COMMON COUNCIL MEETING MINUTES
TUESDAY, OCTOBER 14, 2025 AT 7PM

1. Call to order *by Mayor Burgess at 7:00pm.* Roll Call: *Present* were *Alderpersons Boeck, Hill, Przybyl, Sorenson, and Stobbe. Alderperson Nigbor was excused. Also present were City Administrator, Jessi Balcom; Deputy Clerk-Treasurer, Debra Thiel; and EMS Director, Evan VandenLangenberg.*
2. Seat Virtual Attendees. – *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 9.9.2025 Common Council Meeting and 9.23.2025 Special Common Council Meeting.

8. Resolution #25-10 Designating Waushara County as the Collecting Official for the Issuance of Dog Licenses for the City of Berlin for All Dog Licenses Issued to Waushara County Residents in the City of Berlin. RECOMMENDATION: Approve the recommendation of the Committee of the Whole to adopt Resolution #25-10 Designating Waushara County as the Collecting Official for the Issuance of Dog Licenses for the City of Berlin for All Dog Licenses Issued to Waushara County Residents in the City of Berlin.

9. Resolution #25-11 Intention to Join the Statewide Public Safety Interoperable Communication System for the City of Berlin. RECOMMENDATION: Approve the recommendation of the Committee of the Whole to adopt Resolution #25-11 Intention to Join the Statewide Public Safety Interoperable System for the City of Berlin.

10. 2025 Emergency Medical and Ambulance Service Contract with the Town of Aurora. RECOMMENDATION: Approve the recommendation of the Committee of the Whole to approve the 2025 Emergency Medical and Ambulance Service Contract with the Town of Aurora.

END OF CONSENT AGENDA

Alderperson Przybyl made a motion to approve the consent agenda, with a second by Alderperson Hill. Roll call vote carried (5 ayes: Boeck, Hill, Przybyl, Sorenson, and Stobbe; 0 nay; 1 absent: Nigbor).

11. Accept Resignation of Board of Review and Plan Commission Member. RECOMMENDATION: Accept the resignation of Carol Hughes from the Board of Review

and the Plan Commission as of November 1, 2025. *City Administrator Balcom shared that Carol Hughes spent several years on the commissions and served the community well. Alderperson Boeck made a motion to accept the resignation of Carol Hughes from the Board of Review and the Plan Commission as of November 1, 2025, with a second by Alderperson Sorenson. Voice vote carried. Mayor Burgess requested a card to be sent to Carol thanking her for her years of service, and stated that she will be missed.*

12. Uniform Deposit Schedule adoption. <u>RECOMMENDATION:</u> Approve the recommendation of the Committee of the Whole to adopt the Uniform Deposit Schedule as presented by Police Chief Pulvermacher, to be effective January 1, 2026. *City Administrator Balcom noted for the record that this item will also be adopted as part of the fee schedule, agenda item 13, but wanted to adopt it separately as well. Balcom confirmed that there were no changes made since the previous Committee of the Whole Meeting, the whole Uniform Deposit Schedule was now presented, and to confirm the changes would be in effect January 1, 2026. Alderperson Stobbe made a motion to approve the Uniform Deposit Schedule as recommended, to be effective January 1, 2026, with a second by Alderperson Przybyl. Voice vote carried.*

13. Amend Fee Schedule. <u>RECOMMENDATION:</u> Approve the recommendation of the Committee of the Whole to adopt the amended fee schedule to reflect 2026 updates. *City Administrator Balcom explained additional changes to the fee schedule include the full Weights and Measures fee schedule, including the previously requested change to pump fees, and the recycling fee is noted as intended for 2027. Alderperson Hill made a motion to accept the amended fee schedule for the City of Berlin to be effective January 1, 2026, with a second by Alderperson Sorenson. Voice vote carried.*

14. Capital Improvement Plan adoption. <u>RECOMMENDATION:</u> Approve the City of Berlin 2026-2030 Capital Improvement Plan (CIP). *City Administrator Balcom confirmed a sheet for the pool was created to be added to each Council member's CIP binder, and was the only change noted by the Council at the last meeting. City Administrator Balcom noted additional information provided in a chart to show the impact on taxpayers of borrowing $2 million every other year, dependent upon home value. Alderperson Hill made a motion to approve the City of Berlin 2026-2030 Capital Improvement Plan, with a second by Alderperson Stobbe. Voice vote carried.*

15. Purchase of 169 Ripon Road. <u>RECOMMENDATION:</u> Approve the purchase of 169 Ripon Road to provide base/living quarters for on-duty EMS personnel. *Mayor Burgess gave a reminder that this purchase is not anticipated to impact the City's levy. Alderperson Stobbe made a motion to approve the purchase of 169 Ripon Road to provide base/living quarters for on-duty EMS personnel, with a second by Alderperson Boeck. Voice vote carried. City Administrator Balcom clarified that the purchase was for $190,000 plus closing costs.*

16. Budget Preparation Update. <u>RECOMMENDATION:</u> Discussion on budget preparation, including the Wage & Compensation Study, with action as appropriate. *City Administrator Balcom explained the anticipated budget process to include a class 1 public hearing notice in the paper at least 15 days prior to the public hearing, which would be October 23, and the public hearing meeting to be at 6:30 on November 11, prior to the regular Common Council meeting. City Administrator Balcom confirmed the Council can make changes to the budget on November 11, but wants to give the public as much accurate information as possible in the public notice. Discussion on additional borrowing needed for this year. City*

Administrator Balcom confirmed she calculated the needed borrowing amount and that the amount would be in the public hearing notice. She confirmed that amount doesn't need to be approved until the budget is formally adopted. She added that resolutions will be adopted in order to complete short-term borrowing, and anticipates using a local bank to borrow approximately $300,000 before December 15th in order to be on the levy, to be repaid when tax payments come in beginning in January 2026.

17. Motion to go into closed session *pursuant to Wis. Stats. 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.* (Determination of placement of all non-represented employees within proposed wage ranges). *Alderperson Hill made a motion convene into closed session pursuant to Wis. Stats. 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Determination of placement of all non-represented employees within proposed wage ranges), with a second by Alderperson Przybyl. Roll call vote carried (5 ayes: Boeck, Hill, Przybyl, Sorenson, and Stobbe; 0 nay; 1 absent: Nigbor). Closed session commenced at 7:12PM.*

18. Reconvene into open session and take appropriate action as a result of closed session discussion. *Alderperson Hill made a motion to reconvene into open session with a second by Alderperson Przybyl. Motion passed: Aye (4) Hill, Przybyl, Sorenson and Stobbe; Absent (2) Boeck and Nigbor; No (0). Open session was reconvened at 8:34PM.*

    Alderperson Hill made a motion to reseat Alderperson Boeck by phone with a second by Alderperson Przybyl at 8:36PM. Motion passed: Aye (4) Hill, Przybyl, Sorenson and Stobbe; Absent (2) Boeck and Nigbor; No (0).

    Alderperson Hill made a motion to approve the placement of non-represented employees within proposed wage ranges as presented with a second by Alderperson Przybyl. Motion passed by roll call vote: Aye (4) Boeck, Hill, Przybyl and Sorenson; Absent (1) Nigbor; No (0), Abstain (1) Stobbe.

19. Old Business – None.

20. New Business – None.

21. Adjourn. *A motion to adjourn was made by Alderperson Stobbe and seconded by Alderperson Hill. Motion passed: Aye (5) Boeck, Hill, Przybyl, Sorenson and Stobbe; Absent (1) Nigbor; No (0). Meeting Adjourned at 8:37PM.*

Respectfully submitted by,
Brittani Majeskie, Deputy Clerk-Treasurer