

CITY OF BERLIN COMMITTEE OF THE WHOLE MEETING MINUTES
TUESDAY, DECEMBER 05, 2023

Mayor Bruessel called the Committee of the Whole meeting to order at 7:00 p.m. Present: Ald Durtschi, Nigbor and Stobbe. Absent: Boeck, Burgess and Dretske. Staff present: Sara Rutkowski, and Midge Seaman.

Stobbe made a motion to seat Dretske who was attending virtually. Nigbor seconded and the vote carried on a voice vote.

No Public Comments or Attendees.

Durtschi made a motion to approve the minutes from the November 7, 2023 Committee of the Whole Meeting. Nigbor seconded the motion which passed on a voice vote.

Item 5. Rutkowski explained with the new financial software system, she met with Fortifi Bank to meet with the Berlin Branch Manager and Dakota Ross, Treasury Management Officer. After some discussion it was recommended to move the Capital Funds account into a Checking account, and to set up two new bank accounts for TID funds and Internal Employee Benefits to enable better financial analysis throughout the year. Nigbor made a motion to recommend to Common Council to open two new bank accounts for TID funds and Internal Employee Benefits Fund. Motion was seconded by Durtschi and passed on a voice vote.

Item 6. Rutkowski explained the current situation we are in with some outstanding checks dating back to 2002. She explained to the Committee Members we are trying to handle these checks but have run into issues pertaining to the checks not being able to pull through payroll. At this time, Dretske entered the building. Stobbe made a motion to seat Dretske. Nigbor seconded the motion which carried on a voice vote. Council directed staff to issue all checks, regardless if we can find them in the system or not to make sure all get paid. Durtschi made a motion to recommend to council to approve Uncleared Check Financial Policy. Nigbor seconded the motion which passed on a voice vote.

The Mayor asked for a motion to go into closed session for the purpose of discussing the City Administrator's Evaluation. Nigbor requested tabling the discussion until next month so all committee members could be present for the discussion. The group agreed to table the discussion as stated.

At 6:25, Dretske made a motion to adjourn which was seconded by Stobbe and passed on a voice vote.

Midge Seaman, Deputy Clerk