

COMMON COUNCIL MEETING MINUTES
TUESDAY, AUGUST 12, 2025 AT 7PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE
CITY MEETINGS CAN BE WATCHED LIVE OR RECORDED
ON THE CITY OF BERLIN YOUTUBE PAGE @CITYOFBERLIN5623

1. Call to order by Mayor Burgess at 7:00pm. Roll Call: *Alderspersons Boeck, Hill, Sorenson, Nigbor and Stobbe were present. Alderperson Przybyl was excused. Also present were Jessi Balcom, City Administrator; Scott Zabel, City of Berlin Street Superintendent; Brittani Majeskie, Deputy Clerk-Treasurer.*
2. Seat Virtual Attendees (if necessary) - *None*
3. General Public Comments. - *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.

4. Waive the reading of ordinances and resolutions.
5. Accept and place on file reports from the City Clerk, Treasurer, and Building Inspector.
6. Approve payment of bills.
7. Approve minutes from the 7.8.2025 Common Council Meeting and 7.28.2025 Special Common Council Meeting.
8. Approve Resolution #25-08 Adopting the Green Lake County Hazard Mitigation Plan. RECOMMENDATION: Approve recommendation from the Committee of the Whole to Adopt Resolution #25-08 adopting the Green Lake County Hazard Mitigation Plan, and approving its submittal by the Green Lake County Emergency Management Department to Wisconsin Emergency Management and Federal Emergency Management Agency.
9. WIS 91 (from WIS 49 South to Berlin, Green Lake County) 2029 DOT project detour and 30% Plan Review. RECOMMENDATION: Approve recommendation from the Committee of the Whole to approve staff's recommendations to the WDOT regarding the 2029 WIS 91 project detour and 30% Plan Review.
10. Request for Proposals for Auditing Services for years 2025-2029. RECOMMENDATION: Approve recommendation from the Committee of the Whole to issue a Request for Proposals for Auditing Services.
11. Police Department Body Worn Camera Pilot Program. RECOMMENDATION: Approve recommendation from the Police and Fire Commission to implement the Body Worn Camera Pilot Program for the Police Department for \$7,890.15, utilizing rolled over capital funds (previously Fund 15).

END OF CONSENT AGENDA

Alderson Hill made a motion to approve the consent agenda with minor corrections to be made to the Special Pool meeting minutes, including editing "seat the temporary president" to "temporarily seat the president" and editing "poor" to "pool", with a second by Alderson Nigbor. Roll call vote carried (5 ayes: Boeck, Hill, Sorenson, Nigbor, Stobbe; 0 nay; 1 absent: Przybyl).

12. Proclamation Honoring 130 Years of the Nathan Strong Park Gazebo.

RECOMMENDATION: Approve the Proclamation Honoring 130 Years of the Nathan Strong Park Gazebo. *Mayor Burgess read the Proclamation Honoring 130 Years of the Nathan Strong Park Gazebo. Alderson Stobbe made a motion to approve the Proclamation Honoring 130 Years of the Nathan Strong Park Gazebo with a second by Alderson Boeck. Voice vote carried with five ayes. (One absent: Przybyl)*

13. Purchase lighting for the Chapel in the Cemetery. RECOMMENDATION: Approve the request of the Cemetery Board to purchase and install lighting for the Chapel at a cost not to exceed \$10,000. *City Administrator Balcom confirmed funds for this project would come from the Cemetery funds. Street Superintendent Zabel discussed the Council needs to approve the purchase as it is above \$2,500. Alderson Hill made a motion to approve the request of the Cemetery Board to purchase and install lighting for the Chapel at a cost not to exceed \$10,000, with a second by Alderson Sorenson. Voice vote carried with five ayes. (One absent: Przybyl)*

14. Determine the use of \$1000 Donation from Waste Management grant per the Solid Waste and Recycling Services Agreement. RECOMMENDATION: Determine if the funds will be utilized for an environmental related project/event or environmentally-friendly scholarship program or charity. Discussion and action as appropriate. *City Administrator Balcom confirmed that Waste Management would be sending a check to the City, but they want confirmation on how the funds will be used, and it is the Council's decision how to use the funds. Discussion on offering a \$1,000 scholarship to a student going into an environmental field or to the Friends of the Park. Street Superintendent Zabel confirmed that there are currently no students working in the streets department. Discussion on using the funds this year in the community, and setting up the funds next year for a scholarship. Discussion to use funds to update the dump station at the campground. Alderson Stobbe made a motion to use the \$1,000 donation from Waste Management as an environmental related project to upgrade the dump station at Riverside for this year, with a second by Alderson Hill. Council requested that staff bring this to them for discussion in March of next year. Voice vote carried with five ayes. (One absent: Przybyl)*

15. Approve Resolution #25-09 Approval of Changes to the Berlin Urban Area Functional Classification System and map. RECOMMENDATION: Adopt Resolution #25-09 approving changes to the Berlin Urban Area Functional Classification System and approve the Functional Classification map. *Street Superintendent Zabel discussed the map that was approved last year by the Council. He presented the updated map with data collected from state traffic counting lines identifying streets eligible for State and Federal funding under the Urban STP programs. Alderson Hill made a motion to adopt Resolution #25-09 approving changes to the Berlin Urban Area Functional Classification System and approve*

the Functional Classification map, with a second by Alderperson Sorenson. Roll call vote carried (5 ayes: Boeck, Hill, Sorenson, Nigbor, Stobbe; 0 nay; 1 absent: Przybyl).

16. Approve City of Berlin Weights & Measures Program for 2026 including an Increase to the Pump Fee from \$30 to \$40. RECOMMENDATION: Approve the Weights & Measures Program for 2026 with an increase in the Pump Fee to \$40. *Alderperson Nigbor made a motion to approve the Weights & Measures Program for 2026 with an increase in the Pump Fee to \$40, with a second by Alderperson Stobbe. Voice vote carried with five ayes. (One absent: Przybyl)*
17. Ordinance #08-25 Establishing a Municipal Vehicle Registration Fee (Wheel Tax) of \$25 for Vehicles Kept Within the City of Berlin. RECOMMENDATION: Adopt Ordinance #08-25 to create Chapter 70-21 of the City of Berlin Municipal Code Establishing a Vehicle Registration Fee of \$25 for Vehicles Kept within the City of Berlin. *Mayor Burgess confirmed this fee is only to be used for street related costs. Alderperson Hill made a motion to adopt Ordinance #08-25 to create Chapter 70-21 of the City of Berlin Municipal Code Establishing a Vehicle Registration Fee of \$25 for Vehicles Kept within the City of Berlin, with a second by Alderperson Stobbe. Roll call vote carried (4 ayes: Boeck, Hill, Sorenson, Stobbe; 1 nay: Nigbor; 1 absent: Przybyl).*
18. Discussion of Park and Recreation Director position. RECOMMENDATION: Listen to staff presentation. Discussion and action as appropriate. *City Administrator discussed confusion regarding the title of the position. When the City moved forward with no longer doing recreation programming, a half-time position was cut from the Parks and Recreation Department. Currently the position oversees the Senior Center programming including committees, meals on wheels, and transportation, and also oversees scheduling the use of recreational facilities. City Administrator Balcom suggested changing the position title to Senior Center & Recreation Facilities Coordinator to more accurately describe the position. Discussion of a full-time or part-time staff need. Discussion that the position has not been on the Committee on Aging or the Parks and Rec. Commission agendas. A decision was made to table this until the Council hears from the Committee on Aging and the Parks and Rec. Commission. The Parks and Rec. Commission will be asked to hold a special meeting to get information to the Council prior to the September Committee of the Whole Meeting.*
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.) - *None*
20. New Business (To be used to request items of new business be put on a future agenda) - *None*
21. Adjourn. *Alderperson Stobbe made a motion to adjourn at 7:37pm with a second by Alderperson Nigbor. Voice vote passed unanimously. Meeting adjourned.*

Respectfully submitted by
Brittani Majeskie, Deputy Clerk-Treasurer