
- Commercial solicitation and transactions are prohibited, as are the use of the parks for the sales of goods and services not specifically permitted by the City.

Food and Beverages

No glass beverage containers shall be permitted in any park or parkway at any time.

No person or group shall make or kindle any fire for any purpose except in the cooking grills provided. The use of private charcoal burners in picnic areas is permitted, providing there is no damage to park property. For pig/chicken roasts, the roasting unit must be elevated and completely self-contained. No heated parts of the roasting unit or coal may touch park property.

Alcoholic beverages

Alcoholic beverages may be consumed in parks with a Park Shelter Use Permit in designated picnic areas.

- Alcohol must be served by an adult at least age 18 and older. A caterer may supply personnel to dispense alcoholic beverages at catered functions. Person's selling alcohol must have an operator permit. Alcohol sales are only permitted with applicable alcohol permits from the City Clerk.
- No alcohol may be served if the event is designated as a "Youth" event (the majority of the participants are under the age of 21).
- Serving alcohol must end at least 30 minutes prior to scheduled departure time.

Vendors

If a caterer is hired for a private event, all monetary charges for services must take place at the caterer's licensed premise (a copy of the caterer's license should be provided for the city's files to ensure the caterer holds the correct license). There shall be no direct or indirect charge (monetary, tickets, etc.) within the park.

All mobile vendors selling within the parks shall obtain a Direct Sellers Permit from the Clerk's Office. Approval from the Parks, Buildings and Grounds Commission is required for non-City sponsored events. A Special Event Permit is required for events that are significant to City operations.

Fundraising

Fundraisers are only permitted on behalf of eligible Community Based Non-Profit Organizations, or on behalf of benevolent, philanthropic, patriotic, or charitable organizations. A Park Shelter Use Permit is required for any donations that are solicited/collected. Person's selling alcohol must have an operator permit. Alcohol sales are only permitted with applicable alcohol permits from the City Clerk. Approval from the Parks, Buildings and Grounds Commission is required.

Individual Profit

No individual may utilize publicly owned park facilities for personal profit, including but not limited to, clinics, lessons, tournaments, or the sale of athletic items or concessions, without a Direct Sellers Permit from the Clerk's Office. Approval from the Parks, Buildings and Grounds Commission is required. A Special Event Permit is required for events that are significant to City operations.

Temporary Structures

No temporary or permanent structure shall be erected unless a Fire Department Permit is issued, insurance requirements and public liability are required. No stakes of any size shall be used to secure tents or structures to the ground. Bounce houses, inflatables, dunk tanks, and other large party items are not permitted in the parks due to insurance liability. Signs, decorations and fasteners are allowed, but must be removed at the end of the rental period.

Capacity

A Park Shelter Use Permit is required for the exclusive use of a picnic area and shelter only. Park restrooms and other amenities within the park are open for public use. The seating capacity represents the capacity of the picnic tables underneath the shelter.

The City of New Berlin reserves the right to limit the size of groups based upon the capacity of the facilities, available parking, and to protect public health and safety. Events exceeding the total area capacity of the park shelter shall apply for a Special Event Permit. A portable restroom package is required for such events to ensure the facilities are not overused. An additional trash dumpster is required for every 400 persons in attendance. Additional electric service may be required depending on the scope of services requiring electricity.

Caution is advised when using the electrical service. Circuit breakers can be overloaded by plugging in too many devices. It is the responsibility of the permit holder to avoid overloading and tripping the circuit breakers. Each outlet has 2 plug-ins.

Payment

Payment in full is required at the time of booking. Reservations are accepted online on a first-come, first-served basis.

Non-profit groups may request a waiver of rental fees. Direct costs, such as vehicle costs, traffic control, staff time or other City fees, and security deposits, are not eligible for waiver. A group may only request a waiver of fees for (1) Facility Rental per calendar year, not to exceed \$500. Organizations must comply with the following criteria to be considered:

- The principal office and place of business for the organization must be in the City of New Berlin and be composed of at least 80% New Berlin residents. Organizations may not exclude any New Berlin resident from membership in their group. The organization shall provide documentation of non-profit status. If fees are required for membership in the organization, they must be used for expenses directly related to the activities conducted.
- Reservations occurring during regular business hours Monday-Thursday that do not qualify as a Special Event. Events or services must be open to attendance by the public. The event shall not exceed 12 hours in duration.
- Any profits from a community event or service must be used for the benefit of the New Berlin community or have a clear civic purpose. Examples include donations of equipment or funds to schools, donations of park equipment, construction of community facilities, and funding programs to assist community residents.

Changes / Cancellation

Cancellations made up to 60 days prior to the reservation will receive a full refund.

Cancellations made up to 7 days prior to the reservation will receive a 50% refund.

Cancellations made less than 7 days prior to the reservation will not receive a refund. No refund will be given for cancellations due to inclement weather.

Indemnity

Groups may be required to submit a certificate of general liability insurance coverage depending upon the nature of the activity. Additional insurance coverage is required in the following amount: General Liability Limits - \$1,000,000 for each occurrence/\$2,000,000 aggregate includes contractual and personal liability injury. This policy must also name the City of New Berlin as additional insured on a primary and non-contributory basis. This policy must be submitted no later than 30 days prior to the event.

Day of Event

Park hours are from dawn to dusk unless otherwise posted. The times listed on the application shall include set-up and take-down time.

Many recreational items are available for checkout through the library.

If you experience any problems during your event, please call:

- Weekend Park Cell Phone: (262) 527-4843
- New Berlin Police Department: (262) 782-6640.

The permit holder will be invoiced for damage to park property, excessive cleanup costs, or for significantly underestimating attendance.

Clean Up

All litter, including paper, garbage, cans, or any other trash, shall be deposited in the waste receptacles provided.

Unburned coals and ash shall be disposed of in such a manner as to prevent littering, fire, or damage to park property.

Pig/chicken roast clean up. Disposal of carcasses, bones, etc. must be removed from the park by the permit holder. Failure to comply will result in an invoice to the permit holder for the disposal fee equal to the cost incurred.

All equipment and supplies utilized at the event must be removed from the park upon completion of the event and the site restored to the condition existing before the event, reasonable wear and tear excepted. The permit holder will be invoiced for damage to park property, excessive cleanup costs, or for significantly underestimating attendance.

BUENA PARK

Park Shelter #1 (West)

1700 S 165th Street



Seating Capacity

20

Area Capacity

40

Rental Fees

\$108 Resident

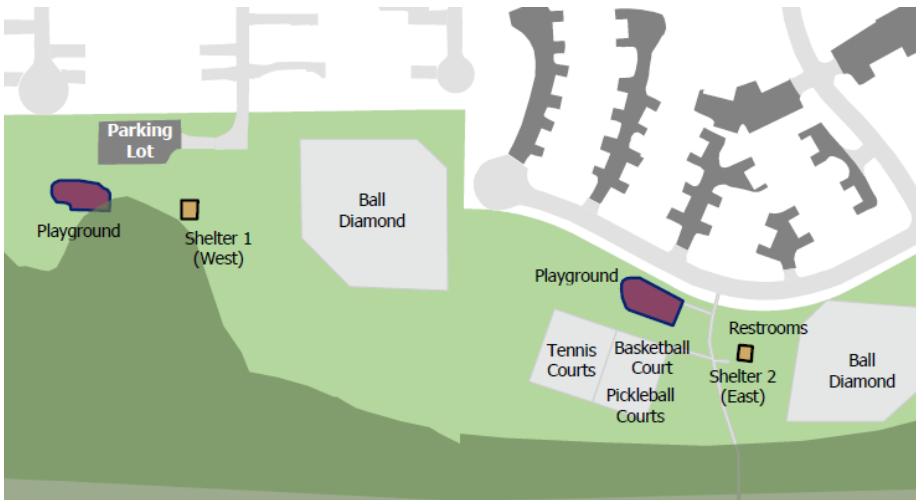
\$144 Non-resident

Shelter Amenities

Restrooms nearby

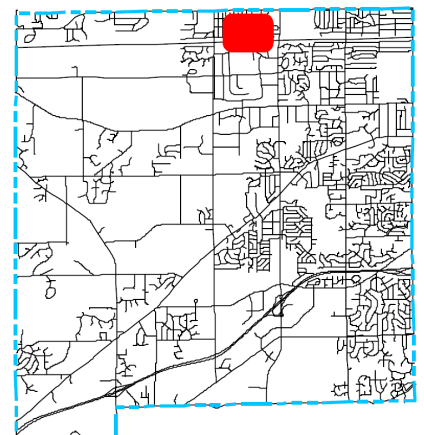
Grills

Water nearby



Park Amenities

- Ball Diamonds
- Basketball Court
- Bike Trail Access
- 23 Parking Stalls
- Pickleball Courts
- Picnic Area
- Playgrounds
- Restrooms
- Shelters
- Soccer Field
- Tennis Courts



Park restrooms and other amenities within the park are open for public use.

BUENA PARK

Park Shelter #2 (East)

16301 W Coachlight Drive



Seating Capacity

30

Area Capacity

60

Rental Fees

\$138 Resident

\$184 Non-resident

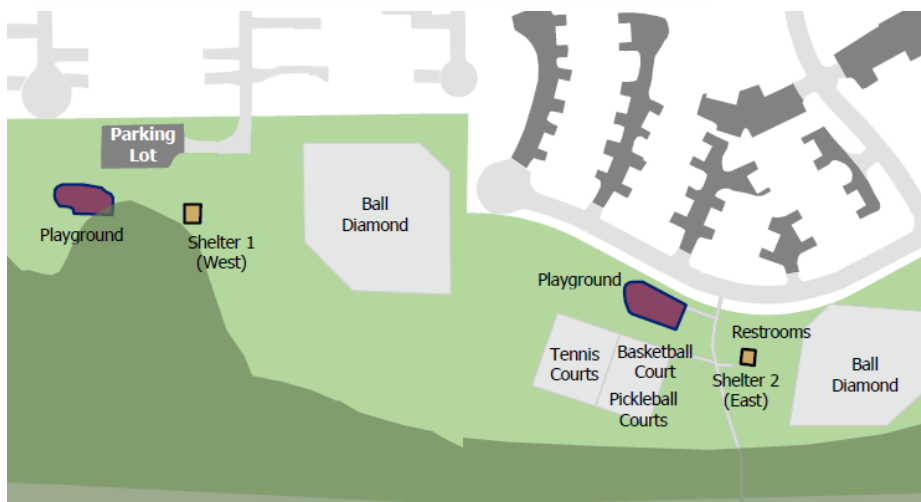
Shelter Amenities

Restrooms nearby

Electricity
(20 amps/4 outlets)

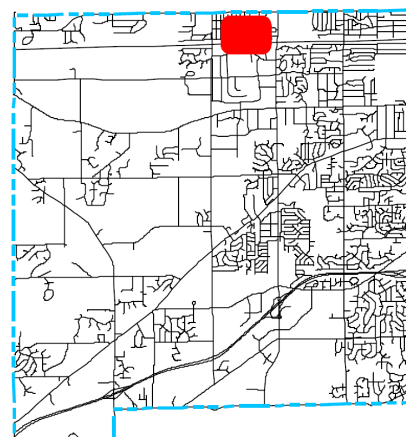
Grills

Water



Park Amenities

- Ball Diamonds
- Basketball Court
- Bike Trail Access
- 23 Parking Stalls
- Pickleball Courts
- Picnic Area
- Playgrounds
- Restrooms
- Shelters
- Soccer Field
- Tennis Courts



Park restrooms and other amenities within the park are open for public use.

CALHOUN PARK

Park Shelter #1 (North)

5500 S Calhoun Road



Seating Capacity

50

Area Capacity

100

Rental Fees

\$138 Resident

\$184 Non-resident

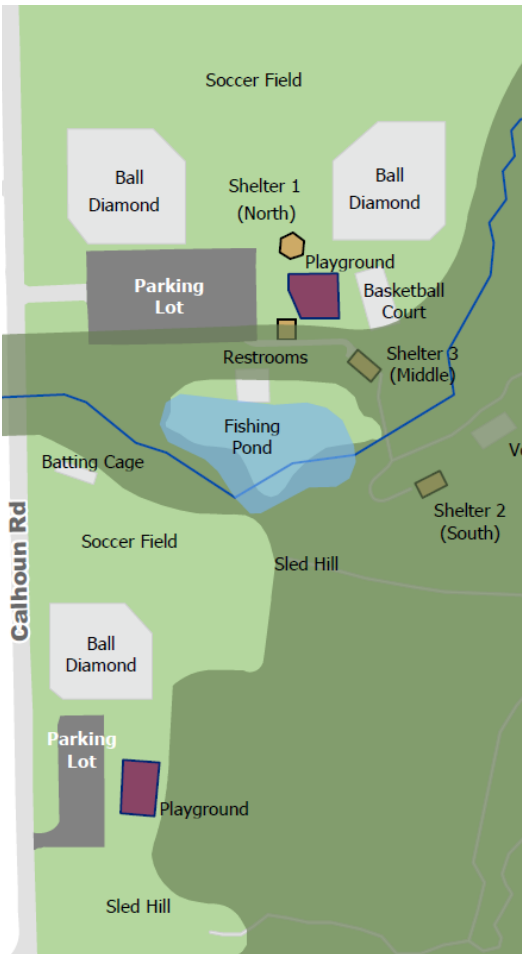
Shelter Amenities

Restrooms nearby

Electricity
(10 amps/4 outlets)
(20 amps/elec box)

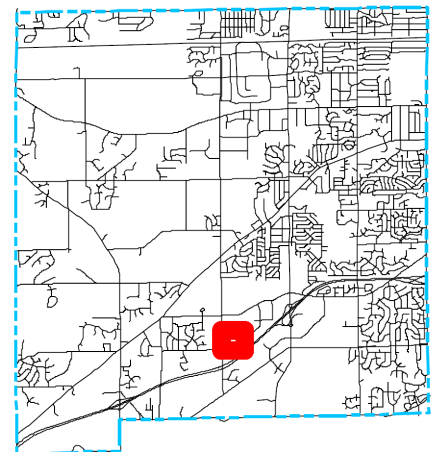
Grills

Water nearby



Park Amenities

- Ball Diamonds
- Basketball Court
- Fishing Pond
- Hiking Trails
- 113 Parking Stalls
- Playgrounds
- Picnic Area
- Restrooms
- Shelters
- Sledding
- Soccer Field



Park restrooms and other amenities within the park are open for public use.

CALHOUN PARK

Park Shelter #2 (South)

5500 S Calhoun Road



Seating Capacity

50

Area Capacity

100

Rental Fees

\$138 Resident

\$184 Non-resident

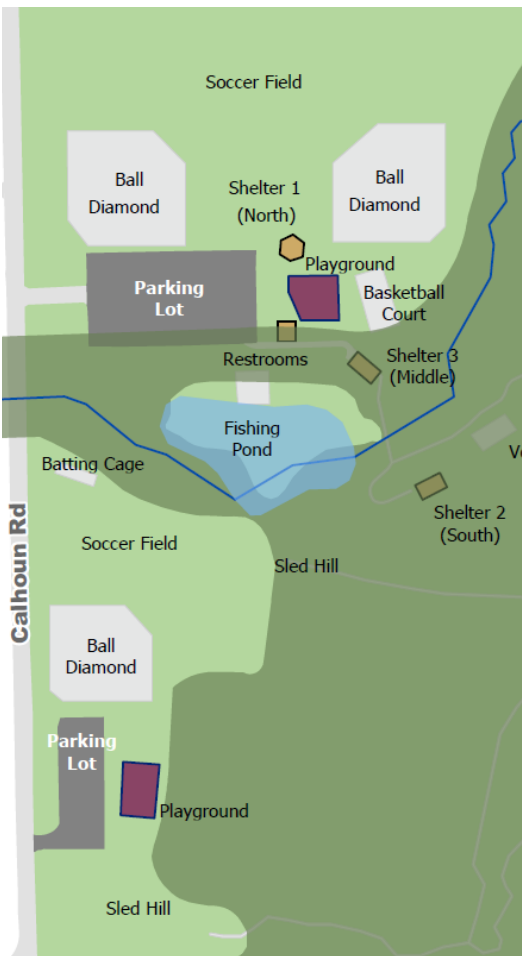
Shelter Amenities

Restrooms nearby

Electricity
(10 amps/2 outlets)

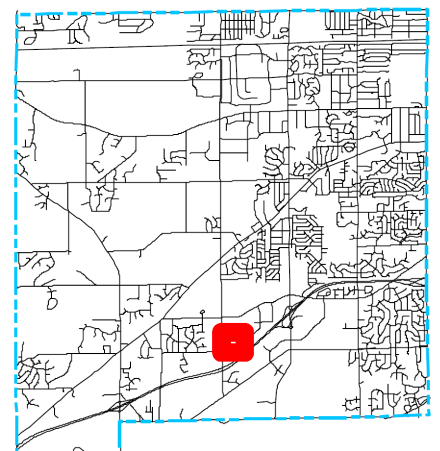
Grills

Water nearby



Park Amenities

- Ball Diamonds
- Basketball Court
- Fishing Pond
- Hiking Trails
- 113 Parking Stalls
- Playgrounds
- Picnic Area
- Restrooms
- Shelters
- Sledding
- Soccer Field



Park restrooms and other amenities within the park are open for public use.

CALHOUN PARK

Park Shelter #3 (Middle)

5500 S Calhoun Road



Seating Capacity

45

Area Capacity

60

Rental Fees

\$138 Resident
\$184 Non-resident
\$50 deposit for key

Shelter Amenities

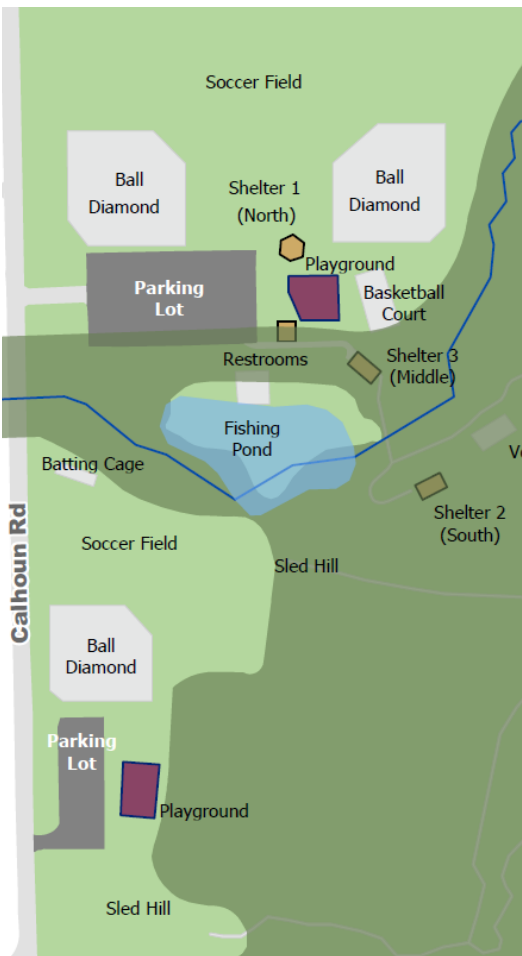
Restrooms nearby

Electricity
(20 amps/4 outlets)

Grills

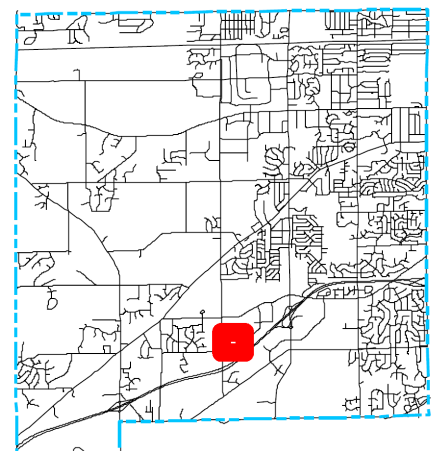
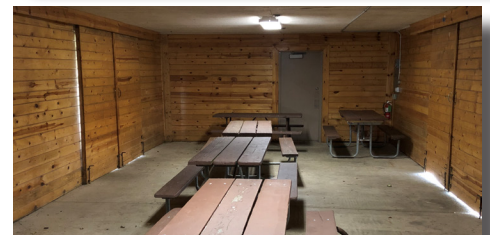
Water

No vehicle access



Park Amenities

- Ball Diamonds
- Basketball Court
- Fishing Pond
- Hiking Trails
- 113 Parking Stalls
- Playgrounds
- Picnic Area
- Restrooms
- Shelters
- Sledding
- Soccer Field



Park restrooms and other amenities within the park are open for public use.

CITY CENTER PLAZA

Pergola and Concessions Building

15040 W Library Lane



Seating Capacity 25

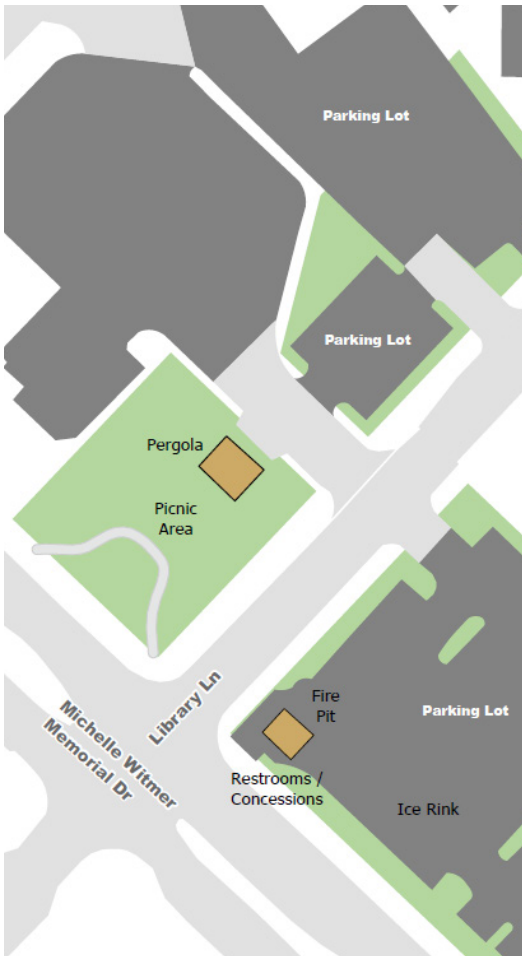
Area Capacity 50

Rental Fees \$138 Resident
\$184 Non-resident
\$50 deposit for key

Shelter Amenities Restrooms nearby

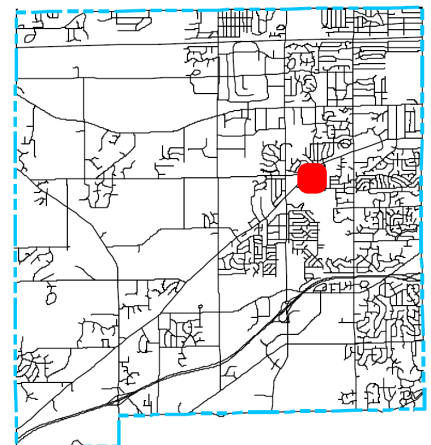
Electricity

Water



Park Amenities

- Concessions
- Fire Pit
- Ice Rink (synthetic)
- 65 Parking Stalls, plus on street parking
- Restrooms
- Shelter
- Trail



Park restrooms and other amenities within the park are open for public use.

LIONS PARK

Park Shelter #1 (East)

14800 W Overland Trail



Seating Capacity

30

Area Capacity

60

Rental Fees

\$138 Resident

\$184 Non-resident

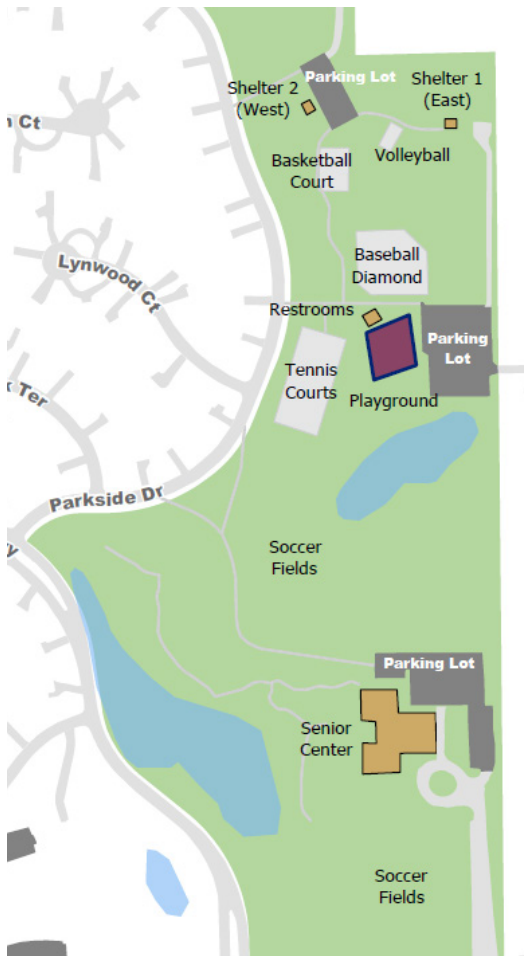
Shelter Amenities

Restrooms nearby

Electricity
(10 amps/4 outlets)

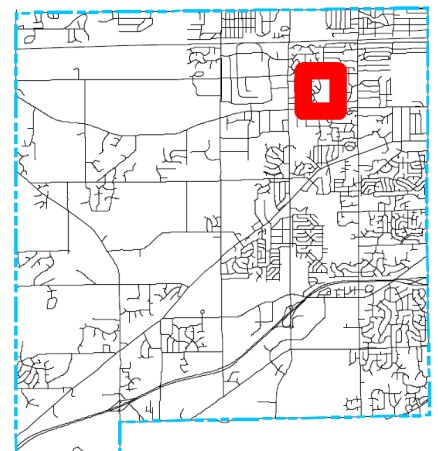
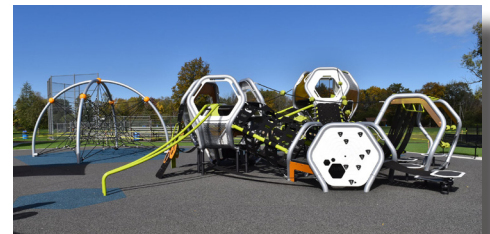
Grills

Water nearby



Park Amenities

- Ball Diamond
- Basketball Court
- Community Center
- Fishing Ponds
- 213 Parking Stalls
- Picnic Areas
- Playground
- Restrooms
- Shelters
- Soccer Fields
- Tennis Courts
- Trail
- Volleyball Court



Park restrooms and other amenities within the park are open for public use.

LIONS PARK

Park Shelter #2 (West)

14800 W Lincoln Avenue



Seating Capacity

30

Area Capacity

60

Rental Fees

\$138 Resident

\$184 Non-resident

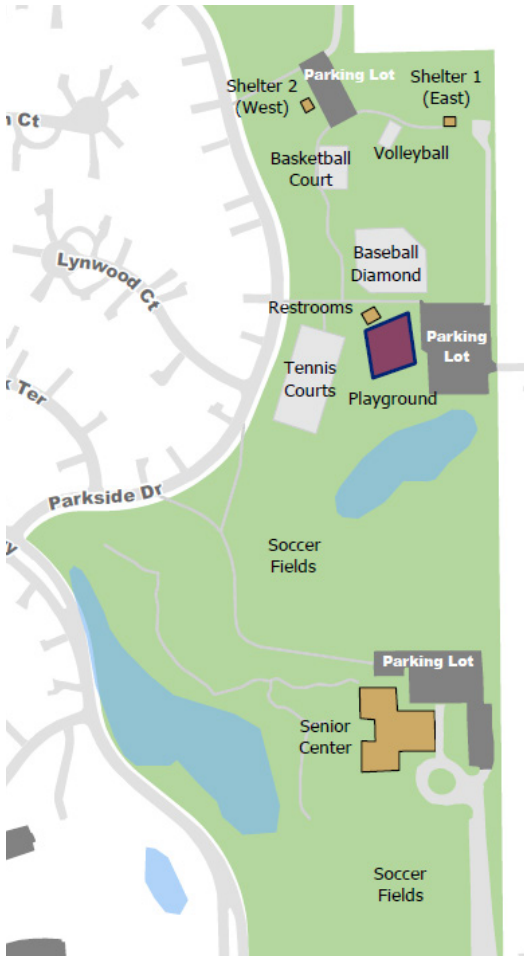
Shelter Amenities

Restrooms nearby

Electricity
(10 amps/4 outlets)
(20 amps/elec box)

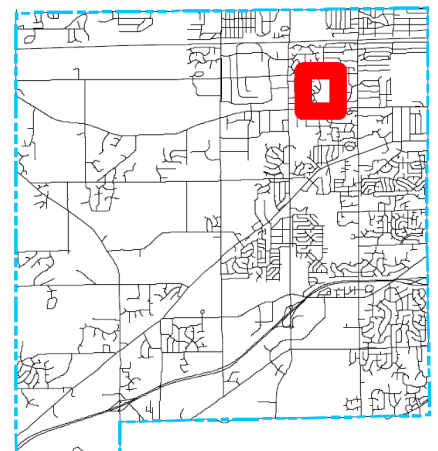
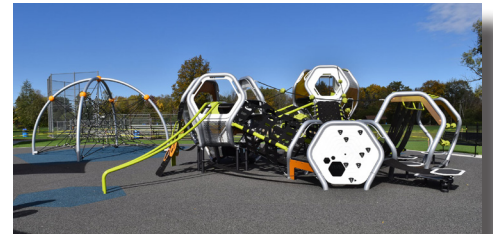
Grills

Water nearby



Park Amenities

- Ball Diamond
- Basketball Court
- Community Center
- Fishing Ponds
- 213 Parking Stalls
- Picnic Areas
- Playground
- Restrooms
- Shelters
- Soccer Fields
- Tennis Courts
- Trail
- Volleyball Court



Park restrooms and other amenities within the park are open for public use.

MALONE PARK

Park Shelter #1

16400 W Al Stigler Parkway



Seating Capacity

100

Area Capacity

200

Rental Fees

\$168 Resident
\$224 Non-resident
\$50 deposit for key

Shelter Amenities

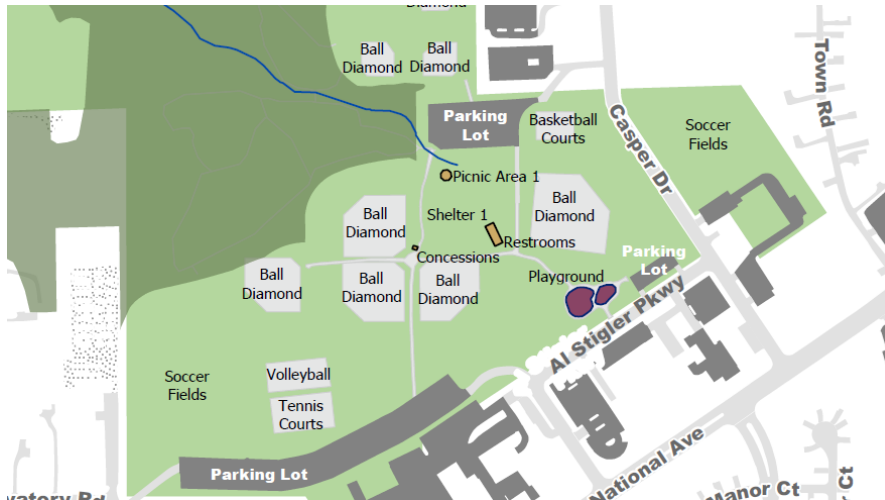
Restrooms

Electricity
(10 amps/6 outlets)
(20 amps/elec box)

Grills

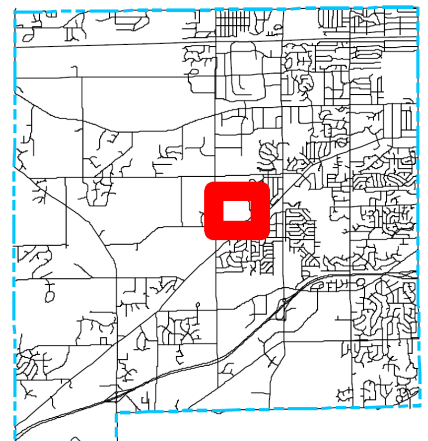
Water

Kitchen



Park Amenities

- Ball Diamonds (lit)
- Basketball Courts
- Concessions
- Cornhole Courts
- Hiking Trails
- 393 Parking Stalls, plus on street parking
- Picnic Area
- Playground
- Restrooms
- Shelters
- Soccer Fields
- Tennis Courts (lit)
- Volleyball Courts (lit)



Park restrooms and other amenities within the park are open for public use.

MALONE PARK

Picnic Area #1

16400 W Al Stigler Parkway

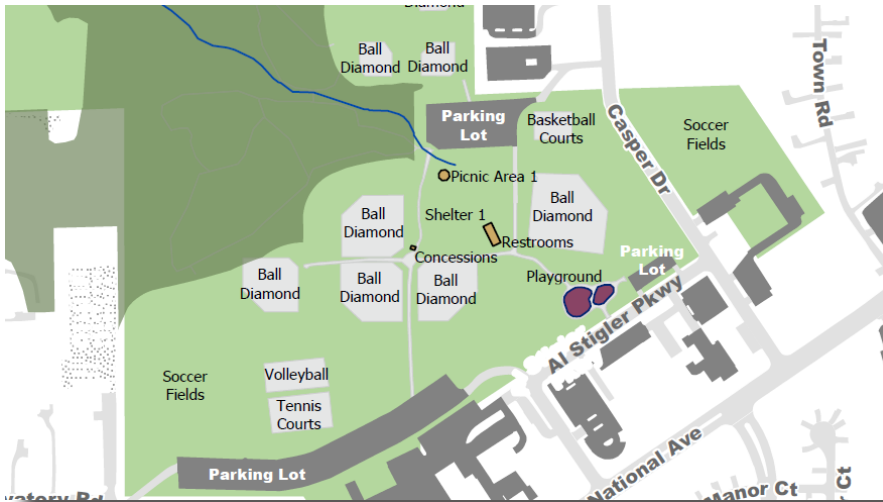


Seating Capacity 25 (4-6 picnic tables)

Area Capacity 50

Rental Fees \$54 Resident
\$72 Non-resident

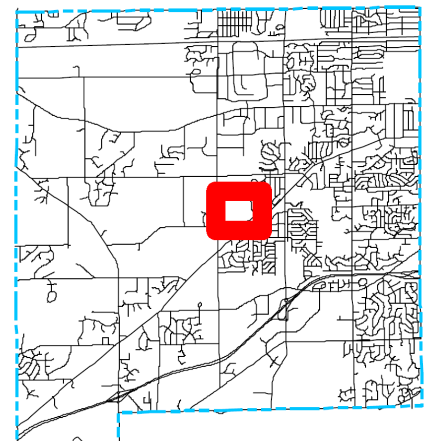
Shelter Amenities Restrooms nearby
Water nearby



Park Amenities

- Ball Diamonds (lit)
- Basketball Courts
- Concessions
- Cornhole Courts
- Hiking Trails
- 393 Parking Stalls, plus on street parking
- Picnic Area
- Playground
- Restrooms
- Shelters
- Soccer Fields
- Tennis Courts (lit)
- Volleyball Courts (lit)

Park restrooms and other amenities within the park are open for public use.



PROHEALTH CARE PARK

Park Shelter #1 (East)

2950 S Sunny Slope Road



Seating Capacity

50

Area Capacity

100

Rental Fees

\$138 Resident

\$184 Non-resident

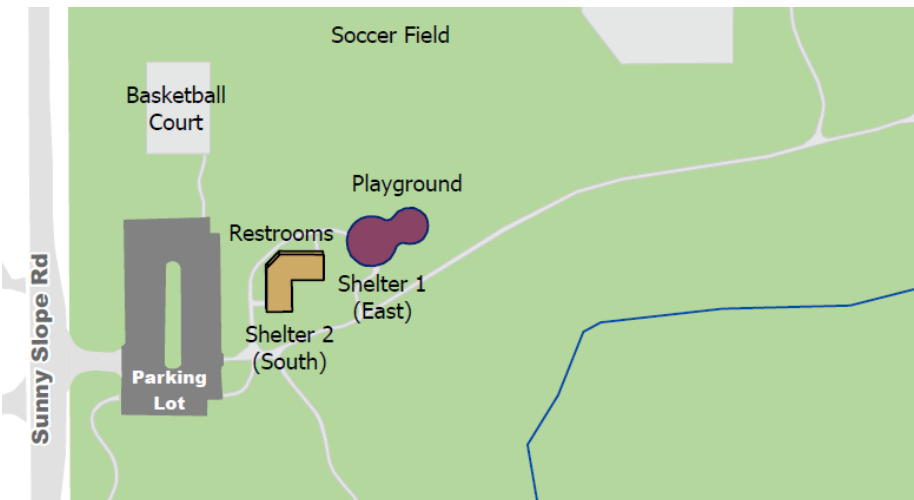
Shelter Amenities

Restrooms

Electricity
(10 amps/5 outlets)

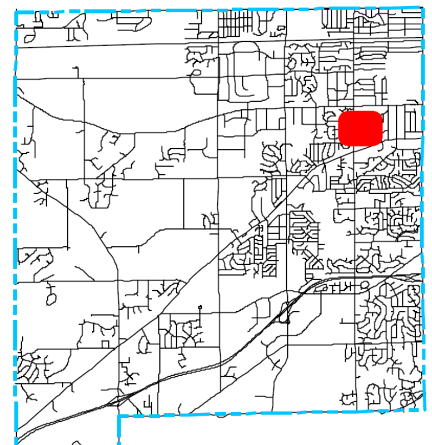
Grills

Water



Park Amenities

- Ball Diamond
- Basketball Court
- 34 Parking Stalls
- Picnic Area
- Playground
- Restrooms
- Shelters
- Soccer Fields
- Walking Paths



Park restrooms and other amenities within the park are open for public use.

PROHEALTH CARE PARK

Park Shelter #2 (South)

2950 S Sunny Slope Road



Seating Capacity

50

Area Capacity

100

Rental Fees

\$138 Resident

\$184 Non-resident

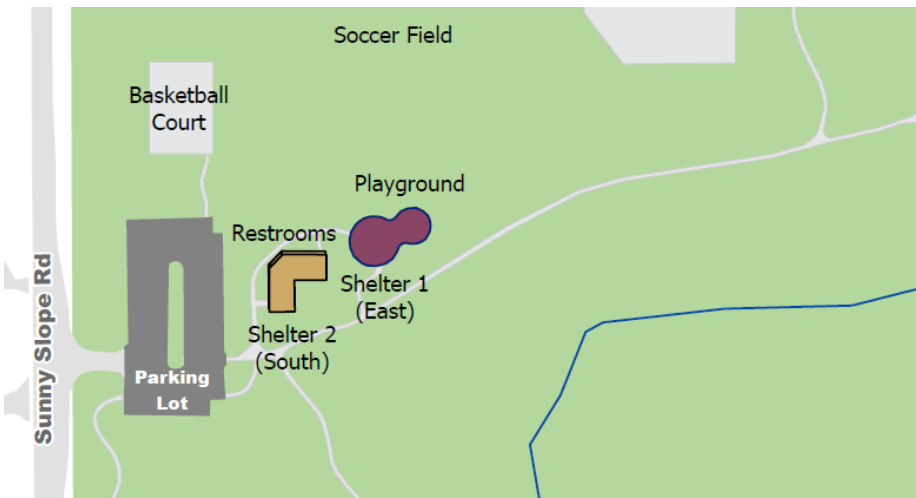
Shelter Amenities

Restrooms

Electricity
(10 amps/5 outlets)

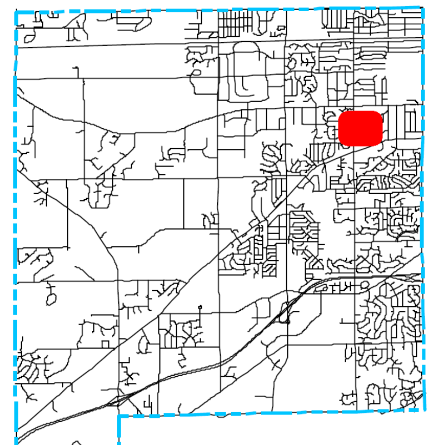
Grills

Water



Park Amenities

- Ball Diamond
- Basketball Court
- 34 Parking Stalls
- Picnic Area
- Playground
- Restrooms
- Shelters
- Soccer Fields
- Walking Paths



Park restrooms and other amenities within the park are open for public use.

VALLEY VIEW PARK

Park Shelter #1 (North)

5051 S Sunny Slope Road



Seating Capacity	75
Area Capacity	150
Rental Fees	\$138 Resident \$184 Non-resident
Shelter Amenities	Restrooms nearby Electricity (10 amps/4 outlets) (20 amps/elec box) Grills Water nearby



Park Amenities

- ☐ Archery Range
 ☐ Picnic Area

☐ Ball Diamonds
 ☐ Playgrounds

☐ Basketball Court
 ☐ Restrooms

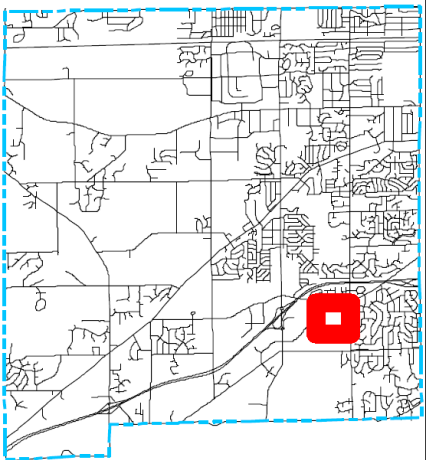
☐ Cross Country Ski
 ☐ Shelters

☐ Disc Golf Course
 ☐ Sledding

☐ Hiking Trails
 ☐ Soap Box Derby

☐ 203 Parking Stalls
 ☐ Soccer Fields

☐ Pickleball Courts
 ☐ Tennis Courts
- Park restrooms and other amenities within the park are open for public use.*



VALLEY VIEW PARK

Park Shelter #2 (South)

5051 S Sunny Slope Road



Seating Capacity

50

Area Capacity

100

Rental Fees

\$138 Resident

\$184 Non-resident

Shelter Amenities

Restrooms nearby

Electricity
(10 amps/4 outlets)
(20 amps/elec box)

Grills

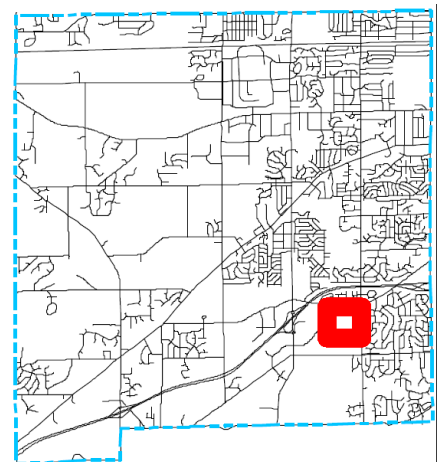
Water nearby



Park Amenities

- ☐ Archery Range
- ☐ Ball Diamonds
- ☐ Basketball Court
- ☐ Cross Country Ski
- ☐ Disc Golf Course
- ☐ Hiking Trails
- ☐ 203 Parking Stalls
- ☐ Pickleball Courts
- ☐ Picnic Area
- ☐ Playgrounds
- ☐ Restrooms
- ☐ Shelters
- ☐ Sledding
- ☐ Soap Box Derby
- ☐ Soccer Fields
- ☐ Tennis Courts

Park restrooms and other amenities within the park are open for public use.





New Berlin Recreation
 15321 W National Ave
 New Berlin, WI 53151
 (262) 797-2443
recreation@newberlin.org
www.newberlinwi.gov

AMENITIES, BY PARK

	Activity and Recreation Center	Biwer Park	Buena Park	Calhoun Park	City Center Plaza	Gatewood Park	Hickory Grove Center	High Grove Park	Historic Park	Lions Park	Malone Park	Maple Ridge Park	New Berlin Athletic Complex	New Berlin Hills Golf Course	ProHealth Care Park	Regal Park	Valley View Park	Veteran's Memorial Park	Weatherstone Park
Archery Range																	1		
Ball Diamond, game			2	3						1					1	1	2		
Ball Diamond, game lit											8								
Ball Diamond, practice		1	1				2	1				1							1
Basketball Court, indoor	3																		
Basketball Court, outdoor		1	1	1		1	1	1		1	2	1			1	1	1		1
Cross Country Ski																	X		
Disc Golf Course																	1		
Fishing Pond				1		1				2						1			
Golf Course														1					
Ice Rink, synthetic					1														
Mountain Biking																			
Parking Lots	1		1	2	2		1		1	2	2		1	1	1		5	1	
Pickleball Court, indoor	9																		
Pickleball Court, permanent			3																
Pickleball Court, pop-up										8							8		
Playground	1	1	2	2		1		1		1	1	1			1	1	2		1
Restrooms	X		1	1	1				X	1	1				1		2		
Shelter	X	1	2	3	1	1		1	X	2	3	1			2		2		1
Sledding				X		X											X		
Soap Box Derby																	1		
Soccer Field, grass			1	2		2	1			4	10	1	6		2	1	9		
Trail		X	X	X	X	X		X	X	X	X	X	X		X	X	X		X
Tennis Court			2							4							4		
Tennis Court, lit											4								
Volleyball Court, indoor	6																		
Volleyball Court, sand		1								1						1			
Volleyball Court, sand lit											4								



New Berlin Recreation
15321 W National Ave
New Berlin, WI 53151
(262) 797-2443
recreation@newberlin.org
www.newberlinwi.gov

Park Shelter Use Permit

NAME: _____ GROUP/COMPANY NAME: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

NON-PROFIT 501(C)3 TAX ID NUMBER: _____

PHONE: _____ EMAIL: _____

EVENT DESCRIPTION: _____

EVENT DATE: _____ EVENT START TIME: _____ EVENT END TIME: _____

ESTIMATED ATTENDANCE: _____ ☐ RESIDENT ☐ NON-RESIDENT

Rental/Use

- ☐ Buena Park
- ☐ Calhoun Park
- ☐ City Center Plaza
- ☐ Lions Park
- ☐ Malone Park
- ☐ ProHealth Care Park
- ☐ Valley View Park

Shelter Name(s)

Check all that apply

- ☐ Beer and/or liquor, consumption of
- ☐ Beer and/or liquor, sale of
- ☐ Fundraising
- ☐ Pig/Chicken Roast
- ☐ Selling
- ☐ Signs
- ☐ Tent Erection
- ☐ Other:

I/we the undersigned assume all responsibility for the proper care and utilization of the above stated park area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and regulations of the Parks, Buildings and Grounds Commission as stated in the New Berlin Municipal Code. The undersigned agrees to indemnify and hold harmless and release the City of New Berlin its officers, elected officials, agents and insurers as and against any and all actions, demands, damages, causes of actions and claims of any kind or nature, including actual attorney's fees arising from, or in any way attributed to, in whole or in part, the granting of this application and/or the use of the New Berlin facilities by the applicant or anyone participating in or involved with the event which is the subject of the application. Notwithstanding the foregoing the applicant shall not be required to indemnify the City against the City's own negligent or intentional conduct. By signing this agreement, I/we acknowledge that I/we have read it in its entirety, have given its terms due consideration, understand said terms and understand that I/we are freely and voluntarily giving up certain rights. I/we further intend that this agreement shall be binding upon all our heirs' successors and assigns.

SIGNATURE _____ DATE _____

PLEASE DO NOT WRITE BELOW THIS LINE

Accepted by: _____ Date: _____

PBG Meeting Date: _____

Total Fee: _____

File Number: _____

- ☐ Direct Sellers Permit
- ☐ Portable restrooms package
- ☐ Sign Permit
- ☐ Special Event Permit
- ☐ Temporary Class B Retailer's License
- ☐ Tent Permit

CITY OF NEW BERLIN

RECREATION COMMISSION

BY-LAWS

Officers

The Commission shall elect by majority vote a Chairman, Vice-Chairman and a Secretary for a term of one year.

The Chairman shall preside over meetings of the Commission. The Vice-Chairman assumes these duties in the Chairman's absence.

The Secretary shall keep minutes of all Commission meeting.

Meetings

Meetings shall be held as needed on the 3rd (Third) Monday of each month at 6pm. A majority of the Commission shall constitute a quorum for the transaction of business.

Membership requirements and duties of this Commission, as outlined in Section 6-31 of the Municipal Code, are hereby made a part of these by-laws, as well as other City policies that would apply to this Commission.

Any amendment to these by-laws may be made upon a majority vote of the Commission.

(**Addition to 8/31/15 By-Laws highlighted above**)

Approved by Recreation Commission 9/16/2024