



Committee of the Whole MEETING AGENDA

November 14, 2023 - 6:00 PM
Council Chambers
3805 S. Casper Drive

Amended: 11/13/2023 @ 1:05 PM

Published: 11/10/2023

AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. October 24, 2023 Committee of the Whole Meeting Minutes
 - B. November 7, 2023 Public Budget Hearing & Special Committee of the Whole Meeting Minutes
4. **UTILITY & FINANCE**
 - A. Discussion and recommendation to the Common Council approval of the November 15, 2023 Water Utility claims in the amount of \$140,383.35, Sewer Utility claims in the amount of \$494,731.99 and General City claims in the amount of \$1,574,874.25. US Bank VISA EFT of \$29,369.55 for purchases from September 15, 2023 to October 16, 2023. We Energies EFT of \$47,801.18 for energy usage for August 2023.
5. **LICENSES & PERMITS**
 - A. Discussion and recommendation to the Common Council approval of the "Class A" alcohol license for Welcome Mart located at 15551 W. Cleveland Avenue for the licensing period expiring June 30th, 2024
 - B. Discussion and recommendation to the Common Council approval of the 2024 Garbage Hauler license for Eagle Disposal Inc.
6. **MISCELLANEOUS**
 - A. Assessor's Department Update - City Assessor Tim Kosteretz
 - B. Discussion and recommendation to the Common Council to approve the 2024 CIP Budget
 - C. Discussion and recommendation to the Common Council to approve the RAS for the creation of an Assistant Recreation Manager position for the Department of Community Development - Recreation Division
 - D. Discussion and recommendation to the Common Council approval of Resolution 23-34, a Resolution amending the 2022 Capital Projects Budget in the amount of \$128,788 for the New Berlin Activity and Recreation Center Phase 2
 - E. Discussion and recommendation to the Common Council approval of Resolution 23-35, a Resolution amending the Capital Projects Budget for the purchase of a 1 ton dump truck
 - F. Discussion and recommendation to the Common Council to review and approve the Joint Powers Agreement, County 911 Emergency System between the City of New Berlin and Waukesha County
 - G. Discussion and recommendation to the Common Council approval of a new School Resource Officer Memorandum of Understanding Agreement between the City of New Berlin and the School District of New Berlin
 - H. Discussion and recommendation to the Common Council approval of the request from the Joint Review Board to hold a virtual meeting via Zoom on December 4th, 2023 at 4pm
7. **ADJOURN**

Supplemental Information:

- *The meeting agenda and agenda packet are available online at www.NewBerlin.org. The minutes are published online and are approved at the next regularly scheduled meeting.*
- *It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order.*
- *You may provide comments to the City Clerk via email at CitizenComments@NewBerlin.org. Comments will be forwarded to the Mayor and members of the governing body. Emailed comments are not read during the meeting.*
- *The City of New Berlin strives to host inclusive, accessible meetings that enable all individuals to engage and participate fully. Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible, please contact City Clerk Rubina R. Medina at (262) 786-8610 or via email at CityClerk@NewBerlinWI.gov at least 48 hours before the scheduled meeting time. Efforts will be made to accommodate the needs of disabled individuals through appropriate aids and/or services.*
- *It is also possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to in the above notice.*



Committee of the Whole MEETING MINUTES

October 24, 2023 - 6:00 PM
Council Chambers
3805 S. Casper Drive

Please note: Minutes are unofficial until approved at the next regular scheduled meeting.

MINUTES

1. CALL MEETING TO ORDER

Mayor Ament called the meeting to order at 6:00 PM.

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

City Clerk Rubina R. Medina took the roll call as follows:

Present: Alderperson Kroupa, Alderperson Hopkins, Alderperson Maxey, Alderperson Harenda, Alderperson La Fever, Attorney Schmitzer

Excused: City Attorney Mark Blum, Alderperson Horbinski, Alderperson Stribl

Staff Present: City Clerk Rubina Medina, Deputy City Clerk Sherri Hanson

3. APPROVAL OF MINUTES

A. October 10, 2023 Committee of the Whole Meeting Minutes

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Kroupa
Second by: Alderperson Maxey
Motion Passed 5-0

4. UTILITY & FINANCE

A. Discussion and recommendation to the Common Council approval of the October 25th, 2023 Water Utility claims in the amount of \$7,150.44, Sewer Utility claims in the amount of \$42,344.79 and General City claims in the amount of \$2,898,379.70

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Kroupa
Second by: Alderperson La Fever
Motion Passed 5-0

5. LICENSES & PERMITS

A. Discussion and recommendation to the Common Council approval of the new agent for Ethic Indoor, LLC (dba: Ethic Indoor), Brad Henes, for the remainder of the licensing period expiring June 30, 2024

MOTION: Motion to approve

VOTE: Motion by: Alderperson Harenda
Second by: Alderperson Kroupa
Motion Passed 5-0

6. MISCELLANEOUS

- A. City Clerk & Community Relations Department Update
City Clerk Rubina R. Medina provided a department update to the Council. No Motion.
- B. Discussion and recommendation to the Common Council approval of Resolution 23-27, A Resolution amending the 2022 Capital Projects Budget
MOTION: Motion to Approve

VOTE: Motion by: Alderperson Harenda
Second by: Alderperson Maxey
Motion Passed 5-0
- C. Discussion and recommendation to the Common Council approval of Ordinance No. 2687, an Ordinance to amend Chapter 188-17, H of the City of New Berlin Municipal Code Regarding Child Safety Zone Maps
MOTION: Motion to Approve

VOTE: Motion by: Alderperson Kroupa
Second by: Alderperson La Fever
Motion Passed 5-0
- D. Discussion and recommendation to the Common Council approval of Resolution 23-28, a Resolution changing Aldermanic District 1 Polling Place from Hickory Grove to New Berlin Activity and Recreation Center at 15321 W National Avenue
Ald. Hopkins stated that while he understood the change, he may receive calls from constituents that are not happy.

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Hopkins
Second by: Alderperson Kroupa
Motion Passed 5-0
- E. Discussion and recommendation to the Common Council approval of Resolution 23-29, a Resolution changing Aldermanic District 3 Polling Place from Poplar Creek Church to New Berlin Community Center at 14750 W Cleveland Avenue
Ald. Maxey stated that he agreed with Ald. Hopkins. He is in support of this change, but his constituents may not be happy.

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Maxey
Second by: Alderperson Hopkins
Motion Passed 5-0
- F. Discussion and recommendation to the Common Council approval of Resolution 23-30, a Resolution changing Aldermanic District 4 Polling Place from Peace Lutheran Church to New Berlin Activity and Recreation Center at 15321 W National Avenue
Ald. Harenda stated that he agreed with Ald. Hopkins and Ald. Maxey. He was in support of the change.

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Harenda
Second by: Alderperson Kroupa
Motion Passed 5-0
- G. Discussion and recommendation to the Common Council approval of the RAS to authorize the creation of a .5 FTE custodial position
MOTION: Motion to Approve

VOTE: Motion by: Alderperson Harenda
Second by: Alderperson Hopkins
Motion Passed 5-0

- H. Discussion and recommendation to the Common Council approval of the RAS to authorize the creation of three (3) Shift Captain positions within the Fire Department

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Hopkins
Second by: Alderperson Maxey
Motion Passed 5-0

7. **ADJOURN**

MOTION: Motion to Approve to adjourn at 6:24 PM.

VOTE: Motion by: Alderperson Hopkins
Second by: Alderperson Harenda
Motion Passed 5-0

*Respectfully Submitted,
Rubina R. Medina, City Clerk*

Budget Public Hearing & Special Committee of the Whole MEETING MINUTES



November 7, 2023 - 6:00 PM
Council Chambers
3805 S. Casper Drive

Please note: Minutes are unofficial until approved at the next regular scheduled meeting.

MINUTES

1. 2024 BUDGET PUBLIC HEARING

A. Public Hearing on the 2024 Budget (6:00 PM)

The Budget Public Hearing commenced at 6:00 pm. There was no public in attendance.

2. CALL MEETING TO ORDER

Mayor Ament called the meeting to order at 6:02 pm

3. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

City Clerk Rubina Medina took the roll call as follows:

Present: Alderperson Hopkins, Alderperson Harenda, Alderperson Stribl, Alderperson Horbinski, Alderperson Kroupa, Alderperson La Fever

Excused: Alderperson Maxey

Staff Present: Finance Director Ralph Chipman, City Attorney Mark Blum, City Clerk Rubina Medina

City Clerk stated that there was a quorum and the meeting was properly noticed.

4. MISCELLANEOUS

A. Discussion and possible action to approve the proposed 2024 Operating Budget

Finance Director Ralph Chipman provided a brief presentation/update with adjustments as outlined in the agenda packet.

MOTION: Motion to Approve with adjustments as presented

VOTE: Motion by: Alderperson Stribl
Second by: Alderperson Hopkins
Motion Passed 6-0

B. Discussion and possible action to consider the ratification of a contract between the City of New Berlin and Conference Technologies, Inc. for the Fire Department Training Center in the amount of \$62,726.85

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Hopkins
Second by: Alderperson Harenda
Motion Passed 6-0

C. Discussion and possible action to approve a change order to enter into a four-year service contract with Conference Technologies, Inc. in the amount of \$10,694.28

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Stribl
Second by: Alderperson Hopkins
Motion Passed 6-0

- D.** Discussion and possible action to approve Resolution Number 2023-32, A Resolution amending the special revenue budget for grant proceeds

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Stribl
Second by: Alderperson Kroupa
Motion Passed 6-0

- E.** Discussion and possible action to approve the RAS to authorize the reclassification of one Deputy City Clerk position within the City Clerk & Community Relations Department to Assistant Deputy City Clerk

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Horbinski
Second by: Alderperson Stribl
Motion Passed 6-0

5. ADJOURN

MOTION: Motion to Adjourn at 6:14 pm.

VOTE: Motion by: Alderperson Kroupa
Second by: Alderperson La Fever
Motion Passed 6-0

***Respectfully Submitted,
Rubina R. Medina, City Clerk***

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: _____ ending: _____
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of } NEW BERLIN

County of WAUKESHA Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company
☐ Partnership ☒ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number <u>456-1031408194-04</u>	
FEIN Number <u>87-1415662</u>	
TYPE OF LICENSE REQUESTED	FEE
☒ Class A beer	\$ <u>300.00</u>
☐ Class B beer	\$
☐ Class C wine	\$
☒ Class A liquor	\$ <u>500.00</u>
☐ Class A liquor (cider only)	\$ N/A
☐ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$ <u>35.00</u>
TOTAL FEE	\$ <u>835.00</u>

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
HARJEET S. WALIA

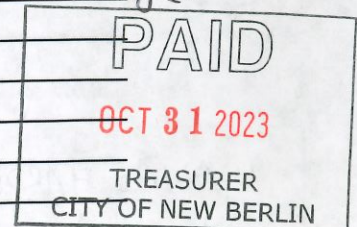
An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name <u>WALIA</u>	(First) <u>HARJEET</u>	(Middle Name) <u>S</u>	Home Address (Street, City or Post Office, & Zip Code) <u>9519 N. RIVER BEND CT RIVER HILLS WI 53217</u>
Vice President / Member Last Name <u>"</u>	(First) <u>"</u>	(Middle Name) <u>"</u>	Home Address (Street, City or Post Office, & Zip Code) <u>" " "</u>
Secretary / Member Last Name <u>"</u>	(First) <u>"</u>	(Middle Name) <u>"</u>	Home Address (Street, City or Post Office, & Zip Code) <u>" " "</u>
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name WELCOME MART Business Phone Number cell 414-322-2475
2. Address of Premises 15551 W CLEVELAND AVE Post Office & Zip Code NEW BERLIN 53151

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Inside convenience store and basement storage.



4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? closed ☐ Yes ☒ No

(b) If yes, under what name was license issued? _____

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain ☒ Yes ☐ No
I have other licenses
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
 If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain ☐ Yes ☒ No
9. (a) Corporate/limited liability company applicants only: Insert state WI and date _____ of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? If yes, explain. ☒ Yes ☐ No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <u>WALIA HARDEET S.</u>	Title/Member <u>President</u>	Date <u>10-4-23</u>
Signature <u>Hargeet S. Walia</u>	Phone Number <u>414-322-2475</u>	Email Address <u>WALIA12@aol.com</u>

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

City of New Berlin
3805 S. Casper Dr.
New Berlin, WI 53151
Phone: (262) 786-8610
www.NewBerlin.org



Total License Fees Due: **\$350**
Cash or check accepted only.
OCT 05 2023
TREASURER
CITY OF NEW BERLIN

LICENSE APPLICATION TO COLLECT AND TRANSPORT GARBAGE, RUBBISH OR WASTE MATERIAL

Payment may be made by cash or check only. Please make all checks payable to: City of New Berlin

♦ Application Type – Please check all licenses applying for

To Serve: _____ Residential _____ Commercial X Both

Fees: ☒ \$75 – Annual License Fee (includes 1 vehicle)

☒ \$25 – For each additional collection vehicle that operates in the City of New Berlin (Including motor scooters)

Number of Vehicles to be operated in New Berlin: 12 Total License Fee \$ 350

♦ Applicant Information – Please print legibly

Name of Company Eagle Disposal Inc.

Business Address of Company 21107 Omega Circle, Franksville, WI 53126

Company Website www.eagle disposal inc.com

Type of Organization: Individual _____ Partnership _____ Corporation X

List Here: Name, home and business address, email, home and business phones of individual applicant; or all partners; or all corporate officers and titles (Attach separate sheet if needed) William Katzman - eagle disposal inc@yahoo.com
Steve Katzman - skatzman@eagle disposal inc.com
Justin Springer - j.springer@eagle disposal inc.com

Complete Description of each vehicle to be used in the City of New Berlin (Attach Separate Sheet if Necessary) _____

Address of place where vehicles are stored when not in use: Business address.

Phone Number for Resident questions/comments 262.895.4800

♦ Applicant Consent and Signature – Please read and sign

I, the undersigned, do hereby make an application to the Common Council of the City of New Berlin for a license to collect and transport garbage, rubbish or waste material in the City of New Berlin and have read and will follow City of New Berlin Ordinances. Licenses may be suspended and revoked for violations of this article or other applicable laws or ordinances after a public hearing by the City Council with at least 10 days' written notice thereof being given the licensee. I certify that all of the information provided on this application is true and correct to the best of my knowledge.

☒ Signature Sydney D.T. Date 9.20.2023

OFFICE USE ONLY: Date Application Received: _____ Council Date: _____ License Sticker No(s) Issued _____ inclusive

NEW BERLIN HAULER PERMIT

FLEET #	Year / Make / Type	Plate #	
220	MACK F/L	PB8919	1
225	2019 MACK F/L	PB9372	2
229	2020 MACK F/L	PB9447	3
230	2021 MACK F/L	QB18256	4
410	2016 Kenworth R/O	QB16184	5
416	2017 Kenworth R/O	PB8792	6
421	2019 Kenworth R/O	PB9373	7
422	2020 Kenworth R/O	PB9443	8
424	2022 Mack R/O	PWL4996	9
425	2022 Mack R/O	PWL1747	10
428	2023 Mack R/O	RB35165	11
426	2023 Mack R/O	RB35186	12.

12 trucks

(1) included w/ license fee

$$\$75 + (11 \cdot \$25) = \$350$$

PAYMENT SUMMARY RECEIPT

CITY OF NEW BERLIN
3805 S CASPER DR

DATE: 10/05/23 CUSTOMER#:
TIME: 15:03:35
CLERK: 9740hdre

RECPT#:	1896699	PREV BAL:	350.00
TP/YR:	P/2023	AMT PAID:	350.00
BILL:	1896699	ADJSTMNT:	.00
EFF DT:	10/05/23	BAL DUE:	.00

Misc Cash Receipts

-----TOTALS-----

PRINCIPAL PAID:	350.00
INTEREST PAID:	.00
ADJUSTMENTS:	.00
DISC TAKEN:	.00

AMT TENDERED:	350.00
AMT APPLIED:	350.00
CHANGE:	.00

PAID BY: EAGLE DISPOSAL INC
PAYMENT METH: CHECK
PAYMENT REF: 6630

TOT PREV BAL DUE:	350.00
TOT BAL DUE NOW :	.00



CITY ASSESSOR'S OFFICE 2023 COUNCIL UPDATE

Mission - External

- ▶ **Administer** Wisconsin-law locally
 - ▶ Chapter 70 & parts of 73 & 74
 - ▶ Wisconsin Property Assessment Manual (1,043 pages)
- ▶ **Publish** annual changes that affect Municipal Funding
 - ▶ Total Equalized Value & Net New Construction
- ▶ **Fund** overlying-tax-jurisdiction Budgets
 - ▶ Waukesha County
 - ▶ Two County Technical Colleges
 - ▶ Four School District's
- ▶ **Support** overlying administrative agencies
 - ▶ DOR - State and Local Finance
 - ▶ Waukesha - Property Lister

Mission - Internal

- ▶ **Provide** respectful & friendly service
 - ▶ Residents, public officials and peer departments
 - ▶ Finance, Clerk & Utility
 - ▶ Planning, GIS, Inspections, Engineering
- ▶ **Produce** fair & equitable assessments
 - ▶ Maintain Property Records
 - ▶ Analyze Market Trends
 - ▶ Develop Property Valuation Model
- ▶ **Defend** the tax-base
 - ▶ Assessment Reviews / Open Book
 - ▶ Board of Review / Circuit Court Appeals

Emergency Management Damage Assessment

- ▶ **Leads** Rapid response Damage Assessment Teams
 - ▶ Emergency Operations Center Coordination
 - ▶ Assessor + Inspector + Public Safety + Social Welfare
- ▶ **Administers** Master Property Value Database
 - ▶ Taxable residential; commercial; manufacturing
 - ▶ Exempt non-profit; publicly owned; religious
- ▶ **Ensures** periodic Damage Assessment training



Why We Assess Property

- ▶ Property Tax is the most stable revenue source compared to fees, sales or income tax
- ▶ Assessments allocate taxes equitably between commercial & residential property and among neighbors.

Assessment Above Ten Million

Top 30 Taxpayers Report

Apartment	\$171,130,500
Fountain Square	\$21,666,900
Sanctuary of Woodshire	\$20,605,000
Stonegate	\$19,755,300
Wyndridge	\$18,951,600
Highlands	\$15,868,900
Pinewood Creek	\$15,540,700
Carriage Way	\$13,474,500
Parkwood Highlands	\$12,033,800
Brittany Parkside	\$11,895,600
Deer Creek Run	\$10,838,800
Deer Creek Senior	\$10,499,400

Retail	\$55,207,200
Costco	\$16,498,900
Wal-Mart	\$15,027,500
Sendik's Shopping Mall + Retail Strip	\$12,694,800
Dunham's Shopping Mall + Retail Strip	\$10,986,000

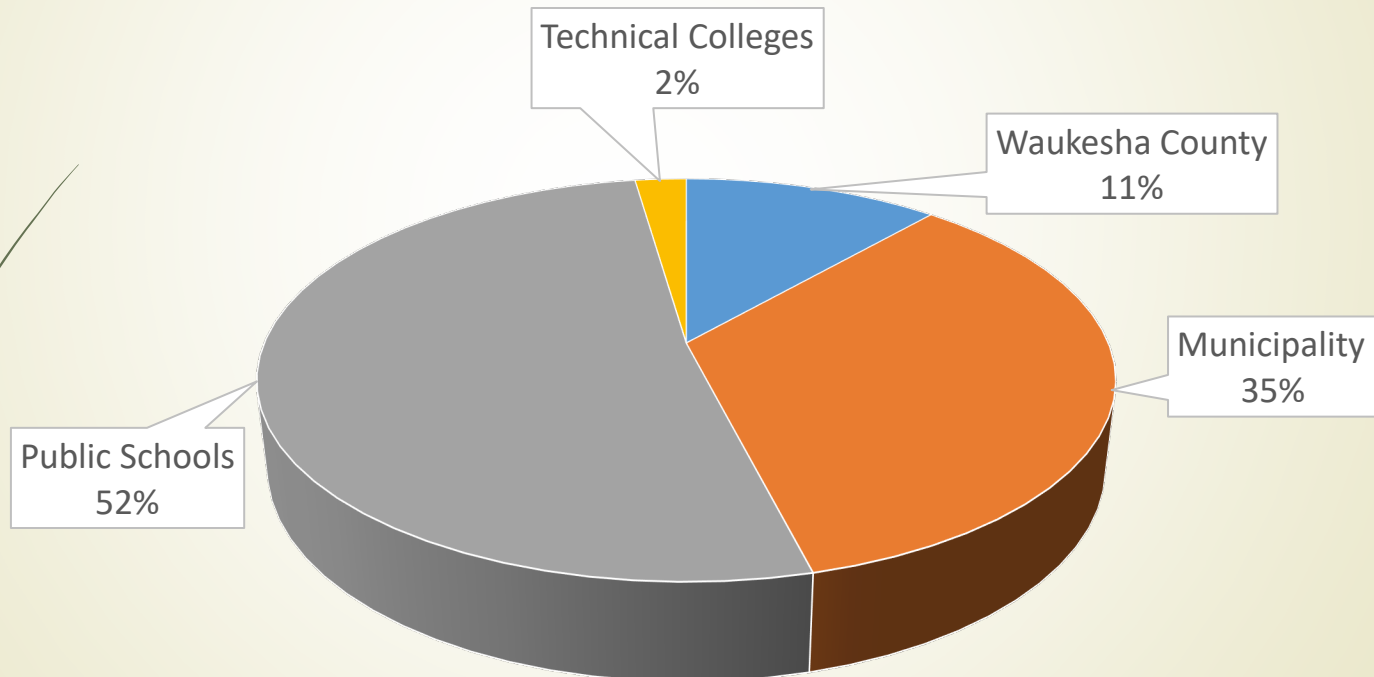
Industrial	\$143,676,300
2 Investor Grade MultiTenant	\$31,104,300
6 Investor Grade MultiTenant	\$23,834,700
Buy Seasons	\$23,412,300
2 Investor Grade MultiTenant	\$17,585,700
Federal Express	\$16,081,300
1 Investor Grade MultiTenant	\$10,980,400
1 Investor Grade MultiTenant	\$10,595,800
Industrial Electric Wire & Cab	\$10,081,800

Office	\$56,591,000
Moorland Reserve Med Center	\$31,990,600
Children's Hospital Medical	\$14,378,800
2 Investor Grade Buildings	\$10,221,600

Special Use	\$50,481,500
Ethic Sports Center	\$16,175,500
Marcus Theatre	\$11,779,400
Princeton Club	\$11,546,300
VASA Health Club	\$10,980,300

The Tax Levy supports

City, Schools, County, Tech Colleges (using 2022 data)

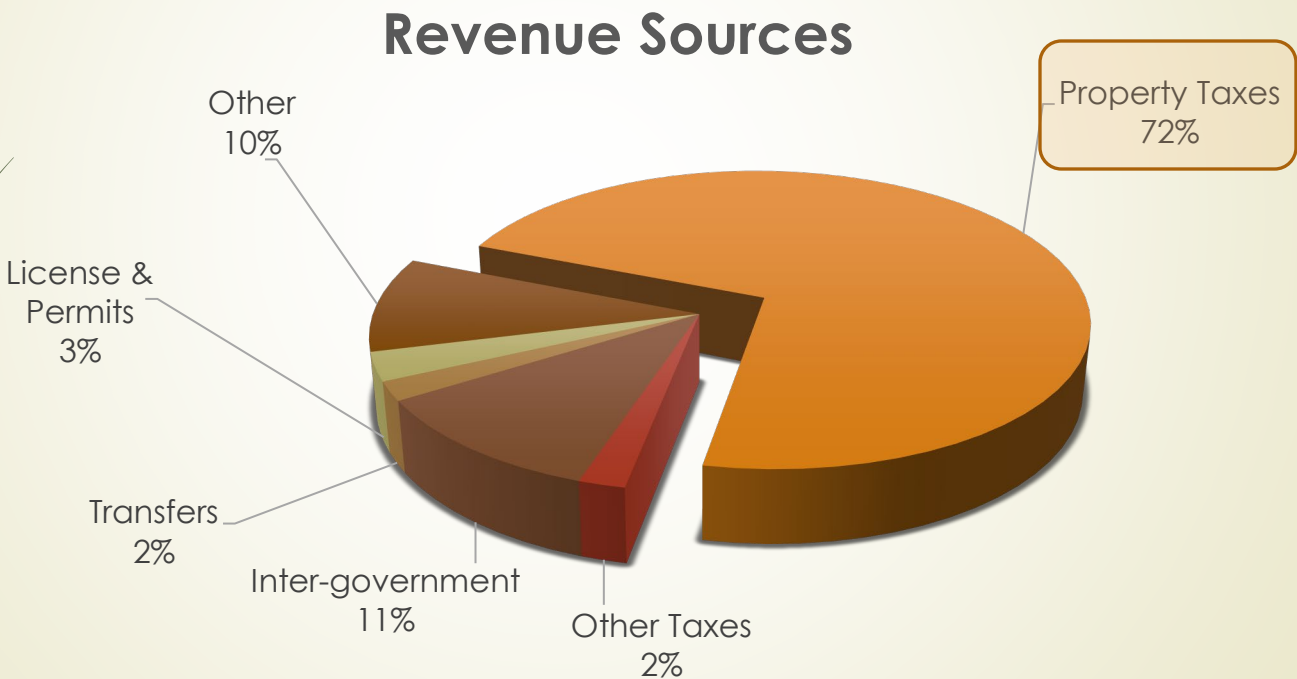




2023

Property Tax will produce 72% of annual budgeted revenues

2023 Assessor's Office Budget equals 1% of the total City Budget



2023

Assessment Roll Activity

Maintenance year – between Jan 2 2022 and Jan 1 2023

- ▶ **Land records recorded – 9,293**
 - ▶ 1,130 - Conveyance Documents Investigated
 - ▶ 622 Non-market sales identified
 - ▶ 508 Market sales verified
- ▶ **Property records reviewed or physically inspected**
 - ▶ 508 Real estate sales
 - ▶ 1,436 Building permits
 - ▶ 666 Assessment changes made
- ▶ **Appeals**
 - ▶ 20 Open Book reviews over 5 days
 - ▶ 1 Commercial & 7 Residential Value changes
 - ▶ One Board of Review hearing



Current Real Estate Market Overview ~ Supply and Demand

- Mortgage Rates on Bank rate.com
 - \$400,000 with 20% down & good credit
 - 30-yr fixed - 7.25% – 8.125%



New Berlin Single Family Market

2023 Year to Date

- ▶ Market Supply Metrics

- ▶ Listing Volume

- ▶ 2023 High – 35 (*listings + pending sales*)

- ▶ September 2023 - 28

- ▶ 2022 High - 86

- ▶ List Prices

- ▶ Median - \$425,000

- ▶ Average - \$493,500

- ▶ Sale Prices

- ▶ Median - \$425,000

- ▶ Average - \$467,000



New Berlin Single Family Market

2023 Year to Date

- ▶ Market Demand Metrics:
 - ▶ List to Sale Ratio *(Sept. 2023 – 101%)*
 - ▶ 2023 High – 105%
 - ▶ 2022 High - 107%
 - ▶ Days till offer *(Sept. 2023 – 19 days)*
 - ▶ 2023 low – 10 days
 - ▶ 2022 low - 3 days
 - ▶ Housing Supply *(Sept. 2023 – 31 days)*
 - ▶ 2023 low – 18 days
 - ▶ 2022 low – 10 days

New Berlin Equalized Value Comparisons

2023 Net New Construction = 1.04%

City or Village	2023 % Eq. County Value	2023 Equalized Value	Net New Construction					
			2023	2022	2021	2020	2019	2018
Brookfield	11.70%	9,943,967,300	.98%	1.77%	2.05%	2.39%	1.46%	1.23%
Waukesha	11.17%	9,487,929,500	2.21%	1.08%	.81%	1.18%	1.01%	0.86%
New Berlin	9.27%	7,871,954,300	1.04%	1.35%	1.23%	1.12%	1.28%	1.10%
Men. Falls	9.18%	7,795,110,600	1.45%	1.98%	2.53%	2.08%	1.76%	2.39%
Pewaukee	5.72%	4,856,403,000	2.83%	3.14%	.86%	1.40%	1.66%	2.22%
Muskego	5.64%	4,788,855,500	1.61%	.86%	1.92%	1.68%	1.05%	2.05%
Waukesha County Total Equalized Value = 84,956,236,000								

Top 21- Statewide Equalized Value Ranking

2023 Rank	Municipality	2023 Equalized Value	% Change	2022 Equalized Value	2022 Rank
1	Milwaukee	43,773,838,500	11%	39,448,239,000	1
2	Madison	42,648,777,000	10.5%	38,606,699,100	2
3	Kenosha	10,430,387,700	12%	9,307,639,900	3
4	Brookfield	9,943,967,300	10%	9,027,968,300	5
5	Green Bay	9,863,427,300	8%	9,135,224,100	4
6	Wauwatosa	9,618,350,900	6.8%	9,006,577,400	6
7	Waukesha	9,487,929,500	9%	8,702,131,200	7
8	Appleton	8,640,805,200	15%	7,511,516,400	8
9	Eau Claire	8,165,787,700	13%	7,226,242,600	9
10	Janesville	8,093,961,800	12.5%	7,195,842,200	10
11	New Berlin	7,871,954,300	10.8%	7,105,119,400	11
12	Menom. Falls	7,795,110,600	12.3%	6,939,272,100	12
13	Mequon	6,561,838,500	9.4%	5,997,009,400	13
14	Franklin	6,126,068,900	13%	5,423,303,100	15
15	West Allis	5,991,356,600	8.6%	5,518,441,300	14
16	Oshkosh	5,812,158,000	8.9%	5,336,259,600	17
17	Pleasant Prairie	5,805,277,200	8%	5,369,863,700	16
18	Oak Creek	5,531,211,200	5.8%	5,226,696,500	18
19	La Crosse	5,461,333,600	6.4%	5,131,278,800	19
20	Middleton	5,136,907,300	7.6%	4,775,023,600	20
21	Racine	5,016,305,100	9.5%	4,585,521,700	21

2024 Citywide Revaluation is underway!

- ▶ It has been six years since our last revaluation *(2015-2017 sales)*
 - ▶ New Staff – Assessor, Deputy Assessor and Appraiser
 - ▶ New Assessment Software + Data Conversion
- ▶ **2024 Revaluation** *(2018-2023 sales)*
 - ▶ 2018 Revaluation *(2015-2017 sales)*
 - ▶ HISTORIC REAL ESTATE MARKET SPARKED OFF BY THE COVID SHUTDOWN – REBOUND - STIMULUS - RECESSION CYCLE
 - ▶ 5.3 Billion Dollars in Government Spending
 - ▶ Families First Coronavirus Response Act
 - ▶ Coronavirus Aid, Relief, and Economic Security Act
 - ▶ Paycheck Protection Program & Health Care Enhancement Act
 - ▶ Consolidated Appropriations Act
 - ▶ American Rescue Plan

Waukesha County Wis. Stat. §70.05(5) Out-of-Compliance Report

T. Delafield	4 yrs	V. Merton	1 yr
T. Eagle	2 yrs	V. Mukwonago	2 yrs
T. Lisbon	1 yr	V. Nashotah	2 yrs
T. Merton	2 yrs	V. North Prairie	1 yr
T. Mukwonago	4 yrs	V. Pewaukee	1 yr
T. Oconomowoc	1 yr	V. Summit	1 yr
V. Big Bend	3 yrs	V. Sussex	1 yr
V. Butler	3 yrs	V. Wales	1 yr
V. Dousman	2 yrs	V. Waukesha	2 yrs
V. Eagle	3 yrs	C. Delafield	1 yr
V. Hartland	2 yrs	C. Muskego	2 yrs
V. Lannon	2 yrs	C. New Berlin	3 yrs
V. Lisbon	1 yr	C. Oconomowoc	1 yr
V. Men. Falls	4 yrs	C. Pewaukee	2 yrs

Communities in Red performed Revaluations last year

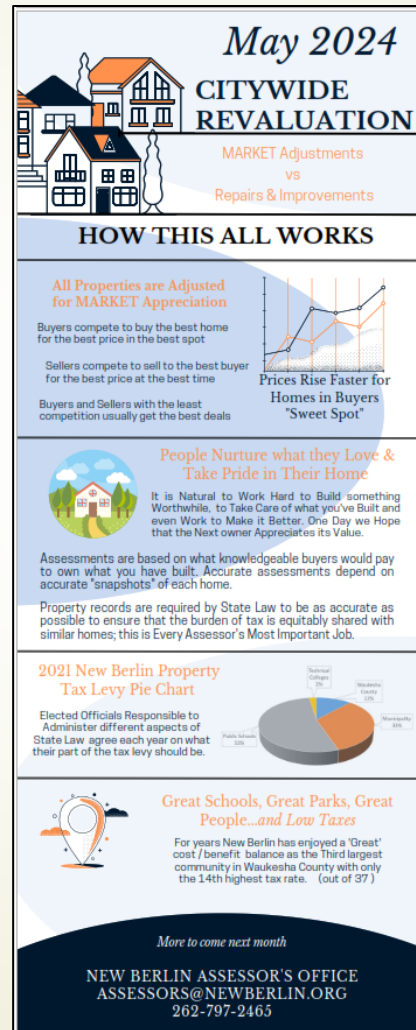
Assessor's Office

*Public Relations Plan
for the upcoming citywide revaluation
~In conjunction with the Clerk's office~*

Public Relations Plan - 2023

- ▶ Tax bill insert, City Newsletter Infographics & website
 - ▶ Unusual historic nature of recent market activity
 - ▶ Low pre-surge property assessments
 - ▶ Likelihood of large increases to most property assessments
 - ▶ Reminder that when all assessments increase at the same time, the tax-rate decreases proportionally, when the tax levy remains stable.

Revaluation Infographics



Revaluation Tax Bill Insert

2024 CITYWIDE REVALUATION

What is a Revaluation?

Wisconsin law requires that property assessments are adjusted periodically to reflect MARKET appreciation



Revaluation Rule #1 - BALANCING RULE

When Assessments rise together, tax rates fall together

Revaluation Rule #2 - ASSESSMENT FAIRNESS RULE

Similar homes should have similar Assessments

Revaluation Rule #3 - MARKET REFLECTION RULE

Prices negotiated by buyers and sellers influence assessments differently, depending on neighborhood, style, price range and desirability



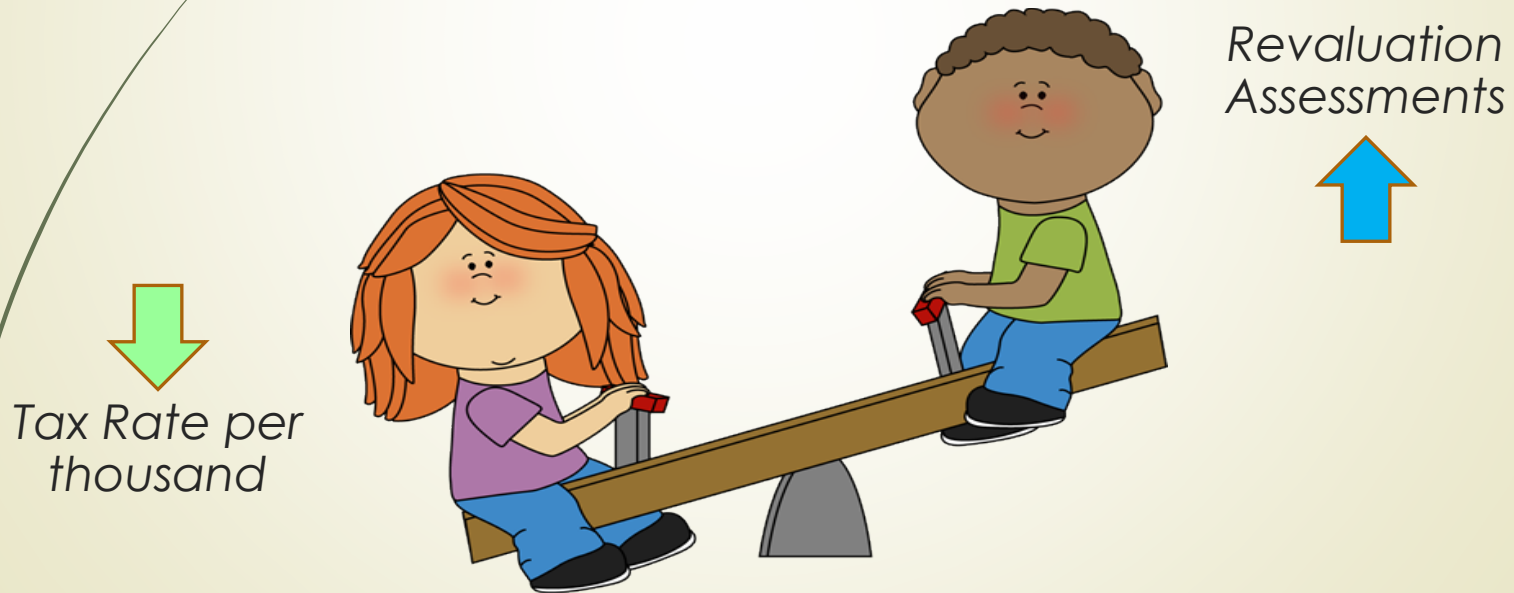
NEW BERLIN ASSESSOR'S OFFICE
ASSESSORS@NEWBERLIN.ORG
262-797-2465

EXPECT ASSESSMENT CHANGE NOTICES SUMMER 2024

NEVER FORGET!

Tax Rates and Revaluations

Always Behave like Good Children!



When one goes up the other goes down!



*Thank you for your
service in support of
equitable assessments*

REQUESTED ACTION STATEMENT

DATE: November 14, 2023

TO: Common Council

FROM: Mayor Ament
Melissa Beck, HR Director
Greg Kessler, Director of Community Development
Katie Roth, Recreation Manager

REQUESTED ACTION:

Recommendation to Council to authorize the addition of the position of Assistant Recreation Manager for the Recreation Division under the direction of the Director of Community Development for the 2024 budget year.

FISCAL IMPACT:

The creation of this new position will increase staffing costs within the Division by approximately \$7,000, but it will be budget neutral given it is a restructuring of the Division and will not increase the number of actual staff.

RATIONALE:

In collaboration with HR and the Mayor's office, the Department of Community Development and Recreation Manager determined a change in the structure of the Division would be best for the overall operations of the ARC facility. The change in the organization chart will allow the Department/Division to redefine roles to create clear duties and responsibilities to better support the additional operations with the opening of Phase II of the ARC. This will allow the Division to operate effectively and maintain optimal operations and capacity to best serve the community.

ATTACHMENTS:

2024 Proposed Recreation Division Organization Chart

Assistant Recreation Manager Job Description



CITY OF NEW BERLIN
JOB DESCRIPTION
Updated

POSITION: Assistant Recreation Manager

SUPERVISOR: Recreation Manager

SALARY RANGE: \$67,270 - \$90,815

FLSA: Exempt

LOCATION/DEPARTMENT: ARC / Community Development

CALENDAR: 260

DAYS/HOURS: FT / M-F with evening and weekend requirements as scheduled

DIRECT REPORTS: 4

POSITION SUMMARY

The Assistant Recreation Manager assists in the leadership and management of the Recreation Division's staff resources and is responsible for assisting the Director of Community Development (Director) and Recreation Manager by actively managing the daily operations of the City's Activity and Recreation Center (ARC) and supervising Recreation Division staff as assigned. Responsibilities also include formulating and advising the Director and Recreation Manager regarding ARC Facility operations and management, program planning, fiscal management, administration and the operational direction of the ARC.

ESSENTIAL DUTIES

- Oversees and manages the daily operations and program scheduling at the City's Activity and Recreation Center (ARC). This includes daily scheduling and facility use requests for city-led programs and outside organizational (non-city) requests.
- Assist the Recreation Manager with staff recruitment and engagement for all Recreation programs.
- Coordinates all indoor and outdoor city-led and "select" team tournaments at all city park facilities and the ARC.
- Serves as Safety Manager-on-Duty for emergency response, training/CPR/First Aid for the ARC.
- Coordinates and serves as lead Recreation staff person for all sponsorship and fundraising efforts for citywide recreation programming. In addition, leads all internal ARC fundraising efforts including but not limited to the banner programs, naming rights and/or the various available sponsorship programs.
- Serves as leader and team coordinator (as designated by the Recreation Manager) for all Recreation led special events such as, but not limited to, Winterfest, Xmas Tree Lighting, Halloween and Color Clash.

- Represents, advises and helps to coordinate all NBAA activities and serves as NBAA Board Liaison on behalf of the City.
- Serves as a liaison and resource for community agencies, school district, and other organizations; performs community outreach to promote recreational programs.
- Supervises, advises and helps to coordinate all youth sports activities and programming.
- Supervises and oversees the Recreation Specialists and Recreation Coordinators positions.
- Provide input to upper DCD Management staff in the planning, organizing and directing the various functions of the Division.
- Represents, attends and/or chairs various committees/commissions as determined by the Recreation Manager such as the Recreation Commission; Parks, Buildings and Grounds Commission and/or the Common Council.
- Ability to communicate both verbally and in writing effectively, courteously and tactfully with staff, city officials and the public.
- Under direction of the Manager, help and assist in the performance of duties.
- In the absence of the Director, Deputy Director of Community Development (Deputy) and Recreation Manager will serve as division head and shall have such decision-making authority.
- Participate in on-call rotation or as assigned.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to direct and manage the administration and operation of dedicated recreation facility such as, or similar to, the City's Activity and Recreation Center.
- Ability to develop, implement, manage and evaluate ARC recreational programming and evaluate their ability to meet customer satisfaction and fiscal goals.
- Knowledge and ability of federal and state laws and municipal codes governing recreation programs and related facilities, in order to develop long and short-term plans and compliance with the same.
- Ability to communicate both verbally and in writing in order to advise the Recreation Commission, Common Council and the community regarding division programs and services through multiple media forms.

- Ability to develop and administer recreation policies and procedures and to carry out said administration, when applicable, as assigned by the Director, Deputy Director and/or Recreation Manager.
- Ability to prepare and manage a division, facility and/or program budget.
- Experience in hiring and supervising full and part-time employees including monitoring work activities, providing training and evaluation performance.
- Knowledge of facilities and equipment necessary in recreation programming in order to determine needs and ensure proper maintenance for all ARC equipment and/or division equipment, as directed.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Recreation Administration or related field.
- Minimum of five (5) years supervisory experience within a Recreation or Community Education Department.
- Minimum of two (2) years managing, operating, scheduling and program implementation at a multi-plex/sport type recreational facility.
- Ability to obtain and maintain Certified Parks & Recreation Professional (CPRP) certification through the National Parks and Recreation Association (NRPA)

PREFERRED QUALIFICATIONS

- Experience in a municipal setting
- Knowledge of municipal finance and budget management

PHYSICAL REQUIREMENTS

- Task involves light to medium work at least 60% of the time. Exerting up to 10 pounds of force frequently, and/or up to 30 pounds of force frequently and/or constantly to climb, balance, stoop, kneel, crouch, reach, stand, walk, lift carry, push, pull, finger, grasp or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

ENVIRONMENTAL REQUIREMENTS

- This position is regularly subject to environmental conditions such as noise from multiple recreational activities (often times above ambient noise levels) and/or weather conditions such as heat, cold, rain and snow. Work activities occur inside and outside.

SENSORY REQUIREMENTS

- The task requires close visual acuity to perform various activities including but not limited

to, operating a motor vehicle and/or viewing a computer terminal.

- The task requires oral communication ability.
- The task requires sound perception and discrimination.

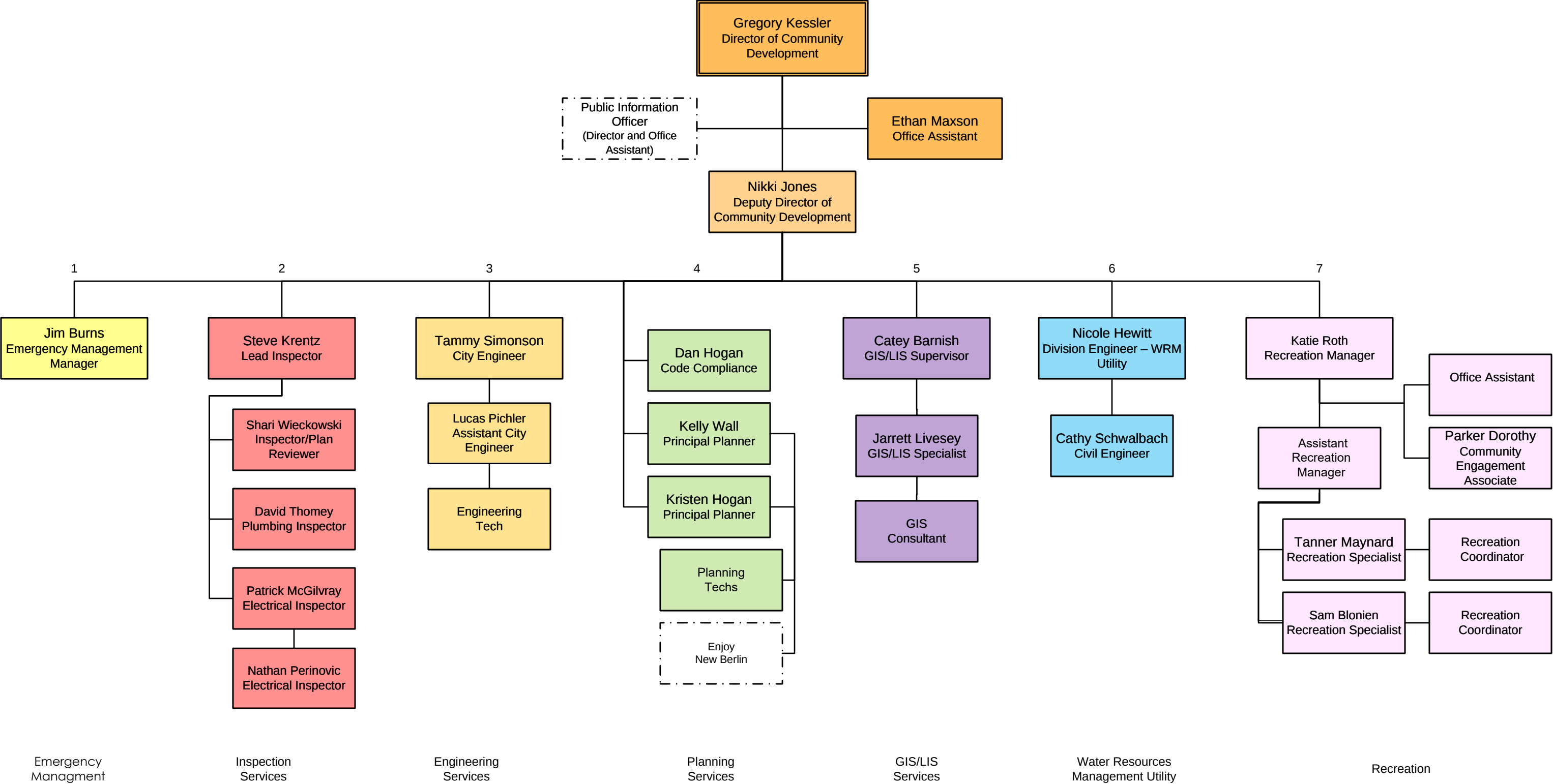
This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee and group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgement, to be proper.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

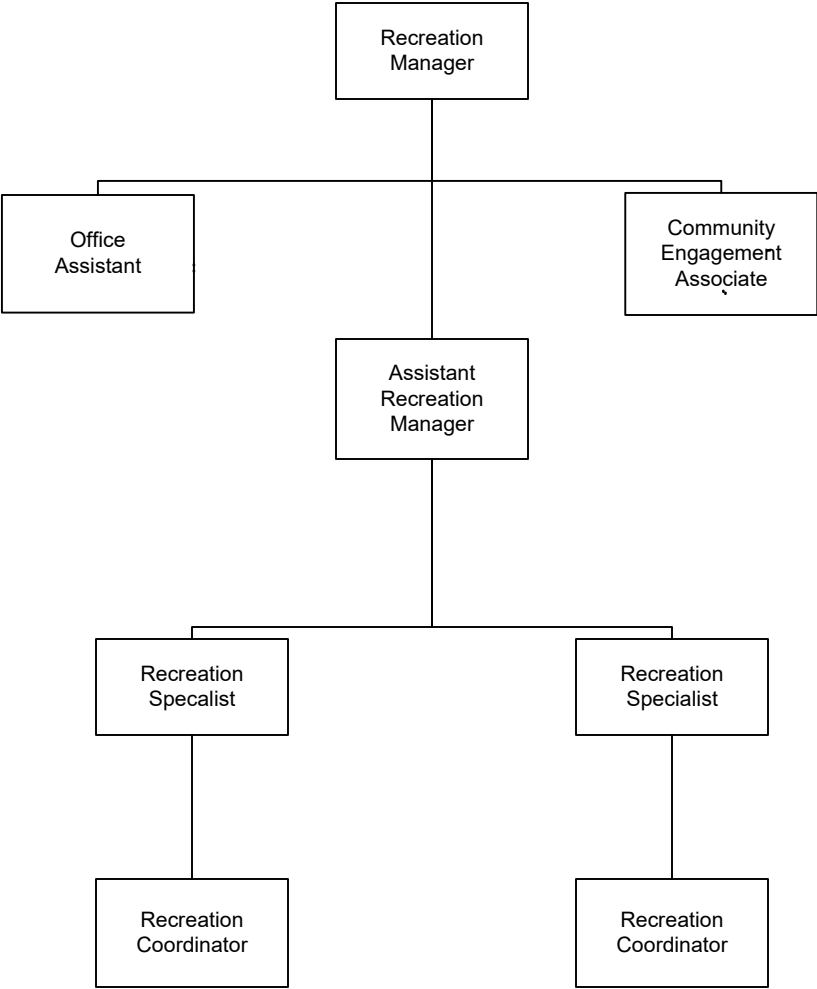
The City of New Berlin does not discriminate on the basis of the protected classes of age, race, color, creed, religion, disability, handicap, marital or parental status, sex, sexual orientation, gender identity national original, ancestry, citizenship, political affiliation, arrest or conviction record not substantially related to a person's job, pregnancy, membership in the military, or use or nonuse of lawful products off City property during non-work hours or any other reason prohibited by state or federal laws.

Department of Community Development Organizational Chart

November 2023



DEPARTMENT OF COMMUNITY DEVELOPMENT – RECREATION DIVISION
NOVEMBER 2023



REQUESTED ACTION STATEMENT

TO: Common Council
Mayor Dave Ament

FROM: Gregory Kessler, AICP – Director of Community Development

RE: Requested Action Statement to amend the 2022 CIP budget by \$128,788 for the New Berlin Activity and Recreation Center Phase 2.

DATE: November 14th, 2023

REQUESTED ACTION: Approval of Resolution 23-34 to amend the 2022 CIP budget by transferring CIP funds from 2021 in the amount of \$128,788 to furnish the necessary equipment for the New Berlin Activity and Recreation Center prior to its opening.

FISCAL IMPACT: No new borrowing to accommodate this request. Our department is transferring funds from the 2021 CIP parking lot project.

SOURCE OF FUNDS: Transfer from: Parking Lots 04251100-61112-C2021

Transfer to: New Berlin Activity and Recreation 04252900-61130- C2022

RATIONALE/BACKGROUND: As part of the overall furnishing of the building, the Recreation Division has prioritized certain equipment that will be necessary to purchase as to allow for the public to be able to use the facility to its full potential as soon as the building opens. The original project budget for the New Berlin ARC did not account for this additional equipment.

Examples of additional equipment that the Recreation Division is requesting to purchase include, but is not limited to, basketballs, ball racks, fitness equipment, storage carts, tennis racquets and floor hockey sets.

RESOLUTION 23-34
A RESOLUTION AMENDING THE 2022 CAPITAL PROJECTS BUDGET

WHEREAS, The City of New Berlin Recreation Department intends to furnish the necessary equipment for the New Berlin Activity and Recreation Center prior to its opening.

WHEREAS, DCD staff requests that \$128,788 be transferred from the 2021 Parking Lot reconstruction Account to the 2022 New Berlin Activity and Recreation Center Account.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of New Berlin that the Capital Projects Fund Budget be amended as follows:

TRANSFER FROM

Parking Lots	04251100 61112 C2021	\$128,788
--------------	----------------------	-----------

TRANSFER TO

New Berlin Activity and Recreation	04252900-61130-C2022	\$128,788
------------------------------------	----------------------	-----------

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to publish this resolution in the Waukesha Freeman within 10 days of adoption by the Common Council.

RESOLUTION ADOPTED by the New Berlin Common Council this 14th day of November 2023.

David Ament, Mayor

Countersigned:

Rubina R. Medina, City Clerk



REQUESTED ACTION STATEMENT

DATE: November 7, 2023

TO: Mayor
Common Council
Parks, Buildings and Grounds Commission

FROM: Josh Radomski – Director of Public Works

ISSUE:

Resolution Number 2023-35: A Resolution Amending the 2023 Capital Projects Budget

REQUESTED:

Recommend Council to approve Resolution Number 2023-35: A Resolution Amending the Capital Projects Budget in the following ways:

EXPENDITURES - Increase

04059100-61213-C2023	1 TON DUMP TRUCK	\$ 90,000
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EXPENDITURES - Decrease

04059100-61221-C2018 – 16' Rotary Mower	\$ 7,000
04059100-61213-C2019 – 1 Ton Dump Truck	\$ 3,000
04059100-61124-C2019 – Tool Cat	\$ 6,000
04059100-59050-C2019 – Pickup Truck (2)	\$ 9,000
04059100-61213-C2020 – 1 Ton Dump Truck	\$ 6,000
04059100-61129-C2021 – Aerial Lift and Trailer	\$ 4,000
04059100-61221-C2022 – 16' Rotary Mower	\$10,000
04059100-61213-C2022 – 1 Ton Dump Truck	\$13,000
04059100-61108-C2023 – Box Van	\$20,000
04251300-61521-C2023 – Box Truck – Maint Tech	\$12,000

FISCAL IMPACT:

Over the past several years, we have had a number of vehicle purchases come in below budget due to a variety of reasons. In order to reduce the Parks Department's 2024 CIP Request, we are requesting to utilize our remaining funds from these accounts to purchase a new 1 Ton truck with a dump body. Our

current 1-Ton truck with dump body is in need of extensive repairs which exceed the value of the vehicle and can no longer be utilized for its regular duties. By allowing the purchase of this vehicle before the 2024 CIP is approved, we can reduce the wait time on the vehicle as our purchase will be able to be made prior to other municipalities in the area.

RATIONALE:

By utilizing existing leftover CIP funds to complete this purchase, we are able to reduce the 2024 CIP budget request and utilize funds that the City has already committed to using for Park's Department vehicle purchases.

RESOLUTION NUMBER 2023-35

A RESOLUTION AMENDING THE 2023 CAPITAL PROJECTS BUDGET

WHEREAS, the parks department is in need of a one ton dump truck. It was originally proposed in the 2024 capital projects budget, but it was determined it could be purchased with previous years' left-over capital projects borrowing. This amendment will reduce the 2024 capital borrowing and expedite the ordering & delivery of the truck that will have a long lead time.

WHEREAS, It was determined that the Capital Projects Budget had to be amended to accomplish this goal.

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of New Berlin that the Capital Projects Fund Budget be reallocated as follows:

EXPENDITURES - Increase

04059100-61213-C2023	1 TON DUMP TRUCK	\$ 90,000
----------------------	------------------	-----------

EXPENDITURES - Decrease

04059100-61221-C2018 – 16' Rotary Mower	\$ 7,000
04059100-61213-C2019 – 1 Ton Dump Truck	\$ 3,000
04059100-61124-C2019 – Tool Cat	\$ 6,000
04059100-59050-C2019 – Pickup Truck (2)	\$ 9,000
04059100-61213-C2020 – 1 Ton Dump Truck	\$ 6,000
04059100-61129-C2021 – Aerial Lift and Trailer	\$ 4,000
04059100-61221-C2022 – 16' Rotary Mower	\$10,000
04059100-61213-C2022 – 1 Ton Dump Truck	\$13,000
04059100-61108-C2023 – Box Van	\$20,000
04251300-61521-C2023 – Box Truck – Maint Tech	\$12,000

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to publish this resolution in the Waukesha Freeman within 10 days of adoption by the Common Council.

RESOLUTION ADOPTED by the New Berlin Common Council this 14th day of November 2023.

David Ament, Mayor

Countersigned:

Rubina R. Medina, City Clerk

REQUESTED ACTION STATEMENT

To: New Berlin Common Council

From: City Attorney, Police Department & Fire Department

Date: November 8, 2023

Requested Action:

Review and approve the Joint Powers Agreement, County 911 Emergency System between the City and Waukesha County.

Financial fiscal impact:

Unknown

Background/Rationale:

Annually, the City receives a Joint Powers Agreement related to the County 911 Emergency System. The Agreement references Wisconsin Statute Sec. 256.35(9), which requires that, in implementing a 911 system (as Waukesha County has done), municipalities will annually enter into a Joint Powers Agreement. That Agreement provides that if an emergency service vehicle is dispatched in response to a request through the Waukesha County 911 System, such vehicle shall render its services to the persons needing the service regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries. This Agreement would be effective for calendar year 2024. In essence, the purpose is that it allows for the County to be able to dispatch law enforcement and EMS services when needed, even though the assistance may be provided to other jurisdictions. Obviously, this applies to other jurisdictions providing the same service to New Berlin residents. Attached is a copy of the proposed Agreement as signed by the Waukesha County Department of Emergency Preparedness.

Respectfully Submitted,

City Attorney Mark Blum

Paul Farrow
County Executive

Gary A. Bell
Director of Emergency Preparedness

Waukesha County
Department of Emergency Preparedness
Waukesha County Communications

**JOINT POWERS AGREEMENT
COUNTY 9-1-1 EMERGENCY SYSTEM**

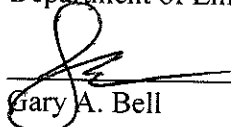
WHEREAS, Waukesha County and the municipalities located within the boundaries of Waukesha County have implemented an Emergency 9-1-1 System for the purposes of providing emergency services to residents and visitors of these municipalities, including the fire fighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec 256.35(9), Wis. Stats, "Joint Powers Agreement," requires that in implementing a 911 system as has been done in Waukesha County, municipalities shall annually enter into a Joint Powers Agreement, which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Waukesha County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements and conditions contained herein, it is hereby jointly agreed between Waukesha County and the City of New Berlin, as follows:

1. That effective January 1, 2024 this Agreement shall, thereafter, be applicable on a daily basis from said date through December 31, 2024.
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency service, is dispatched in response to a request through the Waukesha County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Sec. 256.35(9)(c), Wis. Stats.

Waukesha County
Department of Emergency Preparedness



Gary A. Bell 12/23/23
Date

City of New Berlin

BY: _____
David Ament, Mayor Date

BY: _____
Rubina Medina, City Clerk Date



REQUESTED ACTION STATEMENT

DATE: November 14th, 2023

TO: Mayor Ament
Common Council

FROM: Jeff Hingiss - Chief of Police

ISSUE: Recommend to Council – To approve a new School Resource Officer Memorandum of Understanding Agreement

REQUESTED: Recommend to Council to approve the School Resource Officer Memorandum of Understanding Agreement between the city of New Berlin and the School District of New Berlin for the term of November 1st, 2023, through June 30, 2024, with an automatic renewal for one-year terms thereafter commencing July 1st of each year for two consecutive years (July 1st, 2024, and July 1st, 2025) with the last renewal term expiring June 30th of 2026.

The following are additions/changes to the previous Memorandum of Understanding signed 12/14/2022 between the city of New Berlin and the School District of New Berlin:

- 1) Section 1 (Cost of the SRO Program) item A change.
- 2) Section 1 (Cost of the SRO Program) item B removal.
- 3) Section 4 (Term of Agreement) updated terms.
- 4) Sections 10-14 (Procedures, Police Interviews, Body Worn Cameras, Taking a Student into Custody and Video Surveillance) removed to create a separate procedures document reviewed and signed every year.

FISCAL IMPACT:

- 1) The new School Resource Officer MOU outlines the School District of New Berlin's agreement to compensate the city of New Berlin for 100 percent cost of the School Resource Officer program over the next three years (2023/2024, 2024/2025, and 2025/2026) with the term ending on June 30th, 2026. The previous MOU had an approximate reimbursement of just below 50 percent of the cost of the School Resource Officer program.
- 2) The new School Resource Officer MOU outlines the city of New Berlin's agreement to remove any overtime compensation requests from the School District of New Berlin for overtime costs accrued on behalf of school related security details. The city of New Berlin will no longer seek compensation from the School District of New Berlin for all school related security details.

3) None

4) None

RATIONALE:

1) The School District of New Berlin has agreed to fund 100% of the SRO program over the next three school years (2023/2024, 2024/2025 and 2025/2026). Section 1 of the MOU has the exact breakdown of the compensation amounts over the three-year agreement. The agreement follows the requirements of Wisconsin Law and has been reviewed by our city attorney (Attorney Mark Blum).

2) The School District of New Berlin will no longer provide compensation to the city of New Berlin for officer overtime costs associated to school event security details. Section 1 item B in the previous SRO MOU referenced a compensation agreement where the School District of New Berlin would reimburse the city of New Berlin for all officer overtime accruals as the result of security details for school events. The new SRO MOU has removed this item from section 1 and the School District of New Berlin will no longer provide compensation to the city of New Berlin for officer overtime costs associated to school event security details.

3) The new SRO MOU has updated Section 4 (Term of Agreement) to reflect a new three-year term.

4) The School District of New Berlin and the New Berlin Police Department have agreed to create a separate procedures document that is reviewed on a more regular basis (yearly). The separate procedures document will accommodate a more regular review of day-to-day practices which will enhance SRO effectiveness in the school setting. The procedures (sections 10-14) of the previous MOU were removed to create a separate document to be signed by a School District of New Berlin representative and the chief of police or his designee on an annual basis.

SCHOOL RESOURCE OFFICER AGREEMENT

Procedures

This Agreement is made pursuant to Sec. 66.0301, Wisconsin Statutes, this **1st** day of **November 2023**, by and between the SCHOOL DISTRICT OF NEW BERLIN (HEREINAFTER "District"), and the CITY OF NEW BERLIN, a Wisconsin municipal corporation, (hereinafter "City"), through the CITY OF NEW BERLIN POLICE DEPARTMENT (hereinafter "Police Department") as follows:

WITNESSETH:

WHEREAS the City, through the Police Department, agrees to provide the School District a School Resource Officer (SRO) Program in the School District; and

WHEREAS the School District and the Police Department desire to set forth in this SRO Agreement the specific procedures and duties to be performed and provided by the SROs in the School District. These procedures will be reviewed and signed on a yearly basis.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Procedures

- A. The SRO will not be involved in ordinary school discipline.
- B. If an administrator believes that a municipal or criminal violation has occurred or is about to occur, the building administrator will request SRO involvement, who will investigate in conformance with legal procedures. When the violation is committed by a child with a disability, the administrator will contact the parents of the child for permission to release copies of the special education and disciplinary records of the child for consideration by the law enforcement agency.
- C. If an administrator has reasonable suspicion that sexting might be occurring s/he shall immediately solicit assistance from the SRO.
- D. The school administrator shall conduct his/her own investigation into whether the student violated school rules. Whenever possible, the school administration investigation should be completed in conjunction with the SRO's investigation to avoid repetitious questioning of the student.
- E. The school may not use the law enforcement officers' records as the sole basis for disciplinary action.
- F. If the SRO or Police Department receives information of an ordinance violation or crime on campus, the SRO shall notify the administration of the violation before initiating an investigation, unless the matter poses an imminent danger, as soon as possible either directly, through email or telephone.
- G. The SRO shall notify the school administration of the results of an investigation into an on-campus incident as soon as possible, if permitted by law, and prior to any action taken, if circumstances allow.

- H. It will be the responsibility of the SRO to report and process all crimes originating on campus to the Police Department. Information on cases that are worked off-campus by the police department or other agencies involving students on a campus served by an SRO will be provided to the SRO, but the SRO will not normally be actively involved in off-campus investigation(s).
- I. The SRO will coordinate his/her actions with the school administration for law enforcement cases that occurred outside of the school environment.
- J. The SRO may assist the school administration with a reasonable suspicion search at the request of the school administration if the SRO is assisting school officials in furtherance of the school's objective to maintain a safe and proper educational environment as opposed to gathering evidence of a crime.



2. Police Interviewing of Students at School

- A. **Question any witnesses to determine if an illegal act or unlawful offense (municipal or criminal) was committed and who committed said act.** The SRO shall have the general authority to question or interview any student at school who may have information about criminal misconduct. When appropriate, the interview may be conducted in cooperation with and in the presence of a school official but when immediate action is necessary or in an emergency, the SRO may interview a student without the presence of a school official. Parents/guardians shall be notified of such interviews, by the SRO or administrator, as soon as practicable.
- B. **Question the person suspected of committing the crime.** A school official shall be present during such interrogation. Parents/guardians shall be notified of such interrogations, by the SRO or administrator, as soon as practicable.
- C. **If a student is detained, placed in custody, or arrested,** the SRO will follow SOPs of the Department in conducting the arrest including the student being given their Miranda rights as required by law. School officials shall contact the student's parent(s)/guardian(s), except in the case of emergency situations or when the health or safety of a student is at issue.
- D. **Investigation and Arrest Procedures - Other Crimes Committed Off-Campus.** As a general rule, the SRO and other law enforcement officials shall not interview any student witnesses or suspects at school during school hours concerning crimes committed off-campus. If law enforcement officials are having difficulty locating a student off-campus, determine that time is of the essence, or for some other reason deem it necessary to interview a student at school during school hours:
 - 1. The officer shall contact the principal in advance and state the reason(s) to conduct an interview of a student at the school.
 - 2. The investigating officer or SRO shall notify the student's parent/guardian of the officer's desire to interview or interrogate the student at school. The investigating officer will make all reasonable efforts not to question students at the school without notice and the consent of the parent or guardian.
 - 3. To the extent practicable, the officer and Principal should mutually agree on a convenient time during the school day to conduct the investigation.

- E. **Questioning of a student victim.** If a student is a victim of a criminal offense, the SRO will have the general permission to question the student without the presence of a school official. As a general rule, the SRO will make the school official aware of the interview as soon as practicable. Parents/guardians shall be notified of such interviews as soon as practicable unless the parents/guardians are the suspects.

3. Body Worn Cameras

The School District of New Berlin and the New Berlin Police Department approve the use of Body Worn Cameras (BWC) on School Resource Officers (SROs) or law enforcement officers on district property for the primary purpose of ensuring safety on school property. An officer must start recording as soon as practical and when safe to do so, once the officer realizes he/she will be conducting a matter of investigatory nature or an enforcement action.

All officers engaged in investigatory, or enforcement action must activate their camera regardless of the number of other officers on the scene with cameras. Juveniles will be recorded as an adult would. Parents shall be notified via individual school communications that body cameras may be used by SROs or law enforcement officers on district property. **BWC usage will be prohibited in all restrooms and locker rooms per New Berlin School District policy 5131 unless there is a risk to public health, the safety of students, or the SRO has a legitimate reason to require it.**

There is no requirement that officers notify someone that they are being recorded; however, officers must be aware that it may be beneficial to inform the other person(s) that a recording of the interaction is being made. If a person expresses a desire to know whether the officer is recording them, the officer shall respond truthfully.



Officers equipped with body worn cameras shall follow the policies of New Berlin Police Department **Directive 6112 Mobile/Wearable Video Recorders (Squad Cameras/Body Worn Cameras (BWC)).**

Body camera footage recorded on district property is considered a “law enforcement record” and is the sole property of the New Berlin Police Department. BWC footage will not be considered a pupil record maintained by the school district. The School District of New Berlin reserves the right to request to view officer BWC footage if it directly relates to student discipline and safety on school property. The New Berlin Police Department reserves the right to deny BWC footage requests from the school district if such a request were to compromise the integrity of the investigation or if required per Wis Stat Sec 938.396 The school district must maintain the confidentiality of any law enforcement records which it may receive.

4. Taking a Student in Custody

- A. The SRO will notify the school administration immediately upon determining if a student will be placed in custody unless public health and safety require immediate action to be taken.
- B. The SRO will follow NBPD policy regarding taking a juvenile in custody.
- C. The SRO will work with the school administration to ensure the process of taking the student into custody is least disruptive to the school environment while maintaining

officer and public safety safety considerations.

D. Law enforcement officers employed by the Police Department shall be permitted.

5. Video Surveillance

- A. The District surveillance cameras are considered a tool to assist the District and the Police Department to protect the health, welfare, and safety of the District's students and staff.
- B. The District, the SROs and the Police Department shall have access to the District owned surveillance camera system to the extent there is no violation of student privacy rights under state or federal law.
- C. The school administration and the Police Department shall follow the District policy regarding the District camera system.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first written above.

BOARD OF EDUCATION

By: _____

Date: _____

Title: _____

SDNB Superintendent or Designee

NEW BERLIN POLICE DEPARTMENT

By: _____

Date: _____

Title: _____

Jeffrey Hingiss, Chief of Police or Designee

APPENDIX A
Actions for Certain Offenses

OFFENSE	DESCRIPTION/EXAMPLES	ACTION TO BE TAKEN
Disorderly Conduct	947.01- "Whoever, in a public or private place, engages in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance."	
	Student is disruptive, swearing, out of control, belligerent, throwing objects, fighting, throwing punches, making threats, or engaging in other conduct to the extent that it causes a disturbance in the hallways, classrooms, or other areas inside or outside of the school.	Contact the police immediately if actions endanger safety of students and/or staff.
	Student(s) harassing or threatening other student(s)	Consider contacting police if the matter may not be handled by the school or police counseling is requested.
	General disobedience and insubordination, failure to complete homework or do work, dress code violations, swearing, name calling, refusal to attend class, walks out of class vague threats, minor altercations including pushing.	Generally, these situations should be handled by the school. Police can be called for ongoing issues with the same student when other alternatives have been proven ineffective.

Battery	940.19(1)- “Whoever causes bodily harm to another by an act done with intent to cause bodily harm to that person or another without the consent of the person so harmed.”	
	Student is involved in a fight and sustains visible injuries more than just superficial scratches.	Police should be contacted.

Drug Offenses	Student possesses or is suspected of possessing or selling drugs, alcohol, or cigarettes.	Contact police immediately.
	Student is suspected of being under the influence of drugs or alcohol.	Contact police/fire departments immediately if a medical emergency exists. Contact police for further investigation.
Weapons Offenses	948.60, 948.605, 948.61, 939.22(10) Weapons include but are not limited to guns, knives, bee bee guns, any electric weapons, brass knuckles, num chucks, Chinese throwing stars, paintball guns, toy guns, any other device designed as a weapon and capable of producing death or great bodily harm, or any other device in the manner it is used or intended to be used in calculated or likely to produce death or great bodily harm.	
	Student is suspected of possessing a weapon on school grounds.	Contact police immediately.

	Student possessed a small pocketknife, Swiss Army Knife, utility tool that contains a knife, a razor blade, toy/water gun, or other sharp object.	Consider using discretion about calling the police when there is no evidence to suggest the student used or was planning to use the object to harm, threaten, intimidate/harass, or to create a disturbance among students.
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Mandatory Reporting Child Abuse or Neglect Sexual Assault	48.981(2) and 48.981(3)-If a school teacher, school administrator, school counselor, nurse, social worker, professional counselor, <i>or any school employee not mentioned above</i>, has reasonable cause to suspect that a child seen by the person in the course of professional duties has been abused (sexually or physically) or neglected or the child has been threatened with abuse or neglect and that abuse or neglect of the child will occur, then that person must <u>immediately</u> inform the Waukesha County Department of Health and Human Services or the Police Department. There are other people who are also considered “mandatory reporters” as defined by State Statute 48.981(2).	Contact police immediately.
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	<u>Abuse:</u> “Abuse” for mandatory reporting requirements as defined by 48.02(1) includes: <u>Physical injury inflicted on a child by other than accidental means</u>, serious physical harm inflicted on an unborn child and/or the risk of serious physical harm to the child when born caused by the habitual lack of self-control of the expectant mother, <u>sexual intercourse or sexual contact under statutes 940.225 (Sexual Assault), 948.02 (Sexual Assault of Child), 948.025 (Engaging in repeated sexual acts of sexual assault of the same child), 948.085 (Sexual Assault of a child placed in substitute care), sexual exploitation of a child, prostitution, causing a child to view or listen to sexual activity, or exposing genitals or public area.</u>	
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	<u>Neglect:</u> Means failure, refusal, or inability on the part of a caregiver, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of a child.	
	<u>Child:</u> A “Child” means a person who is less than 18 years of age.	
	<u>Sexual Assault/Sexual Contact:</u> Any types of intentional touching whether direct or through clothing <u>if that intentional touching is either for the purpose of sexually degrading or humiliating the complainant (victim) or sexually arousing or gratifying the defendant (suspect).</u> Intentional touching includes the touching of the	

	complainant's intimate parts by the use of any body part or object. Intimate parts (939.22(19)) include the breast, buttock, anus, groin, scrotum, penis, vagina, or pubic mound.	
	<u>Sexual Assault/Sexual Intercourse:</u> Means vulvar penetration and includes oral and anal intercourse.	
	<u>Examples:</u> Student intentionally slaps another student on the butt while fooling around in the hallway. When questioned about the incident, the actor says they were just playing around or trying to be funny.	Matter should be handled by the school as it is determined that the intentional touching is not for the purpose of sexually degrading or humiliating the complainant (victim) or sexually arousing or gratifying the defendant (suspect). Matter may be handled by the school in many cases. Student could possibly be cited for Disorderly Conduct depending on whether the victim/parents want to be complainants.
	Student rubs another student's leg, arm, back, etc., causing the student to feel uncomfortable.	Contact the police immediately.

	Student reports to the office, teacher, another student, etc., that they were injured, abused, or sexually assaulted by someone while at or away from school. Teenage girl reports that she is pregnant.	Contact the police immediately. Contact police immediately.
Possible Suicidal Subject	Student or staff member talks about wanting to hurt themselves, wanting to die, not wanting to live, or other verbal or written statements indicating that they want to harm themselves or others. Intentional cut marks are seen on a student's body.	Contact the police immediately. Contact the police immediately.
Theft	943.20(1)-Intentionally takes and carries away, uses, transfers, conceals, or retains possession of moveable property of another without the other's consent and with intent to deprive the owner permanently of possession of such property.	Use discretion about contacting police depending on circumstances or if the student or circumstances or if the student or parent states that they want the police notified. Sometimes stolen property has a way of "turning up" and the matter

		is best handled or investigated by the school. Also, some minor acts that could be considered a theft should be handled by the school such as a student taking candy or a pencil from a teacher.
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SCHOOL RESOURCE OFFICER AGREEMENT

This Agreement is made pursuant to Sec. 66.0301, Wisconsin Statutes, this **1st** day of **November 2023**, by and between the SCHOOL DISTRICT OF NEW BERLIN (HEREINAFTER "District"), and the CITY OF NEW BERLIN, a Wisconsin municipal corporation, (hereinafter "City"), through the CITY OF NEW BERLIN POLICE DEPARTMENT (hereinafter "Police Department") as follows:

WITNESSETH:

WHEREAS the City, through the Police Department, agrees to provide the School District a School Resource Officer (SRO) Program in the School District; and

WHEREAS the School District and the Police Department desire to set forth in this SRO Agreement the specific terms and conditions of the services to be performed and provided by the SROs in the School District.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Cost of the SRO Program.

- A.** The District will pay 100% of the two New Berlin Police Department School Resource Officer positions over the next three school years (2023/2024, 2024/2025 and 2025/2026). The cost breakdown is as follows:

- **2023/2024 School Year:** The District will pay to the City Two Hundred, Seventy-Seven Thousand, Eight Hundred Forty-Three dollars (\$277,843.00) in two equal installments billed by the City for the 2023/2024 school .

- **2024/2025 School Year:** The District will pay to the City Two Hundred, Ninety Thousand, Seven Hundred Forty-Two dollars (\$290,742.00) in two equal installments billed by the City for the 2024/2025 school year.

- **2025/2026 School Year:** The District will pay to the City Three Hundred Thousand, Five Hundred Sixty-Two dollars (\$300,562.00) in two equal installments billed by the City for the 2025/2026 school year.

2. Employment of School Resource Officers.

- A.** The SROs shall be employees of the Police Department and shall be subject to the administration, supervision, and control of the Police Department.
- B.** The SROs shall be subject to all personnel policies and practices of the Police Department except as such policies or practices may be modified by the terms and conditions of this agreement.
- C.** The Police Department, in its sole discretion, shall have the sole power and authority to hire, discharge, and discipline SROs.

- D. A joint committee composed of representatives of the Police Department and the District shall make recommendations for the SRO positions to the Chief of Police who shall assign such officers.
- E. The District and Police Department shall agree on the appointment and continued assignment of the SROs and each reserves the right to reject or terminate an SRO assignment. In this event, written notice shall be provided to the other party with a brief explanation as to the reason for the rejection or termination of assignment.
- F. One SRO shall be assigned to each regular middle/ high school of the School District.
- G. The SROs will be assigned to their position on a continuous year-round basis. SROs will provide police assistance and resources to all the schools of the District throughout the entire year.
- H. SROs will be required to attend regular police training to maintain police certifications and they will be allowed to attend professional development training as deemed appropriate by the Police Department. SROs will be allowed to hold ancillary duties the police department has approved while serving in the SRO position.
- I. SROs may need to temporarily leave their duties in support of the District when emergent needs elsewhere necessitate that.

3. Duty Hours.

- A. SRO duty hours shall be determined by the provisions of the labor agreement between the Police Department and the NBPPA. The duty hours of SRO's shall conform to the school day to the extent possible.
- B. It is understood and agreed that time spent by SROs attending municipal court, juvenile court, and/or criminal cases arising from and/or out of their employment as an SRO shall be considered as hours worked under this Agreement.
- C. In the event an SRO is absent from work, the SRO shall notify his or her supervisor in the Police Department and an administrator of the school to which the SRO is assigned. This shall be provided with as much advance notice as possible, but not less than 2 hours prior to the absence, unless the cause of absence precludes such.

4. Term of Agreement.

This agreement shall be for the term of November 1st, 2023, through June 30, 2024, and shall automatically renew for one-year terms thereafter commencing July 1st of each year for two consecutive years (July 1st, 2024, and July 1st, 2025) with the last renewal term expiring June 30th of 2026, unless either party informs the other prior to October 1st of its intent to not renew the agreement.

The agreement will be reviewed annually by the School District of New Berlin Safety Committee prior to March 1 of each year. The Safety Committee may make recommendations for modifications as deemed necessary and appropriate by the Committee to be considered by the District Board and the City Common Council.

For the City: Chief of Police
City of New Berlin
16300 W. National Ave
New Berlin, WI 53151

For the School District: Chief Finance & Operations Officer
School District of New Berlin
4333 S. Sunny Slope Road
New Berlin, WI 53151

5. Purpose of This Understanding.

- A.** To clarify the role of the SRO to reduce misunderstandings between the Police Department and the District as far as responsibilities, procedures, and expectations of the SRO while on campus.

6. Duties of School Resource Officers.

The SRO's duties will include, but not be limited to, the following:

- A.** To be a visible, active law enforcement figure on campus.
- B.** To assist District in dealing with specific law enforcement matters originating on the assigned campus.
- C.** To provide a classroom resource for law education using approved materials.
- D.** To be a resource for students which will enable them to be associated with a law enforcement figure in the students' environment.
- E.** To be a resource for teachers, parents, and students for conferences on an individual basis dealing with individual problems or questions.
- F.** To make appearances before site councils, parent groups, and other groups associated with the campus and as a speaker on a variety of requested topics.
- G.** All local law enforcement and state agencies requesting to conduct formal police interviews, interrogations, and arrests should be referred to the campus SRO.
- H.** The SRO will be familiar with helpful community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency-and delinquency-prone youths and their families. Referrals will be made when necessary.
- I.** The SRO and school administrator will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.
- J.** The SRO will coordinate all activities with the school administrator and concerned staff members and will seek permission, guidance, and advice prior to enacting any programs within the school.
- K.** The SRO is first and foremost a law enforcement officer.

- L. The SRO may be asked to provide community wide crime prevention presentation that include, but are not limited to:
 - Drugs and the law -Adult and juvenile.
 - Alcohol and the law -Adult and juvenile.
 - Sexual assault prevention.
 - Safety programs -Adult and juvenile.
 - Assistance in other crime prevention programs as assigned.
- M. The SROs will wear department uniform, business casual and formal with appropriate logos and name badges depending on the time of the school year, the type of school activity or program, and the requests of the school and/or police department.
- N. The SROs will wear their department issued duty weapons in accordance with department policy.
- O. Serve on the Safety Committee of the District.
- P. Work with school officials to develop and implement parking guidelines for students, staff and *visitors* and enforce parking laws when necessary.

7. Chain of Command.

- A. As employees of the Police Department, SROs will be subject to the chain of command of the Police Department.
- B. In the performance of their duties, SROs shall coordinate and communicate with the building administrator or the building administrator's designee of the school to which they are assigned.

8. Access to Education Records.

- A. The confidentiality of student records is established in state and federal law and school officials have the responsibility to justify the release of such confidential information.
- B. District shall share the attendance record of any student that is subject to investigation for truancy, arson, or a criminal or delinquent act.
- C. District will share directory data, which may include the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, period of time the student is/ was enrolled in school, photographs, degrees and awards received. Wisconsin state law and the Family Education Rights and Privacy Act (FERPA) prohibit districts from sharing any other records.
- D. SRO's will not have general access to student records that would violate state law or FERPA.
- E. If some information in a student's record is needed in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to the SRO that information which is needed taking into consideration the seriousness of the threat to

someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence, to the extent allowed by law.

- F. A school psychologist, counselor, social worker, nurse, or any teacher or administrator who is designed by the school board to engage in alcohol and other drug program activities is prohibited by state law from sharing information received that the student, or another student, is using or experiencing problems resulting from the use of alcohol or other drugs.

9. Access to Police Records

- A. District or school administrators may request police records of a student enrolled within the District from the Police Department.
- B. The Police Department may release records of a student enrolled in District to the District on its own initiative or at the request of District subject to the limitations set forth in Wis Stat Sec 938.396, specifically including:
 - i. the use, possession or distribution of alcohol, controlled substances, or controlled substance analogy.
 - ii. the illegal possession by a juvenile of a dangerous weapon as defined in Wisc. Stat. sec. 939.22(10).
 - iii. an act for which the juvenile was taken into custody based upon law enforcement officer's belief that the juvenile was committing or had committed a violation of any state or federal law; and
 - iv. an act for which the student has been adjudged delinquent.
- C. District shall not disclose the information received under this section to the student or parents/ guardians of the student without first receiving acknowledgement from the SRO Police Department that disclosure will not adversely affect an ongoing investigation.
- D. The Police Department will immediately notify District of any person enrolled in or employed by District that is registered with the Department of Commerce {DOC} as a sex offender.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first written above.

BOARD OF EDUCATION

By: _____

Date: _____

Title: _____

SDNB Superintendent or Designee

NEW BERLIN POLICE DEPARTMENT

By: _____

Jeffrey Hingiss, Chief of Police

Date: _____

CITY OF NEW BERLIN

By: _____

Date: _____

Dave Ament, Mayor of New Berlin

Joint Review Board MEETING AGENDA



December 4, 2023 - 4:00 PM

Meeting held via Zoom

<https://us02web.zoom.us/j/83898767234>

This Board has satisfied the requirements as directed by the Common Council on June 22, 2021 and Ordinance No. 2651 to hold this meeting via electronic means. The full text of this ordinance and the minutes from the above-mentioned meeting can be viewed at www.newberlin.org

Any comments that the public wishes to make may be communicated to the city via email at citizencomments@newberlin.org

Interested parties may also participate by:

- Downloading the ZOOM app located at <https://zoom.us/> and utilize this unique ID to join: 838 9876 7234
- Following this direct link to the meeting: <https://us02web.zoom.us/j/83898767234>
- Dial by phone: (312) 626-6799 and use Meeting ID: 838 9876 7234

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. December 21, 2022 Joint Review Board Meeting Minutes
4. **NEW BUSINESS**
 - A. Appointments (as needed):
 1. Public member
 2. Chairperson
 - B. Review Annual PE-300 Reports and the performance and status of the City's active Tax Incremental Districts as required by Wis. Stat. § 66.1105(4m)(f)
5. **ADJOURN**

Supplemental Information:

- The meeting agenda and agenda packet are available online at www.NewBerlin.org. The minutes are published online and are approved at the next regularly scheduled meeting.
- It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order.
- You may provide comments to the City Clerk via email at CitizenComments@NewBerlin.org. Comments will be forwarded to the Mayor and members of the governing body. Emailed comments are not read during the meeting.
- The City of New Berlin strives to host inclusive, accessible meetings that enable all individuals to engage and participate fully. Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible, please contact City Clerk Rubina R. Medina at (262) 786-8610 or via email at CityClerk@NewBerlinWI.gov at least 48 hours before the scheduled meeting time. Efforts will be made to accommodate the needs of disabled individuals through appropriate aids and/or services.
- It is also possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to in the above notice.