

# Recreation Commission Meeting Agenda

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August 18, 2025 - 6:00 PM  
New Berlin Activity & Recreation Center  
15321 W. National Avenue

Published 8/14/20205

## AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
  - A. July 21, 2025 Meeting Minutes
4. **NEW BUSINESS**
  - A. Election of Chairperson for Recreation Commission
  - B. Election of Vice Chairperson for Recreation Commission
  - C. Election of Secretary for Recreation Commission
  - D. Discussion and possible action to recommend to Common Council Approval of the Day Camp weekly fees for Summer 2026.
  - E. ARC Update
  - F. NBYA Update
5. **ADJOURN**

### Additional Information

- The agenda packet, including supplemental information related to agenda items, is available online at [www.NewBerlinWI.gov](http://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



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 28<sup>th</sup>

**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**



## REQUESTED ACTION STATEMENT

**TO:** Recreation Commission Commission

**FROM:** Katie Roth, Recreation Manager  
Eric Snodgrass, Ast. Recreation Manager  
TJ Watkins, Recreation Specialist

**DATE:** 8/14/25

**REQUESTED ACTION:** Requested Action Statement for the approval of Day Camp Weekly Fees for Summer 2026.

**FISCAL IMPACT:** Summer Camp fees will increase by \$10 per child per week. Weekly Fees would be \$230 for Residents, \$266 for Non-Residents per child per week.

**RATIONALE/BACKGROUND:** The City of New Berlin Recreation Division is requesting an adjustment to the 2026 Summer Day Camp weekly fee from the current \$220 per child to \$230 per child. This would be the first fee increase since 2024, as fees have remained at \$220/week for both the 2024 and 2025 camp seasons (\$205/Resident in 2023). This proposed \$10/week increase will help offset the rising operational costs associated with running a high-quality summer day camp program. These costs include but are not limited to staffing wages, field trip expenses, activity and craft supplies, facility operations, and general program support. By implementing this increase, we can continue to provide the safe, engaging, and enriching camp experience that families have come to expect. Announcing this change now allows families ample time to budget and plan ahead for the 2026 summer season. The Recreation Division remains committed to keeping camp fees as affordable as possible while ensuring the program's sustainability and ability to deliver memorable experiences for all participants.

Nearby 2025 Summer Camp Fees:

**1. Princeton Club:**

Base Weekly Price  
\$220/Member fee | \$250/Non-Member

Add Ons:  
\$30/Field Trip Fee  
\$10/ Early & Late Drop Off

Weekly total for Parent:  
\$260/Member | \$290 Non-Member

**2. Waukesha YMCA**

Base Weekly Price  
\$239 Member | \$274 Non-Member

**3. Elmbrook Camp Vertical**

Base Weekly Price  
\$200

Add Ons:  
\$7.50 per session of extended care(Early Drop off or Late Pick up)

Weekly total for Parent:  
\$275