

CITY OF BERLIN SPECIAL COMMON COUNCIL SESSION MEETING MINUTES
THURSDAY, AUGUST 15, 2024 5:00 PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

Mayor Bruessel called the Common Council special meeting to order at 5:00 pm. Present: Mayor Bruessel as well as Ald Boeck, Burgess, Durtschi, Nigbor, and Stobbe. Absent: Ald Dretske.

No virtual attendees and no public comment.

Nigbor made a motion to convene into a closed session. Burgess seconded it. The motion passed unanimously on a roll call vote.

Discussion: The Common Council discussed the recent resignation of Sara Rutkowski as City Administrator effective September 13, 2024. The Common Council also discussed the City Manager job description as well as possible next steps regarding the hiring process. Options were discussed including revisiting the position itself, posting the position immediately, posting an interim position, and looking for a hiring agency to assist the Common Council with the hiring process.

Ald Boeck left the meeting at 5:54 pm for a family matter.

Ald Nigbor made a motion to reconvene in open session and Ald Burgess seconded the motion. The motion passed unanimously.

Mayor Brussel called the Common Council special meeting back to order at 6:05 pm. All were still in attendance except Ald Boeck. A roll call vote was taken with all members present affirming.

Ald Burgess made a motion to:

- accept the resignation of Sara Rutkowski as the City Administrator effective September 13, 2024
- modify the current job description for the City Administrator to indicate that residency in the City of Berlin was "preferred" not required
- direct Sara Rutkowski to post the position of City Administrator, with the modified residency language, as soon as possible in all appropriate print and online locations
- direct Sara Rutkowski to have the posting open for two weeks, with language that indicated a specific close date as well as "until filled"
- direct Sara Rutkowski to list in the posting the salary range of \$81,590 to \$106,067
- direct Sara Rutkowski to post, create RFP, or any other method necessary to identify potential hiring agencies to assist the Common Council in the hiring process for City Administrator.

Ald Nigbor seconded the motion and added to thank Sara Rutkowski for her service to the City of Berlin. A roll call vote was taken with all members present affirming.

At 6:15 pm a motion was made by Ald Burgess and seconded by Ald Nigbor to adjourn. The motion passed with a unanimous voice vote.