

Recreation Commission MEETING MINUTES



July 21, 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 6:00 PM.

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Alderman Harenda took the roll call as follows:

Present: Alderperson Harenda, Commissioner Woida, NBAA Rep Johnson, NBAA Rep Kittson

Excused: Commissioner Jason Prei, NBPS Rep Elyssa Henry, Commissioner David Oelschlaeger

Staff Present: Recreation Manager Katie Roth, Assistant Recreation Manager Eric Snodgrass

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. May 19, 2025 Meeting Minutes

MOTION: Motion to Approve Minutes

VOTE: Motion by: Commissioner Johnson
Second by: Commissioner Woida
Motion Passes 4-0

4. NEW BUSINESS

A. Discussion and possible action for the approval of the adult enrichment program instructor job description.

MOTION: Motion to Approve as Presented

VOTE: Motion by: Commissioner Kittson
Second by: Commissioner Johnson
Motion Passes 4-0

B. Discussion and possible action for the approval of the soccer referee job description.

MOTION: Motion to Approve as Presented

VOTE: Motion by: Commissioner Johnson

Second by: Commissioner Kittson
Motion Passes 4-0

- C. Discussion and possible action for the approval of the vendor agreements with National Basketball Academy to offer Basketball programming.

MOTION: Motion to Approve as Presented

VOTE: Motion by: Commissioner Woida
Second by: Commissioner Johnson
Motion Passes 4-0

- D. Discussion and possible action for the approval of the vendor agreements with Waukesha County Public Health to offer public health classes.

MOTION: Motion to Approve as Presented

VOTE: Motion by: Commissioner Kittson
Second by: Commissioner Woida
Motion Passes 4-0

- E. Discussion and possible action for the approval of the agreements with Kerwyn Splude to offer musical instruction classes.

MOTION: Motion to Approve as Presented

VOTE: Motion by: Commissioner Johnson
Second by: Commissioner Kittson
Motion Passes 4-0

- F. Discussion and possible action for the approval of the vendor agreements with Ruchi Bhootra to offer STEAM instruction classes.

MOTION: Motion to Approve as Presented

VOTE: Motion by: Commissioner Woida
Second by: Commissioner Johnson
Motion Passes 4-0

- G. Discussion and possible action for the approval of the vendor agreements with Nancy Black to offer card instruction classes.

MOTION: Motion to Approve as Presented

VOTE: Motion by: Commissioner Kittson
Second by: Commissioner Woida
Motion Passes 4-0

- H. Discussion and possible action for the approval of the vendor agreements with Helene Rondorf to offer card instruction classes.

MOTION: Motion to Approve as Presented

VOTE: Motion by: Commissioner Johnson

Second by: Commissioner Kittson
Motion Passes 4-0

I. Review of Fall Activity Guide

J. NBYA Update

-Baseball/Softball League is ending this week.
-Soccer registration is closed and staff are working on creating rosters, drafting game schedules, and ordering uniforms

K. Staffing Update

-Katie Roth introduced our new Recreation Assistant Manager, Eric Snodgrass, we are excited to have him on our team!
-Kelsey Stouffer has been promoted to Recreation Specialist- Youth Sports, effective 7/21/25.
-The posting closed today, 7/21/25 at 4:30pm for Recreation Coordinator. Interviews will be done the week of the 28th

L. ARC Update

-Adult softball league is finishing up this week with an end of season tournament.
-Summer Day Camp is in week 7.
-We hosted Bucks Basketball Camp last week.

5. ADJOURN

MOTION: Motion to Adjourn at 6:53 PM

VOTE: Motion by: Commissioner Kittson
Second by: Commissioner Johnson
Motion Passes 4-0

Respectfully Submitted,
Joelle Erickson, Community Relations Specialist