

MINUTES
COMMITTEE OF THE WHOLE MEETING
BERLIN, WISCONSIN
TUESDAY, MARCH 5, 2019 – 7:00 P.M.
COUNCIL CHAMBERS-BERLIN CITY HALL

Mayor Schramer called the Committee of the Whole meeting to order at 7:00 p.m. Roll call present: Ald. Lehr, Boeck, Nigbor, Erdmann, Secora and Harke. Staff present: Jodie Olson, Matt Chier, Lindsey Kemnitz, Scott Zabel and Susan Thom.

There were no general public comments.

Erdmann moved to approve the February 5, 2019 Committee of the Whole minutes as corrected. Secora seconded the motion which carried by voice vote.

Next was Preliminary Resolution Declaring Intent to Levy Special Assessments for 2019 Street & Utility Improvements. Olson reviewed there will be special assessments to property owners along the 2019 Street and Utility project site area mostly for sewer laterals. Residents are invited to a public informational meeting to be held on March 14 2019 to review the plans and discuss potential assessments. The next step is for the Common Council to approve the preliminary resolution declaring the intent to special assess these property owners and schedule a public hearing. The public hearing is scheduled for April 9, 2019. Following the public hearing the Council will approve the Final Resolution authorizing to Levy Special Assessments for 2019 Street and Utility Improvements. Erdmann moved to recommend to Common Council to Approve Preliminary Resolution #19-04 Declaring the Intent to Levy Special Assessment Under Municipal Police Power Pursuant to §66.0703, Stats. Upon the Following Designated Areas: N Capron Street and River Drive and schedule a public hearing for the April 9, 2019 Common Council Meeting. Boeck seconded the motion which carried by voice vote.

Next was Bid Award for 2019 Street & Utility Improvements Project. Zabel reviewed there were five (5) bids received for this project, with bids ranging for \$1,509,907.98 to \$1,718,227.56. All bids were below the final engineer's cost estimate of \$1,880,550.00. Don E Parker Excavating, Inc of Hortonville, Wisconsin submitted the low combined bid of all Sections (Section A through Section E as noted on the accompanying bid tabulation) in the amount of \$1,509,907.78. The Utility department portion equates to \$816,321.00 and the Public Works department portion comes to \$693,586.98. Lehr moved to recommend to the Common Council that the City of Berlin award a construction contract to Don E. Parker Excavating, Inc of Hortonville, Wisconsin for the 2019 Street and Utility Improvements Project in the amount of \$1,509,907.98. Nigbor seconded the motion, which carried by voice vote.

Next was 151 N Wisconsin Street. Kemnitz mentioned that a temporary occupancy permit had been issued to Mr. Kasuboski. Chier drafted the stipulation agreement which Mr. Kasuboski reviewed and signed with a notation on the bottom regarding the roof. Kemnitz stated that the building inspector did agree that the only part of the roof that needs to be replaced is the rusted tin. Secora moved to recommend to the Common Council to accept this stipulation agreement and move forward with this. Harke seconded the motion which carried by voice vote.

Next was CDBG Commercial Revolving Loan Fund Update. Kemnitz stated that this program offered low interest Business loan since 1980. The Department of Administration (DOA) proposed changes to the program that would require the funds to shift back to the State. The City of Berlin could collect up to

15% of the repayments for administration fees. The Council has reviewed this in the past and decided to not take the administration fees so the money can continue to revolve to other businesses. The City is able to collect administration fees back to Oct 2017. Kemnitz and Olson have a meeting with the DOA regarding how to be able to keep these funds for the benefit of City of Berlin businesses. Secora move to postpone any recommendation to the Common Council until we have further information from the City Staff. Erdmann seconded the motion which carried by voice vote.

Next was John McGivern visit to Berlin. Kemnitz stated the shows that were taped spring of this year will be aired in 2020. Kemnitz stated that she will contact McGivern and have the information for the April meeting.

At 7:25 p.m. Secora moved to convene into closed session pursuant to Sec 19.85 (1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (1) Historic Berlin Apartments Assessment Claim) (2) 151 N Wisconsin Raze or Repair Order. Boeck seconded the motion. A roll vote resulted in six (6) ayes, zero (0) nays and zero (0) absent. Motion carried. Erdmann moved to seat Olson. Secora seconded the motion which carried by voice vote.

Discussion continued in closed session.

At 7:46 p.m. Secora moved to reconvene into open session. Boeck seconded the motion which carried by voice vote. No action was taken as a result of the closed session discussion.

Secora moved to adjourn at 7:47 p.m. Boeck seconded the motion which carried by voice vote.

Susan Thom, Deputy Clerk