

COMMITTEE OF THE WHOLE MEETING MINUTES
TUESDAY, May 6, 2025, 7:00 PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC AND IS HANDICAPPED ACCESSIBLE
CITY MEETINGS CAN BE WATCHED LIVE OR RECORDED
ON THE CITY OF BERLIN YOUTUBE PAGE @CITYOFBERLIN5623

1. Call to order/Roll Call – *Meeting called to order by Mayor Burgess. Alderpersons in attendance, Boeck, Hill, Przybyl, and Stobbe. Alderperson Nigbor was excused.*
2. Seat Virtual Attendees (if necessary) - *None*
3. General Public Comments. Registration card required (located at podium in Council Chambers). Comments will be limited to **3 minutes** per registrant. - *None*
4. Approval of Minutes. RECOMMENDATION: Approve the minutes from the March 4, 2025 Committee of the Whole meeting, and March 4, 2025 closed session minutes. *Alderperson Przybyl made a motion to Approve the Minutes from the March 4, 2025 Committee of the Whole meeting and the March 4, 2025 closed session minutes, with a second made by Stobbe. Motion passed with a voice vote.*
5. Fixed Asset Capitalization Policy. RECOMMENDATION: Discussion and action as appropriate. *City Administrator Balcom discussed the Capital Improvement Plan process and went over suggestions that Baird had. The current threshold is currently set at \$5000, and asked the council if they felt any changes should be made. The council is comfortable with that number so no motion was needed.*
6. No Mow May Procedures. RECOMMENDATION: Discussion and action as appropriate. *After some discussion, Alderperson Hill made a motion to suspend the grass cutting ordinance for the month of May, annually until such time the council wishes to re-visit with a second by Przybyl. Motion passed with a voice vote.*
7. ARPA update. RECOMMENDATION: Listen to staff presentation. Discussion and action as appropriate. *City Administrator Balcom gave an update on the ARPA funds and how we will possibly be able to spend the last \$124,055.58. Payroll is obligated due to the fact that the positions that to be paid were created and filled prior to December 31, 2024.*
8. Fortnum Bequest of membership interests in Capron Corners LLC (including Parcel 206000680000). RECOMMENDATION: Discussion and action as appropriate. *Administrator Balcom will look into Grants to help pay for Phase 1 and/or Phase 2 environmental assessment to determine whether there are environmental concerns on the property. Balcom will follow up with owners as there was a motion in minutes from December 2024 to move forward.*
9. Update regarding 166 Huron Street. RECOMMENDATION: Discussion and action as appropriate. *Tim Ludolph, Planning and Development Director and John Lust, Building Inspector have determined that the property owner has followed all enforcements so far. The property doesn't require a Raze or Repair order, nor does it qualify as a Public Nuisance.*
10. Adjourn. *Alderperson Stobbe made a motion to adjourn the meeting at 7:25pm, with a second by Przybyl. Motion passed with a voice vote.*