

COMMON COUNCIL MEETING MINUTES
TUESDAY, DECEMBER 9, 2025 AT 7PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

1. Call to order/Roll Call – *President Hill called the meeting to order at 7:00 PM. Roll Call: Alderpersons present: Boeck, Hill, Nigbor, Przybyl, Sorenson, and Stobbe. Also present: Deputy Clerk Treasurer, Brittani Majeskie. Absent: Mayor Burgess.*
2. Seat Virtual Attendees - *Alderperson Przybyl made a motion to seat the City Administrator, Jessi Balcom, by phone, with a second by Alderperson Stobbe. Voice vote carried.*
3. General Public Comments. - *None*

CONSENT AGENDA: The Consent Agenda contains items which staff considers to be routine and have already been discussed and recommended by a committee, board or commission at a previous meeting. Staff recommends that Council act on all of these items on a single roll call vote. If any member of Council wishes to have any item removed from the Consent Agenda and discussed, the Council member may request that item be removed from the Consent Agenda prior to the adoption.

4. Waive the reading of ordinances and resolutions.
5. Accept and place on file reports from the City Clerk, Treasurer, and Building Inspector.
6. Approve payment of bills.
7. Approve minutes from the 10.17.2025, 11.04.2025 and 11.11.2025 Special Common Council Meetings and 11.11.2025 Common Council Meeting and closed session minutes from the 10.17.2025 Common Council Meeting.
8. Ordinance # 09-25 An Ordinance Rezoning a Parcel of Land from M-2 Manufacturing District to R-2 Residential District City of Berlin **RECOMMENDATION:** Approve Ordinance # 09-25 to rezone Johnson Street Parcel #206-00833-0100 LEFFERT'S ADDN LOTS 1, 2, 22, & 23 BLK 143, City of Berlin, Green Lake County from M-2 to R-2 as recommended by the Plan Commission.
9. Appointment of Election Inspectors (Poll Workers) **RECOMMENDATION:** Appoint Election Inspectors for the January 1, 2026 to December 31, 2027 Election term as recommended by the Committee of the Whole.
10. 2025 Budget Amendments. **RECOMMENDATION:** Approve the 2025 Budget Amendments as presented and recommended by the Committee of the Whole.
11. Service Provider Agreement between the County of Green Lake and Berlin Emergency Medical Service. **RECOMMENDATION:** Authorize City Administrator to sign the agreement, funding authorized for entire budget request of \$2,120,000 by County for EMS services as recommended by the Committee of the Whole.
12. 2026 Berlin Senior Center Agreement with Green Lake County for the Berlin Senior Center Meal

Site. RECOMMENDATION: Authorize City Administrator to sign agreement, setting the meal reimbursement rate at \$7 per meal, five days a week, excluding holidays as recommended by the Committee of the Whole.

13. 2026 Transportation Services Agreement with Green Lake County. RECOMMENDATION: Authorize City Administrator to sign agreement, setting the contract amount of \$29,807 as recommended by the Committee of the Whole.
14. 2026 Standardized Special Assessment Schedule. RECOMMENDATION: Accept the City Engineer's recommendation to update the 2026 Standardized Special Assessment Schedule as presented as recommended by the Committee of the Whole.
15. Amend the City of Berlin Building & Zoning Fee Schedule. RECOMMENDATION: Approve the amended City of Berlin Building & Zoning Fee Schedule as recommended by the Building Inspector and Committee of the Whole.
16. Tax Increment District #17 vacant lot development incentive program. RECOMMENDATION: Approve the Template Development Agreement for single family and duplex development on a single lot as recommended by the Committee of the Whole.

END OF CONSENT AGENDA

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

17. Approve City Municipal Court Attorney agreement with Dretske Law Office. – *City Administrator Balcom noted Luke Dretzke of Dretske Law Office agreed to all changes discussed by the Common Council as well as everything suggested by the City of Berlin Municipal Attorney. Alderperson Boeck made a motion to approve the service agreement with Dretske Law Office for Municipal Court Attorney services, with a second by Alderperson Sorenson. Voice vote carried.*
18. Approve agreement with KerberRose for 2025-2029 audit services. RECOMMENDATION: Approve the 2025-2029 Audit Services agreement with KerberRose. – *City Administrator Balcom noted the agreement was reviewed by the City of Berlin Municipal Attorney, and the attorney had no concerns. Alderperson Stobbe made a motion to approve the 2025-2029 audit services agreement with KerberRose, with a second by Alderperson Przybyl. Voice vote carried.*
19. Old Business - *None*
20. New Business - *None*
21. Adjourn. *Alderperson Nigbor made a motion to adjourn, with a second by Alderperson Przybyl. Voice vote carried. Meeting adjourned at 7:05 PM.*

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