

COMMITTEE OF THE WHOLE MEETING MINUTES

WEDNESDAY, APRIL 8, 2026 at 7:00PM

1. Call to order/Roll Call: *Meeting called to order at 7:00pm by Mayor Burgess. Alderpersons Boeck, Hill, Przybyl, Sorenson and Stobbe were present. Alderperson Nigbor was absent/excused. Also present were City Administrator Jessi Balcom and Deputy City Clerk Treasurer Debra Thiel.*
2. Seat Virtual Attendees (if necessary) – *None.*

Motion made by Alderperson Hill with a second by Alderperson Boeck to move item 19 to item 8 on the agenda. Motion carried 5-0. (1 absent Nigbor).
3. Pledge of Allegiance
4. General Public Comments. Registration card required (located at podium in Council Chambers). Comments will be limited to **3 minutes** per registrant. - *None*
5. Approval of Minutes. RECOMMENDATION: Approve the minutes of the March 3, 2026 Committee of the Whole Meeting. *Alderperson Przybyl made a motion to approve the minutes of the March 3, 2026 Committee of the Whole Meeting with a second made by Alderperson Sorenson. Motion carried 5-0. (1 absent Nigbor).*
6. FirstNet cell phone plan. RECOMMENDATION: Listen to presentation and action as appropriate. *Brandon Harris, AT&T employee, presented on changing our cell phones from US Cellular to FirstNet, which is available for emergency responders and other city employees. The city currently has no contractual commitments. There would be a one-time cost for a set-up fee which is \$1 per phone/device. There are promotional offers, upgrades every 18 months. Harris said we would see cost savings of 17%. The EMS department has been with FirstNet for 2 years and has nothing but good things to say about the company and their customer service. Alderperson Przybyl made a motion to recommend to the Common Council approval of moving forward with FirstNet with a second by Boeck. Motion carried 5-0. (1 absent Nigbor).*
7. Pool RFP process. RECOMMENDATION: Discussion and action as appropriate. *City Administrator Jessi Balcom discussed the options for the pool RFP process and updates from the City Attorney. After discussion, Alderperson Hill recommended going to RFP for proposals of what could be done with the pool/ property. -What would you like to see for the pool, what to do, cost of project, another party buy the land, city donate land or a partnership, etc.- City Administrator Jessi Balcom will work on a new request for proposasl.*
8. Resolution #05-26 Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing. RECOMMENDATION: Review and recommend approval of Resolution #05-26. *Alderperson Stobbe made a motion to recommend to the Common Council approval of Resolution #05-26 with a second by Alderperson Hill. Motion carried 5-0. (1 absent Nigbor).*
9. Official Statement Disclosure Questionnaire (OSDQ) for proposed \$2M capital borrowing. RECOMMENDATION: Review and authorize City Administrator to submit the OSDQ to Baird for the upcoming capital borrowing. *Alderperson Przybyl made a motion to authorize the City Administrator to submit the OSDQ to Baird for the upcoming capital borrowing with a second by Alderperson Sorenson. Motion carried 5-0. (1 absent Nigbor).*
10. 2% Fire Dues Program Audit Report. RECOMMENDATION: Receive the audit findings report regarding the Berlin Volunteer Fire Department from the WI Fire Prevention/FD Safety & Health Coordinator. *City Administrator Balcom gave a presentation on the Fire Department audit and how they received the highest rating.*

11. 2025 Recycling Program Accomplishments and Actual Costs Annual Report. RECOMMENDATION: Receive the filed 2025 Recycling Program report. *No action required.*
12. At Large Council Representation. RECOMMENDATION: Discussion and action as appropriate. *After some discussion it was noted that it is becoming harder and harder to fill positions, so no one is against it. However, you must be a resident to be on the city council per State Statute.*
13. Residency Requirements of Committee, Board, and Commission Members. RECOMMENDATION: Review and action as appropriate. *Much discussion arose regarding this request. Alderpersons Stobbe and Sorenson would like the planning commission and board of appeals to be city residents. There need to be Charter Ordinance changes for other boards to be able to have out-of-city residency members. The Common Council will continue discussions at a future Committee of the Whole Meeting.*
14. Employee Handbook. RECOMMENDATION: Review and recommend approval of the amended Employee Handbook sections. *Aldersperson Sorenson made a motion to recommend to the Common Council approval of the amended Employee Handbook sections with a second by Aldersperson Przybyl. Motion carried 5-0. (1 absent Nigbor).*
15. City of Berlin Vision and Mission Statements. RECOMMENDATION: Discussion and action as appropriate. *Alderspersons like both vision and mission statements. No action required.*
16. RFP for Real Estate Services for the WIS 91 Highway Project. RECOMMENDATION: Review and recommend approval and posting of the RFP for Real Estate Services for the WIS 91 Highway Project. *The DOT and City Attorney have both approved the RFP. Aldersperson Przybyl made a motion to recommend to the Common Council approval of and posting the RFP for Real Estate Services for the WIS 91 Highway Project. Motion carried 5-0. (1 absent Nigbor).*
17. Fortnum property update. RECOMMENDATION: Listen to presentation and action as appropriate. *Phase one found no RECs. DNR will review if phase two needs to be done. City Administrator Balcom recommends declaring the property blighted. A letter can be requested from the state that shows the City would not be liable for any undiscovered past contamination in the future. Balcom will ask the DNR if they will pay for phase two through the grant.*
18. Adjourn. *Aldersperson Hill made a motion to adjourn at 8:00pm with a second by Aldersperson Stobbe. Motion carried 5-0. (1 absent Nigbor). Meeting adjourned.*

Respectfully submitted by Debra Thiel, City Clerk Treasurer