AGENDA
CITY OF BERLIN
PARKS & RECREATION COMMISSION MEETING
Wednesday, November 4, 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 October 7, 2026 meeting.

4. Approval of the Revenues and Expenditures report. RECOMMENDATION: Approve the Revenues and Expenditures report as presented.

5. Campsite rates: Currently one week is a special rate of $180 (for the $30/night site fee). Keep special rate for sites 1-16 ($180/week) and for sites N1-N6 ($270/week)? RECOMMENDATION: Listen to presentation with action as appropriate.

6. New Business (this is only to request agenda items for the following meeting and should not be used for the purpose of a discussion)

7. Old Business (this is only to request agenda items for the following meeting and should not be used for the purpose of a discussion)

8. 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, October 7, 2026, 4:30 PM
Council Chambers, Berlin City Hall, 2nd Floor

1. Call to Order/Roll Call

Meeting called to order at 4:31 PM

Present: Kayla Reeves, Richard Lashbrook, Kamie Jorgensen, Dr. Emmett Durtschi
Absent: excused, Tim Bending
City Officials Present: Jessi Balcom, Sue Kiener, Scott Zabel

2. General Public Comments

None

3. Approval of Previous Meeting Minutes

M/S, Jorgensen/Durtschi to approve the minutes from September 2, 2026. Motion approved.

4. Approval of Revenues and Expenditures.

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

5. Request from ABC Group for 11/19/26 event Tree Lighting animals in the park.

Harry Kwidzinski presented information as to the possibility of animals in the park for the event.
M/S, Jorgensen/Durtschi to approve as presented. Motion approved.

6. Campsite costs.

Kiener presented information regarding raising the cost for 50-amp sites due to tent camping on those sites, thus preventing larger camper units' access.
M/S, Jorgensen/Lashbrook to recommend to Council the increase of an additional $15/night (from $30 to $45/night) on sites N1-N6 (50-amp sites), and to disallow tent camping on those sites.

7. Credit/Debit card merchant services fees.

Kiener presented information on 2 different merchant services companies.
M/S, Durtschi/Lashbrook to recommend to Council to sign an agreement with FISERV for services.

8. Thanks & Recognition to Youth League & Fortifi Bank for the donation for new scoreboards.

Scott Zabel presented information on the donation for new scoreboards at the North & Klien ball diamonds. Reeves will send notes of appreciation.

9. New Business

Nothing at this time.

10. Old Business

Nothing at this time.

11. Adjourn

M/S, Jorgensen/Lashbrook to adjourn at 4:53pm. Motion approved.

Respectfully Submitted, Sue Kiener

Consolidated Statement of Activity -Revenue & Expense
October 30, 2026

	Y-T-D Actual	Annual Budget	Balance
Revenues			
100-52-46720-000 Parks & Playgrounds	4,200.00	5,500.00	(1,300.00)
100-52-46723-000 Campground Fees	22,725.00	17,000.00	5,725.00
100-52-48500-000 Donations to Parks	(760.08)	0.00	(760.08)
Total Revenues	26,164.92	22,500.00	3,664.92
Expenses			
100-52-55200-120 Parks Wages	71,671.33	95,807.00	24,135.67
100-52-55200-130 Parks Health & Life Insurance	19,908.41	23,269.00	3,360.59
100-52-55200-133 Parks Other Employee Benefits	1,250.00	1,500.00	250.00
100-52-55200-220 Parks Utilities	17,537.14	25,000.00	7,462.86
100-52-55200-340 Parks Operating Supplies	18,630.68	20,000.00	1,369.32
100-52-55200-345 Parks Property Services - Vehicles	5,057.31	6,300.00	1,242.69
100-52-55200-353 Parks Flower Beds & Fertilizer	4,442.58	4,900.00	457.42
100-52-55200-360 Parks Other Repairs & Maintenance	3,646.30	3,000.00	(646.30)
100-52-55200-380 Parks Equipment & Structures	11,138.07	12,000.00	861.93
100-52-55200-391 Parks Uniforms	528.00	250.00	(278.00)
100-52-55200-415 Parks Sales Tax	0.00	1,400.00	1,400.00
100-52-55200-501 Parks Social Security	4,628.16	5,940.00	1,311.84
100-52-55200-502 Parks MedicareE SS	1,096.98	1,389.00	292.02
100-52-55200-510 Parks Insurance Premiums	4,205.00	5,046.00	841.00
100-52-55200-650 Parks WRF 600	3,642.56	4,131.00	488.44
Total Expenses	167,382.52	209,932.00	42,549.48
Excess Revenue Over (Under) Expenditures	(141,217.60)	(187,432.00)	(38,884.56)