

AGENDA
CITY OF BERLIN
PARKS & RECREATION COMMISSION MEETING
Wednesday, September 2, 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 August 5, 2026 meetings.
4. Approval of the Revenues and Expenditures report. RECOMMENDATION: Approve the Revenues and Expenditures report as presented.
5. Committee of the Whole decision regarding the online reservation programs of parks facilities. RECOMMENDATION: Discussion and action as appropriate.
6. Procedure discussion regarding a cancelation/refund policy for shelter house & campsite reservations. 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 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. 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 forego 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 Dr. Emmett Durschi. 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

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

	<u>Y-T-D</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>	<u>Balance</u>
<u>Revenues</u>			
100-52-46720-000 Parks & Playgrounds	3,900.00	5,500.00	(1,600.00)
100-52-46723-000 Campground Fees	16,935.00	17,000.00	(65.00)
100-52-48500-000 Donations to Parks	(760.08)	0.00	(760.08)
Total Revenues	<u>20,074.92</u>	<u>22,500.00</u>	<u>(2,425.08)</u>
<u>Expenses</u>			
100-52-55200-120 Parks Wages	64,534.93	95,807.00	31,272.07
100-52-55200-130 Parks Health & Life Insurance	15,432.03	23,269.00	7,836.97
100-52-55200-133 Parks Other Employee Benefits	1,000.00	1,500.00	500.00
100-52-55200-220 Parks Utilities	11,852.11	25,000.00	13,147.89
100-52-55200-340 Parks Operating Supplies	14,909.77	20,000.00	5,090.23
100-52-55200-345 Parks Property Services - Vehicles	1,531.82	6,300.00	4,768.18
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	167.94	3,000.00	2,832.06
100-52-55200-380 Parks Equipment & Structures	7,138.17	12,000.00	4,861.83
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	3,756.73	5,940.00	2,183.27
100-52-55200-502 Parks MedicareE SS	893.36	1,389.00	495.64
100-52-55200-510 Parks Insurance Premiums	3,364.00	5,046.00	1,682.00
100-52-55200-650 Parks WRF 600	3,199.98	4,131.00	931.02
Total Expenses	<u>129,924.18</u>	<u>209,932.00</u>	<u>80,007.82</u>
Excess Revenue Over (Under) Expenditures	<u>(109,849.26)</u>	<u>(187,432.00)</u>	<u>(82,432.90)</u>

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

	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<u>Revenues</u>			
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Expenses</u>			
100-54-55300-110 Recreation Salaries	9,086.40	11,919.00	2,832.60
100-54-55300-130 Recreation Health & Life Insurance	4,672.80	5,769.00	1,096.20
100-54-55300-220 Recreation Utilities	1,124.82	2,000.00	875.18
100-54-55300-501 Recreation Social Security	497.52	739.00	241.48
100-54-55300-502 Recreation MedicareE SS	116.28	173.00	56.72
100-54-55300-510 Recreation Insurance Premiums	1,276.00	1,914.00	638.00
100-54-55300-650 Recreation WRF 600	654.12	858.00	203.88
Total Expenses	<u>17,427.94</u>	<u>23,372.00</u>	<u>5,944.06</u>
Excess Revenue Over (Under) Expenditures	<u>(17,427.94)</u>	<u>(23,372.00)</u>	<u>(5,944.06)</u>

Campground cancellation policies vary by park system and private owner, but they generally rely on a sliding timeline. For local Wisconsin state properties, canceling at least 2 days prior (by 3 p.m.) yields a full refund minus reservation/cancellation fees, while later cancellations forfeit the first night's fee. Federal sites typically charge a small \$10 cancellation fee if done before check-in.

Common Cancellation Timelines

- **Long-range (14+ days ahead):** Usually a full refund of camping fees, minus a small non-refundable reservation or cancellation fee.
- **Short-range (2 to 7 days ahead):** Partial refunds issued; parks frequently retain one night of camping fees plus processing charges.
- **Last-minute (Less than 48 hours / Day of arrival):** Complete forfeiture of the first night's fee or the entire stay total, plus standard cancellation penalties.
- **Holiday or Peak Weekends:** Stricter rules often apply, sometimes resulting in zero refund for multi-night holiday bookings once the window closes.

Key Rules to Remember

- **No-Shows:** Failing to arrive or cancel by a set check-in deadline (often 2 p.m. or midnight) turns the booking into a "no-show," forfeiting all payments.
- **Modifications:** Changing dates often requires canceling and rebooking, which may trigger standard cancellation fees.

Suggested cancellation policy for Riverside Campground:

Cancellations made more than 24 hours prior to scheduled arrival date by 1:00PM will be fully refunded, minus a \$10 processing fee.

Cancellations of full reservation less than 24 hours prior to scheduled arrival date by 1:00PM will be a complete forfeiture of the entire stays total cost.

Cancellations of partial reservation less than 24 hours prior to scheduled arrival date by 1:00PM will be a \$10 fee for each day canceled.

No-show or failing to arrive at any time of a reservation will result in a complete forfeiture of all payments.

Once a cancellation occurs the reserved site(s) will be available to the public.

Suggested cancellation policy for shelter house reservations:

Cancellations made four (4) weeks prior to the requested reservation date will be fully refunded, minus a \$10 processing fee.

Cancellations made later than four (4) weeks prior to the requested reservation date will result in a forfeiture of the total cost.

(Current policy: Cancellations for a full refund of rental deposit must be made no later than six (6) weeks before the requested reservation date).