

COMMON COUNCIL MEETING MINUTES

APRIL 16, 2026 AT 5PM

(April 14, 2026 Common Council meeting rescheduled

due to Severe Weather/Tornado Warning)

THIS MEETING WAS LIVE ON ZOOM

1. Call to order/Roll Call – *Mayor Burgess called the meeting to order at 5:00PM. Alderpersons Boeck, Hill, Nigbor, and Przybyl were present. Alderpersons Sorenson and Stobbe were absent/excused. Also present were City Administrator, Jessi Balcom; Deputy Clerk-Treasurer, Brittani Majeskie; and Planning and Development Director, Timothy Ludolph.*
2. Seat Virtual Attendees (if necessary) – *None.*
3. Pledge of Allegiance
4. 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.

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 payment of invoice from Chier Law Offices.
9. Approve minutes from the 3.10.2026 Common Council Meeting.
10. Approve the recommendation of the Committee of the Whole to approve Resolution #05-26 Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing.
11. Approve the recommendation of the Committee of the Whole to approve the amended Employee Handbook sections and adopt the March 10, 2026 version of the Employee Handbook.
12. Approve the recommendation of the Committee of the Whole to approve and post the RFP for Real Estate Services for the WIS 91 Highway Project.

END OF CONSENT AGENDA

City Administrator Balcom noted that the resolution in consent agenda item 10 was misnumbered and is renumbered to #26-02. Alderperson Przybyl asked if the included Chier bill was the final bill; City Administrator Balcom replied that she thinks so.

Alderperson Nigbor made a motion to accept the consent agenda, with a second by Alderperson Przybyl. Roll call vote carried (4 Ayes: Boeck, Hill, Nigbor, and Przybyl; 0 Nay; 2 absent: Sorenson and Stobbe).

13. Recognition and appreciation of Alderperson Boeck and Alderperson Nigbor – *Mayor Burgess presented Alderpersons Boeck and Nigbor with plaques of appreciation and thanked them for their 8 years of service to the City. Photos were also taken. Alderperson Przybyl made a motion to approve the presentation of plaques of appreciation to Alderpersons for*

past service to the City of Berlin, with a second by Alderperson Boeck. Voice vote carried.

14. *Accept Resignation of Committee on Aging Committee Member – Alderperson Przybyl made a motion to accept the resignation of Anne Murphy from the Committee on Aging, with a second by Alderperson Hill. Voice vote carried. Alderperson Przybyl asked that a thank you be sent to Anne.*
15. *Memorial Day Procession – Mayor Burgess explained that the parade was the same route as last year, and that the VFW Post usually invites Alderpersons to join the parade. Alderperson Nigbor made a motion to approve the permit for the Memorial Day Procession on May 25, 2026 for the Wells Krause VFW Post 2925, with a second by Alderperson Przybyl. Voice vote carried.*
16. *Raze or Repair Order – Garage at 134-136 Water Street - Planning and Development Director, Timothy Ludolph explained he was asked on behalf of the Building Inspectors to present the Raze and Repair Order. He noted the structure has undergone multiple inspections and has an obvious collapse of roof. He explained the notice provides the owner with 30 days to repair or demolish the building, allowing time to clear the building out. Discussion that the owner of this address had contact with the City in 2024, and the home was repainted as that was the issue at the time. Alderperson Przybyl made a motion to accept the findings as prepared by the Building Inspector and authorize the Raze and Repair Order for the Garage at 134-136 Water Street (Parcel #206000760000), with a second by Alderperson Hill. Voice vote carried.*
17. *City Revolving Loan Fund (RLF) Manual amendment - Planning and Development Director, Timothy Ludolph explained the amendment would ensure RLF practices continue to follow the way they should. The previous version has contacts that are no longer with the City, and the amendment would reduce confusion. Alderperson Hill made a motion to accept recommendation of the BCDC to amend the point of contact listing in the RLF Manual to reflect current Economic Development Assistant at the BCDC, with a second by Alderperson Nigbor. Voice vote carried.*
18. *FirstNet cell phone plan - Mayor Burgess noted that moving to FirstNet would result in a cost savings. Discussion that EMS and Green Lake County already use FirstNet services, and they come highly recommended. Alderperson Przybyl made a motion to accept the recommendation of the Committee of the Whole to move forward with FirstNet for cellular services and accept the quote from FirstNet for cellular services, with a second by Alderperson Hill. Voice vote carried.*
19. *Corporate Network Solutions Inc Quote – City Administrator Balcom noted there would be a cost savings of \$400 if the City moves forward by May 1st. She explained the City currently has \$25,000 in cyber insurance liability, and in the event of a data breach, this would likely not be enough. To qualify for increased insurance coverage, the City needs additional security measures including training for staff and increased email security. To get the increased email security, the City needs to upgrade from Microsoft Basic to Microsoft Premium. The training and upgrades would result in an increase of about \$8,000 annually. Discussion that these upgrades do not include the police department, but do include EMS, DPW, and Utilities, and the costs will be shared. Mayor Burgess discussed previously asking City Administrator Balcom to look into the City’s long-standing services and consider going*

to RFP, including IT support. Alderperson Hill made a motion to approve the quote for and implementation of security measures by Corporate Network Solutions Inc for \$17,466, with a second by Alderperson Przybyl. Voice vote carried.

20. Old Business – *None.*

21. New Business – *None.*

Mayor Burgess gave a reminder that the Council Organizational meeting is Tuesday, April 21, at 5PM.

22. Adjourn – *Alderperson Hill made a motion to adjourn with a second by Alderperson Boeck. Voice vote carried. Meeting adjourned at 5:22PM.*

Respectfully submitted by,
Brittani Majeskie, Deputy Clerk-Treasurer