

AGENDA
CITY OF BERLIN
PARKS & RECREATION COMMISSION MEETING
Wednesday, April 1, 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 March 4, 2026 Meeting.
4. Approval of Revenues and Expenditures. RECOMMENDATION: Approve the Revenues and Expenditures as presented.
5. Update from Friends of the Berlin Aquatic Center. RECOMMENDATION: Listen to update
6. Discuss facility rental fee for non-profit organizations. RECOMMENDATION: Discussion and 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 March 4, 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 , Kamie Jorgensen

Absent: Dr. Emmett Durtschi

City Officials Present: Scott Zabel, Jessi Balcom, Sue Kiener

2. General Public Comments

- Nothing at this time.

3. Approval of Previous Meeting Minutes

A motion was made by Kamie Jorgensen to approve the minutes from November 5, 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. Discuss and Approval of both the ABC Group's Let Freedom Ring and Saint John Lutheran Schools Donkey Baseball events involving animals in the parks.

A motion was made by Kamie Jorgensen to approve the ABC event for Fourth of July, including the petting zoo, with a second by Tim Bending. Motion approved.

A motion was made by Tim Bending to approve the St John's Donkey Baseball event, with a second by Bruce Tetske. Motion approved.

- ABC Group Let Freedom Ring 4th of July Event– Sue Tramp
- St John's Donkey Baseball – Jennifer Billington

6. Discussion of rental fee for non-profit organizations. (Discussion only)

- Jessi Balcom and Sue Kiener Presented
- Changes to this were discussed

- Approximately \$1800 to \$2500 Revenue each year in rentals
- Asked staff to make recommendations of possible changes and bring back numbers calculated for how changes will affect the revenue coming in.
- Further discussion was postponed until we have more information presented.

7. 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 5:05 pm.

Respectfully Submitted by – Secretary Tim Bending

Consolidated Statement of Activity -Revenue & Expense
February 28, 2026

	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>-</u> <u>Variance</u>
Revenues			
100-52-46720-000 Parks & Playgrounds	700.00	917.00	(217.00)
100-52-46723-000 Campground Fees	0.00	2,833.00	(2,833.00)
100-52-48500-000 Donations to Parks	0.00	0.00	0.00
Total Revenues	<u>700.00</u>	<u>3,750.00</u>	<u>(3,050.00)</u>
Expenses			
100-52-55200-112 Parks Overtime	0.00	0.00	0.00
100-52-55200-120 Parks Wages	10,277.43	95,807.00	85,529.57
100-52-55200-130 Parks Health & Life Insurance	4,169.37	23,269.00	19,099.63
100-52-55200-133 Parks Other Employee Benefits	250.00	1,500.00	1,250.00
100-52-55200-220 Parks Utilities	2,566.43	25,000.00	22,433.57
100-52-55200-340 Parks Operating Supplies	825.00	20,000.00	19,175.00
100-52-55200-345 Parks Property Services - Vehicles	0.00	6,300.00	6,300.00
100-52-55200-353 Parks Flower Beds & Fertilizer	0.00	4,900.00	4,900.00
100-52-55200-360 Parks Other Repairs & Maintenance	0.00	3,000.00	3,000.00
100-52-55200-380 Parks Equipment & Structures	198.75	12,000.00	11,801.25
100-52-55200-391 Parks Uniforms	0.00	250.00	250.00
100-52-55200-415 Parks Sales Tax	0.00	1,400.00	1,400.00
100-52-55200-501 Parks Social Security	790.15	5,940.00	5,149.85
100-52-55200-502 Parks MedicareE SS	184.77	1,389.00	1,204.23
100-52-55200-510 Parks Insurance Premiums	0.00	5,046.00	5,046.00
100-52-55200-650 Parks WRF 600	995.23	4,131.00	3,135.77
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	<u>20,257.13</u>	<u>209,932.00</u>	<u>189,674.87</u>
Excess Revenue Over (Under) Expenditures	<u>(19,557.13)</u>	<u>(206,182.00)</u>	<u>(192,724.87)</u>

CITY OF BERLIN
PARKS & RECREATION COMMISSION MEETING
STAFF REPORT

TO: Parks & Recreation Commission
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Facility Rental Fee for Non-Profit Organizations
MEETING DATE: April 1, 2026

BACKGROUND

At the March 4, 2026 Parks & Recreation Commission meeting staff was asked to provide additional information regarding facility rental fees for non-profit organizations.

As previously provided, revenues of approximately \$1875 (2023), \$2050 (2024) and \$2425 (2025) were collected from Non-profit organizations for use of City recreational facilities over the last 3 years.

The City has a Co-Sponsorship agreement with the Berlin Farmers and Artists Market (BFAM) for use of Nathan Strong Park on Tuesdays from June through September. This agreement states that the BFAM will be responsible for acquiring and paying for all of the entertainment provided at the Tuesday night markets (which are open to the public and free to attend). The City will provide the use of the park (\$75 per week rental fee - \$1200-\$1350 per summer), and the cost of electricity (Nathan Strong electric bill for June – September 2025 was \$101.29, divided by 7 (1 day per week) is approximately \$14.47. The City also carries the needed license for music in the park (\$368.14/year for all facilities), ~\$187.07 for the Market performances. Approximate annual cost of the City's agreement responsibilities = \$1,500.

Due to the varying nature of non-profit organizations' use of the City's recreational facilities, a case-by-case review of a request made by a non-profit organization to waive facility rental fees may be appropriate. Staff would not recommend moving forward with a change to eliminate or reduce non-profit rental fees overall. There is no replacement for the revenues generated by the rental of the facilities, and the cost of maintenance and clean up remains. Additionally, not all uses of the city facilities by non-profit organizations provide the same level of service to the City of Berlin residents and businesses.

Should the Park and Recreation Commission wish to move forward with a recommendation to Council to consider the waiving (or reduction) of City Facility rental fees for non-profit organizations, there are several criteria that could be made part of that review/decision process. Here are a few criteria for your consideration:

- Established (repeatedly held for three years or more), regularly occurring event (annually, monthly, every other year, etc.)
- The Mission of the non-profit organization, in some way enhances or improves the City of Berlin, the lives of its citizens or the opportunities of its businesses.
- The event is open to the public and free to attend. Profits made at the event are used to forward the mission of the non-profit organization and will benefit the Berlin Community.
- The non-profit organization has a history of community support through projects, donations and/or events for the Community as a whole.

Staff recommends continuing with the agreements and support that have been developed previously to help enable the provision of quality, community-benefitting events in the City of Berlin.

Dear concerned citizen;

We of the Friends of the Berlin Aquatic Center greet you and urgently request your support.

Our mission is to "Save the BAC" but our mission has been stymied by the need of the City of Berlin to find the needed funds to accomplish the task. That's where you come in!

Our goal is to collect the Pledges of Financial Support sufficient to convince the City of Berlin that there is adequate support from the community and those who have an interest in the BAC to keep it up and running.

We will then take that pledged amount before the Common Council and advise them of the money that the community is willing to put into the effort.

Once the city agrees to repair the pool, we will then reach out to you for those pledged dollars, based on your original pledge agreement. Please note that the "pace of government" can often be months and years in the fruition of desired goals, but it is important that we take that first step!

To that purpose, we have put together the enclosed packet to answer any of your questions as to our makeup, strategy goals, bylaws, and the needed repairs of the pool. If you still have questions, we are more than delighted to meet with you personally and fill in any missing information.

Please consider pledging your gift to the effort to save the Berlin Aquatic Center, and let us know before April 15th either by email or regular mail.

Victoria Hill
President
Friends of the Berlin Aquatic Center



Pledge of Support Form

Supporting the Future of the Berlin Aquatic Center

Business Information

Name Wisconsin Spice, Inc.

Billing Address 478 S. Industrial Park Rd.

Phone 920.361.3555 Email asass@wisconsinspice.com

The Friends of the Berlin Aquatic Center (FBAC) is collecting pledges of support from local businesses and organizations to help demonstrate our community's commitment to saving and revitalizing the Berlin Aquatic Center. This form does *not* serve as a binding financial commitment, but rather as a statement of intent to contribute, if and when a sustainable path forward for the pool is confirmed.

Please indicate your intent below:

Yes, our business supports the effort to save the Berlin Aquatic Center.

We are willing to make a financial contribution when a plan for repairs and operation is confirmed.

We would consider supporting in the following way(s): (Select all that apply)

Future financial donation

In-kind goods or services

Sponsorship opportunities (signage, naming rights, events)

Other: _____

Estimated pledge amount (optional): \$ 250,000 (\$50,000/year over 5 years)

(We understand this is an estimate only and not a binding amount.)

Signature: _____ **Date:** _____

Please return this form to:

Friends of the Berlin Aquatic Center

PO Box 381

Berlin WI, 54923

Or email it to us at friendsofberlinaquatic@gmail.com

Thank you for your support in keeping the Berlin Aquatic Center open for our families, youth, and community.

Vision: The Friends of the Berlin Aquatic Center will lead fundraising efforts to reduce the financial burden on the City of Berlin in order that future generations will be able to enjoy and benefit from the BAC for community connections, city growth and physical and mental health and wellness.

Mission: Our mission is to help raise the needed funds to partner with the City of Berlin in renovations and maintenance of the Berlin Aquatic Center.

Values:

1. Access to affordable recreation, social and educational opportunities
2. Improved health and well-being (physical and mental) of the residents of Berlin and the surrounding areas
3. Small town / rural growth through a thriving community
4. The BAC will remain a vibrant & inclusive hub for community activities
5. The BAC is safe and accessible
6. Continuous improvement of the facilities, programs, and services with the goal of enriching the lives of those who utilize the BAC
7. Youth and all-ages recreation is a priority, and we value safe gathering places

Objectives:

1. Raise 1.5MM in pledge capital towards the repair of the BAC
2. Partner with the City of Berlin to fund the repairs of the BAC
3. Work with the City of Berlin Common Council to create a governing board of the BAC
4. Create a 1MM endowment that produces 40K annually for ongoing repairs and upgrades

Strategy:

1. Promote passage of the city referendum to support repairing the BAC
2. Gain 1.5MM in capital pledges by July before the COB budget planning
3. Promotion of the benefits of the BAC
4. Create a 1MM endowment to fund 40K annually in maintenance by Year 3
5. Plan for future growth and upgrades

Approach: Raise funds using all available funding sources such as philanthropic donations, grants, pool fees, crowd funding, merchandise & concessions, neighboring communities, local businesses, taxes or government funds, innovative ideas such as brick sales and events, and corporate sponsors, in their appropriate phases.

Tactics :

- a) Phase I: Create an information packet that will have current commitments, organizational docs, strategy plan, and pledge forms. Create pre-filled letters of support that can be disseminated at large for people to send to their local government officials, send out notice letters as a soft-open to those we wish to partner with. Look at marketing with a monthly paper add and a weekly Facebook post. Door hangers and yard signs.
 - i) Slogan: Be a Lifesaver! Back the BAC.
 - ii) Christmas Parade
 - iii) Christmas Tree
- b) Phase 2: Brick sales, cash funding if/when City approves moving forward with pool repair.

NON-PROFIT BYLAWS
OF
FRIENDS OF THE BERLIN AQUATIC CENTER INC

ARTICLE 1- PURPOSE

Friends of the Berlin Aquatic Center Inc (herein referred to as FBAC Inc) is an organization designed to secure resources for the repair and maintenance of the Berlin Aquatic Center (BAC). The mission statement of the FBAC Inc is to help raise the needed funds to partner with the City of Berlin in renovations and maintenance of the BAC. We are committed to advocating that the BAC remains a vibrant and inclusive hub for community activities, providing a safe and accessible space for all members; and that, through fundraising, we may facilitate the improvement and expansion of the facilities, programs and services, with the goal of enriching the lives of individuals and families through recreational and educational opportunities.

This corporation is organized for charitable and educational purposes as defined in Internal Revenue Code, Sect. 501 (c) (3). The organization shall be operated exclusively for the mission of the continuation and improvement of the BAC. This organization shall not, except to an insubstantial degree, engage in any activity or the exercise of any powers which are not in furtherance of its primary non-profit purposes.

ARTICLE 2-BOARD OF DIRECTORS

2.1 The affairs and property of this organization shall be managed and governed by a Board of Directors composed of up to seven (7) and no less than three (3) Directors: President, Vice President, Treasurer, Secretary and up to three Community Representatives who will all be voting members. Election of Directors shall occur annually.

2.2 The term of office shall be one year, commencing on the day after elected at the Annual meeting. New and renewing Board members shall be approved by a simple majority of those Board members at the annual meeting. The annual meeting will be held the 1st Monday day of April each year. All members must be "active members" by attending 75% of scheduled meetings. Failure to remain active may generate removal action by the Board. Removal action requires a majority vote of the remaining voting members.

2.3 Each Board member shall have the right to resign at any time upon written notice thereof. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall not be necessary to make it effective. A Board member may be removed, with or without cause, at any duly constituted meeting of the Board, by the affirmative vote of a two-thirds majority of then-serving Board members.

2.4 A vacancy on the Board will be filled as soon as possible by a simple majority of the voting members then in office. Nominations for prospective members for the vacancy may be placed before the Board by any member considered in active standing. A Board member elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

ARTICLE 3-DUTIES OF ELECTED OFFICES

President

The President serves as overseer of all FBAC Inc operations, functions and activities. The President is also responsible for member assignments, scheduling board meetings, and appointing a board member to take minutes if the Secretary is absent. The President also votes on all votes and is authorized to contract, receive, deposit, disburse and account for all funds of the organization. The President shall set the agenda with the input of the other Board Members.

Vice President

In the absence of the President, it shall then be the responsibility of the Vice President to perform all the duties of the President. Responsible for checking mail at Post Office Box, confirming bank balances monthly and auditing all financial transactions annually.

Treasurer

The Treasurer is responsible for FBAC Inc finances, including payment of all approved expenditures and accounting of income from all fundraising efforts, donations, sponsors and other sources. Further responsibilities include, issuing financial statement report at all monthly board meetings, sending receipts for any gift over \$50 to show tax deductibility, filing all annual Non Profit IRS and/or tax reports and overseeing all cash needs at fundraising events. Dual signatures are required for all checks, Treasurer plus President or Vice President must sign all checks. Prior authorization by 2 or more Voting Members or Board Members is required for all purchases. Meeting minutes will suffice as approval if a financial motion is passed during a regular or special meeting.

Secretary

The Secretary shall be the custodian of all records and documents of the organization and shall act as secretary at all meetings of the Board, keeping the minutes of all such meetings on file. Responsibilities also include promotion and marketing for FBAC Inc.

Community Voting Members

Any elected community voting member will help coordinate fundraising activities and help with public relations, as well as have a vote on the direction of the Board and the amendment of the Bylaws.

ARTICLE 4-COMMITTEES

The Board of Directors shall appoint qualified members to the following committees. It is recommended that these committees are to be represented at all Board meetings but have no voting rights.

Fundraising Committee

A Fundraising Committee shall coordinate well planned fundraising initiatives for the FBAC Inc. These duties include deciding on the type of fundraiser, soliciting volunteers to help, helping with planning and set up of the fundraiser and collecting all funds to transfer to the treasurer. In addition this Committee shall identify potential sources of funds, take an active role in enhancing the Boards awareness of fundraising opportunities, explore opportunities for enhanced public relations and fundraising and provide an annual review of the performance of the Organization's fundraising plan.

Public Relations Committee

If created, a Public Relations Committee shall handle all matters that relate to communicating with donors, stakeholders, and others. This Committee shall also oversee all newsletters, official communications, social media platforms, online presence and contacts with the media as well as developing and distributing poster and registration information.

New Committees

The Board of Directors shall appoint other committees as deemed appropriate in carrying out its purposes.

ARTICLE 5-MEETINGS

The Board's regular meetings will be held on the 1st Monday day of each month from 6-7 pm at the Berlin Public Library unless conflicts arise. The President will give advance notice if anything changes. The annual meeting will be held the 1st Monday of April each year. The President of the Board or any 4 voting members may call a special meeting of the Board with 2 days written notice provided to each member of the Board.

At each meeting the presence of 3 board members shall constitute a quorum for the transaction of business. Issues requiring a vote without the minimum number of members present must be tabled until the next meeting. If at any time the Board consists of an even number of members and a vote results in a tie, then the vote of the President shall be the deciding vote. Board members must attend 75% of the scheduled meetings, including the Annual Meeting, in order to stay on the Board. If you cannot make the meeting, please contact the President prior. Excused absence notice must be given 24 hours prior to a meeting and will not be counted as a missed meeting. A Board member shall be considered present at any meeting of the Board if during the meeting they are present via telephone or web conferencing with the other Board members participating in the meeting.

ARTICLE 6-FINANCIAL POLICY AND RECORD KEEPING

The Board of Directors shall decide all matters pertaining to the finances of the organization. All income shall be placed in a common treasury and an annual audit of the organization books is to be made at the end of each fiscal year. All expenses incurred will be brought before the Board and approved by majority vote. Dual signatures are required for all checks: Treasurer plus President or Vice President or Secretary.

The Organization shall keep the original or a copy of its Articles of Incorporation, Bylaws, Federal Tax Exemption Application and Annual Information Returns at its principal office. These documents shall be open to public inspection and copying to the extent required by law. The books and records of accounts and written minutes shall be kept at a place or places as designated by the Board. Upon leaving office, each officer shall turn over to their successor or to the President, in good order, such books, records, minutes, documents or other property of the Organization as have been in the custody of such officer during their term of office. Every President shall have the absolute right at any reasonable time to inspect all books, records and documents of the Organization.

ARTICLE 7-AMENDMENTS AND REVISIONS

These Bylaws may be adopted, amended, or repealed by a simple majority of the Board of Directors then in office. Such action is authorized only at a duly called and held meeting of the Board of Directors.

The Board will decide any issues not covered under these bylaws.

Certificate of Secretary

I, Michele Cassidy, certify that I am the current elected and acting Secretary of the Friends of the Berlin Aquatic Center, and the above Bylaws are the bylaws of this organization as adopted by the Board of Directors on November 3rd, 2025 and that they have not been amended or modified since the date above.

(Duly Elected Secretary)