

COMMON COUNCIL MEETING MINUTES
MAY 12, 2026 AT 7PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

1. Call to order/Roll Call – *Mayor Burgess called the meeting to order at 7:00PM. Alderpersons Cauley, Hill, Klawitter, Przybyl, Sorenson, and Stobbe were present. Also present were Jessi Balcom, City Administrator and Brittani Majeskie, Deputy Clerk-Treasurer.*
2. Seat Virtual Attendees – *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 and review February and March 2026 Reconciliations.
8. Approve minutes from the 4.16.2026 Common Council Meeting and minutes from the 4.21.2026 Organizational Meeting.
9. Approve the recommendation of the Committee of the Whole to Approve quote by Peak Systems Group Inc for \$34,700 to upgrade the Council Chambers Audio-Video System. Funds to come from the \$2,000,000 General Obligation Promissory Notes.
10. Approve the recommendation of the Committee of the Whole to Approve the quote by FinishLine Studios to complete website ADA compliance update (\$2500) and ongoing compliance maintenance (\$149/month).

END OF CONSENT AGENDA

City Administrator Balcom explained the Consent Agenda now includes reconciliations showing that the bank account balance matches the balance on internal accounting records. Council should expect to see reconciliations quarterly, moving forward.

Aldersperson Przybyl made a motion to accept the consent agenda, with a second by Aldersperson Hill. Roll call vote carried (6 Ayes: Cauley, Hill, Klawitter, Przybyl, Sorenson, and Stobbe; 0 Nay; 0 Absent).

11. Charter Ordinance #05-26 Implementing At Large Representation Alderpersons throughout the City – *Aldersperson Stobbe made a motion to adopt the Charter Ordinance #05-26 of the Municipal Code to institute At Large Representation of the Common Council, and publish in the Berlin Journal, starting the 60 day public review and petition period for a Charter Ordinance amendment, with a second by Aldersperson Sorenson. Roll call vote carried (6 Ayes: Cauley, Hill, Klawitter, Przybyl, Sorenson, and Stobbe; 0 Nay; 0 Absent).*

12. Resolution No. 26-03. Resolution Authorizing the Issuance and Establishing Parameters for

the Sale of Not to Exceed \$2,000,000 General Obligation Promissory Notes – *Alderson Przybyl made a motion to approve Resolution No. 26-03 authorizing the issuance and establishing parameters for the sale of not to exceed \$2,000,000 general obligation promissory notes, with a second by Alderson Stobbe. Roll call vote carried (6 Ayes: Cauley, Hill, Klawitter, Przybyl, Sorenson, and Stobbe; 0 Nay; 0 Absent).*

13. Action on Annual Licenses: Class “A” & Class “B” Beer; “Class A” & “Class B” Liquor; “Class A” Liquor (cider only); “Class C” Liquor (wine only); Cigarette, Tobacco, and Electronic Vaping Device License; Outdoor Activity Area Permits; Amusement & Music Device Licenses; and/or Side Walk Café Permits for Year July 1, 2026-June 30, 2027 – *Alderson Hill noted it was good to see many outdoor activity areas. Staff confirmed there were no new applicants at this time and that Grizzly’s previously held a permit for an outdoor activity area. Alderson Hill made a motion to grant the licenses and permits as presented pending all appropriate approvals are received, all inspections are completed, and all requirements met per City ordinances and State Statutes, with a second by Alderson Stobbe. Roll call vote carried (6 Ayes: Cauley, Hill, Klawitter, Przybyl, Sorenson, and Stobbe; 0 Nay; 0 Absent).*
14. Disallow Insurance Claim – *Mayor Burgess noted several Aldersons had questions on this item and she has not experienced an item like this during her time on the Council or as Mayor. This item will be moved to next month’s meeting and City Attorney Eric Larsen will give background and information on the subject, and the Council will move into closed session to discuss.*
15. Resolution 26-04 Declaration of Blight – *City Administrator Balcom explained the Fortnums bequeathed the property next to the parking lot across from City Hall to the City. The Council asked staff to research the environmental history of the lot; the City received a grant from the DNR to do so. The DNR completed a Phase 1 assessment and found no recognized environmental conditions and determined no need to complete a Phase 2 assessment. City Administrator Balcom explained if the City accepts the property as blighted due to the history of the property, it being along the river, having multiple owners, and being vacant for a number of years, then the City would not be liable if any environmental concerns were found in the future. City Administrator Balcom did not know how a blight on the property could impact a new property owner, and noted it is a benefit that the Phase 1 assessment did not show recognized environmental conditions. Alderson Stobbe made a motion to approve resolution 26-04 declaration of blight, declaring parcel 206000680000 to be blighted, with a second by Alderson Hill. Roll call vote carried (6 Ayes: Cauley, Hill, Klawitter, Przybyl, Sorenson, and Stobbe; 0 Nay; 0 Absent).*
16. Request Liability Clarification Letter from the DNR regarding Parcel 206000680000 – *City Administrator Balcom suggested the City file Resolution 26-04 with the DNR to request a Liability Clarification Letter, although one is not statutorily needed, it could be beneficial for future use. Alderson Stobbe made a motion to authorize staff to request a Liability Clarification Letter from the DNR regarding parcel 206000680000, with a second by Alderson Hill. Voice vote carried.*
17. Pool Request for Proposals process – *City Administrator Balcom explained the RFP was narrowed to one proposal request to include any proposal. She noted this version did not go to the City Attorney as she wanted Council review first due to the previous version being returned. After being approved by the Council, the RFP will go to the attorney for approval,*

and if approved, will be posted for 90 days. Alderperson Hill made a motion to approve and post the request for proposals for The Future of the Berlin Aquatic Center – Pool Facility Reuse Proposal, pending review and approval by the City Attorney, with a second by Alderperson Cauley. Voice vote carried.

18. Old Business – *None.*

19. New Business – *None.*

20. Adjourn – *Alderperson Hill made a motion to adjourn, with second by Alderperson Stobbe. Voice vote carried. Meeting adjourned at 7:19PM.*

*Minutes Respectfully Submitted by
Brittani Majeskie, Deputy Clerk-Treasurer*