

COMMON COUNCIL MEETING MINUTES  
TUESDAY, NOVEMBER 11, 2025  
IMMEDIATELY FOLLOWING THE SPECIAL COUNCIL MEETING AT 6:30PM  
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

1. Call to order/Roll Call - *Mayor Burgess called the meeting to order at 6:46 p.m. Roll Call: Alderpersons Boeck, Hill, Nigbor, Przybyl, Sorenson, and Stobbe were present. Also present were City Administrator, Jessi Balcom; Deputy Clerk-Treasurer, Brittani Majeskie; and Library Director, Chris Kalupa.*
2. Seat Virtual Attendees (if necessary) – *None.*
3. General Public Comments - *Chris Kalupa of N9104 South Rd., Berlin, WI, read a letter from the Library Board thanking the City of Berlin DPW for their prompt response to the recent plumbing emergency at the library. Ruth Sussman of 218 S. Wabash, Chicago, IL, spoke on behalf of Unite Here Local 1, Chicago's hospitality workers union, to discuss the boycott of Farmers and Merchants Bank which lends money to the Illinois and Texas based company, Level X Group. Mayor Burgess addressed Ms. Sussman, stating Farmers and Merchants Bank is a valued partner and an asset to the community. She added that the message and agenda from Ms. Sussman's group are not supported or wanted.*

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 10.14.2025 Common Council Meeting and 10.14.2025 Closed Session Common Council Meeting.
8. Updated Oakwood Cemetery Rules and Regulations. RECOMMENDATION: Approve the recommendation of the Cemetery Board to update the Oakwood Cemetery Rules and Regulations as presented.
9. Updated Oakwood Cemetery Fee Schedule. RECOMMENDATION: Approve the recommendation of the Cemetery Board to update the Cemetery Fee Schedule which will be incorporated into the City of Berlin Fee Schedule.

END OF CONSENT AGENDA

*Alderpersion Przybyl made a motion to approve the consent agenda with a second by Alderpersion Hill. Roll call vote carried (6 ayes: Boeck, Hill, Nigbor, Przybyl, Sorenson, and Stobbe; 0 nay; 0 absent).*

10. 2024 Audit Presentation RECOMMENDATION: Listen to the presentation by Hawkins Ash CPAs regarding the 2024 audit of the City's finances. Discussion and action as appropriate. Accept the 2024 Audit. - *Ambert Ebert, of Hawkins Ash CPAs, presented the City of Berlin Summary Financial Report with Independent Auditors' Report. Ebert reviewed the City of Berlin Combined Balance Sheet comparing 2023 to 2024. Ebert reviewed both the City of Berlin General Fund Revenue and General Fund Expenditures showing the 2024 budget, 2024 actual, and 2023 actual, citing changes in dollar amount and percentages in 2024 actual compared to 2023 actual. Ebert also provided pie charts for the City of Berlin General Fund Revenue and General Fund Expenditures showing the categories of revenues received and expenditures spent. Ebert reviewed the City of Berlin Statement of Revenue, Expenses, and Changes in Net Position for the Sewer and Water Utility showing the 2024 actual, and 2023 actual, citing changes in dollar amount and percentages in 2024 actual compared to 2023 actual. Ebert also provided a bar graph for the City of Berlin 2022-2024 Water and Sewer Utility Operating Income. Ebert presented the City of Berlin Statement of Revenue, Expenses and Changes in Fund Balance-Other Funds showing the January 1, 2024 balance, total revenues and expenditures, and the December 31, 2024 balance. Ebert also presented a bar graph for The City of Berlin 2022-2024 Fund Equity. Ebert made multiple notes citing the software change as a reason for additional auditor entries and the delay in receiving requested audit items. Ebert said the delay in a completed audit was due to the need for many auditor entries, a change in the software, the software not having all accounts set up, staff turnover, and not receiving requested audit items on time. Mayor Burgess confirmed that items not received on time were due to the inability to access the items caused by issues with the software change and staff turnover. Ebert was thanked for her hard work. Alderperson Nigbor made a motion to accept the 2024 audit with a second by Alderperson Stobbe. Voice vote carried.*
11. Special Events on Streets, Highways and Municipal Parking Lots Permit for Achieving a Better Community Inc for the Holiday Parade on November 20, 2025. RECOMMENDATION: Approve the Special Events on Street, Highways, and Municipal Parking Lots Permit for Achieving a Better Community Inc for the Holiday Parade starting near the Berlin Aquatic Center on Webster Street to Brooklyn Street to Broadway/Huron Street ending at Church Street from approximately 6:30-8PM (5:30PM line up) on November 20, 2025. *Alderperson Przybyl made a motion to Approve the Special Events on Street, Highways, and Municipal Parking Lots Permit for Achieving a Better Community Inc for the Holiday Parade with a second by Alderperson Stobbe. Voice vote carried. Mayor Burgess reminded the Alderpersons who were interested in being in the parade to let Chris Kalupa know.*
12. Accept Proposal for 2025-2029 Audit services. RECOMMENDATION: Accept the proposal of KerberRose to provide audit service for years ending December 31, 2025 to December 31, 2029. *City Administrator Balcom informed the Council that she, Deputy-Clerk Treasurer Thiel, and Alderperson Stobbe reviewed the 7 proposals received. Alderperson Przybyl thanked the group for going through the proposals. Alderperson Przybyl made a motion to accept the proposal of KerberRose to provide audit service for years ending December 31, 2025 to December 31, 2029 with a second by Alderperson Hill. Voice vote carried. Mayor Burgess thanked Hawkins Ash CPAs for 20 years of service.*
13. Approve the application to the Board of Commissioners of Public Lands for a loan of \$130,000 through the Trust Funds of the State of Wisconsin and Approve Resolution 25-14

Approving a Loan through the Board of Commissioners of Public Lands (Trust Funds of the State of Wisconsin) for acquisition of 169 Ripon Road. RECOMMENDATION: Approve the application to the Board of Commissioners of Public Lands for the borrowing noted in Resolution 25-14 and Approve Resolution 25-14 and the preamble authorizing the borrowing of \$130,000 from the Trust Funds of the State of Wisconsin for the purpose of financing property acquisition for EMS Department. The loan to be payable within 10 years. *City Administrator Balcom noted for the record that the Council received a copy of Resolution 25-14 prior to this meeting and had opportunity to read it. Balcom also noted that the purchase price is reduced as EMS funds will be used to cover the difference. Balcom anticipates closing on the property in early December. Alderperson Hill made a motion to approve the application to the Board of Commissioners of Public Lands for the borrowing noted in Resolution 25-14 and Approve Resolution 25-14 and the preamble authorizing the borrowing of \$130,000 from the Trust Funds of the State of Wisconsin for the purpose of financing property acquisition for EMS Department. The loan to be payable within 10 years with a second by Alderperson Stobbe. Roll call vote carried (6 ayes: Boeck, Hill, Nigbor, Przybyl, Sorenson, and Stobbe; 0 nay; 0 absent).*

14. Purchase Fund Accounting Software Annual Support for Banyon. RECOMMENDATION: Approve the quote for \$865.00 for one year of software support to allow the City to access financial records and run reports on the data. *City Administrator Balcom explained that Banyon, the previous accounting software, was replaced by the Accufund accounting software in 2024. Staff continues to pull reports from Banyon as needed. However, as Microsoft makes updates, Microsoft becomes incompatible with Banyon since the City does not continue to pay for Banyon services or updates. City data is still within the City's system, but is becoming more inaccessible unless Banyon services are purchased. Staff can currently access utility data, but can no longer access payroll or accounts payable data. Balcom explained that if the City purchases Banyon services for the year, then staff can access the data and decide to either pull the data and store it, although that data may not be usable, or continue to pay for Banyon services annually for approximately 7 additional years. Discussion on exporting data and importing it into Accufund manually being overwhelming. Discussion on the Banyon software not meeting the needs of the City, causing the software change in 2024. Alderperson Stobbe made a motion to approve the quote for \$865.00 for one year of software support to allow the City to access financial records and run reports on the data with a second by Alderperson Przybyl. Voice vote carried.*

15. Old Business – None.

16. New Business – None.

17. Adjourn – *Alderperson Przybyl made a motion to adjourn with a second by Alderperson Sorenson. Voice vote carried. Meeting adjourned at 7:19 p.m.*

*Minutes respectfully submitted by  
Britani Majeskie, Deputy-Clerk Treasurer*