

CITY OF BERLIN SPECIAL COMMON COUNCIL MEETING MINUTES  
MONDAY, SEPTEMBER 16, 2024 6:30 PM  
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

Mayor Bruessel called the Common Council special meeting to order at 6:30. Present: Ald Boeck, Burgess, Durtschi, and Stobbe. Matt Chier was also in attendance. Absent: Ald Nigbor.

Virtual attendees included two representatives from PAA. There was no public comment.

Discussion:

Diane discussed her next steps as the interim city manager. Sara communicated with her regarding upcoming actions needed. She will do agendas for City Council and Council of the Whole meetings. How many hours a week does she think will be needed? Sara had shared 15-20 hours per week. Diane will keep her hours to 15-20 a week on average. If it starts growing beyond 20, she will keep the City Council posted. Diane will provide a weekly emailed update to the City Council with work accomplished. Sara has reached out to get Diane a login and email access, but it hasn't been completed yet.

PAA representatives attended virtually. They introduced themselves and discussed next steps. Kevin Brunner, President of PAA. Darrel Hofman, Associate of PAA. Darrel will take the lead on the schedule and process until a new city manager is hired. See proposal for recruitment and selection process. They outlined the 12 step process to outline the qualifications and qualifications, with City Council and staff. They do 25-30 recruitments a year in Wisconsin. The PAA will look nationally with a large number of advertising opportunities. Current candidates will be contacted about the new plan to utilize PAA.

There was a discussion about the position and job description and posting. The council was unanimous about having the position title of City Administrator, who also serves as treasurer and clerk, although some duties might be delegated. The current job descriptions are separate, but the position could cover both jobs or positions. Three out of the four council members and the mayor agreed to a salary range of \$95,000 to \$110,000.

Decided to have our next special council meeting on Thursday, September 26th at 6:30 pm.

PAA will resend their contract to Mayor Bruessel who will sign and return to PAA.

Ald Durtschi motioned to adjourn and Ald Boeck seconded. The motion passed unanimously at 7:35.