

COMMITTEE OF THE WHOLE MEETING MINUTES

JUNE 2, 2026 7:00PM

1. Call to order/Roll Call – *Committee of the Whole Meeting called to order at 7:00pm. The following were present: Alderpersons Przybyl, Hill, Cauley, Stobbe, Klawitter and Sorenson. Staff present: City Administrator Balcom, Deputy Clerk Treasurer Thiel, EMS Director Evan Vandenlangenberg and Berlin Senior Center & Recreation Facilities Director Kiener*
2. Seat Virtual Attendees (if necessary) - *None*
3. Pledge of Allegiance
4. General Public Comments - *None*
5. Approval of Minutes. RECOMMENDATION: Approve the minutes from the 5.5.2026 Committee of the Whole meeting. *Aldersperson Przybyl made a motion to approve the minutes from the 5.5.2026 Committee of the Whole Meeting with a second made by Aldersperson Sorenson. Motion passed unanimously.*
6. BEMS Policies and Procedures. RECOMMENDATION: Recommend update to page 46 of the Berlin EMS Policies and Procedures to align the document with the requirements of the DEA regarding narcotics - *EMS Director Vandenlangenberg explained what the new requirement of the DEA, which is that all units need to be locked at all times when unoccupied outside of the station. Aldersperson Przybyl made a motion to approve this recommendation with a second by Aldersperson Stobbe. Motion passed unanimously.*
7. City of Berlin \$2,000,000 General Obligation Promissory Notes Final Pricing Summary, Final Notes Pricing, Final Official Statement dated May 20, 2026, Approving Certificate, and Scope of Engagement with Quarles & Brady LLP. RECOMMENDATION: Receive the documentation for the General Obligation Promissory Notes sale pricing on 5.20.2026 (\$2M City borrowing for capital improvements) - *City Administrator Balcom confirmed the money will be in the bank on June 10, 2026. No action needed.*
8. Development Agreement – TID 17 Incentive Program with Adam Ewald for Parcel No. 206-01830-1209 (future address of 388 & 392 Canal Street) for a duplex development. RECOMMENDATION: Discussion and recommendation to Common Council as appropriate - *City Administrator Balcom gave an update on this and how it will work. Aldersperson Hill made a motion to recommend to the Common Council approval of a development agreement with Adam Ewald for parcel no. 206-01830-1209 in TID 17, with a second by Aldersperson Cauley. Motion passed unanimously.*
9. Green Lake County Elderly Nutrition Program Bid and Potential Staffing Need Changes. RECOMMENDATION: Discussion and action as appropriate - *City Administrator Balcom gave an update on the bidding process. If they go to bid and win the bid a part-time cook is recommended to be hired to help the head cook. This will help during times when the head cook is not available for an extended period of time. This past year the Senior Center was unable to fulfill their obligations for preparing food when the head cook was out. Green Lake County helped out by finding a third party to cater the food, but it was not an ideal situation. The other option is to not bid, but still have the Senior Center as the meal site. If this happens, we would no longer have the cook position to make meals. Berlin Senior Center & Recreation Facilities Director Kiener stated that her main focus is to maintain the Senior Center as a meal site for her Seniors. There are no guarantees either way. There may be no one who bids and then they will need to come back to the Council for other options. The Council gave Kiener and Balcom direction not to bid.*

10. Online Tax Bill Payment Processing. RECOMMENDATION: Listen to presentation. Review and recommend implementation of online tax bill payments - *City Administrator Balcom presented on the City of Berlin accepting online tax payments for the 2026-2027 tax year. Waushara County and Green Lake County use the same system, TTech, so we would be able to use the same system for all tax payments. The cost would be \$350 to cover both counties. There is a 2.29% ACH fee on any Credit Card payments and a \$2.00 flat fee for any e-check payments. Alderperson Hill made a motion to approve this recommendation with a second by Alderperson Przybyl. Motion passed unanimously.*
11. Pool Request for Proposals process. RECOMMENDATION: Discussion and action as appropriate - *City Administrator Balcom brought this Request for Proposals back with a paragraph taken out per the City Attorney. The part regarding the insurance, bonds and legal was removed because we are not going to bid, we are looking for options on what could be done with the area. This will be posted June 15, 2026.*
12. Adjourn. *Alderperson Sorenson made a motion to adjourn the meeting at 7:40pm, with a second by Alderperson Stobbe. Motion passed unanimously.*

Respectfully submitted by Debra Thiel, Deputy Clerk Treasurer