

COMMON COUNCIL MEETING MINUTES  
JUNE 9, 2026 AT 7PM

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; Brittani Majeskie, Deputy Clerk-Treasurer; Tim Ludolph Planning and Development Director; and Doug Dewhurst, Fire Chief.*
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.
8. Approve minutes from the 5.12.2026 Common Council Meeting.
9. Approve the recommendation of the Committee of the Whole to approve the update of the Berlin EMS Policies and Procedures to bring the document in line with the requirements of the DEA.
10. Approve the recommendation of the Committee of the Whole to approve the integration with TTEch with a credit card vendor to accept online payments for tax collections.
11. Approve the recommendation of the Committee of the Whole to approve the Development Agreement for Adam Ewald for a duplex project (Parcel No. 206-01830-1209, future address of 388 & 392 Canal Street) utilizing the Tax Increment District #17 vacant lot development incentive program.

END OF CONSENT AGENDA

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

12. Ordinance #06-26 To Update and Adopt the Comprehensive Plan of the City of Berlin – *Tim Ludolph, Planning and Development Director, summarized the process of creating the comprehensive plan. The complete process took over a year, and involved the Plan Commission, community engagement, an open house, and a hearing. Morgan Shapiro of MSA Professional Services, Inc., joined virtually, added to the summary. The process began about a year ago, much effort by those involved has been put forth, many drafts went to the Plan Commission, and many involved community members were included. Members of the Council gave thanks for the hard work done on the comprehensive plan. Aldersperson Sorenson made a motion to adopt Ordinance #06-26 to adopt “Berlin 2046 Comprehensive Plan” as recommended by the Plan Commission, with a second by Aldersperson Przybyl. Roll call vote carried (6 Ayes: Cauley, Hill, Klawitter, Przybyl, Sorenson, and Stobbe; 0 Nay; 0 Absent).*

13. Alcohol Beverage License Request of On the Square, LLC – Class “B” Beer License and a “Class B” Liquor License at 116 N. Capron St – *Alderperson Hill made a motion to grant a Class “B” Beer License and a “Class B” Liquor License to On the Square, LLC for the premises identified in their application dated 4-10-26, 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 Cauley. Voice vote carried.*
14. Street Cruzers, Inc Special Event Permit Application for August 9, 2026 – *Mayor Burgess noted this permit is for the car show only, not a parade or cruise. Alderperson Przybyl made a motion to approve Special Events on Streets, Highways, and Municipal Parking Lots Permit for Street Cruzers, Inc Berlin Car Show at Riverside Park on August 9, 2026, with a second by Alderperson Sorenson. Voice vote carried.*
15. Fire Department request to sell beer (fermented malt beverages) at the Car Show (in Riverside Park) on August 9, 2026 - *Alderperson Stobbe made a motion to approve the Fire Department request to sell beer (fermented malt beverages) at the 2026 Car Show as permitted under State Statute §125.06(6) and Resolution #13-21, with a second by Alderperson Przybyl. Voice vote carried.*
16. Oakwood Cemetery request to purchase new lighting for the archway, belltower and chapel at a cost not to exceed \$5,140 – *Mayor Burgess noted the Council already approved the spending of \$10,000, and the Cemetery Board is asking to spend extra. City Administrator Balcom stated the previous project came in under budget and now the Cemetery Board would like to complete a second project. Alderperson Cauley explained the Cemetery Board wants to add more lighting to light dark spots on the chapel and entryway. It was confirmed the funds for the project will come from Cemetery funds, not City funds. City Administrator Balcom stated staff reached out to determine the cost of operating the lights and determined costs are negligible. Alderperson Przybyl made a motion to approve the request of the Oakwood Cemetery Board to purchase and install lighting for the chapel belltower and doorway and the archway at a cost of no more than \$5,140.00, with a second by Alderperson Klawitter. Voice vote carried.*
17. Raze and Remove Order for 194 S Wisconsin Street (Parcel No. 206-00451-0000) – *Tim Ludoplh, Planning and Development Director, explained he is asking Council to approve the next steps as outlined in the letter by the City Attorney. The property has been placarded as unsafe for human habitation, occupancy, or use. He added the building inspectors have witnessed structural issues for a while, as noted in the timeline in his memo. He added there are now significant sanitation issues confirmed by the county health department. The loose estimate from the building inspectors to repair the property would exceed the property’s value. Mayor Burgess noted the County Health department deemed the building unsafe for human habitation, while the structural issues are determined by the building inspectors. Confirmation the building inspectors have not completed an interior building inspection. Confirmation the property was owner occupied, not a rental, but is currently not occupied.*

*Mayor Burgess questioned the Health Department's authority to confirm structural issues, dated May 13<sup>th</sup>. Alderperson Przybyl noted the Raze or Repair Procedure outlined by City Attorney Larson. First Common Council issues the notice, then the building inspectors complete an inspection and report. Alderperson Klawitter asked Ludolph if the property owner was given notice of programs to help this situation. Ludolph confirmed resources were given, but they were not executed. Ludolph confirmed the building inspectors have had regular communication with the property owner to avoid this outcome. Alderperson Sorenson noted she is involved with an organization that was also involved with this property and therefore will abstain. Alderperson Hill made a motion to direct staff to continue the Raze and Remove order proceedings as noted in the opinion letter from March 6th 2025 this would include having the Building Inspectors complete an inspection and draft a notice to try to get some kind of voluntary compliance, with a second by Alderperson Stobbe. Roll call vote carried (4 Ayes: Cauley, Hill, Przybyl, and Stobbe; 1 Nay: Klawitter; 1 Abstain: Sorenson).*

18. Utilities Compliance Maintenance Annual Report (CMAR) & Resolution #26-05 - *City Administrator Balcom explained the Wastewater Treatment plant completes this report annually, and it is a requirement that the governing body is made aware of the report. She noted the report shows the facility does well, except for the influent and loadings portion of the CMAR. Discussion questioning the City's responsibility to improve the grade and how to achieve that. City Administrator will direct Water and Sewer Superintendent Brian Malnory to update Council via email. Alderperson Stobbe made a motion to approve Resolution #26-05 approving the 2025 Compliance Maintenance Annual Report of the Berlin Wastewater Treatment Facility, with a second by Alderperson Hill. Voice vote carried.*
19. Proposal for Real Estate Services for WIS 91, WIS 49 South to Berlin (Project I.D. 6540-01-03) – *City Administrator Balcom noted the City received ten proposals, and staff is still completing due diligence and reference checks. No action needed.*
20. Old Business – *None.*
21. New Business – *None.*
22. Adjourn – *Alderperson Stobbe made a motion to adjourn with a second by Alderperson Sorenson. Voice vote carried. Meeting adjourned at 7:26PM.*

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