

# Recreation Commission Meeting Agenda

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April 20, 2026 - 6:00 PM  
Activity & Recreation Center  
15321 W. National Avenue

Published: 4/15/2026

## AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
  - A. January 19 and March 23, 2026 Meeting Minutes
4. **NEW BUSINESS**
  - A. Requested Action Statement for the approval of the Top Center Lacrosse Instructor Services Agreement.
  - B. Requested Action Statement for the recommendation of approval of proposed trade agreement with BSN Sports in exchange for gym rental time to MTXE Premier Basketball.
5. **COMMUNICATION**
  - A. Youth Enrichment Update
  - B. Youth Sports Update
  - C. Adult Enrichment and Sports Update
  - D. Facilities/Special Events/Rentals Update
  - E. General Recreation Division Updates
6. **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

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January 19, 2026 - 6:00 PM  
Activity & Recreation Center  
15321 W. National Avenue

## MINUTES

### 1. CALL TO ORDER

Alderman Harenda at 6:00pm

### 2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Alderman Harenda took the roll call as follows

Present: Alderman Harenda, Commission Tietyen, Commissioner Bush, Commissioner Johnson

Excused: Commissioner Woida, Commissioner Prei, Commissioner Kittson

Staff Present: Assistant Recreation Manager Eric Snodgrass, Recreation Specialist Parker Dorothy

### 3. APPROVAL OF MINUTES

#### A. October 20, 2025 Meeting Minutes

**MOTION:** Motion to approve

**VOTE:** Motion by: NBAA Rep Johnson  
Second by: NBPS Rep Bush  
Motion Passed 4-0

### 4. NEW BUSINESS

#### A. Approval of 2026 Summer Program Fees

**MOTION:** Motion to approve 2026 Summer Program Fees

**VOTE:** Motion by: NBAA Rep Johnson  
Second by: Tietyen  
Motion Passed 4-0

#### B. Election of Secretary for Recreation Commission

**MOTION:** Motion to appoint Commission Tietyen secretary of the Recreation Commission

**VOTE:** Motion by: Alderperson Harenda  
Second by: NBAA Rep Johnson  
Motion Passed 4-0

**5. COMMUNICATION**

**A.** ARC and Hickory Grove Facility Update

Item discussed per attachment in agenda packet.

**B.** 2025 Christmas Tree Lighting Update

Item discussed per attachment in agenda packet.

**C.** 2026 Winterfest Update

Item discussed per attachment in agenda packet.

**D.** Adult Programs Update

Item discussed per attachment in agenda packet.

**E.** Youth Sports Update

Item discussed per attachment in agenda packet.

**F.** Youth Enrichment Update

Item discussed per attachment in agenda packet.

**6. ADJOURN**

**MOTION:** Motion to adjourn at 7:00pm

**VOTE:** Motion by: NBAA Rep Johnson  
Second by: Tietyen  
Motion Passed 4-0

Respectfully Submitted,  
Eric Snodgrass, Recreation Commission Secretary

# Recreation Commission MEETING MINUTES

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March 23, 2026 - 6:00 PM  
Activity & Recreation Center  
15321 W. National Avenue

## MINUTES

### 1. CALL TO ORDER

There being a quorum (4 Commissioners), Alderman Harenda called the meeting to order at 6:02pm.

### 2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Commissioners Present: Alderman Ken Harenda, Kara Woida, Jason Prei, Brian Johnson.  
Commissioners Excused: Ashley Tietyen, Will Bush, Paul Kittson.

Also in Attendance: Katie Roth (Recreation Manager), TJ Watkins (Recreation Specialist), Parker Dorothy (Recreation Specialist), Kelsey Stouffer (Recreation Specialist).

### 3. APPROVAL OF MINUTES

#### A. January 19, 2026 Meeting Minutes

**MOTION:** Motion to table the minutes from January 19th, 2026 meeting due to incomplete minutes on agenda.

**VOTE:** Motion by: NBAA Rep Johnson  
Second by: Commissioner Woida  
Motion Passed 4-0

### 4. NEW BUSINESS

#### A. Requested Action Statement for the recommendation for approval to the Common Council of the vendor agreement with Sue Nelson to provide Adult Enrichment programming.

**MOTION:** Motion to approve the contract

**VOTE:** Motion by: Commissioner Prei  
Second by: NBAA Rep Johnson  
Motion Passed 4-0

**B.** Approval of 2026 Summer Activity Guide

**MOTION:** Motion to approve the 2026 Summer Activity Guide

**VOTE:** Motion by: NBAA Rep Johnson  
Second by: Commissioner Woida  
Motion Passed 4-0

**5. COMMUNICATION**

**A.** Youth Sports Update

Recreation Specialist, Kelsey Stouffer provided an update on the upcoming NBYA season which is baseball/softball. There are 510 players in the league in 2026. There were 507 in 2025. April 14<sup>th</sup> registration opens for the Fall Soccer Season.

**B.** Youth Enrichment Update

Recreation Specialist Parker Dorothy provided an update on the upcoming season for adult sports and enrichment. He adjusted the start dates to get more volleyball teams to be able to participate. He has 8 co-ed teams and 8 women's volleyball league teams. He is starting a sand volleyball league this summer.

**C.** Adult Sports & Enrichment Update

Recreation Specialist, TJ Watkins provided an update on the upcoming season for Summer Day Camp. He currently is 92% full and has accumulated \$357,707 in revenue.

**D.** Facilities Update

Recreation Manager, Katie Roth provided an update on the current facilities of ARC and Hickory Grove. She indicated that the elections will be held at both the ARC and Hickory Grove on April 7<sup>th</sup> and that we will be shutting down the gym to have the gym floor resurfaced from May 20<sup>th</sup>-26<sup>th</sup> which is during our season transition from Spring to Fall.

**6. ADJOURN**

**MOTION:** Motion to adjourn the meeting at 6:57pm

**VOTE:** Motion by: Commissioner Prei  
Second by: NBAA Rep Johnson  
Motion Passed 4-0

*Respectfully Submitted,  
Katie Roth, Recreation Manager*

**REQUESTED ACTION STATEMENT**

**TO:** Recreation Commission

**FROM:** Kelsey Stouffer, Recreation Specialist

**RE:** Requested Action Statement for the approval of the Tope Center Lacrosse Instructor Services Agreement.

**DATE:** March, 25<sup>th</sup> 2026

**REQUESTED ACTION:** Requested Action Statement for the recommendation of approval of the vendor agreements with Top Center Lacrosse Club, to provide recreation youth lacrosse programming.

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

**RATIONALE/BACKGROUND:** To support the continued growth and success of recreational enrichment initiatives, the Recreation Department is seeking to establish a partnership with Top Center Lacrosse Club to introduce Youth Lacrosse programs. This collaboration aligns with the Department's commitment to expanding athletic offerings by incorporating unique, high-energy programming.

## SERVICES AGREEMENT



This Services Agreement (“Agreement”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026 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 TOP CENTER LACROSSE (hereinafter referred to as “Instructor”).

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

WHEREAS, Instructor provides Lacrosse instruction classes; and

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

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 Youth Lacrosse instructional services. The City does hereby retain the Instructor to perform youth Lacrosse program instruction as provided for hereunder.

2. All classes are to be held at the New Berlin Activity and Recreation Center, surrounding parks in the City of New Berlin in a space to be assigned by the City. 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 program 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. 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.

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

7. 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.

8. 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.

9. 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.

10. 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.

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

CITY:

INSTRUCTOR:

**City of New Berlin**

**Top Center Lacrosse Club**

By: \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_

**Program Name:**

Intro to Lacrosse Clinic - with Top Center Lacrosse Club

**Clinic Description:**

Come try the fastest game on two feet! No experience needed! Participants will be led through drills, small sided games and a scrimmage! Top Center Lacrosse Club will provide lacrosse sticks and necessary gear. Please bring a closed toed shoes, water bottle and athletic clothing



## **REQUESTED ACTION STATEMENT**

**TO:** Recreation Commission  
Common Council  
Mayor Dave Ament

**FROM:** Eric Snodgrass, Assistant Recreation Manager

**DATE:** 4/13/2026

**REQUESTED ACTION:** Requested Action Statement for the recommendation of approval of proposed trade agreement with BSN Sports in exchange for gym rental time to MTXE Premier Basketball

**FISCAL IMPACT:** Highlights:

Scott Landisch, coach for MTXE Premier Basketball has proposed a trade agreement between BSN Sports, his currently employer, and the New Berlin Recreation Department. Landisch is currently also an Activity & Recreation Center member.

MTXE has requested eight dates of rentals, two hours per date, one court starting in late April and ending mid-June from 6:00pm to 8:00pm for practice purposes. As a New Berlin resident, their rental fee total would be \$1,040 (\$65 x 2 hours). Landisch’s employer, BSN Sports, has offered provide trade in return for MTXE’s rental fee in the amount of \$1,500. The \$1,500 trade credit would be valid for staff apparel and facilities branding. BSN Sports would also provide discounts for some of the top apparel brands.

**RATIONALE/BACKGROUND:**

Upon careful consideration our department feels this proposed trade agreement would benefit the department. We would be receiving an additional \$460 in value compared to the value of their rental. The use of trade towards staff apparel will help the department save money for this expense line in 2026. It can be used for staff uniform, special events, and programming. The trade can also cover any expenses for signage or branding at the department's facilities, another potential cost savings. The court rental time request is currently a block of time that is open and not in demand. Courts still remain for open gym and recreation programming. BSN Sports has been a vendor of the department for a few years now so our team is familiar with their products and services.



**BSN SPORTS REWARD PROGRAM  
FOR  
CITY OF NEW BERLIN  
RECREATION DEPARTMENT**

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**BSN SPORTS** is pleased to offer **the City of New Berlin Recreation Department** the **BSN SPORTS REWARDS PROGRAM** for the purchase and supply of athletic apparel and equipment.

**BSN SPORTS Product Pricing:** Customer shall be able to purchase products at the following discounts:

- Nike, UA, and adidas Stock Apparel/Uniforms 35% off Retail Price
- Nike, UA and adidas Footwear 30% off Retail Price
- BSN SPORTS Products Minimum of 15% off Catalog Price
- BSN SPORTS Catalog Branded Products Minimum of 10% off Catalog Price

BSN SPORTS Products are identified in our catalog with a black star icon next to the product code. BSN SPORTS catalog branded products are products distributed by BSN SPORTS from a manufacturer such as Wilson, Spalding, Rawlings, etc.

All Custom Uniforms will be priced separately. Custom apparel, decorated apparel and footwear from any other manufacturers offered by BSN SPORTS will be at the then-current team discount pricing.

Decoration charges are not included in the above discounts.

**My Team Shop:** BSN SPORTS' online player pay site is recommended to be used by all varsity programs. Other programs including club sports, intramurals and other organizations will be encouraged to participate. One schoolwide/staff store is to be run per year. My Team Shop sales will be included in the Spending Level Totals.

**Shipping:** All bulk orders will be at a 3.0% shipping rate. Standard shipping rates apply for all My Team Shop orders and all orders requiring freight shipping

**Signing bonus:**

Upon Signature of this agreement, BSN Sports will provide \$1500 in product (branding or apparel) to the City of New Berlin Recreation Department at retail pricing.

FOOTBALL  
BASKETBALL  
VOLLEYBALL  
SOCCER  
BASEBALL  
LACROSSE  
TENNIS  
SOFTBALL  
UNIFORMS  
TRACK&FIELD  
STRENGTH&  
FITNESS  
WRESTLING  
SPORTS MED  
SPEED  
AGILITY  
SCOREBOARDS  
BENCHES&BLEACHERS  
COACHING  
AQUATICS

