

CITY OF BERLIN PARKS & RECREATION COMMISSION

MEETING

AMENDED MINUTES for WEDNESDAY August 5, 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, Richard Lashbrook, Kamie Jorgensen, Dr. Emmett Durtschi

Absent: Pat Hanranhan

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

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 July 1st, 2026 as presented, with a second by Dr. Emmett Durtschi. Motion approved.

4. Approval for Revenues and Expenditures.

A motion was made by Dr. Emmett Durtschi to approve the Revenue and Expenditures Report as presented, with a second by Kamie Jorgensen. Motion approved.

5. Campground Extended stay request by Brad Olson

- Brad Olson has vacated the campground
- He failed to make an appearance to this meeting.

A motion was made by Kamie Jorgensen to deny the Extended Stay Request for Brad Olson, with a second by Tim Bending. Motion approved.

6. Discussion on the Online Rental Program for Park Facilities

- Presentation by Sue Kiener
- MySite vs Campspot
- Variations of cost per transaction to customer

A motion was made by Kamie Jorgensen to send the recommendation to Council for using the MySite online service for campground bookings, with a second by Richard Lashbrook. Motion approved.

7. Rental Procedures discussed regarding deposits for Shelter Houses, first-come first-served policy for campground and cancellation refund policy for all

- Presented by Sue Kiener
- Discussion on holding credit card information of incidental charges vs deposit
- Discussed the cancellation policy and will be brought up next meeting to make a decision.
- First-Come First-Serve policy was discussed

A motion was made by Kamie Jorgensen to send the recommendation to Council for using the MySite online service for campground bookings starting January 1, 2027, with a second by Richard Lashbrook. Motion approved.

A motion was made by Kamie Jorgensen to forgo having the deposit required for shelter house rentals, with a second by Dr. Emmett Durschi. Motion approved.

A motion was made by Dr. Emmett Durschi to charge renters credit card for any damages during the rental period, with a second by Kamie Jorgensen. Motion approved.

A motion was made by Kamie Jorgensen to remove the First-Come First-Serve policy or procedure for campground bookings after January 1, 2027, with a second by Richard Lashbrook. Motion approved.

8. New Business

- Thank you letter from ABC Group to the Park and Recreation Commission was presented and read.

9. Old Business

- Nothing at this time.

10. Adjourn

A motion to adjourn was made by Dr. Emmett Durschi, with a second by Tim Bending. The meeting adjourned at 5:12 pm.

Respectfully Submitted by – Secretary Tim Bending