

AGENDA
CITY OF BERLIN
PARKS & RECREATION COMMISSION MEETING
Wednesday, March 4th, 2026 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 January 7, 2026 Meeting.
4. Approval of Revenues and Expenditures. RECOMMENDATION: Approve the revenues and expenditures as presented.
5. Discuss and approve both the ABC Group's Let Freedom Ring and St John Lutheran School's Donkey Basketball events involving animals in the parks. RECOMMENDATION: Approve events.
6. Discuss facility rental fee for non-profit organizations. RECOMMENDATION: Make a recommendation to Common Council.
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 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

Revenue & Expense - MTD & YTD with Budget

For the Period Ended January 31, 2026

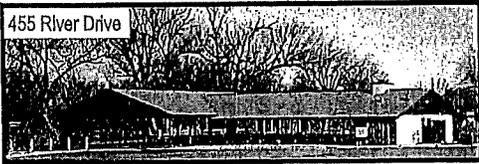
General	Annual Budget	MTD Actual	YTD Actual	Remaining Budget
Revenues				
100-52-46720-000 Parks & Playgrounds	5,500.00	600.00	600.00	(4,900.00)
100-52-46723-000 Campground Fees	17,000.00	0.00	0.00	(17,000.00)
Total Revenues	22,500.00	600.00	600.00	(21,900.00)
Expenditures:				
100-52-55200-120 Parks Wages	95,807.00	2,652.89	2,652.89	93,154.11
100-52-55200-130 Parks Health & Life Insurance	23,269.00	1,929.02	1,929.02	21,339.98
100-52-55200-133 Parks Other Employee Benefits	1,500.00	125.00	125.00	1,375.00
100-52-55200-220 Parks Utilities	25,000.00	697.31	697.31	24,302.69
100-52-55200-340 Parks Operating Supplies	20,000.00	825.25	825.25	19,174.75
100-52-55200-345 Parks Property Services - Vehicles	6,300.00	0.00	0.00	6,300.00
100-52-55200-353 Parks Flower Beds & Fertilizer	4,900.00	0.00	0.00	4,900.00
100-52-55200-360 Parks Other Repairs & Maintenance	3,000.00	0.00	0.00	3,000.00
100-52-55200-380 Parks Equipment & Structures	12,000.00	0.00	0.00	12,000.00
100-52-55200-391 Parks Uniforms	250.00	0.00	0.00	250.00
100-52-55200-415 Parks Sales Tax	1,400.00	0.00	0.00	1,400.00
100-52-55200-501 Parks Social Security	5,940.00	489.67	489.67	5,450.33
100-52-55200-502 Parks Medicare SS	1,389.00	114.51	114.51	1,274.49
100-52-55200-510 Parks Insurance Premiums	5,046.00	0.00	0.00	5,046.00
100-52-55200-650 Parks WRF 600	4,131.00	604.83	604.83	3,526.17
Total Expenditures	209,932.00	7,438.48	7,438.48	202,493.52
Excess Revenues Over (Under) Expenditures	(187,432.00)	(6,838.48)	(6,838.48)	180,593.52



BERLIN PARKS & RECREATION

108 N. Capron Street, P.O. Box 272, Berlin, Wisconsin 54923
 (920) 361-5437 E-mail: parkandrec@cityofberlin.net
PARK SHELTER USE AGREEMENT

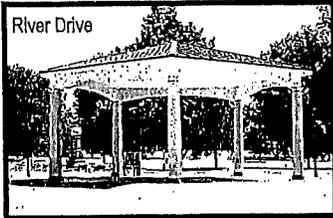
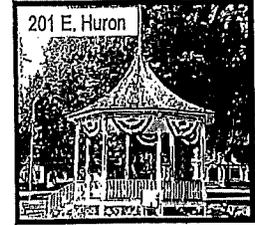
Shelter house #1 (North)



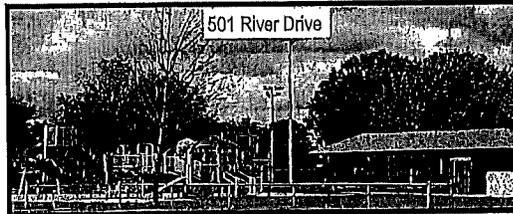
Shelter house #2 (South)



Nathan Strong Gazebo



Veterans Gazebo



North Ball Diamond Shelter

Please see next page for location specific information!

Check <input checked="" type="checkbox"/>	FEE SCHEDULE Prices are per day (+\$100 Deposit)	Monday - Thursday	Weekend/Holiday up to 249 guests	Weekend/Holiday 250 + guests
<input checked="" type="checkbox"/>	Riverside Park North Shelter #1	\$75 Resident \$100 Non-Res	\$100 Resident \$150 Non-Res	\$150 Resident \$200 Non-Res
<input checked="" type="checkbox"/>	Riverside Park South Shelter #2	\$75 Resident \$100 Non-Res	\$100 Resident \$150 Non-Res	\$150 Resident \$200 Non-Res
	Nathan Strong Park Gazebo (Weddings Only)	\$75 Resident \$100 Non-Res	\$100 Resident \$150 Non-Res	Not Applicable
	North Ball Diamond Shelter	\$75 Resident \$100 Non-Res	\$100 Resident \$150 Non-Res	Not Applicable
	Veterans Gazebo	\$75 Resident \$100 Non-Res	\$100 Resident \$150 Non-Res	Not Applicable

Date of use: July 2, 3, 4 2026 Start Time*: 8:00 AM End Time: 12:00 Midnite

Number Attending: _____ Type of Event: LET FREEDOM RING *Earliest Reservation Time is 8am

Sponsoring Organization: Achieving a BETTER COMMUNITY, INC.

Person Applying: SUSAN TRAMPF

Print Name: _____

Address: 412 ELM ST BERLIN

Telephone: 920-229-4139 Sound Devices? YES NO

Special Requests: _____

If different - return deposit to:

Name _____
 Address _____
 City _____
 State/zip _____

The undersigned hereby agrees to be responsible for compliance to all ordinances, rules and regulations of the City of Berlin and the Park & Recreation Department as written on the back of this page. The undersigned hereby agrees to release, hold harmless, and indemnify the city from and against any and all liability for property damage or injury incurred by the applicant, employee, agent, customer or other third party related to or arising out of the permitted use. Further the city may require proof of insurance or bond from applicant if deemed necessary. (Please consult with Park & Recreation Director for details).

By checking this box, I certify I have read page two's information.

Signature of Applicant _____ Date _____

OFFICE USE ONLY

Rental Fee \$ _____ + \$100 Deposit = _____

Check # _____ Approved by _____ Date _____

Picnic License Applied

Deposit Return Date _____ Amount \$ _____

Cleaning Check List Returned Date _____

City of Berlin

Park and Recreation Commission Request Form

Name: Susan Trampf

Address: 412 Elm St Berlin

Organization Name (If Applicable): Achieving a Better Community, Inc

Phone Number: 920-229-4139 501(c)(3)

Date and Time of Request: July 2, 3 + 4 2026

Please Pick an Option Below That Best Describes Your Request

Park Request
(please specific below)

Petting Zoo

Long Term Campground Stay

Other

Additional Information:

Both North + South Shelter Horses for Let Freedom Ring. July 2 we
build stages for live music. July 3rd event. July 4th finish clean up. We
will have Cattail Critters Zoo and hope the City fireworks at dusk.
Maybe National Guard howitzer. Beer + wine at the bar. Flags?

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





BERLIN PARKS & RECREATION

108 N. Capron Street, P.O. Box 272, Berlin, Wisconsin 54923
 (920) 361-5437 E-mail: parkandrec@cityofberlin.net

BALL FIELD USE AGREEMENT

Date of use: September 26, 2026 Type of Event: Fundraiser

Sponsoring Organization: St. John Lutheran School

Person Applying: Jennifer Billington Telephone: 920-379-1181

Address: 146 Mowrd St

City: Berlin Zip Code: 54923

Email: School@StJohnBerlin.org

Return Deposit to: If different than name listed
Name
Address
City
State/zip

Rules & Regulations:

- If additional dates are requested, please attach dates to separate piece of paper.
- All City of Berlin ordinances must be adhered to.
- All licenses must be approved before the start of games.
- All fees and deposits must be paid to reserve dates.
- Deposit being refunded is dependent upon condition in which the diamond/shelter is left.
- Make checks out to City of Berlin.
- Litter MUST be picked up and the score booth must be in good condition to receive full deposit back.
- All lights must be turned off.
- Fees will not be returned in the event of rain/cancellation.
- Cancellations and rescheduling of games should be done with 48 hours advance notice given to Parks Manager.
- The Park's Department reserves the right to cancel any games by 1:00 pm the day of if the fields are wet, questionable, or in poor playing conditions due to weather.
- Tournaments must follow Park Shelter Reservation Procedures and Rules and Regulations

Select Option:
<input type="checkbox"/> YOUTH
<input type="checkbox"/> ADULT
<input type="checkbox"/> LEAGUE
If League, Circle :
13 Week
14-17 Week
18-21 Week

Fee Schedule:

YOUTH: No Fee for youth. Please notify Parks Department of dates.
ADULT: \$50.00 Set up one field for one time use fee.
TOURNAMENTS (YOUTH AND ADULT): \$200.00 Tournament fee includes the North Diamond Complex (shelter, North & Klein Diamond, cost of Initial Set-up), and an additional \$100.00 refundable deposit.
LEAGUES: League fees are based on scheduled games and include one (one day) scheduled tournament. League Tournaments are subject to Park Shelter Reservation Procedures and Rules and Regulations, and an additional \$100.00 refundable deposit.

13 weeks scheduled games	1 Diamond at \$650	(Additional Diamond \$550)
14-17 weeks scheduled games	1 Diamond at \$800	(Additional Diamond \$650)
18-21 weeks scheduled games	1 Diamond at \$1000	(Additional Diamond \$800)

The undersigned hereby agrees to be responsible for compliance to all ordinances, rules and regulations of the City of Berlin and the Park & Recreation Department as written on the back of this page. The undersigned hereby agrees to release, hold harmless, and indemnify the city from and against any and all liability for property damage or injury incurred by the applicant, employee, agent, customer or other third party related to or arising out of the permitted use. Further the city may require proof of insurance or bond from applicant if deemed necessary.

(Please consult with Park & Recreation Director for details)

Jennifer Billington 2/13/26
 Signature of Applicant Date

OFFICE USE ONLY		
Rental Fee \$ _____	+ Deposit \$ _____	= _____
Check # _____	Approved by _____	Date _____

City of Berlin

Park and Recreation Commission Request Form

Name: Jennifer Billington

Address: 146 Mound St Berlin

Organization Name (If Applicable): St. John Lutheran School

Phone Number: 920-379-1181

Date and Time of Request: Sep 26, 2026 12:00

Please Pick an Option Below That Best Describes Your Request

Park Request
(please specific below)

Petting Zoo

Long Term Campground Stay

Other

Additional Information:

Donkey Baseball, returning for a second
year

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



2025 Non-Profit Facility Rentals

ABC Group	\$150.00	N Shelterhouse
All Saints Church	\$300.00	N Shelterhouse
Berlin Farmer's & Artist's Market	\$0.00	NS Gazebo
Berlin Vet Foundation	\$0.00	Veterans Gazebo
Berlin Youth Softball	\$200.00	N Ball diamond
Bike Wisconsin	\$100.00	S Shelterhouse
Bugle Mouth Bass	\$150.00	N Shelterhouse
Faith Community Church	\$100.00	NS Gazabo
Four County Democratis Coalition	\$100.00	N Shelterhouse
Grace English Lutheran Church	\$100.00	N Shelterhouse
Grace Lutheran Church	\$75.00	N Shelterhouse
Light of Christ Lutheran	\$100.00	S Shelterhouse
River Shores Church	\$100.00	NS Gazebo
St Johns Lutheran	\$100.00	N Shelterhouse
St Paul Church	\$100.00	S Shelterhouse
Steet Cruzers	\$150.00	S Shelterhouse
UMOS	\$150.00	N Shelterhouse
United Methodist Church	\$100.00	S Shelterhouse
USW 1327	\$150.00	N Shelterhouse
WI Nat'l Guard	\$100.00	S Shelterhouse
Total Revenue	\$2,325.00	

Wisconsin Parks & Recreation Connect forum

Questions: We are currently looking at a possible change in policy for park facility rentals.

Can anyone offer examples of how you handle rentals to **non-profit groups**?

Do you waive the fee, charge a lesser fee, or charge the normal fee?

Responses:

- We charge the same fee for non-profits for rentals of the park but have a reduced fee for sports field usage. If the group has a direct benefit to our community (i.e. Chamber of Commerce, Visitor's Bureau, etc.) we will usually waive the fee completely but still require a deposit.
- Kaukauna offers a 20% discount to non-profit organizations.
- We (Fox Crossing) offers a 50% discount on non-profit rentals, Monday-Thursday. They are charged full price for Friday-Sunday. In both cases, the damage deposit is waived.
- Our non-profits get free shelter rentals Monday-Thursday. On the weekends, it's 1 free rental per year up to \$500.
- Pewaukee updated our policy in 2022 that basically grandfathered in our existing non-profits receiving modified fee structures. Since then, one has dissolved, and another removed their event. Basically, non-profits are subject to the same standard resident/non-resident fees as the public, unless they request and receive a modified fee. The goal with this policy was to give staff clear direction and process as we were landing with fees with no rhyme or reason.
- Cottage Grove currently waives park rental fees during the week for all non-profits. We have implemented that during the weekends, they are subject to full fees. We also waive the deposit for the groups. We do not see a large number of requests, most listed like Chad above, like the Chamber.
- Poynette does not charge local non-profits for shelter rent. For non-profits located outside our postal code, we apply the regular rental rate. However, if a non-profit from outside our postal code is hosting an event that directly benefits our community, we generally waive the rental fee.