

COMMON COUNCIL MEETING MINUTES  
TUESDAY, FEBRUARY 11, 2025 7:00 PM  
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR  
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE  
Meeting ID: 859 0514 0084      Passcode: 123456

1. Call to order/Roll Call: Alderperson Boeck – Aye, Alderperson Burgess – Aye, Alderperson Durtschi – Aye, Alderperson Nigbor – Aye, Alderperson Przybyl – Aye, Alderperson Stobbe, Absent (Excused). Staff present: Debbie Thiel, Deputy Clerk Treasurer, Jessi Balcom, City Administrator, Joel Bruessel, Mayor, Matt Chier, City Attorney
2. Seat Virtual Attendees - None
3. General Public Comments. Registration card required (located at podium in Council Chamber). - None

CONSENT AGENDA: The Consent Agenda contains items which staff considers to be routine and have already been discussed and recommended by a committee, board or commission at a previous meeting. Staff recommends that Council act on all of these items on a single roll call vote. If any member of Council wishes to have any item removed from the Consent Agenda and discussed, the Council member may request that item be removed from the Consent Agenda prior to the adoption. *Alderperson Boeck made a motion to accept the agenda items as presented. Alderperson Przybyl seconded the motion. Roll call: Alderperson Stobbe – Absent, Alderperson Nigbor, Aye, Alderperson Burgess – Aye, Alderperson Durtschi – Aye. Motion carried.*

4. Written reports from the City Clerk, Treasurer, and Building Inspector.  
RECOMMENDATION: Receive and place on file the written reports from the City Clerk, Treasurer, and Building Inspector.
5. Bills List. RECOMMENDATION: Approve the list of bills for payment.
6. Minutes from the January 14, 2025, August 6, 2024, September 16, 2024, October 14, 2024, October 29, 2024 Common Council Meeting, and closed session minutes from August 6, 2024 and January 14, 2025. RECOMMENDATION: Approve the Common Council Meeting minutes.  
*After much discussion a motion was made by Alderperson Nigbor to accept the corrected minutes. Alderperson Burgess seconded the motion. Motion carried with a unanimous voice vote.*

END OF CONSENT AGENDA

7. Review Proposals for Strategic Plan.
  - a. Interview with Allyson Brunette Consulting
  - b. Interview with CP2 Consulting*After discussion it was decided that City Administrator Balcom will contact both*

*companies and have them send a plan they have done for another company.*

8. Mayoral appointment of Richard Lashbrook to Committee on Aging.  
*Aldersperson Burgess made a motion to approve this appointment made by Mayor Bruessel. Aldersperson Nigbor second the motion. Motion carried with a unanimous voice vote.*
9. Review Letter of Resignation from Attorney Chier as City Attorney.  
RECOMMENDATION: Accept Letter of Resignation from the current City Attorney effective at the end of the day on February 28, 2025. *Aldersperson Durtschi made a motion to accept Attorney Chier's resignation. Aldersperson Nigbor second the motion. Motion carried with a unanimous voice vote.*
10. Appoint Attorney Chier as Special Counsel and approve City of Berlin Special Counsel Retainer Agreement with Chier Law Office LLC. RECOMMENDATION: Discuss in closed session if desired. Appoint Attorney Chier as Special Counsel and approve the City of Berlin Special Counsel Retainer Agreement with Chier Law Office LLC, including authorization of signatures by the Mayor and City Administrator/City Clerk, for Attorney Chier to continue providing municipal citation prosecution and enforcement, aid in the transition to the newly appointed City Attorney, and provide any additional services as mutually agreed upon from time to time during and following the transition, all as more specifically described in the agreement. *Aldersperson Durtschi made a motion to accept the recommendation. Aldersperson Przybyl second the motion. Motion carried with a unanimous voice vote.*
11. Mayoral Appointment and Council Confirmation of Municipal Law & Litigation Group, S.C. as City Attorney. RECOMMENDATION: Approve appointment of Municipal Law & Litigation Group, S.C. as City Attorney effective March 1, 2025 through April 30, 2025. Eric with be our Primary contact but we will have the whole firm to work with us. *Aldersperson Boeck made a motion to accept this recommendation with a second made by Aldersperson Durtschi. Motion carried with a unanimous voice vote.*
12. Approval of City Attorney Engagement Letter with Municipal Law & Litigation Group, S.C. RECOMMENDATION: Discuss in closed session if desired. Approve the City Attorney Engagement Letter with Municipal Law & Litigation Group, S.C. to be effective March 1, 2025, including authorization of signatures by the Mayor and City Administrator/City Clerk. *Aldersperson Przybyl made a motion to accept the recommendation. Durtschi second the motion. Motion carried with a unanimous voice vote.*
13. Approval of Wage and Compensation study/Plan. RECOMMENDATION: Approve Proposal and Municipal Services Agreement submitted by Public Administration Associated LLC to complete a Wage and Compensation Study/Plan for the City of Berlin. *After much discussion Aldersperson Przybyl made a motion to accept this recommendation. Aldersperson Nigbor second the motion. Motion carried with a unanimous voice vote.*
14. Increase Interim Fire Cief wages to match the former Fire Chief wages.

RECOMMENDATION: Accept recommendation from the Police & Fire Commission to increase the Interim Fire Chief wages to match those of the retired Chief, plus the planned 3% wage increase, retroactive to February 1, 2025. *Aldersperson Boeck made a motion to accept this recommendation. Aldersperson Durtschi second the motion. Motion carried with a unanimous voice vote.*

15. Ordinance 01-25 An Ordinance Rezoning A Parcel of Land From A-1 (Agricultural) to R-1 (Residential) City of Berlin. RECOMMENDATION: Approve Ordinance 01-25. *Aldersperson Burgess made a motion to accept this recommendation. Aldersperson Nigbor second the motion. Roll call: Aldersperson Boeck – Aye, Aldersperson Durtschi – Aye, Aldersperson Przybyl – Aye, Aldersperson Stobbe - Absent*
16. Ordinance 02-25 An Ordinance Rezoning A Parcel of Land from R-1 (Residential) to R-3 (Residential) City of Berlin. RECOMMENDATION: Approve Ordinance 02-25. *Aldersperson Nigbor made a motion to accept this recommendation. Aldersperson Burgess 2<sup>nd</sup> the motion. Roll call: Aldersperson Przybyl – Aye – Aldersperson Boeck – Aye, Aldersperson Durtschi – Aye, Aldersperson Stobbe – Absent.*
17. Ordinance 03-25 An Ordinance Establishing A Municipal Court for the Cities of Fond du Lac and Ripon, Towns of Auburn, Calumet, Empire, Fond du Lac, Friendship, Oakfield, Osceola, Ripon and Taycheedah in Fond du Lac County, Town of Wilson in Sheboygan County and the Villages of Brandon, Campbellsport, Eden, Fairwater, North Fond du Lac, Oakfield and St. Cloud in Fond du Lac County and The City of Berlin in Green Lake County and Waushara Counties, The Cities of Green Lake, Markesan and Princeton in Green Lake County. RECOMMENDATION: Approve Ordinance 03-25. *Aldersperson Przybyl made a motion to accept this recommendation. Aldersperson Nigbor second the motion. Roll call: Aldersperson Stobbe – Absent, Aldersperson Durtschi – Aye, Aldersperson Burgess – Aye, Aldersperson Boeck – Aye.*
18. Ordinance 04-25 Amending Code to Remove Referendum and Sunset as to Designation of ATV and UTV Routes on all City Streets, and to Remove Curfew for ATV and UTV Operations. RECOMMENDATION: Approve Ordinance 04-25. *Aldersperson Burgess made a motion to accept this recommendation. Aldersperson Przybyl second the motion. Roll call: Aldersperson Boeck – Aye, Aldersperson Durtschi – Aye, Aldersperson Nigbor – Aye, Aldersperson Stobbe – Absent.*
19. Old Business (To be used to request items of old business be put on a future agenda for further discussion or action; or used to make a motion for reconsideration of an item from the current meeting or immediately previous meeting; or to make a motion to take items off the table which were laid on the table only during the current meeting.) *No Old Business*
20. New Business (To be used to request items of new business be put on a future agenda) *No New Business*
21. Motion to convene into closed session pursuant to *Wis.Stats. 19.85 (1) € Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting*

*other specified public business, whenever competitive or bargaining reasons require a closed session.*

AND

*Wis.Stats. 19.85 (1) © To consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Review closed session minutes from August 6, 2024 Common Council meeting.) No Closed Session*

22. Reconvene into open session and take appropriate action as a result of closed session discussion. *No Closed Session*

23. Adjourn. *Aldersperson Przybyl made a motion to adjourn the meeting at 8:29pm. Aldersperson Boeck second the motion. Motion carried with a unanimous voice vote.*

*Note: 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.*

*Respectfully submitted by Debbie Thiel, Deputy Clerk Treasurer*