

AGENDA
CITY OF BERLIN
PARKS & RECREATION COMMISSION MEETING
Wednesday, August 5, 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-minute limit)
3. Approval of Minutes. RECOMMENDATION: Approve minutes from the July 1, 2026 meetings.
4. Approval of the Revenues and Expenditures report. RECOMMENDATION: Approve the Revenues and Expenditures report as presented.
5. Campground extended stay request from Brad Olson. RECOMMENDATION: Discussion and action as appropriate.
6. Discussion on the online rental programs of parks facilities. RECOMMENDATION: Discussion and action as appropriate.
7. Rental procedures discussion regarding deposits for shelter houses, first-come first-serve policy for campground, and cancelation refund policy for all. RECOMMENDATION: Discussion and action as appropriate.
8. New Business
9. Old Business
10. 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 July 1, 2026 4:30 PM

COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

1. Call to Order / Roll Call

Meeting called to order at 4:38 PM

Present: Kayla Reeves, Tim Bending, Richard Lashbrook, Kamie Jorgensen,

Absent: Pat Hanranhan, Dr. Emmett Durtschi

City Officials Present: Jessi Balcom, Sue Kiener, Catrina Burgess

2. General Public Comments

- Jerry Downs
 - Issue with how campsite reservations are handled
 - First come first serve vs. Reservations for first 10 sites.
 - Concerns about next years online plan

3. Approval of Previous Meeting Minutes

A motion was made by Tim Bending to approve the minutes from June 3 and June 17th, 2026 as presented, with a second by Kamie Jorgensen. Motion approved.

4. Approval for Revenues and Expenditures.

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

5. Presentations for the Online Rental Programs of parks facilities by Campspot & MYSites

- Presentation by Brian McGuinn with MY Sites
- Presentation by George Murphy from Campspot
- Both Presentations were online demonstrations of each of their respective websites.
- Discussion Only. A decision will be made at next meeting.

6. Parks Facilities Office Signage at 142 Water Street

- Presentation by Sue Kiener
- Sign for in front of the Senior Center to let people know where to go for Park & Rec Facilities
- Examples were presented.

A motion was made by Kamie Jorgensen to approve the purchase of the new signage, with a second by Tim Bending. Motion approved.

7. Rental Procedure Discussion regarding deposit for shelter houses, first-come first-serve policy for campground.

- Presented by Sue Kiener
- Discussion only
- Decisions on changes will be at next meeting when onsite website choice is decided.

8. New Business

- Nothing at this time.

9. Old Business

- Nothing at this time.

10. Adjourn

A motion to adjourn was made by Richard Lashbrook, with a second by Kamie Jorgensen. The meeting adjourned at 5:33 pm.

Respectfully Submitted by – Secretary Tim Bending

Consolidated Statement of Activity -Revenue & Expense
July 31, 2026

	<u>Y-T-D</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>	<u>-</u> <u>Balance</u>
<u>Revenues</u>			
100-52-46720-000 Parks & Playgrounds	3,650.00	5,500.00	(1,850.00)
100-52-46723-000 Campground Fees	11,366.25	17,000.00	(5,633.75)
Total Revenues	15,016.25	22,500.00	(7,483.75)
<u>Expenses</u>			
100-52-55200-120 Parks Wages	63,913.24	95,807.00	31,893.76
100-52-55200-130 Parks Health & Life Insurance	17,785.23	23,269.00	5,483.77
100-52-55200-133 Parks Other Employee Benefits	875.00	1,500.00	625.00
100-52-55200-220 Parks Utilities	9,468.52	25,000.00	15,531.48
100-52-55200-340 Parks Operating Supplies	11,638.87	20,000.00	8,361.13
100-52-55200-345 Parks Property Services - Vehicles	1,513.82	6,300.00	4,786.18
100-52-55200-353 Parks Flower Beds & Fertilizer	1,965.34	4,900.00	2,934.66
100-52-55200-360 Parks Other Repairs & Maintenance	0.00	3,000.00	3,000.00
100-52-55200-380 Parks Equipment & Structures	7,018.74	12,000.00	4,981.26
100-52-55200-391 Parks Uniforms	178.00	250.00	72.00
100-52-55200-415 Parks Sales Tax	0.00	1,400.00	1,400.00
100-52-55200-501 Parks Social Security	3,664.33	5,940.00	2,275.67
100-52-55200-502 Parks MedicareE SS	878.19	1,389.00	510.81
100-52-55200-510 Parks Insurance Premiums	2,943.50	5,046.00	2,102.50
100-52-55200-650 Parks WRF 600	3,410.58	4,131.00	720.42
Total Expenses	155,285.86	209,932.00	84,678.64
Excess Revenue Over (Under) Expenditures	(140,269.61)	(187,432.00)	(92,162.39)

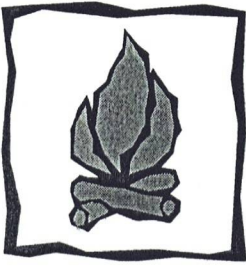
City of Berlin
Parks & Recreation Commission
Staff Report

TO: Parks & Recreation Commission
FROM: Sue Kiener, Recreation Facilities Director
AGENDA ITEM: Campground Extended Stay Request
MEETING DATE: August 5, 2026

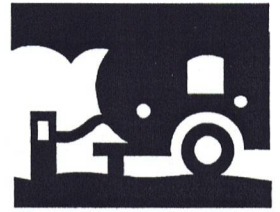
Mr. Brad Olson, a City of Berlin resident, has requested an extended stay through the end of the season (October 15, 2026).

Mr. Olson is aware of all campground policies and agrees he will adhere to all.

If Mr. Olson is granted the extended stay, he does understand that he will still need to move to a different site every 2 weeks for the purpose of ground maintenance.



Campground Policies
Riverside Park
Berlin, Wisconsin
920-361-5437



- Campground is open from May 15th through October 15th (weather permitting)
- Fees: \$30.00 per day - \$180.00 per week (7 nights), to be paid on arrival.
- Limited number of sites available for reservation. Remaining sites are available on a first-come, first-serve basis. Call for availability.
- **Full payment must be made at time of arrival.**
- Maximum stay per unit is 14 days, after that campers must leave for 48 hours. **No residential stays.**
- Check in is at 1:00 PM. Check out is at 12:00 noon
- Quiet Hours are 10:00 pm (11:00 pm on Saturday) – 8:00 am
- Guests are asked to stay on designated roadways in camping area
- Garbage policy is - what you take in - you take out. We have dumpsters available for use.
- Please do not place garbage in fire rings or grills.
- Camper Parking is perpendicular to river only.
- Camping in designated sites only
- Two vehicles per site (1 RV or camping unit)
- Two tent limit allowed per site
- Firewood available \$5.00 per 8 pieces – The City of Berlin prohibits any firewood from being brought in
- No fires except in designated pits and grills. Fires must be always attended to.
- Please help us by placing garbage bags in appropriate garbage containers.
- Glass bottles are prohibited.
- Dump station \$10.00 per use. Free to overnight campers.
- Dump station water is to be used only for filling your vehicle's water tanks *Not to be used for vehicle wash, filling jugs to take home, etc.
- All units must have holding tanks. All waste water must be dumped at dump station. Under no circumstances are tanks to be dumped on the ground.
- Pets allowed on a maximum 7-foot leash only.
- Pets shall not be left on campgrounds while owners are away.
- Owners are responsible for cleaning up after pets.
- Pets not allowed in shelter houses or athletic fields.
- Please do not harm our shrubs or trees in any way. Guests damaging or destroying park property will be expected to make restitution. Chain saws strictly prohibited.
- **WE RESERVE THE RIGHT TO EVICT, WITHOUT PRIOR NOTICE, ANYONE WHO IN OUR JUDGMENT CREATES A DISTURBANCE, OR NUISANCE, OR DELIBERATELY BREAKS ANY OF THE ABOVE RULE.** No reimbursement of fees will be made in the event of such eviction.



MySites

Cost: \$3 processing fee added at check out, paid for by consumer. (refundable upon cancelation)

No contract – cancel anytime

No minimum sites, and no minimum reservations

Map of area created by their artist at no charge

Option: \$65/month text messaging services

Email campaign & newsletter available

Reports available

Back end easy to use by all, easy to see upcoming reservations

Training & 24/7 customer support included (live 7a-7p, then help desk available, usually a 1 hour turn around)

Can be up live in 2 weeks time

Can still book in-person or by phone

Campsite

Campspot.com is the largest free-standing campground search engine in North America....will receive a free listing and free bookings with Campspot

Cost: 6% processing fee directly to the online guest, not the park! (fully refundable if we fully refund on cancelations)

No long-term contract....terminate anytime

No minimum sites, and no minimum reservations

Buildout/account set up included

Reports available (over 250)

Automated emails and communication with guests

Back end easy to use by all, easy onboarding, easy to see upcoming reservations

Training & 24/7 customer support

Can still book in-person or by phone

Current deposit return policy

Campground – there is no deposit required on camp sites

Shelter house - In the case of damage to facilities, or if facilities are left in an unacceptable condition, the (\$100) deposit will not be returned.

Current Cancellation policy

Campground - none

Shelter house - Cancellations for a full return of rental deposits must be made no later than six (6) weeks before the requested reservation date.

Other things to consider when going to an electronic reservation program:

First-come, first-served reservation policy:

Currently we reserve 10 of the 22 campsites daily with the remainder available on a first-come, first-served basis.

This policy has been a known issue and deters campers who did not get in on the first 10 reserved sites because now they take a chance of driving here and not finding a site available.

Also, there has been times when a first come stays into a reserved timeframe, now the camper that has reserved is losing out on the site they may have requested.

If we move forward with an electronic reservation program it will be easy for a camper to see what is available, book the site, and feel confident that they have a secure reservation. This program will also eliminate any confusion and errors for all campers as they will be given a confirmation number and receipt upon checkout.

Moving to an all-reservation module with the new program will give order to chaos.

Cancellation policy on campsites:

Currently we do not have a cancellation policy, which is resulting in a lose of revenue as reservations are made, then no show, meanwhile the site is unavailable to anyone else, and since there is no money paid down to reserve, we have no avenue to withhold funds.

Here are examples of other cancellation policies:

Recreation.gov: cancel by 11:59 local time on the day before your scheduled arrival (minus a \$10 cancellation fee)

Wisconsin State Park System: 3:00 PM local time 2 days before the reservation (minus a cancellation fee)

KOA Campground: 7 days-notice for full refund

State & County Parks: (General Rule) 7-14 days in advance (minus a cancellation fee)

If we go to an electronic reservation program, what cancellation policy would be suggested?