

Recreation Commission Meeting Agenda



May 19, 2025 - 6:00 PM
New Berlin Activity & Recreation Center
15321 W. National Avenue

Published 5/16/2025

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. March 17, 2025 Meeting Minutes
4. **NEW BUSINESS**
 - A. Discussion and possible action to recommend to Common Council approval of the vendor agreements with Lynn Metz to provide Taekwondo classes of Genesis Martial Arts.
 - B. Recreation Division Update
 - C. NBYA Update
 - D. Hickory Grove Update
5. **ADJOURN**

Additional Information

- The agenda packet, including supplemental information related to agenda items, is available online at www.NewBerlinWI.gov. Once finalized by the governing body, approved meeting minutes will also be posted online.
- Agenda items may be taken out of order at the governing body's discretion.
- Members, and possibly a quorum, of other municipal governmental bodies may attend this meeting to gather information. However, no action will be taken by any governmental body other than the one referenced in this notice.
- Accommodations will be provided under the Americans with Disabilities Act (ADA) to meet the needs of individuals with disabilities. If you require assistance or appropriate aids and services, please contact the Office of the City Clerk at (262) 786-8610 with reasonable notice.

Recreation Commission MEETING MINUTES



March 17, 2025 - 6:00 PM
New Berlin Activity & Recreation Center
15321 W. National Avenue

MINUTES

1. CALL TO ORDER

Alderman Harenda called the meeting to order at 6:01 pm.

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Community Relations Specialist Joelle Erickson took the roll call as follows:

Present: Alderperson Harenda, Commissioner Prei, NBPS Rep Henry, NBAA Rep Kittson,
Commissioner Oelschlaeger

Excused: Commissioner Kara Woida, NBAA Rep Brian Johnson

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

It was confirmed that a quorum was present and that the meeting was properly posted in
compliance with open meetings law.

3. APPROVAL OF MINUTES

A. January 20, 2025 Meeting Minutes

MOTION: Motion to Approve Minutes

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

4. NEW BUSINESS

A. Discussion and possible action to recommend to the Common Council the vendor agreements with Karen Bast to provide Urban Polling programming.

MOTION: Motion to Approve As Presented

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

B. Discussion and possible action to recommend to the Common Council the vendor agreements with Maheshwara School of Yoga for Yoga programming.

MOTION: Motion to Approve As Presented

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

- C. Discussion and possible action to recommend to the Common Council the vendor agreements with IKI Inc for Virtual Music programming.

MOTION: Motion to Approve As Presented

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

5. COMMUNICATIONS

A. ARC Update

B. Adult Sports Update

C. NBYA Update

6. ADJOURN

MOTION: Motion to Adjourn at 6:56 pm

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

**Respectfully Submitted,
Joelle Erickson, Community Relations Specialist**



REQUESTED ACTION STATEMENT

TO: Recreation Commission
Common Council
Mayor Dave Ament

FROM: Katie Roth, Recreation Manager
TJ Watkins, Recreation Specialist

RE: Requested Action Statement for the approval of Taekwondo classes from Lynn Metz of Genesis Martial Arts

DATE: May 15, 2025

REQUESTED ACTION: Requested Action Statement for the recommendation of approval to the Common Council of the vendor agreements with Lynn Metz to provide Taekwondo classes of Genesis Martial Arts

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

RATIONALE/BACKGROUND: To ensure the continued success and growth of our youth and adult fitness programming the Recreation Department is actively seeking a strategic partnership with Lynn Metz. This collaboration will complement the programs offered by the New Berlin recreation Department, providing new martial arts programming. By utilizing Lynn Metz, 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 fitness in our community.



SERVICES AGREEMENT

This Services Agreement (“Agreement”) is made and entered into this _____ day of _____, 2025 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 EDNALYN N METZ (hereinafter referred to as “Instructor”).

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

WHEREAS, Instructor provides taekwondo 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 himself out as being qualified to provide martial arts instructional services. The City does hereby retain the Instructor to perform martial arts instruction as provided for hereunder.

2. 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.

3. 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.

4. All classes shall take place at Instructor’s place of business located at 404 Travis Lane, Unit 37, Waukesha, Wisconsin 53189. No classes shall take place at a facility owned and/or operated by the City. The City is not responsible for the transportation of class participants to or from Instructor’s place of business. All class participants are solely responsible for their own transportation to and from Instructor’s place of business.

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.

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. 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.

10. 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 his employees and/or agents.

11. 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.

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

CITY:

INSTRUCTOR:

City of New Berlin

EDNALYN N METZ

By: _____

By: _____

Example Classes:

Beginner Youth and Adult Taekwondo:

Taekwondo for the whole family, beginning at age 6! Learn and develop the Ancient Korean art of self-defense with the only AAU and Kukkiwon World Taekwondo certified martial arts club and instructors in the area! Beginner students will focus on self-defense, basic forms, and techniques while developing their body and mind through mental and physical discipline. Participants may attend two classes/week.

Youth Taekwondo:

Session 1-

Ages 6-11: Tuesday, 6/10/25-7/10/25

Classes are held on Tuesday and Thursday from 5:30pm-6:20pm

Session 2-

Ages 6-11: Tuesday, 7/15/25-8/7/25

Classes are held on Tuesday and Thursday from 5:30pm-6:20pm

Session 3-

Ages 6-11: Tuesday, 8/12/25-9/4/25

Classes are held on Tuesday and Thursday from 5:30pm-6:20pm

Adult/Teen Taekwondo:

Session 1-

Ages 12+: Monday, 6/9/25-7/10/25

Classes are held on Monday and Thursday from 6:30pm-7:30pm

Session 2-

Ages 12+: Monday, 7/14/25-8/7/25

Classes are held on Monday and Thursday from 6:30pm-7:30pm

Session 3-

Ages 12+: Monday, 8/11/25-9/4/25

Classes are held on Monday and Thursday from 6:30pm-7:30pm

Location: Genesis Martial Arts

404 Travis Lane Unit 37

Waukesha, WI 53189

Min: 5 Max: 25

Instructor: Lynn Metz



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/05/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Community Insurance & Associates PO BOX 179 Stevens Point, WI 54481	CONTACT NAME: Mindy Nix PHONE (A/C, No, Ext): 715-344-2222 E-MAIL ADDRESS: mindy@community-insurance.com	FAX (A/C, No): 715-344-1273	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Genesis Martial Arts, LLC 404 Travis Ln Ste 38 Waukesha, WI 53189-7978	INSURER A: Secura		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 00020133-250227074010


REVISION NUMBER: 2

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		3431023	03/01/2025	03/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

New Berlin Recreation Department 15321 W National Ave (ARC) New Berlin, WI 53151	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  (MSN)
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