

## COMMITTEE OF THE WHOLE MEETING MINUTES

NOVEMBER 4, 2025 7:00PM

1. Call to order/Roll Call – Roll call at 7:00pm. Alderpersons Boeck, Hill, Nigbor, Przybyl, Sorenson and Stobbe in attendance. Staff in attendance were City Administrator Jessi Balcom, Planning and Development Director Tim Ludolph, Senior Center and Park Facilities Director Sue Kiener and Deputy Clerk-Treasurer Debra Thiel.
2. Seat Virtual Attendees (if necessary) - None
3. General Public Comments. Registration card required (located at podium in Council Chambers). Comments will be limited to **3 minutes** per registrant. *Rebecca Elliman, 450 Morris Street, Berlin, WI 54923 spoke on SNAP and ACA. Rebecca asked us to call our legislators to help with extending tax credits and providing those in need with food.*
4. Approval of Minutes. RECOMMENDATION: Approve the minutes from the October 7, 2025 Committee of the Whole meeting. *Hill made a motion to approve the minutes from the October 7, 2025 Committee of the Whole meeting, with a second by Przybyl. Voice vote carried.*
5. Introduction of Senior Center and Recreation Facilities Director, Susan Kiener. RECOMMENDATION: Welcome Senior Center and Recreation Facilities Director. *Susan Kiener was at the meeting to be welcomed by the Council on her new position. Sue is very excited to get started and has already been approached by many in the city on ideas they would like to see supported at the Senior Center.*
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. *Tim Ludolph was at the meeting to speak on the Thrive Rural Wisconsin program. A couple of items pointed out were to enhance the downtown and support the BCDC program. We recently moved from Urban to Rural. Stobbe made a motion to 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, with a second by Nigbor. Voice vote carried.*
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. *Much discussion was had regarding adding a City Ordinance to include all city owned parks to not allow smoking or vaping. It would be very difficult to enforce this at all parks at all times. Stobbe made a motion to table this item, with a second made by Przybyl. Voice vote carried.*
8. Update regarding publication of Meeting Minutes summaries. RECOMMENDATION: Discussion and action as appropriate. *Balcom discussed what the statute states for minutes in the newspapers. Minutes can be briefer and have only the motions and approvals listed. Hill and Stobbe both made recommendations on how to make it easier to find in the paper as well as on facebook. By doing this it will cut down on the costs.*
9. Update regarding the Request for Proposals for Professional Auditing Services. RECOMMENDATION: Discussion and action as appropriate. *Balcom, Stobbe and Thiel are going over all proposals for a new Professional Auditing Service. A firm will be recommended at the Council Meeting on November 11, 2025.*
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. *Balcom gave highlights of the budget preparation for the Public Hearing on November 11, 2025. This is the first time in several years that the City has a balanced budget.*

11. Adjourn. *Nigbor made a motion at 7:27pm to adjourn the meeting with a second by Sorenson. Voice vote carried.*

*Respectfully submitted by Debra Thiel, Deputy Clerk Treasurer*