

COMMON COUNCIL MEETING MINUTES  
TUESDAY, JANUARY 13, 2026 AT 7PM

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; Assistant Chief of Police, Noah Knetzger; Planning and Development Director/Zoning Administrator, Timothy Ludolph; and EMS Director, Evan Vandenlangenberg.*
2. Seat Virtual Attendees – *None.*
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 12.02.2025 Special Common Council Meeting and 12.09.2025 Common Council Meeting.

END OF CONSENT AGENDA

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

8. \* Uniform Deposit Schedule Amendment Adoption - *Discussion that chicken licensing has not been on the forfeiture fee schedule, and therefore it cannot be enforced. The suggested fines are in line with current dog kennel licensing fines. Alderperson Hill made a motion to waive review by the Committee of the Whole and approve the recommendation of the Police Chief to add Ord #10-7(d) Chicken License Required to the Uniform Deposit Schedule, with a second by Alderperson Nigbor. Voice vote carried.*
9. Accept Resignation of Park and Recreation Commission Member – *Alderperson Hill noted Bobbie has worked very hard for the City over many years. Alderperson Hill made a motion to accept the resignation of Bobbie Erdmann from the Park and Recreation Commission as of January 7, 2026, with a second by Alderperson Przybyl. Voice vote carried. Mayor Burgess requested a thank you card be sent to Bobbie for her many years of service.*
10. Liquor License Request of Grizzly's – Class B Combination Liquor and Beer Licenses and Outdoor Activities Area at Alcohol Beverage Licensed Establishment Permit at 186

Broadway Street, Berlin WI 54923 – *City Administrator Balcom explained liquor license transfers; Only one liquor license can be granted per location and the current holder of the license has to give the license back. Alderperson Przybyl made a motion to grant a combination Class B license to Grizzly's for the premises identified in their application dated 12-26-25, provided that the City Clerk shall not issue the license unless and until the City Clerk receives all of the following: (1) full and unconditional surrender of the license currently in effect for the premises; (2) proof to the City Clerk's satisfaction that the applicant either owns the premises or has approval from the owner for the issuance of the license; (3) all applicable fees and costs are paid, along with any delinquencies owed to the City if any; (4) proof that a seller's permit has been issued to the applicant by the State of Wisconsin; and (5) all conditions must be satisfied within thirty (30) days of this approval or this approval is void, with a second by Alderperson Nigbor. Voice vote carried.*

*Alderperson Przybyl made a motion to approve a permit for an Outdoor Activity Area at Alcoholic Beverage Licensed Establishment for Grizzly's LLC located at 186 Broadway St., Colton Burt, Agent., with a second by Alderperson Nigbor. Voice vote carried.*

11. Amendments to service agreements with Chier Law Office and Dretske Law to allow for the smooth transition of service provision for Municipal Court Attorney Services to the City of Berlin - *City Administrator Balcom explained the Council previously approved Dretske Law beginning January 23, however, this amendment would allow time to transfer new cases not completed from Chier Law to Dretske Law. City Administrator Balcom stated the City Attorney reviewed and accepted these changes. Alderperson Hill made a motion to waive review by the Committee of the Whole and approve the proposed procedures and amendments to the service agreements with Chier Law and Dretske Law for the transition of Municipal Court Attorney services to the City of Berlin, with a second by Alderperson Sorenson. Voice vote carried.*
12. EMS Director job description update – *City Administrator explained previously the City requested adding another EMT to EMS staff as the current EMS Director was completing both director responsibilities and working shifts in the ambulance. Moving forward this would create an EMS Director Position to allow the EMS Director to focus on director responsibilities and administrative tasks. Mayor Burgess thanked Evan Vandenlangenberg for all his hard work. Alderperson Hill made a motion to waive review by the Committee of the Whole and approve the Emergency Medical Services Director job description, with a second by Alderperson Stobbe. Voice vote carried.*
13. Amend Common Council Committee of the Whole and Regular Common Council meeting schedules due to the 2026 elections – *City Administrator Balcom noted that rescheduling the November 3<sup>rd</sup> meeting to the 5<sup>th</sup> would cause a delay in the Common Council receiving agenda packets as the Committee of the Whole meeting would occur the same day Common Council packets are distributed to Council. Discussion to keep the meeting scheduled for November 5, and to cancel in the future if the meeting is not needed. Alderperson Stobbe made a motion to reschedule the Committee of the Whole meeting on Tuesday, April 7, 2026 to Wednesday, April 8, 2026; reschedule the Common Council meeting on Tuesday, August 11, 2026 to Wednesday August 12, 2026; and reschedule the Committee of the Whole meeting on Tuesday November 3, 2026 to Thursday, November 5, 2026; all rescheduled meetings to begin at 7:00PM, with a second by Alderperson Przybyl. Voice vote carried.*

14. Amend Fee Schedule - *City Administrator Balcom noted a single line item was omitted inadvertently and is now added back into the fee schedule. Alderperson Przybyl made a motion to waive review by the Committee of the Whole and approve the City of Berlin amended fee schedule, with a second by Alderperson Sorenson. Voice vote carried.*
15. Copier agreement – *City Administrator Balcom explained Staff was notified the 2<sup>nd</sup> floor copier will no longer be serviced as of February due to the age of the equipment and the inability to get parts, and the 1<sup>st</sup> floor equipment will no longer be serviced in November. Staff sought copier service proposals from multiple companies. City Administrator Balcom suggested moving forward with a lease agreement so that any maintenance would be covered. She noted EO Johnson provided rates for both a used and a new machine, adding that for the expected amount of copies to be made, the used machine rates were better. She explained that most companies include a page allowance and charge overages, whereas EO Johnson only charges for the pages used. City Administrator Balcom suggested canceling the contracts for both machines and moving forward with a new contract. Alderperson Hill made a motion to waive review by the Committee of the Whole and Approve a five year copier lease and service agreement with EO Johnson for used equipment, with a second by Alderperson Przybyl. Voice vote carried.*
16. Resolution #26-01 To Designate Polling Place for City of Berlin in Green Lake and Waushara Counties – *Mayor Burgess noted the Berlin Armory has been used for several years, is scheduled to be sold, and cannot be used further. City Administrator noted that the staff of River Shores is excited to serve the Community and will charge the same rental fee as the Berlin Armory. City Administrator Balcom also noted the Berlin Armory has been wonderful for many years and appreciates their service. Alderperson Przybyl made a motion to waive review of the Committee of the Whole and approve the River Shores Church building located at 253 S. Church St., as a polling location for the elections to be held on April 7, August 11, and November 3, 2026, and approve Resolution #26-01 to designate polling place for City of Berlin in Green Lake and Waushara Counties, with a second by Alderperson Boeck. Roll call vote carried (5 ayes: Boeck, Nigbor, Przybyl, Sorenson, and Stobbe; 0 nay; 0 absent; 1 abstain: Hill).*
17. Economic Development Recap – *Timothy Ludolph presented business activity data from the last two years. He noted positive momentum going into 2026 and good partnerships among BCDC, the City, and other partners. Mayor Burgess noted that although there was only a net gain of one business, there are still many new businesses. Ludolph asked Council to give direction if new or additional data was wanted. Mayor Burgess requested to see a similar list annually.*
18. Employee Assistance Program renewal - *City Administrator Balcom explained the program started April 2025, and this contract provides the same services and amount per employee. Alderperson Hill made a motion to waive review by the Committee of the Whole and approve the contract with ThedaCare At Work to provide Employee Assistance Program services through March 2027, with a second by Alderperson Sorenson. Voice vote carried.*
19. Contract amendment for Comprehensive Plan services by MSA - *Timothy Ludolph noted that staff have had lengthy conversations with MSA and determined this is the best option and most cost-effective way to make the Land Use and Zoning Maps effective and useful with a good foundation allowing the maps to be dynamic with GIS and additional tools moving*

forward. Mayor Burgess suggested moving forward with new maps rather than continuing with 20-year-old maps. Discussion that the current Land Use Map is old and not compatible, and this would update the map with all changes noted by the Plan Commission. Discussion held that the finished product would get to Green Lake County and other appropriate jurisdictions. Alderperson Hill made a motion to waive review by the Committee of the Whole and approve \$800 be added to the Comprehensive Planning services agreement with MSA (total \$30,780), exceeding the budgeted amount by \$780, to create an Existing Land Use map and add it to the City's online GIS; authorizing the Zoning Administrator to sign the amendment, with a second by Alderperson Stobbe. Voice vote carried.

Alderperson Przybyl left the meeting at 7:34PM to take a call, returning at 7:36PM. Alderperson Przybyl left the meeting at 7:38PM.

20. Ordinance # 01-26 An Ordinance to Repeal and Recreate Portions of Chapter 54 Entitled “Solid Waste and Recycling” of the City of Berlin Municipal Code Regarding the Collection of Solid Waste and Recycling Materials and Related Services – City Administrator Balcom explained the Council will need to update the ordinance in order to move forward with a recycling fee for 2026 to be put onto the 2027 tax bills. Additionally, she noted the WI DNR updated language required in recycling ordinances, to be completed by April 2026. The current ordinance draft has been reviewed by the DNR. Alderperson Hill questioned what section was updated by the DNR. City Administrator Balcom explained the changes involved language around notification requirements and rules, noting no substantial changes. She added the marked-up version of the ordinance was previously presented to the Council. Alderperson Hill made a motion to adopt Ordinance #01-26 to recreate portions of Chapter 54 ordinance Entitled “Solid Waste and Recycling” of the City of Berlin Municipal Code Regarding the Collection of Solid Waste and Recycling Materials and Related Services, with a second by Alderperson Stobbe. Roll call vote carried (4 ayes: Boeck, Hill, Sorenson, and Stobbe; 1 nay: Nigbor; 1 absent: Przybyl).
21. Discussion of City Aquatic Center – Mayor Burgess reminded the Council that it was previously requested to discuss the long-term possibilities and a potential referendum in January 2026 regarding the pool. City Administrator Balcom presented a possible next step to ask for Requests for Proposals (RFPs), where any firm could bid on any combination of the three options; Options would include a plan to update the pool facility all at once, update the pool facility in phases, and/or demolish the site to make it a vacant parcel. City Administrator explained the Council could choose to move forward with any or none of the options provided or choose to use the numbers that come through as a basis for a potential referendum question. Mayor Burgess stated the RFPs could allow the Council to see alternative options or ideas. Mayor Burgess added the Council currently doesn't have options other than a potential referendum, but the Council doesn't have accurate costs because the previous pool proposal is over two years old. Alderperson Hill stated she liked the option to update the pool facility in phases as pricing could be better. City Administrator Balcom advised on the process of going to referendum; The Council has to decide the referendum question, the referendum question has to be to the County at least 10 weeks prior to the election on which it will be placed, the question needs to be clear so the Council gets the question they want answered, and the community needs to know what a yes or a no on the ballot would mean. City Administrator Balcom further advised information and numbers get to the community with enough time to allow a voting decision. Mayor Burgess referenced the prior engineering plan to repair the pool and its cost of \$50,000 and the potential need to get

*a new one to get updated and accurate repair costs to go to referendum. Discussion held on the time period to keep RFPs open and making the prior engineering plan available to potential firms. City Administrator Balcom suggested that a bid may be a better option to get actual costs of repair. Discussion held regarding the timeline of submitting a referendum question, how long to keep an RFP open for, and whether a referendum question in November is reasonable. Mayor Burgess stated there is no rush and wishes to move thoughtfully forward. Discussion on the difference between RFPs and bids. Discussion to use what City Administrator Balcom presented in the 3<sup>rd</sup> paragraph of her staff report, to add a 4<sup>th</sup> option to the RFP for all other ideas, and to keep the RFP open for 90 days.*

22. Old Business – *None.*

23. New Business - *None.*

24. Motion to go into closed session *pursuant to Wis. Stats. 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.* (Consider compensation of EMS Director and Performance evaluation of City Administrator) *by Alderperson Hill, with a second by Alderperson Stobbe. Voice vote carried. Closed session commenced at 8:18PM.*

*Alderperson Hill made a motion to reconvene into open session with a second by Alderperson Stobbe Motion passed: Aye (5) Boeck, Hill, Nigbor, Sorenson and Stobbe; Absent (1) Przybyl; No (0). Open session was reconvened at 8:58PM.*

*Motion to approve the proposed compensation for the EMS Director as presented by the City Administrator in closed session made by Alderperson Stobbe and seconded by Alderperson Hill. Motion passed: Aye (5) Boeck, Hill, Nigbor, Sorenson and Stobbe; Absent (1) Przybyl; No (0).*

25. Adjourn - *A motion to adjourn was made by Alderperson Sorenson and seconded by Alderperson Stobbe. Motion passed: Aye (5); Absent (1) Przybyl; No (0). Meeting adjourned at 8:59PM.*

Respectfully submitted by,  
Brittani Majeskie, Deputy Clerk-Treasurer