

AGENDA  
CITY OF BERLIN  
SPECIAL PARKS & RECREATION COMMISSION MEETING  
**Wednesday August 20<sup>th</sup>, 2025 4:30 PM**  
COUNCIL CHAMBERS, BERLIN CITY HALL, 2<sup>ND</sup> FLOOR  
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE

1. Call to Order/ Roll Call
2. General Public Comments.
3. Approval of Minutes. RECOMMENDATION: Approve minutes from July 7<sup>th</sup>, 2025 Special Meeting.
4. Approval of Revenues and Expenditures. RECOMMENDATION: Approve the revenues and expenditures as presented.
5. Discussion of Park and Recreation Director position update. RECOMMENDATION: Provide a recommendation to the Common Council regarding a title change to “Senior Center and Recreation Facility Coordinator”, the role/duties/responsibilities of the position, and the number of hours needed for the position.
6. New Business
7. Old Business
8. Adjourn

*Please note, upon reasonable notice, efforts will be made to accommodate the needs of the disabled individuals through appropriate aids and services. For additional information to request services, contact the municipal Clerk at 920-361-5400.*

*Note: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance in the above stated meeting to gather information: no action will be taken by any other governmental body except by the governing body notified above.*

# CITY OF BERLIN PARKS & RECREATION COMMISSION

## MEETING

MINUTES for WEDNESDAY July 9, 2025 4:30 PM

COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

### 1. Call to Order / Roll Call

Meeting called to order at 4:36 PM

Present: Tim Bending, Bobbie Erdmann, Kamie Jorgensen, Kayla Reeves, Bruce Tetzke,

Absent: Dr. Emmett Durtschi

Staff Present: Jessi Balcom, Rebecca Bays

### 2. General Public Comments

- None

### 3. Approval of Previous Meeting Minutes

On a motion by Bruce Tetzke and a second by Bobbie Erdman , the minutes from June 4, 2025 Meeting were approved.

### 4. Approval for Revenues and Expenditures.

On a motion was made to approve by Bruce Tetzke and a seconded by Kamie Jorgensen , - Revenue and Expenditures Report was approved as presented.

- Rebecca Bays gave report on Pool, Campground and Shelter House rental revenue.

### 5. Rotary Flag Presentation at Nathan Strong Park

- Presentation by Kyle Camp
- Flags were put in place prior to meeting to have in place for 4<sup>th</sup> of July Holiday.

On a motion to approve was made by Bobbie Erdman and a second by Tim Bending, Motion to allow flags in Nathan Strong Park was Approved.

### 6. Tree City USA Project

- Speaker – Rebecca Bays
- <https://www.arborday.org/our-work/tree-city-usa>
- 2026 Applications not yet available

## 7. New Business

- Rebecca Bays has resigned with City of Berlin Park and Recreation Department
- This will be her last Commission Meeting

## 8. Old Business

- Nothing at this time.

## Next Meeting

Tentatively August 6th 2025 - Council Chambers, Berlin City Hall, 2<sup>nd</sup> Floor

## Adjournment

On a motion by Bruce Tetzke to adjourn and a second by Bobbie Erdman, the meeting adjourned at 4:49 pm

Respectfully Submitted by – Secretary Tim Bending

**Consolidated Statement of Activity -Revenue & Expense**  
**City of Berlin WI**  
**For 12/31/2025**

Run: 8/15/2025 at 7:39 AM

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	Y-T-D Actual	Y-T-D Budget	Variance
<b><u>Revenues</u></b>			
100-52-46720-000 Parks & Playgrounds	5,080.00	7,000.00	(1,920.00)
100-52-46721-000 Swimming Pool Outdoor	29,148.50	40,000.00	(10,851.50)
100-52-46722-000 Concession Stand	13,280.25	25,000.00	(11,719.75)
100-52-46723-000 Campground Fees	10,906.30	22,500.00	(11,593.70)
100-52-46724-000 Ball Field Usage Fees	0.00	500.00	(500.00)
Total Revenues	58,415.05	95,000.00	(36,584.95)
<b><u>Expenses</u></b>			
100-52-55200-112 Parks Overtime	0.00	0.00	0.00
100-52-55200-120 Parks Wages	53,852.00	93,821.00	39,969.00
100-52-55200-130 Parks Health & Life Insurance	12,491.15	28,694.00	16,202.85
100-52-55200-133 Parks Other Employee Benefits	0.00	725.00	725.00
100-52-55200-220 Parks Utilities	13,141.15	25,000.00	11,858.85
100-52-55200-340 Parks Operating Supplies	17,225.00	20,000.00	2,775.00
100-52-55200-345 Parks Property Services - Vehicles	975.27	6,300.00	5,324.73
100-52-55200-353 Parks Flower Beds & Fertilizer	4,654.87	6,500.00	1,845.13
100-52-55200-360 Parks Other Repairs & Maintenance	653.45	3,000.00	2,346.55
100-52-55200-380 Parks Equipment & Structures	11,369.52	12,000.00	630.48
100-52-55200-391 Parks Uniforms	123.00	500.00	377.00
100-52-55200-415 Parks Sales Tax	105.51	1,400.00	1,294.49
100-52-55200-501 Parks Social Security	3,044.63	5,817.00	2,772.37
100-52-55200-502 Parks MedicareE SS	712.04	1,360.00	647.96
100-52-55200-510 Parks Insurance Premiums	0.00	5,800.00	5,800.00
100-52-55200-650 Parks WRF 600	2,404.84	3,871.00	1,466.16
100-52-55200-820 Parks Urban Tree Grant Project	0.00	0.00	0.00
100-52-55200-860 Parks Capital Equipment	0.00	0.00	0.00
Total Expenses	120,752.43	214,788.00	94,035.57
Excess Revenue Over (Under) Expenditures	(62,337.38)	(119,788.00)	(130,620.52)

CITY OF BERLIN  
POSITION DESCRIPTION  
FOR  
**SENIOR CENTER & RECREATION FACILITIES**  
**COORDINATOR**

<b>SUPERVISOR:</b>	City Administrator
<b>SHIFT/HOURS:</b>	XXXX. M-F generally (other hours as needed)

**JOB SUMMARY**

The Senior Center & Recreation Facilities Coordinator is responsible for managing and overseeing the Senior Center and City owned recreational facilities and amenities. This involves the planning and coordination of senior programming, regular and special event planning, managing the senior nutrition and transportation programs, and coordinating the rental/reservation of the City's sports fields, park shelters and camp ground. The Coordinator is directly responsible for working with various agencies to provide services and event planning for older adults, and for record keeping, bookkeeping functions, managing public relations and facility/staff coordination.

**ESSENTIAL JOB FUNCTIONS**

- (1) Plans and directs training programs and development initiatives for Senior Center staff. Hires, trains, and directly supervises all Senior Center, nutrition, and transportation staff. Clearly defines and effectively delegates work assignments to staff; provides support and offers guidance to staff as they carry out their assigned tasks.
- (2) Facilitates County senior nutrition program and senior transportation program and the development of long-range plans. Also includes researching and seeking out of potential grants or any governmental funding programs (including local, state, and federal programs on older adult programs and recreation facilities needs), prepares and plans information pertaining to applications for state and federal funding of projects. When needed, performs duties of the cook for the nutrition program.
- (3) Serves as staff liaison to the Park and Recreation Commission and Committee on Aging; keeps Commission/Committee informed of pertinent issues and guides their efforts to provide the City Council with meaningful advice. Provides all correspondence for Commission/Committee (i.e. monthly agendas, commission meeting packet, coordinate minutes, maintain commission files, and any other correspondence that pertains to issues the commission must act upon.) Keeps the City Administrator informed of any important developments on a timely basis; attends Park and Recreation Commission, Committee on Aging, and City Council and all other meetings as required or directed; also serves on various committees as assigned.

- (4) Administers the camp ground and pavilion rental program. Manages reservations, collects fees, and ensures policies are communicated and up to date.
- (5) Directs public relations and marketing initiatives. Coordinates updates to City and Senior Center websites and social media, writes weekly press release to local papers and media outlets, coordinates advertising initiatives for campground. Works with the school district, counties and other social service agencies to determine the needs of special population groups, which are economically or socially disadvantaged. Directs a strong public relations program; delivers presentations to community groups, professional groups and others; and oversees the development of promotional materials.
- (6) Attends seminars and continuing education to stay abreast of latest trends in senior needs, programming and maintenance. This includes memberships to related organizations in the field of aging, seniors and recreation as required and/or approved by the governing committee.
- (7) Develops and maintains effective communications with the school district and other community groups.
- (8) Maintains accurate records of senior programming including program registration and data. Responsible for submission of all applicable weekly, monthly, quarterly, semi-annual or annual reports as required. This includes volunteer time, in-kind sheets, expenditures, facility use request and any others as needed due to local, state and federal guidelines.
- (9) Coordinate facility usage/rental (including senior center, ball fields, pavilion use, campgrounds, etc.)
- (10) Receptionist duties as needed.
- (11) Responsible for all departmental purchases, cash deposits, payroll preparation and budgeting (senior nutrition, senior center, and senior transportation) as required by the City. Aid with cash management and prepare regular deposits of senior nutrition, transportation, program, and recreational facility usage fees.
- (12) Performs other duties as needed or assigned.

## **SKILLS & QUALIFICATIONS**

- (1) At least three years of educational and/or experienced background in human services, therapeutic recreation, geriatrics, social work, or a closely related field. Degree not required, but considered a plus.

- (2) Three years administrative and supervisory experience, preferably related to Senior Aging Needs including record and personnel management.
- (3) Working knowledge of community resources, activities and agencies geared to the needs and interests of older adults; working knowledge of the equipment, facilities, and operations.
- (4) The knowledge and ability to coordinate and manage promotional activities pertaining to senior programming.
- (5) The ability to coordinate and manage the activities of personnel; the ability to prioritize and assign jobs, to prepare schedules and anticipate staffing needs.
- (6) Substantial knowledge of municipal senior operations to include multidivisional budget preparation, capital improvement plan development and implementation, coaching and instructing.
- (7) Considerable knowledge of the field of aging and understanding of aging problems.
- (8) Knowledge of recreational activities and community resources and agencies providing service for citizens of all generations.
- (9) Knowledge and education on wellness for all generations and of state and federal agencies and their services for older adults.
- (10) The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships as well.
- (11) Multi-task oriented and ability to work positively with change.
- (12) Computer literacy including working knowledge of MS Word, Excel, Publisher, PowerPoint, recreation software, and Internet Explorer.
- (13) Valid driver's license.

### **PHYSICAL DEMANDS**

- (1) Ability to occasionally lift and carry heavy objects of 10-50 lbs.
- (2) Ability to sit continuously for long periods of time, and occasionally reach above shoulders and bend.

- (3) While performing the duties of this job, the employee is frequently required to talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand and walk.
- (4) Eye-hand coordination is necessary to operate various pieces of equipment.

#### **MINIMUM CERTIFICATIONS**

- (1) Serve Safe Certification must be obtained with 120 days of hire.