

**COMMITTEE OF THE WHOLE MEETING AGENDA**  
NOVEMBER 4, 2025 7:00PM  
COUNCIL CHAMBERS, BERLIN CITY HALL, 2<sup>ND</sup> 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
2. Seat Virtual Attendees (if necessary)
3. General Public Comments. Registration card required (located at podium in Council Chambers). Comments will be limited to **3 minutes** per registrant.
4. Approval of Minutes. RECOMMENDATION: Approve the minutes from the October 7, 2025 Committee of the Whole meeting.
5. Introduction of Senior Center and Recreation Facilities Director, Susan Kiener.  
RECOMMENDATION: Welcome Senior Center and Recreation Facilities Director.
6. Letter of support for Berlin Community Development Corporation application to the Thrive Rural Wisconsin program. RECOMMENDATION: Authorize the Mayor to sign on behalf of the Common Council and Planning & Development Director Ludolph to submit a letter of support for the BCDC's application to the Thrive Rural Wisconsin program.
7. Consider recommendation of the Parks & Recreation Commission to amend City Ordinances to include city owned parks for no smoking or vaping. RECOMMENDATION: Discussion and action as appropriate.
8. Update regarding publication of Meeting Minutes summaries. RECOMMENDATION: Discussion and action as appropriate.
9. Update regarding the Request for Proposals for Professional Auditing Services.  
RECOMMENDATION: Discussion and action as appropriate.
10. Budget preparation update. RECOMMENDATION: Public Hearing for the 2026 Budget has been scheduled for November 11, 2025, at 6:30PM. Anticipated Levy \$2,732,529. Anticipated City Mill Rate \$6.19 per \$1,000 value. Borrowing of \$293,536 to be approved prior to budget approval and included in the levy.
11. Adjourn.

*Note: In adherence to the City of Berlin Public Meeting Participation Policy, public participation will be allowed under each agenda item at the discretion of the presiding officer, with the exception of the Consent Agenda. Attendees must register their intention to participate on either a general comments section or a specific agenda item prior to the meeting by filling out a Registration Card, which can be obtained from the Internet, City Clerk's office or in the City Hall Council Chambers at the podium. Registration Cards should be turned in prior to the meeting to either the presiding officer or City Clerk.*

*Please note, upon reasonable notice, efforts will be made to accommodate the needs of the disabled individuals through appropriate aids and services. For additional information to request services, contact the municipal Clerk at 920-361-5400.*

*Note: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance in the above stated meeting to gather information: no action will be taken by any other governmental body except by the governing body notified above.*

**COMMITTEE OF THE WHOLE MEETING MINUTES**  
**OCTOBER 7, 2025 7:00PM**  
**COUNCIL CHAMBERS, BERLIN CITY HALL, 2<sup>ND</sup> FLOOR**

1. Call to order/Roll Call- *Mayor Burgess called the meeting to order at 7:00PM. Alderpersons Boeck, Hill, Nigbor, Przybyl, Sorenson, and Stobbe were present. Staff also present were City Administrator, Jessi Balcom; Deputy-Clerk Treasurer, Brittani Majeskie; Street Superintendent, Scott Zabel; Berlin Police Chief, Brian Pulvermacher; EMS Director, Evan VandenLangenberg.*
2. Seat Virtual Attendees (if necessary) - *None*
3. General Public Comments. – *Daniel Hoppa of 235 S. Wisconsin St., spoke to ask the council to consider the official abandonment of portions of River St. and Wisconsin St. Hoppa reviewed various maps of the area and properties. City Administrator Balcom will send this concern to the Plan Commission.*
4. Approval of Minutes. RECOMMENDATION: Approve the minutes from the September 2, 2025 Committee of the Whole meeting. *Aldersperson Przybyl made a motion to approve the September 2, 2025 Committee of the Whole meeting minutes, with a second by Aldersperson Sorenson. Voice vote carried.*
5. Introduction of Interim Lakeside Municipal Court Judge Troy Damsteegt. RECOMMENDATION: Listen to presentation. *Lakeside Municipal Court Judge Troy Damsteegt introduced himself to the Council. Damsteegt was appointed by the Lakeside Municipal Court Executive Committee on August 1, 2025. Damsteegt has many previous years of experience in law enforcement. Damsteegt explained Lakeside Municipal Court serves 23 communities across 3 counties, holding court in 5 locations throughout that jurisdiction. The main office and clerk are in North Fond du Lac. Lakeside Municipal court handles traffic, municipal ordinance, fire, and building code violation cases as well as marriages.*
6. Discussion of Uniform Deposit Schedule. RECOMMENDATION: Review the Police Chief's recommended updates to the Uniform Deposit Schedule (list of the fees and bonds for all municipal citations.) Discussion and action as appropriate. *Berlin Police Chief, Brian Pulvermacher, presented recommendations to modify the existing Uniform Deposit Schedule. Pulvermacher confirmed that traffic fines are set by the State, and those fines cannot be raised. He confirmed that the deposit portion received by the County and the City may be the same, but the fees to the offender are less because Lakeside Municipal Court costs are less than Circuit Court costs. Pulvermacher confirmed the City can raise fines on City Ordinances. Discussion on potential increased revenue with increases to the Uniform Deposit Schedule. Pulvermacher confirmed that despite the police officers being active in the community, many of the Municipal Ordinance Violations aren't written because they are rare, especially second or third offenses due to subsequent offenses spanning a calendar year. Pulvermacher noted that increased deposit amounts that cause increased citation amounts will likely increase legal fees as offenders may feel more of a need to contest a higher citation rather than pay a lower citation. Pulvermacher cautioned against a blanket increase to the deposit fees and suggested setting fees to be similar to surrounding communities. A motion to recommend updates to the Uniform Deposit Schedule as suggested by Chief Pulvermacher to the Common Council was made by Aldersperson Stobbe with a second by Aldersperson Nigbor. Voice vote carried.*
7. Resolution #25-10 Designating Waushara County as the Collecting Official for the Issuance of Dog Licenses for the City of Berlin or Waushara County Residents. RECOMMENDATION: Review and recommend adoption of Resolution #25-10 Designating Waushara County as the Collecting Official for the Issuance of Dog Licenses for the City of Berlin or Waushara County Residents. *City Administrator Balcom updated the Council that Waushara County is updating their tax recording system to the same system as Green Lake County. This change will also*

*include Waushara County issuing dog licenses and accepting the associated fees. Discussion that this change would affect Ward 1 residents. Alderperson Stobbe made a motion to recommend to Common Council the adoption of Resolution #25-10 Designating Waushara County as the Collecting Official for the Issuance of Dog Licenses for the City of Berlin, Waushara County Residents with a second by Alderperson Przybyl. Voice vote carried.*

8. Resolution #25-11 Intention to Join the Statewide Public Safety Interoperable Communication System For the City of Berlin. RECOMMENDATION: Review and recommend adoption of Resolution #25-11 Intention to Join the Statewide Public Safety Interoperable Communication System For the City of Berlin to allow Berlin EMS to apply for an EMS Radio grant. *EMS Director, Evan VandenLangenberg, updated the Council that the State of Wisconsin is updating the radio system to 700/800MHz and Berlin EMS is running on VHF which is a much lower band, in the 150MHz range. The State has made 80/20 grants available for upgrades to radio systems. Upgrades would cost approximately \$50,000, with Berlin EMS costs of approximately \$10,000. VandenLangenberg confirmed that this update would allow increased communication across more departments. Alderperson Stobbe made a motion to recommend to Common Council the adoption of Resolution #25-11 Intention to Join the Statewide Public Safety Interoperable Communication System for the City of Berlin to allow Berlin EMS to apply for an EMS Radio grant, with a second by Alderperson Hill. Voice vote carried.*
9. Budget preparation discussion. RECOMMENDATION: Provide direction to staff regarding general budget preparation and Capital project annual borrowing, employee wage increases, implementation of a recycling fee and short-term borrowing. *City Administrator Balcom updated the council on the City of Berlin budget timeline; The budget must be noted for public hearing in the paper as a Class 1 notice at least 15 days prior, therefore the budget needs to be completed by October 17<sup>th</sup> to allow notice to be published in the October 23<sup>rd</sup> paper. The public hearing will be scheduled for November 11<sup>th</sup> at 6:30pm. City Administrator noted that to complete the budget, a few more items need to be decided; The Council needs to decide the Capital Project annual borrowing, which will affect this year's borrowing; The council needs to determine what the employee wage increase should be. Balcom explained that employees will see decreases in their overall take home pay due to changes in the WRS contributions for next year and the increase in healthcare premium contributions; The Council also needs to consider the implementation of the recycling fee. However, data from Waste Management isn't complete which would delay the completion of the budget. Therefore, City Administrator Balcom suggested moving forward with changes to the Municipal Ordinance and Fee Schedule in order to be ready to make this change for 2027, and note for this year recycling is part of the levy and short-term borrowing. City Administrator suggested that these decisions will impact the total amount of short-term borrowing needed, and would be noted specifically on the public hearing notice. Discussion on short-term borrowing and potentially pulling additional projects from the CIP to add to the total borrowing amount. Adam Ruechel of BAIRD, confirmed that short-term borrowing is estimated at approximately \$98,000 with an additional borrowing to cover recycling costs. Discussion about long-term borrowing of \$2 million every-other year allowing planning over two years and savings on interest and costs of issuance. Discussion on employee wages. City Administrator Balcom suggested that the council not officially adopt the Wage Study as presented as it may be difficult for the City to fund. Balcom stated she values the study as it compares wages against similar communities and within the City, which considers external and internal equity that will be helpful when hiring. Evan VandenLangenberg confirmed the EMS budget approved a 3% wage increase. Council members discussed wanting City employee positions, wages, and years of service, not names, listed on the pay scales for the Common Council meeting on 10/14/25, with a closed session discussion regarding specific employees to follow. Discussion on a 3% wage increase to keep employee morale and maintain employee retention. Discussion on long-term capital borrowing. The Council verified long-term borrowing of \$2 million every other year. Mayor Burgess asked for visuals on the average homeowner impact to be prepared. Adam Ruechel estimated that every \$100,000 in borrowing comes to roughly a 3 cent mill rate increase and \$5 tax increase, dependent on how much a home is worth. City Administrator Balcom gave*

*an update on the status of the recycling fee. Waste Management is still working on a geo-location audit and doesn't anticipate the audit to be completed before the budget needs to be finalized. Balcom suggested that recycling remain on the levy and to move forward with ordinance and fee schedule updates. Discussion to not move the recycling fee to a special fee unless the recycling fee can be charged accurately. Discussion on the approximate short-term borrowing amount. City Administrator Balcom approximates the short-term borrowing amount to be about \$300,000.*

10. Review Wage and Compensation Study. RECOMMENDATION: Discussion and action as appropriate. *The Council will review this at the meeting 10/14/25.*
11. Capital Improvement Plan discussion. RECOMMENDATION: Provide direction to staff regarding the projects to be included, amended or removed from the draft CIP (including, but not limited to, the Berlin Aquatic Center) and determine the planned annual borrowing for Capital projects. Review and recommend adoption of the Capital Improvement Plan. *Discussion on adding The Berlin Aquatic Center to the CIP. Alderperson Hill suggested adding the pool to the CIP with 3 to 5 years of borrowing, with consideration of about half of the funds being donated by the community, and the other half, equaling \$1.5 to 2 million, through borrowing. Discussion that the CIP is a wish list of projects to be funded, and the CIP can be updated annually. Adam Ruechel discussed options for adding the pool to the CIP and suggested adding it to the CIP as a one page addition which could be inserted in the budget of a future year, if appropriate. City Administrator will add the pool to the CIP for the next meeting on 10/14/25. Discussion on the amount to use as the previous quote is becoming outdated, and less reliable.*
12. Amend Ordinance Chapter 54 Solid Waste and Recycling. RECOMMENDATION: Discussion and action as appropriate. *City Administrator Balcom explained that the current ordinances need to be updated to show a special charge for recycling. City Administrator received Council direction to have the attorney amend the ordinance and bring a final ordinance back to the Council.*
13. Amend Fee Schedule to reflect implementation of Recycling Fee and 2026 updates. RECOMMENDATION: Discussion and action as appropriate. *Discussion to take the recycling fee for 2026 off the fee schedule and note that it will be implemented in 2027. A motion was made by Alderperson Stobbe to recommend to Common Council the amended fee schedule for 2026 with the noted update to the recycling fee for 2027, with a second by Przybyl. Voice vote carried.*
14. 2025 Emergency Medical and Ambulance Service Contract with the Town of Aurora. RECOMMENDATION: Discussion and action as appropriate. *City Administrator Balcom explained that in 2023 there was an EMS contract with the Town of Aurora. The City is requesting the Town of Aurora pay for EMS services in 2024 and 2025. Evan VandenLangenberg, EMS Director, confirmed that costs are impacted by response time. Discussion to update the contract draft to include 24 hour coverage and change the year from 2024 to 2025. Alderperson Hill made a motion to recommend to Common Council approval of the Emergency Medical and Ambulance Service Contract with the Town of Aurora for 2025 with the amendments as indicated, with a second by Alderperson Nigbor. Voice vote carried.*
15. Motion to convene into closed session pursuant to Wis. Stats. 19.85 (1) (e) *Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Purchase of 169 Ripon Road). Alderperson Przybyl made a motion to convene into closed session pursuant to Wis. Stats. 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Purchase of 169 Ripon Road), with a second by Alderperson Hill. Voice vote carried.*

*Closed session commenced at 8:15PM.*

16. Reconvene into open session and take appropriate action as a result of closed session discussion. *Alderson Hill made a motion to reconvene into open session with a second by Alderson Stobbe at 8:29PM. Voice vote carried.*
17. Adjourn. *Alderson Hill made a motion to adjourn with a second by Alderson Sorenson. Voice vote carried. Meeting Adjourned at 8:30PM.*

Respectfully submitted by  
Brittani Majeskie, Deputy Clerk-Treasurer



## City of Berlin

108 North Capron St • P.O. Box 272 • Berlin, Wisconsin 54923-0272  
(920) 361-5400 • Fax: (920) 361-5454

11/04/2025

Berlin Community Development Corporation  
RE: Letter of Support for the Berlin Community Development Corporation's  
Application to the Thrive Rural Wisconsin Program  
108 N Capron Street  
Berlin, WI 54923

Dear Members of the Berlin Community Development Corporation,

This letter serves as an official endorsement from the City of Berlin – Common Council for the Berlin Community Development Corporation's (BCDC) application to request to join the second cohort of the Thrive Rural Wisconsin program.

The BCDC is essential to our community, committed to promoting economic growth by aiding both existing and new businesses in Berlin, Wisconsin. We value their continuous efforts to rejuvenate our downtown area, especially in meeting the demand for commercial spaces.

The Thrive Rural Wisconsin program emphasizes "Small Business Development Projects and Programs" and "Community Based Economic Development," which aligns with the BCDC's goals and provides an important opportunity to help create Commercial Kitchen or Community Kitchen spaces. We understand that completing such projects requires specific skills in addition to BCDC's current resources and programs.

We support the BCDC's application for this technical assistance program and believe it is a significant investment in our community's future.

Sincerely,

Catrina Burgess, Mayor of the City of Berlin, on behalf of the City of Berlin  
Common Council



# *THRIVE RURAL WISCONSIN*

## **Empowering Rural & Tribal Communities**

The Thrive Rural Wisconsin program, led by the Office of Rural Prosperity, is designed to help rural and tribal communities bring together local leadership, define shared goals, and access the resources they need to make lasting change.

Offered **at no cost to communities**, the initiative provides project management, an exclusive opportunity to apply for a WEDC Capacity Building Grant, and technical assistance for efforts related to:

For more information, watch a webinar recording, review the frequently asked questions, or contact one of our Rural Development Specialists.

[Download FAQ](#) 

Jim Cleveland  
Rural Development  
Specialist



- Rural Capacity Development & Growth

Specialist

paul.occonor@wedc.org

608.210.6729

## Program Benefits:

- Community assessments
- Work plan development for priority projects and project management support
- Fundraising mapping/ funding identification.
- Grant writing consulting (process guidance, review, etc.).
- Creation of customized toolkits and resources to build capacity in grant writing, grant compliance or Thrive Rural focus areas.
- Referrals to consultants, state agencies, and federal programs that help advance the projects identified in the work plan.
- Exclusive invitation to apply for predevelopment grants (~\$25,000 per year) to advance a project and prepare for state and federal grant applications. (ex: feasibility study, plan development, architectural renderings, engineering studies, mapping, business plan, curriculum design, etc.).

**Would you like to see the impact on other communities?**

Review past Thrive Rural Community projects.

## Eligibility:

Eligible partners are limited to:

- County economic development organizations
- Non-profits



by having at least one urban area of 50,000 or more inhabitants. Priority given to communities and organizations located within FY26 Wisconsin Distressed Counties List.

- Thrive Rural Wisconsin is intended to complement and support the assistance provided by Wisconsin's Regional Economic Development Organizations [\[link\]](#) (REDOs) and Regional Planning Commissions [\[link\]](#) (RPCs), UW-Extension [\[link\]](#), and the Great Lakes Inter-Tribal Council [\[link\]](#) (GLITC).
- Must advance at least one of the Thrive Rural Wisconsin focus areas.
- Partners must demonstrate readiness, community buy-in, and projects should leverage applicable resources.
- Thrive Rural Wisconsin is a fit for communities that have a dedicated point person for staff to work with supported by a leadership team and are prepared to seek and manage significant funding sources (\$50k-\$3M).
- Be willing to commit to two years to develop a work plan and move projects within the work plan forward from Jan. 2026 – Dec. 2027.

## Process:

- **Step One:** Fill out and submit the community interest form. Prepare the following documents to attach to your application:

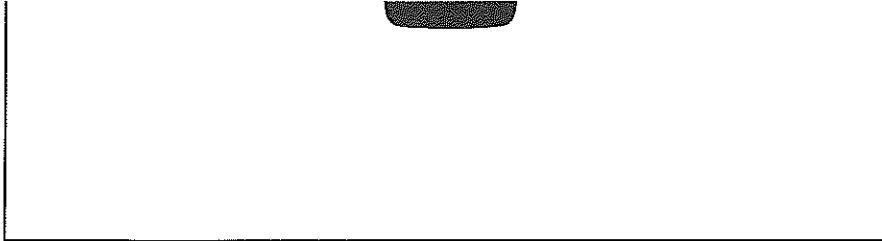


- **Step Two:** Email an overview of leadership team members with bios and roles to ThriveRuralWI@wedc.org. The leadership team should reflect the communities engaged in the process and technical partners and expertise that fit the program focus areas. Letters of engagement from participating partners outlining their role and commitment to the program are encouraged.
- **Deadline:** The Community Interest Form will be available at **6 a.m. on Oct. 15**. The form will be open for submissions through Nov. 13 at 5 p.m. CST. While this is a non-competitive program, all interest forms are subject to a review process, and no applicant is guaranteed to receive a capacity building grant from WEDC.

[Community Interest Form](#) 

Priority will be given to applicants located in counties on the FY26 Wisconsin Distressed Counties List.

*Note: All applications submitted and contracts executed related to WEDC's "Capacity Building Grant  – Thrive Rural Wisconsin " will be subject to Program Guidelines and Wisconsin Law.*



Download the slide deck used during the webinar.

Office of Rural Prosperity  
Wisconsin Economic  
Development Corporation  
WEDC @ The Hub  
2352 S. Park St., Suite 303  
Madison, WI 53713  
608.210.6700

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[NEWSLETTER ARCHIVE](#) [WEDC.ORG](#)

**CITY OF BERLIN  
COMMITTEE OF THE WHOLE MEEETING  
STAFF REPORT**

**TO:** Common Council  
**FROM:** Jessi Balcom, City Administrator  
**AGENDA ITEM:** amend City Ordinances to include city owned parks for no smoking or vaping  
**MEETING DATE:** November 4, 2025

**BACKGROUND**

Johanna Brotz, Commercial Tobacco Prevention and Treatment Coordinator for Fond du Lac, Green Lake, Waushara and Marquette Counties and Lauren Olson, Deputy Health Officer/Health Educator for Green Lake County Health Department presented to the Parks & Recreation Commission at their October 1, 2025 meeting on Smoke-free Parks and Outdoor Areas.

The materials that Ms. Brotz and Ms. Olson provided to the Commission are enclosed for your information. Within these materials contain information on tobacco-free parks, a slide presentation entitled *Smoke-Free Parks Protect their play, keep smoke away*, and two sample ordinances.

Staff is looking for direction from the Council as to next steps in the Council's consideration of this recommendation.

# **CITY OF BERLIN PARKS & RECREATION COMMISSION**

## **MEETING**

MINUTES for WEDNESDAY October 1, 2025 4:30 PM

COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

### **1. Call to Order / Roll Call**

Meeting called to order at 4:30 PM

Present: Tim Bending, Kayla Reeves, Bruce Tetzke, Dr. Emmett Durtschi, Kamie Jorgensen

Absent: Bobbie Erdmann

City Officials Present: Jessi Balcom, Scott Zabel

### **2. General Public Comments**

- Nothing to report

### **3. Approval of Previous Meeting Minutes**

A motion was made by Dr. Emmett Durtschi to approve the minutes from September 3, 2025 as presented, with a second by Bruce Tetzke. Motion approved.

### **4. Approval for Revenues and Expenditures.**

A motion was made by Tim Bending to approve the Revenue and Expenditures Report as presented, with a second by Bruce Tetzke. Motion approved.

### **5. Request for Trunk or Treat Event at Riverside Park**

- Requested by Robert Frost of Sons of the Amvets of Redgranite, Post 13
- Sunday Oct. 26<sup>th</sup> 11:00 AM to 7:00 PM (Date and time amended from original request)
- Primarily held during city trick or treating scheduled
- No charge for use of park because the parks are technically closed at this time of year.
- Restrooms and facilities are offline at this time.

A motion was made by Kamie Jorgensen to waive the 45-day notice and associated fee, with a second by Bruce Tetzke. Motion approved.

A motion was made by Bruce Tetzke to approve the requested use of park and Veteran's gazebo, with a second by Kamie Jorgensen. Motion approved.

## **6. Presentation on smoke free parks/outdoor areas**

- Presentation by Lauren Olsen, Deputy Health Officer of Green Lake County Health Department
- Also accompanied by Johanna Brotz, Commercial Tobacco Prevention and Treatment Coordinator with Fond Du Lac County Health Department/East Central Alliance for Nicotine Prevention
- Entertained Amending Ordinance to include all City owned property
- Grants or funding is available to offset the costs of signage

A motion was made by Bruce Tetzke to recommend to Common Council amendment of City Ordinances to include city owned parks for no smoking or vaping, with a second by Dr. Emmett Durtschi. Motion approved.

## **7. Update to City of Berlin Ball Field Use Agreement**

A motion was made by Dr. Emmett Durtschi to approve proposed changes to Ball Field Agreement with a seconded by Bruce Tetzke. Motion approved.

## **8. Review of amended Park and Recreation Fees**

- Cost for Fire Wood increased from \$4 to \$5 per 8 pieces
- Dump Station Fee Raised from \$6 to \$10 per use

A motion by Kamie Jorgensen was made to approve amended fees and send to Common Council, with a second by Bruce Tetzke. Motion approved.

## **9. New Business**

- Nothing at this time.

## **10. Old Business**

- Nothing at this time.

## **11. Adjourn**

A motion to adjourn was made by Bruce Tetzke, with a second by Kamie Jorgensen. The meeting adjourned at 5:10 pm.

Respectfully Submitted by – Secretary Tim Bending

# Healthier Kids. Cleaner Spaces. Stronger Communities.



## **Purpose of the Ordinance**

Protects youth from exposure to smoking and vaping



## **Why It Matters for Youth**

Seeing adults smoke normalizes unhealthy behavior



## **Health & Environmental Benefits**

Reduces secondhand smoke and vape aerosol exposure



## **Community Impact**

Parks become more welcoming for families



# COMMERCIAL TOBACCO-FREE PARKS AND OTHER OUTDOOR RECREATION AREAS

## Enacting commercial tobacco-free parks and outdoor areas would:



### REDUCE SECONDHAND EXPOSURE

There is no safe level of exposure to secondhand smoke or e-cigarette aerosol. Even outdoors, you can be exposed to the high levels of it if someone is smoking or vaping nearby.



### KEEP KIDS SAFE

Cigarette butts, e-cigarette pods and cartridges, and tobacco related litter are picked up and mouthed by babies and toddlers.



### REDUCED COSTS

Tobacco-free policies may help to reduce maintenance costs due to reduced staff time needed for litter and waste clean-up.



### ELIMINATE FIRE HAZARDS

Smoldering cigarette butts, matches, and e-cigarettes can cause fires.

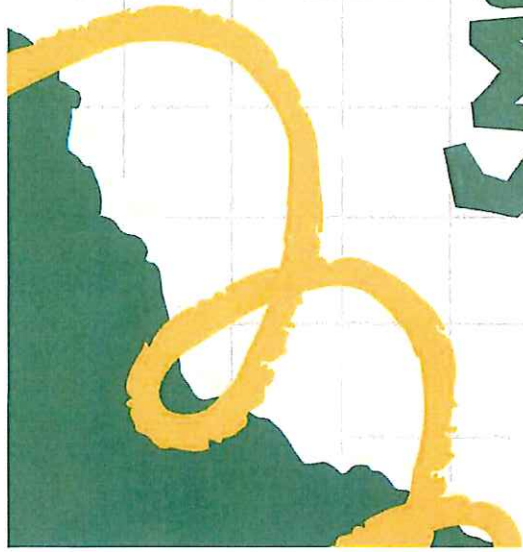


### FAMILY FRIENDLY PARKS

Keeps the park as a family-friendly environment that models healthy behaviors.

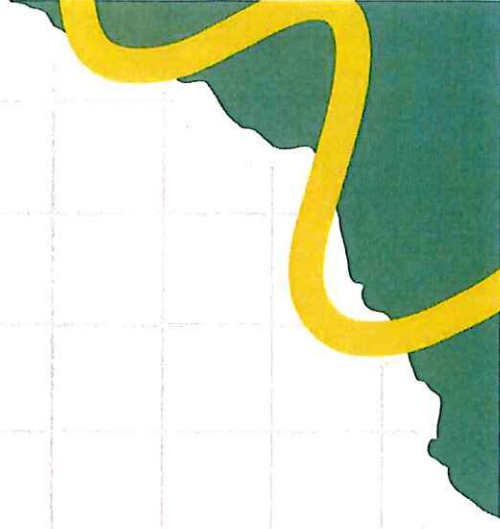
## Easy to Implement, Easy to Enforce.

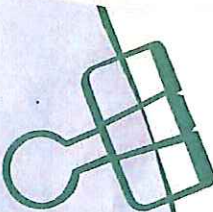
- **Clear & Simple** – Posting signs at park entrances and playgrounds is usually all that's needed.
- **Self-Enforcing** – Most people voluntarily follow smoke-free rules once they're aware of them.
- **Community Support** – Public education campaigns and word of mouth quickly spread awareness.
- **Proven Success** – Hundreds of communities across the U.S. have implemented smoke-free parks with minimal issues.
- **Low Cost** – The main expense is signage, which is affordable and often grant-funded.
- **Positive Norms** – Families and community members help remind others, making enforcement simple.



# SMOKE-FREE PARKS

Protect their play, keep smoke away

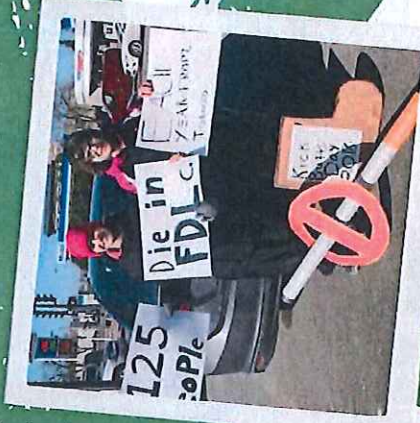




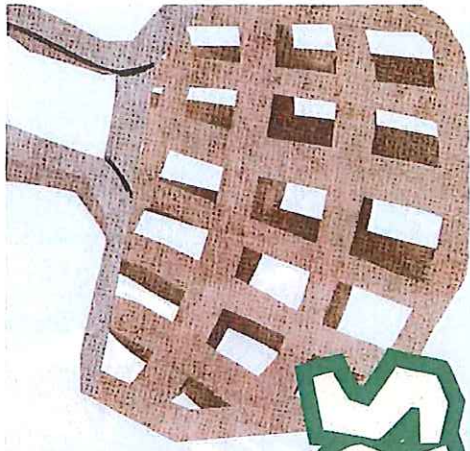
# ABOUT OUR COALITION

**East Central Alliance for Nicotine Prevention (ECANP)** is a community-based coalition that works to prevent tobacco use and reduce exposure to secondhand smoke. Locally, we bring together schools, health agencies, parents, youth, and other community members to:

- Promote smoke-free and tobacco-free policies in public spaces.
- Educate the community about the health risks of tobacco and vaping.
- Support youth prevention programs and cessation resources.
- Advocate for healthier environments that protect everyone, especially children, from tobacco-related harm.

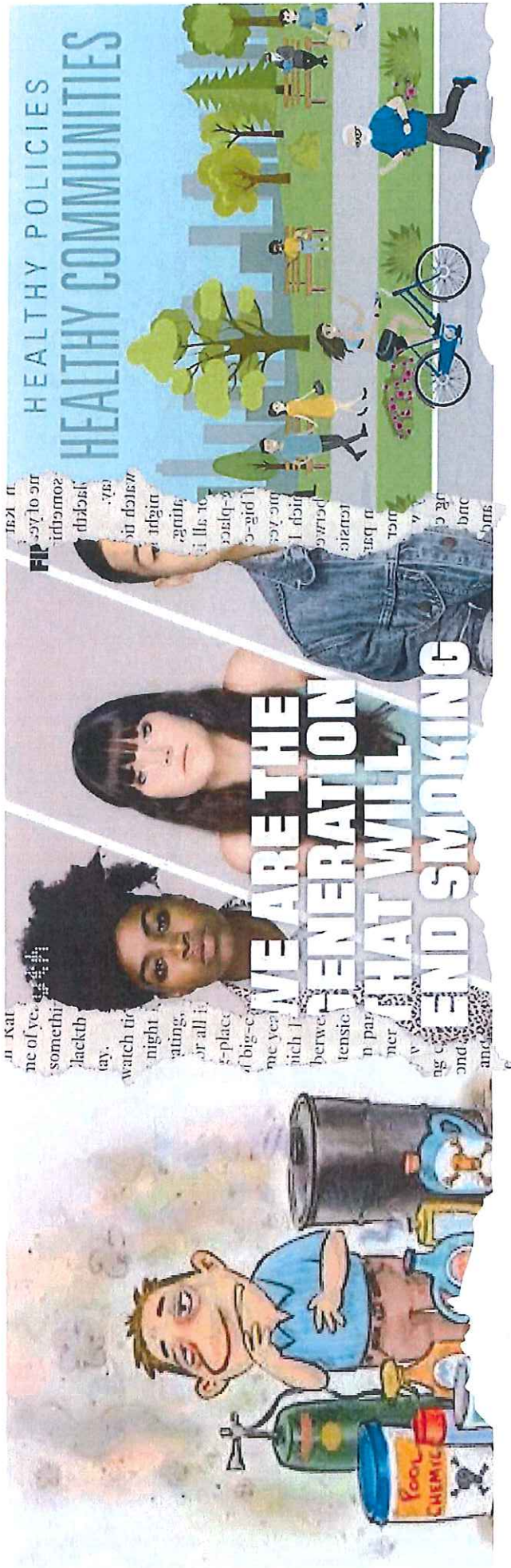


# WHY IT MATTERS



-  **Breathe Easy** – Keeps kids safe from harmful secondhand smoke
-  **Play Clean** – Parks stay litter-free and healthy for all
-  **Healthy Habits** – Promotes smoke-free norms for youth
-  **Safe Spaces** – Ensures fun, active play in a safe environment





- Reduces exposure to toxic chemicals for everyone, not just children.
- Encourages healthier lifestyle choices and supports tobacco prevention efforts.
- Helps prevent long-term health problems, lowering community healthcare costs.

## PROMOTES PUBLIC HEALTH

# CLEAN ENVIRONMENTS

- Cigarette butts are the most littered item in parks and public spaces
- Smoke-free parks reduce litter and environmental contamination- especially water sources
- Cleaner parks are more attractive and inviting to community members and tourists.

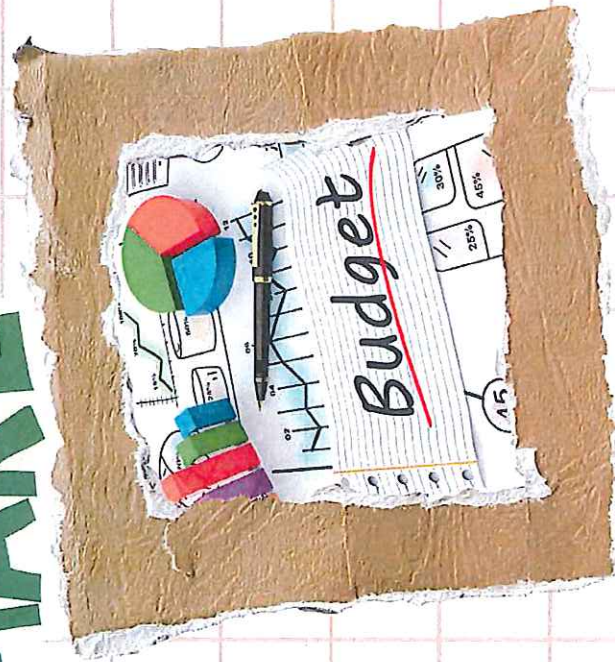


# ENCOURAGES POSITIVE SOCIAL NORMS

- Modeling smoke-free behavior discourages youth from starting to smoke.
- Supports community-wide efforts to reduce tobacco use.
- Strengthens the message that our community values health and well-being.



# THE ECONOMIC IMPACT WE CAN MAKE



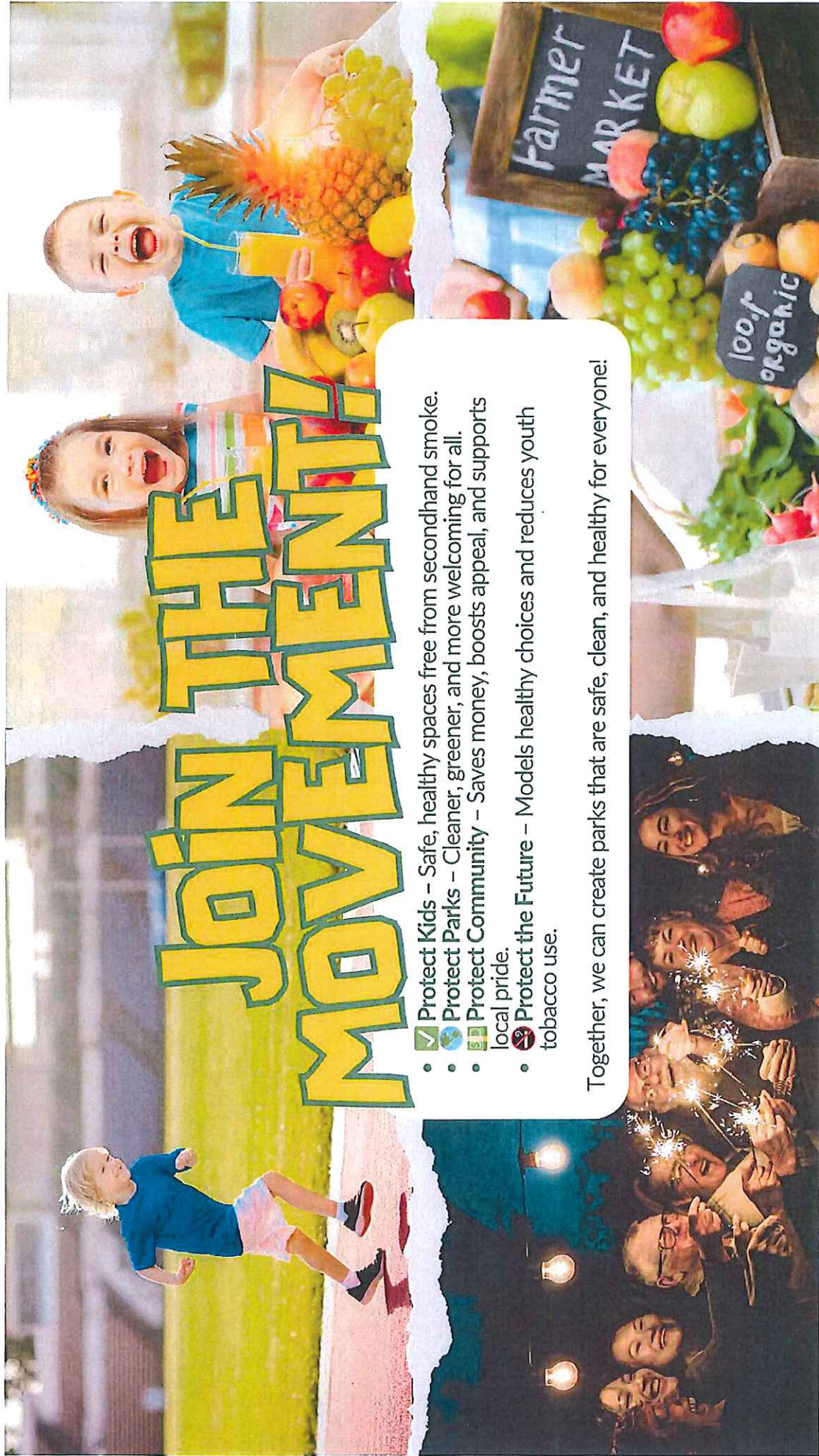
-  **Lower Healthcare Costs** – Reduces long-term medical expenses related to secondhand smoke exposure.
-  **Less Cleanup Needed** – Cuts down on staff time and resources spent picking up cigarette litter.
-  **Protects Park Maintenance Budgets** – Fewer cigarette burns and litter mean less damage to playgrounds, benches, and landscaping.
-  **Boosts Community Appeal** – Cleaner, healthier parks attract more families, events, and visitors.
-  **Supports Local Economy** – Well-maintained, inviting parks encourage tourism, recreation, and nearby business activity.
-  **Increases Property Value** – Smoke-free, clean parks make neighborhoods more desirable and attractive to homebuyers.

# EASY TO IMPLEMENT, EASY TO ENFORCE

-  **Clear & Simple** – Posting signs at park entrances and playgrounds is usually all that's needed.
-  **Self-Enforcing** – Most people voluntarily follow smoke-free rules once they're aware of them.
-  **Community Support** – Public education campaigns and word of mouth quickly spread awareness.
-  **Proven Success** – Hundreds of communities across the U.S. have implemented smoke-free parks with minimal issues.
- **\$ Low Cost** – The main expense is signage, which is affordable and often grant-funded.
-  **Positive Norms** – Families and community members help remind others, making enforcement simple.



by the writer and joint bookrunner



# JOIN THE MOVEMENT!

- ✓ Protect Kids – Safe, healthy spaces free from secondhand smoke.
- 🌍 Protect Parks – Cleaner, greener, and more welcoming for all.
- 🏠 Protect Community – Saves money, boosts appeal, and supports local pride.
- 🚭 Protect the Future – Models healthy choices and reduces youth tobacco use.

Together, we can create parks that are safe, clean, and healthy for everyone!

# THANK YOU!

**Johanna Brotz**  
Commercial Tobacco Prevention and  
Treatment Coordinator  
Fond du Lac, Green Lake, Waushara and  
Marquette Counties

**Lauren Olson**  
Deputy Health Office/Health Educator  
Green Lake County Health Department

## FOR YOUR ATTENTION!

## **Model Recreational Areas Commercial Tobacco-Free Ordinance<sup>1</sup>**

### **Section 1: Purpose**

- 1.1.** The [City/County] is committed to providing safe and healthy environments.
- 1.2.** Commercial tobacco use is the leading cause of preventable death and disease in the U.S.
- 1.3.** Exposure to secondhand smoke has negative health impacts and the U.S. Surgeon General has determined there is no risk-free level of exposure to secondhand smoke.
- 1.4.** Electronic smoking devices, more commonly referred to as electronic cigarettes or e-cigarettes, typically contain nicotine, which is highly addictive, and their use (1) often closely resembles and purposefully mimics the act of smoking, (2) produces an aerosol or vapor of undetermined and potentially harmful substances, (3) is increasing among both adults and youth, (4) is especially concerning among youth because of the negative impacts of nicotine on the developing adolescent brain, (5) threatens to re-normalize smoking, potentially jeopardizing tobacco control efforts of the past and present, and (6) creates confusion and leads to difficulties enforcing smoking prohibitions.
- 1.5.** Tobacco products, including electronic smoking devices, consumed in outdoor public places are often discarded on the ground as an environmental blight, diminishing the beauty of recreational areas, requiring additional maintenance expenses to clean up, and posing a fire risk as well as risk to human and animal health through potential ingestion and contamination of water sources.
- 1.6.** The tobacco industry advertises at and sponsors recreational events to foster a connection between tobacco use and recreation.
- 1.7.** The [City/County] believes parents, coaches, leaders, and officials involved in recreation are role models for youth and can have a positive effect on the lifestyle choices they make.
- 1.8.** The [City/County] recognizes that nicotine is an addictive substance and tobacco-use cessation is a process.
- 1.9** The [City/County] believes commercial tobacco use is detrimental to the public's health and has determined that prohibiting the use of tobacco products including electronic smoking devices, in all [City/County] recreational areas serves to protect the public's health, safety and welfare.

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<sup>1</sup> Wis. Stat. §101.123 (4m) provides authority of local jurisdictions to enact more stringent smoke-free laws than state law. However, the statute requires that any ordinance that limits smoking in outdoor areas must only regulate "public property" and must permit any person in charge of a restaurant, tavern, private club, or retail establishment in an area covered by the ordinance to designate a smoking area that is a "reasonable distance" from the entrance of the establishment. (See § 3.2 of this ordinance for the required exception.) The circumstances for this exception may include a restaurant that leases the space in a park owned by the jurisdiction.

## **Section 2: Definitions**

**2.1. All times** means 24 hours a day, seven days a week.

**2.2. Electronic smoking device** means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah.

**2.3. Public Event** means an event which is open to and may be attended by the general public, including but not limited to, such events as concerts, fairs, farmers' markets, festivals, parades, performances, and other exhibitions, regardless of any entrance ticket, fee, or age requirement.

**2.4 Recreational area** means all facilities, parks, trails, open space, and other property which is owned, leased, rented, contracted, used, or controlled by [City/County] for recreation purposes, including parking areas, streets, and sidewalks located within a park or recreational area. The term includes, but is not limited to, restrooms, spectator and concession areas, playgrounds, athletic fields, beaches, picnic areas, golf courses, walking paths, gardens, hiking trails, bike paths, riding trails, roller and ice-skating rinks, skateboard parks, amusement parks, zoos, and aquatic areas.

**2.5. Smoking** means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted, heated, or activated product containing, made, or derived from nicotine, tobacco, cannabis, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic smoking device or e-hookah.

**2.6. Tobacco product** means:

1. any product containing, made of, or derived from tobacco or nicotine that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means, including, but not limited to, a cigarette, cigar, pipe tobacco, chewing tobacco, snuff, or snus;
2. any electronic smoking device as defined in this policy and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or,
3. any component, part, or accessory of 1) or 2), whether or not any of these contains tobacco or nicotine, including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes.

"Tobacco product" does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

**2.7. Tobacco use** means the act of smoking or the use of any other tobacco product in any form.

## **Section 3: Policy**

**3.1.** Tobacco use is prohibited at all times in or on all recreational areas.

**3.2.** In accordance with Wis. Stat. §101.123 (4m), the person in charge of a restaurant, tavern, private club, or retail establishment located in an area subject to this ordinance may designate an outside area that is a reasonable distance from any entrance to the restaurant, tavern, private club, or retail establishment where customers, employees, or persons associated with the restaurant, tavern, private club, or retail establishment may smoke.

**3.3** It is not a violation of this policy to use sacred tobacco in or on recreational areas as part of a Native American religious, spiritual, or cultural ceremony or practice.

#### **Section 4: Compliance and Enforcement**

**4.1.** Signage will be posted at strategic locations at all recreational areas to inform the community and recreational area users about the policy. Ash receptacles for the disposal of tobacco products, including, but not limited to, ashtrays or ashcans, will not be permitted where smoking and tobacco use is prohibited.

**4.2** [City/County] staff and volunteers will be notified about this policy through the employee manual.

**4.3** The success of this policy depends on the consideration and cooperation of all. Enforcement of the policy is a shared responsibility of [City/County] staff and recreational area users. [City/County] staff will communicate the policy to event organizers. [City/County] staff will also make periodic observations of recreational areas to monitor for compliance.

**4.4** Organizers and attendees at public events at recreational areas are required to abide by this policy. Organizers of public events are responsible for communicating and ensuring compliance with the prohibitions in this ordinance.

**4.5** Any individual found violating this policy will be reminded and asked to comply before being asked to leave the recreational area. [City/County] staff found violating this policy may be subject to disciplinary action. [City/County] is committed to assisting all persons who smoke, including staff, in overcoming tobacco dependency. Persons who violate this policy may be referred to Wisconsin's Tobacco Quit Line, 1-800-QUIT-NOW, which is a free tobacco cessation resource.

#### **[OPTIONAL] Section 5: Violations and Penalties**

**5.1** A person who smokes or uses tobacco products in an area where smoking and using tobacco products is prohibited by the provisions of this Article may subject to the following penalties:

1. The person will be asked to refrain from smoking or using the tobacco product, and to extinguish, turn off, or put away the tobacco, cannabis, or plant product.
2. Failure to abide by the request under subsection 1 will result in the person being asked to leave the recreational area.

3. Failure to abide by the request under subsection 2 will result in the person being asked to leave the recreational area and the person may be subject to a civil fine not exceeding fifty dollars (\$50).
4. Any subsequent violation may result in a civil fine not exceeding fifty dollars (\$50).

**5.2** An organizer of a public event who permits their agents, employees, or public event attendees to violate this Article shall lose the privilege to host or obtain a permit for a public event in a recreational area of this [City/County] for at least one year starting from the date of the public event at which the violation occurred.

**5.4** Each instance on which a violation of this Article occurs shall be considered a separate and distinct violation.

#### **Section 6: Severability**

If any provision of this ordinance, or the application thereof to any person or circumstance, is held invalid, such invalidity shall not affect any other provision of this ordinance that can be given effect without the invalid provision or application. Each invalid provision or application of this ordinance is severable.

#### **Section 7: Effective Date**

This policy is effective on [effective date].  
Appropriate [City/County] Official Date

#### 463.09 Personal Conduct And Nuisances

Personal Conduct. It shall be unlawful for any person to indulge in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which such conduct tends to cause or provoke a disturbance, or to be so intoxicated that he/she is unable to care for his/her own safety, upon any City park land.

Property of Others. It shall be unlawful for any person to destroy, disturb, molest, or remove the property or personal effects of others upon any city park land.

Unnecessary Noises. It shall be unlawful for any person to operate sound trucks, loud speakers, motors, generators, power boats, motor vehicles, or any other mechanical devices that produce undue or unnecessary noises without first obtaining a written permit from an authorized agent of the Parks and Recreation Department. Unnecessary noise for the purposes of this section is defined as any noise that disturbs a person of reasonable sensibilities.

Glass Beverage Containers. It shall be unlawful to bring, or possess, any glass alcoholic or non-alcoholic beverage container within City park lands, trails, beach or skatepark.

Smoking. Except as provided under Section 463.09(e)(7), smoking is defined in 463.09(e)(1), and Tobacco use, as defined in 463.09(e)(5) is prohibited at all recreational areas.

Smoking shall mean: inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. "Smoking" also includes the use of an electronic smoking device

Recreational area means all facilities, parks, trails, open space, and other property owned, leased, rented, contracted, used, or controlled by City for parks and recreational purposes, including parking areas, streets, and sidewalks located within a park or recreational area. The term includes, but is not limited to, restrooms, spectator and concession areas, playgrounds, athletic fields, beaches, picnic areas, golf courses, walking paths, gardens, hiking trails, bike paths, riding trails, roller and ice-skating rinks, skateboard parks, amusement parks, zoos, and aquatic areas.

Electronic smoking device means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah.

#### Tobacco products means:

any product containing, made of, or derived from tobacco or nicotine that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means, including, but not limited to, a cigarette, cigar, pipe tobacco, chewing tobacco, snuff, or snus;

any electronic smoking device as defined in this policy and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or,

any component, part, or accessory of 1) or 2), whether or not any of these contains tobacco or nicotine, including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes.

"Tobacco product" does not mean drugs, devices, or combination products that have been approved by the U.S. Food and Drug Administration for the sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Tobacco use means the act of smoking or the use of any other tobacco product in any form.

#### Implementation

Signage will be posted at strategic locations to inform the community and recreational area users about the policy.

The success of this policy depends on the consideration and cooperation of all. Enforcement of the policy is a shared responsibility of City staff and recreational area users. City staff will communicate the policy to event organizers. City staff will also make periodic observations of recreational areas to monitor for compliance.

Any individual found violating this policy will be reminded and asked to comply before being subject to ejection from the recreational area. City staff found violating this policy may be subject to disciplinary action.

An owner, manager, operator, or employee of an area regulated by this Article shall direct a person who is smoking or using tobacco products in violation of this Article to extinguish the product being smoked or stop using the tobacco product. If the person does not stop smoking or using the tobacco product, the owner, manager, operator, or employee shall refuse service and shall immediately ask the person to leave the premises. If the person in violation refuses to leave the premises, the owner, manager, operator, or employee may contact a law enforcement agency.

Use of sacred tobacco in or on recreational areas as part of a Native American religious, spiritual, or cultural ceremony or practice is allowed.

**CITY OF BERLIN  
COMMITTEE OF THE WHOLE MEEETING  
STAFF REPORT**

**TO:** Common Council  
**FROM:** Brittani Majeskie, Deputy Clerk-Treasurer  
**AGENDA ITEM:** Publishing Minute Summaries  
**MEETING DATE:** November 4, 2025

**BACKGROUND:**

After minutes are approved at Common Council meetings, staff creates a summary of the approved minutes to be published in the Berlin Journal. Wisconsin State Statutes §§ 62.09(11)(b) and 62.11(4)(a) dictate the publishing of the proceedings of the Common Council to be published in the official newspaper as a class 1 notice.

Wis. Stat §§ 62.11(4)(a) says, "Proceedings of the council shall be published in the newspaper designated under s. [985.06](#) as a class 1 notice, under ch. [985](#). The proceedings for the purpose of publication shall include the substance of every official action taken by the governing body."

Wis. Stat §§ 62.09(11)(b) says, "The clerk shall attend the meetings of the council and keep a full record of its proceedings."

Previously staff were sending lengthy Common Council minute summaries for publication that included summaries of discussions on each agenda item as well as records of all official actions, motions, who seconded, voice votes and roll-call votes.

Moving forward, staff will be limiting Common Council minute summaries for publication to include records of all official actions, motions, who seconded, voice votes and roll-call votes. Limiting the text sent for publication to what is required by Wisconsin Statutes will reduce the publication costs incurred by the City. The current municipality rate at the Berlin Journal is \$16 per inch, per column.

Staff will continue to write detailed minutes after each Common Council meeting and store electronic and hard copy records of the proceedings. These records will also be maintained on the City of Berlin website and visible for anyone wishing to view, as well as be available for pick-up at City Hall.

Included is a copy of the detailed minutes from September 23, 2025 and the corresponding minute summary sent for publication for reference.

**SPECIAL COMMON COUNCIL MINUTES**  
**2026-2030 CAPITAL IMPROVEMENT PLAN and 2026 BUDGET WORKSHOP and RELATED**  
**AGENDA**  
**SEPTEMBER 23, 2025 5:30PM**

1. Call to order/Roll Call at 5:30pm by Mayor Burgess. Present were Alderpersons Boeck, Hill, Nigbor, Przybyl, Sorenson, and Stobbe. Also present were City Administrator, Jessi Balcom; Deputy Clerk-Treasurer, Debra Theil; EMS Director, Evan VandenLangenberg; Street Superintendent, Scott Zabel; Chief of Police, Brian Pulvermacher; Planning and Development Director, Tim Ludolph; and Library Director, Chris Kalupa
2. Seat Virtual Attendees (if necessary) - None
3. 2026 – 2030 Capital Improvement Plan – Presentation of draft plan and discussion. Adam Ruechel of BAIRD presented the City of Berlin 2026-2030 Capital Improvement Plan (CIP). He explained the CIP is a tool that provides the City with a long-range plan for development and budget planning. Within the CIP review, Ruechel summarized the City's total funding by sources, summarized department yearly costs, reviewed an example Project or Program/Description & Justification from Public Works, and reviewed the CIP Capital Expenditure Beyond 5-year Period. Ruechel suggested the Council review the CIP, ask the City Administrator questions to forward to BAIRD, and look forward to adopting the CIP in October. Ruechel clarified that adopting the plan does not mean the Council is committing to completing all projects in the CIP. Ruechel reviewed hypothetical borrowing scenario options which show existing debt service, the hypothetical debt with annual interest and principal payment, hypothetical future borrowings, the total combined debt service that layers in additional borrowings, and the total debt total combined mill rate.
4. 2026 Budget – Staff presentation of draft departmental budgets and discussion. City Administrator Balcom highlighted two proposed wage increases of 1% and 3%, and confirmed the Council can set that rate to any amount they choose. Balcom mentioned that there was a cost savings due to insurance changes to be added. She added that the budget draft assumes the recycling fee being moved to a line item on the tax bill, and includes the wheel tax that was approved by the Council. Scott Zabel, Street Superintendent, reviewed DPW expenditures in the following accounts: Public Works General Streets, Public Works Maintenance, Snow & Ice Control, Street Lights, Sidewalk Repair & Maintenance, Storm Sewers Maintenance, Municipal Building, Building and Grounds, Garbage & Refuse, Recycling, Weed & Nuisance Control, and Cemetery. Zabel reviewed DPW Revenues which include the motor vehicle registration fee revenues and anticipated recycling fee special charge. Next Zabel reviewed expenditures and revenues in the Parks and Swimming Pool accounts. Discussion on the elimination of the hanging baskets downtown due to the costs and maintenance, and the possibility of groups sponsoring them. Discussion that the budget assumes the pool will not open next year, but covers costs of utilities. Tim Ludolph, Planning and Development Director, reviewed Economic Development expenditures and revenues in the following accounts: Public Housing, Assessment, Urban Development, Economic Development, Land Use Planning, and Zoning. He verified the Land Use Planning account was down \$30,000 due to the plan needing to be completed every several years per State Statutes. City Administrator Balcom reviewed expenditures and revenues of the Fire Department and Emergency Management accounts. Balcom explained that the emergency management position used to be a shared position with the county, but now the fire chief is, or designates, the emergency management coordinator. Discussion on combining the Emergency

Management and Fire Department accounts, but Balcom needs to confirm contracts with other municipalities. Brian Pulvermacher, Chief of Police, reviewed expenditures and revenues in the Police Department and Police Uniform Allowance accounts. Pulvermacher and Balcom confirmed that Professional Staff for city prosecution attorney fees would be included in the Special Legal Council account, not in the Police Department budget. Pulvermacher also noted that most police staff will get a 3% wage increase as it is part of the union contract. Chris Kalupa, Berlin Public Library Director, reviewed Library expenditures and revenues. Evan VandenLangenberg, EMS Director, reviewed Ambulance expenditures. Balcom confirmed that Ambulance expenditures do not impact the levy as EMS fees are contracted with and reimbursed by Green Lake County. She added that there will be a meeting with Green Lake County on 9/29/25 to propose adding an additional EMT and moving EMS staff to protected status in WRS. VandenLangenberg confirmed that protected status is not union related, but provides disability benefits for employees. City Administrator Balcom reviewed Senior Center expenditures and revenues in the Senior Center, Senior Center Transportation, and Senior Center Nutrition accounts. There was discussion about donations to the Senior Center showing \$0 in revenues although donations are made. Balcom confirmed that donations for meals go to Green Lake County as all meals are donations. Debra Thiel explained the Senior Center has an additional checkbook account where donations are deposited that the City does not account for. Discussion on updating procedures for that account. City Administrator Balcom reviewed Berlin Community Development Corporation expenditures and revenues. City Administrator Balcom reviewed expenditures and revenues of the Administrator, City Clerk, and Elections accounts. City Administrator Balcom reviewed expenditures and revenues for the following accounts: City Attorney, Special Legal Counsel, Independent Audit, Property & Liability Insurance, Sealer of Weights & Measures, Building Inspection/Code Enforcement, Animal Pound Fees, Employee Benefits, Central Duplicating, Illegal Taxes & Funds, Contingency, Hydrant Rental, Taxi, Historical Society Museum, Fireworks, Media Outreach/Cable TV, Debt Service, and Transfer to Other Funds. City Administrator Balcom reviewed expenditures for Council & Commissions and Mayor accounts. City Administrator Balcom explained that the estimated allowable levy increase for 2026 is \$4,000 and explained the only other way to increase the levy is through borrowing. Discussion on budget impacts of potential employee wage increases, the City receiving savings due to switching health care insurance coverage, and employees increasing their health insurance premium share beginning in 2026. Balcom discussed cost increases to City employees including the WRS increase from 6.95% to 7.2% to be paid by both the City and employees, and employees paying approximately double in health insurance premiums.

A motion to recess was made by Alderperson Hill at 6:54pm with a second by Alderperson Nigbor. Voice vote carried. A motion to reconvene was made by Alderperson Przybyl at 7:00pm with a second by Alderperson Sorenson. Voice vote carried.

5. Update on 2024-year end audit. City administrator Balcom explained the audit has been worked on since the beginning of the year and reported that as of this afternoon the auditing firm said the completed audit was close, but not done. She discussed the reason for the incomplete audit is both on the shoulders of the auditing firm and City due to challenges caused by the software change from Banyon to Accufund. She explained that the City is required to file the audit and budget to EMMA by 9/27/25, isn't certain that the deadline will be met, but hopes that preliminary numbers can be filed. Adam Ruechel of BAIRD explained continuing disclosure is needed when debt is taken out, and the need to report the current year budget, report operating data information, and report audited financial statements. He explained that if that information is not submitted by the deadline, then an event notice will be filed which can affect investor interest in the City and affect

*the City's rating agency. He explained that continued inability to meet deadlines could result in the City receiving a downgrade. Ruechel is hoping to get draft information filed by the deadline and finalized documentation filed by the end of the year.*

6. 2026 Recycling Fee to be moved from the Levy to a Special Charge on the Property Tax bill. Staff presentation and discussion: a. Update to Municipal Fee Schedule, b. Update to City Ordinances, and c. Notification to ineligible properties/parcels. *City Administrator Balcom explained that to move forward with transferring the recycling fee from the levy to a special charge on the property tax bill the City needs to update the municipal fee schedule, update the City Ordinances, and notify anyone who is receiving services but is ineligible. She explained that the bill from the Waste Management contract is a legacy contract, and over the years records of who is receiving service became inaccurate. Waste Management is in the process of completing a service audit using geolocation. Discussion on not moving forward with the special charge unless records of services received are 100% accurate. Discussion on commercial and multi-family properties needing notification if they are not eligible for services. Balcom confirmed that garbage fees would remain on the levy, and only recycling fees could be pulled to a special charge.*
7. Request for Proposals for Municipal Court Attorney services. RECOMMENDATION: Issue an RFP for Municipal Court Attorney services for services to commence upon 60 day notice to current provider. *City Administrator Balcom recommends the City go out to RFP for Municipal Court Attorney services. In September, the City received invoices from Chier Law Office for the months of March through July for municipal court and City of Berlin Fees. Discussion on the benefits of going out to RFP and the benefits of keeping consistent service. Discussion on reviewing the forfeiture deposit schedule. Matthew Chier of Chier Law Office and City of Berlin Municipal Court Attorney, suggested increasing the base forfeiture schedule to align more with Circuit Court costs to increase revenue. Brian Pulvermacher, Chief of Police, discussed the cost differences between tickets issued by Green Lake County officers and City of Berlin officers. Discussion on the differences between Municipal Court and Circuit Court. Discussion on the 60 day notice by either the City or by Chier to terminate services. Chier explained that there would be transition time and cost due to Municipal Court trial dates being scheduled out into March of 2026 and the logistics of a new Municipal Court attorney. Discussion on the delay in the receipt of bills from Chier to the City of Berlin. Chier explained that he was behind due to his overcommitment to the City of Berlin work. Discussion asking Chier for timely billing and more detailed billing. Discussion on scheduling an RFP at the end of 2026 for Municipal Court attorney services and looking into changing the forfeiture fee schedule and revenues in the meantime. Balcom confirmed that legal fees for development agreements, zoning, and other ordinances that can be billed, are being billed out.*
8. Short-term borrowing options to balance budget. *City Administrator discussed that the only options for raising the levy are increased growth or borrowing. The CIP proposes long-term borrowing for major long-term projects. Short-term borrowing could be used to increase the levy for 2025-2026. Money is borrowed in the current year and put onto next year's levy as debt service is put onto the levy. The borrowing needs to be done by December 15<sup>th</sup> to be put on the levy for next year. Once the City receives the first tax payments for 2026, the loan would be repaid with the interest payment. A loan of \$300,000 would have an interest payment of an estimated \$3,700. Balcom explained when the levy increases, the mill rate increases, unless the value increases as it is a two-part equation. Balcom estimates that for every \$100,000 in short-term borrowing, the mill rate increases by about \$0.03. Discussion on local mill rates and the*

*City of Berlin mill rate being comparable even with a potential increase. Discussion on future decisions on borrowing, the CIP, and structuring payments. Discussion on including smaller projects into the short-term borrowing for this year. Alderperson Hill discussed concerns about the pool not being included in the CIP. Balcom clarified her impression to be that the Council agreed that the pool would no longer be owned by the City and therefore was not added as a capital project to the CIP. Discussion to include a pool discussion onto a future agenda. Discussion on budget and borrowing timeline; Balcom suggested that in October the Council discuss what CIP projects to complete and how much to borrow, and in November the Council adopt a final budget.*

9. *Adjourn. A motion to adjourn was made by Alderperson Hill with a second by Alderperson Przybyl. Voice vote carried. The meeting adjourned at 8:08pm.*

Minutes respectfully submitted by,  
Brittani Majeskie, Deputy Clerk-Treasurer

**SPECIAL COMMON COUNCIL MINUTES SUMMARY**  
**2026-2030 CAPITAL IMPROVEMENT PLAN and**  
**2026 BUDGET WORKSHOP and RELATED AGENDA**  
**SEPTEMBER 23, 2025 5:30PM**

Meeting called to order at 5:30pm by Mayor Burgess. Roll Call: Ald. Boeck, Hill, Nigbor, Przybyl, Sorenson, and Stobbe present. Also present: City Admin., Jessi Balcom; Dep. Clerk-Treasurer, Debra Thiel; EMS Director, Evan VandenLangenberg; Street Supt., Scott Zabel; Chief of Police, Brian Pulvermacher; Planning and Development Director, Tim Ludolph; and Library Director, Chris Kalupa. 2026 – 2030 Capital Improvement Plan. Discussion held.

2026 Budget. Discussion held.

M/S by Ald. Hill/Nigbor to recess at 6:54pm. Voice vote carried. M/S by Ald. Przybyl/Sorenson to reconvene at 7:00pm. Voice vote carried.

Update on 2024-year end audit. Discussion held.

2026 Recycling Fee to be moved from the Levy to a Special Charge on the Property Tax bill. Discussion held.

Request for Proposals for Municipal Court Atty. Services. Discussion held.

Short-term borrowing options to balance budget. Discussion held.

M/S by Ald. Hill/Przybyl to adjourn. Voice vote carried. Meeting adjourned at 8:08pm.

\*This is a summary of the minutes. To read the minutes in detail or watch the recorded meeting visit [www.cityofberlin.net](http://www.cityofberlin.net), or obtain a copy at Berlin City Hall.

**CITY OF BERLIN  
COMMITTEE OF THE WHOLE MEEETING  
STAFF REPORT**

**TO:** Common Council  
**FROM:** Jessi Balcom, City Administrator  
**AGENDA ITEM:** Update regarding Request for Proposals for Professional Auditing Services  
**MEETING DATE:** November 4, 2025

**BACKGROUND**

The City requested proposals for Professional Auditing Services on August 22, 2025. The RFP noted that the City is looking for auditing of the City's financial records for five successive fiscal years beginning with the year ending December 31, 2025.

Per the request, proposals were due to the City by October 20 and the contract will be awarded by the Common Council on November 11, 2025 and the City will notify the selected Firm by November 24, 2025.

Currently, Deputy Clerk Thiel, Alderperson Stobbe and I are reviewing the RFPs per the evaluation criteria listed in the RPF. Following this review, a recommendation will be brought forward for the Council's consideration.

**CITY OF BERLIN**  
**COMMITTEE OF THE WHOLE MEETING**  
**STAFF REPORT**

**TO:** Common Council  
**FROM:** Jessi Balcom, City Administrator  
**AGENDA ITEM:** Budget preparation update  
**MEETING DATE:** November 4, 2025

**BACKGROUND**

The public hearing notice for the 2026 budget was published in the paper on October 23, 2025 and is posted at City hall, the Senior Center, the Library and on the City's website.

**NOTICE OF BUDGET PUBLIC HEARING**  
**CITY OF BERLIN**

On Tuesday, November 11, 2025 at 6:30 P.M. a Public Hearing will be conducted before the Common Council in the Council Chambers of the Berlin City Hall. The purpose of this hearing is to receive public comment on the proposed 2026 budget, which is summarized below:

|                                              | Adopted<br>Budget<br>2025 | Proposed<br>Budget<br>2026 | % of<br>Budget<br>Change |
|----------------------------------------------|---------------------------|----------------------------|--------------------------|
| <b>GENERAL FUND REVENUES BUDGET</b>          |                           |                            |                          |
| Property Tax Levy                            | \$2,434,092               | \$2,732,529                | 12.26%                   |
| Transfer in from debt service                |                           | \$293,536                  |                          |
| Tax Equivalent                               | \$190,000                 | \$190,000                  | 0.00%                    |
| Other Taxes                                  | \$12,000                  | \$8,000                    | -33.33%                  |
| Special Assessments                          | \$2,937                   | \$0                        | 0.00%                    |
| <b>INTERGOVERNMENTAL REVENUES</b>            |                           |                            |                          |
| State Shared Revenues                        | \$2,225,986               | \$2,315,456                | 4.02%                    |
| Highway Aid                                  | \$265,703                 | \$267,333                  | 11.90%                   |
| Library Aid                                  | \$122,474                 | \$120,698                  | -1.29%                   |
| Federal & State Tax Grant                    | \$179,574                 | \$95,000                   | -47.10%                  |
| Senior Citizens Services                     | \$54,354                  | \$44,607                   | -17.56%                  |
| Other Intergovernmental Revenues             | \$75,735                  | \$63,501                   | -16.16%                  |
| <b>LICENSES &amp; PERMITS</b>                |                           |                            |                          |
|                                              | \$76,190                  | \$73,650                   | -3.28%                   |
| <b>FINES &amp; FORFEITURES</b>               |                           |                            |                          |
|                                              | \$62,850                  | \$60,750                   | -3.34%                   |
| <b>PUBLIC CHARGES FOR SERVICES</b>           |                           |                            |                          |
|                                              | \$159,150                 | \$201,750                  | 26.77%                   |
| <b>INTERGOVERNMENTAL CHARGES FOR SERVICE</b> |                           |                            |                          |
|                                              | \$220,718                 | \$178,736                  | -19.93%                  |
| <b>MISCELLANEOUS REVENUE</b>                 |                           |                            |                          |
|                                              | \$128,830                 | \$83,556                   | -27.38%                  |
| <b>OTHER FINANCING SOURCES</b>               |                           |                            |                          |
| From Non-Lapse Funds                         | \$0                       | \$0                        |                          |
| TFR from Fund 15                             | \$0                       | \$0                        |                          |
| TFR from Fund 13                             | \$0                       | \$0                        |                          |
| Proceeds from Borrowing                      | \$0                       | \$0                        |                          |
| DOT Project Financing                        | \$0                       | \$0                        |                          |
| Surplus Funds Utilized                       | \$0                       | \$0                        |                          |
| TIF Repayment of Advances                    | \$0                       | \$0                        |                          |
| <b>TOTAL GENERAL FUND REVENUES</b>           | <b>\$6,210,553</b>        | <b>\$6,767,534</b>         | <b>8.97%</b>             |
| <b>GENERAL FUND EXPENDITURES BUDGET</b>      |                           |                            |                          |
|                                              | Adopted<br>2025           | Proposed<br>2026           | % Change                 |
| General Government                           | \$913,152                 | \$864,403                  | 4.52%                    |
| Public Safety                                | \$1,879,006               | \$1,889,541                | 0.56% x                  |
| Public Works                                 | \$1,615,532               | \$1,628,050                | 0.65% x                  |
| Health & Human Services                      | \$274,000                 | \$250,678                  | -8.25% x                 |
| Culture & Recreation                         | \$866,577                 | \$704,677                  | -18.68% x                |
| Conservation/Community Development           | \$159,484                 | \$118,142                  | -25.45% x                |
| Contingency                                  | \$20,000                  | \$50,000                   | 150.00% x                |
| Debt Service (Non-TIF related)               | \$896,003                 | \$1,165,043                | 30.03% x                 |
| Capital Projects (Non-TIF related)           | \$44,000                  | \$0                        | -100.00% x               |
| <b>TOTAL GENERAL FUND EXPENDITURES</b>       | <b>\$6,666,634</b>        | <b>\$6,767,534</b>         | <b>1.51%</b>             |

| FUND BALANCES                                  | Preliminary Audit<br>12/31/2024 | Estimated<br>01/01/26 | Proposed<br>Expenses | Proposed<br>Revenues | Estimated<br>12/31/26 |
|------------------------------------------------|---------------------------------|-----------------------|----------------------|----------------------|-----------------------|
| <b>GOVERNMENTAL FUNDS UNAUDITED</b>            |                                 |                       |                      |                      |                       |
| General Fund                                   | \$4,024,368                     | \$3,468,088           | \$6,767,534          | \$6,767,534          | \$3,468,088           |
| Special Revenue Funds                          |                                 |                       |                      |                      |                       |
| 1986 Revolving Loan Fund                       | \$ 303,675                      | \$ 381,675            | \$2,000              | \$78,300             | \$457,975             |
| Senior Center Special Accounts Fund            | \$ 51,117                       | \$ 51,117             | \$0                  | \$0                  | \$51,117              |
| Total Special Revenue Funds                    | \$354,792                       | \$432,792             | \$2,000              | \$78,300             | \$509,092             |
| Debt Service Funds                             | \$0                             | \$0                   | \$1,165,043          | \$1,165,043          | \$0                   |
| Capital Project Funds                          | \$1,559,732                     | \$1,265,732           | \$750,000            | \$750,000            | \$1,265,732           |
| <b>TIF FUNDS</b>                               | <b>\$ 252,312</b>               | <b>\$ (141,891)</b>   | <b>\$ 37,992</b>     | <b>\$ 37,992</b>     | <b>\$ 327,805</b>     |
| 2025 EB                                        |                                 |                       | 2026 Exp             | 2026 Rev             | 2026 EB               |
| TIF #01E Fund 49                               | \$ (12,781.00)                  | \$ (9,227.00)         | \$ (9,217.00)        | \$ 15,769.00         | \$ (2,775.00)         |
| TIF #02E Fund 50                               | \$ 35,393.00                    | \$ 35,393.00          | \$0                  | \$0                  | \$ 35,393.00          |
| TIF #15 Fund 60                                | \$ 229,700.00                   | \$ 405,838.00         | \$ (132,974.00)      | \$ 22,223.00         | \$ 295,187.00         |
| TIF #16                                        | \$ -                            | \$ -                  | \$ (14,063.40)       | \$ 15,626.00         | \$ 1,562.60           |
| TIF #17                                        | \$ -                            | \$ -                  | \$ -                 | \$ -                 | \$ -                  |
| 2026 ending balance                            | \$ 252,312.00                   | \$ 431,704.00         | \$ (141,891.00)      | \$ 37,992.00         | \$ 327,805.00         |
| <b>EDUCARY FUNDS</b>                           |                                 |                       |                      |                      |                       |
| Nonexpendable-Library Endowment Principal Fund | \$2,353,693                     | \$0                   | \$101,000            | \$36,000             | \$2,288,693           |
| Expendable-Library Trust Fund                  | \$57,630                        | \$57,630              | \$1,000              | \$1,000              | \$57,630              |
| Expendable-Cemetery Trust Fund                 | \$1,819,768                     | \$2,026,973           | \$50,000             | \$35,600             | \$2,011,573           |
|                                                | \$476,207                       | \$454,207             | \$50,000             | \$0                  | \$414,207             |

| Tax Revenue By Fund               | 2025               | Proposed<br>2026   |
|-----------------------------------|--------------------|--------------------|
| General Fund                      | \$2,434,092        | \$2,732,529        |
| Capital Project Fund              | \$44,000           | \$0                |
| Debt Service Fund (Non-TIF)       | \$896,003          | \$1,165,043        |
| TIF Funds (city portion estimate) | \$104,413          | \$133,732          |
|                                   | <b>\$3,478,508</b> | <b>\$4,031,304</b> |

A copy of the proposed budget can be viewed at the City Clerk's office between the hours of 7:30 am and 4:30 P.M., M-F. No new services have been included in this proposed budget. Given under my hand and seal of the City this 23rd day of October, 2025.

City Clerk, Jessi Balcom

Anticipated levy: Apportioned \$2,732,529  
(Total Amount – Use on Mill Rate  
Worksheet \$2,737,346.03)

Anticipated City Mill Rate: \$6.19/\$1000

Resolution 25-12 authorizing the  
borrowing of \$293,536

**2026 Budget Impact**

|                                           | 2024 Levy           | 2025 Levy           | Increase     |
|-------------------------------------------|---------------------|---------------------|--------------|
| Levy                                      | \$ 2,436,212.93     | \$ 2,737,346.03     | \$301,133.10 |
| Mill Rate                                 | \$5.56/\$1000 value | \$6.19/\$1000 value | \$ 0.63      |
| <b>Estimated City Portion of Tax Bill</b> |                     |                     |              |
| \$100000 home                             | \$ 556              | \$ 619              | \$ 63        |
| \$200000 home                             | \$ 1,112            | \$ 1,238            | \$ 126       |
| \$300000 home                             | \$ 1,668            | \$ 1,857            | \$ 189       |

The Public Hearing for the 2026 Budget  
will be held on November 11, 2025, at  
6:30PM.