

CITY OF BERLIN PARKS & RECREATION COMMISSION

MEETING

MINUTES for WEDNESDAY January 7, 2026 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: Kayla Reeves, Tim Bending, Bruce Tetzke, Dr. Emmett Durtschi, Kamie Jorgensen

Absent: Bobbie Erdmann

City Officials Present: Jessi Balcom

2. General Public Comments

3. Approval of Previous Meeting Minutes

A motion was made by Bruce Tetzke to approve the minutes from November 5, 2025 as presented, with a second by Dr. Emmett Durtschi. 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 Kamie Jorgensen. Motion approved.

5. Special Events on Streets, Highways and Municipal Parking Lots (Muni Code 18-333)

- Presented by Jessi Balcom
- Moving forward we will be following the city ordinance as stated
- Municipal Code 50-74 notes that all exclusive usage requests of the parks and park facilities are to be approved by staff within 10 days of the receipt of the request, and only require review by the Park & Recreation Commission if animals would be present.
- Park & Recreation Commission will receive notification of these event requests monthly
- The commission would only be used to approve or deny a request if the staff was to deny a request and the requesting party wanted to appeal the deny.

6. 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 4:41 pm.

Respectfully Submitted by – Secretary Tim Bending