

COMMITTEE OF THE WHOLE MEETING MINUTES
DECEMBER 2, 2025 7:00PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND 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 present were City Administrator, Jessi Balcom; Deputy-Clerk Treasurer, Debra Thiel; Senior Center and Recreation Facilities Director, Susan Kiener.*
2. Seat Virtual Attendees - *None*
3. General Public Comments – *None.*
4. Approval of Minutes. *Aldersperson Hill made a motion to approve the minutes from the November 4, 2025 Committee of the Whole meeting, with a second by Aldersperson Przybyl. Motion carried.*
5. Mayoral Proclamation for Farmers & Merchants Bank's 85th Anniversary. *Mayor Burgess read the Proclamation for Farmers & Merchants Bank's 85th Anniversary. Aldersperson Przybyl made a motion to approve the Proclamation for Farmers & Merchants Bank's 85th Anniversary, with a second by Aldersperson Stobbe. Voice vote carried.*
6. Review Proposals for Municipal Court Attorney Services: *The City received proposals from Dretske Law Office, Wurtz Law Office, and Dempsey Law Firm. Mayor Burgess led interviews for Municipal Court Attorney Services with Luke Dretske of Dretske Law Office and Preston Wurtz of Wurtz Law Office. Attorney Wurtz confirmed if hired, both he and his father would serve the City of Berlin as Municipal Court Attorney. No representative of Dempsey Law Firm was present.*
7. Election Inspector (Poll Worker) Appointments. - *City Administrator Balcom explained Election Inspector (Poll Worker) appointments happen every other year as election cycles are two-year cycles. The Political Parties are asked to submit lists, although they are not required to. The City of Berlin received a list from the Democratic Party, not the Republican Party. Aldersperson Stobbe made a motion to recommend to the Common Council approval of the 2026-2027 Election Inspectors, with a second by Aldersperson Sorenson. Voice vote carried.*
8. 2025 Budget Amendments. *City Administrator Balcom explained the City cannot over expend the budget previously approved by Council, and any over expenditures must be amended. She explained the 2025 budget included at \$450,000 gap between anticipated revenues and expenditures. The proposed amendment would help balance the gap. She explained a final budget amendment may be needed in January 2026 as the November and December expenditures have not been accounted for yet. Balcom confirmed the amount recently borrowed was to cover 2026 spending. The current amendment applies to the 2025 budget, and the City would use reserve funds to cover 2025 over expenditures. Aldersperson Przybyl made a motion to recommend approval of the 2025 Budget Amendments to the Common Council, with a second by Aldersperson Stobbe. Voice vote carried.*
9. Service Provider Agreement between the County of Green Lake and Berlin Emergency Medical Service. *City Administrator Balcom explained that the EMS Department requested to move from General Status to Protected Status under WRS, suggested the EMS director move off the regular 24-hour rotation, and hire an additional paramedic. Aldersperson Nigbor made a motion to recommend to the Common Council to authorize City Administrator to sign the agreement, funding authorized for entire budget request of \$2,120,000 by County for EMS services, with a second by Aldersperson Przybyl. Voice vote carried.*
10. 2026 Berlin Senior Center Agreement with Green Lake County for the Berlin Senior Center Meal

Site. City Administrator Balcom explained that the City has been working with the County for many years, with the current bid going through 2026. Currently the County reimburses the City at a rate of \$6.70 per meal. Susan Kiener, Senior Center and Recreation Facilities Director, confirmed the seniors love the meals currently being provided. Alderperson Hill made a motion to recommend to the Common Council authorizing the City Administrator to sign the 2026 Berlin Senior Center Agreement on behalf of the City, with a second by Alderperson Sorenson. Voice vote carried.

11. 2026 Transportation Services Agreement with Green Lake County. City Administrator Balcom explained this is an annual contract the County gives to allow those that qualify to get rides. Susan Kiener, Senior Center and Recreation Facilities Director, confirmed rides can go outside of the City of Berlin, with Appleton being the furthest. She added this program provides meals on wheels and take seniors to medical appointments, grocery shopping, and hair appointments. It runs weekdays from 8 AM to 4 PM. Alderperson Przybyl made a motion to recommend to the Common Council authorizing the City Administrator to sign the 2026 Transportation Services Agreement on behalf of the City, with a second by Alderperson Hill. Voice vote carried.
12. Special Event Permit process discussion. **RECOMMENDATION:** Discussion and action as appropriate. City Administrator explained that according to the municipal code, most events can be approved by staff, especially recurring events. New events Council review. Only events with animals need to be reviewed by the Parks and Recreation Commission. Balcom suggests staff follow procedures as outlined in the ordinances moving forward. Discussion held on current practices involving event permit procedures. No changes to ordinances were suggested by Council. Staff and the Parks and Recreation Commission will be updated with correct Special Event Permit procedures.
13. Municipal Code Chapter 54 Waste and Recycling amendment. City Administrator Balcom stated two reasons for an amendment; first to add the anticipated recycling fee to the 2026 tax bill, and second to make changes as required by the State. Alderperson Hill made a motion to recommend to Common Council to approve amendments to the Municipal Code Chapter 54 Waste and Recycling to bring the code into compliance with DNR requirements and allow a Recycling fee to be placed on future tax bills, following the ordinance being sent to the DNR for review, with a second by Alderperson Przybyl. Voice vote carried.
14. 2026 Standardized Special Assessment Schedule. City Administrator Balcom explained this is an annual occurrence and any questions could be taken back to the City Engineer. Alderperson Stobbe made a motion to recommend to the Common Council to accept and approve the City Engineer's recommendation on the updated 2026 Standardized Special Assessment Schedule, with a second by Alderperson Sorenson. Voice vote carried.
15. Amend the City of Berlin Building & Zoning Fee Schedule. City Administrator confirmed the only change was to the residential and commercial windows and doors. Alderperson Stobbe made a motion to recommend to the Common Council approval of the amended City of Berlin Building & Zoning Fee Schedule as recommended by the City of Berlin Building Inspector, with a second by Alderperson Przybyl. Voice vote carried.
16. Tax Increment District #17 vacant lot development incentive program. City Administrator explained the Council's interest in an incentive program for single family and duplex homes within TID 17. Balcom explained that the Council approved TID 17 in 2025, however it also has to go through the State approval process as well and anticipates approval in the first quarter of 2026. Balcom presented a template of a development agreement to be used with developers looking to building a single family or duplex home on a single lot. Balcom explained a separate development agreement would be made with developers looking to build on multiple lots, similar to what was done with developers in TID 16. This program would allow up to \$10,000 or 50% of the increment generated, whichever is less, over a 3-year period following the completion of the

build. Balcom explained the City Attorney suggested requiring a letter of credit from the developer as part of the development agreement, and that she asked the attorney remove this requirement from the agreement because the letter of credit is expensive compared to the value of the potential incentive. Discussion to leave the letter of credit requirement out of the agreement. Alderperson Przybyl made a motion to recommend to Common Council approval of the template Development Agreement for single family and duplex, single lot projects, to be utilized for the Tax Increment District #17 vacant lot development incentive program, with a second by Alderperson Hill. Voice vote carried.

17. *2026 Shared-Ride Taxi Grant Application. City Administrator Balcom explained that this is an annual grant the City applies for which is a significant portion of the City's shared ride taxi contract. Mayor Burgess noted the City will also be applying for capital assistance to cover 80% of the cost of replacing a van with a handicap accessible van, allowing the City to have two handicap accessible vans. Discussion on the current vehicle use and handicap accessibility. Alderperson Hill made a motion to recommend to the Common Council to authorize staff to apply for the 2026 WisDOT Public Transit Assistance Program (PTAP) and DOT Capital Public Transit Assistance Program and authorize needed signatures, with a second by Alderperson Przybyl. Voice vote carried.*
18. *Motion to convene into closed session pursuant to Wis. Stats. 19.85 (1) (e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Consideration of Candidates and Terms and Conditions of To Be Appointed City Municipal Court Attorney Contract. Alderperson Hill made a motion to convene into closed session pursuant to Wis. Stats. 19.85 (1) (e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Consideration of Candidates and Terms and Conditions of To Be Appointed City Municipal Court Attorney Contract, with a second by Alderperson Sorenson. Roll call vote carried (6 ayes: Boeck, Hill, Nigbor, Przybyl, Sorenson, and Stobbe; 0 nay; 0 absent). Closed session commenced at 8:10PM.*
19. *Reconvene into open session and take action as appropriate from closed session discussion. Alderperson Hill made a motion to reconvene into open session with a second by Alderperson Przybyl. Roll call vote carried (6 ayes: Boeck, Hill, Nigbor, Przybyl, Sorenson, and Stobbe; 0 nay; 0 absent). Open session reconvened at 8:36PM.*

Alderperson Hill made a motion to recommend to Common Council approval of the proposal of Dretske Law Office to provide Municipal Court Attorney services and direct City Administrator to negotiate terms consistent with the closed session discussion, to bring forward to council, with a second by Alderperson Sorenson. Voice vote carried.
20. *Adjourn. Alderperson Hill made a motion to adjourn, with a second by Alderperson Nigbor. Voice vote carried. Meeting adjourned at 8:37PM.*

Respectfully submitted by,
Brittani Majeskie, Deputy Clerk-Treasurer