

COMMITTEE OF THE WHOLE MEETING MINUTES
FEBRUARY 3, 2026 7:00PM

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, Brittani Majeskie; and Chief of Police, Brian Pulvermacher*
2. Seat Virtual Attendees (if necessary) – *None.*
3. General Public Comments – *None.*

Aldersperson Stobbe made note that the agenda did not include new or old business. City Administrator Balcom noted that old and new business have not been on Committee of the Whole Agendas. No request to add new or old business to the agenda was made.

4. Approval of Minutes - *Aldersperson Hill made a motion to approve the minutes from the December 2, 2025 Committee of the Whole meeting, with a second by Aldersperson Przybyl. Voice vote carried.*
5. Consider adding the recital of the Pledge of Allegiance at Committee of the Whole and City Council meetings – *Mayor Burgess requested the recital of the Pledge of Allegiance at meetings, and noted recital at School Board meetings. Discussion of recital at Green Lake County Board and Committee meetings, Committee on Aging meetings, and previously at City Council meetings. Aldersperson Hill noted pledge protocol to include removal of hats, facing the flag, and placing the hand on the heart. The Pledge of Allegiance was recited.*
8. 2026 Budget Amendment and recognition of capital funds to be taken from reserves for 2024 and 2025 - *This item was moved up on the agenda and discussed following agenda item five. Chief Pulvermacher explained that historically capital funds were added annually to the Police Department budget to be used to replace squad cars, radios, and tasers. He noted the funds were not deposited in 2024, 2025, or 2026, adding that the funds are necessary to maintain the current equipment. City Administrator Balcom noted that the 2026 budget can be amended, but the 2024 and 2025 budgets cannot, and the funds need to be transferred from reserves. Aldersperson Nigbor questioned if this has normally been budgeted and Chief Pulvermacher confirmed it has been and it was overlooked the past few years as it isn't an account balance he is provided with. Chief Pulvermacher noticed the funds were missing when a squad car was purchased in 2025 and saw the debit for the purchase on the budget. Confirmation that this is budgeted every two years. Chief Pulvermacher estimated that when he started 6 years ago, \$30,000 was placed into the squad car replacement account. However, with the current cost of cars, \$35,000 is now budgeted annually, and increasing the budget to \$40,000 annually in the future would align with the Capital Improvement Plan. He stated the 2025 squad cost approximately \$70,000 and anticipates a 2027 squad to cost more. City Administrator Balcom confirmed in the future funds would come from the general*

account and would be put into the Police Department budget. Alderperson Przybyl made a motion to recommend to the Common Council to approve an amendment to the 2026 City Budget, placing \$38,000 into the Police Department's Capital Fund from reserves and recognizing that \$38,000 will also be moved into the fund for both the years 2024 and 2025, recognizing that these funds were unbudgeted at that time. Total reserves to be moved into the Capital Funds of \$114,000, with a second by Alderperson Stobbe. Voice vote carried. Alderperson Boeck questioned how this was overlooked when the Council was under the impression that this was currently budgeted. City Administrator Balcom explained that she used Banyon accounting data from previous years, placed that data into Excel, and created her own budget sheet. She added that all of the Banyon data did not have account numbers in the same place, so she missed this item when developing the 2026 budget. In addition, she noted that this item was not on the 2024 or 2025 budgets and does not know why. Mayor Burgess added that it is difficult to carry something forward if an item wasn't completed in past years.

6. *123 S. Pearl Street loading/unloading zone - Mayor Burgess explained the background in the agenda packet. Discussion questioning the parking zone time limit at the site and whether the spaces should be 15 minute parking, 2-hour parking, or all day parking. Discussion to keep the time limit uniform with other parking spaces on that side of the street. Alderperson Hill made a motion to recommend to the Common Council to approve the removal of the loading zone at 123 S. Pearl Street and the creation of 2 regular on-street parking spaces in the 2-hour parking zone, with a second by Alderperson Nigbor. Voice vote carried.*
7. *Undertake updating of City of Berlin Employee Handbook – City Administrator Balcom explained that the department heads were discussing the 1st section of the Handbook today. She wants to know if the Council wants to discuss potential changes to the Handbook in sections or all at once. Discussion that it would be easier to digest and take back to staff in sections. No motion was made.*
9. *Consider amending Charter Ordinance to allow At Large representation of the City Council – Mayor Burgess explained that no one for Wards 3 or 5 filed nomination papers for the upcoming Spring Election, and it has been difficult to fill Aldermanic seats, committee and board seats, and find volunteers. Discussion had that in the past some Ward seats were difficult to fill, and occasionally qualified candidates were turned away because there were multiple people from the same Ward interested, even though empty seats needed to be filled. City Administrator Balcom confirmed the City would keep the existing wards for voting and election purposes. Discussion that the ballots would look like school board contests, instructing voters to vote for no more than 3. Mayor Burgess noted no one filed paperwork for Wards 3 or 5 and if the seats are not filled a Council member could not be absent from a meeting because there would be no quorum. City Administrator explained that if Wards 3 and 5 are filled by appointment, then at the 2027 Spring Election, in addition to the Mayor and Wards 2, 4, and 6 being on the ballot, Wards 3 and 5 would also be on the ballot as a one-year term. She also explained that she reached out to the League of Municipalities to*

check into the process; The charter ordinance would need to be amended, requiring a two-third's vote of the Council, publication in the paper, and a 60-day waiting period to allow residents to file a petition requiring the amendment to go to referendum. Discussion that if the City moved to At Large Representation, then residents could reach out to any City Alderperson. Discussion to move forward with At Large Representation to allow time for a possible petition and referendum on the November ballot if necessary. Alderperson Hill made a motion to direct staff to continue researching with legal representation on changing the City of Berlin from Direct Ward representation to At Large Representation, with a second by Alderperson Sorenson. Voice vote carried.

10. *Request for Proposals for the Future of the Berlin Aquatic Center – City Administrator discussed the draft Request for Proposals (RFP) for the Future of the Berlin Aquatic Center and requested feedback to make any changes. It was said the RFP was well organized considering all the information given. Mayor Burgess expressed concern that the City may not receive any proposals as they take much effort to complete, the City may choose not to do anything with the proposals, and these proposals usually have a cost. She also noted it doesn't hurt to ask. Alderperson Boeck also expressed concerns about not getting any RFPs back. Discussion that the RFP will be posted on the League of Municipalities and the City Managers Association websites. City Administrator Balcom will check with department heads to see if they are members of other organizations that allow a free RFP posting. She added that the City does not belong to paid memberships that send RFPs out. City Administrator confirmed that once the RFP is created, those wishing to submit proposals can find the RFP posted on the City of Berlin Request for Proposals website page in addition to the League of Municipalities and the City Managers Association websites. She added that anyone interested can contact the Clerk's office for guidance and updates. City Administrator Balcom will put the RFP for the pool onto the Common Council agenda for next week for further discussion.*
11. *Alderperson Hill made a 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. (Performance evaluation of City Administrator), with a second by Alderperson Stobbe. Roll call vote carried (6 ayes: Boeck, Hill, Nigbor, Przybyl, Sorenson, and Stobbe; 0 nay; 0 absent). Closed session commenced at 7:33PM.*
12. *Reconvene into open session and take action as appropriate from closed session discussion - Motion to reconvene into open session was made by Alderperson Hill and seconded by Alderperson Przybyl at 8:05PM. Motion passed: Aye (6); No (0).*
13. *Adjourn – A motion to adjourn made by Alderperson Nigbor and seconded by Alderperson Boeck. Motion passed: Aye (6); No (0). Meeting Adjourned at 8:06PM.*

Respectfully submitted by,
Brittani Majeskie, Deputy Clerk-Treasurer