

AGENDA  
CITY OF BERLIN  
PARKS & RECREATION COMMISSION MEETING  
**Wednesday, October 7, 2026 4:30 PM**  
COUNCIL CHAMBERS, BERLIN CITY HALL, 2<sup>ND</sup> 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 September 2, 2026 meeting.
4. Approval of the Revenues and Expenditures report. RECOMMENDATION: Approve the Revenues and Expenditures report as presented.
5. Request from ABC Group for Tree Lighting event on 11/19/26 (animals will be at the event) and duration with trees on display from 10/22/26 through 1/1/2027 at Nathan Strong Park. RECOMMENDATION: Listen to request presentation with action as appropriate.
6. Campsite costs: nightly/weekly costs and 20/30 amp vs. 50-amp sites. RECOMMENDATION: Listen to presentation with action as appropriate.
7. Credit card merchant & convenience fee. RECOMMENDATION: Listen to presentation with action as appropriate.
8. Thanks, and recognition for donation of scoreboard for the south diamond (Fortify Bank) and Klien field (BYSB). RECOMMENDATION: Listen to presentation with action as appropriate.
9. New Business (this is only to request agenda items for the following meeting and should not be used for the purpose of a discussion)
10. Old Business (this is only to request agenda items for the following meeting and should not be used for the purpose of a discussion)
11. 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, September 2, 2026, 4:30 PM  
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

### **1. Call to Order/Roll Call**

Meeting called to order at 4:41 PM

Present: Kayla Reeves, Richard Lashbrook, Kamie Jorgensen, Dr. Emmett Durtschi

Absent: excused, Tim Bending

City Officials Present: Jessi Balcom, Sue Kiener

### **2. General Public Comments**

None

### **3. Approval of Previous Meeting Minutes**

M/S, Durtschi/Jorgensen to approve the minutes from August 5, 2026, with amendments. Motion approved.

### **4. Approval of Revenues and Expenditures.**

M/S, Lashbrook/Durtschi to approve the Revenues and Expenditures Report as presented. Motion approved.

### **5. Committee of the Whole's decision regarding the approval of the online program MySites.**

Sue Kiener announced that the COTW approved the PR Commissions recommendation to move forward with MYSites.

### **6. Discussion on cancelation/refund policy for campground & shelter house rentals.**

M/S, Durtschi/Jorgensen to approved new policies as presented. Motion approved.

### **7. New Business**

Thank you letter (and \$100 check) from Adult Volleyball league was presented and read.

### **8. Old Business**

Nothing at this time.

### **10. Adjourn**

M/S, Jorgensen/Lashbrook to adjourn at 4:55pm. Motion approved.

Respectfully Submitted, Sue Kiener

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

|                                                     | <u>Y-T-D</u><br><u>Actual</u> | <u>Y-T-D</u><br><u>Budget</u> | <u>Variance</u>    |
|-----------------------------------------------------|-------------------------------|-------------------------------|--------------------|
| <u>Revenues</u>                                     |                               |                               |                    |
| 100-52-46720-000 Parks & Playgrounds                | 4,200.00                      | 5,500.00                      | (1,300.00)         |
| 100-52-46723-000 Campground Fees                    | 19,276.00                     | 17,000.00                     | 2,276.00           |
| 100-52-48500-000 Donations to Parks                 | (760.08)                      | 0.00                          | (760.08)           |
| Total Revenues                                      | <u>22,715.92</u>              | <u>22,500.00</u>              | <u>215.92</u>      |
| <u>Expenses</u>                                     |                               |                               |                    |
| 100-52-55200-120 Parks Wages                        | 65,124.37                     | 95,807.00                     | 30,682.63          |
| 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                    | 11,891.81                     | 25,000.00                     | 13,108.19          |
| 100-52-55200-340 Parks Operating Supplies           | 14,909.77                     | 20,000.00                     | 5,090.23           |
| 100-52-55200-345 Parks Property Services - Vehicles | 1,513.82                      | 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  | 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              | 3,792.99                      | 5,940.00                      | 2,147.01           |
| 100-52-55200-502 Parks MedicareE SS                 | 901.82                        | 1,389.00                      | 487.18             |
| 100-52-55200-510 Parks Insurance Premiums           | 3,364.00                      | 5,046.00                      | 1,682.00           |
| 100-52-55200-650 Parks WRF 600                      | 3,242.30                      | 4,131.00                      | 888.70             |
| Total Expenses                                      | <u>130,622.36</u>             | <u>209,932.00</u>             | <u>79,309.64</u>   |
| Excess Revenue Over (Under) Expenditures            | <u>(107,906.44)</u>           | <u>(187,432.00)</u>           | <u>(79,093.72)</u> |

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

|                                                     | <u>Y-T-D</u><br><u>Actual</u> | <u>Y-T-D</u><br><u>Budget</u> | <u>Variance</u>   |
|-----------------------------------------------------|-------------------------------|-------------------------------|-------------------|
| <u>Revenues</u>                                     |                               |                               |                   |
| Total Revenues                                      | 0.00                          | 0.00                          | 0.00              |
| <u>Expenses</u>                                     |                               |                               |                   |
| 100-54-55300-110 Recreation Salaries                | 9,254.66                      | 11,919.00                     | 2,664.34          |
| 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         | 509.02                        | 739.00                        | 229.98            |
| 100-54-55300-502 Recreation MedicareE SS            | 118.97                        | 173.00                        | 54.03             |
| 100-54-55300-510 Recreation Insurance Premiums      | 1,276.00                      | 1,914.00                      | 638.00            |
| 100-54-55300-650 Recreation WRF 600                 | 666.24                        | 858.00                        | 191.76            |
| Total Expenses                                      | <u>17,622.51</u>              | <u>23,372.00</u>              | <u>5,749.49</u>   |
| Excess Revenue Over (Under) Expenditures            | <u>(17,622.51)</u>            | <u>(23,372.00)</u>            | <u>(5,749.49)</u> |

# City of Berlin

## Park and Recreation Commission Request Form

**Name:** Harry Kwidzinski

**Address:** W110 County Rd V

**Organization Name (If Applicable):** Achieving a Better Community

**Phone Number:** 920-570-1157

**Date and Time of Request:** October 2026 - January 4<sup>th</sup>, 2027

### Please Pick an Option Below That Best Describes Your Request

☒ **Park Request**  
(please specify below)

☐ **Petting Zoo**

☐ **Long Term Campground Stay**

☐ **Other**

**Additional Information:** Requesting the use of Nathan Strong Park for the annual Christmas in the Park event 11/19/26. Set up begins mid-October with the deciduous tree trunks wrapped with lights. Christmas tree set up begins approximately three weeks prior to the holiday parade. Approximately 200 Christmas trees will arrive in the park on 10/22/26, will be lined up 10/23/26, and will be put up 10/24/26 along the walkways. Community members can reserve a tree and decorate it prior to the event. Other decorations such as arches, tunnels, soldiers, and a wreath, will be put up in November, with the more obvious pieces being put up closer to the Holiday Parade and Lighting Event on 11/19/26. On the night of the event, two to three reindeer, sponsored by Badger Mining, Fortify Bank, and Fox River Family Dentistry, arrive at 4pm. The deer remain in a double fenced pen approximately 15ft in diameter. The deer leave at approximately 6:30pm when Santa leaves for the parade. The trees and decorations will be lit nightly until January 1, 2027. People start taking their decorations off trees after Christmas. Trees are removed as they are undecorated. Groups will have until January 3<sup>rd</sup> to remove all tree decorations. Larger decorations will be taken down after January 1. Any final clean-up will be completed on January 4<sup>th</sup>.

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



### **Current Berlin Riverside campsite costs:**

- \* **30/night or \$180/7 nights**
- \* **No additional cost for 50-amp sites**

### **State average campsite costs:**

#### **Wisconsin State Parks & Forests Fees**

- **Base Rates:** Non-electric tent and RV sites generally start around **\$28 per night** for residents at popular parks like Devil's Lake, while basic sites range lower (\$15–\$25) at smaller properties.
- **Electric Hookups:** Adding electricity typically costs an extra **\$15 to \$25 per night** (with higher rates at high-demand parks like Devil's Lake, Kohler-Andrae, and High Cliff).
- **Non-Resident Fees:** Out-of-state campers pay an additional **\$15 per night** on top of the standard resident rate, plus a vehicle admission pass fee (\$12–\$14 daily or \$38 for an annual pass).
- **Reservation Fees:** Booking through the official Wisconsin State Park System Reservation Page includes a **\$9.30 reservation fee**.

#### **Private Campgrounds & RV Parks Fees**

- **Standard & Water/Electric Sites:** Private and family-owned campgrounds (such as Green Lake Campground or regional resorts) usually range from **\$75 to \$96+ per night** for water, electric, or full hookups.
- **Full Hookups & Pull-Through Sites:** Full RV hookups and premium lakeside spots commonly cost **\$85 to \$140+ per night**.