

AGENDA
CITY OF BERLIN
PARKS & RECREATION COMMISSION MEETING
Wednesday November 5th, 2025 4:30 PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND 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 October 1st, 2025 Meeting.
4. Approval of Revenues and Expenditures. RECOMMENDATION: Approve the revenues and expenditures as presented.
5. Introduction of Senior Center and Recreation Facilities Director, Susan Kiener.
RECOMMENDATION: Welcome Senior Center and Recreations Facilities Director.
6. Request for The Gobbler Walk/Run event by Jennifer Leahy of Berlin High School Student Council on 11/27/25 from 8:15-10:00 a.m. at Nathan Strong Park. RECOMMENDATION: Listen to request presentation with action as appropriate.
7. New Business
8. Old Business
9. 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 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

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

Run: 10/31/2025 at 2:41 PM

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	Y-T-D Actual	Y-T-D Budget	Variance
Revenues			
100-52-46720-000 Parks & Playgrounds	6,005.00	7,000.00	(995.00)
100-52-46721-000 Swimming Pool Outdoor	36,496.50	40,000.00	(3,503.50)
100-52-46722-000 Concession Stand	17,205.50	25,000.00	(7,794.50)
100-52-46723-000 Campground Fees	18,947.05	22,500.00	(3,552.95)
100-52-46724-000 Ball Field Usage Fees	0.00	500.00	(500.00)
100-52-48500-000 Donations to Parks	100.00	0.00	100.00
Total Revenues	78,754.05	95,000.00	(16,245.95)
Expenses			
100-52-55200-112 Parks Overtime	0.00	0.00	0.00
100-52-55200-120 Parks Wages	74,996.97	93,821.00	18,824.03
100-52-55200-130 Parks Health & Life Insurance	16,060.05	28,694.00	12,633.95
100-52-55200-133 Parks Other Employee Benefits	0.00	725.00	725.00
100-52-55200-220 Parks Utilities	16,781.49	25,000.00	8,218.51
100-52-55200-340 Parks Operating Supplies	17,717.87	20,000.00	2,282.13
100-52-55200-345 Parks Property Services - Vehicles	3,503.45	6,300.00	2,796.55
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	(346.55)	3,000.00	3,346.55
100-52-55200-380 Parks Equipment & Structures	10,202.34	12,000.00	1,797.66
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	4,259.31	5,817.00	1,557.69
100-52-55200-502 Parks MedicareE SS	996.11	1,360.00	363.89
100-52-55200-510 Parks Insurance Premiums	0.00	5,800.00	5,800.00
100-52-55200-650 Parks WRF 600	3,171.47	3,871.00	699.53
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	152,225.89	214,788.00	62,562.11
Excess Revenue Over (Under) Expenditures	(73,471.84)	(119,788.00)	(78,808.06)

Consolidated Statement of Activity -Revenue & Expense
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	Y-T-D Actual	Y-T-D Budget	Variance
<u>Revenues</u>			
100-54-46726-000 SWimming Pool Classes	0.00	250.00	(250.00)
Total Revenues	0.00	250.00	(250.00)
<u>Expenses</u>			
100-54-55300-110 Recreation Salaries	7,372.01	11,703.00	4,330.99
100-54-55300-120 Recreation Wages	0.00	0.00	0.00
100-54-55300-130 Recreation Health & Life Insurance	3,122.77	7,144.00	4,021.23
100-54-55300-133 Recreation Other Employee Benefits	0.00	0.00	0.00
100-54-55300-220 Recreation Utilities	1,038.07	2,000.00	961.93
100-54-55300-290 Recreation Other Contractual Services	0.00	0.00	0.00
100-54-55300-312 Recreation Tickets and Transportation	0.00	0.00	0.00
100-54-55300-320 Recreation Publication Fees	0.00	0.00	0.00
100-54-55300-321 Recreation Dues	0.00	200.00	200.00
100-54-55300-330 Recreation Conferences and Training	105.00	500.00	395.00
100-54-55300-340 Recreation Operating Supplies	464.56	200.00	(264.56)
100-54-55300-360 Recreation Other Repairs & Maintenance	0.00	0.00	0.00
100-54-55300-380 Recreation Equipment & Structures	0.00	0.00	0.00
100-54-55300-415 Recreation Sales Tax	0.00	50.00	50.00
100-54-55300-501 Recreation Social Security	395.06	726.00	330.94
100-54-55300-502 Recreation MedicareE SS	92.35	170.00	77.65
100-54-55300-510 Recreation Insurance Premiums	0.00	2,200.00	2,200.00
100-54-55300-650 Recreation WRF 600	493.03	813.00	319.97
100-54-55320-210 Media Outreach Program Professional Services	0.00	1,000.00	1,000.00
Total Expenses	13,082.85	26,706.00	13,623.15
Excess Revenue Over (Under) Expenditures	(13,082.85)	(26,456.00)	(13,873.15)

City of Berlin

Park and Recreation Commission Request Form

Name: Jennifer Leahy

Address: 222 Memorial Dr.

Organization Name (If Applicable): Berlin High School Student Council

Phone Number: 920-361-2000 ext. 1242

Date and Time of Request: 11/27/25, 8:15-10:00 a.m.

Please Pick an Option Below That Best Describes Your Request

☒ Park Request
(please specify below)

☐ Petting Zoo

☐ Long Term Campground Stay

☐ Other

Additional Information:

Registration will be set-up in the park from 8:15 - 9:00 am when the 5K will start. We will have a table set-up & it will be taken down as soon

The Park and Recreation Commission has the right to refuse any request that does not as the follow the park policies or city ordinances.

race begins.



