COMMITTEE OF THE WHOLE MEETING MINUTES
OCTOBER 6, 2026 7:00PM

1. Call to order/Roll Call – *Mayor Burgess called the meeting to order at 7:00PM. Alderpersons Cauley, Femali, Hill, Klawitter, Przybyl, and Sorenson were present. Also present were City Administrator Balcom and Deputy Clerk-Treasurer Majeskie.*

2. Seat Virtual Attendees – *None*

3. Pledge of Allegiance

4. General Public Comments – *None*

5. Approval of Minutes – *Alderperson Przybyl made a motion to approve the minutes of the 9.1.2026 Committee of the Whole meeting, with a second by Alderperson Cauley. Voice vote carried.*

6. Review Proposals for "Zoning Administration Services."
    a. Interview with Kunkel Engineering Group
    b. Interview with Foth Infrastructure & Environment, LLC
    c Interview with Vandewall & Associates Inc

    Don Neitzel, General Manager of Kunkel Engineering Group, was interviewed. There were no questions for the Council.
    Mark Lyons and Shaun Mularkey, project planners of Foth Infrastructure & Environment, LLC were interviewed. There were no questions for the Council.
    Jackie Mich, Principal Planner, and Hilary Rottman, Associate Planner, of Vandewall & Associates Inc. were interviewed. There were no questions for the Council.

7. Business Associate Agreement and Employee Benefits Service Agreement with Vizance – *City Administrator Balcom explained the agreement was sent to the attorney for review and this agreement includes the suggested changes. One significant change is the addition of Exhibit A. Other changes were minor. Alderperson Hill made a motion to recommend to Common Council approval of the Business Associate Agreement and Employee Benefits Service Agreement with Vizance as presented, with a second by Alderperson Femali. Voice vote carried.*

8. Review Proposals received in response to the RFP "The Future of the Berlin Aquatic Center – Pool Facility Reuse Proposal." – *City Administrator Balcom explained the two firms that submitted RFPs were not asked to present to Council as she was not sure if the submitted proposals met the intent of the RFP and was looking for Council feedback on their want to have a formal presentation. The submitted proposals offered services to help the Council and community determine what to do with the pool, rather than actual proposals of what could be done with the pool. Alderperson Hill commented the proposals were for repair of the pool, which is off the budget for a couple of years, and RFPs for repair costs were completed in the past. Mayor Burgess opined that a splash pad is a great alternative and stated she thought the Council would have a lot of support in town because it is affordable and doesn't need staffing. She stated a couple major businesses in town are willing to help fund a splash pad. Alderperson Hill commented that a splash pad addresses a small portion of the community such as young families, but it doesn't address the teens or elderly in the community. Mayor Burgess explained she envisioned a splash pad with a teen side and a youth side, and added there is still an indoor pool for use in the community. Discussion about the costs of a raze and removal compared to the costs of a raze and fill of the pool structure. Alderperson Przybyl asked if there were donations for the initial project, would the City be responsible for future costs. Mayor Burgess confirmed this, discussed the possibility of endowments, and added the maintenance costs of a splash pad are*

significantly less than the maintenance costs of a pool. Alderperson Pryzybl stated she would like to see the maintenance costs of splash pad and would like to see how it would fit into the City budget. Alderperson Femali asked if grant funding was looked into. Discussion that in the past grants had been researched, but the available grants fell outside the parameters of the pool, and recently grants had not been researched. City Administrator Balcom explained the referendum process. A referendum question needs to be submitted 70 days prior to an election, the question must be clear, and the Council should give the community time to ask questions and feel informed. Discussion on borrowing if a referendum passed. Mayor Burgess asked how to get an updated RFP or bid for the costs of a raze. City Administrator Balcom will check with the attorney to see if a bid must be accepted, and will do research on going to bid for a raze and going to RFP for what could be done on the space. Mayor Burgess explained the history of the pool to the newer Council members. The City could not afford the operational costs of the pool. RFPs were requested to see what could be done with the pool space. Mayor Burgess explained supporters thought a splash pad was a better business and budget decision. Alderperson Przybyl asked if the City would have to go to RFP for a splash pad before receiving a full commitment from supporters, and Mayor Burgess explained yes because a splash pad cost is unknown. No action taken.

9. Motion to convene into closed session pursuant to *Wis. Stats. 19.85 (1) (e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.* Terms and Conditions of To Be Appointed Zoning Administrator Contract – *Alderperson Femali made a motion to move into closed session at 8:13PM, with a second by Alderperson Sorenson. Roll call vote carried (6 ayes: Cauley, Femali, Hill, Klawitter, Przybyl, and Sorenson; 0 nay; 0 absent).*

10. Reconvene into open session and action as appropriate from closed session discussion - *Alderperson Femali made a motion to go into open session at 9:50PM, with a second by Alderperson Sorenson. Voice vote carried.*

Alderperson Hill made a motion to advise staff to work with Foth on a contract and recommend moving forward with Foth to the Common Council, with a second by Alderperson Przybyl. Voice vote carried.

11. Adjourn – *Alderperson Hill made a motion to adjourn, with a second by Alderperson Femali. Voice vote carried. Meeting adjourned at 8:52PM*

Minutes Respectfully Submitted by
Brittani Majeskie, Deputy Clerk-Treasurer