

COMMON COUNCIL MEETING MINUTES
MARCH 10, 2026 AT 7PM

1. Call to order/Roll Call- *Mayor Burgess called the meeting to order at 7:00PM. Alderpersons Boeck, Hill, Nigbor, Przybyl and Sorenson were present. Alderperson Stobbe, absent (arrived at 7:04PM). Staff present were City Administrator, Jessi Balcom; Deputy-Clerk Treasurer, Debra Thiel; Library Director, Chris Kalupa and Planning & Development Director, Tim Ludolph.*
2. Seat Virtual Attendees-None
3. Pledge of Allegiance
4. General Public Comments. *Alexandra Rogers, 113 Church Street, Berlin, WI talked about amending an ordinance to the eligibility requirements for individuals seeking to serve on the City Council and other committees to add business owners who operate within the City of Berlin and who own the buildings in which their businesses are located be permitted to run for these seats even if they reside outside the city limits.*

At 7:04PM Alderperson Boeck made a motion to seat Alderperson Stobbe with a second by Alderperson Sorenson. Motion carried.

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.

5. Waive the reading of ordinances and resolutions.
6. Accept and place on file reports from the City Clerk, Treasurer, and Building Inspector.
7. Approve payment of bills.
8. Approve minutes from the 2.10.2026 Common Council Meeting.
9. * Approve the recommendation of the Committee of the Whole to approve the first floor office remodel to create a half wall in the rear hall way of the Clerk's Department and Utilities Department. Expenses to be split between the general fund and Water and Sewer Department.
10. * Approve the recommendation of the Committee of the Whole to accept the \$1000 donation from Waste Management to purchase a new water tower for the campground.
11. * Approve the recommendation of the Committee of the Whole to move forward with the proposed Capital borrowing plan for 2026-2027.

END OF CONSENT AGENDA

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

12. Amend Employee Handbook. RECOMMENDATION: Approve amendments to the "Introduction", "General Government", and "Vacation, Holidays & Leaves" sections of the Employee Handbook, to be implemented immediately. *After much discussion Alderperson*

Przybyl made a motion to ask the city attorney for guidance before implementing the changes, with a second by Alderperson Sorenson. Voice vote carried.

13. Class “B” (Picnic) License and “Class B” License for the ABC Group and discussion of Let Freedom Ring event. RECOMMENDATION: Approve a Temporary Class “B” and “Class B” License for the ABC Group Inc to allow the sale of fermented malt beverages and wine at the Let Freedom Ring event at 455 River Drive (North Shelter House) on July 3, 2026. *Sue Trampf of the ABC group talked about the plans being well underway for this great community event. They will be shooting off the Hauser with the military again, which was well received last year, as well as celebrating the 250-year anniversary. Alderperson Stobbe made a motion to approve a Temporary Class “B” and Temporary “Class B” License for the ABC Group on July 3, 2026 at 455 River Drive for the Let Freedom Ring event with a second by Alderperson Przybyl. Voice vote carried.*
14. Raze or Repair Inquiry – Garage at 255 SW Ceresco Street. RECOMMENDATION: Accept the findings as prepared by the Building Inspector and authorize the Raze and Repair Order for the Garage at 255 SW Ceresco Street (Parcel #206015920000). *Tim Ludolph, Planning and Development Director, gave a presentation as to why this was being completed and the steps that had been taken in working with the property owners with no success. This has been an issue since 2023. Alderperson Hill made a motion to waive the Committee of the Whole and accept the findings as prepared by the Building Inspector and authorize the Raze and Repair Order for the Garage at 255 SW Ceresco Street, #209-05920-0000) with a second by Alderperson Nigbor. Voice vote carried.*
15. Borrowing Engagement Letter with Baird. RECOMMENDATION: Approve the engagement letter with Baird and authorize the City Administrator’s signature to allow preparation and future implementation of the \$2 million 2026-2027 Capital Borrowing. *City Administrator Balcom presented on this and stated that we need to act now to get funds by May/June for 2026/2027 expenses that have been approved for the capital borrowing. City Administrator Balcom may bring forward a resolution to allow equipment to be purchased before the money comes in, in hopes of getting the best price now vs later. Alderperson Stobbe made a motion to accept this recommendation with a second by Alderperson Hill. Voice vote carried.*
16. Old Business (To be used to request items of old business be put on a future agenda for further discussion or action; or used to make a motion for reconsideration of an item from the current meeting or immediately previous meeting; or to make a motion to take items off the table which were laid on the table only during the current meeting.) - *None*
17. New Business (To be used to request items of new business be put on a future agenda) *Alderperson Hill would like Alexandra Rogers request to be put on the next agenda for further discussion.*
18. Adjourn. *A motion to adjourn was made by Alderperson Nigbor with a second by Alderperson Przybyl. Voice vote carried. Meeting adjourned at 7:36PM*

Respectfully submitted by,
Debra Thiel, Deputy Clerk - Treasurer