

AGENDA
COMMITTEE OF THE WHOLE MEETING
CITY OF BERLIN
TUESDAY, JANUARY 5, 2021, 7:00 PM
CITY HALL COUNCIL CHAMBERS
<https://us02web.zoom.us/j/83007077081>
1 312 626 6799 US TOLL-FREE
Meeting ID: 830 0707 7081

1. Roll Call
2. Virtual Attendees Seated (if necessary)
3. Approval of Minutes. RECOMMENDATION: Approve the minutes from the December 1, 2020 Committee of the Whole meeting.
4. Property Update on 218 S. Grove Street. RECOMMENDATION: Listen to update and action if appropriate on raze or repair action.
5. One-Time Carryover of Police Department Budgeted Funds. RECOMMENDATION: Recommend to Common Council to authorize the rollover of 2020 unused budgeted funds to be set aside in Fund 15 (Account 15-34179) for future Police Department capital expenditures.
6. Update on Spring Street Fence Complaint. RECOMMENDATION: Listen to update and action if appropriate.
7. Hunting and Trapping Ordinance. RECOMMENDATION: Recommend to Common Council to direct the City Attorney to draft an ordinance to allow hunting and trapping for the tract of land to be donated from Ducks Unlimited.
8. Community Development Block Grant for Coronavirus (CDBG-CV) Application. RECOMMENDATION: Recommend to Common Council to schedule a public hearing on February 9, 2020 at 6:30 p.m. for the Citizen Participation Plan Committee for the CDBG-CV Grant Applications for: 1) Antibacterial Light Air Filtration System for City Hall, Senior Center and Library and 2) Creation of Microenterprise Business Grant Program for February 9, 2020.
9. Motion to convene into closed session pursuant to Sec 19.85(1)(e), of the WI Statutes, to deliberate or negotiate the purchase of public property, investment of public funds or conduct other specified public business, whenever competitive or bargaining reasons require a closed session. (1) Land Sales & Conveyances Vacant Land on County Rd XX & Power Drive to Northern Express Bus Service, LLC.
10. Reconvene into open session and take appropriate action as a result of closed session

discussion.

11. Adjourn.

In adherence to the City of Berlin Public Meeting Participation Policy, public participation will be allowed under each agenda item at the discretion of the presiding officer, with the exception of the Consent Agenda. Attendees must register their intention to participate on either a general comments section or a specific agenda item prior to the meeting by filling out a Registration Card, which can be obtained from the Internet, City Clerk's office or in the City Hall Council Chambers at the podium. Registration Cards should be turned in prior to the meeting to either the presiding officer or City Clerk.

DATE: December 30, 2020

TO: Committee of the Whole

FROM: Jodie Olson

RE: 2020 PD Unused Funds

BACKGROUND: 2020 has been an odd year for municipal budgets, however, it was exceptionally odd for the PD due to management and other staffing changes. Staffing shortages did result in budgetary saving in salaries. There were also equipment purchases that were held off on due to the interim management situation. Although there are equipment updates necessary, the Acting Police Chief and I had agreed that some of the purchasing decisions should be made after the new Chief is in place so he/she would have input. Therefore, we did hold off on some equipment purchases, but a new Chief is not yet in place. At this point, we expect that to happen early in 2021.

As you know, I strongly believe that any unused department budgeted funds should get rolled back into the General Fund for future use at the discretion of the City Council. Allowing departments to annually carryover unused monies creates over budgeting concerns and departmental "slush funds" to develop. I believe Council should retain control of unused funds. However, I find this circumstance to be so unique that it should be given some consideration for a one time carry over for future equipment.

Due to the exceptional situation and transition that the PD was in during 2020, I am requesting Council consider allowing the carryover of unused funds for the 2020 PD budget be placed into the Capital Equipment fund (Account 15-34179) for the Police Department to be used for future equipment purchases. I do not have an exact dollar figure of what that will be yet, however, I would suspect it would be in the range of \$75-\$95k. Setting it aside in the capital fund will allow for larger purchases such as squad cars and other police related equipment. The monies would still need to be approved by Council to be expended through the budgeting process or by budget adjustment.

RECOMMENDATION: Recommend to Common Council to authorize the rollover of 2020 unused budgeted funds to be set aside in Fund 15 (Account 15-34179) for future Police Department capital expenditures.

TO: Common Council

FROM: Lindsey Kemnitz

SUBJECT: Hunting and Trapping Ordinance for Land Donation from Ducks Unlimited

Last week the Bohn Property transferred ownership to Ducks Unlimited. Prior to the property transferring to the City, an ordinance needs to be approved to allow hunting and trapping on the property. Attorney Chier suggested calling this tract of land wildlife preserve that then would be regulated by the City Council.

Recommendation: Direct Attorney Chier to draft ordinance to allow hunting and trap for tract of land donated from Ducks Unlimited.

TO: Committee of the Whole

FROM: Community Development Block Grant for Coronavirus (CDBG-CV) Application

In November Jodie and I submitted intent to apply for two grants through the CDBG-CV through the Department of Administration. The CDBG-CV funds have to meet CDBG national objective and be used to prevent, prepare for or respond to the Coronavirus. Jodie's intent to apply was for antibacterial light air filtration system for City Hall, Senior Center, and Library. I applied to create a microenterprise business grant program. In December the City was invited to submit the full application and notified that funds have been set aside in the amount requested and may receive if completed application is submitted. The applications are due February 26th. The application requires citizen participation public hearing. The citizen participation plan committee will need to conduct public hearing on February 9th at 6:30pm. The citizen participation plan committee is made up of all members of the Common Council.

Recommendation: Schedule public hearing for citizen participation plan committee for CDBG-CV application for antibacterial light air filtration system for City Hall, Senior Center, and Library and creation of microenterprise business grant program for February 9th at 6:30pm.