

MINUTES
COMMITTEE OF THE WHOLE MEETING
CITY OF BERLIN
TUESDAY, JUNE 2, 2020
DUE TO THE CONTINUED CONCERN SURROUNDING COVID-19, THE CITY OF
BERLIN IS TEMPORARILY TRANSITIONING THEIR PUBLIC MEETINGS TO A
TELECONFERENCE FORMAT, VIA ZOOM

Mayor Schramer called the June 2, 2020 Committee of the Whole Meeting to order at 7:00 p.m. Roll call present: Ald. Boeck, Bruessel, Erdmann, Harke, Lehr and Nigbor. Staff present: Scott Zabel, Lindsey Kemnitz, Sara Nighbor, Atty. Matt Chier, Jodie Olson and Susan Thom.

No Public comments.

Lehr moved to approve the minutes from the May 5, 2020 Committee of the Whole meeting. Harke seconded the motion, which carried by voice vote.

Next was the 2019 Audit Presentation. Kevin Behnke, lead auditor from Hawkins Ash, presented the 2019 audit results. Behnke stated that the audit process went well and the City of Berlin received an unqualified, clean auditor's opinion on the City's financial statements. Behnke reported that the City's internal controls appear adequate for a City of its size. Behnke thanked the City Council and Jodie Olson and staff for all their hard work keeping the books in good condition. Harke made a motion to accept the 2019 Audit and place it on file. Bruessel seconded the motion, which carried by voice vote.

Next was the Chamber of Commerce Update. Marie Weiske, Nick Bartol, and Sara Lachapell attended the meeting to provide the update from the chamber. The chamber provided two handouts to the Council members. The first one is a membership letter that they intend to send out to the business community. The second letter is an overview of what they have done as an organization. The chamber has changed their name to Berlin Area Chamber to work with businesses outside the city limits and intend rebranding in the future. They currently have a full board that is made up of 9 business owners or community members. They have revised their mission statement and restructured the membership dues, which can be found on their website. They have updated their facebook page and website, the website has a new domain of "buildingabetterberlin". The downtown space was vacated and phone was disconnected.

The Mayor mentioned the City has been receiving calls about the chamber since the phone has been disconnected and suggested to forward the phone number to someone's cell phone.

Erdmann asked what type of marketing do they intend to do to have overnight stays in Berlin? They stated they have joined GLCVB, which includes a section about Berlin. They have advertised in other guides. They intended to have in person marketing, but due to COVID pandemic that is limited. One example was to have a booth at the Farmers & Artists Market in Nathan Strong Park.

Boeck asked what the economic developer through the chamber would be handling verse the City's economic developer is currently handling? Also asked if Lindsey will be invited to meetings in the future? The chamber referenced a meeting that they had with Jodie, Lindsey, and the Mayor. They intend to work hand in hand with the City. Chamber is the point contact for businesses coming to Berlin. They also stated the city would continue to handle rezones and grants applications.

The Mayor suggested a yearly audit would help identify if the room tax was spent according to state statutes.

Harked asked if the board has determined how to measure their results as an organization? They have set measurable goals such as increase membership by 10%.

Boeck asked will the person they intend to hire be working on economic development or marketing? Will it be 50% each? Will they become the new contact for the chamber? The employee would be the new main contact for the chamber. They also stated the person will be handling economic development and marketing for the chamber.

Boeck also asked the response time for the chamber? The phone calls are answered immediately and the messages on facebook are typically a couple of hours.

Next was the 2020 Fireworks Display. Erdmann made a motion to have the 2020 Fireworks Display on July 3, 2020. Harke seconded the motion, which carried by voice vote.

Next was Budget Adjustment for 2019-2002 Contract Year Legal Expenses. Erdmann made a motion to recommend to Common Council to approve Resolution Authorizing 2020 Budget Adjustment for Legal Expenses Exceeding City Attorney Retainer for Contract Year 2019-2020. Harke seconded the motion, which carried by voice vote.

Next was 2020 Alcohol Licensing Fees. Discussion was held on the 2020 Alcohol license fees. Harke made a motion to recommend to the Common Council to pro-rate the 2020 Class "B" beer and "Class B" liquor licenses down to 10 months due to COVID. Bruessel seconded the motion, which carried by voice vote.

Next was Fair Housing Ordinance Update. Erdmann made a motion to recommend to the Common Council to approve and adopt Ordinance Repealing and Recreating Chapter 34, Article II-Fair Housing, of the Municipal Code of the City of Berlin for the Purpose of Adopting Wis. Stats. §106.50, as Amended Relating to the Equal Rights of All Persons to Fair Housing, and Providing Means for the Implementation and Enforcement Thereof. Bruessel seconded the motion, which carried by voice vote.

Next was the Memorandum of Understanding for ADVOCAP Retired and Senior Volunteer Program. Lehr made a motion to recommend to Common Council to approve the Memorandum of Understanding for ADVOCAP Retired and Senior Volunteer Program and authorize the appropriate signatures. Bruessel seconded the motion, which carried by voice vote.

Next was Approval of 2020 Inclusa Agreement. Erdmann made a motion to recommend to Common Council to approve the Agreement between the City of Berlin Senior Center and Inclusa and authorize the appropriate signatures. Harke seconded the motion, which carried by voice vote.

Erdmann made a motion to recommend to Common Council to approve the ordinance amending the Code of Ordinances Relating to the Establishment of a Municipal Court and approve the Intergovernmental Agreement for North Fond du Lac to Provide Municipal Court Services to the Cities of Fond du Lac and Ripon, Villages of Brandon, Campbellsport, Fairwater, N. Fond du Lac, Oakfield and St. Cloud, the Towns of Empire, Fond du Lac, Oakfield, Osceola, Ripon and Taycheedah in Fond du Lac

County, and the Cities of Berlin, Green Lake, Markesan and Princeton in Green Lake County and the City of Berlin in Waushara County to Commence on July 15, 2020. Lehr seconded the motion, which carried by voice vote.

Olson asked that discussion on Virtual Meetings and Update on Re-opening of Public Facilities be moved to the Common Council meeting on June 9, 2020 due to the threatening weather. Mayor Schramer agreed.

At 8:00 p.m. Erdmann made a motion to adjourn. Lehr seconded the motion, which carried by voice vote.

Susan Thom, Deputy Clerk