

ORGANIZATIONAL COMMON COUNCIL MEETING MINUTES
TUESDAY, APRIL 15, 2025 AT 5PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

1. Call to order/Roll Call - *Meeting called to order by Mayor Burgess at 5:02PM. Alderpersons Przybyl, Boeck, Stobbe, Hill and Nigbor – Present.*
2. Ceremonial swearing in of Mayor and Alderpersons – *Bobbie Erdmann, the first female Mayor of Berlin swore in Catrina Burgess. City Administrator swore in Terry Przybyl, Alderperson for District 1 & 7: Victoria Hill, Alderperson for District 2; and Samantha Stobbe, Alderperson for District 4.*
3. Alderperson orientation. RECOMMENDATION: Listen to City Attorney and staff presentations on open meetings law, public records, ethics law, quasi-judicial actions and other duties and responsibilities of the Common Council. Ask Question as needed. *City Attorney Eric Larson gave his presentation on Common Council Training.*
4. Election of Council President – *Alderperson Hill made a motion to nominate herself as the Council President. Motion was seconded by Alderperson Boeck. Roll call – Alderpersons Boeck – Aye, Nigbor – Aye, Przybyl – Aye, Stobbe - Aye, Hill - Aye. Motion passed unanimously.*
5. Mayoral appointments with Council Confirmation RECOMMENDATION: Motion to approve Mayoral Appointments as presented. *Alderperson Nigbor made a motion to accept the Mayoral appointments as presented. Motion seconded by Alderperson Stobbe. Motion passed with a unanimous voice vote.*
6. Alderperson vacancy appointment process. RECOMMENDATION: Per Policy on Filling Mayor and Common Council Vacancies, the Council will appoint a person to fill the vacant alderperson position until the position is filled following a special election (Ward 6 race will be on the Spring 2026 ballot, and then on the Spring 2027 ballot as well, as even numbered ward races are normally held in odd numbered years). Determine appointment process per Policy on Filling Mayor and Common Council Vacancies to include submission of Board, Committee, Commission & Common Council Application Form and resume by qualified persons to the City Administrator (by email, mail or in person) by a date to be determined by the Council; Common Council interviews of qualified applicants to be held at the Nomination Meeting (date to be set by the Council). Determine interview questions to be asked of the applicants by the Council at the Nomination Meeting. *After discussion it was decided the notice will be in the Berlin Journal's April 24th edition. The applications are due on May 6th, 2025. Alderperson Stobbe made a motion to have a special nomination meeting at 6:30pm on Tuesday, May 13th before the Common Council Meeting. Motion seconded by Alderperson Nigbor. Motion passed with a unanimous voice vote. The council then went over questions to ask the nominee.*
7. Adjourn – *Alderperson Hill made a motion to adjourn the meeting. Motion seconded by Alderperson Stobbe. Motion to adjourn passed with a unanimous voice vote. Meeting adjourned at 6:15pm.*

Minutes respectfully submitted by Deputy Clerk-Treasurer Debbie Thiel