

CITY OF BERLIN PARKS & RECREATION COMMISSION

MEETING

MINUTES for WEDNESDAY October 1, 2025 4:30 PM

COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

1. Call to Order / Roll Call

Meeting called to order at 4:30 PM

Present: Tim Bending, Kayla Reeves, Bruce Tetzke, Dr. Emmett Durtschi, Kamie Jorgensen

Absent: Bobbie Erdmann

City Officials Present: Jessi Balcom, Scott Zabel

2. General Public Comments

- Nothing to report

3. Approval of Previous Meeting Minutes

A motion was made by Dr. Emmett Durtschi to approve the minutes from September 3, 2025 as presented, with a second by Bruce Tetzke. Motion approved.

4. Approval for Revenues and Expenditures.

A motion was made by Tim Bending to approve the Revenue and Expenditures Report as presented, with a second by Bruce Tetzke. Motion approved.

5. Request for Trunk or Treat Event at Riverside Park

- Requested by Robert Frost of Sons of the Amvets of Redgranite, Post 13
- Sunday Oct. 26th 11:00 AM to 7:00 PM (Date and time amended from original request)
- Primarily held during city trick or treating scheduled
- No charge for use of park because the parks are technically closed at this time of year.
- Restrooms and facilities are offline at this time.

A motion was made by Kamie Jorgensen to waive the 45-day notice and associated fee, with a second by Bruce Tetzke. Motion approved.

A motion was made by Bruce Tetzke to approve the requested use of park and Veteran's gazebo, with a second by Kamie Jorgensen. Motion approved.

6. Presentation on smoke free parks/outdoor areas

- Presentation by Lauren Olsen, Deputy Health Officer of Green Lake County Health Department
- Also accompanied by Johanna Brotz, Commercial Tobacco Prevention and Treatment Coordinator with Fond Du Lac County Health Department/East Central Alliance for Nicotine Prevention
- Entertained Amending Ordinance to include all City owned property
- Grants or funding is available to offset the costs of signage

A motion was made by Bruce Tetzke to recommend to Common Council amendment of City Ordinances to include city owned parks for no smoking or vaping, with a second by Dr. Emmett Durtschi. Motion approved.

7. Update to City of Berlin Ball Field Use Agreement

A motion was made by Dr. Emmett Durtschi to approve proposed changes to Ball Field Agreement with a seconded by Bruce Tetzke. Motion approved.

8. Review of amended Park and Recreation Fees

- Cost for Fire Wood increased from \$4 to \$5 per 8 pieces
- Dump Station Fee Raised from \$6 to \$10 per use

A motion by Kamie Jorgensen was made to approve amended fees and send to Common Council, with a second by Bruce Tetzke. Motion approved.

9. New Business

- Nothing at this time.

10. Old Business

- Nothing at this time.

11. Adjourn

A motion to adjourn was made by Bruce Tetzke, with a second by Kamie Jorgensen. The meeting adjourned at 5:10 pm.

Respectfully Submitted by – Secretary Tim Bending